JSerra Catholic High School is a private, Catholic High School that is not owned nor operated by the Diocese of Orange. Through an agreement with the Bishop of the Diocese of Orange, JSerra functions as a private, Roman Catholic school.

ACCREDITATION

JSerra is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

NON-DISCRIMINATORY POLICY

JSerra, mindful of its mission to be witness to the love of Christ, admits qualified students of any race, color, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. JSerra does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of its education policies, admission policies, financial aid program, athletic and other school-administered programs. JSerra does not discriminate against any applicant for employment on the basis of sex, handicap, race, color, and national and/or ethnic origin.

The President reserves the right at any time to interpret and/or change the policies herein.
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MISSION STATEMENT

JSerra is an independent Roman Catholic high school that encourages students to pursue personal and professional excellence in life. Guided by the teachings of the Catholic Church, we work in partnership with committed parents and inspirational teachers to form the faith, intellect, and character of our young men and women within a Christ-centered, sacrament-based learning environment.

PHILOSOPHY

The definition of key terms in our Mission Statement helps to further clarify the founding principles and core beliefs of our school.

"independent Roman Catholic high school"

JSerra is governed by a self-appointing Board of Directors. While we are not a diocesan school, the sacraments and religious education available at JSerra are offered with the complete knowledge and approval of the Bishop of the Diocese of Orange.

"pursue personal and professional excellence in life"

We maintain high standards of excellence for our students in all facets of school life. Through challenging coursework that fosters a keen work ethic and teachers who model professional dedication and personal regard for those around them, we strive to create an environment that encourages students to become the best persons God calls them to be.

"guided by the teachings of the Catholic Church"

We are deeply committed to promoting the teachings of Christ as affirmed by the apostolic tradition and divine inspiration of the Catholic Church. We also hold in deep regard other faith traditions and, as such, invite all members of our school community to participate with us in the search for truth and meaning in this world and in the next.

"partnership with committed parents"

During the teenage years, it is of paramount importance that parents and the school collaborate closely so our students are provided cohesive, unified direction by the most important adults in their lives. We firmly believe parents are the primary educators. As such, they should be active in the educational process through participation in parenting seminars, teacher conferences, lecture series, open forums with administrators, social gatherings, and Board of Directors or strategic committee positions. Indeed, the school-parent partnership is the most critical one in preparing our students for responsible adulthood.

"inspirational teachers"

All faculty and staff, both within the classroom and beyond, fulfill a teaching role as they strive to affirm the dignity of our young men and women and model for them in all circumstances the person of Jesus Christ. Our goal is for everyone at JSerra to engage our students by captivating their hearts and minds with the beauty of the Gospel in order to inspire them to become virtuous, faith-filled adults.
"faith, intellect, and character"

We believe forming our students in these essential areas results in a truly integrated and dynamic Catholic education. By "faith" we imply not only a belief in the existence of God, but also a desire to know Him, love Him, and serve Him by knowing, loving, and serving others. At JSerra, "intellect" refers not only to academic knowledge, but also to wisdom. We help our students grow in the practical application of their reason based on a mature understanding of themselves and their responsibility to society. We also aim to develop each student's "character." By this we mean the cultivation of human values and the moral discernment necessary for ultimate happiness, both of which are rooted in the cardinal virtues of fortitude, prudence, temperance, and justice.

"young men and women"

Rather than use the term "children," we consciously refer to our students as young men and women as this better reflects our vision of them as "adults-in-the-making." This demonstration of respect for our students is an important aspect of our effort to form them to be responsible Christian citizens.

"Christ-centered, sacrament-based learning environment"

Our mission statement ends with this phrase to leave no doubt as to the source and essence of our school – Jesus Christ. We believe our weekly celebration of an all-school Mass and opportunities for regular confession and adoration afford our entire school community untold graces. Precisely because of our catholic (i.e. universal) nature, we welcome students and families of all religious backgrounds who seek to deepen their faith.

ANTI-DISCRIMINATION POLICY

JSerra recognizes that students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. While the personal family situation of a student does not constitute an absolute obstacle to enrollment, it may require the school to more thoroughly review a student’s application for admission or re-enrollment if said lifestyle of the parents conflicts with the teachings and principles of the Catholic Church.

Parents and guardians who enroll their children at JSerra must understand that the school will remain faithful to and steadfastly proclaim the teachings of the Roman Catholic Church. No member of the JSerra school community is to give witness to a lifestyle that is in conflict with the teachings of the Catholic Church. Students and parents must respect and honor such teachings, particularly while at the school and at school functions. While present on the school campus or at any school function, every adult has the responsibility of appropriate conduct, in order to support the school’s mission and provide positive role models to our students. Any improper behavior will be addressed and corrected. The President will render final decisions when applying this principle.

The school retains the right and the responsibility to promulgate and enforce disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.
Miguel Serra y Aloran was born on November 24, 1713, in Petra, on the Island of Majorca. When he was sixteen, he entered the Franciscan Order and took the name of Junipero. Short in stature, he could hardly see over the lectern when he read the lesson or sang in the choir.

Years of study followed, during which he was known as a clever, articulate scholar and a moving preacher. In 1744, he became Professor of Philosophy at the Lulliana University on the island, but he did not remain an academic for long. In 1749 he responded to the call for missionaries in the New World and was sent to New Spain – present day Mexico.

St. Serra was an inspired evangelist and took with him several of the island’s Christian traditions, such as the setting up of Nativity scenes at Christmas and the procession of the “Encontrada” or “Encounter” on the Sunday of the Resurrection. He remained in New Spain until 1767, when he was assigned to Baja, California, and two years later to Alta California, now the State of California, where he founded the first Mission in San Diego. One year later he founded the Mission at Carmel which was to act as his headquarters.

In his fifteen years in Alta California, St. Serra founded nine missions and planned a further twelve, each separated by a one day walk (approximately 30 miles) along a dirt track known as the Camino Real. It is estimated that Saint Serra walked some 24,000 miles in California. His motto was ALWAYS GO FORWARD, NEVER TURN BACK.

St. Junipero Serra died on August 28, 1784.

The St. Serra Chapel, in San Juan de Capistrano, is the oldest building in California and the only remaining church where he said Mass. Built of adobe, it was constructed in 1776. It became world famous in 1939 when Leon Rene, composer and musician, wrote the song “When the Swallows Come Back to Capistrano” based on the fact that the swallows return every year on March 19th, St. Joseph’s Day.

Pope Francis canonized St. Junipero Serra on September 23, 2015 at the Basilica of the National Shrine of the Immaculate Conception in Washington, D.C. Sixteen JSerra students and three members of the administration attended the canonization.

St. Serra’s feast day is celebrated on July 1st.
EXPECTED SCHOOLWIDE LEARNING RESULTS

JSerra Catholic High School is an accredited private Roman Catholic school whose mission is to develop students who are:

1. **Responsible Christian Citizens who:**
   - Demonstrate knowledge of the Catholic Church
   - Experience the Sacramental expression of Christ’s mission
   - Perform Christian service to their community
   - Practice respect of self, others, and community
   - Demonstrate Gospel values through actions

2. **Academic Achievers who:**
   - Read, write, speak, and listen effectively
   - Demonstrate higher order thinking skills
   - Solve problems creatively and analytically
   - Utilize appropriate technology to support learning

3. **Collaborative Workers who:**
   1) Use effective leadership and interpersonal skills to foster, develop, and maintain relationships within diverse settings
   2) Establish and accomplish appropriate goals with others

4. **Effective Communicators who:**
   - Demonstrate fluency in multiple modes of communication
   - Demonstrate understanding of purpose and audience awareness

5. **Lifelong Learners who:**
   - Manage and direct their own learning
   - Value and pursue postsecondary education
   - Establish personal priorities and achievable goals
   - Develop an awareness of varying world views
PARENT INVOLVEMENT

JSerra considers parent involvement an important element in the development of the school community. Special organizations such as the following exist to enable parents to take an active part in our school.

School Board

JSerra is governed by a Board of Directors which has ultimate fiduciary responsibility for the school, a 501[c]3 religious corporation. The school board meets on a regular basis throughout the school year.

For a listing of the Board of Directors, please refer to our website: www.jserra.org.

JSerra Parents Association (JSPA)

The JSerra Parent Association (JSPA) encourages and supports a Christ-centered school culture by bringing the JSerra community together while nourishing it with gospel values and the means to live them. JSPA is an open membership organization which consists of all parents/guardians of current JSerra students. The purpose of the JSerra parent organization is to work with the administration in support of the school's mission, programs, and activities. JSerra parent volunteers are vital for the success of these efforts. The Parent Association also positively addresses school needs and goals by supporting strong communication between its parents and the school (but does not replace the normal channels of communication that parents should follow when addressing specific school related issues that pertain to their child—see below).

Communications with the School

Parents may contact teachers, school administrators, and coaches by appointment either through school voicemail or by email. If you do not receive a response by the end of the following school day, you may contact the Principal for further assistance. In resolving disputes that stem from activities in the classroom, parents should follow the protocol below:

1. The parent should contact the teacher to discuss the matter. If that does not resolve the issue,
2. The parent should request a meeting with the department chair and the teacher to discuss the matter. If that does not resolve the issue,
3. The parent should request a meeting with the Vice Principal of Academics. If that does not resolve the issue,
4. The parent should contact the Principal and request a meeting,
-SCHOOL HERALDRY-

The Fleur-de-lis of the Cross
The Holy Trinity

The Orange Tree
Orange County and the tree of learning

The Shape of the Shield
The 3-dimensional heart conveys depth

The Lion
Christ and the school's mascot

The Learning Lamp
The pursuit of knowledge

The Circle with Doves
The seven gifts of the Holy Spirit from Isaiah 11:2-3: wisdom, understanding, counsel, fortitude, knowledge, piety, fear of the Lord

The Tower
Strength, the California Missions and St. Junipero Serra

Siempre Adelante - Always Forward
St. Junipero Serra’s motto
SCHOOL COLORS AND MASCOT
The official school colors of JSerra are crimson, black, and gold. The school mascot is a lion.

JSERRA ALMA MATER
In the fields of Father Serra, crimson, black, and gold,
Praises sung to Christ our King, servants true and bold.
Glory to our alma mater, grow into a roar.
We go forth and shake the heavens, lions for our Lord.

Words by Thomas Cappelletti
Music by H.S. Thompson

JSERRA FIGHT SONG
On, JSerra! On, JSerra!
Fight with all your pride.
Loyal in the face of battle,
Standing side by side.

Forward, Lions! Forward, Lions!
Vict'ry ever more.
March! Siempre Adelante!
Roar, Lions, roar!

Words by David Amrein and Patrick Reidy
Music by William T. Purdy
ACADEMIC POLICIES

The academic program at JSerra Catholic High School is a college preparatory program with a wide range of academic courses. Since JSerra is a college preparatory school it is important for students and parents to note that there is a great deal of difference between a passing grade and a college recommended grade. Students should work for the highest grade commensurate with their abilities. Not only do students experience the pride and satisfaction that comes with working to their full potential, but also students with high grades have more options open to them when selecting a college. For students looking for the most challenging academic experience, there are several Honors and Advanced Placement courses offered for those who qualify. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum which prepares students for a post-secondary education. Therefore, students must maintain a cumulative academic Grade Point Average (GPA) of 2.0 or better. The curriculum at JSerra has been developed by the faculty under the direction of the school administration and approved by the Academic Committee which includes members of the Board of Directors. JSerra’s curriculum also conforms to California State Standards and the non-religious curriculum has been approved by the University of California. The curriculum offers Honors and Advanced Placement classes within a college preparatory curriculum.

Academic Probation

Students may be placed on Academic Probation for one of two reasons:

1. Any student who earns a total GPA below 2.0 on any quarter or semester grade report shall be placed on academic probation for the following quarter.
2. Any student with multiple “D” or “F” grades on any quarter or semester grade report shall be placed on academic probation for the following quarter.

Further, any student on academic probation for two consecutive quarters shall be ineligible to participate in any extra-curricular activities until he/she has been removed from academic probation. In addition, the Academic Review Committee shall have discretion to declare a student ineligible to participate in extracurricular activities including athletics, artistic events, and dances if it is determined that he/she consistently performs below acceptable academic standards for such student including having previously been placed on and removed from academic probation. Any student who is on academic probation for two consecutive quarters will be subject to dismissal from the school if he/she fails to earn a total GPA of at least 2.0 at the end of the second probationary quarter. A student with multiple non-consecutive quarters under 2.0 is also subject to academic probation as well as dismissal.

The Academic Review Committee can make a recommendation for withdrawal at the end of the semester based on multiple “Ds” or “Fs” which may not be possible to remediate prior to the beginning of the following school year.

