

PRINT STUDENT'S NAME _____

Parent/Student Handbook 2008-2009

Junipero Serra High School

-Catholic College Preparatory-

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Gardena, California 90249

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**Dedicated to the Greater Glory
of God
Through the Intercession of
BLESSED JUNIPERO SERRA,
Patron of our School.**

“Students should know as soon as they set foot in a Catholic school that they are in a different environment, one illuminated by the light of faith and having its own unique characteristics. Particular attention should be given in the school to prayer and the celebration of the sacraments.”

-Summary of Conclusions, 63,
Synod of Bishops for Oceania
December 1998

PRAYER

Gracious Father, we thank you for the exemplary missionary life and gentle priestly kindness of your Seraphic son, Blessed Junipero Serra. Grant that this defender of human rights may be recognized as a role model for young and old, a canonized saint in the contemporary Church and our intercessor before Your throne in heaven. We ask this through Christ our Lord. Amen

THE ALMA MATER:

The expression “Alma Mater” is from the Latin “nurturing mother” and refers to the role of the school as a fundamental formational element in the life of young people.

ALMA MATER

Hail to the Red and Blue,
Our Alma Mater brave and true,
Proudly our colors high we raise,
As we sing our song of praise.

Hail the Red ! Hail the Blue !
Righteousness we hold so true.
Sacrifice and Charity,
Serra we honor thee.

All Hail. All Hail.

SERRA FIGHT SONG

Oh when that great Cavalier Team falls in line
We're gonna cheer, cheer, cheer, them all the time.
We're gonna fight, fight, fight, for victory,
Oh, yes, it's good old Serra High to Victory.

We're gonna fight, fight, fight for every yard,
We're gonna run and hit and tackle hard.
We're gonna roll old (opposing team) in the sod, in the sod

Roll Roll Roll

**EXPLANATION OF THE
SCHOOL SEAL:**



1950 - Year of School's Founding

The center of the school seal is the representation of Father Serra holding aloft the cross of the missions. In the field on the right are the rose and the wings taken from the coat of arms of the Archbishop of Los Angeles; on the left is the intertwined A and M, Ave Maria, from the coat of arms of the Marianists. The motto and the year of foundation complete the seal.

This image of Father Serra is a representation of the bronze statue in Washington, D.C. designed and executed by sculptor Ettore Cadorin of Santa Barbara, and based on the San Fernando Serra portrait. Serra holds a miniature replica of Mission Carmel with Casanova's 1884 - 1936 high-pitched roof. The original statue is 8'9," and displayed in the Hall of Fame on a 3'6" marble base with the simple inscription: "Junipero Serra - California."

MOTTO: “You Shall Be My Witnesses”
Acts 1:8

“Eritis Mihi Testes”

-The motto of the school is taken from the *Acts of the Apostles*. A few moments before Christ ascended into heaven, He addressed these words to his Apostles: “You shall receive power when the Holy Spirit comes upon you and you shall be witnesses of me in Jerusalem and in all Judea and Samaria and even to the ends of the earth.”

Education imparts truth and the Great Truth is Christ. The prime purpose of Serra High School is to form apostles and to send them forth even to the ends of the earth to witness the truth. The mission of the school is to fashion Christian soldiers, Cavaliers, who would lead the lives of Catholic ladies and gentlemen and witness that the truth is in them by their word and their example. They would, like Mary, give Christ to the world. A Serra graduate should be a living sermon on Christ.

SCHOOL MASCOT AND NICKNAME: Cavalier

When the time came to adopt a symbol for the school, much thought and debate were given to this matter so that a name would be chosen to reflect the culture and heritage of Spain since the school bore the illustrious name of Serra, the renowned Spanish missionary. With the Spanish conquerors, came the Caballeros, the mounted soldiers who braved the hardships of an untamed and desolate wilderness in search of adventure and gold. Now there would be new soldiers, not in quest of worldly fame and wealth, but searching for truth, knowledge and piety, and dispelling ignorance. Keeping the Spanish connotation in mind, the name cavalier was chosen to designate a new breed of soldiers of Christ, gallantly armed and mounted carrying the banner of the Immaculate Virgin and engaged in the “new wars” that Marianist founder Father Chaminade had predicted for his followers.

SCHOOL COLORS: Royal Blue and Scarlet

The selection of the school’s colors was influenced by two of the pioneers of the school, Bro. Joseph Hoffman and Brother Joseph Napier. Having recently come from St. Louis High School, Honolulu, they thought its colors of royal blue and scarlet would be most appropriate for Serra. Scarlet symbolizes the fiery tongues of flame of the Holy Spirit and the blood of martyrs. It denotes a spirit of sacrifice that should be inherent in all the followers of Christ. Royal blue, Our Lady’s color, denotes loyalty and righteousness.

See FACSTAFF In Handbook Folder for
this page

ORGANIZATIONAL CHART

**See flowchart file in handbook folder
for this page**

STUDENT COUNCIL OFFICERS:

All students are members of the Associated Student Body. The Student Council has been organized to establish democratic procedures governing student activities and to develop a sense of responsibility, self-discipline, leadership, cooperation, scholarship, school spirit and Christian virtues. The Associated Student Body government attempts to make the students more involved in government affairs in conjunction with the administration and faculty. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects.

Associated Student Body Officers:

President -	Ivana Reyes
Vice President -	Tevita Veikoso
Treasurer -	Daniel Guerro
Secretary -	Ashlen Mansfield
Historian -	Eric Sanders
Athletic Commissioner -	Z'Kiya Harper
School Spirit Commissioner –	Shakila McKinney

Senior Class

President	Kevin Nash
Vice President	Nidia Ramirez
Secretary	Turquoise Thompson
Treasurer	Melinda West

Junior Class

President	Danielle Orange
Vice President	Starla Jones
Secretary	Keisha Williams
Treasurer	TBA

Sophomore Class

President	Jesselyn Saafi
Vice President	Sean Cook
Secretary	Joshua Williams
Treasurer	Amber Patton

*Freshman Class

President
Vice President
Secretary
Treasurer

*To be elected in September

History of Junipero Serra High School

Junipero Serra High School is located in Gardena, California. The school is operated by the Department of Catholic Schools of the Archdiocese of Los Angeles. The High School was founded by James Francis Cardinal McIntyre in 1950. The school is named for the first evangelizer and teacher of California. The twenty-three acre campus has twenty-six classrooms in five buildings, an administrative wing, a chapel, a gymnasium, and two athletic fields.

The school, which was largely staffed by the Society of Mary, graduated its first class in 1953. Religious of the Sacred Heart and Carondelet Sisters and archdiocesan priests have also helped to staff the school at various times in its history. The last Marianists left the school in 1994. The school began as a boy's school in 1950 but became coeducational in 1991. The school has played a very important role in the life of the community, graduating over four thousand students.

The current Administration and Faculty are predominately lay women and men. Their dedication to the Catholic philosophy of education and values of the Gospel serves as an example for today's youth.

In addition to Gardena, the school also serves 22 parishes in Carson, Compton, Hawthorne, Inglewood, Lawndale, Lennox, South Central Los Angeles, and Torrance. The student body brings with it a diverse cultural and ethnic background which continues to enrich the traditions begun in 1950.

Vision

Junipero Serra High School is committed to developing faith-filled, morally aware and academically strong individuals who are of service to society.

Mission Statement

Junipero Serra High provides a Catholic college preparatory education that illuminates teaching with Christian principles and prepares students to see Christ in others by the development of their talents. We emphasize the importance of faith in the life of the individual and of morality as the life-giving principle that guides our students to become self-giving, responsible citizens and leaders.

Philosophy

We believe that Jesus Christ gives a transcendent meaning to human existence and that this spiritual dimension should inform the intellectual journey of the human person.

Accordingly with the support of faculty, parents, alumni, the advisory board and the community, Junipero Serra High School:

- educates the whole person spiritually, academically, socially, and physically;
- promotes the dialogue of faith and knowledge;
- builds community through the celebration of the Church's liturgical life;
- defends the goodness, dignity and freedom of each person;
- fosters awareness of moral and social concerns; and
- develops leaders for the community.

We welcome students from all faith traditions, cultures, and economic backgrounds, inviting them to collaborate in fulfilling our mission. We recognize that all those who quest for truth contribute to and enhance the community.

Motto

“You Shall Be My Witnesses.”

Acts 1:8

Expected School-wide Learning Results

- I. Committed to their faith, the Serra Man and Woman will:**
 - Develop a personal relationship with God and demonstrate moral values.
 - Support their church with time and resources.
 - Dedicate time to their spiritual growth and prayer throughout their lives.
- II. As Life Long Learners, the Serra Man and Woman will:**
 - Demonstrate consistent reading and writing skills at or beyond grade level expectation.
 - Develop a proficiency in the use and application of technology.
 - Create a history of academic success and recognize that learning is a lifelong process.
- III. As Effective Communicators, the Serra Man and Woman will:**

- Listen actively, formulating answers to questions that are sensitive to other opinions and views.
- Express ideas, concerns and opinions with consideration and sensitivity while being confident and poised.
- Evaluate between fact, fiction and opinion and convey information accurately through articulate speech and clear writing.

IV. As Responsible and Morally Aware Citizens, the Serra Man and Woman will:

- Accept authority and internalize laws, rules and their motivation.
- Take accountability and responsibility for their own actions.
- Lead a healthy lifestyle for their emotional and physical well-being.
- Strive to be active, positive role models in their community.
- Be sensitive to people of other creeds, cultures and genders in a diverse society.
- Evaluate legal and political issues in light of moral values.
- Respect human life from conception to natural death and work for social and economic justice in the world.

Goals and Objectives

Goal 1: To strengthen and develop the spiritual well being of our students.

Objectives:

- a. Catholic Christian values will be promoted in all facets of school life.
- b. All students will participate in a four-year program of religious studies.
- c. All students will participate in a four-year program of Christian service to the community.
- d. Students, faculty and staff will participate in liturgical celebrations and other spiritual exercises.
- e. Students, faculty and staff will conduct themselves in accordance with Christian values at all times.

Goal 2: To strengthen and develop the intellectual well being of our students.

Objectives:

- a. The curriculum will meet state, Archdiocesan, U.C. and Cal State requirements and guidelines.
- b. Each department will offer a sequential, age-appropriate program of classes.

- c. All students will be provided with a comprehensive course of studies that is challenging.
- d. A variety of electives (within the limitations imposed by a small school) will be offered to meet the interests and needs of the students.
- e. Students will be challenged to think critically and independently in all courses and to recognize that learning is a lifelong process.
- f. Students will be able to communicate effectively, reason clearly and analyze constructively.

Goal 3: To strengthen and develop the social well being of our students in order to prepare them to be active members of the family, Church, and society to which they belong.

Objectives:

- a. Positive and consistent discipline will emphasize personal responsibility, accountability and good work habits in all aspects of school life.
- b. Personal, familial, civic, and moral responsibility will be stressed and/or reinforced in all aspects of school life.
- c. The guidance program will encourage student responsibility, independence, and self-discipline.
- d. Student activities and athletics will provide opportunities for students to develop and demonstrate responsibility, leadership and teamwork.
- e. Cultural awareness and appreciation of ethnic diversity will be stressed and/or reinforced in all aspects of school life.
- f. A variety of extracurricular social activities will allow students to develop their social skills in a safe, supervised and positive environment.

Goal 4: To strengthen and develop the physical well being of our students.

Objectives:

- a. A variety of athletic programs will help students develop self-discipline and positive health habits.
- b. The importance of good physical health and an active lifestyle will be taught in physical education and health classes as well as the athletic programs.
- c. Respect for the body as a temple of the Holy Spirit will be stressed and/or reinforced in all aspects of school life.

Goal 5: To strengthen and develop a familial atmosphere that fosters close collaboration among students, school personnel, and parents.

Objectives:

- a. The school will encourage the involvement of students, parents and personnel in the appropriate aspects of school life.
- b. Personnel will make themselves available to students and parents in order to assist students to reach their educational goals.
- c. The school will support and encourage dialogue and open communication among all school constituencies.

Goal 6: To promote increased success and professional competency among our faculty.

Objectives:

- a. The school will encourage professional growth for all personnel.
- b. The school will provide regular in-services to improve teacher competence.
- c. Teachers will be regularly supervised and evaluated.
- d. Teachers will keep abreast of the current trends in education, subject area knowledge and methodology.
- e. Teachers will be able to teach students with a variety of achievement levels and learning styles.
- f. Teachers will treat students with the dignity due any child of God.

I. SCHOOL INFORMATION

A. PRINCIPAL’S RIGHT TO AMEND

The Principal reserves the right to amend school rules and regulations as necessary during the school year. Parents will be notified by mail of any such amendments. The Principal is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The administration is the final interpreter of all regulations and policies in this handbook.

B. NON-DISCRIMINATION POLICY

Junipero Serra High School in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits qualified students of all race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Serra High School of the Archdiocese of Los Angeles does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Non-Catholic students are welcomed and participate in the religious celebrations and rites of the

school community within the guidelines established by the Catholic Church.

Likewise Serra High School does not discriminate against any applicant for employment on the basis of sex, age, handicap, race, color and national and/or ethnic origin.

C. ADMISSIONS GUIDELINES

Junipero Serra High School has established open enrollment policies in concert with the California Interscholastic Federation State Federated Rule 222 with the following conditions:

1. Junipero Serra is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did."
2. Junipero Serra accepts students on a space available basis.
3. Junipero Serra charges tuition for its educational services.
4. Junipero Serra has admissions requirements pertaining to academic standards and behavior.

D. ADMISSION PROCEDURES

The following procedures for testing and evaluating applicants to the high school will be followed:

1. An elementary school report and the archdiocesan recommendation form are used.
2. The entrance examination for incoming freshmen is to be administered on the day established by the archdiocesan school calendar.
3. An interview with student and parents is included in the admissions procedures.
4. Notification of admission status is to be given on the dates indicated on the archdiocesan calendar.
5. A complete transcript for each student is requested from the elementary school at the end of the school year.

E. RELIGIOUS REQUIREMENTS

All students take the required religion curriculum. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general and class religious activities of the school.

F. FINANCIAL POLICIES

Junipero Serra High School runs on a very tight budget. The school spends more per pupil than it charges for tuition. Payment of tuition and fees is a matter of justice which cannot be taken lightly. Failure to pay tuition and fees on time jeopardizes the academic program for all of our students and faculty. It also causes deep anxiety and worry on the part of those who are responsible for the financial state of the school. In all Christian charity and justice, parents and guardians are requested to please be faithful in making all payments on time, and in the rare

case that this is not possible, inform the school immediately and await further advisement.

TUITION IS DUE AS PUBLISHED. There is a difference in tuition for Catholic and non-Catholic students because the Catholic Church helps to subsidize the tuition of its own students. For a complete list of tuition, fees and other current financial information, please see appendix at the back of this handbook.

G. WITHDRAWAL / DROPOUT / FINANCIAL OBLIGATIONS

The name of any student who is a minor that drops out of school for any reason is reported to the County Superintendent of Schools. Whenever a pupil transfers from Junipero Serra to a school district within the state, Junipero Serra shall transfer the pupil's permanent enrollment and scholarship record or a copy thereof upon a request from the district or private school where the pupil intends to enroll. The school reserves the right to withhold a diploma or disallow the taking of quarter or final exams until the financial obligations of the pupil have been met.

H. TUITION ASSISTANCE

Since the school depends on tuition income as the primary source of income, all are expected to meet their financial obligations. A limited amount of assistance is available through the Archdiocesan Education Foundation and through various foundations. The Main Office can make available upon request further details. *Archdiocesan assistance should be requested by the end of February for the following school year. FAMILIES NEED TO REAPPLY EACH YEAR FOR CONTINUED ASSISTANCE.*

The selection committee considers the following criteria:

- Financial need;
- Faithful adherence to the Parent/Student Pledge
- "C" (2.0) grade point average
- No "Fs" on the semester report card;
- "S" satisfactory grades in citizenship and effort;
- Student involvement in at least two or more clubs, teams, or other activities on campus;
- 10 adult service hours in addition to the 20 hours expected of all Serra families
- Agreement to pay the remainder of tuition, registration and other fees on time each month

Failure to maintain these standards could mean loss of financial assistance.

I. IMMUNIZATION REQUIREMENTS

California State Law requires immunization against polio, measles, diphtheria-tetanus and a TB test for all students. For further information cf. appendix.

1. PUPILS NOT MEETING REQUIREMENTS:

Pupils who do not meet these State requirements are referred to their physician or local health department, providing them with a written notice giving dates of vaccine doses received and indicating which doses are lacking.

2. DOCUMENTATION:

All pupils must present an *immunization record*.

a. What is it?

It is a written immunization record, either a personal record with entries made by a physician or clinic, or a school immunization record -- the blue California School Immunization Record (PM286) or another states school record. It must include at least the month and the year each dose was received; for measles, rubella and/or mumps vaccine given in the month of the first birthday, month, day and year are required. A record saying only "up-to-date," "all requirements met," or "series complete" is inadequate. Also, the record must show that all due or past due vaccine doses have been received. Parents cannot simply fill out a California School Immunization Record but must present a written immunization record.

b. Who must present it?

All pupils entering school or transferring between school campuses. Kindergarten entrances and entrances from outside the U.S. must present a personal immunization record. Pupils transferring from other schools in California or other states must present either a personal immunization record or a state school immunization record.

c. When must it be presented?

Pupils transferring from other schools in California or in other states may be given up to 30 school days of attendance while waiting for the records to arrive from previous school.

3. INCOMPLETE IMMUNIZATION:

Pupils lacking one or more required vaccine doses but not currently due for a dose may be admitted on condition that they receive the remaining dose when due. If the maximum time interval has passed, the pupil must be excluded until the next immunization is obtained (cf. appendix in the back of this handbook for more information).

J. MARRIED STUDENT POLICY

Central to the philosophy of Junipero Serra High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. Since a married student is

in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore any student who marries or is married will not be allowed to attend Junipero Serra High School. Any student not living in the home of a parent or guardian may not be allowed to attend Junipero Serra High School.

K. EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

II. ATTENDANCE POLICIES

Students and parents must be impressed with the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual.

Current home and work phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parent's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students may not leave the campus during the school day or during school functions without the knowledge and permission of the administration. Students are not released to strangers or to callers without written parental consent.

A. PROCEDURES REGARDING ABSENCES

Parents/Guardians must call the attendance office between 7:30 AM and 8:30 AM **each day** the student is absent.

1. WRITTEN NOTICE:

Upon returning to school after an absence, the student will bring to the Attendance Office a note containing:

1. student's full name
2. student's grade
3. date(s) of absence
4. the explicit reason for absence
5. the signature of the parent/guardian and
6. the phone number(s) at which parent/guardian may be contacted during the school day.

Students without notes will receive truant admit slips and cannot make up work or exams. This missing of class will count as an unexcused absence.

2. ADMIT SLIP:

By 7:45 AM on the day of the return to school after the absence of any duration (even one period), a student must obtain a re-admit slip from the Attendance Office. No student will be admitted to class without a re-admit.

In the event of a student accumulating ten (10) or more unexcused absences in a semester (per class period), the student will be denied academic credit for the semester. Students accumulating fifteen (15) or more excused(or a combination of excused and unexcused) absences will be denied academic credit for the semester.

B. TYPES OF ABSENCES

1. EXCUSED

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

- Illness*
- Medical/Dental Appointments*
- Funerals
- Quarantine
- Court Appearances*
- Approved school activities

*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time student was at the facility.

2. UNVERIFIED ABSENCES (No written documentation)

Unverified absences are considered trancies unless reclassified within two days of return to school.

3. UNEXCUSED ABSENCES (Truancy)

All absences that are not excused are considered trancies.

C. UNEXCUSED ABSENCES (TRUANCY)

- Absences for other than the above reasons, even with the permission of parents, are considered unexcused. Parents should realize that a student's grade may suffer because of unexcused absences. Students may not request make up work for an unexcused absence. Students who accumulate 10 or more unexcused absences in a semester (per class period) will be denied credit for the semester.
- Serra High does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe even dangerous activities when large numbers of teenagers are without adult supervision. These activities include and are not limited to injury, illegal drinking, drug use, and

illicit sex. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy "teaches" a lack of order and discipline. Truancy sets a bad example for the younger students.

Parents, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide bad example and engage in dishonest and sinful behavior.

- Consequences for students who have trancies/unexcused absences.
First Truancy = detention, suspension, parent conference, disciplinary probation
Second Truancy = Saturday detention, suspension, parent conference, strict probation
Third Truancy = two Saturday detentions, suspension, parent conference
Fourth Truancy = expulsion or withdrawal

D. "MAKE-UP WORK FOR EXCUSED ABSENCES

When students return to class with appropriate documentation and are issued a readmit indicating that the absence was excused, they have an equivalent amount of time to make-up assignments or exams. For example, if they were out two school days, they have two school days after their return to make-up any work or exams.

E. EXTENDED ABSENCES

Parent requests for an extended absence (two or more days) are to be directed to the Assistant Principal of Curriculum and Instruction who will determine the status of the absence.

F. VACATIONS

The school strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. The school does not allow the student to make up work he/she misses. Parents/guardians are asked to plan vacations during regular school vacation periods.

The school strictly enforces the policy of not excusing absences which occur during school days for vacation purposes. Out of 365 days in the year, 180 (less than half) are reserved for school by law. Please plan all vacations during the 185 non-school days. The school does not make exceptions to this policy. Thank you for helping us to underscore academics as the first priority while school is in session.

G. COLLEGE VISITATIONS

Every attempt should be made by parents/guardians to schedule college visitations so as to not to interfere with the school day. Absence due to a college visit must be cleared by the counselor one week **before** the actual visit in order to obtain an “excused” status. (A maximum of two college visit days per year will be allowed.)

H. TARDINESS

A student arriving tardy to school is to report directly to the Main Office for a tardy admittance slip. This slip must be given to the teacher for admittance to class. Such tardies are noted on the permanent record. Tardies will be given excused status for the following reasons only:

1. Medical/Dental Appointments (with an official note of verification from the doctors office.)
2. Court Appearances (with official documentation from the court.)

All other tardies will be considered unexcused.

Any student with an unexcused tardy to class will be assigned one-hour dean’s detention, to be served on **the day after the tardy is earned**. Detention will begin at 2:45 and end at 3:45. If the student does not show up, he/she will serve a Saturday detention with the dean. **Second** tardy or unexcused absence per semester will result in automatic “N” in citizenship in that class and a referral will be issued by the teacher. **Third** tardy or unexcused absence per semester will result in automatic “U” in citizenship in that class and a referral will be issued by the teacher and the student will be suspended from school. **Fourth** tardy per semester student will be placed on disciplinary probation and grade will be lowered in the respective class. Grade will also be lowered for fourth unexcused absence. The student who has reached the fourth tardy in the first quarter, but has absolutely no tardies in the second quarter of the semester may not suffer the lowering of the course or citizenship grade but at the teacher’s discretion.

Fifth tardy per semester student will be placed on strict probation. **Sixth** tardy per semester student may be expelled. The Administration reserves the right to conduct unannounced tardy lockouts. **Remember students are marked tardy if not in their seat when the bell begins to ring.**

Students may be assigned a detention for each recorded tardy. Detention rosters are posted regularly. If a student is assigned a detention for a tardy recorded in error, the student must clear the error with a note from the teacher to the dean and registrar before the date and time of detention. If the student does not clear the tardy before the date and time of the detention, the student will be held responsible for serving the detention and the usual consequences for missing an assigned detention.

I. OFF-CAMPUS

Parents are asked to refrain from requesting off-campus permits except in the cases of emergency. Early departure should be avoided at all costs so as to maximize use of learning time in school. Leaving school five to thirty minutes early should also be unnecessary. Normally, medical, dental or other appointments should be made for after school. However, if medical appointments are made during the school day, an official note from the doctor’s office must verify them. Students must sign in and out at the Main Office.

If your student is to leave school early, have him/her bring a note to the attendance office before school so as to avoid the need for telephone calls to the office. Your student will then wait for your arrival in the main office at the designated time.

Following this procedure will assist in a more efficient running of the main office and also help to avoid unnecessary interruptions of the other students in the classroom.

J. OFF-CAMPUS FOR SAME DAY ILLNESS

Students who become ill are to inform their classroom teacher and obtain a pass to the Main Office and then wait for the Attendance Officer to complete the necessary phone calls and issue an off-campus permit so they may go home. A parent or person authorized by the parent must pick up the student. It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation or drive home. Students must sign out at the Main Office including the date; time the student left campus and their name.

K. ATTENDING/PARTICIPATING IN SCHOOL EVENTS ON DAYS OF ABSENCES

A student may not attend any extra-curricular activity or event after being absent from school on any day or from ANY CLASS period during the day. Exceptions to this rule are VERIFIED medical/dental/court appointments. A student is to have a statement from the doctor noting the time and length of the appointment. Violation of this rule may result in disciplinary probation.

L. CAMPUS BOUNDARIES

The inner campus constitutes the campus boundaries. **Students are not permitted to leave the inner campus boundaries while school is in session.** The south parking lot is off limits while school is in session. The north parking lot is for staff only except after school during baseball season. Also please do not go to convent gate or door asking for admittance on weekends or any

day. They are instructed not to let anyone in since they do not know our students or parents.

M. ARRIVAL AND DEPARTURE FROM CAMPUS

The school cannot be responsible for students arriving before and after the regularly scheduled classes on a given day (except for students registered in a zero period class). Students who repeatedly loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school. The school is not responsible for the behavior of students providing rides to school. However, such students are strongly exhorted to obey all traffic and safety rules and to drive with the utmost caution and care at all times. Any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be followed up by disciplinary action whenever possible. Out of respect for those living on or near the campus, students are asked not to play their car radios/stereos loudly in the parking lot or while parked anywhere near the boundaries of the campus.

DAILY DROP OFF AND PICK-UP GUIDELINES

1. Avoid **double parking** in front of the school both before and after school.
2. Avoid dropping students off **across the street** from school. Most end up **jay walking** across busy Van Ness rather than walking the long distance to the intersections.
3. **Never block** our neighbors' driveways. **Never block** the student, faculty or convent driveways.
4. **Use south parking lot (corner of Marine and Van Ness) to drop off or pick up students.** During the half hour before school and the half hour after school the Marine gate is for entering and the Van Ness gate is for exiting only. During special events the same policy will be enforced. At less busy times two-way traffic will be allowed at any open gate into this lot.
5. Make a **right turn only** out of the student parking lot during busy rush hour traffic.
6. Do not park or wait in **no stopping zone**. Cars have been ticketed and towed.

N. COMMUNICABLE DISEASE

A student who has been absent from school because of reported communicable diseases must have a permit (release) issued by the Public Health Department, a physician or nurse before he/she is admitted to school. The Assistant Principal of Curriculum and Instruction may readmit a student absent because of non-reportable communicable disease, such as chicken pox, German measles and influenza.

O. TELEPHONE POLICY

Students may make no phone calls during class time or passing periods. **PARENTS ARE NOT TO CALL**

STUDENTS EXCEPT IN CASE OF EMERGENCY. In such cases parents should call the main office. Arrangements for pick-up time or location should be taken care of while student is at home.

P. STUDENT DELIVERIES POLICY

The main office will not accept deliveries for students or page them for deliveries. This includes fast food lunches, flowers, gifts, etc. Such deliveries are disruptive to the educational program and the efficient operation of the main office.

Q. ON CAMPUS VISITOR POLICY

Parents and guardians are welcome to visit the campus anytime during school hours, student activities and athletic events. Common courtesy usually dictates calling to make an appointment when desiring to meet with a school administrator, counselor, or faculty member,

Students are not permitted to bring siblings or friends to campus except to athletic events or student activities open to non-Serra students.

