

JUNIPERO SERRA HIGH SCHOOL

STUDENT-PARENT HANDBOOK

2018-2019

Updated 8/3/2018

CONTENTS

I. THE SCHOOL AND THE ADMINISTRATION

History	5
Mission Statement and Graduation Learning Outcomes	6
Philosophy Statement	7
Administration	8
Department Chairs	8
Student Body Officers	9
Class Officers	9

II. PARENT RESPONSIBILITY

Code of Christian Conduct	11
Attendance of Classes	11
Parent Request for Student Absence	12
Other Policies and Procedures	13
Custodial Information	13
Complaints and Grievances	13
Medical Information	13
Note Regarding Personal Information	13
Drop-off and Pick-up Procedures	13
Transportation To and From School	14
Parking Procedures	14
Password and Parent Portal	14
Senior Portraits	14
Cafeteria Food Service	14
Emergency Information	15
Parental Technology Responsibilities	16
Notice of the Presence of Security Cameras	16

III. ACADEMICS

Academic Expectations	17
Honor Code	17
Graduation Requirements	19
College Requirements	19
Study Table	20
Program Change Policy	20
Philosophy of Grading	21
Grading	24
Honor Roll	24
Transcripts	25
Valedictorian Selection	25
National Honor Society	25
Policy for Student Academic Review	26
Other Academic Regulations and Information	27
Acceptable Use Policy	29
Library	31
Work Permits	31
Online Training to Prevent Child Abuse	31

IV. NORMS OF STUDENT CONDUCT	
Definition of Brotherhood	32
Four Major Norms and School Jurisdiction	32
Attendance of Classes	33
Tardy Policy	33
Behavior Expectations	34
Code of Christian Conduct	34
General School Regulations	39
Motor Vehicles	40
Dress and Personal Appearance	41
Other School Policies	43
Consequences for Infractions	44
Serious Misconduct	45
Disciplinary Action	48
Policy for Disciplinary Review	49
Harassment	50
V. STUDENT ACTIVITIES	
Opportunities for Participation	53
JSHS Block Society	54
VI. ATHLETICS	
Mission Statement	58
Interscholastic Athletics	58
General Policies	58
Sports and Levels	59
Scholastic Eligibility	59
Attendance	60
Try Out Procedure	60
Medical	60
Informed Consent	61
Steroid Contract	61
Uniforms and Equipment	61
Transportation and Travel	61
Complaints and Grievances	62
Amateur Status Requirements	62
Outside Competition - Summer Leagues	62
VII. CAMPUS MINISTRY	
Department Motto and Mission	63
Retreat Program	64
Christian Service	65
VIII. COUNSELING SERVICES	
Counseling Services	68
IX. FINANCIAL INFORMATION	
Tuition and Fees	69
Tuition Payment Plans	69
Financial Aid	70
X. ADVANCEMENT	
Parent Expectations	71

XI. APPENDIX

Class Schedules	72
School Jackets and Rings	73
Graduation Announcements	73
Assistance Directory	74
School Telephone Numbers	74
Important Calendar Dates	75

I. THE SCHOOL AND THE ADMINISTRATION

HISTORY

In September 1944, Junípero Serra High School opened its doors with a faculty of five and a student body of 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.

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

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

In 2002, Reverend Joseph P. Bradley was appointed as the second President in Serra's history. Under his leadership, the school continued to provide excellent programs that fostered each student's spiritual, academic and social growth. In 2003 Mr. Lars J. Lund was appointed Principal of Junípero Serra High School. Under his leadership the school redoubled its efforts to ensure Serra continued to be the best possible Catholic college preparatory for young men in all areas—academic, extracurricular and spiritual. Beginning in 2008-2009 Serra returned to the President-Principal governance model with Mr. Lund becoming Serra's third President and Dr. Barry Thornton as Serra's 11th Principal. The school embarked on a major campaign to renovate the physical plant and constructed the Center for the Arts and Sciences in time for the 2011-2012 school year. The new complex included 5 state of the art science lecture labs, art and ceramics facilities, a band room, and an academic resource center. The facility also included a new 38 meter by 25 yard pool, swim locker facilities, and an athletic training facility. Major upgrades to infrastructure systems were also completed in the renovation.

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

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

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 lifelong 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 student 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 Saint Junípero Serra, we seek to find Christ in and bring Christ to the people with whom we live, work and serve.

DEFINITION OF BROTHERHOOD

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

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

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

ADMINISTRATION

President	Mr. Lars Lund
Principal	Dr. Barry Thornton
Assistant Principal: Academics	Mr. Keith Strange
Assistant Principal: Student Life	Ms. Marybeth Ortiz
Director of Finance	Ms. Sue Reyneri
Admissions Director	Ms. Sandy Brook
Alumni Director	Mr. Bob Greene
Dean of Students	Mr. Ken Peralta
Dean of Studies	Ms. Rita Lee
Director of Campus Ministry	Mr. Billy Byrnes
Athletic Director	Mr. Justin Ferdinand
Director of Institutional Advancement	TBA
Communications Manager	Ms. Antonia Ehlers
Graphic Design and Website Manager	Ms. Michelle Wilkinson
Director of Student Activities	Mr. Mike Langridge

DEPARTMENT CHAIRS

English Department	Mr. Tom Sullivan
World Language Department	Ms. Mary Dowden
Counseling Department	Ms. Jane Zoucha
Mathematics Department	Mr. Perry Carter
Theology Department	Mr. Gary Meegan
Science Department	Mr. Eric Plett
Social Studies Department	Mr. Rick Boesen
Visual and Performing Arts Department	Mr. Lawrence Long

STUDENT BODY OFFICERS EXECUTIVE STUDENT COUNCIL 2018-2019

President	Arman Popli
Vice President	Matt Lowenstein
Secretary	Marco Cornelio
Athletic Commissioner	Juliano Rodriguez
Campus Ministry Commissioner	Phong Do
Environmental Commissioner	Holman Torno
Performing Arts Commissioner	Patrick Takla
Spirit Commissioner	Galvin Yuan
SERT Commissioner	Matafanua Lualemaga

CLASS OFFICERS

SENIOR CLASS OFFICERS

President	Brendan Callagy
Vice President	Jeremy Villar
Secretary	Dominic Love
Athletic Officer	Petros Rosenbaum
Campus Ministry Officer	Dustin Healy
Environmental Officer	Alan Kaufmann
Performing Arts Officer	TBA
Spirit Officer	TBA
SERT Officer	TBA

JUNIOR CLASS OFFICERS

President	Charles Matthews
Vice President	Jack Dugoni
Secretary	Tariq Kurdi
Athletic Officer	Andrew Rush
Campus Ministry Officer	TBA
Environmental Officer	TBA
Performing Arts Officer	TBA
Spirit Officer	Alec Desuasido
SERT Officer	Joey Botta

SOPHOMORE CLASS OFFICERS

President	Jason Villar
Vice President	Jacob Thurrell
Secretary	Luke Dugoni
Athletic Officer	Sion Hirai
Campus Ministry Officer	TBA
Environmental Officer	Jonathan Cheng
Performing Arts Officer	Michael Kamenis
Spirit Officer	Jack Marks
SERT Officer	Cody Kucsak

FRESHMAN CLASS OFFICERS

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

President	TBA
Vice President	TBA
Secretary	TBA
Athletic Officer	TBA
Campus Ministry Officer	TBA
Environmental Officer	TBA
Performing Arts Officer	TBA
Spirit Officer	TBA
SERT Officer	TBA

II. PARENT RESPONSIBILITY

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

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

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

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

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

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

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally 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.

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 only excused 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 work in these cases. Students who have successfully completed the College Visit Form (available in the Counseling Office) and have been approved will also be considered excused. Please note that approval is dependent on a timely meeting with the counselor to determine the appropriateness of the college visit. Parents should refrain from making travel arrangements until the approval has been granted. Download the College Visit Form Here: [COLLEGEVISITFORM PDF](#)
- **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:
 - a. Name of physician
 - b. Phone number of physician
 - c. Time of appointment
 - d. Time to be excused from school
1. **Dismissal Pass:** A student will be issued a Permit to Leave Pass that should be shown to the teacher when the student leaves. The student must return the pass upon returning to school. Please note that we will not interrupt a class to contact a student as it is disruptive to the academic setting.

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

Tardy Policy (For the complete policy please see page 33.)

Excused Tardy: The only excused tardy will be a Medical/Dental/Special appointment or family emergency. Late carpools, transportation and parking problems are not excused. In the event of a medical or dental appointment, parents must contact the attendance office prior to the student arrival and the student must have a note from the Doctor/Dentist/appropriate person verifying the time of the appointment. (The Dean of Students in consultation with the Attendance Office is the final determination of excused and unexcused tardies.)

Participation in Extra-Curricular Activities

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

OTHER POLICIES AND PROCEDURES

CUSTODIAL INFORMATION

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

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

COMPLAINTS AND GRIEVANCES

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

MEDICAL INFORMATION

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

NOTE REGARDING PERSONAL INFORMATION

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

DROP-OFF AND PICK-UP PROCEDURES

For the safety of your son and for the good order of the neighborhood and school, we would ask that you follow the following instructions when dropping-off or picking-up your son from school.

- When dropping your son off on 20th Avenue, please pull up to the beginning of the white zone on the school side of 20th Avenue. Please drop your son off as quickly as possible.
- When entering the campus from the gate on 20th Avenue, please drive all the way onto campus, rather than stopping at the entrance of the gate. Traffic needs to flow freely, this is not a safe area to stop.
- When entering the campus from the gate on 20th Avenue to drop off your student, please drive all the way onto campus to the rear entrance of the cafeteria near the baseball field. Traffic needs to flow freely, therefore, it is not a safe to stop at the entrance by the gates.
- Remember to abide by all traffic and safety guidelines; there should not be any u-turns or parking in the driveways of the neighborhood.