Academic Review Committee

The Academic Review Committee convenes to review, discuss, and decide on a course of action for the following conditions:

- To review the records of those students who fail to meet the requirements of their probation and are ineligible to participate in extracurricular activities and/or are liable for dismissal. If a student fails to achieve a 2.0 GPA for two consecutive grading periods (at the quarter and semester grading periods, but not including progress reports), he/she will be ineligible for participation in extracurricular activities until the next grading period (not including progress reports) and is liable for dismissal
- To hear requests by students who are subject to immediate ineligibility for participation in extracurricular activities because they received two or more “F” grades at the semester grading period

The Academic Review Committee is comprised of four voting members; the Principal, Vice Principal of Student Life, Vice Principal of Curriculum, a faculty representative, and three, non-voting members including the Deans of Students and the student’s counselor. The student will then be informed of their academic status via letter, email, or phone call.

Any student who has been dismissed from JSerra for academic reasons may appeal in writing to the President.
Mandatory Study Hall

Academic policies and rules at JSerra are designed to ensure students will be able to handle a rigorous college prep environment. As such, at times when student academic production or responsibilities lag, students will be assigned mandatory study hall time to make contact with teachers to assist the student with raising grades to acceptable levels. In the event that a student receives either two D’s and/or one F on a progress or quarter grade report, the student and parents will receive an e-mail notification of mandatory study hall requirement for the week. The mandatory study hall is a proactive effort by the school to provide students with the opportunity to either attend the study hall room or spend time working directly with their individual teachers to raise grades prior to official grade reporting. Students are required to attend a minimum of two 45-minute sessions each week until the grades rise above a D. The e-mails outline the study hall schedule and methods for students to arrange for individual teacher meeting times. If the student does not complete the two sessions per week, that student will be assigned a one-hour after school detention by the deans.

Classroom Policies

All teachers distribute classroom policies at the beginning of each school year or semester. Parents and students should read classroom policies very carefully. Students will be held responsible for the content of those classroom policies and regulations throughout the school year.

Community College Classes

Students may take classes at local community colleges when these classes are not offered at JSerra or when remediating a grade of “D” or “F” on a semester report card. These classes, however, may not be taken in lieu of a class at JSerra, nor used for the purpose of skipping levels (i.e. World Languages or Math). Any student wishing to take a class at a local community college is required by the college to have the signed approval of the Principal. We are bound by the Community College restriction to not allow more than 15% of our student body to attend the local Community College at any given semester. In order for the course to be included in the JSerra G.P.A. or class rank, it must be approved by the Vice Principal of Academics.

Online Courses

JSerra is committed to providing online courses that enhance learning and provide flexibility for students. We offer a wide range of online courses throughout the entire school year. We recognize that students may want to take more classes than they can fit into a traditional school day or may want to get ahead in a particular subject. We also know that students may want to take a class a second time to improve a grade. JSerra also offers online credit recovery courses. Because of its flexibility, students can work on remediating a course anytime they are not in school. All online placements are at the discretion of the student’s counselor.

Students in online courses at JSerra also are subject to mandatory study hall to complete their academic production in a timely manner. At specific times during grading periods, the online monitor sends out progress notifications to students who fall behind or appear in danger of not completing their required coursework. Online students are expected to complete 25% of coursework by the 1st progress report, 50% complete at the quarter, 75% at the 2nd progress report, and 100% complete at the semester. Students and parents receive an email directing the student to mandatory study hall to seek help and/or set aside time to work on their coursework with JSerra classroom teachers. The mandatory study hall is a proactive effort by JSerra to provide students with the opportunity to focus their attention on the online course work. Students must attend a minimum of two 45-minute sessions of study halls until the workload is caught up with requirements laid out by the Director of Online Learning. If the student does not complete the two sessions per week, that student will be assigned a one-hour after school detention by the Deans.

For all other online policies, please refer to the Online Learning Handbook.
Courses and Scheduling

Underclassmen are required to enroll in seven classes each semester. Seniors can take 6 (six) classes provided they are on schedule to graduate. In consultation with the student and his/her parents/legal guardians, the Guidance Counselor will monitor a student’s choice of courses to avoid overloading his/her academic curriculum. Students, not parents, teachers, or counselors, are responsible for their academic progress.

A detailed explanation of the courses that JSerra offers can be found in the Course Catalog. Registration for courses for the following year takes place during the second semester. During the course of the year, each student will meet with a counselor to prepare his/her academic schedule for the following term, to review progress toward meeting graduation requirements, and to discuss plans for college.

Emancipated or Eighteen Year Old Students

All school regulations apply to students who are emancipated or eighteen years of age (and older) as long as they are enrolled at JSerra.

Graduation Requirements

In order to graduate from JSerra, a student must successfully complete a minimum of 270 credits of course work. In early spring, students are given opportunities to prepare their next year’s schedule and to review graduation requirements and proper courses for admission to the colleges of their choice. Included within credits completed satisfactorily are the following course requirements:

A Christian Service component is required for graduation, See details on page 19.

Theology ..................... 4 years .............. 40 credits
English ............................ 4 years ................ 40 credits
Social Studies 1954 3 years .......... 30 credits
Science ............................. 3 years ................ 30 credits
Mathematics ...................... 3 years ................ 30 credits
World Languages .............. 2 years ................ 20 credits
Fine Arts .......................... 1 year ................ 10 credits
Health* ............................. ½ year .................. 5 credits
Freshman Communication ½ year .......... 5 credits
Electives ......................... 4 years ................ 40 credits
Physical Education ............ 2 years ................ 20 credits
270 credits

*Students enrolled in the Medical Magnet Program are exempted from taking Health.

Grading Scale

The school grading scale is:

A ……90-100%
B…….80-89%
C…….70-79%
D…….60-69%
F…….59% and below

Teachers are given latitude with regards to rounding up grades. In other words, a teacher is not obligated to round up grades.
Semester Grade Calculation

The semester grade for freshmen and sophomores is arrived at by weighting each quarter grade at 42% and the semester exam at 16%. The semester grade for juniors and seniors is arrived at by weighting each quarter grade at 40% and the final exam at 20%. Finals will be weighted differently for Fine Arts electives and P.E. courses. Semester grades do not get calculated with plus or minuses attached to the grade. Pluses and minuses are included on progress reports and quarter grades to help parents understand the relative strength/weakness of the grade.

“I” (Incomplete) is used only in very rare cases when a student has missed work due to an excused absence at the end of the grading period. If a student receives an incomplete, they will have one week to complete his/her work. In other words, if a student receives an incomplete in the fall semester, he/she will have until Friday of the week we return to turn in their work. If he/she receives an incomplete in the spring semester, he/she will have until the Friday after the semester ends to turn in their missing work. The teacher will then have two days to turn in his/her grade. Exceptions can be made to this rule for both the students and the teachers with administrative approval. All classes in which a student received a “D” or an “F” at the semester(s) must be remediated in JSerra’s summer school. A student who does not receive a passing grade in a course is required to make up the “D” or “F” as a condition of continuing their studies at JSerra. All “D” and “F” grades must be remediated before the student is allowed to attend JSerra in the fall.

Graduation Policy

In order to receive a diploma, a student must have earned a cumulative total GPA of 2.0 or better, have no “D”/“F” or “Incomplete” grades on the transcript, and have no outstanding financial obligations. Additionally, students must have completed their Christian Service requirements (see Christian Service requirements on page 19).

Should a student have the misfortune of receiving a “D” or “F” grade in the senior year and the grade can be made up in summer school, the student may participate in graduation exercises, but will not receive a diploma until the “D” or “F” is remediated.

Missing Final Exams

All final semester exams must be taken at the regularly scheduled times. Students must contact the Vice Principal of Academics to reschedule a makeup final exam. No final exam may be taken twice. Students who fail to take a makeup exam will receive a “0” on the exam.

Second Semester Senior Finals

Seniors who receive a “B” or better in the 3rd and 4th quarters are exempt from finals in that class.

Physical Education Policy

All students at JSerra are required to complete two (2) years (20 credits) of Physical Education in order to graduate. To fulfill the two year P.E. graduation requirement, students are expected to complete two one-year Physical Education courses during their four years. Students can earn 5 P.E. credits for each season of participation in a CIF-sanctioned sport as well as participating on the hockey, lacrosse, surf, or sailing teams, all levels of Pep Squad, or the Interscholastic Equestrian League (IEL) assuming they complete the season.

A request for an exemption from P.E. must be submitted in writing to the Vice Principal of Academics if academic scheduling needs or a physical condition prohibits a student from participating in physical education classes. The request must be made at the time of registration for fall or spring classes. By obtaining a P.E. exemption, the student does not reduce the total number of credits needed to graduate.

All students are strongly urged to continue their physical health and development by participation in school-sponsored, CIF-sanctioned teams, 7th period P.E. for specific varsity level sports, dance, and yoga classes. Sports specific P.E. classes and dance classes both satisfy the JSerra requirement.
Placement in Classes

Freshmen

Freshmen are assigned a course of studies that will prepare them to successfully meet graduation requirements. Class placement for freshmen is based on entrance exam (High School Placement Test) scores and JSerra subject-specific placement exams. While a student’s junior high school grades, class selection, and teacher recommendations may be utilized to assist in proper class placement, they do not determine class placement. Students are randomly assigned to classes. It is not permitted to select specific teachers.

Sophomores, Juniors, and Seniors

Returning students select courses based on curricular progression and approval during the re-registration process. Students who wish to take honors or AP courses must follow the procedures indicated below. Students are randomly assigned to classes. It is not permitted to select specific teachers. Students are randomly assigned to classes. It is not permitted to select specific teachers.

AP Courses

JSerra participates in the nationwide Advanced Placement program of college-level instruction in high school by offering Advanced Placement Courses. Currently, these courses include AP Art History, AP Calculus AB, AP Calculus BC, AP Chemistry, AP Biology, AP Studio Art, AP Music Theory, AP European History, AP French Language, AP Spanish Language, AP Latin, AP US History, AP US Government and Politics, AP Macroeconomics, AP Computer Science, AP Environmental Science, AP Physics 1, AP Physics 2, AP Physics C, AP English Literature, and AP English Composition. Students who complete these classes are required to take college grade examinations prepared by the College Entrance Examinations Board. Success in the examination will earn the student either college credit, advanced placement in college, or both. Students taking AP and honors courses will also have one point weighted credit in their GPA for every AP or Honors course taken for grades of “C” or better.

AP and Honors Level Course Requirements

The minimum entrance requirements for all Honors and Advanced Placement courses may include, but are not limited to, the following:

1. A cumulative GPA of 3.0 or higher. This is the minimum standard for consideration in the pool of candidates. The students selected for Honors and AP courses have qualifications and achievements far above the minimum.
2. An “A-” or better in a college prep course or a “B+” or better in an honors course for both semesters in the academic discipline for the previous year. This is the minimum standard for consideration.
3. A teacher recommendation from the previous teacher in the subject area. This recommendation might cite the student’s superior motivation, attitude, and quality of work, as well as his/her ability to handle the pressure of an accelerated course with heavier reading and expectations.
4. Students may also be required to take a test to determine the suitability of placement into an AP course.
5. The Vice Principal of Academics, in consultation with teachers and department chairs, approves any exceptions.

The requirements for continuing in Honors and AP courses at the semester include, but are not limited to, the following:

1. A cumulative GPA of 3.0 or higher
2. A grade of “B” or higher in the honors or AP level course
3. The Vice Principal of Academics, in consultation with teacher and department chair, approves any exception to the listed requirements
All Students

Students who do not initially qualify for honors classes can earn placement for the following year by teacher recommendations and a strong academic performance. During the first quarter, students are permitted to level down from AP or Honors course only if it is determined by the teacher that they are not able to succeed in the class. AP/Honor teachers can require a student to level down if it is deemed a student cannot be successful. The final decision is made by the Vice Principal of Academics in consultation with the student’s teacher. Student transcripts will not reflect credit for an AP or honors course in the event that the course was dropped. Students who level down from an AP or honors course at any time will also lose the extra GPA point on the semester grade.

GPA

When calculating GPA, Honors classes and/or AP courses receive an extra point for grades of “C” or better. The scale is as follows:

<table>
<thead>
<tr>
<th>AP/Honors Scale</th>
<th>Academic Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 5 points</td>
<td>A = 4 points</td>
</tr>
<tr>
<td>B = 4 points</td>
<td>B = 3 points</td>
</tr>
<tr>
<td>C = 3 points</td>
<td>C = 2 points</td>
</tr>
<tr>
<td>D = 1 points</td>
<td>D = 1 points</td>
</tr>
<tr>
<td>F = 0 points</td>
<td>F = 0 points</td>
</tr>
</tbody>
</table>

GPA Definitions

Total GPA- The sum of grades earned in college prep, honors, and advanced placement courses taken in the 9th through the 12th grades is divided by the number of courses completed. Classes taken on a credit/no credit basis are not included in the total GPA. Total GPA is used in determining a student’s academic probation status as well as in eligibility for financial aid and extra-curricular activities. The weighted Total GPA is reflected on both the grade report and transcript.

Academic GPA- The sum of grades earned in college prep, honors, and advanced placement courses taken in the 9th through the 12th grades is divided by the number of courses completed. Academic GPA does not include grades earned in Study Skills or classes taken to fulfill P.E. credits. The Academic GPA is used primarily by colleges when computing a student’s GPA and by the JSerra Awards committee. The weighted Academic GPA is reflected on both the grade report and transcript.