Students are not permitted to “baby sit” children or infants on campus at any time. Faculty and staff are not permitted to “baby sit” children or infants on campus during the school day or while on supervision.

Students who are expelled or asked to withdraw for disciplinary reasons are not permitted on campus at any time.

All visitors to the campus must first report to the main office for a visitor’s pass. Students’ guests at school activities must follow school rules, including conduct code and dress code. Student hosts of visitor not complying with visitor policy may face disciplinary action.

R. OTHER CAMPUS VISIT POLICY

Students must seek permission of the dean in order to visit another high school campus or nearby locations unless attendance at an athletic event or dance is reason for the visit. Unauthorized visits may result in detention, suspension, probation, etc. Students responsible for unauthorized visitors from other schools on our campus may also be eligible for detention, suspension, probation, etc.

S. SWIMMING POOL

Each semester, usually in September and May, the physical education classes spend approximately two to three weeks of class time at nearby Lucky Duck Swimming Pool on Marine Avenue. If you do not want your son or daughter to participate, please send a letter stating so to the Assistant Principal of Curriculum and Instruction along with a note from a physician on official letterhead by the beginning of September and May.

Without a physician's note, an "F" for each day of non-participation in swimming instruction will be granted. With a physician's note, an extensive writing assignment will be required in order to avoid receiving an "F" for each day of missed swimming instruction.

III. ACADEMIC POLICIES

A. CURRICULUM

Junipero Serra High School provides for the needs of the college-bound student. The school's curriculum meets all state, archdiocesan and college requirements. Please note the requirements for graduation from Junipero Serra High School and for entrance into the University of California and the California State University systems. It is important that parents and students understand that occasional scheduling conflicts and insufficient enrollment may necessitate a change in student schedules. For this reason students may be asked to choose alternate classes when making choices. Students requesting a program change must complete the form obtained from their counselor. All changes must be approved by the counselor or the Assistant Principal of Curriculum and Instruction.

In order to ensure a logical and beneficial sequence of classes, counseling is provided and consultation with parents and teachers should occur. No program change will be made without the approval and consultation of the parents, the counselor and the Assistant Principal of Curriculum and Instruction.

B. GRADING POLICY

The primary purpose of evaluation is to determine the extent to which a student has achieved success in terms of course objectives. This level of achievement is to be determined through a systematic process and conveyed to the student and his/her parents in the form of a letter grade.

Junipero Serra grades may serve as a motivating factor. Until an individual becomes inner-directed, a grade is necessary to encourage the student to achieve academically. To the adolescent, the value of an assignment is determined by the weight it will carry in determining a grade. The teacher must constantly approach grading as a positive means of measuring achievement and encouraging a student's sense of self-worth. While grades do not normally reflect behavior, teachers are permitted to make a participation grade part of the overall academic grade and to take points away from this grade when the student disrupts the academic flow of the class or fails to bring needed materials to class.

Grades also serve a diagnostic role. They may be the basis for recommending remedial work, evaluating the

success of a curriculum, or determining those students ready for an accelerated program. If grading is to determine the extent to which a student meets course objectives, it is the teacher's responsibility to clearly state, at the beginning of the semester, in writing, those objectives. The teacher should define the conditions that must be met by the student to receive a passing grade. The student should be told what weight is assigned to each component of his final grade (tests, reports, homework, class performance, etc.). Course work assessment must be an essential aspect of every course. Homework is assigned on a regular basis. Frequent assessment is necessary to reduce the amount of subjectivity involved in the grading system.

When parents are concerned about the circumstances in which a particular grade was given, they should first talk directly to the teacher involved. If talking to the teacher does not clarify the situation to the parent's satisfaction, then the grade level counselor should be contacted. If this does not clarify the situation to the parent's satisfaction, the Assistant Principal of Curriculum and Instruction should be consulted (the Assistant Principal of Curriculum and Instruction has the final say in such matters). Any challenging of grades must be made within two weeks of the receipt of the grades.

Students taking classes taught by a family member will be enrolled on a Pass/Fail basis. No exceptions!

C. UNWEIGHTED AND WEIGHTED GRADE POINT AVERAGE

1. **The Unweighted Grade Point Average** is based on a traditional grading scale and reflects a difference in the plus, minus or straight grade. This in no way changes the consideration grades are given in the admissions process for universities. Essentially, our graduates have multiple GPA's. Our Serra GPA, which reflects the composite of all courses taken; a Cal State GPA, which reflects only the courses that meet CSU subject requirements; a UC GPA, which reflects only the courses that meet the UC a-g requirements; a NCAA GPA for athletic eligibility, which reflects only the courses that meet the NCAA course requirements. In addition private universities each view the GPA and accept courses based on the individual universities requirements. Our posted GPA is nothing more than our composite. It is the individual grade in each course, particularly the core requirements, that is of the utmost importance since different institutions or systems take these grades and interpret them according to their needs.

The traditional scale we use is as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0

2. All honors or advanced placement courses are weighted so that they are given higher credit than the regular or non-honors course. **The weighted GPA is used to determine class ranking and honor roll only.** The incentive for choosing the more challenging course of studies is thus rewarded. The weighted grade is not posted on the transcript as colleges accept the unweighted GPA in their admissions screening. Where colleges do use weighting it is based on their own particular subject area requirements. Grades below “C” are never weighted. The weighted grade is given credit according to the following scale:

A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7
D+	1.3
D	1.0
D-	0.7
F	0

D. COLLEGE AND “D’s”and “F’s”

Students, who hope to go on to college, should repeat the classes in which they received a “D” or an “F.” This is particularly true in the academic “solids” - English, History, Mathematics, Science, and Foreign Language. The University of California and the California State University systems only give credit towards admission for classes with grades of “C” or better.

E. GRADING SCALE

All teachers in computing assignments, tests and report cards will use the following scale:

A	96-100%
A-	93-95%
B+	90-92%
B	87-89%
B-	85-86%
C+	80-84%
C	75-79%
C-	70-74%
D+	68-69%
D	65-67%
D-	62-64%
F	61% and below

F. INCOMPLETE

No teacher can issue a grade of incomplete without the written permission of the Assistant Principal of Curriculum and Instruction.

A student who receives an incomplete grade(s) has one grading period* to remove the incomplete. Guidelines for removing the incomplete are stipulated by the teacher issuing the incomplete grade. If a student fails to remove an incomplete by the end of the next subsequent grading period, the incomplete will be changed to a Fail (F) grade, irrespective of the student’s class average at the time of receiving the incomplete. The student will be placed on Academic Probation pending the removal of the “I.” The student will follow all requirements of Academic Probation as given under letter “N.”

*A grading period is defined as a quarter (1/2 of a semester) unless the next grading period is summer school, in which the grading period is six weeks (the length of summer session).

G. GRADES FOR WRITTEN WORK

The following grading policy applies to research papers, compositions, essays, and tests:

The A Paper: excellent work criteria

1. The paper is legible and neat.
2. The ideas presented are clear and concrete.
3. Instructions given for the assignment have been followed.
4. Specific details are included to illustrate ideas and conclusions.
5. Personalized thinking and originality are evident. The writer has not merely repeated what has been heard or read.
6. There is no need for editorial scrutiny.

The B Paper: very good work

This paper, while very good, lacks one or more of the aforementioned criteria.

The C Paper: acceptable work

Modicum attempts have been made to fulfill the above criteria. The writer shows only the sense of duty to complete the work assigned. Deficiencies are apparent in many criteria.

The D Paper: poor work

Serious deficiencies are apparent in most of the above criteria.

The F Paper: very poor work. Unacceptable

The writer does not attempt to meet any of the criteria above.

H. STANDARDS FOR WRITTEN WORK

1. Standards for written work are uniformly enforced across the curriculum.
2. Written assignments are to be done in blue or black ink ONLY and in legible penmanship.
3. Written work is done on standard size loose-leaf paper (8 1/2 by 11) that is ruled, clean and unfolded. Spiral notebook paper is not acceptable. Written assignments may be typed (see guidelines below).
4. Multiple pages will be stapled once in the upper left-hand corner.
5. Margins will be one to one and a half inches on all sides of the paper.
6. Heading:
 - a) student's full name on top line at the right of the page
 - b) course title and class period on line two
 - c) date on line three
 - d) title/assignment on line four (instructor's option)
 - e) in case of multiple pages, students name is written on top line of page two and the following pages, along with page number
7. Formal essays are double-spaced and written on one side of loose-leaf paper or typed, double-spaced, using standard type size and style. Research or term papers will be typed unless prior arrangement has been made with instructor. Handwritten and typed papers will follow the heading and margin standards above.
8. Paragraphs are indented.
9. In case of error, draw a single line through the error, and then continue.

10. Notation and bibliography form for research and term papers will be the form found in Appendix B.
11. All work is neat and legible. All work has been proofread. Essays, research and term papers are final drafts.
12. Plagiarism (copying from existing sources and/or from other students) is unacceptable. Any work containing plagiarized material will receive no credit and no opportunity for make-up.
13. Late work is a sign of poor work habits and irresponsibility. A teacher does not have to accept late work, but may never accept late work after grades have been turned in to the registrar.

I. CHEATING POLICY

Teachers will impress upon their students that they have a moral responsibility to themselves and each other not to cheat. Plagiarism (taking ideas, writings, etc. from someone else and passing them off as one's own) and homework copying are to be placed in the same category as test cheating. Teachers will provide a classroom environment that is not conducive to cheating. Cheating is not ignored; action will be taken that will be reflected in a lower grade. If a student is caught cheating, the teacher will take the following steps:

1. Call the parents.
2. Issue a referral.
3. Give a grade of "0" for the exam or assignment.

Chronic cheating may result in serious disciplinary action by the dean of discipline (usually first a serious warning, followed by a parent conference, followed by probation).

J. SCHEDULE CHANGES

Students must submit a Schedule Change Form to the counselor to add or drop a class. This form is available in the counselor's office and must be signed by both parents and instructors. No schedule changes will occur after the first two weeks of the quarter unless requested by the instructor.

K. REPORT CARDS

Report cards are issued four times per year, the report card will be mailed home and the school takes no responsibility for the failure of the report card to arrive in the parent's hands. It is the parent's responsibility to note the times of report card mailings on the calendar, and to monitor incoming mail that week. Parents who do not receive a report card during the scheduled week should call the main office immediately (and not wait for several weeks).

L. PROGRESS REPORTS & PARENT / TEACHER CONFERENCE NIGHT:

Teachers will issue written progress reports at regular intervals during the school year. Please check the

calendar for progress report dates. When failure in a class is probable, parents must be notified via the progress reports. **It is the responsibility of the parent to check the school calendar for the week when progress reports are issued and to make sure the student brings the report home to be signed. The school is not responsible for students who do not deliver progress reports to their parents.** Parents should contact the teacher or counselor for help. Parents may also request specific information regarding their student's progress through the guidance office at any time during the school year. Please feel free to contact the counselor if there is a concern regarding student achievement.

At the time of progress reports, there will be a scheduled evening where parents may come to school to discuss the mid-quarter progress of students with teachers. **It is the responsibility of parents to attend the parent/teacher conference nights in order to be fully informed of their student's progress at the middle of the quarter. Parents who do not attend the conference night are responsible for calling the teacher for an update. Because of the parent/teacher conference nights scheduled this year, teachers will not be responsible for calling home at the middle of the quarter (although regular communication with parents continues to be the ideal, especially when students are in danger of failing).**

Sequence of Parent Notification of Student Progress
-- Every Five Weeks

Five Week Progress Report: Written report hand carried by student. Students will receive this report in each class(s) he/she is below a C average.

Ten Week Progress Report: Report card mailed home at the middle of the semester. (the end of the first and third quarters).

Fifteen Week Deficiency: Written reports given to students in danger of failing at the end of the semester. These reports are hand carried home.

Twenty Week Semester Grade: Report cards are mailed home. These grades appear on the transcripts.

**This notification process is repeated for the second semester.

M. FINAL EXAMINATIONS

All students are expected to take final examinations. If a student misses a final exam there will be no make-up exam given and the student's grade will be calculated with the missing exam grade recorded as a zero. If the absence was due to hospitalization or funeral of a family member, then the student's grade will be calculated on a

reduced scale that does not include the missing final examination. Appropriate documentation will be required in order for this to occur. **Please make sure that all financial obligations are met before final exams.**

N. ACADEMIC PROBATION

Any student with a grade point average below 2.0 at the end of the semester **and/or** any student receiving one or more semester "F's" in a scholastic year will be placed on academic probation. Any student who receives three or more semester grades of "F" in a single year may be asked to withdraw from Serra. Any student who is placed on academic probation three times will be asked to withdraw from Serra.

Requirements for students on Academic Probation

1. Circulate a Weekly Progress Report completed by all teachers on Monday of each week. It is the student's responsibility to get a progress report from the counseling office each week.
2. Tutoring participation as scheduled (minus half days or faculty schedule days).
3. Meet with teachers for extra help in subjects below a C average and/or request additional assistance in areas of difficulty.
4. Make up all semester fails and D's prior to the next academic school year.

Students will not be allowed to go on and off probation. Any student who is placed on academic probation for having less than a 2.0 grade point average three times, even if the semesters are not consecutive, will be asked to withdraw from Junipero Serra High School.

O. RECORDS

It is assumed that parents of students enrolled in the school implicitly authorize release of non-confidential information such as names of honor roll students, award recipients, and activity participants, unless they inform the school to the contrary. Custodial parents of currently enrolled or former pupils have an absolute right of access to all pupil records related to their children. A parent does not cease being a parent when he or she loses custody. Non-custodial parents will be given access to unofficial copies of records and information unless there is a court order to the contrary.

P. TRANSCRIPTS OF GRADES

All transcript matters are handled in the registrar's office. **It is the student's responsibility to request that courses completed at other schools be sent to Junipero Serra High School to be added to their official transcript at Serra.** Students requesting transcripts to be sent to other schools or colleges must fill out a Transcript Request Form available in the Main

Office at least one week in advance of deadline. All transcripts must be mailed. Each student is reminded to request final transcripts to be sent to the college of his/her choice at the conclusion of the second semester of the senior year.

Q. HONOR AND/OR AP COURSES

Students are enrolled in Honor and/or AP Courses if they meet the following criteria:

1. Maintained an overall 3.2 grade point average. (unweighted)
2. Has the teacher's recommendation based on classroom performance in the specified subject.
3. Has the counselor's recommendation based on a minimum 3.5 grade point average in the specified subject.
4. Successfully passed pre-requisite course in the specific subject area with a B or better.

*Students enrolled in AP courses are expected to take the AP Exam at the end of the school year. **Any student who chooses not to take the AP Exam will be given regular credit for the course.** AP Exam fees are due November 15 of current academic year.

R. EL CAMINO COLLEGE COURSE ON CAMPUS

El Camino College's semester may end before Serra's semester. In the interim, students who are enrolled in college classes will stay in the cafeteria during periods one, two and three when their classes used to meet. If a student's college class meets during period one, the student is to arrive on campus five minutes before the start of period two. If a student's college class interrupts his/her regular schedule, that is he/she has a Serra class first period and a college class second period (or third period), the student is to go to the cafeteria for that entire period. This time should be regarded as a study hall to prepare for finals in the remaining Serra classes. Students who have college classes during period two and/or three only, are not permitted to leave campus. They are to stay in the cafeteria. If students disrupt other classes or roam around campus, they will be suspended.

S. CALIFORNIA SCHOLARSHIP FEDERATION

Application for membership in C.S.F. must be made at the beginning of each semester for the previous semester. To be eligible for membership, a student must accumulate ten points from no more than five classes in a semester. A grade of "A" equals 3 points; "B" equals 1 point; except in an honors class or an Advanced Placement class, where a grade of "B" equals 2 points. A grade of "C" equals 0 points. A "D" or "F" in any subject debars a student from membership for that semester. **It is the responsibility of the student to apply for CSF each semester, and to pay the dues of**

\$4.00 per semester due at the time of application. Students are reminded of deadlines for several weeks. Parents, please contact the counseling office if you have any questions.

S. STUDENT PUBLICATIONS

The principal is the publisher and has the legal responsibility for all student and school-related publications. The principal may appoint moderators who review all materials. **No material contrary to the teaching of the Catholic Church or offensive to Christian values and sensitivity may be published.**

U. SUMMER READING ASSIGNMENT

Three designated books are to be read over each summer vacation. A one-page book report for each of the three novels is turned in to the subject teachers on the first day of class. There will be testing based on summer reading after school begins.

V. SUMMER SCHOOL

(either at JSHS or another pre-approved school)

The purpose of summer school is to provide an opportunity for students to make up credit deficiencies. The following are the criteria for summer school:

1. Students who have received a semester "F"
2. Required courses will be taken during the normal school year. **Student may not take required courses in summer school unless they already took the class during the regular school year and received an unsatisfactory grade.**
3. Any exception to the above must be approved by the Assistant Principal of Curriculum and Instruction.

All D's and F's must be made up in summer school before the student may return to Junipero Serra. PE or Driver's Training cannot be used to make up "F's". A higher grade earned will be recorded in the transcripts along with the "F"

IV. GRADUATION REQUIREMENTS

A student of Junipero Serra High School must meet the following requirements for graduation.

1. Student must complete a minimum of 240 units. Each subject completed with a passing grade is equivalent to 5 units a semester.
2. Student must take one English and one Religion class each semester.
3. Any student who has not received credit for a semester must make up the proper credit in summer school before returning the following September. P.E. or Driver's Training cannot be used to make up academic "F's".

4. Student must complete a SAT preparation course at own expense before October of senior year. Course must be on Junipero Serra High School's list of approved courses or must be cleared beforehand through the Assistant Principal of Curriculum and Instruction. A signed and stamped certificate of completion must be given to the academic counselor.
5. Each student must complete Christian Service hours (see appendix) under the direction of the Campus Ministry/Christian Service director and submit a Christian Service Reflection Paper by the first Friday of May.
6. Mini-Electives are graded on a pass/fail basis and must be passed to receive credit.

A. UNITS REQUIRED FOR GRADUATION

Religion	4 years	40 units
English	4 years	40 units
Mathematics	3 years	30 units
Social Studies	3 years	30 units
Science	2 years	20 units
Foreign Language	2 years ²	0 units
P.E./Health	1 year	10 units
Fine Arts	1 year	10 units
Computer Literacy	1 semester	5 units
Electives	3 years	<u>35 units</u>
		240 units

NOTE: Participation in the graduation ceremony and receipt of a diploma are privileges, not rights. The school reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a transcript, in accordance with the requirements of California law.

Any student who is missing one class (five credits) of **required course work** at the time of graduation, will be allowed to participate in the graduation ceremony, but **will not receive a diploma** until documentation is received that the appropriate class has been successfully completed. This class must be pre approved by the junior/senior counselor or the Assistant Principal of Curriculum and Instruction.

Any student who is missing two or more classes (ten credits) of required course work will not be allowed to participate in the Graduation Ceremony, the Baccalaureate Mass, Grad Nite, or rehearsals. Attendance at Grad Nite is a privilege that can be taken away on the Senior Citizenship Contract. Seniors who do not submit SAT Prep certificates to the Assistant Principal of Curriculum and Instruction or copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of attending Grad Nite.

B. VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS

The Valedictorian and Salutatorian are chosen each year from the highest ranked students in the Senior class. Preliminary consideration is given to academic ability and the rigor of classes taken. A secondary consideration, in the case where academic ability is very similar among students, is the degree of involvement in extra-curricular activities and the attitude of the student toward school and learning. The Principal's Administrative Council will select them.

C. GRADUATION WITH HONORS:

Summa Cum Laude: Students maintain an academic grade point average of 3.80 to 4.00 over the first 15 quarters
 Magna Cum Laude: Students maintain an academic grade point average of 3.60 to 3.79 over the first 15 quarters
 Cum Laude: Students maintain an academic grade point average of 3.40 to 3.59 over the first 15 quarters

D. HONOR ROLL:

Honor Roll status is based on the previous semester's grades. Full-time students earning a 4.0 GPA are placed on the Principal's Honor Roll. Full-time students earning between 3.50 and 3.99 GPA are placed on the Serra Honor Roll.

E. COLLEGE ENTRANCE REQUIREMENTS

1. REQUIREMENTS FOR ENTRANCE -- UNIVERSITY OF CALIFORNIA

4 years college prep English.
 3 years Mathematics (including Algebra II)
 2 years of the same Foreign Language (three recommended)
 2 years of Lab Science (three recommended)
 1 year of World History
 1 year of U.S. History (or 1 sem. U.S. Hist., 1 sem. U.S. Govt.)
 1 year of Visual and Performing Arts
 3 years of U.C. approved electives
 UC GPA includes 10th and 11th grade required courses, weighted for Honors/AP.
 ALSO REQUIRED --- SAT I or ACT test (see counselor for scores required) and SAT II Subject Area Tests (one Math, one English, and one additional)
 UCs also consider essay, school/community activities, honors and awards, and work experience.

THINGS TO KNOW:

1. UC and all other SELECTIVE colleges (Harvard, Stanford, Notre Dame, etc.) require the most rigorous course sequence possible, i.e. 4 years

Math, 4 years science, 3 years language, AP and Honors courses, etc.

- Electives include all courses beyond the basics, e.g. Physics, Spanish III, Econ., Psychology. Not all electives are U.C. approved. Check with the counselor for details.

2. REQUIREMENTS FOR ENTRANCE -- CALIFORNIA STATE UNIVERSITY

4 years college prep English

3 years Mathematics (to Algebra II)

2 years of the same Foreign Language

1 year Lab Science

1 year of US History (or 1 sem. U.S. Hist., 1 sem. U.S. Govt.)

1 year of Visual and Performing Arts -- Art, Music, Drama, Dance

3 years of college prep electives

THINGS TO KNOW:

- GPA grades 10-12, 11th and 12th grades SAT I or ACT test (see counselor for scores required).
- GPA grades 10-12, 11th and 12th grades weighted for honors
- Cal. State requirements meet most other state college requirements but there are differences. Check with the school counselor for specific requirements for specific schools.
- Most electives meet Cal. State requirements but there are exceptions. Check with the counselor before completing your schedule for junior year.

3. PRIVATE COLLEGES / OUT OF STATE COLLEGES

These vary in requirements; it is best to try to match UC requirements! Private colleges also consider test scores, essays, activities, and also look at recommendations from teachers and others.

4. COMMUNITY COLLEGES OF CALIFORNIA

Requirements: High School Diploma (not needed after age 18). Community colleges now have transfers and matriculation services to help all students reach their goal of transfer to 4-year College or AA degree.

Please be sure to see the counselor if you have any questions regarding college admission requirements! Senior Counselor reserves the right to deny writing a recommendation for any student who does not meet the minimum requirements for admission into the university or college.

V. STUDENT SUPPORT SERVICES

A. ACADEMIC GUIDANCE

Academic progress reports are forwarded to the Counseling Office. The counselor sets conferences with students based upon the results of these reports. A focus is placed on the student's responsibility for academic achievement. The counselor will assist students in developing strategies for improving their performance, and will act as a liaison when necessary for students and parents. Students may request appointments whenever help is needed.

B. PERSONAL GUIDANCE COUNSELING

Although the school does not take responsibility for psychological counseling or therapy, a contracted counseling service is provided by Outreach Concern, Inc. to provide counseling and support services to students and their parents. By enlisting Outreach Concern's services, students at Junipero Serra High School experiencing problems with academics, behavior or personal problems, have access to trained counselor(s) on campus, where and when they might need them. Students may be referred for counseling by 1) self-referral, 2) school faculty or staff referral or 3) parent referral. A 24-hour crisis hotline is also provided. Parents or students wishing to utilize this service must consent by completing and submitting the form provided by Outreach Concern located at the back of the handbook. Because counseling services are independently contracted, the school assumes no responsibility or liability for counseling services provided by Outreach Concern, Inc.

C. TESTING PROGRAM

1. FRESHMEN:

Most freshmen are given an entrance exam before enrollment in Junipero Serra High School. This helps with appropriate class placement. Freshmen are also given PSAT.

2. SOPHOMORES:

Sophomores take the PSAT test. This gives them a "practice" session with this vital college-preparatory test.

3. JUNIORS:

Juniors take the PSAT - NMSQT (Preliminary Scholastic Aptitude/ National Merit Qualifying Test). This is the first step toward college admissions; the test both prepares students for the SAT and allows them to qualify for possible National Merit consideration. Junior students are encouraged to take the SAT I, SAT II, and/or ACT tests in the Spring of this year.

4. SENIORS:

Seniors take the college entrance exams (SAT I / SAT II / ACT) in the Fall of 12th grade, if needed. All Seniors are encouraged to take at least one SAT, regardless of college plans. Seniors are encouraged to discuss college options with their counselor. Decision-making, meeting deadlines and other considerations make the Fall of Senior year a crucial time for these students.

5. All students take the Stanford 9 in the Fall.

6. SCHOOL CODE:
051025

D. TUTORIAL PROGRAM

The tutoring program is designed to offer additional support for the students who are at risk of not passing. Students who earn less than a 2.0 (C- or below) must participate in the tutorial program. Their parents will be assessed a fee for this service. Students, who are not required to participate, but wish to drop in for services, may do so if space is available. Their parents will be billed a pro-rated amount consistent with the tutorial fee.

Students who are required to attend tutorial, but choose not to participate, and whose grades do not show improvement, will receive less favorable reviews by the Academic Review Board at the end of the semester.

VI. DISCIPLINE

“Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, “You are my friends if you do what I command you” (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment.”

(Pope John Paul’s address at Boston,
October 1979)

Discipline in the Catholic School is to be considered an aspect of moral guidance, and not simply a form of punishment. The purpose of discipline is to promote genuine pupil development; to increase respect for duly constituted authority, to assist in the growth of deeper motives for self-discipline and to provide a classroom situation conducive to learning.

A. GENERAL BEHAVIOR

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational

community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action includes but is not limited to: teacher conference, professional counseling at parent’s expense, probation, or expulsion.

B. CLASSROOM BEHAVIOR

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior which disrupts or in any way hampers class progress is unacceptable.

1. Students are to enter the classroom and be seated promptly. Students should not be opening or closing windows, blinds or walking around. Students will be in their seat and on task when the bell begins to ring, otherwise unexcused tardy. Students will have their materials in class when the bell rings. (may not leave class to get materials).
2. Students who are detained by another teacher must bring a late slip from that teacher. If the student remains to speak with a teacher who has not initiated the conference, that student will be marked an unexcused tardy.
3. All classes will begin with a prayer. Students will be held accountable for respectful silence during prayer and announcements.
4. Students may not engage in any activity which prevents the teacher from teaching or another student from learning.
5. Homework assignments must be ready to be handed in at the beginning of class. Students may not complete unfinished assignments during class time unless the teacher so advises.
6. No food or drink in the classroom (except for curricularly related events approved in advance by appropriate administrator). No parties during class time ever. No gum chewing, no reminders.
7. All uniform regulations will be enforced. No grooming in class.
8. Students may only leave class for emergency and then only one at a time and with hall pass.
9. No disrespect, foul language or violent behavior will be tolerated.
10. Students will not be allowed to leave trash on the floor.
11. Vandalism and graffiti will not be tolerated.

12. The school's policy on cheating will be consistently enforced at all times.
13. Students will not sit on top of desks, tables or put their feet on desks or seats.
14. Articles on or near the teacher's desk are not to be touched or removed without permission.