TRANSPORTATION TO AND FROM SCHOOL

It is the parent's responsibility to ensure that their student gets to and from school each day. Written parental permission is required when a student leaves school before the conclusion of the regular school day via ridesharing services or public transportation.

Please Note: JSHS does not endorse or recommend any rideshare or transportation service. The school will not screen, monitor, review or assess the safety of any rideshare or transportation service, driver or vehicle. The use of any rideshare or transportation service by a student is the sole discretion of the parent or guardian. Contacting with, or use of, a professional ride service indicates the express acknowledgement that JSHS and its employees have not influenced that decision and bear no responsibility for your action to do so. JSHS and its employees accept no responsibility for screening, monitoring or assessing the safety of any ride share service, driver or vehicle.

PARKING PROCEDURES

- 1. Student Parking:** All student-driven vehicles must be registered with Junípero Serra High School. All vehicles must be parked within the lined parking spaces in the lots. There is ABSOLUTELY NO PARKING in emergency entrances and exits on the campus or the fire lanes. **Students must park in their designated parking area -- with their parking permit visible. Students are not allowed to park in faculty or visitor parking during normal school hours.** Students must follow the parking rules for their assigned areas. Violations of the parking rules may result in the vehicle being towed at the owner's expense and/or detention. At no time 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.
- 2. Parent/Visitor Parking:** All visitors should park their vehicles in spots designated as "visitor" spaces in Mary's Courtyard or on the Serra side of 20th Avenue. Please do not park in numbered spots as those are designated for faculty, staff and students.

It is essential that when visiting Serra, we are respectful of our neighbors and do not park in driveways and when at all possible please park on the Serra side of the street.

PASSWORD AND PARENT PORTAL

Password and Parent Portal

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

SENIOR PORTRAITS

Senior Portraits

In order to facilitate the scheduling of senior portraits, the email addresses of all rising seniors will be shared with Prestige Portraits when requested.

CAFETERIA FOOD SERVICE

Serra High School has partnered with Flik Independent School Dining for the upcoming school year. Flik has been the innovator of private and independent school food service to communities during the past four decades. Their dedicated team of associates are committed to providing quality food service. Meals are prepared from fresh ingredients and support local and sustainable agricultural practices. They go above and beyond food service by offering nutrition education programs that empower students to make healthy choices on a daily basis. By providing wholesome meals in conjunction with nutrition education, we are equipping students with the tools needed to live a happy, healthy life.

In order to expedite food service time, Flik is a cashless food service vendors. The student's photo ID will serve as their food service card. In order to load funds onto your student's ID card, you can go online to www.mySchoolDining.com/SerraHS. Alternatively, your student can bring cash or checks to the cafeteria staff to load onto their card.

Flik's menu website, mySchool Dining, will be your go-to site for daily menus, resources, staff photos and contact information, as well as a place for you to comment and tell us how we are doing! Just visit www.mySchoolDining.com/SerraHS.

Note: Because there is food service available to students on a daily basis and for the safety and well-being of our community, food services like UberEats, GrubHub, DoorDash etc., will not be permitted on campus to deliver food to students. If food is delivered to a student, they will receive a minimum of 3 hours detention.

EMERGENCY INFORMATION

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

Emergency Drills

The school conducts various emergency drills on a monthly basis, as required by State Regulations. During the emergency drills, if there is an evacuation, students will be told to evacuate to a location and parents will be notified as soon as feasible, via, email, text or phone. You should feel confident that the facilities, school plan and staff will keep your son safe in the event of an emergency. The Junípero Serra Emergency Procedures have been adapted from The Big Five, 2014, School Emergency Guidelines Immediate Action Response Guide produced by the Coalition for Safe Schools and Communities in San Mateo County. These procedures are used by fire and law enforcement officials county-wide.

Procedures

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

Evacuation (Fire or other instance where conditions outside of the building are safer than inside): Students will be instructed to exit immediately at the sound of the fire alarm, closing all doors and windows as they leave the building. Students will then evacuate the building.

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

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

Shelter in Place (Used to isolate students/staff from environmental contaminants or wildlife.): In the event of a gas leak or another dangerous situation in the surrounding areas, school will shut down and students will not be allowed to leave campus for their safety. All windows and air vents will be closed and all heating/cooling units will be turned off. At that time students will not be allowed to leave campus until it is safe for the students to evacuate the area.

Evacuation Procedures:

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



IMMEDIATE ACTION RESPONSE: THE BIG FIVE

When an emergency occurs, it is critical that staff members take immediate steps to protect themselves, their students, and other people on campus. Become familiar with The Big Five, and be prepared to perform all assigned responsibilities.

ACTION	DESCRIPTION
 SHELTER IN PLACE	Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents, and shut down air conditioning/heating units.
 DROP, COVER, AND HOLD ON	Implement during an earthquake or explosion to protect building occupants from flying and falling debris.
 SECURE CAMPUS	Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked, and all students and staff remain inside until otherwise directed. Instruction continues as planned.
 LOCKDOWN/ BARRICADE	Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.
 EVACUATION	Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.

PARENTAL TECHNOLOGY RESPONSIBILITIES

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

NOTICE OF THE PRESENCE OF SECURITY CAMERAS AT SERRA

For the safety and security of our school community we do have video surveillance in various areas of the school. There is no video surveillance in locker rooms, bathrooms or classrooms. Typically, video is only reviewed by the security team and certain administrators. Video is released to law enforcement as appropriate; however, video is not released to outside agencies, including insurance companies, unless required by law.

III. 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, world language, laboratory science, mathematics, religious studies, visual and performing arts, 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 that 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, portable electronic devices, workbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.
- **Homework:** Students should expect to spend an average of two to three hours of home study every day; this may be higher for students in multiple Honors or AP classes. This may be a combination of written assignments, study and long term projects, reviewing for tests or other written work. Assignments should be completed thoroughly and turned in 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 resources. Teachers also maintain and update their own electronic grade books and websites, 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 email for a more extensive list of assignments. In all cases, it is the student's responsibility to keep up with academic work missed because of absence from school for any reason (excused or unexcused).

ACADEMIC HONOR CODE

The Junípero Serra High School Academic Honor Code embodies the standards of honesty for all Padres. It declares that compliance with those standards is expected, just as a student's signature declares his understanding of and agreement to follow this honor code. We expect the standards to be followed, and we expect students, faculty members and administrators to encourage compliance and to take reasonable steps to discourage violations of the Academic Honor Code. Students will cooperate fully with teachers and administrators who investigate possible violations of the Honor Code. In areas of ambiguity or issues not specifically covered below, the teacher and the Dean of Studies will jointly determine if there has been a violation of the Honor Code. Students should always keep in mind that his actions will determine whether or not he violated the Academic Honor Code, regardless of whether or not he intended to do so.

When a student is in doubt, he should consult with his teacher about what is allowed and what is not.

Violations of the Academic Honor Code

Students will not:

Cheat:

- Cheating: to trick, to practice fraud, or to violate rules dishonestly. Examples of cheating include, but are not limited to:
 - Copying, "borrowing," or using another student's work or answers
 - Lending work or answers to a student so the student can copy or "borrow"
 - Collaborating or "working together" on an assignment when the assignment is meant to be done individually
 - Taking or using another student's answers from a test, quiz, or homework assignment
 - Violating the testing rules set by the teacher
 - Taking a photo or video of a test or quiz or test or quiz answers
 - Communicating the content of a test or quiz to another student who has yet to take the test or quiz
 - Electronically sending or receiving answers or test / quiz information
 - Using an online translator in a World Language class when it is not allowed by the teacher
 - Using a calculator or any other technology on a test or quiz when it is not allowed by the teacher
 - Using or being in possession of "cheat sheets"

Plagiarize:

- Plagiarizing: to deliberately use someone else's language, ideas, or other original material without acknowledging its source. Examples of plagiarism include, but are not limited to:
 - Turning in another student's work, with or without that student's knowledge, as your own
 - Turning in work written or completed by someone other than you: ie - parent, sibling, tutor, etc.
 - Copying any portion of another's work without proper acknowledgement, with the intention of presenting the material as your own
 - Borrowing words or ideas from a site like Sparknotes or Gradesaver and pretending that the words are your own or that you came to the ideas on your own
 - Changing key words or phrases but retaining the essential content of the source
 - Buying or downloading a paper from a research service or term-paper mill and offering it as your own

Penalties for Not Complying with the Academic Honor Code

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.

First Offense:

- Teacher meets with the student, notifies counselor, parents and Dean of Studies.
- Student receives a 0 or F on the assignment.
- Dean of Studies meets with student, notifies parent and teacher of the result.
- Co-curricular program directors and moderators will be notified of the violation.
- Student writes a reflection.
- Notice placed in the student's disciplinary file.
- Student serves two hours of detention, which he must start serving no later than the next school day after notification by the Dean of Studies. This takes priority over activities (rehearsals, athletic team practices) but not over athletic contests or performing arts performances.

Honor Code Violations

Second Offense:

- Teacher meets with the student, notifies counselor, parents and Dean of Studies.
- Student receives a 0 or F on the assignment.
- Dean of Studies meets with student and parent, notifies teacher of the result.
- Teachers, co-curricular program directors and moderators will be notified of the violation.
- Student writes a reflection.
- Notice placed in the student's disciplinary record as well as his cumulative file, and a letter will be sent home to his parents. Parents will be notified that the Administration will review the file of any student with two Honor Code violations. Consequences include the possibility of the students not being allowed to return for the following school year.
- Student serves five hours of detention and is placed on Activity Restriction: Honor Code until the hours are complete and for a minimum of five school days. This includes athletic practices, as well as contests and performances.
- Membership in Serra's Honor Societies (NHS and CSF) is inconsistent with repeated Honor Code violations. For that reason, students with two or more violations of the Academic Honor Code may be excluded from these organizations and may not be allowed to apply or reapply for membership.