Repeating a Course

When a student receives a grade of “D” or “F” in any course, he/she may not repeat that course during the school year except via the JSerra online program. Students receiving a “D” or “F” grade at the semester in any subject must remediate that “D” or “F.” In all cases, if the course is not offered at JSerra during the summer, all summer school classes must be approved by the Vice Principal of Academics before registration in the class.

If a student takes a summer school or online class to remediate the “D” or “F,” the grade received in the summer school or online class will appear on the transcript as the grade received for the course with credit. The previous grade will still appear on the transcript, and both the remediated and the original grade are calculated in the GPA.

Honor Roll

JSerra recognizes students at the end of each semester for their academic achievement. Honor Roll designation is determined by the following two categories:

Dean’s List: Students who have a weighted total GPA of 4.0 or higher for any grading period.
Honor Roll: Students who have a weighed total GPA between 3.50 and 3.99 for any grading period.

Report Cards
Report cards are mailed home at the conclusion of each semester.

**Request for Review of a Grade**

Parents wishing to review a grade calculation may do so by first contacting the student’s teacher and then contacting the Vice Principal of Academics if a satisfactory resolution has not been achieved.

**Requests for Class Changes**

Every effort is made to accommodate the scheduling needs of the student while balancing class sizes. However, due to inevitable conflicts, not all scheduling requests may be accommodated and not all class sizes are optimal. Students/parents may not request a schedule change to accommodate a teacher of their choice. Further, the school cannot accommodate requests to have particular classes at certain times of the day. All approved class changes must be completed by the end of the second week of the first semester and after the first week of the second semester (see school calendar for the specific dates). *Schedule changes will be made only to correct scheduling errors, make level changes, (up or down due to academic rigor), or resolve lunch conflicts.*

**Credit for non-JSerra Classes**

Any summer school or online class taken to replace a JSerra graduation requirement must be approved by the Vice Principal of Academics before registering for the class. To appear on the JSerra transcript, grades for all summer school courses must be submitted before the first day of fall classes. If a grade for this summer school course is submitted, this course will be added to the student transcript and averaged into the student’s GPA.

**Withdrawing from a Class**

Course changes are possible the first two weeks of both semesters. Any student who withdraws from a course after the second week of the semester, but before the first progress report will receive a “W” (withdrawal) on their transcript. In this instance, the course would not need to be remediated. Withdrawals after the first progress report for each semester are reflected as “WF” (Withdrawal F) grades and the class must be remediated. Any withdrawal from a course must be approved by the student’s teacher and the Vice Principal of Academics.

**Withdrawing from School**

If, for any reason, a student is withdrawing from JSerra to attend another school, the student or parent must contact the Office of Admissions and request an official withdrawal form from the school. All school property such as leased computers, library books, etc. must be returned and all financial obligations must be met. Students will then receive exit grades and transcripts.

**Retention of Student Data/Records**

The school will retain indefinitely the following data/records (in digitized or printed form) for each student enrolled at the school:

- Legal name of student
- Evidence of date of birth
- Sex of student
- Place of birth
- Name and address of parent or guardian of minor student
- Address of minor student if different than that of parents or guardians
- California school immunization record
- JSerra grades and official transcript
- Enrollment and attendance dates
- Standardized test results/SAT scores
- Any other legal documents provided by the State of California

All other data/records may be destroyed or deleted three years following the student’s withdrawal or graduation from the school.
Access to and Release of Student Data/Records

The following restrictions shall govern access to or release of student data/records:

- Only administrators, counselors, and the registrar shall have access to student data/records (other than information contained on the school’s record system, which may be accessed by all authorized school personnel).
- Only the Principal and his authorized designees have the authority to release student data/records.
- Student information may never be given over the phone.
- All official student data/records are to be made available for supervised inspection by the student’s parent/guardian upon reasonable notice.
- When a student transfers to another school, a copy of the student’s transcript and health record shall be transmitted to the new school upon written request from the student’s parent/guardian. Such written request is to be maintained in the student’s file.
- When a subpoena or other judicial order requesting student data/records is served on the school, a copy immediately shall be forwarded to the Principal. No school data/records may be furnished or made available for inspection without his approval. If it is necessary to produce the requested data/records in court or at a deposition, the Principal shall designate the person to produce such data/records.
- Except as set forth above, no student records or data may be released or otherwise made available to any person or agency without the written authorization of the student’s parent/guardian.
- Unless there is a court order to the contrary on file with the school, a non-custodial parent shall be allowed to discuss with appropriate school personal his/her student’s progress and be provided unofficial copies of such student’s data/records.
CURRICULUM AND ACTIVITIES

As a college preparatory high school, JSerra is entrusted with the responsibility of ensuring its students are fully prepared for the rigors of a university education. This preparation includes introducing its students to a wide variety of curricula, both secular and religious, to make certain that their education conforms to the standards established by the Department of Education of the State of California and accords with the mission of the school.

When the appropriateness of curricula or activities is called into question by a member of the school community, the Content Review Committee (CRC) will review the material or activity in light of the school’s curricula mission. Where curricula are deemed inappropriate, such a determination will be made following careful deliberation and only after a majority of the Committee confirms that the inappropriate nature of the curricula or activity outweighs the opportunity for learning or critical examination and reinforcement of Christian values. The Content Review Committee is comprised of seven members, (representing each of the academic departments), selected by the President, and is chaired by the Vice Principal of Academics. This committee will render a decision on the appropriateness of the curricula or activity. Decisions of the Content Review Committee are final.

TEXTBOOKS

JSerra contracts with an online book company to supply textbooks. That company is Follett Virtual Campus. The website where you can purchase textbooks is available at this web location: www.bkstr.com/jserracatholicstore/home/en?cm_mmc=Redirect-_-VanityURL-_-jserra.bkstr.com-_-319405

JSerra maintains a Textbooks webpage on our website at all times during the year. A link to Follett Virtual Campus is provided on our website along with other information and our textbook lists for both summer and fall. To access our Textbooks webpage, follow these instructions.

1. Go to: www.jserra.org
2. Select the Student tab at the top of the webpage.
3. Scroll down and select the webpage called Textbooks.

Or you can bookmark this URL for easy access: www.jserra.org/page.cfm?p=898

Summer School textbooks (and books for AP classes that require summer work) are typically available in late May via the Follett website. Fall textbooks are typically available in mid-July.

Each May, during final exam week, Follett representatives come to JSerra to purchase back textbooks and accept the return of rental books. This is called Textbook Buybacks. Information about buybacks is distributed via Naviance, email, on-campus flyers/posters, and classroom visits. It is also available on the Textbooks webpage provided above. If you do not come to the buyback event on campus, it is up to you to return your books directly to Follett.

For help with your Follett account or purchasing/returning textbooks, contact Follett directly via their website or by calling their Customer Service Dept. at 888-382-3383. For general questions, you can email JSerra’s Librarian, Jeanne Swedo, at: jswedo@jserra.org.
BRAKKE FAMILY LEARNING CENTER (LIBRARY)

The mission of the Brakke Family Learning Center (BFLC) is to support the curriculum of JSerra, and as part of that mission provide access to current, adequate, and appropriate information resources, and to ensure that all students, teachers, and staff are effective users of ideas and information. In support of the BFLC’s mission, and in further support of the mission of JSerra, students receive library instruction throughout each term to teach them to be information literate and effective researchers, and to develop their desire to be lifelong learners.

Library Instruction

Library classes are arranged around themes for each grade level and are based upon the AASL Standards for the 21st-Century Learner, the ACRL Information Literacy Competency Standards and the new 2010 California Department of Education Model School Library Standards for California schools.

Hours of Operation

Monday through Thursday: 7:45am to 6pm
Friday: 7:45am to 3pm
Special Schedule Days: one hour after class is dismissed

Library Collection

The Brakke Family Learning Center has a handpicked collection of print and digital resources that have been selected to enhance curriculum and provide support to students and faculty, while recognizing the instructional diversity of JSerra. Print resources include reference books, including World Book Encyclopedias, atlases, and specialized reference materials, non-fiction, biographies, and auto-biographies, and fiction. Digital resources include the research databases: EBSCO’s Academic Search Premier, Literature Reference Center, and ERIC; and Infobase Publishing’s Bloom’s Literary Reference, History, Government, and Science resources, and Classroom Videos on Demand. We also offer access to JSTOR for academic research. The databases are specifically selected to support classroom curriculum. Students receive training and support as they learn how to use electronic research platforms. Students are also provided with an account to NoodleTools to help them with proper citation of sources and with generating Works Cited and Annotated Bibliography documents.

Library Portal

The JSerra library portal is updated constantly and is maintained by the librarian. The portal offers student and faculty access to library news and information, tutorials, leased databases, reading lists, reviews, and links to web quests and directed research projects designed for classes at JSerra and written by the librarian. The student resource page of the library portal provides annotated links to internet websites to provide homework help and instructional support for JSerra students. To view the library portal, visit www.jserra.org/library.

Circulation Information

Library materials, except non-circulating reference materials, may be checked out for three week intervals. Materials may be renewed, if there is no hold on those items. Overdue notices are sent to the student while on campus. If the student fails to return overdue materials, the student’s library privileges will be suspended until the library charges are cleared, and a letter will be mailed to the student’s home address. At the end of the school year, students with outstanding fees or materials not returned will have their account turned over to collections in our Business Office.

Fines

Since most of our materials circulate for use in classroom projects, our library does not collect fines for late materials, as long as the item(s) is returned when requested by the librarian. Any damage to an item as noted by the librarian will result in the item being replaced at its current cost, plus a $7.00 processing fee per item both being charged to the student.
**Volunteers**

Parents who wish to volunteer to help in the library during school hours are encouraged to contact the librarian at (949) 493-9014.

**Donations to the Collection**

Anyone wishing to donate books to the BFLC should contact the librarian to make an appointment. The BFLC may accept gently used fiction books, both hard and soft cover, and non-fiction or reference materials, if they are of recent copyright and support the JSerra curriculum.
FAITH FORMATION AND EDUCATION

The spiritual life of JSerra students is developed through prayer, theology classes, identity formation, sacramental life, all-school liturgies, service opportunities, retreats, and other formational programs. It is the goal of JSerra to integrate theological education and spiritual formation. Both the “mind” and the “heart” will be engaged in assisting students in their faith development.

Campus Ministry

Campus Ministry provides students with opportunities such as retreats, weekly youth group activities, small faith sharing groups, the celebration of the Eucharist, the Sacrament of Reconciliation, and other dynamic Christ-centered experiences to invigorate them with the unconditional love of God and help them initiate and deepen their relationship with him.

Christian Service Program

The Christian Service Program is an essential part of the JSerra experience. Besides being a requirement for graduation, this aspect of a JSerra education is integral to the religious and human formation of our students.

JSerra Catholic High School students are expected to serve through acts of charity toward their fellow man. Although many service opportunities will be presented to them throughout their time at JSerra, student-initiated opportunities are welcomed as well. Our service program seeks to develop the virtues of magnanimity, compassion and generosity in each student through practice of the Corporal and Spiritual Works of Mercy, especially as it relates to the underprivileged and those in greatest need.

With the approval of the Coordinator of Christian Service, the JSerra Christian Service Program is a requirement for graduation and consists of a minimum of 20 hours to be completed during each school year (or during the summer) for a total of 80 hours upon graduation. The deadlines for completing this requirement are as follows:

1. Each January 15th, hours from the previous summer or semester must be entered into x2vol. Hours from the previous summer or semester entered after January 15th will not be approved.
2. Second semester hours must be entered no later than April 30th.
3. Hours entered after April 30th from the second semester will not be approved.
4. Seniors must have 80 hours completed by April 30th or their diploma will be held.

The school provides a list of suggested organizations with which the students can work. Organizations not listed on the school’s list must align with the Christian service goals and be approved by the Coordinator of Christian Service. See the Faith & Character tab on the JSerra website for service goals, approved organizations and instructions on getting hours approved.

All service project work is documented through the school’s Christian Service software, www.x2vol.com/index.html. An app for X2Vol is also available.
SANCTITY OF LIFE

Pregnancy Policy

A primary purpose of Catholic education is to guide students’ growth in Christian values and moral conduct. Catholic teaching 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 expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values; however, when a pregnancy occurs outside of marriage, the entire school community must offer support to the pregnant student and/or the student’s father so that the pregnancy can be brought to term.

Raising children is best done by mature, responsible adults, united in marriage, who are emotionally prepared to do so. In other words, teenage parents face a host of challenges that will inherently make raising a child difficult. Students involved with a pregnancy have new obligations and priorities. If a student becomes pregnant or is the expectant father, we hope and pray that the life-affirming decision to give birth is made. A student who is pregnant will find herself fully supported by the school, through her activities on campus may be curtailed in a manner appropriate with her status as an expectant mother.