C. HALLWAY BEHAVIOR

1. No bouncing or throwing of balls or other objects.
2. No food or drink.
3. No loud talking or screaming.
4. No pushing, shoving, running or jumping.
5. No slamming of lockers.
6. Stay to the right when possible.

D. LEVELS OF DISCIPLINARY ACTION:

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The Dean of Discipline and the Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

1. DETENTIONS

Detentions may be issued by administrators, faculty or staff for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be assigned a specific detention date. Students may not accumulate detention hours. Failure to serve an assigned detention will be considered a serious infraction and may result in probation.

a. Teacher's Detention:

A teacher may request a student to report before or after school for up to a maximum of thirty minutes. Students who fail to report to a teacher detention will be assigned a dean's detention. Failure to bring a violation slip with parent signature to teacher detention will result in an absence from detention and the assignment of a dean's detention.

b. Detention Slip:

Violation slips may be issued by administrators, faculty or staff. Failure to bring a violation slip with parent signature to dean's detention will result in an absence from detention and the assignment of a Saturday detention.

c. Dean's Detention:

A student may be issued an after school detention (2:45 PM - 3:45 PM) for violation of school rules. A dean's detention is viewed as the continuation of the instructional day and therefore takes precedence over transportation concerns, student jobs, athletics, and all co-curricular activities, etc. Failure to report to a dean's

detention is considered a serious infraction and the student will be assigned a Saturday detention.

Causes for receiving a teacher or dean's detention include but are not limited to:

- a. Eating or drinking in indoor areas not designated for this purpose
- b. Chewing gum or sunflower seeds on school premises.
- c. Students inside the school buildings during lunch.
- d. Littering the campus.
- e. Student out of class without a pass.
- f. Possession of personal audio or visual equipment on campus.
- g. Gang or "tagger" style writing on schoolwork, books or property. Possession of permanent marking materials is not allowed without school permission.
- h. Tardiness to class.
- i. Student in violation of the appearance/dress code.
- j. Possession of beepers, beeper clips or cellular phones on campus.
- k. Distribution or posting of flyers, pamphlets or any material not approved by the activities director.
- l. Presence in an unauthorized area at an unauthorized time.
- m. Unauthorized fundraising or selling of products on campus or at off campus school activities.

d. Saturday Detentions:

Serious or repeated violations of school rules and/or policies or failure to appear to a teacher or dean's detention will result in a Saturday morning detention. Students serving Saturday detention must arrive on time and be dressed in the school uniform. Failure to report to a Saturday detention is a very serious matter which will be referred to the Dean of Discipline for further action which may include immediate suspension and/or disciplinary probation.

2. REFERRALS:

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Dean of Discipline. Any serious violation will result in that student being referred to the Dean of Discipline immediately.

Causes for receiving a referral include those listed above for detentions, which go uncorrected, and any other violation considered sufficiently serious by the dean.

3. REPEATED MINOR INFRACTIONS:

A student who consistently receives detentions for minor infractions without showing signs of improvement contributes to the overall erosion of discipline and the lack of an educational environment truly conducive to building community and learning. Students who receive more than five detentions in a given semester will be

liable to serious disciplinary action by the dean' office (usually a suspension, parent conference, and probation).

4. SUSPENSION:

Suspension is the denial of the right of class attendance for a stated period of time. A conference with the dean, student and parent(s) is mandatory before the suspension is lifted. A period of probation, established by the dean of discipline, will follow a suspension. Suspensions cannot be appealed.

Causes for Suspension include but are not limited to the following:

- a. Fighting at school or any school event off campus.
- b. Truancy.
- c. Racing or driving cars at excessive speeds in and around the school grounds.
- d. Throwing of food, water balloons, or other objects, or contributing to the disruption of the school's environment.
- e. Use of falsified/forged notes, hall passes or forms, including ID cards.
- f. Possession of pornographic materials.
- g. Cheating.
- h. Tampering with or any misuse of bathrooms.
- i. Harassment
- j. Third unexcused tardy in a given semester.
- k. Third violation of the appearance/dress code.
- l. Any violation listed under detentions, probation and strict probation above which the dean feels merits suspension as part of the punishment.

5. DISCIPLINARY PROBATION:

Disciplinary Probation is a restriction from participation in school activities and privileges. The Dean of Discipline determines the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in ASB offices, sports, cheer, flags and from any clubs and/or activities, normally for one to four weeks. Senior citizenship contract for seniors or second semester juniors will last for the entire senior year. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are violated. **Violation of disciplinary probation may lead to strict probation, withdrawal or expulsion.**

Causes for disciplinary probation include but are not limited to the following:

- a. Lying.
- b. Cheating/Plagiarism.
- c. Insubordination.
- d. First truancy or "ditching"
- e. Ineligible extra-curricular attendance.
- f. Possession of morally offensive material.

- g. Inappropriate public displays of affection.
- h. Excessive detentions and/or repeated offenses, even of a less serious nature.
- i. Harassment
- j. Lack of respectful and dignified conduct at religious services.
- k. Use of profanity or vulgarity.
- l. Any other action not listed above considered sufficiently serious by the Dean of Discipline.
- m. Fourth unexcused tardy in a given semester.
- n. Sixth violation of the appearance/dress code in a given year.
- o. Two U's or a combination of three N's or U's in a single grading period automatically results in disciplinary probation. If this occurs again, the student will be automatically placed on strict probation and also becomes ineligible for athletics or other extra curricular activities. During the summer school grading period one "U" or one "N" will be treated as two "U's", three "N's" or a combination of three "N's" and "U's" for probation purposes.
- p. Exclusive male-female relationship.

6. STRICT PROBATION:

Strict probation is a more serious form of disciplinary action imposed by the school. Strict probation indicates that the Serra community will no longer tolerate a student's behavior and that one more offense or dean's detention may result in the student's expulsion. Students on strict probation may NOT hold ASB offices, class/club offices or participate in any extra-curricular activities, including sports, drama, newspaper or yearbook production, etc. and may have other privileges denied as specified by the Dean. The type and length of probation is determined by the gravity of the offense. Senior citizenship contract for seniors or second semester juniors will last for the entire senior year. When a student is placed on strict probation a conference with the student, parents and Dean is required or a letter is sent certified mail. Parents and students may be asked to sign all strict probation agreements if they wish the student to remain in school. **Violations of the terms of strict probation may result in withdrawal or expulsion. If a student is on strict probation one or more times during a school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the strict probation are violated.**

Causes for Strict Probation include but are not limited to the following:

- a. Violation of conditions of disciplinary probation.
- b. Second truancy in one year.
- c. Defiance of school personnel. Disrespect for faculty, staff, students or others.
- d. Forging or using forged notes, or any school form.

- e. Possession of tobacco on the school premises or at a school-related event.
- f. Stealing.
- g. Participating in a food fight.
- h. Fighting.
- i. Use of extreme profanity or vulgarity.
- j. Second harassment
- k. Fifth unexcused tardy in a given semester.
- l. Ninth violation of the appearance/dress code in a given year.
- m. Two U's or a combination of three N's or U's in two consecutive or non-consecutive grading periods.
- n. Two U's or a combination of three N's or U's while on disciplinary probation.
- o. Any action not listed above considered sufficiently serious by the Administration.

7. EXPULSION:

Students can be expelled from the school for violating a probation contract, continued non-compliance with school regulations or any infraction listed below:

Causes for expulsion may include but are not limited to:

- a. Adopting or professing a morality of lifestyle in conflict with the Catholic philosophy of the school.
- b. Hazing.
- c. Possession of harmful materials such as fireworks or other combustible materials.
- d. Cutting, defacing or otherwise injuring in any way, the property real or personal, belonging to the school, staff or fellow students.
- e. Fighting, or causing physical harm to another or threatening to cause physical harm to another, assault or battery or any threat of force or violence directed toward anyone on or off campus.
- f. Encouragement of illegal and unauthorized demonstrations.
- g. Violation of the conditions of admissions letter, disciplinary probation, strict probation or suspension.
- h. Suspension while on probation.
- i. **Any activity on or off campus injurious to the good name and reputation of Junipero Serra High School.**
- j. Gangs: Membership or involvement in, or association with, a gang or group that is responsible for coercive or violent activity is grounds for expulsion.
- k. Graffiti: Defacing school property with graffiti is grounds for expulsion. Restitution must be made.
- l. Any words or actions of a racist nature.
- m. Arriving at school or any school function having previously used drugs or alcohol or in a manner that indicates prior use of drugs or alcohol.

- n. Possession, consumption or sale of narcotics, alcohol or other intoxicants on campus, at school functions or any event under school supervision.
- o. Possession of harmful weapons on campus or at school related events.
- p. Insult or profanity or vulgarity or assault or battery or threat or force of violence directed toward a teacher or staff member of Junipero Serra High School. This includes such action by any student's parent, step-parent, guardian or other family member who insults or abuses a teacher, staff member, administrator or school official.
- q. Theft of school or student property (parents will be held financially responsible).
- r. Theft of or tampering with a teacher's grade or attendance records, keys, test manuals or other belongings.
- s. Tampering with fire alarms or extinguishers, or setting fires of any kind.
- t. Chronic truancy. (Third truancy or more in one year)
- u. Chronic tardiness. (Sixth unexcused tardy or more per semester)
- v. Chronic appearance/dress code violations (Ten or more in one year)
- w. Two U's or a combination of three N's or U's in three consecutive or non-consecutive grading periods.
- x. Two U's or a combination of three N's or U's while on strict probation.
- y. Unauthorized opening, tampering or misuse of any school locker.
- z. Being the means through which violence from outside sources is brought on to campus in such a way that it poses an immediate threat to other students.
- aa. Any pattern of harassment of others. Three or more unless first or second are serious enough to warrant expulsion.
- bb. Illegal or unethical use of the Internet through the school computer system.
- cc. Three (3) semesters below 2.0 grade point average (Summer School is considered a semester.)
- dd. Three or more semester F's in a single year.
- ee. By the end of the academic year (June) no more than 2 D's or F's or combinations of the two are in need of being made up.
- ff. Chronic tuition suspension (more than two times in one academic year.)
- gg. Any infraction considered sufficiently serious by the principal.

NOTE: A student accused of a serious wrongdoing can be placed on a home study program pending the outcome of an investigation.

8. DISCIPLINE BOARD:

The Discipline Board normally consists of at least 5 voting faculty members and/or administrators. A student who must appear before the Board is immediately suspended and sent home pending the Board meeting (at which least one parent or guardian must be present). Before the Board takes place, the Dean of Discipline will make every effort to contact the parent(s) and/or guardian(s) involved and explain the procedures of the Board. Only parents and/or legal guardians may be present before the board. The Board is convened as soon as possible after the infraction at the convenience of the school. This board will recommend what action is to be taken by the school (in serious cases where culpability is clear, this usually means strict probation or immediate expulsion).

During the process of the Board, the school reserves the right to question any students who are involved in or who have knowledge of the specific case under review and the students may be asked to write a statement. Such questioning and/or the writing of a statement can take place without the presence of the student's parents. Only students who are charged with an infraction of school rules have the right to have a parent/guardian present during the discipline board.

Routes to the Discipline Board:

Route 1. Parent appeals decision of Dean and/or Principal to the Board. Parent has forty-eight (48) hours after notification to request appeal.

Route 2. Dean and/or Principal send student and case to the Board to consider serious discipline infraction. Board makes recommendation to Principal.

Only expulsions of the Board may be appealed to the Principal who should not be contacted until the Board has made its decision. Parents appealing a Board decision must present concrete, objective reasons for their appeal.

The Discipline Board is composed of the following members:

1. Assistant Principal of Curriculum and Instruction (Permanent voting member and Chairperson)
2. Dean of Discipline (Permanent non-voting member)
3. Two Faculty Members with votes (chosen by the faculty each year)
4. One Faculty Member with vote (appointed by the Principal)
5. One Faculty Member with vote (elected by the Student Council for the academic year)

Discipline Board Format:

1. Overview of Case - by Dean (5 minutes)
2. Questions by Parent(s) (20 minutes)
3. Questions by Committee Members (10 minutes)
4. Parent(s) and student are excused from room.
5. Members consult and vote.
6. Decision mailed to parents.

Points to be considered when a decision is appealed:

1. Was the decision or action in accord with the Parent/Student Handbook?
2. Was the decision or action fraudulent?
3. Did the Principal and Dean or Discipline Board act arbitrarily?
 - a. Did the Principal and Dean or Discipline Board have rules and criteria by which it reached its decision?
 - b. Did the Principal and Dean or Discipline Board follow its own rules and criteria?
 - c. Does the action or decision have a basis in reason, or in other words, a reasonable basis? The test to be employed in the application of this criteria is whether responsible people, acting in a thoughtful manner, could reasonably have reached the same decision and not whether others might personally believe the decision.

9. SCHOOL'S RIGHT TO SUSPEND OR EXPEL:

The School's failure to invoke its right of suspension or expulsion on one occasion for the occurrence of a matter constituting a basis for discharge shall not affect the right of the School to invoke discharge when the same or a different basis for suspension or expulsion arises at a later date.

E. ACTIONS/ATTITUDES OF PARENTS, GUARDIANS, OR OTHERS

The son or daughter of any parent, guardian, or other person who upbraids, insults, or abuses any student, teacher, staff member or administrator of the school is eligible for withdrawal from the school. If the person is insulted or abused by any person on school premises, in public ways adjacent to the school or at another place where the person is assigned, the abuser's son or daughter is eligible for withdrawal. Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. Parents

whose behavior at school activities (especially athletic activities) is not consistent with the Catholic Christian philosophy of the school may be asked by the principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in removal of student from school.

F. ASSAULT, BATTERY OR THREAT

Assault, battery or any threat of force or violence directed toward any school personnel or student is one of the offenses for which a student may face expulsion or suspension. When we become aware of any threat of force or violence directed toward any school personnel or student, the following steps are observed:

1. Student is removed from the classroom.
2. Parent is notified.
3. Police are notified.
4. Student suspended from school until a decision can be reached.
5. Investigation ensues.
6. Decision is made.

Procedures are followed to insure the safety and welfare of all students and staff. Careless speech in society can be harmful and have significant effects on the speaker and on the listener. All cases of indiscriminate speech involving threats will be treated in a responsible Christian manner with compassionate and just decisions which insure a safe learning environment.

The ramifications of using indiscriminate speech involving threats should be discussed in the home. Threatening to bring a weapon to school can be treated no differently than when anyone uses the word "bomb" in an airport. All threats are taken seriously in the context of our society and to provide safety within that society.

G. HARASSMENT

In accord with Junipero Serra High School's respect for the dignity of each individual, the school is committed to providing a work environment that is free from harassment in any form. If a student believes he/she has been harassed or is the subject of harassment, he/she should immediately report the facts of the incident and the names of the individual or individuals to the Dean of Discipline so an investigation and appropriate action may be undertaken. All complaints will be handled in a timely and confidential manner (cf. appendices in the back of this handbook for more information).

H. STUDENT LOCKERS

At the beginning of the school year, a locker is assigned to each student. Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers at their own discretion. *Students may not change lockers or use another student's locker*

without expressed permission of the Dean of Discipline. Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. School locks must also be used on PE lockers. All other locks will be removed. **Lock lockers securely.** Do not leave locks in set positions. The school is not responsible for missing or damaged items in lockers.

I. SCHOOL SEARCHES

To ensure that school campuses remain safe for students searches for drugs and weapons are conducted by necessity without warrants. In the process of teaching and training students, school administrators have a responsibility of protecting the health and safety of pupils and maintaining order on the school premises and at school activities. In discharging this duty it may be necessary for the administrator to conduct searches. The perimeters of the campus extend to student automobiles for search purposes.

The possessions of students in a given classroom or area may be searched when the theft of another student's belongings are reported before the end of a class period.

J. CONFISCATION OF STUDENT PROPERTY

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

All electronic devices, including but not limited to: iPods, video cameras, radios, tape players, walkmans, earphones, beepers, beeper clips, portable telephones, compact discs, CD players, caps, book bags or notebooks with gang-like writing on them, all communication devices, text message units, and clothing items in violation of dress code will be confiscated by the dean and held for the remainder of the year. Students may retrieve these items during the last week of school. Any item not retrieved at that time will be given away to charity.

The following items will be confiscated by the dean and disposed of: matches, markers, water guns, dice, pornography, firecrackers, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

K. CELL PHONE POLICY

All communication devices, text message units, and portable telephones are on the list of student property that can be confiscated by the dean and not returned until the last week of school. Cell phones can be returned sooner to parents who come to the office to pick them up, pay a \$25 fine, and sign a contract with their student. The second offense will result in a \$50 fine. Three or more offenses will result in no return until June.

Cell phones may be brought to a school class or activity under the following conditions:

1. Phones must be kept in the OFF position and out of public view from 8:00am until the end of the school day.
2. No cell phones may be used for picture taking.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
5. Cell phones may not be used in any of the buildings at any time.
6. When these devices disrupt classroom instruction time and the culprit does not admit guilt or is not detected by the teacher, the dean can confiscate the cell phones of all students in the vicinity of the disruption even though their phones may have been hidden and turned off.
7. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

L. SCHOOL-WIDE SMOKING POLICY

Junipero Serra High School is a smoke-free campus in the following sense: students are not permitted to smoke on the school grounds or at school-sponsored events off campus. Faculty, staff and personnel who smoke are asked to restrict their smoking to the faculty yard.

M. PUBLIC DISPLAYS OF AFFECTION (PDA)

The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc...) prohibits others from being included in a deeper relationship with God through you. Public displays of affection lets others know that you are only interested in your own feelings with another person and not interested in growing with Christ through them. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

N. BIRTHDAY PARTIES

Birthday parties on campus are not permitted except as a senior privilege (see below). Any gifts, balloons, flowers, edibles, etc. that are delivered to the school for a

student or presented to a student while the student is entering campus will be held in the main office until the end of the school day at which time the student may claim his/her items and take them home.

O. EXTENDED SCHOOL DAY

The school reserves the right to extend the school day for necessary reasons. Examples may be an emergency situation, certain disciplinary reasons, an unclean campus, etc. With student cooperation, such extensions of the school day should be minimal.

P. STOLEN PROPERTY

The school is not responsible for stolen or lost property.

Q. AFTERSCHOOL AND OFF CAMPUS

The school does not and cannot supervise students after school off campus (local parks, 7-11, etc.). On-campus supervision ends at 3:15pm.

While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, sex, etc.).

R. SENIOR PRIVILEGES

Privileges are earned not by age or status but by leadership and exemplary behavior. Privileges may be taken away from individuals because of disciplinary infractions. A class "ditch day" will result in the loss of some or most privileges for the whole class.

1. Senior Walk
2. Tan shorts
3. Tan pants
4. Approved senior "free day" on school calendar at prom time
5. Senior line in the cafeteria
6. Special dress on days of home football games. If seniors are faithful in observing the school dress code each day this special dress may be extended to the first Friday of the ensuing months after football season.
7. Senior girls may wear a second pair of earrings on their ears.
8. Senior girls may wear knee length tan, black, navy blue or Marymount plaid skirts. Shorter length may result in loss of privilege.
9. Birthday celebrations on senior walk during lunch only. Food, gifts, flowers, balloons, etc. stored in main office before and after lunch. Seniors are responsible for clean up.
10. Attendance at Grad Nite is a privilege that can be taken away on the Senior Citizenship Contract. Seniors who do not submit SAT Prep certificates to the Assistant Principal of Curriculum and Instruction or copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of Grad Nite.

VII. DRESS CODE

A. PHILOSOPHY

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. Junipero Serra High School considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment.

B. GENERAL GUIDELINES

1. A good rule of thumb in any doubtful situation is: "avoid all extremes."
2. All clothing will be clean, neat, modest and in good taste.
3. Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
4. All students out of uniform are in violation of the code.
5. Admission to school or class may be denied because of code violations.
6. The dean of discipline reserves the right to request a student to change attire.
7. Students in violation of the code may be held in the office until parents are notified.
8. Parent notes will not excuse appearance/dress code violations.
9. The administration is the final interpreter of the dress code.
10. All pants, shorts, blouses/shirts and skirts may be purchased through Norman's Uniform.
11. Students will be fitted by Norman's according to school standards.
12. Any alteration of the uniform to give it a "gang-style" look is grounds for expulsion.
13. The dean of discipline reserves the right to regulate against unbecoming fads or fashions.

C. DRESS CODE

All uniform skirts, pants, shorts, shirts, and blouses must be purchased through Norman's Uniform.

1. **UNIFORM SKIRT:** Ankle length skirts are available in black, navy blue or Marymount plaid. Seniors may also wear tan. Skirt waistbands may

not be rolled. A slit on a skirt must not come higher than the top of the knee of the wearer. No denim, stretch or see-through fabrics.

2. **UNIFORM SHIRT/BLOUSE:** Collared shirts/blouses are white only. Solid white undershirts, turtlenecks and solid white crew necks ONLY may be worn under uniform shirts/blouses (these undershirts may not have logos or visible writing). The shirts/blouses must be fully tucked in at all times. Shirt/blouse sleeves are to be rolled down not up. When school sweatshirts are worn, the shirt collar must be worn over them. No tight fitting clothing. No cleavage display. If underwear is visible through fabric, a white camisole must be worn under shirt/blouse.
3. **UNIFORM PANTS:** Pants are available in navy blue or black cotton duck material. Seniors may also wear tan. Pants may not be torn at the seams and must be hemmed. Boys must wear a plain, black or brown belt at all times. Pants may not be oversized or worn hanging below the hips. No pedal pushers, skorts, cargo, jeans, denim, stretch fabrics or sweat pants.
4. **UNIFORM SHORTS:** Shorts are available in navy blue or black cotton duck material. Seniors may also wear tan. Shorts must be hemmed to touch the top of the knee and may never be rolled. No pedal pushers, skorts, cargo, jeans, denim, stretch fabrics or sweat pants.
5. **SWEATSHIRTS AND OUTERWEAR OR OPTIONS FOR STAYING WARM AT SERRA:**
 - a. Official Serra letterman jacket over uniform shirt or blouse. Blue body, white sleeves. No red sleeves.
 - b. Official Serra uniform jacket over uniform shirt or blouse.
 - c. Official JS sweatshirt over uniform or blouse. (No hoods after August 2004)
 - d. Solid white turtleneck under uniform shirt or blouse.
 - e. Solid white turtleneck under uniform shirt or blouse with one of the above jackets or sweatshirt.
 - f. Official Serra v-neck pullover.
 - g. Official Serra sweater.

This also applies to rainy days. If you choose not to buy the uniform jackets than an umbrella may be necessary although all classes are indoors and a covered walkway leads to the cafeteria. No other outer wear is allowed.

Athletic uniforms may not be worn during class time. On game days team jersey may be worn but only with collared shirt (and tie for boys.)

6. **SHOES/SOCKS:** Shoes and socks must be worn on campus. Shoes will have closed toe and heel and look appropriate with the uniform.

Socks/stockings must reach and be pulled above the ankle or higher and may be any color. Leggings and steel-toe boots are not permitted. Shoelaces must be white, black, brown or the color of the shoe.

7. **EARRINGS:** Girls may wear two pair of earrings only and they may not be larger than 3 inches in diameter. Boys may not wear earrings even while covered with a Band-Aid on campus. While girls may wear two pair of earrings only, no other visible part of the body may have an earring or stud in it (eg, eye brows, nose, lips, belly button, tongue, etc.).
8. **HATS/CAPS:** No head covering may be worn on campus during the school day.
9. **HAIR: Boys:** Hair length will be above the collar in back and may not cover the ear. Hair must be trimmed above the eyes in front. Faces must be clean-shaven with the exception of a neatly trimmed mustache. Pigtailed, ponytails, dreadlocks, or puffs are not permitted.
Boys and Girls: Hairstyles will be moderate; exaggerated styles are not permitted. No artificial coloring of any kind is permitted. No Mohawk haircuts. The administration reserves the right to determine violations of the code and to determine what styles are exaggerated. Students not complying with the hair code will normally be suspended until the situation is remedied.
10. **MAKE-UP/NAILS:** Make-up and nail grooming must be in good taste, stressing moderation and avoiding exaggeration. Fingernails may be no longer than one-inch from the base of the cuticle.
11. **TATTOOS:** Tattoos must be completely covered at all times while on campus or at off-campus school activities.
12. **FIELD TRIPS:** The school uniform is to be worn on all field trips unless excused by the Principal.
13. **THE ADMINISTRATION WILL DETERMINE VIOLATIONS OF THE CODE.**

D. SPECIAL DRESS CODE

(permitted on designated days at school or when attending school-sponsored events such as dances and athletic games):

When deciding what to wear for special dress, students must keep in mind the general principles of the regular dress code, especially with regard to neatness, cleanliness, modesty, good taste and gang-style attire. Anything, which violates these principles, is not acceptable at any school-sponsored event. The following are specifically not allowed on special dress days:

E. UNACCEPTABLE AT ANY SCHOOL SPONSORED EVENT

- Pants/jeans with holes, tears, or frayed edges
- Low rise or hip hugger pants, jeans or skirts
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendoes, etc.)
- Form-fitting or clinging tops or skirts
- Revealing clothing (e.g. tank tops, sleeveless attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, spaghetti string tank tops for girls, any tank top, etc.)
- Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Shorts or skirts more than four inches above the top of the knee cap, including mini-skirts
- Bike or knit shorts, stretch pants, non-nylon sweat pants, pedal pushers, beach wear, skorts, cargo, athletic shorts, leggings or pajama pants
- Any oversized, baggie, gang-style or related attire
- Sandals or any shoe with an open toe or open back. Shoes and socks/stockings must be worn on campus.
- Head coverings of any kind, sunglasses, earrings on boys, chains suspended from pocket

The Activities Director will publish exceptions to this policy before specified school events

On school photo day: No athletic shorts or jerseys.

The first violation of the special dress code by a student may result in the loss of the privilege by the student for the rest of the year.

Rev: 7/07

VIII. CO-CURRICULAR ACTIVITIES

A. CO-CURRICULAR & ATHLETIC ACTIVITIES

All such activities are scheduled in the calendar. Each activity is assigned a moderator. All activities and events are opportunities for the school community to apply the teachings of the Church to human relationships. Parents, coaches, and administration will be responsible for promoting the qualities of healthy competition and good sportsmanship, self-discipline, teamwork, emotional control, doing one's best and good citizenship.

These are not an adjunct to the High School Program, but are an essential part of our educational goals. Regulations for such activities are in accordance with Archdiocesan policies. Proper supervision is provided at all events. Scheduling of practices and events should not interfere with obligations, like family, homework, etc.

B. ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

1. Students are academically eligible to participate in athletics and extracurricular activities if their quarter GPA is 2.0 or higher.
2. If a student falls between 1.80 and 1.99, she/he may be allowed to participate in athletics and extracurricular activities on a probationary basis, at the principal's discretion. If the student scores below a 2.0 the next grading period, she/he is automatically academically ineligible to participate in athletics.
3. If a student falls between 0 and 1.79, she/he is ineligible to participate in athletics and extracurricular activities.
4. If a student is academically ineligible to participate in athletics or extracurricular activities, she/he is not permitted to participate in any practices for these activities.
5. P.E. is calculated in the GPA.
6. Each student will be allowed one CIF probation period during his/her stay at Serra.
7. No coach or activity moderator is permitted to allow an ineligible student to practice or participate in any activity without written notification from the Assistant Principal of Curriculum and Instruction or Principal.
8. Junipero Serra High School follows the policies of the State C.I.F., the Southern Section and the C.A.A. with respect to the open enrollment transfer rule.