- Students who commit a second or higher violation of the Academic Honor Code will be excluded from the Principal's List and Honor Roll for that semester.

Third Offense:

- Teacher meets with the student, notifies counselor, parents and Dean of Studies.
- Student receives a 0 or F on the assignment. The student will receive a grade reduction in that class at the end of the semester.
- Assistant Principal: Academics meets with student and parent, notifies teacher of the result.
- Teachers, co-curricular program directors and moderators will be notified of the violation.
- Student placed on Academic Probation and will be evaluated by the Academic Review Board.
- Notice placed in the student's disciplinary record, as well as his cumulative file, and a letter will be sent home to his parents. Parents will be notified that the Administration will review the file of any student with three Honor Code violations at the end of the school year. Consequences include the possibility of the students not being allowed to return for the following school year.
- Student serves ten hours of detention and will be placed on Activity Restriction: Honor Code until the hours are complete and for a minimum of ten school days. This includes athletic practices, as well as contests and performances.
- Student is not eligible for Valedictorian, National Honor Society, California Scholarship Federation and Academic Awards (for that year). The administration may restrict the student from additional leadership positions including but not limited to Student Government, Team Captain, Big Brother, and Kairos Leader.
- Counselors and administrators are required to disclose the Honor Code violations on letters of recommendation and school reports given to colleges and scholarship organizations.
- The administration will consider additional consequences such as withdrawal from the course with an "F", removing the student from Honors or Advanced Placement courses, notifying colleges or universities of the infraction, expulsion from the school, or other appropriate action.

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 – 3.0 credits
- World Language – 2.0 credits (in the same non-English language)
- Theology – 3.5 credits
- Visual and Performing Arts – 1.0 credit
- Christian Service – 2.0 credits (0.5 credits each year; 20 hours each year; see Christian Service section for additional information)
- Other elective classes – 3.5 credits
- **Total Required for Graduation:** 26.0 credits

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

COLLEGE REQUIREMENTS

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

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

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

In addition to those requirements listed above, each student can bolster his readiness for college by taking additional courses from the following areas: History, English, Advanced

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 opportunity 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.

- 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, Chemistry or Beginning/Intermediate Guitar.
- It is the individual teacher's choice and sole responsibility to assign a student to the Study Table.
- 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.
- 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. It is the student's responsibility to report to Study Table on time with enough academic work to last the entire period.
- 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.
- 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.
- 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.
- The student must turn in the completed homework assignment(s) to his teacher(s) the following school day for reduced credit. If this does not occur, the teacher may choose to take further action.
- Students whose teacher assigns study table are required to attend 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).
- If a student is assigned to Study Table six 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 overextend themselves. Students should be aware that, once the scheduling process is completed, the school normally does not allow students to drop AP and/or Honors level courses. The final decision on all such changes is made by the Dean of Studies.

Students enrolled in Advanced Placement courses must fill out an AP contract before they are approved for the class. All students enrolled in AP courses are required to take the AP exam. Only those students enrolled in AP courses are permitted to take the exam. Failure to take and complete the AP exam will result in an automatic grade reduction on the semester grade.

Note regarding attendance on the day of AP exams: For morning AP exams, students are expected to attend all of their classes in the afternoon, and vice versa. The only exception for this will be that students will normally be given a short lunch break after a morning exam, this is communicated on the day of the exam to the students. Violation of this rule will result in the student's being withheld from participation in extracurricular events that day (see the Attendance section for more details).

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

Procedure for Course Changes and Withdrawals

Step 1: 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 of Studies or Registrar's Office.

All five steps should be completed within the first 4 weeks of the semester.

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, Junípero Serra High School has established school-wide grading policies in the following areas:

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

a) Academic Deadlines

Submitting homework and assessments punctually is an academic responsibility of all students. Skill development for students depends on a structured sequence of instruction; teachers must be able to evaluate student performance in a timely manner in order to guide student learning and adjust instruction; and, 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 within the deadline set by the teacher without a grade-reduction penalty.

2. Late work due to early and full day dismissals

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

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

3. Late work due to school suspensions

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

4. 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. 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 World Language) require active student participation in order for students to show their levels of mastery of the course's learning outcomes. The criteria used to measure a student's level of participation in the class and the extent to which it will be used to determine a student's grade will be communicated through the course syllabus.

d) Academic Integrity

The 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.

e.) Junípero 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.
---	-----------	---

		<ul style="list-style-type: none"> 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 get a note from the doctor verifying the illness and 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.

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

from taking their final exam are not expected to attend class, and students should expect to take their final exam unless notified that they are exempt.

GRADING

The semester grading system is as follows:

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

Grade Point Averages

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

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

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

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

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

- The senior class vote on whom they believe best represents the class and the mission of Serra
- The student's academic standing
- The student's personal statement
- The student's personal commitment to the school's Graduation Learning Outcomes

The three Valedictorians will be selected to write and deliver their speeches to the Valedictorian Selection Committee. After hearing the speeches of the three valedictorians, one will be chosen to speak at graduation based on the above criteria as well as the quality and delivery of the actual speech to the Selection Committee.

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.

NHS is an honor society and any act of poor character (disciplinary and/or academic) may negatively impact your application and membership. Honor code violations may affect your membership, please reference the Academic Honor Code for more details.

Chapter Executive Board

Serra's Excelsior Chapter Executive Board includes: President, Vice President, Treasurer, Secretary, Historian, Peer Tutor Chairs and Service Project Chairs. All officers are elected by a majority vote of the members and chairs are appointed by co-advisors.

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 NHS serve as tutors for fellow Padres. NHS members also are expected 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, Junípero Serra High School expects its students to exhibit a level of academic progress that empowers them to gain acceptance to colleges and universities and succeed in post-secondary education. Towards this end, the Academic Dismissal Policy at 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. Any such request should be in writing to the Dean of Studies and have the parent's and any additional supporting signature. The Dean of Studies will make the final determination if a hardship exists and notify the parent accordingly. If so, the student will be placed in Mandatory Study during zero period (7:00-7:50 AM, Monday through Thursday every week). Students who are tardy to morning Study Table three or more times will have this privilege revoked and will be placed in afternoon Study Table instead.
- 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 priority for students who receive detention while placed in Mandatory Study should be to attend to academics first. Any exceptions to this must be cleared through the Dean of Studies.
- The Dean of Studies reserves the right to evaluate students' placement in Mandatory Study at any time based on new information.
- Students who are assigned to Mandatory Study for the current grading period will be evaluated once grades are posted. Students will continue to report to Mandatory Study until they are notified that they are no longer required to attend. This normally takes place during the second week following the end of a grading period. Failure to report to Mandatory Study will result in the same consequences as cutting a class and detention will be assigned accordingly.

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 six 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 three 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. If a student fails to take the AP exam, he will receive a grade reduction for the final semester of the course.

Participation in Extra-Curricular Activities

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

Excessive Absences

If a student, for any reason, misses five (5) 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 five 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 five (5) absences referred to under the Excessive Absences section. Unless previous arrangements have been made and approved by the Campus Ministry Department, all students must attend the event with their assigned group. If they do not, due to an unexcused absence, cut or

other circumstance (missed the bus), it will be dealt with as a cut and the Dean of Students will take appropriate action.

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

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

College Visits

Juniors and Seniors who complete the College Visit Form and are approved, will be allowed to visit the college/university of their choice and these absences will be considered excused. Each student is limited to a maximum of 5 excused college visit days.

Minimum Schedule

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

Report Cards

Each communicates his/her specific grading practices and distributes it to students during the first week of class. Grades are reported approximately every sixth week during each semester and report cards are posted in the Parent Portal. Grades posted after six and twelve weeks are progress reports 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.

Summer School

Students should use Summer School to remediate grades of D or F. Semester grades of F in courses that are required for graduation must be made up before the start of the following school year. Colleges generally do not accept grades of D or lower: students are recommended to make up semester grades of D or lower in any college-approved course. Whenever possible Serra recommends taking classes in Serra's Summer School. Any exceptions must be approved by the student's counselor beforehand. Serra will not accept more than three semesters of credit for courses taken during the same Summer, regardless of where the courses are taken.

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 coursework, he will receive a semester grade of "F."
4. If, in the opinion of the Dean of Studies, a student is refusing to complete a major assignment as a way of avoiding receiving a low grade and thus incurring negative consequences such as Mandatory Study or Ineligibility, the Dean of Studies in conjunction with the teacher will assign an appropriate letter grade.

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 Warning: Service and Activity Restriction: Service

For 12th Graders: Seniors must have their yearly required Christian Service hours completed and verified by the end of Grading Period 3.

- End of Grading Period 4: Any senior who has not completed his service requirement (hours completed, submitted and verified by the Christian Service Coordinator) will receive an Incomplete for Christian Service and will be placed on Activity Warning: Service (refer to Academic section of handbook). Students on Activity Warning: Service are still permitted to participate in Student Activities.
- End of Grading Period 5: Any senior who still has not completed his service requirement will receive an "F" for Christian Service and be placed on Activity Restriction: Service (refer to Academic section of handbook) until he has completed this requirement. Students on Activity Restriction: Service are not permitted to participate in Student Activities. As soon as his hours have been verified by the Christian Service Coordinator, he will be removed from Activities Restriction: Service. However, the grade F will remain on his report card for Grading Period 5.
- Please note: If the student's GPA falls below a 2.0, due to the F in Christian Service, he will be placed on the Activity Suspension: Academics list. The student will be ineligible to participate in sports or other activities until the end of the Spring semester.
- End of Grading Period 6 - Any senior who still has not completed his service requirement will receive an "F" for Christian Service and be placed on Activity Restriction: Service (refer to Academic section of handbook) until he has completed this requirement. **Additionally he will not receive his diploma and transcripts will indicate that he has not graduated. Once the hours are completed and verified, his diploma will be released and his final transcript will be adjusted to indicate that he has graduated.**

For 9th-11th Graders:

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

JUNIPERO SERRA HIGH SCHOOL ACCEPTABLE USE POLICY **Adapted from ISTE SIGML Policy Revised 5/3/13**

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

Respect Truth:

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

Students will:

- Constantly assess the accuracy of information to ensure that there are no errors.
- Cite all sources. Provide proper citation and obtain permission before using information and media from copyright friendly sources.
- Only modify media with permission. Avoid distorting or misrepresenting the content of photos, videos, and other media.
- Distinguish between opinion and fact when expressing ideas.