When we identify that a student is pregnant, we will treat each situation in its own unique manner, based on the age and grade of the girl, her physical and emotional health, the stages of the pregnancy, and other relevant factors. Similarly, if a male student is found to be an expectant father, we will address his situation based on its own particular circumstances.

Abortion Policy

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 moral indefensibility of abortion. Abortion disregards innocent human life and is incompatible with and contradictory to the fundamental teachings of the Church, the mission of JSerra, and the values that ought to permeate Catholic education.

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

In light of the foregoing, any student who procures, facilitates, or is in any way involved in the procurement of an abortion for any student is subject to dismissal from the school. Moreover, if any JSerra parent/guardian facilitates or is in any way involved in the procurement of an abortion for any student, his/her child is also subject to dismissal from the school.

The aforementioned notwithstanding, the school retains the right and the responsibility to promulgate and enforce disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.
STUDENT EDUCATIONAL RESOURCE PROGRAM (SERP)

JSerra Catholic High School has developed a Student Educational Resource Program (SERP) to support students with documented learning differences and recognizes the responsibility to provide a learning environment that fosters growth and considers the individual needs of all students. Students who are offered admission to JSerra Catholic High School can request support from the SERP Program by meeting with Director of SERP and submitting documentation of the learning difference, ADHD, or learning disability. Please note that there is an additional fee for participation in SERP. The Student Educational Resource Program (SERP) provides assistance and responds to the needs of learners with diverse needs through collaboration between the student, parent, SERP staff, teachers, parents, and school administrators while working together for the individual success of every student involved in the program.

Referrals to the Student Educational Resource Program (SERP) services may be made by administrators, teachers, parents/legal guardians, the Student Assistance Program, or students themselves. To be considered for admission a Psycho-educational assessment must be completed and meet the conditions listed below. Psycho-educational diagnostic services are available at independent testing centers or through independent psychologists at the parents/guardian’s cost. Testing services may also be accessed through the local public school district. JSerra Catholic High School does not provide educational diagnostic testing services. The Director of SERP may be contacted for assistance with private testing referrals.

Documentation Requirements/Guidelines

1. Comprehensive assessment conducted by a qualified professional
2. Must be current (testing completed within the past three years)
3. Documented evidence of the disability which impacts the student’s ability to learn
4. A specific diagnosis is made by the testing facility, physician, or psychologist
5. Description of the functional limitations of the disability and the tests or techniques used to arrive at the diagnosis, including evaluation dates and tests results with sub-test scores
6. Explanation of current classroom and academic accommodations recommended
7. Record of prior academic and classroom accommodations (if any)
8. Records of all previous academic and psychological testing as they apply to the student’s ability to learn
9. Provides complete educational, developmental, and relevant medical history

Services Provided by the Student Educational Resource Program (SERP)

Academic Assistance Options:

1. Option to take a Study Skills Class/Period* with an emphasis on Curriculum Support and instruction in Organization, Time-management Skills, Study Skills, and Social Skills
2. Walk-in assistance during zero period (7:00 a.m.) and after school until 3:30 p.m. (Students who do not have a Study Skills class period are encouraged to utilize the Resource Center and support from the SERP staff during these hours)
3. Assistance with reading, written language and math as needed
4. Individual/small group subject matter tutoring and peer tutoring
5. Self-advocacy programs
6. Classroom accommodations as appropriate based on documentation/student need

*The Study Skills class can be taken as an elective four semesters for credit and a grade (20 credits total) and as a non-credit elective thereafter at the request of the student/parent.
**Testing Accommodations***:

1. Distraction-free environment/use of SERP Testing Center
2. Extended time testing (50% additional time) and special format testing
3. Test reader services

*Accommodations: JSerra Catholic High School reserves the right to define the level and nature of reasonable accommodations provided to students in both the classroom and testing environment. SERP and classroom procedural accommodations are based on student need as well as availability of JSerra personnel and JSerra resources.

**Support Provided by SERP:**

1. Consultation with JSerra families for at risk and underachieving students
2. Referrals to testing resources for documentation and diagnosis
3. Parent and faculty workshops on learning differences
4. Individual student support and conferences as needed for SERP students
5. Liaison between parent, students, and faculty regarding student needs
6. Faculty resource for information on learning differences and classroom strategies

SERP at JSerra Catholic High School treats all testing documentation as confidential and student records regarding the program remain in the office of the Director of SERP and are available to parents upon written request.
HEALTH SERVICES

The JSerra Nurse’s Office provides students and school staff with basic health care, first aid, and health counseling that emphasizes illness prevention. It is staffed with one full time R.N. and three part time R.N.’s. It is located in the administration area of Building #1. Please feel free to contact the Nurse’s Office at (949) 493-9028, fax (949) 493-2763, or email at nurse@jserra.org.

Medication Administration

Over the counter (OTC) medication as listed on the Emergency Contact and Health Information (ECHI) form may only be given with parent/guardian consent. ALL medication is secured in the Nurse’s Office and administered by designated school personnel. Students are not permitted to carry or keep any medication in the school locker, student’s vehicle, or student’s backpack with the exception of an inhaler and/or an EpiPen, cough drops, and antacids. Students may not share medications with other students. The JSerra staff is authorized to confiscate any medication carried by the student (excluding those approved above) and return it to the Nurse’s Office. The student’s parent or guardian will be contacted and the medication will be given back to the student at the end of the school day to be brought home.

An EpiPen, inhaler or any over the counter or prescribed medication (not authorized on the ECHI form) needs to be accompanied with a Parent/Physician Request for Medication form. This form needs to be completed by the parent and prescribing physician and kept on file in the Nurse’s Office for the duration of the school year. A new form must be completed each school year. All medication(s) need to be picked up at the end of the year or they will be disposed. All student medications need to be sent in their original container with the student’s name clearly marked.

Any medication, (OTC not authorized on the ECHI form or prescribed), supplied from home on a temporary or long term basis must be sent to school in the original container, or it may not be administered by any JSerra staff. The parent or legal guardian will then need to come to school and administer the medication if absolutely necessary for the health of the student.

Student Illness While at School

If a student during school hours states he/she is feeling ill and/or has symptoms of an illness or communicable disease, the Nurse’s Office will notify the parent/guardian or other designated person on their ECHI form. Students may not make their own arrangements for dismissal from school. They will only be released to a parent/guardian or other designated person and signed out through the Attendance Office. Please plan on picking up your student within 30 minutes of being called. If you are unable to, then please contact an alternative family member or neighbor to pick up. It is vital for the school to be notified of any changes in emergency contact names or phone numbers for the student’s protection.

The student will wait to be picked up from school in the Nurse’s Office. Authorization for the student to drive home may also be given by the parent/guardian or designated ECHI contact. However, the nurse or other designated school personnel has the right to refuse to let the student drive if deemed necessary for the student’s safety.

Student Ill While at Home. When to Return?

The student should remain at home if any of the following symptoms are present within 24 hours of the next school day: fever of 99.5 or higher; vomiting; diarrhea; cough with mucous production; eye redness with itching, pain, and/or discharge; a positive Strep test if antibiotics have been started for less than 24 hours; a diagnosis of Mononucleosis with persistent symptoms; or any other communicable disease. Any student recovered from a contagious disease needs to submit to the Attendance Office a physician’s permission before returning to classes.

All information regarding health information for your student can be accessed on the Nurse’s Office website under the “Parent” tab at www.jserra.org.
CODE OF CHRISTIAN CONDUCT

The code of Christian conduct is intended to provide an environment suitable for the serious pursuit of academic excellence. Behavior that is dangerous or keeps students from learning or prevents the teacher from teaching is not acceptable and will not be tolerated. Observance of this behavior code will put demands on the students’ self-control and growth toward maturity. The school reserves the right to review unsatisfactory conduct. The school is entitled to discipline the student with detention, suspension, probation, and/or dismissal should any of these be deemed justified by the school. The knowledge and compliance of the behavior code is expected of every student enrolled at JSSerra.

JSSerra’s administration reserves the right to review the conduct and actions of JSSerra students regardless of when or where such actions take place if they are of a nature to bring discredit to the school or if they conflict with the Christian values for which JSSerra stands.

Parental Code of Conduct

Both the student and the student’s family agree to comply with and be subject to the regulations, rules and standards of academic and social behavior established by the school. A positive and constructive relationship between JSSerra and its parents is essential to the fulfillment of the school’s mission. Therefore, JSSerra reserves the right to suspend, dismiss, or not re-enroll a student if the administration concludes that the actions of a parent or guardian make such a relationship difficult or impossible. The decision of the administration in this regard shall be final.

Personal Responsibility

It is expected that each student develop a sense of personal responsibility regarding compliance with school policies and regulations. JSSerra maintains a record of student disciplinary infractions. School officials review the records of all students during the school year. Students who accumulate 10 or more non-serious violations or have been in violation of serious misconduct disciplinary infractions may be suspended and liable for dismissal from JSSerra Catholic High School.

General Courtesy

It is expected that all JSSerra students conduct themselves in a manner consistent with Catholic values. Students are expected to be courteous and respectful when interacting with their peers, with the faculty and staff, and with any member of the extended community. Such respectful behavior is reflected in the adherence of dress and grooming codes, and all policies and procedures the school has developed to guide appropriate conduct.

DRESS CODE GUIDELINES

JSSerra believes that a student’s personal appearance has an impact on her/his attitude as well as behavior, and therefore, the learning process. Respect for both the individual and the school is manifested by an attitude of “dressing up” for school. The dress code is designed to assist students in making decisions about appropriate dress, personal responsibility and self-discipline. Students are to appear neat, clean, and well-groomed at all times. The JSSerra dress code is based on modesty, neatness, cleanliness, good taste and safety. “Modesty in dress” at JSSerra requires that students refrain from wearing such items as tight-fitting and revealing clothing, and from displaying visible cleavage, visible underwear, bare midriffs, etc. Attire that is distracting or extreme is also prohibited. Clothing should be in good repair and appropriate to the occasion. Clothing should be gender appropriate. It must be understood that when individuals do not comply with the dress code, faculty members have, not only the right, but also, the obligation to refer the student to the Dean’s Office to receive a dress code detention. Since the parent is the primary educator of the student, it is the parent’s responsibility to ensure that their son/daughter is in correct dress code on a daily basis while on the campus of JSSerra and at school functions. Students are expected to remain in uniform after school while on campus. Students should be dressed modestly and in accordance with the philosophy of the school when attending all JSSerra events.
**Boys Mass Uniform**

1. **Shirt** - Uniforms 4 U white long or short-sleeve oxford cloth shirt (tucked-in)
2. **Sweater** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest
3. **Pants** - Uniforms 4 U Boy’s Dickies pleated or flat front khaki pants
4. **Shoes** - solid white, black, or grey tennis shoes, black or brown dress shoes or Sperry top-siders. Students may not wear moccasins, slippers or boots of any kind. All shoes must be clean and in good condition.
5. **Socks** - solid black, white, or gray

**Boys Dress Code Regulations**

1. **Shirt** - Uniforms 4 U white, long or short-sleeved oxford cloth shirt (tucked-in) or short or long-sleeved white, crimson, or black JSerra polo shirt
2. **Pants and Shorts** - Uniforms 4 U Boy’s Dickies black, or khaki. Failure to abide by the provisions regarding uniform pants will result in the following consequences:
   a. First violation - Detention
   b. Second violation - Detention
   c. Third violation - In School Detention (ISD)
   d. Fourth violation - Suspension for one day
3. **Belts** - Khaki or black belts 1” to 1½”
4. **Sweaters** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest
5. **Sweatshirts** - Uniforms 4 U sweatshirts, JSerra authorized athletic team sweatshirts. A uniform shirt must be worn at all times.
6. **Shoes** - Solid white, black, or grey tennis shoes, black or brown dress shoes and Sperry top-siders. No moccasins, slippers or boots of any kind. All shoes must be clean and in good condition
7. **Socks** - solid black, white, or gray
8. **Hair/Grooming** - Neatly groomed, clean-shaven. No bizarre distracting, dual-level cuts, or spiked hair styles. No designs may be cut into the hair. Hair in the back should not extend below the top of the collar. The sides must be flat with no wings. Hair and sideburns can extend to mid ear. The front must not touch the eyebrows when pulled down. Hair must be consistent and one color, as well as natural.
   a. The maximum length for natural, curly or bushy hairstyles is one inch. The consequences for failure to abide by grooming provisions are:
      i. First violation - Warning
      ii. Second violation - Detention
      iii. Third violation - Saturday School
      iv. Fourth violation - In School Detention (ISD)
      v. Fifth violation - Suspension for one day
9. **Accessories** - No earrings or excessive jewelry; no body piercing or visible tattoos; no hats
10. **Backpacks/Bags** - Solid colored back packs. No logos, drawings or patches of any kind are allowed
11. **Kairos/Retreat T-Shirts** - Kairos/retreat t-shirts may only be worn at the Mass following the Kairos or retreat
12. **Senior Sweatshirts** - Seniors may wear college sweatshirts all year
13. **Game Day Attire** - No Game Day Attire