The athletic director, after consulting with the Assistant Principal of Curriculum and Instruction at the close of each grading period, will notify the head coaches of those students who have become ineligible or have regained eligibility. Coaches are not to approach teachers regarding student's course work, grades and eligibility. Coaches are to direct any questions to the Counseling office.

C. FIELD TRIPS AND EXCURSIONS

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

Each school establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. For trips outside the 100-mile radius of the school, guidelines must include

consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities, and class work missed by students. The principal is to consult with the regional supervisor if there is any question about the appropriateness of such trips.

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

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

The school provides supervision and all school rules are enforced on such trips. The school uniform must be worn on all field trips. Please note that participation in a field trip is a privilege not a right. The school may withdraw this privilege.

D. RETREATS

Students have the opportunity to attend a class retreat each school year. The retreats will be coordinated by the Campus Ministry Director and will be supervised by faculty members and additional adults as needed. Prior to each retreat, students will be required to complete a retreat application and behavior contract.

E. DANCES

The rules governing dances are:

1. ADMISSION

- A. Dances are school-sponsored activities at which all-relevant school regulations are applicable.
- B. Dances are scheduled between 8 and 11:30 PM.
- C. Doors close at 9:00 PM and open again at 11:00 PM
- D. All Serra dances are closed dances unless otherwise publicized.
 - All guests must have a signed contract turned in to the main office with fee.
 - Approved guests must be 9th grade through 12th.
 - Students must accompany their guest through the entrance to the dance.
 - All guests must have school ID (picture) and must follow all school rules.
 - Guests are the responsibility of the Serra student.
- E. All students must be picked up by 12:00 AM or late fee will be levied. Chaperones will leave at 12:15am. Any student not picked up by 12:00am is no longer the responsibility of the school and will not be allowed to attend the next dance.

2. SCHOOL ATTENDANCE:

Students absent from school (for whatever reason) on the day of a dance or the day before a dance will not be admitted.

3. DRESS CODE:

“Special Dress” is usually the dress code for campus dances. Winter Semi-Formal dress code is found in Parent/Student Handbook Appendix. Students and parents are reminded that students found in noncompliance of the dress code will be asked to leave the dance and their money will not be refunded.

4. **SUSPENSIONS**

The Serra handbook and state law requires that the following be adhered to regarding grounds for suspension from this school function: "While on school grounds or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activities or attendance, a pupil shall refrain from any and all of the following acts: immorality, profanity, the use or possession of tobacco, liquor, or other hallucinogenic or dangerous substances."

5. **UNACCEPTABLE DANCING:**

Activities that may cause injury to oneself or others and gestures or simulation of immoral activity are strictly prohibited. “Freaking” is banned at Serra dances. Any student who participates in “freaking” or “slam dancing” will be removed immediately from the dance and detained until 11:00pm. The student will be suspended from school pending a meeting with the dean, parent/guardian and the student. Consequences for such behavior will include exclusion from future dances and probationary status for a specified time.

6. **ALCOHOL/NARCOTICS/TOBACCO:**

Being under the influence of alcohol or drinking alcohol at school-related activities are causes for expulsion or withdrawal from Serra. The implication of this policy is that there will be a **ZERO TOLERANCE** of alcohol, drugs, and/or narcotic possession or consumption before, during and after any school-related activity.

If a student is thought to have violated any of the zero tolerance policy, the student will be removed from the dance area and an administrator will contact the parents and arrangements will be made for the parent to pick up his/her child. The student will then be suspended from school and further actions may be determined pending a meeting of the dean, parents and the student.

7. **SIGNATURES:**

All contracts must be properly signed. Serra High School reserves the right to deny permission for a person to attend a Serra High School function. No student may substitute a guest for one whose name appears on the original dance contract without completing a new contract with the approval of the Dean.

IX. ATHLETIC PROGRAM

A. PHILOSOPHY

1. GENERAL BACKGROUND: For many years Junipero Serra High School has contributed to the spirit and pride of the area through excellence in athletics and the consistent fielding of highly competitive teams. This quality athletic program is a natural outgrowth of the Catholic Christian philosophy of Serra which seeks to develop all aspects of the human person. The primary goal of the athletic program is to build physical strength, self-discipline, and the team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by Christ.

2. STUDENT ATHLETES: To be part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent Serra in such a public forum as in the athletic arena. Student athletes must therefore be made aware of their constant privilege and responsibility to represent Serra and Christian values to the world. The true Serra athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams and schools. This sportsmanship is also demonstrated in obedience to coaches, appreciation for the talents of other team members, respect for racial diversity in all circumstances, use of acceptable language and an overall attitude of respect and involvement in the life of the school community.

3. COACHES: Coaches play a highly significant role in Serra’s athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of Serra. Coaches exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators and other adults in a highly professional and Christian manner. A true Serra coach represents the ideals and values of the athletic program with dignity, pride, confident leadership and self-discipline.

4. PARENTS: Parents are the primary educators of their student athletes. Serra parents are therefore called to teach by word and example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support their daughters/sons during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing teams are always treated with cordial respect. The same is true of those officiating in the game. Parents should especially realize that their support of the Serra coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit. Serra parents represent the ideals of Serra both in the home as well as at all athletic events.

5. SCHOOL COMMUNITY: The Serra school community, including students, faculty, staff and administration, show their support of the athletic program by being present to witness and celebrate the talents of student athletes. Their support of Serra teams is marked by energy, enthusiasm and a positive attitude that flow from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its Serra spirit by offering warm and friendly hospitality to all visiting teams, their families, schools and fans.

6. RELIGIOUS DIMENSION OF THE ATHLETIC PROGRAM: Coaches are responsible for the spiritual welfare of their athletes. They should lead their teams in prayer before all practices and games. The most effective way that Serra athletes experience their unity and oneness on the deepest level is through their celebration of the Eucharist together. There should also be a public prayer at the beginning of all home athletic events, immediately preceding the national anthem or pledge to the flag. For over fifty years, the Serra athletic programs have been placed under the heavenly guidance and patronage of Blessed Junipero Serra. Let all those connected with the athletic program continue to call upon his protection and guidance as the entire school community strives to realize the values and ideals entrusted to it by Jesus Christ.

B. REQUIREMENTS FOR PARTICIPATION

1. PHYSICAL EXAMINATION

A yearly physical examination is required. The standard physical form must be completed by a licensed physician and submitted to the athletic department prior to participation. The examination covers all sports for the entire school year provided it was administered after the start of the current school year. The form will be kept in the Athletic Department.

2. MEDICAL RELEASE FORM

Each Athlete's parent(s) / guardian shall complete a Medical Release Authorization Form attached to the physical form, giving permission for treatment by a physician or hospital when the parents(s) / guardian is not available. This form must be completed prior to participation.

3. INSURANCE

This insurance is available to all students participating on an athletic team for a nominal fee. Football players are required by the Archdiocese to purchase additional insurance. Parents will need to verify they have purchased additional school insurance or possess a primary insurance plan for athletes to participate.

4. ATHLETIC FEE / SPIRIT PACK FEE

The required athletic fee of \$40.00 for each sport during the school year must be paid prior to the students' participation in that sport. Fees for football and basketball vary from other sports. Fees will be billed after students are registered for the course. These fees are not refundable if a student withdraws from a sport after official practice or competition.

Some necessary items will not be reusable; each sport may require a fee for such items. These may include practice uniforms, personal practice equipment and practice shirts and / or shorts or attire. These fees are not refundable.

The school for all sports except pep squad will supply game uniforms.

C. ATHLETIC POLICIES

A firm and fair policy of enforcement is necessary to uphold regulations and standards of the Junipero Serra High School Athletic Department. Participation on an athletic team is a privilege provided to students involving discipline and a willingness to make sacrifices. For these reason those who wish to participate in an interscholastic sport at Serra must adhere to these policies.

Discipline in the athletic program is to be considered an aspect of moral guidance, and not simply a form of punishment. The purpose of discipline is to promote genuine development, to increase respect for authority, to assist in the growth of deeper motives of self-discipline and to provide a team situation conducive to winning.

1. PRINCIPAL'S RIGHT TO AMEND

The principal reserves the right to amend the athletic policies and rules as necessary during the school year. Parents will receive written notice of any such amendments.

2. ELIGIBILITY

All incoming freshman are eligible to participate in the athletic program. Returning students who are academically eligible (GPA 2.0+) and not on disciplinary probation are eligible to participate.

Transfer students must first consult with the Athletic Director concerning their eligibility before beginning any conditioning or practice with any team. The Athletic Director will file the appropriate paperwork with the CIF-Southern Section office. The CIF- Southern Section will make the final determination concerning the eligibility of transfer students.

3. ATTENDANCE

Athletes who do not report to school for at least two full periods without prior clearance may not participate in after school in sporting events. (An athlete must report to school for at least two full periods on Friday in order to participate in weekend activities.)

Athletes are expected to be punctual. Tardiness will result in a loss of playing time. Tardiness to more than three practices, meetings or games will result in an unexcused absence.

Athletes must attend all practices and games. This includes the summer conditioning program. Three unexcused absences or any unexcused absence from a contest will disqualify an athlete from participation in the athletic program. Detention is not an excuse to be absent from practices or meetings. If you are injured you must attend all practices and meetings unless cleared by a coach.

Absences may be excused for the following reasons only:

- a. Medical illness
- b. Death of a family member
- c. Court Appearances
- d. Quarantine

In all instances parents/guardians must inform the head coach whenever an athlete will be absent. Athletes will not be penalized by coaches for excused absences.

4. GRADING / DISCIPLINARY PROCEDURE

Individual sports are registered as a 2.5 unit and graded physical education course. These courses do not replace existing Physical Education requirements or health requirements. The Junipero Serra High School grading scale is used. Grading is based on the students' ability to participate and commit themselves to the philosophy, policies and rules of the Serra High School athletic department and their particular sport.

Grading rubric for the specific sports teams will be based on the student-athlete's participation, commitment and the following of Athletic Department and team policies.

Disciplinary infractions of school rules while in attendance or while being transferred to or from an athletic event come under the jurisdiction of the regular school disciplinary procedures. The head coach must inform the Athletic Director of any such infractions. Athletes can be disciplined for the following infractions but are not limited to:

- a) Being tardy to meetings, practices or games;
- b) Unexcused absence from practice or game;
- c) Lack of sportsmanship;
- d) Failure to contribute 100% effort;
- e) Breaking training rules.

Sanctioned disciplinary procedures include:

- a) Benching (sitting out of practice or games as designated by the coach);
- b) Grade reduction in course;
- c) Suspension or expulsion (only instituted with the permission of the Varsity Head Coach of the sport and the Athletic Director).

Any student-athlete, who remains on a team and after minor disciplinary action, continues to demonstrate poor team morale can be dismissed by the coach with notice to Athletic Director.

5. EXPULSION / WITHDRAWAL FROM A SPORT

The Administration feels that team members have made a commitment to the school, fellow teammates and coach. An athlete who withdraws or is expelled has disrupted team unity and may have deprived another student-athlete of participating. Therefore an athlete who has withdrawn or been expelled from a sport after practice or competition has begun will disqualify that athlete from participating in any other sport during that particular season and the following season of sport. The athlete also cannot use school athletic facilities during the two seasons.

The student-athlete will receive a "withdrawal" mark on the official transcript if that athlete quits or is expelled from a specific team.

6. PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN THE SAME SPORT DURING THE SCHOOL ATHLETIC SEASON

This is specifically forbidden by C.I.F. Rules. The Athletic Director and Head Coach of the individual sport must approve all personal trainers and / or coaches, participation on club and travel teams. Any athlete, who does so, must be withdrawn from the team and all games, which he/she has participated in, must be forfeited. A season of sport is defined as beginning with the first day

of official practice and ending with the last possible day for a contest.

6b. PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN A DIFFERENT SPORT DURING THE SCHOOL ATHLETIC SEASON

It is in the best interest of the student-athlete to participate only on the team in the high school season of sport. The potential for fatigue, injuries, conflict of commitments and academic pressures may adversely affect the team performance.

If the head coach feels that it is in the best interest of the high school and its athletic program, the coach may restrict student-athletes from participation in the high school team if they play on an outside team during the season of competition.

7. LOCKER ROOM USE

Student-athletes are responsible for the cleanliness of the locker room and for any damage that might occur. Athletes are not to use athletic facilities unattended at any time for any exception.

8. EQUIPMENT AND FACILITIES USE

Athletes and their parents/guardians are financially responsible for any equipment or uniforms that are issued to the student-athlete during the sport season. Before awards are received, or a new sport is begun, the athlete must return or pay for the equipment that has been checked out. No uniforms will be issued if a player has equipment from another sport still due. All items will be billed at \$150.00 to recover lost or unreturned equipment.

No equipment or uniforms may be used for personal use outside practice or games.

9. EARLY DISMISSAL AND DEPARTURE

Because of the nature of athletics and the travel involved, it is often necessary for student-athletes to be released from class. This in no way releases the student-athlete from academic responsibility, including in class assignments, quizzes, tests and homework. Athletes are expected to notify their teachers prior to leaving and arrange to make up all assignments, quizzes or tests, and obtain homework.

10. TRANSPORTATION AND TRAVEL

When transportation is provided for a team, all members of the team will ride in the vehicle provided to and from the event unless specific written permission in advance is received and approved by the Head Coach with notice to the Athletic Director.

A student-athlete is never allowed to drive to practice. Athletes may not drive themselves or other students to home and away games.

11. EARLY DISMISSAL AND DEPARTURE

Because of the nature of athletics and the travel involved, it is often necessary for student-athletes to be released from class. This in no way releases the athlete from any academic responsibility, including in class assignments, quizzes, tests, and homework. Athletes are expected to notify their teachers prior to leaving and arrange to make up all assignments and obtain homework.

12. LETTERING

The awarding of an athletic letter at Junipero Serra High School is an acknowledgement of excellence and achievement. In order to receive a letter an athlete must abide by the policies and rules of the handbook, play combined 10 minutes in a season and in the Head Coaches' opinion be deserving of such a letter.

To letter in Varsity, there is a minimum requirement for each sport, but a coach may waive it and award a letter because of injury, superior effort inspiration, or leadership.

13. ADDITIONAL POLICIES SPECIFIC TO A PARTICULAR SPORT

Because of the uniqueness of each sport and difference in coaches' philosophies, some coaches may wish to augment this policy with rules that pertain only to that sport. This would be in addition to the Athletic Policy. Additional rules and policies will be distributed by the Head Coach to team members before the beginning of each sport season.

D. BEHAVIORAL EXPECTATIONS

1. ATHLETES

Being a member of a Serra athletic team carries with it the responsibility of maintaining our athletic tradition while conducting yourselves in a manner consistent with our Christian values.

Athletes should address coaches and other team members politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to a team.

Any questionable behavior by an athlete will not be tolerated. Acts of unacceptable conduct such as, but not limited to, insubordination, theft, vandalism, use of tobacco, alcoholic beverages or drugs, infractions of school rules, violation of the law, or immorality tarnish the reputation of Serra and the athletic program and will not be tolerated.

At all times student-athletes are expected to conduct themselves as Christian emissaries of Junipero Serra High School.

2. PARENTS / GUARDIANS

Parents/guardians are expected to support the school's athletic philosophy as detailed in this handbook. Failure on the part of parents/guardians to do so will result in the removal of their son/daughter from the athletic program.

Parents/guardians must support the decisions of the athletic department and coaching staff in the presence of their child even if they personally do not agree with the decisions.

Parents/guardians whose behavior at athletic events is not consistent with the Catholic Christian philosophy of the school may be asked by the principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in the removal of the student from the school.

It is inappropriate to discuss with a coach the following:

- a) Playing time
- b) Team strategy or play calling
- c) Other student-athletes

If a parent or guardian has a concern to discuss with a coach, the following procedure must be followed:

- a. The student-athlete must speak with the coach first regarding the issue.
- b. After this has occurred, the parent or guardian may make an appointment with the coach.
- c. The parent or guardian may not contact a coach before, during, or after a contest. These can be busy or emotional times for both the parent and the coach. This period does not promote objective analysis of the situation.
- d. If the coach cannot be reached, call the athletic director to set up an appointment with the coach.
- e. If the parent or guardian feels a satisfactory solution has not been reached with the head coach, the parent or guardian may schedule an appointment with the athletic director.
- f. There is no appeal beyond the athletic director regarding playing time or team membership non-selection.

E. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS

In light of growing violence associated with high school athletics, the C.I.F. Southern Section has issued the following guidelines for spectators at athletic events. These guidelines are an invitation to put into practice the ideals of sportsmanship, which can truly make high school athletics a positive experience for all involved.

1) Remember that school athletics are learning experiences for students and mistakes will be made.

You would not jeer a student who makes a mistake in the classroom; why is an athlete an exception?

- 2) A ticket is a privilege to observe a contest, not a license to verbally assault others and be generally obnoxious.
- 3) Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- 4) Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- 5) Respect the integrity and judgment of game officials. Do not question an official's call.
- 6) Recognize and show appreciation for an outstanding play by either team.
- 7) Refrain from the use of any controlled substances (alcohol, drugs, etc) before and during games and afterwards on or near the site of the event (i.e. tailgating).
- 8) Refrain from cheers which downplay the opponent or which use profane or abusive language.

F. DIRECTIONS

- | | |
|--|--|
| 1. Bishop Amat
14301 Fairgrove Avenue
La Puente, CA 91746 | 10 FWY
Ext. Francisquito
L. to Orange Ave. |
| 2. Bishop Montgomery:
5430 Torrance Blvd.
Torrance, CA 90503 | 405 Fwy.
S to Hawthorne
S. to Torrance |
| 3. Cantwell-Sacred Heart
329 North Garfield Ave.
Montebello, CA 90604
(323) 887-2066 | 60 Fwy. (Pomona)
to Garfield Exit
South 1 mile |
| 4. Cathedral
1253 Bishops Road
Los Angeles, CA. 90012
(323) 441-3105 | 110 Fwy. N Stadium
Way Exit Left to
Bishops Road |
| 5. Don Bosco Tech
1151 San Gabriel Blvd.
Rosemead, CA. 91770
(626) 307-6500 | 60 Fwy to San Gabriel
Blvd. Go North 2
blocks to school |
| 6. La Salle
388 East Sierra Madre Blvd.
Pasadena, CA. 91107
(626) 696-4308 | 210 Fwy. Ext
Michilinda Blvd.
North to Sierra
Madre Blvd.
L. to School |
| 7. Mary Star High School
810 West Eight Street
San Pedro, CA. 990731
(310) 547-1138
(or Daniel's or Fromhold Fields) | 110 Fwy. S. to
Gaffey Exit
L. to Gaffey
R. to 8 th |
| 8. St. Anthony
620 Olive Avenue
Long Beach, CA 90802 | 710 Fwy. 6 th St.
@ 6th and Olive
(or Clark Field) |
| 9. St. Bernard | 405 Fwy to Manchester |

- | | | |
|-----|---|--|
| | 9100 Falmouth Avenue
Playa Del Rey, CA 90239 | W/ to Falmouth |
| 10. | St. Mary's Academy
701 Grace Avenue
Inglewood, CA 90301
(310) 674-8470 | 105 Fwy to Prairie
N. to Grace
School on Corner |
| 11. | St. Matthias
7851 East Gardendale St.
Downey CA 90242
(562) 861-2271 | 105 Fwy to
Garfield
Exit N. to
Gardendale
R. to School |
| 12. | St. Monica
1030 Lincoln Blvd.
Santa Monica, CA 90403
(310) 394-03701 | 10 Fwy West to
Lincoln Blvd.
R. on Lincoln to
California |
| 13. | St. Paul
9635 Greenleaf Avenue
Santa Fe Springs, CA 90670
(562) 698-6246 | 605 Fwy
Ext. Telegraph
(E) to Greenleaf
L. to school |

X. CONTROVERSIAL ISSUES

These are topics about which there are definite but differing opinions among theologians, scientists, or social scientists. The school adheres to archdiocesan guidelines in handling these issues.

A. PREGNANCY

A primary purpose of Catholic education is to guide our student's growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

Students involved with the pregnancy have changed their status quo and thus some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status, especially in terms of activities and priorities in school. The pregnant student cares for herself as mother-to-be and the father-to-be responds with care and support for the mother and child.

In order to insure the best interests of the student(s), parents, and the school community, the following guidelines will be implemented. When pregnancy is known to school personnel by whatever means, the principal must meet with the pregnant student and both

parents and/or guardians. The student must be required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. Additionally, the student will be referred to her pastor for advice and counseling.

If the father-to-be is identified and if he is a student in a Catholic school, the principal of that school must meet with him and his parents and require that he be involved in a counseling program similar to that provided the mother-to-be. Also, he will be referred to his pastor for advice and counseling.

The school assists the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program, such as St. Anne's Maternity Home or programs recommended by Catholic Social Services.

If the student chooses to remain in school, she will be allowed to participate fully in all activities to the extent that the condition of the student and the common good of the school shall determine. The principal, in consultation with the Superintendent, shall review all aspects of each case and make determination based upon its unique circumstances. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment.

The condition of pregnancy shall not exclude the student from participating in the public graduation ceremony. However, the principal, in consultation with the Superintendent, shall determine whether unique circumstances may necessitate pursuing an alternate action.

Without jeopardy to the above guidelines, the school shall retain the right and the responsibility to promulgate and implement disciplinary measures, including expulsion for public and overt breaches of Catholic moral teaching.

B. ABORTION

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

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

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion may be cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter of any other student, this action is also cause for the son or daughter of that parent or guardian to be dismissed from school.

In accord with the policy above, each situation regarding abortion will be handled on an individual basis, applying the following suggested procedural guidelines:

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the principal or counselor. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.

If the student intends to proceed with the abortion, does proceed with the abortion or make known that she has undergone an abortion or that she/he has assisted in procuring an abortion, the administrator, teacher or counselor to whom this fact is made known, without jeopardizing the privacy of the student, is to contact the Regional Supervisor or Associate Superintendent of Schools for further guidance as to handling the situation.

Without jeopardy to the above guidelines, the school retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

C. CHILD ABUSE

Child abuse is a reality of our society. Child abuse includes physical injury which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency* by a child care custodian or health practitioner. A "child care custodian" includes a pastor in his role as ex officio administrative officer of the parish school, a teacher, a principal, a teacher's aide and an administrator

of day camps. A "health practitioner" includes a social worker, a psychologist, a licensed nurse and marriage, family and child counselor. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of the reporting statute, "child" means a person under the age of eighteen years.

***A Child Protective Agency:** A child protective agency is defined as a police or sheriff's department, probation or county welfare department. In Los Angeles County, for example, the appropriate child protective agency would be either the Los Angeles County Department of Children's Services or the law enforcement agency having jurisdiction over the area where the abuse occurred. In most cases this is where the child resides.

D. STUDENTS WITH AIDS/ HIV

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

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

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

E. VERBAL/WRITTEN CONFIDENCES

Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

XI. HELPFUL INFORMATION

A. WHAT TO DO, WHERE TO GO IF YOU...

Have been absent	Main Office
Have an accident	Main Office
Want career information	Counseling Office
Want club information	Activities Director
Need to see your counselor	Counseling Office
Become ill	Main Office
Need to leave campus	Main Office
Need information about insurance	Main Office
Have locker trouble	Dean of Students
Have lost books or other items	Dean of Students
Move to a new address	Main Office
Need to buy tickets	Main Office
Need to have transcripts sent	Registrar
Need to pay tuition and fees	Main Office
Need a guest pass	Activities Director
Need a work permit	Counselor during school year and Registrar during summer
Want to make a donation to the school	Assistant Principal of Student Services

Certain members of the staff handle particular areas of school life. Please note the title of the person below:

Academic/Athletic Eligibility	Assistant Principal of Curriculum and Instruction
Activities	Activities Director
Athletic Equipment	Athletic Director
ASB Cards	Activities Director
Change of class schedule	Counselors
Bookstore	Main Office
Registration Information	Registrar
Counseling pass	Counseling Office
Tuition Assistance	Main Office

B. TEXTBOOK SECURITY

1. Write name in three different locations in each textbook.
2. Lock lockers securely. Do not leave locks in set positions.
3. Do not leave texts, backpacks or personal belongings unattended.
4. Students or former students may not sell used textbooks on or near the Serra campus. Serra students are discouraged from buying used textbooks from present or former students. Such books on the approved list may be sold back to the bookstore at a reduced rate on the assigned calendar dates. This policy will hopefully discourage textbook theft.
5. Inform teacher of theft before class ends.

C. LIBRARY

Students may use the library before and after school, at break, and at lunchtime. Library hours are posted.

Students wanting to use the library during class time must present a library pass from their classroom teacher. During class time, no student will be allowed in the library without a pass. The pass is signed by the librarian and the student returns it to the teacher before the end of the period. Students are not allowed to bring food or drink into the library. Students must exhibit good library manners at all times. All library users are entitled to the right of silence in the library in order to concentrate on their tasks.

1. BEHAVIOR:

The following behavior is unacceptable: Eating, drinking, loud talking, conversations, horseplay, disturbing others, playing unauthorized computer games, socializing and destruction of books, magazines, computer facilities or other library materials or furniture. Students who have to be disciplined for poor conduct in the library will have their library privileges revoked.

2. CIRCULATION:

All books, periodicals, pamphlets and other materials taken from the library must be signed out at the circulation desk.

It is the student's responsibility to return all books and other library materials in good condition and on time. A fine per day per item (except Sat., Sun., and Holidays) is charged for all overdue books. A student may be notified regarding overdue library materials and/or unpaid fines. Failure to respond to this notice will result in disciplinary action. Lost or damaged library materials are the responsibility of the student who checked them out. At the end of each semester, each student's library record must be clear before he/she will be allowed to take final examinations. This means that all books and other library materials must be returned, fines paid and books paid for in full. Seniors must clear all library fines before graduating from Junipero Serra High School.

3. OVERDUE FINE:

Fine will begin to accrue after the two days grace period. The student will not be allowed to check out books until the fine is cleared. A fine of 25 cents a day will be charged for overdue books. The maximum fine is \$3.50 (2 weeks overdue). After the maximum fine is reached, the book is considered lost and the student will be billed accordingly.

4. LOST BOOK FINE:

The borrower must pay the replacement cost of the book plus a \$10.00 processing fee and the fine. Replacement cost is based on the book prices at Amazon. Replacement cost for out of print books are \$35.00 per book plus \$10.00 processing charge and the fine. Lost and paid for books found and returned within two weeks of payment, will be refunded minus the fine. Processing fee and fines are not refundable. Failure to clear library

charges will result in immediate loss of borrowing privileges.

D. INTERNET USE

Students are permitted to access the Internet on the library computer system or in designated classrooms for academic research purposes only. Each individual student wishing to access the Internet must receive access through the librarian or supervising teacher for each use. It is not permitted for one student to turn over the open Internet line to another student who has not received clearance from the librarian or supervising teacher. Students are not permitted to enter chat rooms except for academic research purposes. Students who use the Internet for purposes other than academic research may be liable to serious disciplinary action including but not limited to the permanent loss of the Internet use privilege. Illegal or unethical uses of the Internet may result in the student's being asked to withdraw from the school. Only students with signed Computer Access Release Form (cf Appendix) may use campus computers.

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

E. EMERGENCY PROCEDURES

Faculty, staff and students are orientated yearly regarding disaster procedures and evacuation. Emergency/evacuation drills are practiced at random.

In the event of a disaster, Serra High School will hold all students on or near the campus (depending on nature of disaster). Parent(s) or an adult designated on the emergency card must report to the school in person to take custody of their student. Upon the declaration of an emergency, no student is to leave campus until given specific permission to do so by school officials. Any truancy or misconduct during a school emergency will be considered gross insubordination by the administration and followed up with severe disciplinary consequences.