Respect Others:

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

- Never cause harm or threaten to be harmful to any one person or group of people when gathering and expressing information.
- Never stereotype or discriminate by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- Consider possible outcomes and consequences that information may have on others.
- Recognize that individuals have a greater right to control information about themselves than do others.
- Not invade the privacy of others. This includes but is not limited to using another person's login, password or data

space, sharing these items with others, and/or opening or tampering with files of others.

Respect Yourself:

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

Students will:

- Use appropriate language and media when communicating electronically with others.
- Use school email accounts for all school email communications and documents.
- Promptly report to a faculty member any unethical or improper use of technology by others. This includes but is not limited to hacking, launching or distributing viruses or other damaging software, physically damaging or altering hardware or software, and/or the publishing of information that is untrue and/or potentially harmful.

Respect the School:

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

Students will:

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

Unacceptable Use:

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

- Using an account owned by another person without authorization
- Creating or assuming an online identity for another individual
- Vandalizing or damaging data (i.e. websites, files, email) or equipment of another person
- Sending malicious programs, messages, pictures, or videos which may result in the compromise of recipient's work or system(s)
- Invading the privacy of individuals
- Posting anonymous messages, pictures, videos, or audio which may adversely affect other people
- Posting personal communications, pictures, videos or audio without consent of person(s) involved
- Using abusive or otherwise objectionable language
- Revealing personal information, home addresses, personal phone numbers, email addresses, or account information of others without their consent
- Sending "chain letters", "broadcast", or "chat" (SPAM) messages to lists or individuals
- Using the network for any illegal activity, including violation of copyright or other contracts, vandalism, theft, and any message(s), picture(s), video(s), audio sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language.

Other Unacceptable Actions:

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

Violation of these provisions

Violations of this policy may result in denied access to information services, confiscation of device(s), and subject the violator to disciplinary action.

Please note: Students may not use any device to take pictures, videos or audio recordings at any school event unless previous authorization has been granted. Students who film, photograph or record anything without expressed consent from a teacher or administrator will be subject to immediate suspension and/or expulsion.

Junípero Serra High School reserves the right to inspect any user device(s), files, email, and accounts at any time. Any user identified as a security risk will be denied access to information systems.

Responsibility of Serra

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

Junípero Serra High School operates and maintains a public website. The goals of our website are:

1. To provide a method of communication for the Junípero Serra community.
2. To promote the educational, spiritual, moral, intellectual, artistic, physical, psychological and social goals of Junípero

- Serra High School. This material comes in the form of informational text, photographs, and videos of school events and activities (which include students).
3. Our goal is to provide the Junípero Serra community with relevant and interesting information, while at the same time preserving the necessary safety and privacy of individuals associated with the published material.
 4. If you DO NOT wish to have a student's name and/or photograph published on the Junípero Serra website, parental signature is required to indicate so when completing the Permissions portion of the online summer forms.

JOHN L. ZOPH LIBRARY

The John L. Zoph Library can accommodate up to 100 students in a quiet, supervised environment. Library hours are:

7:15am-5:30pm, Monday-Thursday
7:15am-5:30pm Friday

The library staff is available for student and staff reference and research assistance.

The library has a curriculum-based collection of books, periodicals and DVDs as well as electronic materials available through our subscription research databases. The online catalog and research databases can be accessed from all non-campus and remote computers via the library's web site. Contact the library staff for an updated list of the research databases and the passwords for remote accessibility.

Library student checkout policies are as follows:

Books and periodicals -- 4 weeks with overdue fines of \$0.10/day

Reference, course reserve books and DVDs -- overnight with overdue fines at \$0.25/day

Library Computer Use Rules

The library computers are available for student use when the library is open. Students may not have any food or drinks when using the computers. Headphones are available at the front desk.

The acceptable use policy states that computers are to be used for **educational purposes**.

Unacceptable use of the computers includes:

- Internet games
- inappropriate content websites
- instant messaging / chat rooms
- streaming non-coursework audio or video (including, but not limited to HUL)
- downloading software
- changing computer settings

WORK PERMITS

Junípero 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.

CHILD ABUSE PREVENTION

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

IV. NORMS OF STUDENT CONDUCT

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

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

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

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

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, online or in any social media environment, at all school-related activities and at any time the student can be publicly identified as a student of Junípero Serra High School.
2. Students must not disrupt the normal operations of educational activities. Such disruptions may result in the extension of the school day to make up for missed class time.
3. Students must avoid any actions that discredit 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 "more likely than not" when determining the facts and consequences of a disciplinary infraction.

The school reserves the right to conduct searches and confiscate student property during the course of an investigation when there is reasonable suspicion that dangerous, stolen or illegal goods/materials may be present. Such searches shall include, but are not limited to personal searches of any student, student belongings, electronic devices or items in the possession of a student, any locker or any vehicle located in school related parking areas or at any school related event. Moreover, please be aware that the Dean or his designee will check the content of students' phones and devices without parental consent. Students are expected to act and use technology responsibly at all times (please see the Acceptable Use Policy). A student's refusal to cooperate and/or provide passwords to phones and/or devices may be considered sufficient reason to suspend the student, possibly involve law enforcement, 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 but is not limited to 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 must notify the school regarding any student absence (for more information, please see the Parent Responsibility section of the Student-Parent handbook). Failure to comply with the above regulations is a disciplinary violation and will result in detention being assigned when the student returns to school.

Types of Absences

- **Excused Absences:** Absences are excused only in 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. Students who have successfully completed the College Visit Form (available in the Counseling Office) and have been approved will also be considered excused. Approval is dependent on a timely meeting with the student's counselor to determine the appropriateness of the college visit. Parents should refrain from making travel arrangements until approval is given. Download the College Visit Form Here: [COLLEGEVISITFORM PDF](#)
- **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.

Leaving School During the Day

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

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

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

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 and will receive one hour of detention. 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. Late carpools, transportation and parking problems are not excused. In the event of a medical or dental appointment, parents must contact the attendance office prior to the student arrival and the student must have a note from the Doctor/Dentist/appropriate person verifying the time of the appointment. (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 who are more than 30 minutes late for a class will receive 3 hours of detention as this constitutes a cut.
- **Returning from Tri-School:** All students returning from Tri-School must arrive at Serra within 25 minutes of the end of their tri-school class. All Tri-School students must check into the main office immediately following their tri-school class. Students who are chronically late upon return from their tri-school class will receive disciplinary consequences.
- **Excessive Tardiness:** More than five (5) 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 and possible suspension from school.

Participation in Extra-curricular Activities: Any student who is not in school **by 9:30 a.m.** for reasons other than medical or dental appointments is not allowed to practice, participate or attend any school activity that day. **Any student who leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to practice, participate or attend any school activity that day.** Any exceptions must be approved by the Assistant Principal: Student Life and the appropriate Administrator (Dean of Students, Athletic Director, Activities Director, etc.).

Students with a Fifth Period Independent Study:

Attendance at all Student Body Assemblies, Office Hours Masses and other events during the morning activity period are required. Therefore, in order to take attendance prior to the activity period, students must sign in to the main office, prior to 9:15am on all B Day-AM Activity days. Once he has signed in he may report to any supervised area on campus such as the Cafeteria or the Library.

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

BEHAVIOR EXPECTATIONS

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

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

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

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

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

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

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally 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.

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

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
 - Counseling Center
 - Campus Ministry
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 **midway through the period and go to another supervised location with permission of the supervisor**.
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 Office Hours

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

1. Freshmen - are required to be in an academic area such as a classroom, ARC, or Counseling Offices. Freshmen are not allowed to be in the Cafeteria, Library or Campus Ministry.
2. Sophomores Juniors and Seniors - are allowed to work in individual classrooms, Cafeteria, Library, ARC, Counseling Offices, or Campus Ministry.
3. The classroom is the domain of the teacher in attendance. If students are disruptive or uncooperative during Office teacher has the right to ask that student to leave the room.
4. Students
 - a. are expected to report to one of these areas by the start of Office Hours. Once they have arrived at that location, they may move from one supervised location to another.
 - b. are responsible for the appearance of the campus and maintaining a safe and clean environment.
 - c. are responsible for using appropriate language at all times.
 - d. are expected to adhere to the norms of student conduct.
 - e. are not allowed in the Gym or on the blacktop.

Behavior Expectations during Lunch and Recess

1. During recess and lunch, students are allowed in the following supervised areas:
 - Library
 - Cafeteria
 - Campus Ministry
 - Counseling Center
 - ARC
 - Administrative and Department Offices, as necessary
 - Math Center
 - Blacktop
 - *Football Field will be open at lunch only.*
2. Students are responsible for the appearance of the campus and maintaining a safe environment.

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

Behavior Expectations in the Locker Room

1. Students are not allowed in the locker room without an adult.
2. The locker room will be open before and after school to drop off gear. The locker room is closed during the school day.
3. Students are required to lock all of their valuables in their assigned locker and must use a school issued blue lock. Lockers and their contents should always be secured.
4. Students are not to use their cell phones or cameras at any time in the locker room.

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 (Taken directly from the WCAL Guidelines)

WCAL League Policy: Acceptable Behavior:

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

WCAL League Policy: Unacceptable Behavior:

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

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.