The Deans may confiscate any items deemed inappropriate or for repeated violations, and consequences will be assigned. *The Deans reserve the right to determine the proper appearance of students.*

**Girls Mass Uniform**

1. **Shirt** - Uniforms 4 U white long or short-sleeve oxford cloth shirt (tucked-in)
2. **Sweater** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest
3. **Skirt** - Black and white pinstripe pleated skirt
4. **Shoes** - solid white, black, or grey tennis shoes, black or brown dress shoes or Sperry top-siders. Students may not wear moccasins, slippers or boots of any kind. All shoes must be clean and in good condition.
5. **Socks** - solid black, white, or gray
Girls Dress Code Regulations

1. **Blouses** - Uniforms 4 U white long or short sleeve oxford cloth shirt (tucked in). A blouse or polo must be worn with the uniform at all times.
2. **Pants** - Uniforms 4 U Girls Dickies black or khaki.
3. **Shorts** - Uniforms 4 U black Bermudas. Shorts may not be rolled or shortened and must reach mid-thigh.
4. **Skirts** - Skirts must be no shorter than 3” above the top of the knee.
   a. Mass skirt - black and white pinstripe pleated skirt
   b. Daily wear skirt - solid gray, black and white stripe, or plaid
5. **Polo Shirts** - Uniforms 4 U white, crimson, or black JSerra polo shirts.
6. **Sweaters** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest.
7. **Sweatshirts** - Uniforms 4 U sweatshirts, JSerra authorized athletic team sweatshirts. A uniform shirt must be worn at all times.
8. **Shoes** - Solid white, black, or grey tennis shoes, black or brown dress shoes, or Sperry Top-Siders. All shoes must be clean and in good condition. No boots or heels.
9. **Socks** - solid black, white, or gray.
10. **Hair/Makeup** - Neatly groomed, no bizarre or distracting hair styles, hair color must be consistent and natural; makeup worn in good taste, not excessive, no extreme colors.
11. **Accessories** - One pair of matching stud earrings, no excessive jewelry; no body piercing or tattoos.
12. **Back Packs/bags** - Solid colored back packs. No logos, drawings or patches of any kind are allowed.
13. **Kairos/Retreat T-Shirts** - Kairos/retreat t-shirts may only be worn at the Mass following the Kairos or retreat.
14. **Senior Sweatshirts** - Seniors may wear college sweatshirts all year.
15. **Game Day Attire** - No game day attire.

The Deans may confiscate any items deemed inappropriate or for repeated violations, and consequences will be assigned. *The Deans reserve the right to determine the proper appearance of students.*

Girls Skirt Disciplinary Actions

Violations of those rules specifically dealing with the length of girls’ skirts will be treated as follows:

1. First violation - one detention. Each roll is one detention.
2. Second violation - one detention. Student’s parent or guardian will be contacted and notified of the violation. Each roll is one detention.
3. Third violation - the student will be required to wear pants for a length of time determined by the Dean.
4. Fourth violation - will result in a suspension for one day. The student will be denied the privilege of wearing a skirt until the end of the semester except on Wednesday.

Dress Code for Banquets

Students are expected to demonstrate personal respect. The students' attire should never be inconsistent with the need for a safe and Christian environment. Specifically female attire must adhere to the following:

- Dresses may not be more than 3” above the knee.
- Slits must not be higher than the knee.
- Students must not wear apparel that reveals visible cleavage or undergarments.
- Students must not wear backless apparel. Backless is defined as apparel that shows skin or is sheer below the bra area.
- No bare midriff.
- No lace dresses with nude underlay.
- No Jeans or Leggings.
- Students must not wear apparel with any cut-outs.
- Torn and ripped apparel is prohibited.
- Tight and extremely form fitting apparel is not allowed.
- Tank tops are not allowed.
- All JSerra grooming standards apply.
- Boys are not allowed to wear earrings.
Dress Code for Spirit Days

There are occasions when the dress code is relaxed in recognition of a school event or activity such as spirit week. On such occasions students are notified and given specific information regarding the reason for the relaxed dress day and instructions on how to dress. The purpose of the relaxed dress day is to celebrate and support school spirit. There are many creative ways to accomplish this goal without jeopardizing student safety or disregarding the goals of the handbook. Students are expected to demonstrate personal responsibility by dressing modestly and in accordance with the Christian nature of our school. There are many aspects of the dress and grooming code that are in effect on relaxed dress days such as shoes, skirt length and images on clothing. While the relaxed dress day may allow for change in attire, the student's attire should never be inconsistent with the need for a safe and Christian environment. Students should never misinterpret “relaxed dress” as “free dress” (i.e. wearing anything not specifically defined by the school’s Administration). **No leggings, jeggings or torn/ripped jeans are permitted.**

ATTENTION STUDENTS AND PARENTS: The school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. Interpretation and judgment in matters pertaining to dress and personal appearance are, obviously, necessary. In this area, the Deans of Students are the final and sole judge of what is, or is not, acceptable for an individual student.

Articles of clothing not listed or specifically mentioned are **NOT PERMITTED.**

DISCIPLINARY ACTIONS AND PROCEDURES

Detentions

JSerra’s regulations are not ends in themselves, but they underlie basic values of self-discipline and cooperation that are a part of every student’s education. Detention is a consequence of violating these regulations and it is meant to help the student acquire the habits of personal accountability and self-discipline required in adult life. Student and parental support of the behavior code and its consequences is essential. Chronic lack of cooperation with school policies will be viewed by the administration as an indication of the lack of genuine desire of both the student and the parent to remain at JSerra.

**Detention Process**

Each detention assigned is served and/or added to any other detentions. School detentions are recorded and accumulated. The accumulation of five detentions in a given year for any reason may result in a Saturday School. The accumulation of 10 detentions for any reason will result in a suspension. The accumulation of 15 detentions will result in an appearance before the Disciplinary Review Committee.

Detentions may be served earlier than the assigned date, but not later. In the event that a student has not completed detention or suspension time during the finals week of school, it will become necessary to impose a work detail. The student will be required to work under the direction of our Deans of Students or maintenance staff any time between 8 am and 2 pm. Students will be given a 24-hour notice of the detention. Final grades will not be released and seniors will not receive diplomas, nor will a student be permitted to return to JSerra until all disciplinary obligations have been met.
Teacher Detention

Students who violate classroom rules and procedures will be subject to detentions. Detentions are given by individual teachers to be served at the convenience of the teacher not to exceed one hour. Students will be given 24-hour notice for when the detention is to be served. The teacher determines the length of the detention. If a student does not show up for a teacher’s personal detention, that student will receive a school detention in addition to the teacher’s detention, which will accumulate toward a Saturday School. Some examples of violations are:

1. Late to class
2. Disruption (interfering with the orderly process of classroom education)
3. Eating: gum, candy, food, drink in the hall or classroom

School Detention

The rules and policies of JSerra help ensure a community spirit and safe environment. Violations of school policies and student’s lack of responsibility in regard to these policies will result in detention(s). Regular detention will be held Monday through Friday for one hour after school. Students will be given at least 24 hours’ notice of the impending detention. Failure to attend detention will result in additional detentions, which may accumulate toward a Saturday School. No additional notice will be given to a student who is absent from school and misses a detention. The detention is to be served on the next day of the student’s return to school. During detention, students are required to sit quietly. Students will not be allowed to talk or do homework during detention.

Students may not be excused from detention to play in a sport or attend an activity. This includes early dismissal for such activities. Students must notify coaches in advance so the team or group is not further penalized by the student’s inappropriate behavior. Students may be assigned various forms of work (academic, physical, community) during detention. Students will receive detention from JSerra for, but not limited to, any of the following:

1. Being outside of class without a current hall pass
2. Disruptive behavior in hallway
3. Eating: gum/candy/food/drink outside of prescribed areas and times (Drinks and food may not be carried in the halls except when going to lunch)
4. Fourth tardy to school and/or class and each tardy thereafter
5. Littering
6. Uniform violation
7. Loitering in any area designated “Out of Bounds” (i.e. parking lot, restricted access areas)
8. Failure to carry or present a student body card upon request of a school official
9. Disobedience/disrespect
10. Failure to attend school detention
11. Failure to comply with attendance regulations;
   a. Failure to sign in at the main office when coming late to school
   b. Failure to obtain a re-admit at the beginning of school
   c. Failure to have parents or guardians call school regarding absence
   d. Failure to sign out at the main office when leaving school before dismissal
12. Unauthorized use of hall pass
13. Inappropriate or profane language
14. Publication of libelous material or slander
15. Serious disobedience/disrespect
16. Use of any unauthorized electronic devices during class time
17. Forgery
18. Any other minor conduct violation for which a student is referred to the Deans of Students
Saturday School

Saturday School may be assigned as a disciplinary measure for any conduct violation for which the Deans of Students deems it an appropriate consequence. Saturday Schools are on scheduled Saturdays during the school year from 8:00 a.m. to 12:00 p.m. Students must dress in a manner that is appropriate for JSerra. Students are expected to report to Saturday School on time. Tardy students may not be admitted and therefore be considered a "No-Show" resulting in additional disciplinary measures. Saturday School can be assigned for, but not limited to, any of the following reasons:

1. Accumulation of five student detentions in one academic year
2. Accumulation of three missed detentions
3. Accumulation of seven first hour and/or period tardies
4. Disrespect (to or of any faculty/staff or member of the JSerra community, including substitute teachers, volunteers and maintenance personnel)
5. Misbehavior during a Mass
6. Leaving campus for any reason without permission of the Deans of Students. No teacher is allowed to give permission to a student to leave campus without prior approval of the Deans of Students
7. Lying and/or misrepresentation of the truth
8. Any other action deemed necessary, at the discretion of the Deans of Students

Only the parent of a student assigned to Saturday School may request a reschedule. This request will be granted for family emergencies only. Work and extracurricular activities are not considered acceptable reasons to reschedule a Saturday School. When a reschedule is granted, it will be to the next Saturday School only.

In School Detention (ISD)

At the Dean’s discretion, students may be assigned to serve In School Detention (ISD) for violations of school handbook policies. Students serving ISD are assigned to a supervised location where they are expected to sit quietly and may be given a writing assignment, but they do not attend classes, break or lunch with their peers. The Dean may assign tasks for students to complete while serving ISD. Students serving ISD are expected to stay current with their assignments. Any assignments missed while the student is serving ISD will result in a “0”. This includes tests, quizzes, homework and classwork. Students must report to ISD at the regular start of the school day and they may not leave early for personal appointments, athletic events, or extra-curricular activities. Failure to behave while serving ISD, failing to report on time, or failing to complete a full day of ISD will result in additional disciplinary measures including not receiving credit for time served and/or home suspension.
Suspension

For serious disciplinary infractions, a student may be suspended from school. The school views suspension as an important event to alert parents to a significant behavior problem as well as providing punitive measures so that the student may improve in attitude and behavior.

Suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any extra-curricular activity, athletic practice or competition or any other school activity. Students suspended from school will be given an "unexcused absence." Any assignments missed while the student is suspended will result in a "0." This includes tests, quizzes, homework and classwork. The length of suspension is from one to a maximum of five days. If a student receives two suspensions in one academic year, he/she is liable for dismissal. Additionally, suspended students, at the discretion of the school administration, may be prevented from attending various JSerra extracurricular activities.

Students are liable to suspension from JSerra for, but not limited to, any of the following:

1. Verbal, written, or electronically transmitted messages and/or physical behavior of a racist, vulgar or prejudiced nature directed towards any other member of the JSerra community regardless of where such action takes place. Students who continue racist and/or prejudiced behavior are liable for dismissal
2. Incompatibility; flagrant or consistent defiance of the JSerra behavior and/or Dress Code and attendance procedures
3. Unacceptable usage of school or personal computers
4. Fighting or the threat of physical violence
5. Truancy
6. Habitual tardiness (any combination of 20 first hour or class period tardies)
7. Possession or use of tobacco or tobacco products including, but not limited to, electronic cigarettes on campus
8. Possession of pornographic materials including any inappropriate materials accessed over the internet or electronically transmitted
9. A second infraction for academic integrity during the student’s entire career at JSerra
10. Damage to school property (i.e., graffiti, vandalism, etc.)
11. Ten days of detention in one academic year
12. Throwing anything on campus that may cause injury or damage
13. Third incident of misbehavior at Mass
14. Any other action deemed serious, at the discretion of the Deans of Students
**Expulsion**

Whenever a student’s conduct makes them liable for dismissal the Deans of Students will advise the Principal to convene the Disciplinary Review Committee to discuss and decide on disciplinary action up to and including dismissal. Students are liable for dismissal from JSerra Catholic High School for, but not limited to, any of the following:

1. Persistent or egregious defiance of school authority
2. Willful damage to school/personal property
3. Persistent negative attitude toward school policy or personnel
4. Theft and/or possession of another student's/school's property without permission
5. Failure to maintain minimum academic achievement
6. Improper tampering with and/or pulling of a fire alarm
7. Possession of a harmful or lethal weapon or weapon facsimile
8. Willing association with those involved with drugs or other illegal activities
9. Gang affiliation or association
10. Words and/or actions motivated by racism or bigotry
11. Possession and/or creation of pornographic material
12. Gross disrespect/insubordination
13. Serious and/or chronic infractions by students already on disciplinary probation
14. Use, possession, and/or distribution of alcoholic beverages
15. Threats of physical harm, abuse, and/or assault toward any individual (including any student, faculty, staff member, and/or any authorized visitor to JSerra)
16. Use, possession, distribution/sale, or arranging/negotiating the sale of illegal drugs and/or drug paraphernalia and/or other mood/mind altering substances and/or any performance enhancers
17. Disorderly, dishonest, lewd, obscene, immoral and/or offensive conduct
18. Use and/or possession of pyrotechnics
19. Planned organized disruption of a school event
20. Two suspensions in one academic year
21. Fifteen (15) days of detention in one academic year
22. A third infraction of academic integrity during the student’s entire career at the school
23. Tagging and/or possession of tagging material(s)
24. Commission of a criminal offense

The school administration is the final judge of what is unacceptable behavior.