F. TRANSPORTATION

1. The students are to park on campus in the student parking lot or on the street in front of the school and must not blocking driveways. Students are to observe all city posted signs regarding parking. Students are not to park in the staff parking lot.

Students are not permitted to go to their cars during the day unless they have permission from an administrator.

Speeding in the vicinity of the school constitutes dangerous driving and makes a student liable for disciplinary action.

The use of open-bed trucks to transport student is forbidden to all students and staff of the school. Serious consequences will follow for anyone involved.

2. Roller-blades and skateboards are not to be ridden on the school premises, walkways, blacktop, lunch areas or in the school buildings.
3. Bicycles are to be parked in the bike racks and walked on campus.
4. Junipero Serra High School wishes it to be understood that transportation of students to and from practices off the school grounds is the sole responsibility of the parents. It is also the sole responsibility of the parents to allow their sons/daughters to be driven to practice by another parent or student of the school. This transportation is done on a totally voluntary basis and is in no way connected with the program of the school. Parents of students who drive other students are highly encouraged by the school to make sure that:
 - a. the car is properly insured
 - b. the car is properly serviced and in good running condition
 - c. all safety and driving laws are followed to the letter.

G. FIRST AID

Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages, may be administered. Parents/guardians must be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current emergency card is to be available for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately. Parents/guardians must inform the school office regarding any special medical need or needs for medication regarding their student.

H. MEDICATION DISPENSING POLICY

1. The only students who have an absolute right to the administration of medication are those who have serious chronic and/or life-threatening illnesses.
2. Students must be allowed to carry medication for life-threatening attacks. Asthma is one condition that may give no warning; if an inhaler is not immediately available; the student could be severely harmed.

3. While appropriately trained school personnel may legally administer medication or supervise students who self-administer, they typically may not dispense such nonprescription items as aspirin, antacid or vitamins. High school students may be allowed to carry and monitor their own nonprescription medications.
4. Written authorizations with regard to the needs of students who need to take prescribed medication during the school day must be on file. Authorizations from parents and physicians should be updated annually or whenever a student's medications are modified or changed. These authorizations should be kept up-to-date, even if a prescribed medication is to be self-administered. Further, the physician's authorization is needed in order to verify that the medication was, in fact, prescribed.
5. The individual(s) responsible for dispensing medication must be properly trained regarding proper dispensation, the effects of the specific drugs in use, and appropriate techniques in the handling of such potentially dangerous items as needles and syringes. Adults who administer medication must place their whole attention on the task. The proper paperwork should be present, e.g., a prescription label in the student's name, a doctor's note of authorization and a parent's written permission.
6. Students who are permitted to self-administer their prescribed medication should do so only in the presence of trained personnel. In order to protect their privacy, children are not permitted to self-administer in front of other students. Personnel who dispense medication or who supervise students who self-administer should ensure that all medication has been consumed before leaving the area.
7. Students should not be permitted to carry their medication to and from school. All medication should be delivered to school officials with labels intact. Each label should include a student's name, the medication's date of expiration and directions for use (such as dosage; when it should be consumed; what, if anything, should be eaten or drunk when consuming).
8. A description of any probable reactions or side effects to the medication and an explanation of emergency care also should be kept on file. This information is now commonly available from pharmacies. For security purposes, school personnel file all medication in locked compartments or storage areas.
9. Home and/or emergency phone numbers for students are kept handy along with storage instructions for the medications (i.e. avoid sunlight, store between 35 and 60 degrees), the names and phone numbers of the physician(s) and pharmacist(s), and the name, strength and serial number of all medications. In order to protect the

privacy rights of students, these files are kept confidential, with access limited to school personnel with a legitimate need to know.

10. Student files should include notations of the receipt, use, return and disposal of drugs, syringes and needles. Records are maintained regarding observations of what are considered to be unforeseen medication-related charges in a student's behavior.

I. INSURANCE

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

J. STUDENT WITHDRAWAL PROCEDURES

(There are four types of student withdrawal):

1. PARENT WITHDRAWAL:

A student transferring to another school must bring to the Counseling Office a note from his/her parents requesting the transfer. After a conference with the parents is held, the Counseling Office will issue an official transfer paper, containing the appropriate signatures to be signed and returned to the Registrar in the Main Office. Failure to comply with this process will delay the issuance of transcripts to the receiving school.

2. DISCIPLINARY WITHDRAWAL:

Upon the recommendation of the Discipline Board, the Discipline office will inform parents and students of the school's decision for withdrawal. The Dean's Office will also inform the Counseling Office and Business Office of the withdrawal. The Dean's Office will try to give the Counseling Office 48 hours notice to complete transfer forms. However, situations may arise when the parents may request the forms immediately. The Counseling Office will inform teachers, at least 24 hours in advance of the withdrawal, so that transfer papers may be completed. Completed transfer papers will be turned in to the Registrar in the Main Office. The Counseling Office will issue the release of information form to the parents. The Dean's Office will assist the counselor if necessary.

3. ACADEMIC WITHDRAWAL:

A student receiving three or more "F's" in any one academic school year may be asked to withdraw from

the school. The Counseling Office will follow the same procedures as in the disciplinary withdrawal.

4. CONFIDENTIAL WITHDRAWAL:

In special cases of confidentiality, the Administrator to whom the case is referred will handle the transfer forms. The Counseling Office will be informed of the withdrawal.

XII. SOME SERRA HISTORY

By Brother Charles Boglitz, SM (1989)

Junipero Serra High School, an archdiocesan school for boys located in Gardena, California, was established by Cardinal McIntyre, Archbishop of Los Angeles, in 1950, and confided to the Society of Mary (Marianists), an international religious Congregation, comprised of priests and Brothers, noted for its excellent schools. Of French origin, Father William Joseph Chaminade, a diocesan priest, at Bordeaux, France, founded the congregation in 1817. Living during the bloody days of the French Revolution, Father Chaminade barely escaped with his life. Almost daily, he passed the tumbrels carting victims to the guillotine. The Founder was still alive when the First Marianists arrived in America on July 4, 1849 . . .

The call to Southern California came from Msgr. Nicholas Conneally, pastor of St. Monica's Church, Santa Monica. He had a flourishing high school conducted by the Sisters of the Holy Names. Wishing to have religious men on the staff, he contacted the Marianist Provincial in Dayton, Ohio. At the time the Marianists did not teach girls, so the provincial was reluctant to grant his request. However, the pastor, promising to build a boys' school, soon made the provincial relent. Three Marianists began teaching at the school in 1946. Two years passed and there was no sign of a boys' school. The Brothers were withdrawn.

When Father Tredtin visited Archbishop McIntyre in 1948 to inform him of the removal of the Brothers, the latter was making plans to build several high schools. In the course of their conversation, the archbishop offered the Society of Mary one of these schools. Wishing to remain in the archdiocese, the Provincial readily accepted the offer. After consulting with his council, the Provincial agreed to staff the school planned for Gardena.

The school was named in honor of Junipero Serra, that intrepid Apostle of California. Father Serra, a zealous and courageous missionary who traveled the length of California, and founded the Missions, was born on the Island of Majorca, November 24, 1713. After his ordination as a Franciscan, he taught philosophy and theology with great distinction at the Lullian University at Palma. In 1749, he volunteered for the Missions of the New World and sailed for Mexico to enter the Apostolic College of San Fernando. For the next eighteen years, he zealously labored at various Missions in Baja California. In 1767, when the Spanish governor exiled the Jesuits from Baja California, Father Serra was named president of the Missions there. Two years later, at the age of fifty-five and afflicted with an ulcerous leg, he set out on an expedition with Portola, traveling almost a thousand miles and landing at San Diego where he founded his first Mission. For the remainder of his life, he traveled the length of the State, founding eight additional Missions. Worn out by excessive toil, he died at Carmel, on August 27, 1784, at the age of seventy-one. A signal honor was accorded him in 1913. His statue was placed in the Hall of Fame in the Capitol at Washington. In 1934, at the request of the bishop of Monterey-Fresno and the Provincial of the Franciscans at Santa Barbara, his cause for sainthood was begun. This reached a successful conclusion in September 1988, when he was declared Blessed by Pope John Paul II before a large concourse of people at St. Peter's Basilica, Rome. Among them the school principal, Msgr. Charles Hill.

The site selected for Serra High was a twenty-four acre plot located on Van Ness Avenue, bounded by Compton Boulevard (now Marine Ave.) and 146th Place. At the time of the purchase the land was being used as a truck garden with cabbages being the principal vegetable grown.

After it had been announced that a Catholic high school was to be opened in Gardena, Bro. James Wipfield visited all the feeder schools, seventeen in number, to make the acquaintance of the pastors and principals and to speak to the eighth grade boys about the Marianists and the new school. He was most cordially welcomed by the pastors and principals who were overjoyed that a school was to be built in their vicinity.

Work on the school started late and was done in stages. The first unit in the form of an "L" and built around a patio comprised the administration wing, several classrooms, a science wing, a library and a large study hall. All the units were one story, the lower part of brick and the upper of stucco. Additional classrooms, a shop building, cafeteria, gym, storage building and locker rooms would be added in later years.

Since the number of religious would be small in the early years, the building of a faculty residence was postponed. Two years would elapse before such a structure would be built. In the interim, a small house was purchased for \$10,000, located at 1911 West 149th Street to serve the needs of the pioneer Religious. . .

Over forty-five years have passed since that small band of eager and venturesome students first crossed the portals of Serra. They were a courageous bunch because workmen were still on the campus when school commenced. There was little to attract them. There were no athletic facilities; no winning teams; no record of academic excellence; no outstanding alumni. Possibly the only redeeming feature was the proximity of the school to their homes. To acquire a solid Catholic education, they willingly underwent the hardships, privations and inconveniences incidental to pioneering. Before they could participate in sports, they had to prepare the facilities. Since no gym would be available for seven years, practices had to be held on the outdoor courts.

In the early years the parents and their sons were most loyal and dedicated to the school. On weekends and even holidays fathers and their sons would come to school and work on various projects under the direction of the Brothers. The excellent athletic fields which the students now enjoy were prepared by the pioneering students and their fathers. . . .

Approximately, 4300 young men survived the rigors of the curriculum for four years. Roughly about one fourth of those who entered never achieved their goal, withdrawing at various stages, the majority at the end of their freshman year. What happened to these alumni? Some of them have already rendered an account of their lives to the Lord. What of the living? Unfortunately, no records are available depicting their accomplishments. Many, no doubt, entered the various professions and achieved prominence in their fields. Quite a few probably entered employment immediately upon graduation. A number embraced the religious life and the diocesan priesthood. Thirty-three returned to Serra at various times as teachers. Three had sons graduate from the school: Harold Dimond '54, Douglas Cameron '58, and Michael Rooney '60. Three families - the William Clarkes, the Kallocks and the Hammervolds - tied for having the largest number of sons to graduate - six.

One-hundred-three Marianists dedicated a number of years to the school. For some the time was brief; for others it was an extended period. Brother Charles Boglitz holds the record for the longest tenure, arriving in 1961. Eleven of these religious already completed their earthly sojourn. Others are no longer members of the Society of Mary.

What does the future of Serra hold? It is too risky to predict. May Serra see the birth of a new spring and continue to send down deep roots so the school may continue its mission for as many years as it serves its purpose. May Father Serra, the earliest educator in California, guide the destiny of the school which honors him.

SERRA HIGH SCHOOL TIMELINE – 11th Ed. (8/07)

1817

Society of Mary founded in France by Blessed Fr. William Chaminade.

1849

(July 4) First Marianists arrive in the U.S. (Cincinnati, Dayton)

1850

Death of Blessed William Chaminade

1869

Civil War General William S. Rosecrans buys 16,000 acres near Gardena Valley for \$2.50 an acre.

1881

General Rosecrans elected to US Congress

1887

Pomeroy and Harrison lay out town of Gardena.

1930

(Nov 12) Gardena incorporated.

1934

Rosecrans family moves out of area.

1946

Msgr. Nicholas Conneally invites Fr. Walter Tredtin and the Marianists to Los Angeles to teach at St. Monica's High School.

1948

-Archbishop James Francis McIntyre offers Fr. Tredtin and the Marianists one of three high schools to be built.

-Fr. Tredtin consults his Council and accepts the Gardena site; a truck garden with cabbage as the main crop.

-The school is named after Fr. Serra (Nov. 24, 1713-Aug. 27, 1784)

-Bishop Timothy Manning selects the school's motto: "You Shall Be Witnesses For Me" Acts 1:6

-Br. James Wipfield begins recruiting boys from 17 nearby Catholic elementary schools.

1950

100th Anniversary of the death of Fr. Chaminade

(June 19) Ralph and Pearl Wikoff sign the grant deed turning over their property to the Archbishop of Los Angeles.

(Aug) Fr. William Swegars, first principal arrives with Brother Joseph Hoffman and Brother Joseph Napier to find the construction workers on strike.

-School built in stages and opens with the administration offices and what are today the library, 100 and 200 wings only.

-First Brothers' Residence purchased for \$10,500 at 1911 W. 149th Street.

(Sept 1) First football team meeting.

(Sept 12) First faculty meeting held in Brothers' Residence. Original faculty consisted of Fr. Swegar, Br. Hoffman, Br. Napier, Mr. Charles Schoendienst, Mr. Elvin Emmick (first football coach) and Miss Retha Rider (first secretary).

-Students arrive to purchase textbooks

(Sept 18) First day of class. 140 registered but only 94 appeared. Three freshmen classes and one sophomore class comprised the first student body.

-Brother Hoffman and Brother Napier having just arrived from St. Louis H.S., Honolulu, selected the Hawaii school's colors, Scarlet and Royal Blue, for Serra.

-Students and their fathers prepared the athletic fields after school and on weekends and holidays

(Oct) First Open House

(Oct 18, 8pm) First Fathers' Club meeting. Mr. Sims, first president. First fund-raiser-card party, \$120.

(Nov) First Student Council elections, Cecil Gray, First ASB President.

(Nov 15) Mothers' Club Election, Mrs. Fritzen, first president. First fund-raiser - square dance, \$160.

-Lost all football games first season

-First football game vs. Mt. Carmel, 18-0

-Second game vs. Cantwell, 28-0

(Dec 7) First school day of retreat led by Fr. Comiskey, St. Joseph's Parish, Hawthorne. The library was used as a chapel.

1950-75

Annual Christmas talent show on last day prior to Christmas vacation

1951

(early) Br. Napier begins Drama Department

(Jan 22) First Annual Chaminade Day

(May 1) First May Crowning Ceremony and blessing of the classroom statues of the Blessed Virgin Mary.

(Aug) Arrival of Br. Justin Loughran, first librarian.

(Sept) Cafeteria begins operation.

-Mrs. Angie Kretschmar enrolls her twin sons.

-Br. Elmer Dunsky, first dean (15 deans from 1951-1981)

(Dec 9, 3pm) School Dedication Day presided by Archbishop McIntyre. The pastors of St. Anthony's, Gardena, St. Catherine's, Torrance, and St. Joseph's Hawthorne, served as deacon, sub-deacon, and reader.

-blessing of each classroom, the crucifix in the main office and the American flag, various speeches, Benediction of the Blessed Sacrament, reception for the clergy and civic dignitaries.

-Very Rev. Walter Tredtin, SM, blesses and places the cornerstone. Behind the cornerstone are a roster and roll of photographs of the student body, a spiritual pledge of loyalty and a copy of the dedication booklet.

1951-78, Annual Fiesta

1995-99

1952

Marble statues of the Immaculate Conception and Fr. Serra erected on senior lawn and donated by Mother's Club.

(April 29) Marianists move to newly built residence north of the administration offices. The residence contained 12 private rooms, common room, dining room, chapel, two parlors and library.

-Fr. Swegar and Br. Wipfield transfer the Blessed Sacrament that evening

-First Mass offered the next morning by Fr. George Meinzingner

(Sept) -First Sodality of Mary organized by Br. Elmer Dunsky.

-Band begun by Miss Gloria Chadwick

(Dec 19) -First Serra dance organized by Angie Kretschmar.

1952-62

Annual Father-Son Banquet. Performers included the Lennon Sisters, Mitchell Boys Choir, and actor alumni Robert Logan, athlete Lynn Swann.

1952-63

Industrial arts courses offered.

1953

-300 wing constructed

(June 1) First graduation held at St. Anthony's Church, Gardena. Twenty-seven graduates received their diplomas from the newly created Cardinal McIntyre.

-Charter for Cavalier newspaper approved

-Fr. Donald Bracht, SM, second principal arrives.

1953-77, 91,

96-99

Cavalier newspaper published.

1954

(June) First edition of the yearbook, "El Padre" published.

(June 13) Second graduation held on senior lawn. Joseph Scott is speaker.
(Fall) Mrs. Alberta Runge, office clerk begins her 25 years at Serra.
-Over 2000 books catalogued in library.

1954-66

Mr. William Power, band director

1954-60 & 1977-86

Bingo at Serra

1955

-Addition to the Brother's Residence of 14 private rooms laundry, two-car garage and enlargement the common room and dining room.
-George Strohmeier, former All-American at Notre Dame University, appointed head football coach.
-Senior Walk originated by Senior Class '55.

1956

-Cafeteria, 500 wing and locker rooms constructed.
-Br. Joseph Hoffman, second principal.
(Nov. 8) Gym ground breaking ceremony.

1957

(Oct 26) Gym dedication ceremony presided by Auxiliary Bishop Alden Bell. Student Court began
(May) Silver jubilee celebration for Br. Joseph Yax held in gym followed by Benediction of the Blessed Sacrament.
(June) Gym completed at a cost of \$125,000.
-Graduations move from the patio to the new Serra gym.

1958

(Feb 2) First meeting of Serra branch of the Marianist League. Marianist provincial presides at meeting.
(May) Varsity Golf Catholic League Champs.
(Summer) South lot used for parking
-auto shop closed and converted into band room (Rm 500).
-biology lab moved from room 100 to the old typing room 304.
-typing room moved to old study hall (today's south end of the library).
-old biology lab converted into present physics lab.

1959

(Feb) First WASC Accreditation visitation.
-Cavalier newspaper wins Most Improved Award at Journalism Day at USC.
(May) Varsity Baseball Catholic League Champs

(Summer) Arrival of Br. Robert Maguire, Forensic League moderator. Serra League wins top award at Loyola Catholic League tournament. Three members qualify for state finals.

1960

-Br. Frank Spaeth, fourth principal.
-New wooden statue of the Blessed Virgin Mary acquired by school to commemorate tenth anniversary of school's founding.
-Custodial building and old snack bar constructed.

1961

Demerit system begins.
(Apr 8) Celebration of the 200th anniversary of Fr. Chaminade's birth. Chaminade High School Marianists join the Serra Marianists for Solemn High Mass and affiliates induction at Maria Regina Church. The Marianist Provincial is the main celebrant of the Mass.
(May) Varsity Track Catholic League Champs
(May 20) Archdiocesan Marian Speech Festival held at Serra. Twenty-three schools participated. Serra tied for first place with Marymount High School.

1962

-Br. Richard Britton, fifth principal and first principal not to serve as superior of the Marianist community. Began teaching at Serra in 1959.
-First Homeroom of the Year Award

1963

(Nov 22, 10am) Assembly to celebrate 250th anniversary of Fr. Serra's birth in Spain. Franciscan Fr. Maynard Geiger, top scholar on life and times of Fr. Serra, was guest speaker. Assembly attended by the Marianist Provincial. As the students left the Assembly they discovered that President Kennedy had been assassinated.

1964

(Apr) Serra teacher and Superior, Fr. Bertrand Clemens was appointed Provincial of the Pacific Province of the Marianists. He would later return to Serra as principal.
(May) Varsity Baseball Catholic League Champs
Br. Jorge da Silva, sixth principal and teacher at Serra since 1953.
-Judo program created by Br. Robert Maruyama.

1965

Plans submitted to Msgr. Donald Montrose, Archdiocesan Superintendent of Schools regarding expansion of Serra. Plans later approved by the building

commission and Cardinal McIntyre.

(Summer) Original architect firm of Barker and Ott commissioned to draw up plans for remodeling and expansion.

1965-67

Young Folk Singers led by Br. Terence Wong.

Mid 60's

Wood shop replaced by weight room.

1966

Largest collection for the Missions.

(Jan 10) Br. George Dauer, first faculty member to die at Serra. Death sudden, after a full day of class. Student Body attended the Funeral Mass at Maria Regina Church. Main Celebrant was the Marianist Superior General visiting from Rome.

(May) Br. Robert Costa, acting principal due to Br. Da Silva's illness.

Serra student Dana Gioia wins first place in California Real Estate Association. Receives award at State Convention by Governor Ronald Reagan.

(June 6) Contract signed with contracting firm of Clement-Hulst of Bellflower. Over 30 sub-contractors hired.

(June 15) Work begins

Br. William Bolts, seventh principal and teacher at Serra since 1957. Youngest Serra principal at age 30.

(Fall) Serra begins participating in ESEA Title II receiving library books and audiovisual materials.

(Dec)

-Work completed at cost of \$300,000

-Reconfiguration of offices, faculty lounge, counseling office

-Expansion of library

-Back doors added to main office and lounge

-Addition to cafeteria

-New equipment installation in 3 labs

-Construction of 400 wing

1967

Lay teacher's salary averaged \$4500 (BA) and \$5000

(MA)

(Jan 22) Dedication of new wing and blessing of other new facilities by Auxiliary Bishop John Ward. Also occasion of 117th anniversary of Fr. Chaminade's death and the 150th birthday of the Marianist Order.

1967-94

BMC Landscaping Company cares for grounds.

Late 60's

-Serra moves from original Catholic League to the new Camino Real League

-Annual football game with Gardena High School begins

1969

(May) Varsity Baseball Camino Real League Champs

1970

-Br. Hugh Hoganson, eighth principal

-Installation of ETV in all classrooms and transmitting equipment and a large antenna on the 300 wing.

1970-71 Largest enrollment - 750

1971

(May) Varsity Baseball Camino Real League Champs

(June 12) Br. Da Silva returns to Gardena to be ordained to the Priesthood by Archbishop Timothy Manning at St. Anthony's Church. Reception was held in Serra cafeteria.

1972

(Nov) Varsity Football Camino Real League Champs

1972-74

Student Union in north sector of cafeteria with sofas, tables, games, radio, books, magazines, etc.

1973

(Oct) "Music Man" performed

(Oct 17) Moto-Cross contest on campus

1973-76

Semester system replaced by quarter system.

1974

Br. Thomas Spring, ninth principal

(May) Varsity Boys Volleyball League Champs

1975

-Tuition \$500 up from \$40 in the early years.

(Apr 21) Silver Jubilee Mass for faculty and students celebrated by Cardinal Manning

(May) Silver Jubilee Dinner Dance for parents and alumni in gym

-Varsity Boys Volleyball League Champs

(Summer) Fr. Bertrand Clemens, tenth principal.

1975-80

Serra Finance Board

Mid-70's

Serra male cheerleaders replaced by female volunteers from nearby girls high schools.

1976

(March) Varsity Basketball Camino Real League Champs

(May) Varsity Boys Volleyball League Champs

(June) Mt. Carmel Boys High School closes. Parent/student orientation meeting in May for those wishing to transfer to Serra.

(Aug) Approximately 80 Mt. Carmel students (mainly sophomores and juniors) transfer to Serra.

1977

-Marianist League (Serra branch) disbands.

(Mar) Many Archdiocesan high school lay teachers go on strike against the archdiocese. Only two Serra teachers participate.

(May) Government lunch program on campus.

-Br. Albert Ganton, first African-American Religious on Serra faculty

-Sr. Dorothy Guarino, RSHM, first female Religious on Serra faculty and six years as assistant principal. She brings three other RSHM Sisters to the faculty.

-Varsity Boys Volleyball League Champs

1978

-Serra student Mark Allen chosen Southern California representative to California State Convention of Thespians.

(Jan) First Search Weekend Retreat led by Fr. Philbin at the Claretian Seminary, Compton. Four weekends in 1977-78 and 8 in 1978-79.

(July) Serra student Steven Lee killed in auto accident.

(Nov) Serra - St. Mary Academy Exchange Days

1978-87

Search Retreat Program

1978-80,

New Vibrations Gospel Choir led by Mr. Mallory Matthews

1978-80,

1995-present

Mandatory parent service hours or assessment.

1979

(Jan) Serra student Dion Ross Coleman dies after accident with a rocket at home.

-Funeral Mass celebrated by Fr. Clemens in the school gym. First funeral celebrated on the campus.

(Feb 16) Serra Drama group performs at State Convention of Thespians in Sacramento.

(May) Varsity Track Camino Real League Champs

1980

-Serra Drama Club performs at National Convention in Muncie, Indiana

-Fr. Clemens ends five years as Serra principal. Longer than any of his predecessors.

-Br. Edwin Johnson, eleventh principal and first African-American principal

-30th Anniversary Testimonial Banquet held at Hacienda Hotel, El Segundo. 300 guests including five former principals.

-Supervisor Kenneth Hahn presented Br. Johnson with a county proclamation at the Board of Supervisors on the day prior to the dinner.

(May) Varsity Track Camino Real League Champ

(May) Varsity Track Camino Real League Meet and Dual Meet Champs

(May) Varsity Track CIF-SS Champs

(Nov) Varsity Football Camino Real League Champs

(Dec) First Serra football team to go to CIF-SS Finals. Received runner-up plaque

1981

(March) Varsity Basketball Camino Real League Champs

(May) Varsity Track Camino Real League Champss

(May) Varsity Track CIF-SS Champs

-Baseball field named Lewis Joshua Memorial Field after student who died during a target practice accident with his cousin from Texas.

(June) Fr. James Clarke (C'71) and Fr. Lawrence Bartasavich (C'69) ordained priests by Cardinal Manning.

(Oct 5) Br. Edwin Johnson ordained a deacon by Cardinal Manning in the Serra gym. 28 priests celebrated with the Cardinal.

1981-87

Old band room (500) converted into school chapel

1982

(April) Br. Johnson met with Br. Robert Juenemann discussing possibility of getting foundation assistance for Serra's financial aid program

(May) Varsity Track Camino Real League Champs

(May) Varsity Track Camino Real League Dual Meet Champs

(May) Varsity Track CIF-SS Champs

(June 19, 2pm) Br. Timothy Kenney (Serra C'70) ordained a priest by Auxiliary Bishop Thaddeus Shubsda

(June 20) Fr. Kenney celebrates first Solemn High Mass at St. Lawrence Martyr, Redondo Beach

(Sept) Revival of Back-to-School Night after ten-year absence.

1982 (?)

(June) Death of Mr. Hoped Balakian, dedicated business teacher for 25 years. Death sudden, shortly after the close of school.

1983

-First computer (an Apple) arrives on campus

(July) Br. Juenemann conducts luncheon for 14 business and professional men in the Serra library. Northrop Corp. Community Relations Director, David Jones invited the various executives. Northrop covered the expense of the luncheon.

(Sept) Serra senior Lloyd Walker honored by 200 people including 77th Street Police Division at St.

Anselm Church for saving a newborn baby's life on a bus ride to school.

1984

-Brother Juenemann acquires a donation of ten computers from Hewlett-Packard with a large supply of software valued at \$50,000

-Archdiocese funds the conversion of a classroom into a computer lab

-Class of '64 has family picnic on campus after 20 year reunion

-Fr. Patrick Philbin, twelfth principal and teacher at Serra since 1974. Last Marianist priest-principal.