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

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 adjudication 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 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. High school graduates may attend at the discretion of the Dean and they must have a completed Guest Pass. Guests cannot be over 20 years of age. Students and their belongings will be searched upon entrance 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. Students are not allowed to arrive or depart from the dance in a party bus or stretch limousine. **Dances are closed to male students from other schools.**
- **Male Dress Code:** The school dress code applies to all dances, unless specific announcements are made modifying the dress code. Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Clothing should be clean, hemmed and unripped. Hats and sunglasses are not allowed. Clothing displaying any offensive or sexually-suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted. 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 11:00 p.m. Students **must** leave by 12:15 a.m.
- **Admission:** Students will receive their bid upon entrance to the Prom. Guests from Catholic or other high schools will be allowed admission with a valid ticket, their valid student body card or state identification card and a completed Prom Guest Form. High school graduates may attend at the discretion of the Dean and they must have completed the Prom Guest Form. 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 or guest who is not admitted to the Prom.
- **Male Dress Code:** Students are to wear a suit or tuxedo with socks and dress shoes. Top hats and fedoras are the only hats allowed. Students are not to wear sunglasses, 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. Ladies are to dress appropriately and will not be allowed to wear outfits with low or revealing necklines or midriffs showing. Although strapless dresses are allowed, those with plunging necklines are not appropriate. Backless dresses that drop below the waistline are not appropriate. Long dresses with slits or short dresses may not expose the upper thigh. Dresses with holes or made of transparent or spandex material may not be worn. There should be no visible tattoos. Guests are not to wear sunglasses at the prom. 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, Airbnb or other non-supervised venues due to the lack of supervision, the issue of safety and the disregard for Christian conduct and respect. It is important that parents who decide to rent transportation or facilities afterwards understand their liability. It is highly recommended that parents take the initiative to talk to the driver and check as students enter the vehicle to ensure that no alcohol or drugs are present. Students and parents are reminded that 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 online prom safety program before April 15. Students may only purchase a bid if he has attended the student meeting (provided during the school day) and his parent/guardian has completed the online prom agreement. Students must submit a prom emergency form to the main office a week prior to the prom.
- **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.
- **Refunds:** Please note that once final numbers have been given to the venue, there will be no refunds for the bids.

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 Overnight Trips

Serra-Sponsored Trips

- Schools are judged in no small measure by the conduct of their students when off campus. When a student chooses to participate on a school-approved overnight trip, whether domestic or international, the student must remember that they represent the school and its reputation at all times. While Junípero Serra High School does not hold itself responsible for offenses committed outside its legal jurisdiction, any conduct that is detrimental to the reputation of the school or that hinders the advancement and the moral good of the students can be cause for suspension and/or expulsion from the school. If a serious offense takes place during the trip, a student may be sent home at the expense of the parents. To ensure the safety, security, and educational benefits of participants on an overnight trip a student will be held to the behavioral expectations as outlined in the Junípero Serra Student-Parent Handbook.

Trips not Sponsored by Serra

- Occasionally students participate in trips that are not sponsored by Serra. Students are to remember that although this is not a school trip, that they are Serra students 24/7. If school becomes aware of a Serra student who violates the Student-Parent handbook, he will be subject to disciplinary consequences according to the 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 Buildings are to be kept clear of students. During the lunch periods, students are not allowed in the Academic Buildings or their lockers unless they have a note from a teacher, or are working in the library, the ARC or the Math Center.
- **All Times:** Students should not be in the following areas without specific permission: the elevator, offices, faculty lounge, parking areas, storage areas & the maintenance shop.
- **During the School Day:** During the school day, students should avoid areas outside of classroom windows, e.g. the inner courtyards, parking lot, the athletic fields, the locker room or any area that could disturb classes in session. Students dismissed early should quietly go to their lockers and then vacate the hallways. The Chapel is a place to pray and is not a study hall, lounge or passage between hallways.

Eating

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

- Cafeteria
- Blacktop
- Hallway outside of snack shack but not in the entrances of the auditorium

Eating during classes can be done at the discretion of the classroom teacher. The following will be allowed in the classroom:

- Water will be allowed in all areas of the school -- absolutely no other drinks will be allowed in the classrooms.
- Students will be allowed to eat a modest snack* during classes. However, eating in the following areas will remain off limits:
 - Art, Music and Science Classrooms/Labs (due to chemicals, other materials and the nature of the class activities that could compromise student safety)
 - the Computer Lab and Publications Offices (due to the Serra equipment being used during the classes)
 - the Chapel
 - the Library, The Tech Center and the ARC (if a student is on his independent study period he is able to eat in the cafeteria and therefore food is not allowed in these areas)

School Hours

The campus is open from 7:15am-5:30pm and the main office is open Mondays-Thursdays from 7:30am-4pm and Fridays 7:30am-3:30pm.

Before school the cafeteria will be open at 7:30am and the library will open at 7:15am.

After school, students are reminded that the academic building is locked at 5:30 p.m. All students, including those participating in after-school activities, should have their books or any other necessary items removed from their locker prior to 5:00 p.m. All students who are not involved in activities after-school should leave the premises by 4:00pm or should report to the library as it will remain open and supervised until 5:30pm.

Littering

Junípero Serra takes great pride in its campus. In an effort to be a green campus, students are expected to keep the campus clean, which includes using the appropriate recycling and composting bins. They must also keep the areas around their desks 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 event that the campus is deemed unclean. For example if it takes 20 minutes for the campus to be cleaned, 20 minutes will be added onto the school day.

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 \$140.00 per school year (\$65.00 for the second semester). Registration takes place during the summer. All fees and forms are due by July 24th. 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.

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

Student Parking

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

- Use the West entrance/exit ONLY — this is the entrance closest to the tennis courts.
- Park in numbered spots only.
- Your parking permit must be hung from the rearview mirror.
- Do not back vehicles into numbered slots.
- Parking hours are 7:15am 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.
- In the event that there is a day where there is no parking available at the Elks Club, students will be notified and asked to park in a different location.

Use of Car

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

Student Expectation

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

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

All students attending Junípero Serra High School must comply with the Dress and Personal Appearance Code during the school day and at required school sponsored events (ie retreats) unless otherwise specified.

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.

The Serra Dress and Personal Appearance Code is enforced by all faculty and staff. It was designed by the Administration in partnership with the Student Services Council. Most violations can be avoided if parents and students familiarize themselves with the dress code expectations and parents take an active role in making sure that students are attired correctly for school. A student who is out of dress code may be referred to the Dean's Office for a change of clothing. Repeated violations of the dress code can only be viewed as a deliberate choice by the student, and the student will be assigned a restricted dress code for a

period of time. Blatant disregard for the dress code will result in a student being sent home from school. Any student sent home for dress code will not be allowed to make up academic work. Penalties range from detention for minor infractions to suspension for repeated and flagrant violations.

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 including military/camouflage treatments

In general, we rely upon the judgment of both the student and his parents/guardians in the implementation of these goals.

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, plain long-sleeved thermal shirts or approved t-shirts. (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.)
- **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 visible and 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 t-shirts and sweatshirts throughout the school year. Only official T-shirts and sweatshirts, identifying the university will be allowed. These t-shirts and sweatshirts must be appropriate in nature and adhere to the dress code as listed above. The administration will make the final determination as to whether dress is appropriate or not.

Unacceptable clothing:

- **Shirts:** College, 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, camouflage, holes tattered or frayed. Swim shorts, athletic sweat suits/shorts, camouflage and/or mesh shorts.
- **Hats, hoods, headbands and beanies:** cannot be worn inside school buildings.
- **Footwear:** Work shoes, sandals, slippers, flip flops, crocs, moccasins and other shoes that might pose a safety hazard.
- **Any clothing with rips, holes or in poor condition.**

Note regarding injured students:

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

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

- Keep their hair clean, combed, styled neatly. Hair must be kept above the ear and collar and not below the eyebrows. Students are allowed to wear their hair in neat cornrow braids, however, their hair may not extend beyond the collar. (Distracting, extreme or faddish hairstyles, unnatural coloring, lines, pony tails, manbuns, mohawks, bleaching, dying or highlighting is not permitted.) Inappropriate hairstyles will be left to the discretion of the Dean.
- 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, socks and dress shoes
- Tennis shoes, blue jeans, sweatshirts and shorts are not permitted
- The Dean of Students in consultation with the Administration of Junípero Serra High School 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 and or Nicotine Products and Related Paraphernalia

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. Students in possession of any tobacco related paraphernalia (E-cigarettes, juuls, lighters and/or vape pens) or products with nicotine, thc oils or other substances will be subject to disciplinary action. Any of this paraphernalia may be considered "drug related" and treated as such.

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 to the main office. Any devices that are found or turned in will remain in the main office. All clothing and other goods will be stored in the cafeteria nearest the blacktop. Lost and found books will be kept in the 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 to receive/make phone calls or to receive/send 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.

Earbuds, Headphones & Other Similar Listening Devices

These devices may only be used during lunch, independent study periods and before or after school in common areas (cafeteria, library, gym, U-shaped hallway and outside areas). These devices should not be visible during class time without permission, break, or passing periods in the hallways or academic building. If these devices are used during passing periods, break or during class without permission, they will be confiscated by a teacher or the Dean of Students. These devices may only be used in class if authorized by the teacher. Students must be able to hear and respond to verbal communication at all times. In addition, the volume may not be audible to anyone other than the individual user.

Cafeteria and Cafeteria Cards

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

Note: Because there is food service available to students on a daily basis and for the safety and well-being of our community, food services like UberEats, GrubHub, DoorDash etc., will not be permitted on campus to deliver food to students. If food is delivered to a student, they will receive a minimum of 3 hours detention.

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 in the designated skateboard rack and must provide their own lock. Skateboards and rollerblades are not to be brought to class. Confiscated skateboards or roller blades may be returned at the end of the school year.