**Disclosure Policy**

The school expects all students to model a high level of citizenship and responsibility. Therefore, when students are asked on college applications about disciplinary actions, students are expected to answer truthfully and completely. The school reports to colleges any serious disciplinary actions against a student during their time at JSerra. The school complies with the procedures outlined in the National Association for College Admission Counseling's (NACAC) Statement of Principles of Good Practice. Those principles include reporting to colleges any “change in status” in academic performance or serious violations of school rules or standards of conduct that result in disciplinary action during the senior year. “Change of Status” disciplinary action includes probation, out-of-school suspensions and expulsions. Seniors are encouraged to work with their counselor when such actions occur. Seniors should initiate a letter to the Director of Admissions at each institution to which the student has applied. A general letter from the counselor will follow.
Disciplinary Review Committee

The Disciplinary Review Committee shall convene for the following reasons:

1. To review the behavior of a student who has committed an infraction for which he/she may be expelled from school
2. To review students who as a condition of their Disciplinary Probation require an evaluation at the end of their probationary period

Whenever a student is subject to expulsion from the school for misconduct, the Deans of Students shall advise the Principal who shall convene a meeting of the Disciplinary Review Committee to review, discuss, and decide on a course of action to recommend to the Principal. The Committee will consider all of the facts presented relevant to the behavior in question, the effect of the judgment on the rest of the school population and the reputation of the school. The disciplined student and his/her parent or legal guardian may attend the hearing; however, no attorney or other third party may attend or represent the disciplined student or his/her parent or legal guardian in connection with the hearing. The Deans of Students will present the facts of the case. The student and his/her parent or legal guardian shall be present at the meeting for as long as the Disciplinary Review Committee requires such presence to discuss the case. A student’s failure to appear at any Disciplinary Review Committee meeting will result in his/her automatic expulsion from JSerra Catholic High School.

The Disciplinary Review Committee is comprised of the Principal as chair; three voting members including the Vice Principal of Academics, the Vice Principal of Student Life and a faculty representative appointed by the Principal; and two non-voting members including the Deans of Students. The three voting members of the Committee will recommend a course of action to the Principal. The Principal will notify the student’s family of the committee’s decision.

The student and their family may appeal the decision of suspension for more than five (5) days or expulsion to the President in writing. The request for an appeal must include any and all new or mitigating evidence upon which the appeal is based. It must be submitted to the President in writing within three days of notice of the ruling. A suspension or expulsion shall remain in effect pending the outcome of the appeal. The President shall affirm the committee’s decision unless the student or his/her parent/legal guardian present new mitigating evidence that could not have been presented prior to the committee’s decision that justifies a modification or reversal of such decision or if the President finds that the applicable policies or procedures were not followed during the process of rendering a decision. In such case, the President may modify or reverse the committee’s decision or remand the matter for further review by a committee of 2-4 impartial board members. The committee shall review any new mitigating evidence that could not have been presented to the Disciplinary Review Committee prior to the decision as well as verify that the Principal and Faculty followed all applicable policies and procedures in reaching its decision. The President will render a decision within three (3) days of the Committee’s recommendation. The President’s decision shall be final without further appeal.
POSSESSION/USE OF ALCOHOL/TOBACCO PRODUCTS/OTHER DRUGS/CONTROLLED SUBSTANCES

JSerra Catholic High School abides by the laws of the United States of America and the State of California. The School does not condone illegal conduct at all times. At all times it is illegal for any student to use, furnish, possess, sell or be under the influence of alcohol, drugs, and controlled substances, any designer drugs, and all tobacco products including all forms of electronic cigarettes. All of the above are suspensible violations. The use of marijuana purchased with a marijuana license is also a suspensible event.

It is illegal to serve alcohol to minors even to one’s own children. Parents who provide alcohol to JSerra students who are not their children jeopardize their own children remaining at JSerra and risk the involvement of law enforcement agencies. At non-school activities, it is not the responsibility of JSerra to monitor student behavior. However, if a school employee becomes aware of alcohol and/or drug use involving JSerra students this information will be shared with the parents and appropriate authorities.

JSerra does not recommend hosting “open” parties. These are invitations for substance abuse, destruction of the home and neighborhood, and a host of other problems. Social events should be limited to people you know and by invitation only. Caution should be exercised in allowing your teenager to attend unchaperoned social events and/or parties. Parents are encouraged to communicate with one another to ensure the safety of their children when visiting friends or attending a party.

Drug Testing Policy

As a condition of enrollment, all JSerra students participate in a school-wide mandatory drug testing program. The purpose of this program is to:

1. Provide for the health and safety of all students
2. Undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol and illegal drugs
3. Encourage students who use alcohol and illegal drugs to participate in appropriate treatment programs

Definition of Drug

For purposes of this policy, a drug is any substance considered illegal for use by minors (including alcohol) or considered a controlled substance by the State of California and/or the U.S.F.D.A.

Student Selections for Drug Testing

On days determined by the Dean of Students and/or his designee, students will be selected from the student body to provide samples for screening purposes. Samples will be collected at a specified time on the same day a student is selected for testing. If the student is absent or otherwise unable to provide a sample at the specified time, he or she shall provide a sample at County Youth Services by the end of the next business day. Parents will be notified the same day of the results of all tests by the Dean of Students.

Students may be tested at any time. In addition, a student must submit to an immediate and/or non-random drug test if (a) the student has tested positive at any time in the last six months or (b) there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs in her/his blood system. Reasonable suspicion may be based upon, among other things:

1. Conduct that indicates the presence of drugs in an individual's system, including affected behavior speech, and/or body odors
2. Other circumstances that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs
3. Information the school has that a student may have had recent drug usage
Consent

As a condition of enrollment in the school, students and parent/guardian(s) have consented to drug testing of the student pursuant to the JSerra drug testing policy.

Scope of Tests

JSerra utilizes a third party independent testing service for urine and/or hair analysis to determine the presence or absence of any “controlled or illegal substance.”

Consequences for Positive Test Results

First Positive: student shall:

1. Be suspended from JSerra until a parent conference takes place
2. Participate in a parent conference with school officials
3. Reimburse the school for all costs relating to the positive drug test
4. Undergo assessment and comply with the recommendations made in connection therewith; and, submit to regular testing for a prescribed period of time at the expense of the student and parent/guardian(s)
5. At the school’s discretion, participate in a formal drug education program
6. Be prohibited from participation in all school activities for a period of six weeks

Note: There may be additional requirements as determined by the school Administration.

Second Positive: student will be dismissed from JSerra without appeal.

Note: All positive tests will be sent to a 3rd party lab for additional testing. Parents will assume the costs associated with a second test.

Improper Attempts to Avoid Detection

Any student who attempts to avoid detection for drug use through the use of a masking agent, adulteration of a urine sample, refusal to take the required test or other act of deception, shall:

a. Be deemed to have tested positive for purposes of the foregoing “Consequences for Positive Drug Test”

b. Be subject to additional discipline, including possible dismissal from the school.
GENERAL BEHAVIOR

Weapons

In accordance with the California Educational Code, it is illegal for any student to possess or use weapons or any material that can be used as a weapon at any time, including at school or any school function. Any item considered a weapon by law enforcement agencies is also considered such by JSerra. Facsimile weapons of any kind and pepper sprays are considered weapons.

Possession/Use of Fireworks/Explosives

No explosive or flammable device of any type is permitted at school or at any school function. These include, but are not limited to, firecrackers, party poppers, lighters, and matches. Additionally no student shall ignite any material of any kind at school or at any school related function. Any act which creates a fire hazard is a violation of JSerra rules.

Defiance

Defiance means flagrant insubordination, disrespect, or disobedience of any school administrator, faculty, and/or staff by speech, gesture, or in writing. This includes, but is not limited: to refusal to give legal name or student ID card, to go where directed, to accompany the adult to the Dean of Students Office, to give accurate, truthful information, and to chronically violate school regulations (attendance, behavior, and/or dress codes).

Disruptive Behavior

Disruptive behavior includes, but is not limited to, the following items:

1. Throwing food or any object that could cause injury or harm
2. Aggressive horseplay or chasing
3. Talking/Inappropriate behavior at Mass/School Assembly
4. Profanity
5. Excessive or constant disruptive behavior in class
6. Rude or abusive language and/or behavior

Assault and Battery

Assault and battery is defined as any threat of force or violence directed toward anyone.

Harassment

Harassment occurs when an individual is subject to treatment or to a school environment that is hostile, offensive, or intimidating; regardless of when or where such action takes place. The nature of the harassing behavior may be due to, but not limited to, the individual’s race, creed, color, national origin, physical disability, or sex.

Theft

Theft is defined as taking and/or possessing property without permission or knowledge of the owner. Property is defined as anything that belongs to another person or the school. Knowingly receiving stolen property is a violation of school rules.

Vandalism

No student shall willfully cut, deface, or otherwise damage property, real or personal, belonging to the school or any member of the school community. This includes, but is not limited to, writing in school or student owned textbooks and on desks, counters, table tops, spray painting, graffiti, and placing stickers on any surface anywhere on campus (including lockers). Vandalism includes any damage to public or private property.
Littering

No student shall willfully place litter of any kind (paper, cans, wrappers, gum, food, etc.) on the ground, on a table, or any place other than a trash can or recycling bin of some kind.

Out-of-Bounds

JSerra is a “closed” campus and certain areas have restricted access. No student shall leave campus or go to the parking lot without permission from the Dean once they arrive at the start of the school day until the end of the school day. This includes lunch periods.

In moving between the north and south campuses, students must always use the bridge. Students who use the crosswalk will be subject to disciplinary actions.

Fire Alarms

Any student, who sets, tampers with, or damages a fire alarm is in violation of Penal Code Section 148.4 and is guilty of a misdemeanor. Additionally, the student is subject to immediate expulsion from JSerra.

Public Display of Affection

Excessive public displays of affection are not allowed.

Forgery

No student shall intentionally falsify pertinent information or the signatures of any adult parent, faculty, or administrator on any document for any reason.

Lying and/or Misrepresentation of the Truth

No student shall intentionally present false information to or mislead, either directly or by omission of information, any employee of JSerra (faculty, staff, administration).

Gum

Chewing gum is strictly prohibited at school. No student shall chew gum or place gum on any surface at school.

Policy on Computer and Internet Use

With respect to computer use, it is the right and obligation of the Dean’s Office to address any behavior that is deemed inappropriate, unsafe, or disruptive to the normal school day.
ETHICS

Academic Integrity/Ethics

Academic integrity and ethical behavior are expected from all JSerra students. Academic dishonesty and unethical behavior are contrary and counterproductive to the philosophy and goals of JSerra. Academic integrity means producing original work on all examinations, and in all papers, projects, homework, and oral recitations. While teachers are responsible for creating a classroom environment that promotes academic integrity, and while there are outside pressures that work against originality, JSerra students have the primary responsibility to be honest. He/she is responsible for his/her time and ability to prepare properly and adequately for facing the tasks of writing reports, taking examinations, giving oral presentations, and completing homework.

Academic integrity is achieved when a JSerra student:

1. Completes his/her homework and does not allow it to be copied by a fellow student.
2. Completes an examination without seeking help from or offering help to another student.
3. Completes original research for a paper, project, or oral report and acknowledges another person's contributions to that work by citing the source and individual's name.
4. Recognizes that his/her performance on an examination or other assignment is not coupled with self-esteem or self-worth. The student, therefore, understands that it is of greater value to his/her personal growth when he/she chooses his/her own personal work than when he/she chooses to compromise his/her integrity.
5. Realizes that each choice for copying, cheating, or plagiarism, no matter how small the matter, diminishes his/her academic and personal integrity,
6. Produces original work. Academic excellence is achieved when the student produces original work in the highest quality commensurate with his/her ability.