(March) Varsity Basketball Camino Real League Champs

(May) Varsity Track Camino Real League Champs

(Fall) -8th grade boys of the feeder schools invited to spend a day on campus

-Victory shrub planting

-Bicentennial of the death of Father Serra. Cardinal Manning and 24 priests concelebrate Mass for faculty and students.

(Nov) Varsity Football Camino Real League Champs

1984 (?)

Two batting cages constructed where current staff parking lot stands. New home dugout constructed.

1985

-First Development Board meeting held and chaired by J. Thomas McCarthy, a prominent attorney. The board consisted of 20 community leaders and three ex-officio directors.-Development Board approves "Serra 700" campaign to raise \$700,000 over three years

-Fr. Philbin acquires peacocks, other birds and rabbits for the campus

-Five additional computers purchased and fifteen donated for computer lab

-Six of the eight sections of bleachers on westside of stadium are replaced. Last two sections replaced in 1986.

-Br. Juenemann hires Milton Simpson (Serra Class of '80) as first Serra development director. He updates alumni directory, sends out quarterly newsletter and financial appeal.

(Feb 16) Testimonial Dinner honoring 34 people who have rendered outstanding service to Serra or the community.

(March) Varsity Basketball Camino Real League Champs

-Varsity basketball advances to CIF finals at the Long Beach Arena but loses to Mater Dei High School

(May) Varsity Track Camino Real League Champs

-Class of '65 has family picnic on campus after 20-year reunion

(May 9) Pope John Paul II declares Junipero Serra "venerable."

(June 20) Br. Albert Glanton died unexpectedly while serving on the Serra faculty. His Funeral Mass was celebrated at Maria Regina Church by Fr. Philbin and 16 concelebrants.

(Fall) Serra selected as one of five sites in the archdiocese to host a regional reception for the new Archbishop Roger M. Mahony. Because of rain the reception was moved from the stadium to the gym. Thirty parishes were represented.

-Sr. Patricia Foster, CSJ, begins 6 1/2 years as Assistant Principal of Curriculum and Instruction. She brings four other CSJ Sisters to the faculty

(Oct 24) Alex Haley, Pulitzer Prize winner and author of "Roots" visits campus to address businessmen's luncheon and student assembly.

1985-88,

96-97, 2000-present

Development director position

1986

-Ralph M. Parsons Foundation gives a \$100,000 unrestricted grant to Serra

-Weingart Foundation provide \$100,000 grant for renovation of the science lab

-Varsity basketball team wins all Camino Real League games for the first time

(March) Varsity Basketball Camino Real League Champs

(March 8) Varsity basketball advances to CIF-SS Finals against Mater Dei High School at the LA Sports Arena with 8700 fans in attendance. Serra loses 86-59

(May) Alumni picnic on campus. Over one hundred attend.

(May 17) Br. Johnson ordained a priest by Bishop John Ricard, SSJ, at the Marianist parish in San Jose.

(Nov) Varsity Football Camino Real League Champs

1987

Br. Stephen Johnson, thirteenth principal and last Marianist principal

(Sept 17) Pope John Paul II gives address on Ven. Junipero Serra at Carmel Mission during U.S. visit.

(Nov) Varsity Football Camino Real League Champs

1988

-Fenced area north of visitor's bleachers turned into vegetable garden and biological preserve by Mr. James Crowell and biology classes

(May) Varsity Track Camino Real League Champs

(Jun) Deon Figures graduates and attends University of Colorado. Wins Jim Thorpe trophy in 1992 and selected in NFL's first round by the Pittsburgh Steelers in 1993.

(July) Msgr. Charles Hill fourteenth principal and first non-Marianist principal

(Sept) Pope John Paul II presides at Beatification Mass for Fr. Serra at St. Peter's Basilica, Vatican City, Rome. Msgr. Hill attends.

(Nov) Varsity Football Camino Real League Champs

1988-93

Kairos Retreat Program

1989

(Jan) First catering company hired to operate cafeteria.

(Feb 1) Fr. Clemens becomes first Serra principal to enter eternity

(Apr 13) Four students in car accident on Van Ness near 77th. Sean Andrews and DeMar Harper die. Auxiliary Bishop Carl Fisher attends both funerals

(Summer) Second catering company replaces first in operating cafeteria

-Mr. James Crowell, fifteenth principal, first lay person and Serra graduate (C'70). He had spent fourteen years on the Serra faculty.

(Sept) Father-Son Day held

(Oct 17) Revival of articulation dinner with pastors, principals and eighth grade teachers. Ten out of nineteen invited schools participate.

(Nov 5) Revival of Mother-Son Communion Breakfast. Thirty families participate.

(Nov) Varsity football team ends regular season with 14-0 record. Coach Leo Hand

(Nov) Varsity Football Camino Real League Champs

(Dec) Dr. Loretta Morris of Loyola-Marymount conducts coed feasibility study of Serra and feeder schools.

(Dec 9) First CIF-SS Football championship against Lompoc High School

1990

(Jan 9) Gardena City Council honors Varsity football team.

-Faculty lounge enlarged

-Stadium and gym scoreboards donated by Normandie Casino and anonymous donor (\$25,000)

-New press box constructed

-New stadium lights (\$16,000) and PA system (\$1,100) installed

-New gym floor (\$60,000) installed

-25 large wooden tables constructed for lunch area

(Nov) Varsity Football Camino Real League Champs

(Aug) Catholic tuition is \$1740. Non-Catholic tuition is \$2040.

1991

(Spring) -Enrollment low of 266

-First recruitment video "Environment For Success," created.

(Sept) First female (108) students attend Serra.

-225 freshmen arrive

-Cost of the conversion of three restrooms, a locker room and shower room is \$400,000

1992

(March) Varsity basketball team receives runner up plaque in CIF-SS finals

(July 6) June graduate Lonnell Venson dies due to drive by shooting near his home.

(Nov) Varsity Football Camino Real League Champs

(Nov 19) First annual exchange with teacher and students from Oki Gakuen, Fukuoka, Japan. No visit in 1998, 1999, or after 9/11/01.

1993

(March) Varsity Basketball Camino Real League Champs

Varsity basketball team captures CIF-SS and State Championship. Coach Dwan Hurt (Serra C'81).

(Apr 5) Darryl Harts (C'80), police academy graduate (1992) killed.

(Apr 7) Akeli Jackson receives John Wooden High School MVP Award by the LA Athletic Club at the Biltmore Hotel

(May) Bronze statue of Fr. Serra donated by Mr. William Hannon.

(June 7) New statue of Fr. Serra blessed by Fr. Roland Bunda.

(June 12, 10am) Graduation of 40 seniors in the gym - smallest number since the first graduation in 1953

Dr. Arthur Hernandez, sixteenth principal

(Aug) Marianist Provincial Administration decides to withdraw Marianists from Serra at end of school year.

(Sept 28, 5pm) Marianist Provincial Fr. Timothy Eden meets with Serra Marianist community to inform them that Marianists will withdraw from Serra in June, 1994.

(Nov) Varsity Football Camino Real League Tri-Champs

1994

(Feb) Two members of Marianists General Administration from Rome visit campus.

(March) Varsity Basketball Camino Real League Champs

(May) Varsity Track Camino Real League Champs

Varsity Track wins CIF-SS Championship for first time.

(May 13) Farewell luncheon for Marianists.

(May 29, 11am) Farewell Mass celebrated by Marianist Provincial. Thirteen Marianist served as principal, four priests and nine brothers. Slightly more than a hundred Marianists served on the faculty including Br. Leo Rausch (25 years) and Br. Charles Boglitz (33 years)

-Mr. Michael Griffith, seventeenth principal and first African American lay principal.

1995

-First campus girls softball field installed

(March) Varsity Basketball Del Rey League Champs

(March) Varsity Boys Basketball receives runner-up plaque in CIF-SS Finals

(**May**) VarsityTrack Del Rey League Champs
(**July**) Vietnamese Lovers of the Holy Cross Sisters move into old Brothers' Residence, establish it as their Motherhouse and Novitiate.

1995-97

Rotating class schedule

1996

-Sixty hours of Christian service and reflection papers added to graduation requirements.
-Booster Club re-established. Sponsors running of snack bar for school at football and basketball games.
(**March**) Varsity Basketball Del Rey League Champs
(**Spring**) Second recruitment video created.
(**May**) Boys Track Camino Real League Champs
(**May**) Varsity Boys Track wins CIF-SS Championship
(**June**) Varsity Boys Track CIF 4x100 Relay State Champs
(**June**) Fr. Mark Warnstedt (C'75) ordained a priest by Cardinal Mahony.
(**Aug 26**) Fr. Sabato "Sal" Pilato, eighteenth principal and seventh principal in ten years.
(**Nov**) Class of '76 has family picnic on campus after 20-year reunion
-Serra classes of the 1960's hold joint reunion dinner dance
(**Nov 4**) Blessing of new campus Blessed Sacrament Chapel and establishment of the Way of the Cross by Fr. Pilato, Fr. Gallardo and school faculty.
(**Nov 12**) First Mass in new chapel and reservation of the Blessed Sacrament.

1996-97

Annual Fall play and spring musical re-established.

1997

-Ahmanson Foundation gives a \$150,000 endowment grant.
-Crucifixes and Marian images replaced where missing in classrooms. Divine Mercies image of Jesus donated for all classrooms and library.
-Wood carved statues of the Blessed Virgin and St. Joseph donated by Bishop Alemany High School. Placed in Serra Library. Originally from Alemany Chapel damaged in Northridge earthquake.
(**March**) -New statue of the Sacred Heart of Jesus given to Fr. Pilato by Mary Star of the Sea High School. Statue is blessed and enshrined in the new campus chapel.
-Statue of the Blessed Virgin Mary acquired in 1960 is refinished and enshrined in campus chapel
-Varsity Basketball Del Rey League Champs
-National Evangelization Team (NET) from St. Paul-Minneapolis Archdiocese begins conducting annual class retreats
(**May**) -Annual May Crowning Mass re-established.

-Varsity Boys Track wins CIF-SS Championship
(**May 31**) First Annual Excellence in Education Dinner. Nine feeder schools participate. Auxiliary Bishop Joseph Sartoris is guest speaker.

(**Summer**) Interior of most rooms on campus painted.

(**July**) New religion curriculum and sequence established. All courses use the new "Catechism of the Catholic Church"

(**July, Aug**) All Venetian blinds repaired, cleaned and re-installed.

(**Aug**)

-Assistant Principal of Curriculum and Instruction's office moved out of main office into office adjacent to academic counselors.

-New ASB Constitution ratified.

-Forty used 386 computers donated by Notre Dame High school. All computer lab stations have working computer and seven computers are placed in library for the first time

-Room 500 (former auto shop, band room, chapel, art room) converted into humanities/journalism lab with ten computers and first Internet access on campus. All juniors take American history and literature in two-hour block.

-Flemish glass installed in chapel windows

-new handbooks complete consultative process.

(**Aug, Sept**) South section of home bleachers replaced and painted and North sections of home bleachers repaired and repainted.

(**Sept**)

-LA Southwest College begins offering college unit courses on campus during the school day

-Choir class re-established

(**Fall**)

-30 trees and planters added to student parking lot, interior of campus, and baseball, softball area.

-Assembly Hall (Room 405) refurbished with permanent seating donated by St. Mary Magdalen Parish, Camarillo

-Outdoor basketball court added to north side of gym.

-18 outdoor night lights installed in front of campus, student parking lot, west end of stadium, faculty yard and parking lot.

-Dad's Club re-established.

(**Nov**) Varsity Football Mission League Co-Champs

1997-98

(**Summers**) Exterior of all campus buildings painted.

1998

(**Jan**) Wall dividing attendance and health offices removed to form new registrar office.

(**Feb/Mar**) Re-parceling of Holy Cross Convent property leads to new faculty parking lot, entrance, drive way, girls softball field, dugouts and batting cage.

(**Feb**) Weekly Way of the Cross on the Fridays of Lent during religion classes re-established.

(Mar) -Varsity Basketball Del Rey League Champs
-Varsity Basketball receives runner up plaque in CIF-SS Finals

-Second Annual Excellence in Education Dinner. Nineteen schools participate. Bishop Sartoris is speaker.

(Spring)

-Student parking lot lights and poles replaced

-Donation of 40 computers, technical support for installation and teacher in-service from Raytheon Corporation acquired through Dad's Club President Mel Jackson.

-Weight room interior wall removed and walls painted through Dad's Club funding

(May) Varsity Boys Track wins CIF-SS Championship

(June) Varsity Boys Track places second in State Championship competition

(Summer)

-Hungarian artist Isabel Piczek commissioned to create nine stained glass windows for campus chapel.

-New lighting and stainless steel lines in cafeteria.

(July) Bookstore remodeled

(July/Aug) Creation of new photography darkroom with 21 workstations.

(Aug)

-Room 401 is converted into a choral room with permanent risers and storage closet.

-Boy's locker room renovated

-Stadium snack bar renovated

-Bronze statue of Fr. Serra moved from courtyard to school facade on mounted pedestal with spotlight

(Fall) After school reading and math specialists acquired through Title I funds

-All Serra girls' teams move from Del Rey to Camino Real League

(Sept)

-New PTO Constitution ratified eliminating most appointed board positions

-New tabletops counter and sinks in biology lab.

-Twelve-person computer station constructed in north end of library.

-Installation of tile mosaic of Our Lady of Guadalupe by artist Rose Portillo on west exterior wall of girls locker room. Garden planted at shrine.

-Chapel renovations include closure of most transoms, installation of reredos, statue platforms, repainting, and replating of tabernacle, candlesticks and most sacred vessels.

(Oct) New stage drapery in gym installed.

(Oct 8) Regional archdiocesan high school teacher in-service held on campus. Sr. Mary Angela Shaughnessy, SCN, guest speaker. Over 400 teachers and administrators attend.

(Oct 20) Solemn Blessing of Fr. Serra's statue and school facade, library, main office, photography dark room, athletic fields, cafeteria, boys locker room, snack bar, gym and stage, choral room, assembly room and chapel tabernacle followed by Consecration of School to the Sacred Heart of Jesus and the Immaculate Heart of

Mary. Fr. Pilato presides. School faculty, staff, ASB and PTO officers attend.

(Dec)

-Holy Cross Sisters purchase old Brothers' Residence from the Archdiocese after rezoning and reparceling of property.

-Archdiocesan Archivist Msgr. Francis Weber gives first class relic (bone) of Blessed Junipero Serra to Fr. Pilato.

-Class of '78 has class reunion dinner dance on campus.

(Dec 15) Solemn Blessing of Our Lady of Guadalupe shrine by Fr. Pilato. Artist Rose Portillo addresses student body. Donor Louis Audet in attendance.

1999

(Jan) Two additional coaches offices added to weight room through Dad's Club funding.

(Feb) -Regional Youth 2000 Eucharistic weekend retreat held at Serra. 1200 attend.

(Mar) -Statue of St. Therese of Lisieux and rose garden established outside north windows of assembly hall.

(Mar) Varsity Boys Basketball wins CIF-SS Championship

(May) Varsity Boys Track wins CIF-SS Championship

(May 1) Third Annual Excellence in Education Dinner. 23 feeder schools participate. US Marine Corp. Brigadier General Michael Aguilar (C'68), recent graduate Clarence Banks (C'98), Archdiocesan Superintendent Dr. Jerome Porath, and new Education Foundation Executive Director Hugh Ralston are guest speakers.

(May) First female ASB President, Christiane Bell, elected.

-first annual inner city elementary schools soccer tournament hosted at Serra

(Summer) All school lockers repainted and repaired

(July)

-homerun fence and baseball visitor dugout installed

-new floor tile in the cafeteria and two classroom wings

(Aug)

-upgrading and networking of computers in the library and computer lab.

-installation of Internet in library and computer lab.

-development of extensive religion curriculum guide for teachers.

(Sept)

-Addition of first three Piczek stained glass windows to the chapel

-addition of French to the foreign language program.

-creation of St. Joseph Alumni park by old book store includes removal of asphalt and installation of sprinklers, shrubs and lawn.

(Fall)

-Most Serra boy's teams leave Del Rey and return to Camino Real League. Basketball remains. Football moves from Mission to new Angelus League.

-addition of eight trees to the student parking lot.

(Oct 1) Dedication of outdoor shrine/garden in honor of St. Therese.

(Oct 21) Former Occidental College President and Serra grads attending Occidental announce in assembly that Serra is one of 20 high schools nationwide selected to receive full 4 year Occidental scholarship each year for top graduate.

(Winter) Repair of bell system and installation of new fire alarm system.

2000

(Jan) Kevin Sims begins term as development/alumni director.

(Feb) Fencing and roofing of home dug out

(Mar) Varsity Boys Basketball wins CIF-SS and regional championships

-2nd "Youth 2000" on campus

-Dedication of outdoor shrine in honor of St. Francis and blessing of renovated dugout.

(March 25) Fourth Annual Excellence in Education Dinner. 22 feeder schools participate. Dr. Theodore Mitchell, Occidental College President and Helena Conley (c'98) are guest speakers.

(Apr) Addition of four more Piczek windows to chapel.

(May) Varsity Boys Track wins CIF-SS championship

(May 24) Weingart Foundation provides \$100,000 grant for two year funding of development office.

(June)

-Boys Varsity Track wins CIF State championship and participates in national competition.

-Boys Varsity Track team flies to Sacramento for legislature presentation.

(July) Storage facility added to north athletic fields.

(Aug)

-Networking of all classrooms and one computer in each classroom that did not have one.

-New bookstore added to south end of cafeteria. Activities office moves to old bookstore.

-New development/alumni office moves to old activities office.

(Summer/Fall)

Painting of gym interior and banners and art replacement.

(Fall) Creation of an instrumental room with storage closet in Room 500. First band class since 1966.

-New outdoor basketball, volleyball and tennis courts added south of baseball field.

(Sept 3) Pope John Paul II presides at Beatification Mass for Pope Pius IX, Pope John XXIII and Fr. Chaminade. Marianists celebrate 150th Anniversary of Father Chaminade's death.

(Sept 18) Serra High's Golden Jubilee Year begins with Mass of the Holy Spirit.

(Sept 29) Archangel icons in chapel are blessed on feast day. Fr. Pilato acquired them in Jericho in August.

(Oct 13) Stadium blessed and named for Angie Kretzschmar during homecoming half time. Alumni party followed.

(Oct 14) Library blessed and named for Robert Lynch. Golden Jubilee dinner dance followed.

(Oct 15) Fr. Jorge daSilva, SM presides at Golden Jubilee Mass. Room 405 is named Fr. DaSilva Hall. Picnic followed.

(Nov) Varsity Football Angelus League Champs

-New tutorial program begins through a \$50,000 grant from the Parsons Foundation.

-Addition of the last two Piczek stained glass windows to chapel.

(Dec) Department of Catholic Schools approves Development Board's change of status to Advisory Board.

(Dec 8) Golden Jubilee Mass for faculty, students, and board celebrated by Cardinal Mahony. He re-dedicates the school during the Mass and blesses the new chapel stained glass windows before the Mass.

(Dec) \$200,000 of initial funding is provided by the Fritz Burns Foundation for an all-weather track.

-\$41,000 is provided by the Dan Murphy Foundation for two chapel windows, chapel air conditioning, and three outdoor tile murals.

2001

(Feb) Varsity Girls Soccer becomes first Serra girls team to go to play-offs.

-Serra relegating proposals approved by CAA

(Mar) Addition of a Jewish Seder meal/prayer service to the weekly Lenten Activities.

(Mar 14) New Cardinal Francis Nguyen Van Thuan blesses medals for Serra students and staff. Fr. Pilato acquired them in Rome and touched them to the Porta Sancta and statue of St. Peter in St. Peter's Basilica.

(Apr 7) Fifth Annual Excellence in Education Dinner. Twenty-five feeder schools participate. Fr. Donald Merrifield, S.J., PhD, Loyola Marymount University Chancellor is guest speaker.

(Apr 11) New outdoor Stations of the Cross are solemnly blessed.

(Summer) Convent renovations begins. Chapel and dining room are enlarged. Garages are converted into bedrooms. Large classroom is constructed.

-School bookstore is expanded.

-Two storage facilities are added to athletic fields.

(July) The Doheny Foundation provides \$100,000 and the Leavey Foundation provides \$175,000 for the all-weather track project.

(Aug 27) School year begins with 503 students surpassing 500 for the first time in fifteen years.

(Nov)

-Boys Varsity Cross Country Camino Real League Champs (first Serra non-football, basketball, track league championship in 24 years.)

-Varsity Football Angelus League Champs.

-Fruit trees planted north of visitor's bleachers and in faculty yard.

(Nov-March '02)

Construction of all weather track.

2002

(Feb) Boys Varsity Basketball Del Rey League Champs
(Feb & Mar) Installation of three Piczek outdoor tile murals by main office, activities office, and south wall of 400 wing.

(Mar 11-13) WASC visitation and six year accreditation.

(March 19) Bishop Sartoris dedicates newly renovated convent chapel. Sir Daniel Donohue visits Serra campus before Dedication Mass.

(March 21) First track meet held on campus in years.

(April) Sixth Annual Excellence in Education Dinner. Seventeen feeder schools participate. Gary Liebl (Class of '59) is honored as first "Serra Immortal."

(May) Girls Varsity Track Camino Real League Champs. First Serra girls league championship in ten-year coed history.

-Boys Varsity Track Camino Real League Champs.

-School year ends with eleven out of thirteen Serra teams going to play-offs.

-\$75,000 is provided by the Hannon Foundation for the stadium's entrance plaza.

(July) Gardena grants building permits for chemistry lab expansion and snack bar construction.

-Chemistry lab expansion begins after a year delay.

(July 25) Sudden death of Track and Cross Country Coach Richard Gatlin. In his nine-year Serra tenure, his teams earned one state championship, seven CIF championships, and six league championships.

(Summer) Fitness center/weight room remodeled and new equipment purchased through \$49,000 grant of the Simon Foundation.

(Aug 29) School year begins with 579 students – largest enrollment in 31 years.

(Fall) Serra receives three teachers through Loyola Marymount University's P.L.A.C.E. Corp.

-Holy Family shrine erected on northeast corner of track in Coach Gatlin's memory.

-Addition to chemistry lab.

(Sept 20) Mrs. Cynthia Simon, Simon Foundation President and wife of gubernatorial candidate Bill Simon takes part in ribbon cutting and blessing ceremony of fitness center.

(Oct) President George W. Bush nominates Dana Gioia (Class of 1969) to serve as Chairman of the National Endowment for the Arts. Gioia is confirmed by the US Senate.

(Nov 30) L.A. Sheriff's Deputy David Powell (Class of 1978) is killed in the line of duty.

(Nov) Varsity Football Angelus League Champ.

(Nov-Dec) Bleachers repaired and painted.

(Dec) Cafeteria PA system re-installed.

(Dec 13) Varsity Football undefeated until CIF-SS finals against Lompoc High School at Serra.

2003

(Jan) Monthly Eucharistic Adoration begins on campus.

(Feb 1) Advisory Board member John Watkins is one of six recipients of the 14th Annual Cardinal's Award at the Beverly Wilshire in Beverly Hills.

(Feb) First Girls Varsity Soccer Camino Real League Championship for Serra.

(Mar 19) Sir Daniel Donohue and board members of the Dan Murphy Foundation visit campus.

(Apr 12) Seventh Annual Excellence in Education Dinner. Twenty-six feeder schools participate. A.J. Rogers MD (Class of 1971) is honored as second "Serra Immortal"

(Spring) Brick tree planters/benches installed

(May) First Girls Varsity Softball Camino Real League Championship for Serra.

-Boys Varsity Track Del Rey League Champs

-Boys Varsity Track wins CIF-SS championship

-Girls Varsity Track wins first CIF-SS championship for Serra High School

(June) New stadium PA and speakers installed in time for commencement.

(Summer) Stadium lights repaired, second batting cage installed, AC added to main office, shower stalls installed in boys locker room.

(Dec) Vocations in Progress (VIP) Clubs begin. Twenty young men and twenty young women join in first year.

2004

(Jan) Cheer squad competes at ESPN national cheer competition at Disney World, Florida.

-Softball bleachers constructed.

(Feb) Girls Varsity Basketball Camino Real League Champs

-Girls Varsity Soccer Camino Real League Champs

(March 1) Student Body and faculty walk to Gardena Cinema on Crenshaw to view Mel Gibson's *The Passion of the Christ*.

(March) Lenten assembly speakers include Bishop Sartoris, Cheryl Ward and former Angel Darryl Miller (brother of Reggie Miller).

-Baseball scoreboard installed. Brick barbeque completed

(Apr 2) Hannon Entrance Plaza ready for track dedication.

(Apr 3) Blessing and dedication of the Thomas McCarthy Track. Ms. Kathleen Leavey McCarthy and family members present for dedication and Eight Annual Excellence in Education Dinner. Twenty-six feeder schools participate. Joe Nally is guest speaker.

(May 19) Retired U.S. Marine Corp Brigadier General Michael Aguilar (Class of 1968) addresses student body and is honored as third "Serra Immortal."

(May) Boys Varsity Volleyball Camino Real League Champs

-Boys Varsity Track CIF-SS Champs

(June 11) Class of 2004 breaks the \$2 million mark (\$2.5) in college scholarships at graduation.

(June 26) Serra High School is recipient of radio station the Beat's 4th Annual Hoodie Award for Best High School. Dean of Students Dean Hurt (Class of 1981) represents Serra at the awards presentation at the MGM Grand, Las Vegas.

(Summer) South parking lot repaved and striped.

(Aug 20) School year begins with 602 students.

-Enrollment hits the 600 mark for the first time since 1971.

-Calendar includes fall final exams before Christmas with a three-week Christmas vacation and a two-week Easter vacation.

(Fall) Good Shepherd and St. Michael shrines erected on east side of athletic field.

(Sep 28) Senior class visits Museum of Tolerance.

(Oct. 19) Blessing and dedication of the Hannon Entrance Plaza. Hannon Foundation board members present.

(Dec) Athletic office constructed on northwest corner of gym.

2005

(Feb)

-Girls Varsity Basketball Camino Real League Champs

-Boys Varsity Basketball Del Rey League Champs

(April 3) Kurt Altenberg C'61 dies suddenly. Last development board chair and first advisory board chair.

(April 8) School Requiem Mass for Pope John Paul II who died April 2.

(April 16) Ninth Annual Excellence in Education Dinner. 20 feeder schools participated.

(April 28) Dwan Hurt, C'81 inducted in the CYO Hall of Fame.

(May) Boys Varsity Track CIF-SS Champs

(June 15) Baccalaureate Mass and Awards Ceremony – Sir Daniel Donohue in attendance.

(June 17) Class of 2005 earns \$4.8 million in college scholarships and achieves 94% college attendance.

(Summer) Poles and nets installed on north field

-New snack bar, ticket booth and restrooms constructed at south end of football field.

(Aug) Senior Class is the largest since 1969.

(Aug. 29) William F. Burch Architects present proposal and drawings for new gym and theater complex.

(Sept. 28) New pews installed in chapel.

(Oct. 27) Marianist Brother Frank "Skip" Matthews, S.M. (Class of 1958) addresses student body and is honored as fourth "Serra Immortal."

2006

(Jan 7) Visiting high school boys basketball team from St. Patrick College, Sydney, Australia plays Serra team followed by dinner and Mass.

(Jan. 20) Student Body and faculty walk to Gardena Cinema on Crenshaw to view C.S. Lewis' *The Lion, the Witch and the Wardrobe*.