Drones

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

Prescription Medications

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

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

Eighteen Year-Old Students

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

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, additional detentions and/or suspension from school. For more information regarding tardiness see the Attendance section of the handbook on page 34.

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

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

Off Campus

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

Truancy (Full Day Cut)

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

Dismissal from Class

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.

Possession of and/or Use of Tobacco or Nicotine Products and Related Paraphernalia on Campus

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

*Note that paraphernalia may be considered "drug paraphernalia" and treated as such.

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/False Excuses

1 st Offense	3 hours detention per forged note or false excuse*
2 nd 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

Impairing or Intoxicating Substances

The philosophy of Junípero Serra High School states that "our educational process, grounded in the Catholic traditions, affirms the dignity of the human person. We seek to develop the unique gifts and talents of each Junípero Serra 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 Impairing or Intoxicating Substances

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. Students 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 will be required to undergo an alcohol/drug assessment which may lead to a treatment program at the expense of his parents.
- The student will be placed on Conduct Probation.
- The student will be placed on Activity Restriction for a period of 30 calendar days. This restriction includes extra-curricular activities and will include, but not be limited to, participation in athletic competition, plays, dances, clubs and student government. This will not include events which are academic class requirements and/or Kairos retreats.
- The student will receive detention (no more than 30 hours of detention will be given).
- The student will be referred to the Junípero Serra Guidance Department.

Note:

- The nature of student leadership is that students are to serve as good role models and to lead by example. As such, if school becomes aware of a student leader who uses drugs or alcohol, in violation of the school policy or at any time on or off campus, will be subject to the consequences listed above as well as additional consequences.
- It is the responsibility of the student-athlete to live a healthy lifestyle in order to avoid injury and to be healthy in mind, body and spirit, as such If school becomes aware of a student-athlete who uses drugs or alcohol, in violation of the school policy or at any time on or off campus, he will be subject to the consequences listed above as well as additional consequences outlined in the Athletics: General Policies on page 59-60 and in the Student-Athlete Contract.

*Although legislation has been passed that allows marijuana on your person at the age of 21, Serra prohibits the possession and/or use of marijuana at school or at any school related events.

III. Selling Controlled Substances and/or Paraphernalia or Possessing Controlled Substances and/or Paraphernalia with Intent to Distribute

A student who is determined to be guilty of selling and/or possessing controlled substances and/or paraphernalia for sale or in exchange of other goods 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.

Hazing Policy

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

Bodily Contact and/or Rough Housing

Committing a reckless or negligent act that inflicts bodily contact upon another person, which may include rough-housing or teasing is unacceptable. Students involved with these types of behaviors may receive detention, suspension and/or expulsion.

Pornography

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

Sexual Misconduct/Lewd Behavior

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

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.

Technology Policy (Cell Phones/Academic Devices)

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

During normal school hours, cell phones, smart phones, smart watches, iPods and iTouches must be silenced and out of sight unless they are required by a teacher for educational purposes (i.e. a specific class assignment). These devices are not to be used at any time during the school day, this includes recess, lunch and independent study periods. Please note that drones, smartwatches or any device with bluetooth capability are not allowed to be used on campus during normal school hours without permission of a teacher. **No technology, including, but not limited to cell phones and academic devices are ever allowed to be in the “on position” in the locker rooms and or restrooms, this is in effect at all times.** These devices must be silenced and put away before you enter the school building and cannot be used until after school (outside of the Academic Building). Any violation of this policy will result in the confiscation of the electronic device and the student will receive detention.

Any unacceptable use of an electronic device, which includes but is not limited to cell phones and academic devices is considered a violation of the handbook. Examples of unacceptable use include, but are not limited to: honor code violations, viewing or recording inappropriate content, gaming etc.

First Offense: two (2) hours of detention and the device will be returned after the first hour of detention has been served

Second Offense: four (4) hours of detention, the device will only be released to a parent or guardian after the second hour of detention has been served. The remaining two (2) hours of detention will be served on the next Saturday detention or at a time determined by the Dean of Students.

Third Offense: six (6) hours of detention, device will only be released to the parent or guardian after the 3 hours of detention have been served. The remaining three (3) hours of detention will be served on the next scheduled Saturday detention or at a time determined by the Dean of Students.

Fourth Offense: Parent meeting with Dean of Students, to discuss consequences which may include, detention, conduct probation, and/or suspension. The device will only be released to a parent or guardian after 5 school days or at a later time determined by the Dean of Students.

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

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

Weapons, Replica Weapons, Dangerous Instruments and/or Fireworks

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

Note: Training or replica weapons or other threatening instruments (Including but not limited to firearms and knives, as well as training or replicas, ammunition, mace, tasers, pepper spray or other projectiles that can cause bodily harm) are not permitted

on campus without prior approval from the Dean of Students. These items will only be approved for a specific school function, ie. use in a scene for the fall play, etc. Students involved in scouting, hunting and other outdoor activities, should make sure that their vehicles and belongings are free from these types of items as they can pose as a danger and if found the student will be subject to disciplinary consequences up to and including 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.

Please note that the school will fully comply with any police investigation.

Student Non-Cooperation

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

Note Regarding Students in Leadership Positions

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

DISCIPLINARY ACTION

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

Teacher Assigned Detention

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

Detention

Students will be issued detention for disciplinary infractions of school rules. A student who receives a school-assigned detention is to report to the Dean of Students after the last class of the day. Students must report to detention on the day assigned. Detention will take place every day, Monday through Friday, for one hour. 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. Any exception to this policy must involve special circumstances and be approved by the Dean's Office in advance. Repeated failure to serve will result in suspension.

A student who receives a third violation in one semester will attend detention the same day as the violation as well as a three hour Saturday detention. Any exception to this policy must involve special circumstances and be approved by the Dean's Office

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

*Note: Lunchtime detentions will only be given to students who are less than 15 minutes tardy for a class; however, a student who is tardy for his first class on a late start day will receive one hour of detention that day. Any student who is more than 15 minutes late for a class (when school begins at 7:55am) will receive one hour of detention, also if a student is more than 30 minutes late for a class, it will be considered a cut.

Suspension

Suspension is a temporary penalty that removes a student from the school environment. A student is given suspension for serious violations including harassment, fighting, substance abuse, theft, vandalism, insubordination or other violations determined by the Administrative Team. When a student is suspended, the parent or guardian will be notified and is expected to come to school immediately to pick up the student. Parents will also be expected to sign documents related to the suspension. Students may be readmitted to school when they show a willingness to cooperate with the school and its policies, and after they and their parents have met with an administrator or their file may be brought before the Disciplinary Review Board for immediate expulsion. 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 Restriction: Discipline

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

Home Study Program

Home study is assigned to a student who is accused and/or charged with a serious wrongdoing. Pending the outcome of adjudication 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.

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 Junípero Serra High School.

Sexual Harassment

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

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

Sexual Misconduct

- **Sexual Misconduct:** Conduct of a sexual nature, whether consensual or nonconsensual, 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.

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

Reporting Sexual Harassment

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

Student's Responsibility

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

School's Responsibility

To promote an environment free of harassment, the 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. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.

V. STUDENT ACTIVITIES

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

STUDENT ACTIVITY REQUIREMENT

All new students (freshmen and transfer students) are required to participate in at least 1 activity within the first 6 weeks of school. Approved activities will be shared with students at the beginning of the year.

Several of our clubs have existed since the establishment of 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

Special Interest ACE (Architecture) Club Art Club AV and Performing Arts Club BBQ Club Bowling Club Broadcasting Club Business & Innovation Canyons & Canvas Club Classic Games & Card Club Close-Up Computer Programming Club Creative Writing Club Cross Fit Club Cycling Club Democracy Now! Club Fantasy Sports Club French Club Garage Band Club Green Club Justice & Peace Club Math Club Mock Trial Multicultural Club The Off-Road Club Photography Club Ping Pong Club Robotics Club Rock Climbing Club Science Club Speech and Debate Sports Boosters Club Sports Information Club Trivia Club Ultimate Frisbee Club Video Game Club Yoga Club	Student Government Executive Officers Class Officers Homeroom Representatives Club Officers Yell Leaders Serra Organizations Advisory Group Leaders Big Brothers Block Society ISP Mentors Honor Societies California Scholarship Federation National Honor Society National Business Honor Society Performing Arts Band Drama The Serranaders 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
---	---

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 Junípero 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 Unweighted 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 Junípero 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.

Criteria for Earning the Leadership Block “S”

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

Position	Points Awarded	Awards
Executive Officer	50 points	Block S and Executive Patch
Class Officer	25 points (each year of service)	Student Government Patch
Homeroom Representative	5 point (each year of service)	Student Government Patch after 2 years
Club President or Equivalent as approved by the AP:SL & the Director of Activities	10 points (each year of service)	
Yell Leader	25 points (each year of service)	Yell Leader Patch
Tri-School Productions Stage Manager	40 points (each production they manage)	
Tri-School Productions Asst. Stage Manager	30 points (each production they manage)	
Tri-School Productions Dance Captain	10 points (each production they lead)	
Big Brother	25 points (each year of service)	Big Brother Patch
Kairos Retreat Leader	40 points (each retreat they lead)	Kairos Patch
Lower Division Retreat Leader	5 points (each semester)	
Advisory Leader	25 (each year of service)	
ISP Mentor	25 (each year of service)	
Athletic Leadership Council	5 points (each season)	

JSHS 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 JSHS may not be worn to school or to any Junípero 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. Only last names and Serra-issued patches are to be placed on the school jackets.

VI. ATHLETICS

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

INTERSCHOLASTIC ATHLETICS

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

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

GENERAL POLICIES

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

¹ Philosophy Statement, Junípero Serra High School.