Academic excellence and academic integrity are achieved when a JSerra student:

1. Is not satisfied with minimum performance, but strives for quality work
2. Prepares for class discussions, tests, and other activities by completing his/her homework and reading assignments, and by studying appropriately
3. Seeks additional help from students when that is necessary
4. Assumes responsibility for all his/her work and actions

Academic dishonesty includes, but is not limited to:

1. **Plagiarism** - Plagiarism is defined as the theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work.
2. **Cheating** - Cheating is defined as having unauthorized notes, materials, and/or resources of any type (calculators, computers, cell phones, the help of another student, looking at another paper, answers and/or pertinent information written on any item, etc.) out and/or available for any exam, quiz, paper, and/or homework assignment. Allowing another student to obtain information from one's own exam, paper, and/or homework is also considered cheating.
3. **Fabrication** – Falsifying or inventing, data, or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data was gathered.
4. **Obtaining an unfair advantage** – Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaboration on an academic assignment; retaining, possessing, or circulating previously given examination materials; intentionally obstructing or interfering with another student's academic work; or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and abetting academic dishonesty** – Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or providing false information in connection with any injury regarding academic integrity.
6. **Falsification of records and official documents** – Altering documents affecting academic records; forging signatures or authorizations or falsifying information on an official academic document, grade report, letter of permission, petition, or any other official school document.

7. **Unauthorized access to computerized academic or administrative records or systems** – Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Students who breach the policy on academic integrity and who commit an act of academic dishonesty or forgery will be referred to the Deans of Students. The offense will be recorded in the student’s disciplinary file. Additionally, students who commit an act of academic dishonesty or forgery are subject to lose any financial assistance that the school provides and/or will be precluded from receiving any future financial assistance from the school.

**Consequences**

1. **First Violation** – The student will receive no credit on test/assignment. The student will copy the ethics section of this handbook. The Deans of Students will contact the parents to discuss the incident and to discuss any future course of action the school will take if their son’s/daughter’s behavior continues.
2. **Second Violation** – The student will receive no credit on test/assignment and will be suspended for one day. The student will receive written notification regarding the consequences of the third violation.
3. **Third Violation** – The student will receive no credit on test/assignment and will face the Disciplinary Review Committee for possible dismissal from JSerra Catholic High School.
4. **Fourth Violation** – Immediate dismissal from JSerra without right of appeal.

**ATTENDANCE POLICIES AND PROCEDURES**

**Absences**

Please follow the procedures outlined below when your student is absent from school for any reason.

**Full or Partial Day Absence**

If the student is to be absent for all or part of a school day, the parent or legal guardian **must call** the Attendance Office BEFORE 9:00 a.m. on the day of the absence.

Provide the following information:

1. Parent/guardian name and relationship to student
2. Student's full name and grade
3. Reason for full day/partial day absence
4. What time a student will be picked up or leave if he/she needs to leave early
5. Parents/guardians phone number should confirmation be necessary

A full day absence is defined as missing an entire school day. Partial day absence is defined as missing Mass or one or more periods during any part of the school day. For daily participation, unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extra-curricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event.

**Leaving School Early**

If a student needs to leave school early they must adhere to the following procedure:

1. If the student is to be absent for a part of the day, the parent or guardian **must call** the Attendance Office regarding the absence before 8:00 a.m. so that student may be issued an Off Campus Permit prior to the beginning of school.
2. Show the Off Campus Permit to the teacher from whose class the student will be leaving early at the beginning of class to give teacher notice of intent to leave.
3. The parent/guardian must come to the Attendance Office to pick up and sign out their student and show appropriate identification in order to have the student released.

4. JSerra will release students only to those parents/guardians or other adults whose names appear on the Student Emergency Card.

5. Students with their own transportation may leave on their own only with permission of the parent or guardian. Students must obtain an Off-Campus permit to be released from class and must sign out at the Attendance Office before leaving campus.

6. Seniors who do not have a 6th or 7th period class can leave campus early. Students must leave the campus and can return only after school is dismissed for the day. There is no loitering after class on school grounds.

**Appointments**

1. The school discourages the scheduling of appointments during the school day, especially on days in which Liturgy is celebrated.

2. Appointments should be kept to a minimum and used only when absolutely necessary.

3. Students with excessive absences may experience academic consequences.

**Illness at School**

1. A student who becomes ill during the school day may be determined by the nurse or other designated personnel to be unable to complete the school day. In such cases, the nurse or other designated personnel will contact the parent/guardian to request that the student be picked up.

2. The parent/guardian must come to the Main Office to pick up and sign out their student and show appropriate identification in order to have the student released. JSerra will release students only to those parents/guardians or other adults whose names appear on the Student Emergency Card.

3. A student who must leave school early due to illness may not participate or attend extra-curricular activities including sport events and dances.

4. For daily participation, unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extra-curricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event. A student with multiple consecutive quarters under 2.0 is also subject to dismissal.

**Make-Up Homework**

1. Parents and students are encouraged to use the electronic grade portal and/or email to communicate with teachers to obtain assignments due to absence.

2. Students absent two (2) days or less are encouraged to get assignments from classmates.

3. For each day of an excused absence under eight (8), students are permitted the same number of days upon return to school to make up assignments that were missed. If the student reaches eight (8) or nine (9) non-school related absences from any class in a semester, all schoolwork, assignments and or tests during the absences must be completed on the date of return. No extensions will be given beyond that date. The student is required to ascertain all assignments or tests missed due to his/her absence. Any student who reaches ten (10) or eleven (11) absences in any class will not be allowed to make up any schoolwork, assignments or tests. Students will be allowed to make up schoolwork, assignments, and/or tests missed because of an “excused absence.” However, it is the student's responsibility to ascertain assignments missed due to absence and turn the work or complete tests within a reasonable amount of time to be worked out by the teacher, student and student’s parents. If the student’s non-school related absences reach eight (8) or nine (9), all schoolwork, assignments and tests must be completed on the date of return.

4. For students with unexcused absences, any assignments (class work and/or homework) are due upon the day the student returns to school. It is the student's responsibility to ascertain assignments missed due to an unexcused absence.

5. Students who leave early for school-related events or off-campus retreats are responsible for any work assigned that day or tests the following day.
**Absence Designation**

JSerra records absences using the following designations:

**Excused**

1. Illness/Other physical disablement
2. Medical, dental, optometric appointment and/or legal/court appearance
3. Attendance at a funeral with prior notification
4. Illness or death in immediate family
5. Family emergency
6. Participation in school-related activity (i.e. athletics, Campus Ministry)
7. School approved absence
8. All excused absences MUST be verified by phone call or note upon return to school
9. College Visits - Any student that has acquired a junior or senior status may petition the Deans to make one college visit per semester. The student must be in good standing by verifying passing grades in all classes must have no unexcused absence for the semester and must be responsible for all missed assignments. In addition, the student must list the name of the college attending, dates, appointments scheduled for the day and bring back verification from the college of the visit and present it to the Deans within two (2) days of return to school.

**Unexcused**

Failure to properly report an absence or follow re-admittance procedure will result in an absence being recorded as "Unexcused." Absences for any reason not listed above are considered "Unexcused." Multiple unexcused absences can result in disciplinary procedures.

**Excessive Absence Policy**

The school allows ten (10) non-school-related absences of any classification in any class per semester. Students will not be penalized academically for excused absences. Students with excessive absences due to non-school related activities will be subject to the Progressive Absence Policy.

School related absences include:

1. Conference with school officials (i.e., Counselor, Administrator)
2. Extra-curricular activities (i.e., sports)
3. AP exams
4. Campus Ministry activities (i.e., retreats)

**Progressive Absence Policy**

The primary obligation for student attendance rests with the parents. To assist parents, JSerra will advise parents of the potential academic and/or disciplinary consequences of excessive absences. To that end, parents will be notified following the Progressive Absence Policy:

1. Eight (8) and nine (9) non-school–related absences of any classification in any class per semester: Written notification sent to parent/guardian and returned to Dean’s office. All schoolwork, assignments and or tests missed during the 8th and 9th absences must be completed on the day of students return to class. No extensions will be given beyond that date. The student is required to ascertain all assignments or tests missed due to his/her absence.
2. Ten (10) and Eleven (11) non-school-related absences of any classification in any class per semester: An administrative conference will be held to determine any possible disciplinary or academic consequences. All schoolwork, assignments and or tests missed during this absence may not be made up. The student will take a 0 on the work not completed.
3. Twelve (12) absences will result in the loss of academic credit for the semester regardless of the student’s grade.
A student’s grade may be affected by excessive absences. Teacher expectations regarding class attendance will be consistent with school policy and made available to students/parents/guardians at the start of the class/semester. The school is aware and considerate of the fact that situations may arise in which a student is excessively absent for reasons beyond their control. In these cases, the school will make every effort to work with the family to act in the best interest of the student without compromising the academic integrity of the school.

**Truancy**

Truancy is defined as “unexcused absence” from school without the knowledge and consent of parent/guardian and proper JSerra authorities, for part or all of any school day. A student is truant if: he/she:

1. Leaves school at any time without signing out at the Attendance Office
2. Arrives for class 10 minutes after the beginning of class
3. Is absent from school without prior permission from the parent
4. Is absent from class without permission
5. Obtains a pass to go to a certain place and does not report there
6. Becomes ill and goes home or stays in the restroom instead of reporting to the office

Truancy will result in a one day of suspension from school.

**Tardiness**

Tardiness is defined as arrival to school or class after the appropriate start time. It is the responsibility of each student, with the support of parents/legal guardians to be on time to school and to each class. All activities that take place during the school day are considered required school activities (class, Mass, rally, etc.). A school-sponsored night event is not an acceptable excuse for arriving late or missing school the following day. The consequence for being tardy to class and/or school (cumulative for the entire school year):

- 1st-3rd violation: Teacher detention
- 4th-6th violation: After school detention
- 7th violation: Saturday School
- 8th-10th violation: After school detention
- 11th violation: In School Detention (ISD) and conference with parents
- 12th-14th violation: After school detention
- 15th violation: Student is suspended from extra-curricular activities including sports, clubs, and dances for a period of time to be determined by the Dean
- 16th-19th violation: After school detention
- 20th violation: Student is suspended pending conference with parents. Student is liable to be suspended from all extra-curricular activities for the remainder of the school year.

**First Hour Tardy**

A student who is tardy less than 10 minutes at the start of the school day must report to his or her class. Students more than 10 minutes late must report to the Attendance Office.

**Class Tardy**

Class tardy is defined as arriving to the classroom after the appropriate start time. A student who is tardy to a class should report directly to that class. After five minutes the student is considered absent (or truant) and should be sent to the Dean’s Office for a re-admit.
Mass Attendance

Wednesday Mass is as much a part of JSerra's curriculum as its daily classes. Absences are not excused except under very particular circumstances such as bereavement or an illness that prevents a student from attending school. Doctor appointments are not considered excused absences for classes or for Mass. The consequences for missing Mass will be as follow:

1. Miss four (4) Masses: Conference with Vice President of Mission & Faith plus detention
2. 5th miss: Five (5) service hours* plus ISD (In School Detention)
3. 6th miss: One (1) day suspension from school and five (5) more service hours*
4. 7th miss: Three (3) day suspension plus ten (10) more service hours*
5. 8th miss: Meeting with Disciplinary Review Committee to discuss expulsion

*Service hours location to be designated by JSerra.

Family Trips

JSerra strongly discourages students to miss school for any reason. The school cannot be responsible for a student’s progress when there is continual absence even with parental permission. JSerra does have a dis-enrollment procedure for excess absences.

The following procedure must be followed to ensure the absences being recorded as "Excused":

1. The parents/guardians must give notice to the school of their intent to take vacation
2. The parents/guardians must indicate specific reason(s) for the trip
3. Request for excused absence must be submitted five (5) school days prior to the expected departure date
4. Students must have a “C” or better in each class for trip approval

Failure to follow the above-mentioned procedures may result in the days absent recorded as "Unexcused." It is the responsibility of the student to make up all in-class work, assignments, and tests missed due to a family trip. Failure to make up work will result in loss of credit.

Attendance and Participation at Extracurricular Athletic/Activities/Events

1. A late night school-sponsored event is not an acceptable excuse for missing school the following day.
2. Unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extracurricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event.
3. A student who leaves during the school day due to illness may not attend or participate in any extracurricular activities (i.e. practice, game, performance) on the day of the partial absence.

Leaving Early for Athletic Events

When students must leave school early, the following policy has been agreed upon by all coaches and teachers and communicated to the student athletes.

1. Students must be prepared for the class the day they are leaving early. If a game is canceled and a test is being given, the student must be prepared for the test. No excuses will be accepted.
2. Students are responsible for making up all work covered and tests missed. Students are not given additional days to make up assignments from classes that were missed due to participation in athletic events.
3. Student athletes must be prepared to turn in homework before leaving early for athletic events and to make arrangements to meet with the teacher before or after school, at lunch or remain after class on the days following early dismissal, to go over work missed or make up tests. There are no penalties for being late to practice to take care of class responsibilities. Student athletes must take the initiative to work with their teachers during their sports season.
GENERAL DEAN OF STUDENTS OFFICE POLICIES AND REGULATIONS

Conduct at School Dances

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures are effective for all dances.