(Feb 8) Boys Varsity Basketball Del Rey League Champs

(March 3) Boys Varsity Basketball CIF-SS Champs

(March 18) Annual Day of Retreat for Parish Pro-Life Leaders in the Archdiocese conducted on campus. Fr. Frank Pavone of *Priests for Life* is speaker. Model Mario St. Francis speaks to youth track.

(April 8) Tenth Annual Excellence in Education Dinner. Nineteen feeder schools participated.

(May) Boys Varsity Track Del Rey League Champs

(June 17) Class of 2006 earns over \$5.5 million in college scholarships and achieves 96% college attendance.

(July 5) Ignatius Press founder and Ave Maria University Chancellor, Fr. Joseph Fessio, SJ, celebrates Mass in campus chapel on his way to a speaking engagement in Australia.

(Summer) New stadium press box constructed. Old snack bar converted into restrooms. Several buildings re-roofed.

-David Williams, C'81 inducted in National Football Foundation's College Football Hall of Fame.

(Oct. 30) Regional archdiocesan high school teachers and staff in-service held on campus. Sr. Mary Angela Shaughnessy, SCN, returns as guest speaker.

2007

(Jan 30) Angie Kretzschmar dies.

(Feb)

-New school marquee installed

(Feb 5) Fr. Stan Fortuna, CFR speaks to students in assembly.

(Feb 8) Funeral Mass for Angie Kretzschmar held in Serra gym followed by reception in cafeteria.

(Feb 26-27) Abbot Edmund McCaffrey gives faculty/staff Lenten retreat.

(March 17) Annual Retreat for Parish Pro-Life Leaders again conducted on campus. Actor Eduardo Verastegui is in attendance.

(March 24) Eleventh Annual Excellence in Education Dinner. Twenty-one feeder schools participated.

(April 19) Junior Olivia Woods dies after long battle with cancer.

(May) Boys Varsity Track CIF-SS Champs

(June 15) Class of 2007 earns over \$6.6 million in college scholarships and achieves 100% college attendance.

(Summer) Major technology upgrade to all classrooms, library and gym.

-Mounted LCD, speakers, and projector screen in all classrooms.

-Added features to science and foreign language classrooms.

-New sound, mounted speakers, spotlights in gym.

-Rear projection LCD and mounted screen in gym.

(Aug. 23) Seventh period added to Serra program.

(Sept. 14) Serra 1972 football team celebrates 35 year reunion while honored during halftime.

(Oct. 5) Marching band with new uniforms performs at home football game for the first time in over thirty years under the direction of Mr. Cecil Barnes.

(Oct. 24) Various on campus 8th grade visits merged into one day.

(Nov. 5) Archdiocesan Building Commission approves Serra's conceptual master plan.

(Nov. 9) Varsity Football League Champs

(Nov. 13) Fr. Pilato announces to faculty, staff and students that Cardinal Mahony has appointed him Superintendent of Secondary Schools effective July 1, 2008.

(Dec) Br. Robert Juenemann and John Watson begin meeting with numerous foundations, presenting master plan and conducting foundation audit.

(Christmas Vacation)

-New lights refinished wood work and painting of main office.

-Removed wall between photography dark room and activities office creating new classroom.

-Painting, new lighting in room 405 and sacristy.

-Additional security cameras, alarms added to various locations.

-Fiber optic line installed throughout campus.

-Channel One reinstalled.

-Basic cable (Direct TV) installed.

-New heaters in gym, 102, development office.

2008

(Jan) East, south roof of 400 wing replaced.

-New swamp coolers, carpeting, tile, seating and tables for 405.

(Feb. 6) Boys Varsity Basketball Del Rey League Champs

(Feb. 27) Principal selection committee meets on campus. Outgoing and incoming superintendents, regional supervisor, advisory board chairman, and principals of Mary Star and St. Genevieve High Schools interview three candidates.

(March 3) Fr. Pilato announces that the Department of Catholic Schools has appointed Mr. Erick Rubalcava as the nineteenth principal (fourth layman, second Latino) effective July 1, 2008.

(March 5) Sir Daniel Donohue and Richard Grant of Dan Murphy Foundation attend school Mass and presentation regarding Serra master plan.

(March) Slurry interior of campus.

(April 12) Twelfth Annual Excellence in Education Dinner. Twenty three feeder schools participated.

(May) Boys Varsity Track CIF-SS Champs

(May 28) Outdoor Mass and blessing of the new Greccio Grotto of the Immaculate Conception. Tree dedicated in memory of Olivia Woods, Class '08.

(May 30) Fr. Pilato becomes first recipient of 22nd Mission Award at Farewell Mass and Dinner.

(June 13) Class of 2008 achieves 100% college attendance.

(June) AC/heater installed in vice principal, counseling offices.

(June 30) 2007-2008 campus capital improvements total over \$800,000.

-Signs installed outside various classrooms, chapel and Fr. DaSilva Hall.

-200 wing named Fr. Edwin Johnson Wing.

-300 wing named Br. Robert Juenemann Wing.

-400 wing named Fr. Jorge DaSilva Wing.

-Good Shepard statue designated in memory of Kurt Altenberg, C'61.

-St. Michael statue designated as campus memorial to the unborn.

-St. Pio statue ordered for faculty parking lot.

(July 19) Picnic for Classes of 1997-2011 honors Fr. Pilato and Mrs. Margaret Shoukry (vice principal 1997-2008) upon their departure from Serra. 22nd Mission Bell is dedicated on senior lawn.

SERRA HIGH SCHOOL VOCATIONS

Marianists

Father Timothy Kenney '70; ordained 1982

Brother Frank "Skip" Matthews '58

Brother Dennis Schmitz '66

Brother James Wisecaver '60

Other Religious

Father James Reites, SJ (Jesuit) '55; ordained 1971

Brother Maurice Nelson, OCSO (Trappist) '66

Father Charles Carpenter, MAP '66

Diocesan Priests

Father Lawrence Bartasavich '69; ordained 1981 for L.A.

Father James Clarke '71; ordained 1981 for Los Angeles

Father Charles Devine '54; ordained 1965 for San Bernardino

Father Charles Goraieb '65; ordained 1991 for Phoenix

Father Wayne Goulet '66; ordained 1974 for Phoenix

Father Robert Head '58; ordained 1974 for Salt Lake City - R.I.P.

Father James Orsini '57; ordained 1974 for Honolulu

Father Frank Prieto '55; ordained 1964 for Santa Fe

Father Mark Warnstedt '75; ordained 1996 for L.A.

Sources:

Br. Charles Boglitz, SM, Diary of a High School, 1998

Fr. Sabato Pilato, Letters to the Carrie Estelle Doheny Foundation, 1997, 1998, 1999

Plaques, trophies, banners at Serra High School

Please send corrections or additions to Fr. Pilato, c/o Serra High School

APPENDIX A

GRADUATION AND COLLEGE ADMISSION REQUIREMENTS

Subject Area	University of California	California State University	NCAA 2000 Rule (Division 1)	Archdiocesan Requirements	Serra Graduation Requirements
ENGLISH	4 years Max. of 1 year taken in 9 th grade	4 years	4 years	4 years	4 years
MATH	3 years 4 yrs. recommended Algebra I and above	3 years Algebra I, Geometry Algebra II	2 years Algebra I Geometry	2 years	3 years Algebra I Geometry Algebra II
FOREIGN LANGUAGE	2 years 3 yrs. recommended	2 years		2 years	2 years (3 yrs recommended for UC bound)
SOCIAL SCIENCE	3 years US History & Government, Economics & World Cultures & Geography	1½ years US History and Government	2 years	2 ½ years US History, World Cultures or History and ½ year of US Government	3 years 1 year World History, 1 year US History, 1 year US Govt. & Economics
SCIENCE	2 years Lab Science (Biology, Chemistry or physics), 3 years recommended	1 year Lab Science (biology, chemistry, physics)	2 years (1 year must be a lab science)	2 years Including one physical and one biological science	2 years Biology /Chemistry
VISUAL AND PERFORMING ARTS	1 year	1 year		½ year	1 year
PHYSICAL EDUCATION				1 year	1 year
COMPUTER LITERACY				½ year	½ year

RELIGION			2 years of any combination of the following: Foreign Language, Philosophy, or non- doctrinal Religion	4 years	4 years
HEALTH				Required	Required
ELECTIVES	2 years college prep, upper-division	3 years college prep, upper-division	2 years additional math, English, or science		Sufficient to meet 240 credits for graduation

2007

Junipero Serra High School Course Requirements

See CoureReq File in Handbook Folder

APPENDIX B
SEE COPY OF FEES IN HANDBOOK FOLDER

FINANCIAL POLICIES

TUITION: Tuition for the year is divided into ten equal payments. Tuition coupon books are provided by the school to assist parents in reconciling their monthly payments. Coupon books only reflect the cost of tuition. Other fees (tutorial, sports, band, etc.) are billed separately in the month when they are due. Payments are due on the tenth of the month from August 10th through May 10th. **Only cash, cashiers check, or money order will be taken for any payment after May 20.** While the school may provide coupon books and invoices, it is the parent's responsibility to keep tuition payment up to date.

MAKING PAYMENTS:

Payments can be made in the main office using cash, checks, money order, Visa, MasterCard, AMEX, or Discover. Payments can also be made online through the school website. Parents should save all receipts. A drop box is also located at the front of the school for non-cash payments.

LATE CHARGE: A \$20 late charge will be assessed on any account that has a balance as of the 20th of the month. The late charge applies to tuition, fundraising, service hours, and all fees.

RETURNED CHECKS: Any check returned for non-sufficient funds will result in a \$30 NSF check fee charged to the student's account. All subsequent payments to JSJS must be made in cash, cashier's checks or money orders.

CATHOLIC TUITION RATE: There is a difference in tuition for Catholics and Non-Catholics because the Archdiocese subsidizes the tuition of its students. For students to be eligible for the Catholic tuition rate, they must meet the following criteria:

1. An original copy of the student's **Baptism** certificate with parish seal is on file in the school office.
2. An original copy of the student's **Confirmation** certificate with parish seal is on file in the school office **OR**
A letter from the student's parish director of religious education on parish letterhead stating that the student is a member in good standing of the parish Confirmation program.
(Reception of the Sacrament of Confirmation is a Precept of the Church.)
3. A **letter from the student's pastor** on parish letterhead stating the student's family is:
 - a. registered in the parish
 - b. receiving Sunday contribution envelopes
 - c. attending Mass each Sunday as evidenced by regular use of the Sunday envelopes
(Attendance at Mass each Sunday is a Precept of the Church.)

FUND RAISING: **Neither the Catholic or Non-Catholic tuition rate covers the cost of educating a student at Serra High School.** An annual archdiocesan subsidy, foundation grants and mandatory parent fund raising (Raffle tickets) help to balance the annual school budget. **Without these fundraisers, the tuition would be much higher.**

DELINQUENT TUITION:

1. Tuition and fees are due on the tenth of each month. A late fee is charged on the 20th for all outstanding balances.
2. If tuition or fees are more than one month in arrears, the school reserves the right to suspend the student from school and/or withhold the student's privilege to attend any bid dance including homecoming, winter formal, senior prom or grad nite.

3. If tuition is two months in arrears the student may be asked to withdraw and the delinquent account referred to a collection agency.
4. Accounts must be made current by 3:00pm on the 20th of each month in order to avoid tuition suspension. If the 20th falls on a weekend or holiday, payments must be received by 3:00pm on the last business day before the 20th to avoid tuition suspension.
5. All past due fees will be added to tuition account.
6. Students are not allowed to take quarter and semester finals unless tuition payments, fundraising, service hours, and all fees are current. Graduation gowns, yearbooks, grad nite tickets, transcripts, diplomas and grades are withheld.
7. A student will not be allowed to return to school in the fall if there is an outstanding balance of any amount from previous year(s).

REFUNDS: If a student pays a fee to participate in or attend an extra-curricular event and then is unable to attend due to personal, health, academic, or disciplinary reasons, no refund of the fee will be made.

FINANCIAL ASSISTANCE: Since the school depends upon tuition as the primary source of income, everyone is expected to meet the prescribed financial obligations. A limited amount of assistance is available through the Archdiocesan Education Foundation, other foundations and through the school. Details and applications are available in the main office. Application deadlines are in February and May.

BROKEN OR DAMAGED SCHOOL PROPERTY: Students or adults responsible for breaking or damaging school property (even by accident) are to pay for the repair or replacement of said property. Assistant Principal of Student Services determines fine based on school vendors or maintenance staff. Students who intentionally damage school property also face disciplinary action by the dean.

THANK YOU: The school is grateful to all parents who take their financial obligations seriously and meet them in a timely manner.

APPENDIX C

GUIDELINES FOR PARENT VOLUNTEER SERVICE HOURS

PURPOSE:

These service hours are a vital part of school life. They help build community and parent involvement - two cornerstones of Catholic education. They also offset some expenses. It is part of your child's Catholic education to participate in school activities and to meet all obligations.

WHO MAY WORK:

Parents of the child enrolled in the school and siblings who are 18 years or older may work. For single parent families or those in need, a designated alternate may be used. The alternate must be named in writing to the main office by October so that we may note it on your file. If anyone other than parents or siblings' work, those hours will not be counted. All parents are required to work 20 hours per school year or pay \$200.00 per family. Families receiving financial assistance from the school are expected to work an additional 10 hours.

TIMES:

The time allotted for these service hours is from May 1 to April 30. If you do not complete your hours within this time period you will be charged \$10.00 per hour. The amount owed will be included in the final billing for the school year.

TIME SHEETS:

Be sure to save your signed receipt in case there is a discrepancy in your end of year total hours.

WHAT EVENTS:

You may only work at those events that are authorized by the school. Service hours are not granted for purchased or donated goods. Hours can be earned as follows: **Hospitality**-Actual time at event: Set-up, clean-up, serving refreshments at various hosted events or meetings; **Chaperones**-Actual time at event: School dances and field trips; **Baked Goods**-1 hour if homemade: Two dozen cookies or similar; **Physical Activities**-Actual time spent plus receipt for cost of materials: Building props, field maintenance, etc.; **Administrative Support**-Actual time spent: Student physicals, newsletter, office help, etc.; **Sports Events**-Actual time spent: Ticket sales, snack bar, security, statisticians, timers, etc.; **Snacks/Dinners**-Actual cost of snack or meal: Snacks and refreshments for team sports, team or cast dinners; **Attendance/Participation**-1 hour per parent: Parent Board Meeting, Booster Meeting. (NOTE: Attending games, plays, etc. do not constitute volunteer hours.)

AUTHORIZED SIGNATURES FOR SERVICE HOUR RECEIPTS:

Only the following may sign off on service hour receipts: Principal, Assistant Principal of Curriculum and Instruction, Dean, Activities Director, Athletic Director, Campus Ministry Director, Assistant Principal of Student Services, Principal's Secretary, and Plant Manager.

WHO TO CONTACT:

If you have any questions regarding your hours, please contact the Principal's secretary. If you haven't been called for an event you volunteered for, please contact a board member or a chairperson. Please do not wait until the end of the year to resolve the problem. It is your responsibility to complete this obligation.

These hours are not transferable, nor may they be carried over to the following school year. If you are in a position that requires more than 20 hours, you must remain in that position, e.g. - parent board member, chairpersons, coordinators, etc. for the entire school year.

IMPORTANT NOTE:

When you volunteer for a specific duty (whether working an event or baking/cooking for a social) you are being counted on to perform that task. If you cannot fulfill that duty, it is your responsibility to arrange for a substitute and contact the person in charge of that activity. In the event that this is not done, the amount of volunteer hours you signed up for will be added to your remaining hours to be completed. You will receive an adjustment notice should this situation occur.

APPENDIX D

STATE IMMUNIZATION REQUIREMENTS

WRITTEN DOCUMENTATION MUST BE PROVIDED. PARENT RECALL IS NO LONGER ACCEPTED.*

ALL ENTERING STUDENTS (K-12)

TRIVALENT POLIO

3 DOSES One more dose if last dose before age 2. Last dose should be at least 6 months after previous dose. Exceptions should be referred to the school nurse.

I.V.P. AND/OR ANY COMBINATION

4 DOSES

DIPHTHERIA, PERTUSSIS** AND TETANUS

DPT AND/OR ANY COMBINATION

4 DOSES One more dose if last dose before age 2. Last dose should be at least 6 months after previous dose. Exceptions should be referred to the school nurse.

TD or DT

3 DOSES

MEASLES VACCINE

1 DOSE Must be repeated if given before first birthday.

FIRST TIME ENTRANTS TO A CALIFORNIA SCHOOL MUST PRESENT WRITTEN EVIDENCE OF A MANTOUX TB SKIN TEST.

KINDERGARTEN AND FIRST GRADE - TEST MUST HAVE BEEN GIVEN WITHIN PREVIOUS YEAR. ALL OTHERS - TEST PERFORMED AT ANY PREVIOUS TIME.

ALL STUDENTS ENTERING 7TH AND 9TH GRADE (in addition to above):

RUBELLA***

1 DOSE Must be repeated if given before first birthday.

ALL STUDENTS ENTERING KINDERGARTEN (in addition to above):

MUMPS**

1 DOSE Must be repeated if given before first birthday.

RUBELLA

1 DOSE Must be repeated if given before first birthday.

* The school nurse may review the immunization history with the parent and provide the written documentation as appropriate.

** Mumps and Pertussis are not required for school entry for any children past their seventh birthday.

*** All entering students from outside California must comply to Rubella requirement.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES PUBLIC HEALTH PROGRAMS

TB TEST REQUIREMENTS

WHO NEEDS A SKIN TEST?

STUDENTS WHO HAVE NEVER ATTENDED A CALIFORNIA SCHOOL MUST PRESENT WRITTEN EVIDENCE OF A MANTOUX (PPD) SKIN TEST. **MULTIPLE PUNCTURE TESTS ARE NOT ACCEPTABLE.**

ALL KINDERGARTEN AND 1ST GRADE STUDENTS WHO NEVER ATTENDED KINDERGARTEN ANYWHERE (PRESCHOOL DOESN'T COUNT). THIS TEST MUST BE GIVEN WITHIN ONE YEAR PRIOR TO REGISTRATION.

ALL OTHERS WHO NEVER ATTENDED ANY SCHOOL IN CALIFORNIA. THIS TEST COULD HAVE BEEN PERFORMED AT ANY PREVIOUS TIME.

WHAT DOES THE STUDENT BRING TO SCHOOL?

A FORM FROM THE PHYSICIAN OR HEALTH FACILITY WITH THE FOLLOWING:
TYPE OF TEST -- MANTOUX (PPD) ONLY. MULTIPLE PUNCTURE NOT ACCEPTABLE.
SKIN TEST READING (NEGATIVE IS ACCEPTABLE IF LESS THAN 10 mm).
DATE OF TEST AND DATE OF READING.
SIGNATURE OF PHYSICIAN OR DESIGNEE.

IF SKIN TEST RESULT IS 10mm OR MORE OR INDURATION (POSITIVE): DATE OF CHEST X-RAY AND STATEMENT THAT CHILD IS FREE OF COMMUNICABLE TB MUST BE PRESENT.

***THE NEW CALIFORNIA STATE IMMUNIZATION RECORD CONTAINS ALL OF THE ABOVE INFORMATION.**

NOTE:

A CHEST X-RAY INSTEAD OF A SKIN TEST IS NOT ACCEPTABLE UNLESS THE PHYSICIAN MEDICALLY WAIVES SKIN TEST.

PRIOR BCG VACCINATION IS NOT ACCEPTABLE AS A MEDICAL WAIVER.

A CHILD AGE 12 OR OLDER MAY SIGN CONSENT FOR TB SKIN TEST OR X-RAY.

THE MANTOUX TEST SHOULD BE GIVEN PRIOR TO, OR SIMULTANEOUSLY WITH, A LIVE VIRUS VACCINE (MEASLES OR POLIO). IF THE LIVE VIRUS HAS ALREADY BEEN GIVEN, THE MANTOUX SHOULD BE DEFERRED FOR 1 MONTH AS THIS MAY CAUSE A FALSE NEGATIVE RESULT.

FOR QUESTIONS, PLEASE CALL TB CONTROL AT (213) 940-8241

APPENDIX E

HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF LOS ANGELES

Junipero Serra High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening word spoken to another person;

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student status or progress;
2. Submission to or rejection of such conduct is used as a basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually offensive objects or pictures;
4. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Junipero Serra High School to:

1. Implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance;
2. Make all faculty, staff, student, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from intimidation, discrimination or harassment.

It is the student's responsibility to:

1. Conduct him or herself in a manner which contributes to a positive school environment;
2. Avoid any activity which may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that his or her behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed he or she is engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING AND INVESTIGATION PROCESS:

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her behavior must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, and administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the principal, in consultation with the Regional Supervisor will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
5. If the complaint is against a non-employee or a non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

APPENDIX F

(Spanish Translation of Harassment Policy)

PROCEDIMIENTO EN CASOS DE HOSTIGAMIENTO PARA ESTUDIANTES DE ESCUELAS CATOLICAS

ARQUIDIOCESIS DE LOS ANGELES

Serra High School esta dedicada a proporcionar un ambiente de estudio exento de todo tipo de hostigamiento o molestia. El hostigamiento de un estudiante por cualquier otro estudiante, empleado seglar, religioso(a), o sacerdote esta prohibido. La escuela tratara las alegaciones de hostigamiento seriamente y las examinara e investigara con rapidez, en detalle, y de una manera confidencial.

Una acusación de hostigamiento de hecho no crea la presunción de mala conducta. Sin embargo, una vez comprobados, los actos de hostigamiento darán lugar a una acción disciplinaria que podría incluir la expulsión o destitución. Todo estudiante que presente acusaciones falsas o frívolas también será sometido a una acción disciplinaria que podría incluir la expulsión.

El hostigamiento toma lugar cuando -- a causa de su raza, creencias, color de piel, país de origen, sexo, o incapacidad física -- una persona es sometida a un trato o ambiente escolar que es hostil o intimidante. El hostigamiento puede ocurrir en cualquier momento durante horas de clase o durante actividades relacionadas con la escuela. Incluye pero no se limita a cualesquiera de los siguientes:

HOSTIGAMIENTO VERBAL: Bromas o comentarios despreciativos; palabras amenazadoras dirigidas a otra persona.

HOSTIGAMIENTO FISICO: El contacto físico u otro tipo de contacto no deseado; la agresión; movimientos intencionales que tienen el propósito de impedir u obstruir el paso o el movimiento; o cualquier obstaculización intimidante que impide el trabajo o el movimiento normal.

HOSTIGAMIENTO SEXUAL: Incluye las proposiciones sexuales ofensivas, la solicitud de favores sexuales y toda otra conducta física o verbal de carácter sexual en la que esta presente una de las condiciones siguientes:

1. La sumisión a esa conducta explícitamente o implícitamente constituye un requisito o una condición que determina la situación académica o el progreso del estudiante.
2. La sumisión a esa conducta o su rechazo por el estudiante es en si el fundamento de decisiones académicas que le afectan.
3. Esa conducta tiene el propósito o efecto de intervenir irrazonablemente en la labor académica de la persona o de crear un ambiente escolar intimidante, hostil u ofensivo.

Ejemplos específicos de hostigamiento sexual incluyen pero no se limitan a los siguientes:

1. Hacer insinuaciones y proposiciones sexuales no solicitadas.
2. Usar palabras sexualmente degradantes para describir a una persona o para describir el cuerpo de esa persona.
3. Mostrar objetos, fotografías o ilustraciones sexualmente sugerentes.
4. Decir chistes inapropiados o de carácter sexual.
5. Tomar represalias o amenazar abiertamente o implícitamente con represalias después de haber recibido una respuesta negativa a una proposición o insinuación de carácter sexual.

Serra HS tiene la responsabilidad:

1. De implementar estas normas a través de juntas ordinarias en la que participan todos los administradores -- incluyendo el párroco en el caso de una escuela parroquial -- y de confirmar que todos entienden las normas y su importancia.
2. De informar a todos los maestros, empleados, estudiantes y padres de familia acerca de estas normas y acerca de la obligación que la escuela tiene para su cumplimiento riguroso.
3. De estar al tanto de toda condición que pueda crear o introducir un ambiente escolar hostil u ofensivo.
4. De establecer costumbres que tengan como propósito el crear un ambiente escolar exento de discriminación, intimidación u hostigamiento.

El estudiante tiene la responsabilidad:

1. De comportarse de una manera que contribuya a un ambiente escolar positivo.
2. De evitar toda conducta que pueda considerarse discriminatoria, intimidante u hostigadora.
3. De considerar la posibilidad de dejarle saber inmediatamente a la persona que le hostiga que su conducta es ofensiva e indeseada.
4. De reportar todo incidente de discriminación u hostigamiento al directora o la directora de la escuela.
5. De cesar inmediatamente toda aquella conducta que se le ha dejado saber es considerada discriminatoria, intimidante, hostigadora o indeseable.

PRESENTACION DE QUEJAS Y PROCESO DE INVESTIGACION:

El siguiente procedimiento debe ser observado en la presentación e investigación de una queja de hostigamiento:

1. El estudiante primeramente puede decidir comunicarle a la persona responsable del hostigamiento que su conducta es ofensiva y que esta tiene que terminar. Si la conducta no cesa inmediatamente, el estudiante debe reportar el hostigamiento al director o directora de la escuela o a un(a) maestro(a) que se lo notificara al director o directora, o al Supervisor Regional, si el director o directora es la causa de la queja. Adicionalmente, en el caso de una alegación de hostigamiento sexual el estudiante que así lo prefiera puede plantearle el problema a otro administrador de su mismo sexo.
2. Todo estudiante que haga una acusación de hostigamiento se le pedirá que presente una queja formal por escrito. La acusación se someterá a una investigación completa que involucrara solamente a aquellas personas que sean necesarias. La confidencialidad se guardara en cuanto esto sea posible.
3. La investigación incluirá una reunión con la persona a la que se le acusa de hostigamiento, en la cual se le notificara el carácter de las acusaciones y el nombre de la persona que las ha presentado. Si fuese conveniente, la persona acusada de hostigamiento se le dará un permiso administrativo de ausencia durante el curso de la investigación.
4. Una vez que las pruebas de los hechos del caso han sido recogidas, el director o directora, en consulta con el Supervisor Regional, y en caso de una escuela parroquial, con el párroco, decidirá el tipo de acción disciplinaria mas conveniente, si esta fuese necesaria. La acción disciplinaria debe concordar con el carácter, el contenido, y la seriedad del hostigamiento, y puede abarcar toda acción disciplinaria hasta incluir la expulsión o destitución inmediata.
5. Si la queja es presentada en contra de una persona que no es un empleado o un estudiante -- por ejemplo, un padre de familia, un feligrés, un voluntario, o un vendedor-- la escuela tomara las medidas que estén a su alcance para investigar y eliminar el problema.

See Wagner's Disc (Excel)

APPENDIX G

APPENDIX H

Junipero Serra High School

Christian Service Contract

PRINT STUDENT'S FULL NAME _____ Grade _____

Agency/Organization _____

Address _____

On-site Supervisor _____ Phone _____

Briefly describe the type of service to be done, specifics of schedule (days and times), and requirements of student volunteer.

Student Agreement

I understand that as Christians and good citizens of the world we are called to give of ourselves to those who are in need.

I understand that I am not to be compensated monetarily for this service. I understand that this is not to be primarily clerical or maintenance work but it is to be person-to-person service to those in need: the poor, the elderly, the young, the handicapped, and/or the sick.

I understand that this is a serious commitment to the agency/organization for which I will be working. I will cooperate fully with the regulations and policies of this agency/organization as long as I am there, and will fulfill my responsibilities to the best of my ability.