SPORTS AND LEVELS

Fall	Winter	Spring
Cross Country <ul style="list-style-type: none"> ● Varsity ● Junior Varsity ● Sophomore ● Frosh/Soph Football <ul style="list-style-type: none"> ● Varsity ● Junior Varsity ● Freshmen Water Polo <ul style="list-style-type: none"> ● Varsity ● Frosh/Soph 	Basketball <ul style="list-style-type: none"> ● Varsity ● Junior Varsity ● Frosh A ● Frosh B Soccer <ul style="list-style-type: none"> ● Varsity ● Junior Varsity ● Freshmen Wrestling <ul style="list-style-type: none"> ● Varsity ● Junior Varsity ● Freshmen 	Baseball <ul style="list-style-type: none"> ● Varsity ● Junior Varsity ● Freshmen Golf <ul style="list-style-type: none"> ● Varsity ● Junior Varsity Lacrosse <ul style="list-style-type: none"> ● Varsity ● Junior Varsity Swimming <ul style="list-style-type: none"> ● Varsity ● Frosh/Soph Tennis <ul style="list-style-type: none"> ● Varsity ● Junior Varsity Track <ul style="list-style-type: none"> ● Varsity ● Frosh/Soph Volleyball <ul style="list-style-type: none"> ● Varsity ● Junior Varsity *Crew <ul style="list-style-type: none"> ● Varsity ● Novice

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

SCHOLASTIC ELIGIBILITY

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

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

ATTENDANCE

Any student who is not in school by **9:30am** 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 days
 - 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.
 - c. Juniors and seniors must try out for varsity teams.
6. Any student who quits or leaves a team for any reason, including injuries, once final cuts are made (final rosters posted for teams that do not cut), cannot try out for another sport until the season has ended for the team he left. This includes post-season play. A coach cannot release a student to try out for another team.

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

MEDICAL

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

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. I give permission for my son to travel in Serra provided transportation to and from any sporting contest. I understand that the expectation is that my son will travel with the team in Serra provided transportation at all times. In the event that Serra does not provide transportation to these contests, I understand that I will be notified in writing from the Athletic Department/Director of Transportation.
2. In traveling to away contest where the school DOES NOT provide transportation, it is the responsibility of the parent/guardian to get their son to and from the contest. The parent will be notified in writing that they are assuming the responsibility of transporting their son.
3. In traveling to away games where the school provides transportation (school bus, van or other means of APPROVED transportation), players, managers, statisticians, etc. must use the designated mode of transportation. They are to return on the bus, van or approved transportation, unless permission is specifically received by the coach to do otherwise. Such permission may only be granted upon presentation of a signed note from the athlete's parent/guardian 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.
4. Under no circumstances may a student travel to and from a contest with another student when the school is providing transportation.
5. When traveling to and from away games, the student-athlete is to be dressed in accordance with school, department and team rules.
6. It is the parents'/guardians' responsibility to provide transportation to all off-campus practice facilities and 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.

VII. CAMPUS MINISTRY

DEPARTMENT MOTTO AND MISSION

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

We in Campus Ministry truly believe that our work should be guided by the Spirit as modeled by Jesus Christ. It is our desire that all the work we do in this department is out of Christian love for and in service to the students, faculty, and staff of 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.
- Gathering as Church for the celebration of the Eucharist, and thus being commissioned and empowered for witness.
- Presenting the saints to the students as models of discipleship in the world throughout history.
- Forming young people in the world-shaping and counter-cultural vision of the Gospel.
- Directing young people to see where God is active in the world.
- Inviting and challenging members to act and create in the world.

Goal 2: To draw and to form members of the 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.
- Presenting the Person of Jesus Christ as the model and way for personal fulfillment, integrity and holiness.
- Fostering an awareness of and an openness to God's transformative grace in our lives.
- Cultivating a recognition of the inherent dignity as created in God's image which illuminates the holiness of our person—body, soul, and spirit.
- Encouraging an awareness and practice of the complementarity of faith and reason.
- Facilitating the formation of conscience and exploration of moral issues in light of the teaching of the Church through the students' lived experience.
- Modeling a recognition of the tension in life between the world of the Gospel and the negative values present in today's culture (including relativism, a loss of a sense of sin, social sin, secularism, consumerism, and individualism).

RETREAT PROGRAM

Retreats are offered all four years at Serra. Freshmen attend a one-day retreat during Welcome Weekend as part of their orientation to Serra in August. The retreat is led by Big Brothers, Student Council members, and the Campus Ministry Student Leadership Team. The theme is *Siempre Adelante* where they begin to learn about brotherhood and the culture of Serra. Sophomores participate in a mandatory, day-long retreat they attend with their Theology class. The retreats are led by upperclassmen who are members of the Campus Ministry Student Leadership Team. The Sophomore Retreat theme is "Relationship with Others"—friends, family, and dating.

Juniors and seniors have the opportunity to participate in the Kairos Retreat – a four-day, three-night student-led retreat. Kairos is a Greek word meaning "God's time" – those moments when we lose sense of measured time in the presence of the Divine. This retreat's goal is to create a space of community, discernment, and prayer wherein retreatants can contemplate their personal relationship with God looking to Jesus Christ as the model example. Kairos Retreats are optional retreats, but upper division students are strongly encouraged to attend and are given generous accommodations to do so (see Optional Retreats below).

Unless previous arrangements have been made and approved by the Campus Ministry Department, all students must attend the mandatory freshman and sophomore retreats with their assigned group. If they do not attend the retreat due to an unexcused absence, cut, or other circumstance (i.e. miss the bus, etc.), arrangements must be made by the student with Campus Ministry for the student to make-up the activity.

Optional Retreats

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

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

Kairos make-up work policy:

- Any assignments given to the class before Kairos are due the first class meeting back from Kairos.
- No homework (assigned during Kairos), tests or quizzes are to be submitted or taken until the Thursday morning following Kairos, and all items must be completed by the end of the school day (2:45pm) the second Monday after they participate on Kairos, unless an extension has been granted by the teacher.
- All students attending Kairos, must go to office hours immediately prior to AND following Kairos.

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

***NOTE: A student may NOT participate in more than one of the following activities in the same semester: Kairos, Close-Up or Outdoor Education.**

Liturgy and Prayer

The Junípero Serra community celebrates several all-school Masses and other liturgies in line with the liturgical calendar and seasons. All are welcome to our weekly morning mass on Wednesdays at 7:20 in the chapel. 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 Penance (Reconciliation) is made available to lower division students during the season of Advent and upper division students during the season of Lent. Students attend a Reconciliation prayer service with their Theology class.

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 of 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.

Service Immersion Program

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

Justice

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

CHRISTIAN SERVICE AT SERRA HIGH SCHOOL

Vision Statement

One of the formation 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 Hours

In the 2018-2019 academic year, the Christian Service program will be as follows:

- **Freshmen:** Participate in the Pack Out, which is a day dedicated to packing meals for the Second Harvest Food Bank of San Mateo county. Students will explore the justice issues around local poverty, the working poor, homelessness, hunger, and income inequality through the lens of Catholic social teaching.
- **Sophomores:** Participate in school sponsored service opportunities with local agencies.
- **Juniors:** Participate in the Junior Urban Plunge with their Theology class. This opportunity will take students to the tenderloin of San Francisco where they will work with St. Anthony's Foundation.
- **Seniors:** Commit to 10 hours of service with one FIAT agency they have volunteered with over their last three years or from a pre-approved list of 20 agencies. All hours must be done at one agency and must be direct interaction with people in need (a.k.a., FIAT).

F.I.A.T. hours are earned for DIRECT service to and interaction with:

- (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?

- All students are encouraged to do more hours than the minimum required. They can submit all service hours through the X2Vol database for approval and tracking. Students may still receive a Christian Service Award if they serve at least 160 hours and every subsequent 80 hours of service.
- Students who have already completed their requirement during the summer of 2018 under the previous guidelines will receive credit, but are still *required* to participate with their classmates in the service opportunities planned for their class. The hours that they completed will also count towards the Christian Service award.
- Students who are absent on a day when their class is participating in a sponsored service project will need to make arrangements with Campus Ministry.

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

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

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

A special note regarding service awards:

In order for a student to become eligible for an end-of-year Christian Service award, he must complete his service requirement and have all of his hours submitted and verified before the end of the Grading Period 5.

Restrictions

- Agencies listed on the X2Vol database are suggested sites for finding F.I.A.T. service opportunities. However, F.I.A.T. service is not defined by the supervising agency, but by the type of service provided by the student (as outlined above under **Christian Service Hours**). Any planned F.I.A.T. service at an agency not listed on X2Vol must be pre-approved by the Christian Service Coordinator or the Director of Campus Ministry.
- Christian service hours will only be awarded for actual service time.
- Students are encouraged to submit their hours within one week of serving on X2Vol.
- Service to persons with learning differences (e.g. dyslexia) is generally *not* considered to be F.I.A.T. service to those with disabilities. These hours may be counted for general Christian service.
- Serving family members is something that is expected of us, so no hours will be awarded for this work.
- Students are not permitted to skip school in order to complete service hours. This will be considered an unexcused absence/cut and may result in suspension.
- Family members may not verify a student's submission for service hours.
- Generic emails (gmail, yahoo, comcast, etc.) will not be accepted for hours submissions. The agency supervisor who will verify your hours must have an email with the agency (@stanthonysf.org, @lifemoves.org, etc.)

VIII. COUNSELING SERVICES

High school is a time of transition and change for students. The counseling department supports students as they learn how to manage these changes in their lives by helping students develop their coping skills and confidence. The Counseling Department strives to provide services to meet the needs of each student. During their time at 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 regularly initiate individual interviews with students as well as when the need arises. Faculty members, staff or parents may refer a student to his counselor for a meeting. Every student is encouraged to initiate contact with his counselor by signing up on his counselor's youcanbook.me calendar or by emailing his counselor with a request for a meeting.