I will work according to the schedule of the agency, including times when Serra is on vacation, unless otherwise arranged through my supervisor. I will notify the supervisor, in advance, if I will be unable to be present for my service at the scheduled time.

I enter into this contract with full knowledge of the provision that successful completion of the service is required to obtain the hours necessary towards the completion of my Christian service requirement.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Supervisor Agreement

I will verify the student's service by signing her/his Time and Activity Summary form. I will provide her/him with directions and supervision to the degree necessary. If any questions arise, I will notify the school's Campus Ministry Director.

Supervisor Signature _____ Date _____

JUNIPERO SERRA HIGH SCHOOL

CHRISTIAN SERVICE PROGRAM

Purpose

The primary purpose of Junipero Serra High School is to challenge young men and young women to develop themselves as whole persons-spiritually, intellectually, and physically. Each student is challenged to develop his/her unique gifts so that he/she can offer them in service toward the building up of the Kingdom of God on earth. In this spirit, the Christian Service Program has been integrated into our curriculum to provide a hands-on experience for our students to answer the needs of our community and enable them to live up to the call of Christ to be his witnesses to the world.

Philosophy

The Christian Service Program at Junipero Serra High School is charged with the development of its students' compassion and understanding of, and love for others through the promotion of selfless works, prayer, and living an actively Christian lifestyle. The program requires a graduated number of hours, requiring that the student develop both in commitment and depth of their service to others throughout their tenure at Serra.

Goals

1. To enable the student to mature in his/her faith and personal development.
2. To develop in the student sensitivity to the People of God in the spirit of Jesus.
3. To broaden the perspective of each student in his/her relationship with God, neighbor, and self.
4. To afford the student an opportunity to share his/her gifts, talents and those things which he/she has learned with those in need.

Hour Requirements

Each student will be required to complete at least a specified number of hours of service. This requirement is set at graduated levels:

Freshmen -	10 hours	Juniors -	20 hours
Sophomores -	15 hours	Seniors -	25 hours

Development of Service Section in Religion Notebook

1. The student will submit a signed Service Contract.
2. Each new service organization that the student serves will require a new contract.
3. This Contract is due to the Christian Service Director **by September 30th of the new school year.**
4. Each quarter, the student will need to complete a reflection questionnaire designed to direct the students in their review and reflection of their service in their project.
5. Each of these questionnaires or papers will need to be submitted to the religion teacher **at the end of each quarter along with a timesheet.** These papers will be kept in the student's religion notebook.
6. The students will be required to show signed confirmation of 50% of their hourly requirement by the **end of the first semester.** If this is not submitted, complete, and on time, the student's first semester religion grade will be in jeopardy.
7. During the final quarter, the student will be wrapping up their hourly requirement and preparing for their final paper. The student's final paper is due the first Friday of May.
8. The paper must be typed, double-spaced, and will be graded on form, content, and grammar. This paper will also be graded by their second semester religion teacher as a required assignment for completion of their second semester religion class.
9. This paper will be submitted as the last installment in the students' Christian Service section of the religion notebook.
10. The final satisfaction of the student's service requirement will include:
 - a) All completed assignments
 - b) Minimum hourly requirement
 - c) All paperwork completed and signed
 - d) Final reflection paper
11. Incompletion of any aspect of this project will result in a failing grade (F) in the student's second semester religion class.

Final Paper Format

1. Incorporate the following questions into one succinct essay:
 - a. Briefly relate your experience in the particular service(s) in which you participated.
 - b. How has this experience helped you to increase your faith and aid in your personal development as a Christian.
 - c. What encounters with other people in this program have enriched your life? (Other people could pertain to staff members, other volunteers, or someone who has benefited by your service.)
 - d. What two scriptural passages reflect Christ's words on our common mission to serve the poor, needy and outcast? (Briefly give the scriptural passage and apply it to your specific service experience.)
2. This paper must be typed and at least 500 words (about two double-spaced typed pages.) Proofread your paper for mistakes and clarity before you hand in your paper to your religion teacher.
3. Make a copy of your paper for yourself because the original may be filed in the campus ministry office.

Service Organizations

The philosophy of the service program is developed so that the students will "ask more of themselves" as their experience allows for their greater commitment and depth. The service must directly or indirectly benefit people in the community. The service project will be performed on a strictly volunteer basis, must be separate from the student's normal responsibilities and completed outside of class time. The student MAY NOT be paid for the work they are performing. The following is a partial list of venues for each grade level. If a student is in doubt as to whether a particular site is appropriate for their grade level, the student MUST gain approval from the Campus Ministry Director BEFORE THE SERVICE IS DONE.

Freshmen/Sophomores

Helping a teacher from an elementary or middle school
A public day care center (No private babysitting)
Tutoring student(s) from an elementary or middle school
Helping with a Scouting Organization
Youth Choir at church
Altar Serving in home parish
Lectoring in home parish
Senior citizen residences/convalescent hospitals
Red Cross

Juniors/Seniors

Veteran hospital volunteer
Group homes/hospitals for the disabled
Los Angeles Braille Center
Services for the blind
Teaching catechism in a parish youth setting
Homes or shelters for battered women/children
Homes for abused children
Orphanages
Homes for teenage mothers
Cancer hospices or hospital units
Dialysis service organizations
Recovery homes for the chemically dependent
AIDS hospices or hospital units
Angel's Flight
Any children's hospital
Detention Ministry
Catholic Big Brothers/Sisters
Soup kitchens for the homeless
Any service organization for the homeless
Community food pantries
Homes or hospitals for autistic children
Severe burn hospital units
Street counseling or prayer with group outside
abortion mill

APPENDIX I

Junipero Serra High School

SENIOR CITIZENSHIP CONTRACT

PRINT STUDENT'S FULL NAME _____

REASON FOR CONTRACT: _____

1. I understand that I am on (circle) Disciplinary Probation or Strict Probation until the last day of the senior year.
2. I may not hold any office or position or represent Serra in any capacity while I am on strict probation.
3. If I receive a referral while on disciplinary probation I will be put on strict probation.
4. If I receive a referral while on strict probation my strict probation will be extended to June and each referral will incur additional loss of privileges.
5. I may begin this contract with the loss of the first privilege below at the discretion of the dean.
 - 1st referral:** loss of privilege of Senior Free Day at Prom time and overnight Senior Retreat
 - 2nd referral:** loss of privilege of attending the Prom
 - 3rd referral:** loss of privilege of attending Senior year-end activities such as Grad Night
 - 4th referral:** loss of privilege of participating in the Graduation ceremony
 - 5th referral:** home suspension for the remainder of the year.
6. I understand that two "N's" or one "U" on a report card for classroom behavior will count as a referral and will incur the appropriate loss of privileges.
7. I understand that two U's or a combination of three N's or U's while on strict probation will result in expulsion.
8. I understand that my failure to attend assigned teacher, dean or Saturday detentions will count as a referral and will incur loss of privileges.
9. I understand that home suspension may occur at any time if the Administration judges that my behavior is such that it would be better for me and/or the school for me to complete my studies at home for the duration of the school year.

10. Other conditions include:

I fully understand the conditions of the contract and intend to comply in every way.

Student Signature _____ **Date** _____

Parents/Guardian Signature _____ **Date** _____

Dean's Signature _____ **Date** _____

APPENDIX J

DRESS CODE FOR SEMI-FORMAL AND PROM:

PLEASE REMEMBER TO KEEP IN MIND THE PRINCIPLES OF NEATNESS, MODESTY, CLEANLINESS AND GOOD TASTE

GUYS:

PROM (Formal Dress):

Must wear tux or formal suit

SEMI-FORMAL (Semi-Formal Dress):

Must wear dress slacks, dress shirt with collar and a tie.

Suit or sport coat is encouraged but optional. No pullovers.

PROM AND SEMI-FORMAL:

No oversized clothing (no gang-related attire or accessories)

Dress slacks means no jeans, cargo, denim, sweat pants, cords, etc.

Shirts must be buttoned and tucked in.

Dress shirts mean no polo collar, athletic jerseys, etc.

One earring only is permissible

Dress shoes only (no tennis shoes, sandals, etc.)

Dressy hats may be worn at discretion of administration

Must wear belts or suspenders

No sunglasses

Braids permitted

GIRLS:

PROM (Formal Dress):

Dresses must be long (ankle length)

SEMI-FORMAL (Semi-Formal Dress):

Dresses must be no shorter than 4 inches above the knee (No Mini-Skirts or pants)

PROM AND SEMI-FORMAL:

No tight fitting clothing

No cleavage display (when in doubt, bring a sweater, shawl or jacket along)

Dress slits cannot go higher than the knee

Dressy hats may be worn

No sunglasses

No exposed midriffs or halters

No backless display below the waist

THE DRESS CODE APPLIES TO ALL GUESTS OF SERRA STUDENTS.

The Administration reserves the right to make the final decision on the dress code. Students not properly attired will be asked to leave. No refunds will be given to those asked to leave. Questions? See the Dean well in advance.

REV: 1/05

APPENDIX K

JUNIPERO SERRA HIGH SCHOOL

PROM CONTRACT

Dear Parent and Student:

Please read the following, fill out, sign, and return before picking up prom bid.

1. **DAY/DATE:**

LOCATION:

SCHEDULE:

6:30pm Doors open

7:30pm Dinner served and doors close (Late arrivals must be cleared by a school administrator who may make parental contact before admittance.)

10:30pm Prom Court presentation

12:00am Prom concludes. No students may leave before 11:30pm.

All students/guests must leave by 12:30am.

2. **DRESS:**

The prom is formal. Male guests must wear tuxedos. Ties and dress shoes are required. Female guests must wear ankle length evening gowns that reflect modesty and good taste. No low cut dresses or exposed midriffs. Dress slits cannot go higher than the knee. No inappropriate, revealing wear is acceptable. See Appendix L for more details. *The school reserves the right to refuse admittance to any person not properly attired. The hotel requires that shoes remain on at all times while on the premises.*

Any student, who alters his/her clothing after being admitted to the prom and then takes photos wearing clothes out of compliance with the dress code, will not receive his/her pictures, nor will he/she receive a refund. No exceptions.

3. **FOOD:**

Dinner will be served.

4. **ID's:**

All students must present their current student ID card as well as their bid for admittance. Students without ID cards may be refused admittance. All non-Serra guests must present a current school picture ID card or driver's license for admittance.

5. **GUESTS:**

All guests, regardless of age, must adhere to the rules and regulations expected of Serra students. Guests must be of the opposite sex. Guests cannot be below the eleventh grade or older than 21. Guests must present school ID and college-age guests must present photo ID confirming birth date prior to admittance. Former students who have been asked to leave or expelled from Serra High School may not attend the prom.

6. **SCHOOL ATTENDANCE:**

Students absent from school (for whatever reason) on the day prior to the prom or official free day will not be admitted.

7. **SUSPENSIONS:**

The Serra handbook and state law requires that the following be adhered to regarding grounds for suspension from this school function:

"While on school grounds or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activities or attendance, a pupil shall refrain from any and all of the following acts: immorality, profanity, the use or possession of tobacco, liquor, or other hallucinogenic or dangerous substances."

8. MISCONDUCT:

All the rules and regulations of Serra High School apply to this event. Misconduct and activities which may cause injury to oneself or others and gestures or dances that simulate sexual activity are strictly prohibited. Any student who participates in any misconduct will be removed immediately and an administrator will contact the parent/guardian so that the person may be picked up. The student will be suspended from school pending a meeting with the dean, parent/guardian and the student.

9. ALCOHOL/NARCOTICS/TOBACCO:

Being under the influence of alcohol or drinking alcohol at school-related activities are causes for expulsion or withdrawal from Serra. The implication of this policy is that there will be a **ZERO TOLERANCE** of alcohol, drugs, and/or narcotic possession or consumption before, during and after any school-related activity.

If a student is thought to have violated any of the zero tolerance policy, the student will be removed from the prom area and the parents will be contacted by an administrator and arrangements will be made for the parent to pick up his/her child. The student will then be suspended from school and further actions may be determined pending a meeting of the dean, parents and the child.

The student may be subject to non-participation in future senior activities including graduation. Serra High School will not hesitate to withhold a student's diploma until punitive measures are met or even ask for a senior's withdrawal for actions that diminish the importance and dignity of the prom.

10. POST - PROMS AND RENTING OF HOTEL ROOMS:

The school does not sponsor or take responsibility for a pre- or post- prom. The school does not condone or allow the renting of hotel rooms or other facilities by students or their parents for pre- or post-prom activities, dances or other school related activities. The school does not assume responsibility or liability for damages, loss of property, or injury caused when such rental agreements are incurred by students or their parent(s). Parents are cautioned that **THEY** assume liability if they authorize, condone, or arrange any of the above.

11. SIGNATURES:

All Prom Contracts must be properly signed as stated below. Serra High School reserves the right to deny permission for a person to attend a Serra High School function. No student may substitute a guest for one whose name appears on the original prom contract without completing a new contract with the approval of the Dean of Discipline.

Parents: please retain this contract at home for your reference.

SERRA PROM CONTRACT SIGNATURES

I have read the attached prom contract and understand the rules and consequences outlined. I agree to all clauses of the dance contract.

X _____
Student's signature Student's name printed Grade Date

On the evening of the prom, I (parent/guardian) can be reached at (_____) _____
from 7:30pm to 11:30pm.

X _____
Parent/guardian signature Parent's name printed Relationship Date

GUEST ACKNOWLEDGMENT

I have read the attached dance contract and understand the rules and consequences outlined. I agree to all clauses of the dance contract.

X _____
Guest's signature Guest's name printed School Date

On the evening of the dance, I (parent/guardian of the guest) can be reached at
(_____) _____ from 7:30pm to 11:30pm. **

X _____
Parent/guardian signature Parent's name printed Relationship Date

** Guests 18 or older must have signature of the parent or guardian of the Serra student.

APPENDIX L

Junipero Serra High School

GRADUATION AGREEMENT

Dear Parents/Guardians and Graduating Senior:

Please review the following procedures and regulations for Commencement Exercises (Baccalaureate Mass and Graduation), then sign and return before receiving cap and gown. You must return the tear-off portion of this agreement, signed by both parent/guardian and student, to reserve the student's place in the Commencement exercises.

PROCEDURES AND REGULATIONS:

1. The Baccalaureate Mass and Awards Ceremony is on _____ at 5:30 p.m. in the gym. The Graduation Ceremony is on _____, **June _____ at _____**, on the athletic field.
2. Admission to the gym on _____ is first come, first served through room 405. Audience admittance to the athletic field on _____ is by the south gates only. No ticket is needed. Gates will open at approximately _____.
3. Seating and programs are on a first come, first served basis. Except for graduating Seniors, there are no reserved seats. Saving seats for others in your party is not permissible, so please arrive together to assure that you can sit together. One program will be saved per student.
4. Pictures and/or videotapes may be taken from the seats only. No person may leave the seats and move into the aisle during the ceremonies.
5. Graduating Seniors **MUST** attend graduation and Baccalaureate practice. These practices will be held on **June ____ from 1:30pm to 3:00pm and June ____ from 11:45 a.m. to 1:30 p.m.** Baccalaureate practice will take place on **June ____ at 11:45 a.m.** No excuse will be accepted for not attending all practices. Those missing practice will not be able to participate in either event. **NO EXCEPTIONS WILL BE MADE.**
6. Seniors must report on _____, **June ____ to the cafeteria by 5:00 p.m. and on June ____** to the cafeteria by _____. Caps and gowns are to be worn for Commencement and for Baccalaureate. Both the Baccalaureate Mass and Commencement (graduation) exercises are formal occasions and we must insist that students dress and act in an appropriate manner. Both females and males must wear appropriate dress clothing and footwear. Males must wear ties with a collared shirt. Females must wear professional length dresses or skirts or dressy slacks. When in doubt, clear with the Assistant Principal of Curriculum and Instruction prior to rehearsals. Jeans, sandals, shorts and tennis shoes are not permitted. Haircuts will be to the school standard. The school standard of neat, clean and tasteful attire will apply to all students. Flowers and balloons are not appropriate for students in either ceremony. Students dressed or behaving inappropriately will be removed from the ceremonies. Students showing evidence of prior use of alcohol or drugs will be removed from the ceremonies.
7. Students are presented with a diploma cover during the graduation ceremony. Immediately after the ceremony, students will receive their diploma in the cafeteria.
8. All school fees (tuition, scrip, service hours, etc.) must be paid before student can take final exams or receive diploma.
9. Serra High School has no role in the planning or hosting of any post graduation travel experience (e.g. Cancun). Students who plan or participate in these activities do so at their own risk. The school is not responsible for any injury or death that may occur at such an event.
10. Attendance at Grad Nite is a privilege that can be taken away on the Senior Citizenship Contract. Seniors who do not submit SAT Prep certificates to the Assistant Principal of Curriculum and Instruction or copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of attending Grad Nite.

Commencement Day and related events are occasions of great anticipation and joy for all concerned. We require reverent, respectful and dignified behavior and attitudes from students, graduates, parents and guests so that our Seniors may experience their special day in the atmosphere it deserves. We ask all to be aware of the importance of appropriate behavior and decorum. We all thank you in advance for making the Commencement memorable, dignified and successful.



GRADUATION CONTRACT DUE FRIDAY, MAY _____

- I wish to participate in the Commencement Exercises. I understand that signing this contract reserves my place among the Senior Class for Commencement Day and that, in order to participate in the Graduation ceremony, I must also participate in the Baccalaureate Mass. I understand that participation in both Baccalaureate Mass and Graduation is a privilege and not a right, and that receiving a diploma is also a privilege. We agree to conduct ourselves in accord with the above rules and procedures in a manner befitting the dignity of the occasion.

I understand that admission to the Baccalaureate Mass and Awards Ceremony is by first come, first served. I will have approximately _____ guests. This allows the school to prepare the gym with an appropriate number of seats.

- I do not wish to participate in the Commencement Exercises.

STUDENT NAME (Please print) _____

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

APPENDIX M

Junipero Serra High School SUMMER SCHOOL PROCEDURES

Daily Bell Schedule (Monday through Friday)

First Bell	8:00 AM
Period 1	8:05 AM - 10:05 AM
Recess	10:05 AM - 10:25 AM
Period 2	10:30 AM - 12:30 PM

Attendance/Tardy Policies

Course credit during summer session is issued on the basis of daily attendance and work completed/objectives mastered. Any student who misses more than two (2) days of class for any reason will not receive credit and will automatically be withdrawn from the course. A grade of "F" will be recorded on the student's transcripts. Two (2) tardies equal one (1) absence. No refund of tuition will be given to those failing due to absences. The attendance policy will be strictly enforced.

Discipline/Deportment

Discipline problems are not expected during the summer session nor will they be tolerated. Students who exhibit disciplinary problems will be asked to leave the program with no refund of tuition.

All students should leave campus if their class day has finished and they are not waiting for another class to begin. Otherwise, they remain on campus for the duration of their school day.

Students are to remain in the cafeteria or at the benches and tables around the senior lawn before and after school and during break and lunch. Students are not to be in any other area on campus including the main office area, inside buildings, on the athletic field or bleachers, in the student parking lot, etc. Only students waiting for rides may stand or sit on the front porch or steps.

No student is permitted to have visitors on the campus during class time.

Dress Code

All students are to be dressed in regular session uniform. For non-Serra students this means black or dark navy blue, docker-style slacks, white shirt, tucked in. No earrings for young men and no more than one pair of earrings for young ladies. Students who violate the dress code will not be permitted to attend class and will be sent home. Such an absence counts toward the two (2) absence limit of our attendance policy. Shoes and socks/stockings must be worn on campus.

Textbooks

The individual teacher of each course will inform students of necessary textbooks or printed materials needed for the course. If there is a textbook or printed material, purchase of these materials is mandatory.

Final Exams and Grades

Final exams are required in all courses. They will be administered on the final day of the summer session. Other tests and quizzes may be given any time at the discretion of the teacher.

Final grades will be mailed to the student’s parent/guardian two weeks following the end of the summer session. Academic progress reports will be mailed at the mid-point of the summer session for any student receiving a “D” or an “F” in any course.

Withdrawal Policy

Once officially registered, a student’s name remains on the class list to receive a grade at the end of the term. A mark of “W” will be given for the course if the withdrawal is done within the first three days of the summer session. There is no refund for withdrawals.

Schedule

Student: _____

Period 1: _____ Room: _____

Period 2: _____ Room: _____

-----tear-off-----

To: Assistant Principal of Curriculum and Instruction

I have read the summer school procedures bulletin.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

DUE FIRST FRIDAY OF SUMMER SCHOOL

APPENDIX N

JUNIPERO SERRA HIGH SCHOOL

HONORS/AP PLACEMENT FORM

(Refer to Parent/Student Handbook, p. 20 for criteria)

Instructions to the Student ~ Complete the first two lines of this form. Obtain appropriate signatures for lines three and four. Submit this form, with the first four lines filled in, to your counselor. Do NOT write anything in the spaces below the section labeled FOR OFFICE USE ONLY.

1. _____ Current Grade: 9 10 11
Print Student's Full Name Circle appropriate grade level

2. Honors/AP Course Desired: _____
(Use a separate form for each course)

3. Department Recommendation: _____
Teacher Signature, Prerequisite Course

4. Parent Acknowledgment: _____
Parent signature acknowledges that the published requirements must be met for honors/AP placement

 FOR OFFICE USE ONLY

5. Second Semester Grade in Prerequisite Course: _____ (_____)
Prerequisite Course Name

6. Department Grade Point Average: _____

7. Overall Grade Point Average: _____

8. Second Semester Citizenship Grades:

Period 1 _____	Period 4 _____
Period 2 _____	Period 5 _____
Period 3 _____	Period 6 _____

9. Stanford 9 Test Scores:

Verbal _____ Math _____ Composite _____

10. Approved: _____ Denied: _____ Date: _____
Counselor/VP Initials Counselor/VP Initials

APPENDIX O

SCHOOL MAP

PASTE

APPENDIX P
JUNIPERO SERRA HIGH SCHOOL
PARENT RESOURCE FORM

PRINT STUDENT'S FULL NAME _____ Class _____

PRINT PARENT'S FULL NAME _____

Address _____

Home Phone (_____) _____ Work Phone (_____) _____

Occupation _____

Work (check) _____ days _____ nights

Position/Title _____

Employer _____

Marital Status _____ \ _____ Spouse's Name _____

Schooling Since H.S. Graduation _____

Degree(s) Earned _____

Civil/Professional Organization(s) _____

Hobbies, Area of Interest _____

I can/would like to use my service hours by helping with:

- _____ Classroom Substitution
- _____ Annual Career Day - **TBA**
- _____ Hall or Yard Supervision
- _____ Football, Snack Bar, Basketball or Dance Supervision
- _____ Regular Campus Clean Up
- _____ Occasional Campus Clean Up
- _____ Electrical
- _____ Plumbing
- _____ Painting
- _____ Office/Clerical Work (Computer Skills Required)
- _____ Grant Writing (Experience Required)
- _____ Other _____

Please list background experience, qualifications, etc., that would help you in helping us in the areas you have checked:

Further comments: _____

APPENDIX Q

JUNIPERO SERRA HIGH SCHOOL TRANSCRIPT RELEASE FOR RECRUITMENT

I, the parent/guardian of _____, hereby authorize Junipero
print student's full name

Serra High School to release a copy of my son/daughter's current transcript, including work in progress, to all bonafide representatives of colleges, universities, and military academies who are engaged in recruitment activities for their respective institutions. This release will be in effect from today's date until graduation of the above-mentioned student. **This transcript release does not substitute for formal written request of transcripts for college admission, enrollment or financial aid considerations.**

_____/_____
Print Parent/Guardian's Full Name Student's Grade Level

_____/_____
Parent/Guardian's Signature Date

**Please return this completed form to senior counselor.
All transcripts for recruitment purposes will be issued from counselor's office.**

APPENDIX R

JUNIPERO SERRA HIGH SCHOOL

Computer Access Release Form

There are multiple computers in Junipero Serra High school's library/media center, computer lab and classrooms available for student use in both instructional and less supervised settings. Some of these computers have access to a wide range of educational materials by means of computer networks or online services. As the parent/guardian(s) of the student listed below, I understand and accept that the school staff cannot individually monitor all of the information that my student is able to access, download or transmit at these computers. I also accept that it is impossible for the school staff to completely prevent access to inappropriate or controversial materials.

My student and I have discussed this topic, read the acceptable use policies in the Student-Parent Handbook, and understand that the accessing, saving or distribution of any inappropriate or controversial materials will not be tolerated. The accessing, saving or distribution of such material may result in my student's loss of computer use at school and may also result in other disciplinary action by the school in accord with the policies and procedures contained in the Student Parent Handbook.

Please complete and sign this form and return it to Serra High School Assistant Principal of Curriculum and Instruction by the second Friday of the school year.

_____ I give permission to my son/daughter to use the computer to access network or online services while he/she is enrolled at Serra High School

_____ I do not give permission to my son/daughter to use the computer to access network or online services
Since the school cannot always prevent student access to such services, I have directed my son/daughter not to access network or online services.

I release and hold the teachers, staff members, Serra High School, and the Archdiocese of Los Angeles harmless and not legally liable for the use of computers or for materials distributed to or acquired from the school's computers.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Student's Printed Name

Student's Signature

Date

Parent's Permission

For the Publication of Student Work/Pictures

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Student projects, photographs, and other work posted on the Internet will include only the student's first name's initial and last name.

I specifically acknowledge that the school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

Please check:

_____ My child's work and photograph can be published on the Internet.

_____ I do not want my child's work or photograph to be published on the Internet.

Parent/Guardian Signature: _____ Date: _____

Insert Parent/Student Pledge

PARENT/STUDENT SIGNED AGREEMENT

Please read handbook and this agreement carefully before signing!

PRINT STUDENT FULL NAME _____

HOMEROOM/PER. 3 _____ **DATE** _____

We, the undersigned, have read and understood the contents of this handbook and the Parent and Student Pledges. We understand that the Administration of Junipero Serra High School is the sole arbiter and interpreter of these rules and any other policies and procedures which may be instituted from time to time. We agree to support and abide by all the policies outlined and explained in this handbook. We understand that:

1. One 3-unit community college class taken in the summer is acceptable for completion of the visual and performing arts requirement for high school applicants
2. The SAT Preparation requirement must be completed prior to the start of senior year.
3. All "D" grades must be made up before the start of senior year.

We also understand that the above named student will be asked to withdraw if this agreement is not signed and filed with the dean's office (it should be handed to the homeroom teacher in person by the deadline listed below in order to avoid possible penalties).

PARENT / GUARDIAN SIGNATURE _____

PARENT / GUARDIAN SIGNATURE _____

STUDENT SIGNATURE _____

**Please sign and return to your Period 4 Teacher by the second Friday of the school year.
Failure to do so may result in the suspension of the student.**

EMERGENCY CARD

Print Student's Name _____ Date _____

Name of Siblings	Grade	Name of Siblings	Grade
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

Parent/Guardian Name _____ Cell Phone (____) _____

Home Address _____ Home Phone (____) _____

City _____ Zip _____ E-Mail _____

Father's Business Phone (____) _____ Mother's Business Phone (____) _____

List three (3) adults you authorize to pick up your child in the event of an emergency:

Name _____ Phone _____ Relation _____

Name _____ Phone _____ Relation _____

Name _____ Phone _____ Relation _____

MEDICAL CONDITION and/or ALLERGIES:

I authorize Junipero Serra High School to provide medical services for my child/children in the event of an emergency.

Parent/Guardian Signature _____

Date _____

Name of Family Physician _____

Phone _____