The Counseling Department provides students with information about the college application process -- including information about standardized testing, scholarship opportunities, financial aid information and information about preparing for specific careers. 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. Juniors are required to participate in our year long College Advising Seminar where they will continue to learn about themselves and the college process. Email newsletters from the Counseling Department will be sent regularly with information relevant to students and parents. The Counseling Department hosts several college information events and a college fair during the course of the school year.

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

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

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

ADDITIONAL RESOURCES

Crisis Text Line is a United States not-for-profit organization providing free crisis intervention via SMS message. The organization's services are available 24 hours a day every day, throughout the US by texting 741741.

StarVista delivers services through counseling, skill development, and crisis prevention to children, teens, adults, and families. (These lines are monitored 24 hours a day.)

Crisis line

[650-579-0350](tel:650-579-0350) or 1- 800- SUICIDE

Parent Support Line

[1-888-220-7575](tel:1-888-220-7575)

Alcohol & Drug Line

[650-573-3950](tel:650-573-3950)

IX. FINANCIAL INFORMATION

TUITION AND FEES

The tuition for the 2018-2019 school year is \$21,750.00. In addition, there is an annual registration fee of \$750. Seniors pay an additional \$100 to cover graduation expenses.

	Registration	\$750.00	Due March 2018
	Graduation Fee	\$100.00	Due March 2018 (Seniors only)
	Tuition	\$21,750.00	Due per payment plan selected upon enrollment in the TADS tuition payment system

TUITION PAYMENT PLANS

	10 payments of	\$2,175.00	Due the date of your choice each month (1st, 5th, 10th, 15th, 20th, 25th) from July through April (Direct Debit through TADS payment system)
	2 payments of	\$10,875.00	Due July 2018 and December 2018 (Direct Debit)
	1 payment of	\$21,750.00	Due July 2018

ACH Transactions

Archdiocesan and school policy requires that all families who select the 2-payment or 10-payment plan use the Direct Debit program. All families on a payment plan will be required to set up an account through TADS. TADS will complete ACH transactions from the account listed on the dates agreed. TADS will initiate the ACH transaction one banking day prior to the due date. If the selected payment date falls on a weekend or holiday, the debit will occur on the first banking day following the selected date. The first debit to your account will be in July 2018 and continue through April 2019 for those who elect the 10-pay plan.

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

Delinquent Tuition Policy

Junípero Serra High School strives to work with families in whatever ways it can to assist in such matters; however, it is critical that they be discussed *in advance* of missed payments. If parents find themselves in financial difficulty and are concerned that prompt payment of tuition may be an issue, *it is important to speak to the Business Office at Junípero Serra High School about this in a timely manner (in advance of missing any payments)*, Junípero Serra High School may withhold services from students whose accounts are not current, including class attendance and/or examinations. Tuition accounts must be current prior to re-enrolling for the 2019-20 school year.

Refund Policy

Registration and Graduation Fees are non-refundable. If a parent or family elects to withdraw their student from Junípero Serra High School during the school year or if the student's enrollment is terminated by Junípero Serra High School, the parent or family of the child remains liable for full payment of tuition through the end of the calendar month in which the enrollment was terminated.

Returned Direct Debits/Checks

Direct Debits that are returned by the bank will not be re-debited. The following fees will be applied to your TADS account in the event of a late or returned payment:

Payment received by TADS after the due date - **\$35.00 per payment**

Payment returned from the bank - **\$35.00 per return**

FINANCIAL AID

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

If you need any further information please contact Maryann O'Leary in the Serra Business Office at 650-345-8207 x 119.

X. ADVANCEMENT

Junípero Serra's administration, faculty and staff members are dedicated to working closely with parents to provide the best educational experience for each student. We put the needs of our students first. 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

The Padre Fund is the cornerstone of philanthropy at Serra High School. As a flexible, unrestricted source of revenue, all Annual Fund gifts are put to work immediately to fund the greatest needs and highest priorities of the current school year.

Gifts to the Padre Fund help to provide a campus with state-of-the-art facilities, as well as rigorous and innovative academic programs. The Padre Fund provides funding for Serra's premier fine and performing arts, athletics and extracurricular programs. It is also a source of funding for our financial aid program that ensures all qualified young men are able to attend Serra.

All parents are asked to make a tax-deductible gift to the Padre Fund program. Equally important to this gift amount is parent participation. Families who make a gift at or above the President's Circle level will be honored at a reception in December.

We know from experience that alumni and foundations look to the commitment of parents in deciding their own levels of support. Choosing an amount that is comfortable for your family is greatly appreciated. Gifts of all sizes are meaningful and participation in the Padre Fund is vitally important. Current families have joined faculty, staff, regents, alumni and friends in pledging their support to this important annual fundraising campaign. Please help Serra in reaching its Padre Fund goals.

In addition to the Padre Fund program, parents can participate in parent organizations including the Booster Club, the Fathers' Club and the Mothers' Auxiliary. We also ask parents to actively participate in events, such as our annual fall event and *Fund a Dream*, which 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 they are able.

STUDENT EXPECTATIONS

Students are expected to participate in one of our primary fundraisers, the annual fall event, by selling a minimum of one book of raffle tickets. They can also receive Christian service hours by volunteering at certain school events.

XI. APPENDIX

CLASS SCHEDULES

The AB Block schedule is posted throughout the school and on the school website. Each school day will be assigned to either an A or a B schedule, as follows:

A-DAY	B-AM ACT	B-AM ADV OH/CLUB	B-STU LATE START	B-MIN DAY (no lunch)
Zero 7:00-7:50*	Zero 7:00-7:50*	Zero 7:00-7:50*	Zero 7:00-7:50*	Zero 7:00-7:50*
			Meetings 7:55-9:05	5th 7:55-9:15
1st 7:55-9:15 + Annnc 9:15-9:20	5th 7:55-9:15	5th 7:55-9:15	5th 9:10-10:30	HR 9:20-9:30**
	HR 9:20-9:30**	HR 9:20-9:30**	HR 10:35-10:45**	Break 9:30-9:45
2nd 9:30-10:50	Activity 9:30-10:40	9:30-10:15 Advisory, OH for students w/o required attendance 10:15-10:40 OH/Club Activities for all students	Break 10:45-10:55	6th (6A + 6B meet at the same time, no lunch period) 9:50-11:10
<u>3rd 11:00-1:00</u> <u>3A (Lower Division):</u> Class 11:00-12:20, <u>Lunch 12:20-1:00</u> <u>3B (Upper Division):</u> Lunch 11:00-11:40, Class 11:40-1:00	Break 10:40-10:55	Break 10:40-10:55	<u>6th 11:00-1:00:</u> <u>6A (Lower Division):</u> Class 11:00-12:20, <u>Lunch 12:20-1:00</u> <u>6B (Upper Division):</u> Lunch 11:00-11:40, Class 11:40-1:00	7th 11:20-12:40
4th 1:10-2:30	<u>6th 11:00-1:00:</u> <u>6A (Lower Division):</u> Class 11:00-12:20, <u>Lunch 12:20-1:00</u> <u>6B (Upper Division):</u> Lunch 11:00-11:40, Class 11:40-1:00	<u>6th 11:00-1:00:</u> <u>6A (Lower Division):</u> Class 11:00-12:20, <u>Lunch 12:20-1:00</u> <u>6B (Upper Division):</u> Lunch 11:00-11:40, Class 11:40-1:00	7th 1:10-2:30	
	7th 1:10-2:30	7th 1:10-2:30		

* Zero period meets Monday-Thursday

**Daily P.A. announcements read at the end of this period. Homeroom only meets on the last B Day of every week.

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, PCR, and the Spotlight.

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 20th. 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 Junípero 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 20th. 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 April. 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. Junípero Serra High School is NOT the retailer or middleman. All official Junípero 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.

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/Counseling 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
Homestay/international Students	International Program Director
Illness (during school day)	Attendance Office
Information	P.A. Announcements, Website
Insurance (accident)	Main Office, Registrar
Career Counseling	Counseling 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
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) 345-8207
Development Office	(650) 573-9935
School Fax	(650) 573-6638
Development Fax	(650) 573-6202
Athletic Department Fax	(650) 573-2407
E-mail	padres@serrahs.com
Website	www.serrahs.com

OTHER RESOURCES

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

ADDITIONAL RESOURCES

Crisis Text Line is a United States not-for-profit organization providing free crisis intervention via SMS message. The organization's services are available 24 hours a day every day, throughout the US by texting 741741.

StarVista delivers services through counseling, skill development, and crisis prevention to children, teens, adults, and families. (These lines are monitored 24 hours a day.)

Crisis line
650-579-0350 or 1- 800- SUICIDE

Parent Support Line
1-888-220-7575

Alcohol & Drug Line
650-573-3950

Important Calendar Dates for 2018-2019

Below you will find major dates for the upcoming school year. For the most current calendar information, please visit our website at serrahs.com.

Event	Date
Registration Day	Monday, August 20, 2018
First Day of Classes	Tuesday, August 21, 2018
Labor Day School Holiday	Monday, September 3, 2018
Student Holiday	Thursday, October 4 - Friday, October 5, 2018
Veterans Day Holiday	Monday, November 12, 2018
Thanksgiving Holiday	Wednesday-Friday, November 21-23, 2018
Fall Semester Finals	Monday-Thursday, December 17-20, 2018
Christmas Vacation	Friday, December 21, 2018 - Monday, January 7, 2019
Spring Semester Begins	Tuesday, January 8, 2019
Martin Luther King Jr. School Holiday	Monday, January 21, 2019
President's Day School Holiday	Monday, February 18, 2019
Student Holiday	Friday, March 1, 2019
Student Holiday	Monday, March 4, 2019
Easter Vacation	Friday, April 12 -Tuesday, April 23, 2019
Memorial Day School Holiday	Monday, May 27, 2019
Spring Semester Finals	Tuesday-Friday, May 28-31, 2019
Graduation	Saturday, June 1, 2019