1. Students are allowed to bring one guest from another school to the Homecoming, Winter Formal, and Prom dances, but must obtain a guest pass and permission from the Deans. All guests are expected to abide by JSerra expectations regarding dress, grooming, and behavior. Certain restrictions apply to guests. All other social events are for JSerra students only.

2. For safety purposes, students will not be allowed to loiter in the parking lot, but must enter the event upon arrival at the school. Once a student leaves a dance, he/she will not be allowed to re-enter without permission from the Deans and he/she may not loiter on the school grounds, including the parking lot.

3. School dances are school sponsored activities; therefore, all JSerra regulations are applicable at these functions.

4. All students will remain tobacco, drug, and alcohol free at all school dances.

5. All students will be checked for illegal, unauthorized, or controlled substances prior to entry to the dance area. Staff will conduct purse searches. Any student who refuses to comply with a search will be denied entry. Students suspected of being under the influence of drugs and/or alcohol will be subject to evaluation and/or a field sobriety test, which may include a breathalyzer test.

6. Any vehicle in the school parking and attendee drop-off area may be searched at any time. The driver and passengers in the vehicle will be held responsible and given consequences for any unauthorized object or for any illegal substance in the vehicle. All buses will be searched and emptied upon arrival at dance venue. Parents will be called if there are students not attending the dance on the bus, and asked to pick them up immediately.

7. Dancing Guidelines (applies on and off the dance floor): Lewd and lascivious dancing such as “freaking” or “twerking” will result in a student being asked to leave the event and may make him or her ineligible to attend all future dances for the remainder of the school year. Parents will be notified. Dancing guidelines include, but are not limited to:

   - No straddling legs
   - No front to back touching/grinding
   - No freaking or twerking
   - No inappropriate or suggestive touching
   - No overt and/or prolonged public displays of affection
   - No mosh pits or dancing in a tight group
   - No crowd surfing

8. Dress Code -- modest attire is required.
Dress Code for School Dances

Informal Dances

- Jeans
- No leggings
- Students must not wear apparel that reveals visible cleavage or undergarments.
- Students must not wear backless apparel. Backless is defined as apparel that shows skin or is sheer below the bra area.
- Students must not wear apparel with any cut-outs.
- Torn and ripped apparel is prohibited.
- No bare midriff.
- No lace dresses with nude underlay.
- Slits must not be higher than the knee.
- Tight and extremely form fitting apparel is not allowed.
- Tank tops are not allowed.
- All JSerra grooming standards apply.
- Boys are not allowed to wear earrings.

Semi – Formal Dances (Homecoming) - Same as for informal dances, plus:

- Girls must wear dresses or skirts that are “tea-length”, or mid-calf
- Boys must wear dress pants, dress shirt and tie (jackets are optional), and dress shoes.
- Athletic shoes are not allowed

Formal Dances (Winter Formal, Prom) - Same as for informal dances, plus:

- Girls must wear floor-length dresses or skirts
- Boys must wear dress pants, dress shirt and tie (jackets are optional), and dress shoes
- Athletic shoes are not allowed

Students who are in violation of the Dress Code will not be permitted to enter the dance and their parents will be contacted. Students who after being admitted alter their attire in such a way as to make it violate the specified Dress Code standards will be removed from the dance and their parents will be contacted.

No refunds will be issued to students or guests who are denied entry or removed from any dance.

No students will be admitted after 9:00 p.m. unless prior arrangements have been made with the Deans. Early-out time for dances is 10:30 p.m.
Parking/Driving on Campus

Students and their parents will be required to sign the Parking Permit Usage Agreement below in order to receive a parking permit. Violation of this agreement may result in loss of parking privileges.

1. Loitering in the parking areas before, during or after school is not permitted. Students may not go to the parking areas during the school day without permission and knowledge of the Deans of Students Office.

2. The speed limit on campus is ten (10) miles per hour. Students engaging in reckless and dangerous driving habits are subject to school issued discipline which may result in the loss of driving privileges on campus.

3. JSerra is a closed campus. This includes all parking areas. The Operations Department coordinates all matters pertaining to driving and parking on campus, including the issuing of permits, citations, and towing. Detentions for driving/parking violations are handled by the Deans’ Office.

4. JSerra student drivers are expected to follow all laws relating to operating a motor vehicle and to display caution and courtesy at all times.

5. Senior drivers only will park on the north side of campus.

6. Junior, sophomores, and freshmen will park on the south side of campus.

7. Any students parking in violation of class parking restrictions indicated above will receive the following consequences:
   a. First violation - Warning
   b. Second violation – Detention
   c. Third violation – In-School Detention / Saturday School
   d. Fourth violation – Student’s vehicle will be towed at the student’s expense

Parking illegally and/or parking without a visibly displayed parking permit in any school parking lot is prohibited. Students who violate this policy may have their vehicle towed at their own expense.

Lockers

Lockers are the property of JSerra. Student use of a locker is a privilege. The care and condition of the locker the school assigns the student is the student’s responsibility, including damage incurred. A change in locker may occur only after approval by the Deans of Students. The locker is jointly accessible to both the student and school officials and may be subject to search for reasonable cause at the discretion of school officials. Students are strongly urged to secure their personal belongings and to never share their combinations with other students. Lockers must be kept neat and clean. Writing on or placing decals on lockers is prohibited. Any student or group who decorates lockers must insure lockers are left in the same condition received. Students should report locker problems to the Deans of Students Office. JSerra is not responsible for lost or stolen articles, including those removed from student lockers. All property left in lockers after the locker clean-out day will become the possession of the school.

Communication to Students

In order to maintain an uninterrupted learning environment and to promote student responsibility, the school cannot:

1. Relay phone messages to students except in the case of an emergency (death in family, serious injury, carpool/pick-up information, etc.)
2. Make deliveries of items (lunch, sport equipment, school work, etc.) to classrooms
3. Accept faxed homework assignments

If an item must be delivered to school for a student to pick up, it may be left in the Main Office with their name clearly identified.
Food Services/Lunch Area

The Bistro is open before school, during break period, during both lunch periods, and after school. In order to promote a safe, efficient, clean, and congenial environment in the Lion’s Bistro, students are asked:

1. Not to purchase food for other students
2. Not to "cut" into a lunch line
3. Not to consume food items/beverages prior to purchase
4. Not to loiter around the lunch lines
5. To act in a courteous manner toward Bistro staff
6. To remain in approved areas during their lunch period
7. To pick-up and dispose of all their trash

Hall Passes/Call Slips

No student may be out of class without an appropriate Hall Pass issued by his/her teacher or Call Slip from the Administrative Office. The Hall Pass or Call Slip must be returned when the student's business is concluded.

Cell Phone Policy

Students are permitted to possess cell phones on school property and at school-sponsored events. Students may access and/or use cell phones only before and after school. Cell phones may NOT be accessed and/or used during class time or inside any school buildings including the bathrooms, chapel, and library. Cell phones may not be used as cameras to photograph academic materials. It is student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. If a student needs to use their cell phone he/she must have the express permission of a JSerra employee.

Unauthorized use and/or presence will result in disciplinary action.

The consequences for violation of the cell phone usage policy are listed below:

1st and 2nd Violation: Cell phone is confiscated and given to the Deans. The student will be required to serve one day of Saturday School. Cell phone will be returned to parent/guardian only.

3rd Violation: Cell phone is confiscated and given to the Deans. The student and parents will be notified that the student may no longer bring a cell phone on campus. Cell phone will be returned to parent only.

JSerra representatives, under certain circumstances, have the right to immediately and without notice to the students, inspect and review students’ cell phones and all information contained on the cell phones. Based on such a search, JSerra representatives may confiscate the cell phones. Any student’s refusal to immediately turn over a cell phone when requested to do so by a JSerra representative and to provide all applicable log-in and password information for any content on the cell phone is subject to immediate suspension and possible dismissal from JSerra.

Any use of a cell phone at any time, while on campus, to send messages which the administration considers to be of a harassing, threatening or inappropriate type manner will result in confiscation of the phone and a conference with parents. The consequences will be a strict disciplinary contract, suspension from school for an extended period of time and or withdrawal or expulsion from JSerra.

Student Property

JSerra Catholic High School or its employees are not responsible for lost or stolen articles. Students bring items to school at their own risk. Illegal items and/or any items not appropriate to the school environment will be confiscated and may not be returned.

1. All valuables and articles of clothing must be kept safely on the student's person. Students are advised not to bring valuables to school or to leave them unattended on-campus.
2. Loss of books or other personal property should be reported to the Deans of Students Office immediately.
3. Any property left unattended on campus will be turned over to the Lost and Found at the front desk.
Guest Passes/Visitors

JSerra is a "closed" campus. Students may not have a guest visit during the school day. This includes lunch. Visitors must check in and obtain a visitor's pass from the Main Office.

Notification of Authorities

Under California law, any crime committed on JSerra Catholic High School grounds, or at school-related functions, whether misdemeanor or felony shall be reported to the police department or appropriate state agency.

EMERGENCY PROCEDURES

Emergency Disaster Plan

In the event of an emergency or disaster, a JSerra student will only be released to his parent or guardian. However, each school year we will ask the parent/guardian to fill out an emergency dismissal form with a number of options available for the release of their children after an emergency or disaster.

In an emergency JSerra will utilize the local news media to distribute information to our families. If an emergency situation is developing, parents should depend on these sources of information.

Earthquake/Fire Drills

JSerra conducts emergency drills throughout the school year. JSerra administration, faculty, staff, and students have received instruction on appropriate procedures in case of an actual emergency.

ACTIVITIES

The Vice Principal of Student Life is responsible for all student activity programs in the school. JSerra desires to involve as many students as possible in school life. We believe that involvement in activities:

1. Allows students to develop their God-given talents
2. Enhances self-esteem
3. Provides increased opportunities for friendship
4. Makes school more enjoyable
5. Increases student commitment to school
6. Results in better grades and deportment

The many organizations, clubs, and activities (both co-curricular and extracurricular) are an essential part of modern education. Faculty members, moderators and coaches guide such activities and are directly responsible to the Vice Principal of Student Life.

1. Extracurricular Activities and Honors Organizations are activities and organizations initiated by the school. The school provides faculty moderators and membership is dependent upon a tryout, audition or appointment.
2. Co-curricular Activities are classes that take place during the regular school day that involve practices and/or performances that take place after school. The school initiates co-curricular activities. The school provides faculty moderators.

For a complete list of school activities, clubs, and honors organizations please see the JSerra website.
**Social Events**

Students will be admitted to a school event only upon presentation of their Student Identification Card. Students will not be admitted without this card.

1. For safety purposes, students will not be allowed to loiter in the parking lot, but must enter the event upon arrival at the school.
2. Once a student leaves an event, they will not be allowed to re-enter without permission and may not loiter on the school grounds, including the parking lot.
3. School dances and athletic events are school sponsored activities; therefore, all JSerra regulations are applicable at these functions whether on or off campus.

**Student Identification Cards**

Students will be issued a photo I.D. card for the school year. Students are expected to have this I.D. with them at school and any school function. The I.D. card is necessary for entrance to many school athletic events and activities.

The Student Identification Card identifies the student as part of the JSerra community and entitles him/her to the following:

1. Use of the JSerra Library
2. Admission to all regularly scheduled home and away athletic contests
3. Designated school activities

JSerra students are asked to have their Student Identification Card in their possession:

1. Whenever they are on the JSerra campus
2. At all games, dances and other JSerra extracurricular activities

**Student Identification Card Replacement**

1. Students must replace lost cards
2. A fee of $10.00 for first lost I.D. card and $25.00 for each additional lost card must be paid to the Assistant to the Administration: once payment is made, a new I.D. card will be issued.

**Sunday Activities**

In keeping with the mission of JSerra, the school intentionally avoids scheduling activities on Sundays in order to allow staff, students, and families the opportunity to keep holy the Lord’s day. In the event of a school-sponsored trip that spans a weekend, the moderator will ensure proper time is allotted and transportation provided in order to attend a Saturday Vigil or Sunday service.
STUDENT AWARDS

Senior Awards

Valedictorian Award is presented to the senior who throughout his or her high school career has demonstrated excellence in the most challenging academic courses offered by JSerra and is graduating with the highest academic GPA. For the purposes of this award, advanced placement classes will be considered more challenging than honors courses. To be eligible for this award, a student must have attended JSerra for at least three years and be in good standing with the school. The recipient of this award will deliver the commencement address at the Commencement Ceremony.

Salutatorian Award is presented to the senior who throughout his or her high school career has demonstrated excellence in the most challenging academic courses offered by JSerra and is graduating with the second highest academic GPA. For the purposes of this award, advanced placement classes will be considered more challenging than honors courses. To be eligible for this award, a student must have attended JSerra for at least three years and be in good standing with the school. The recipient of this award will address the graduating class at the Senior Awards Ceremony and will deliver the invocation at the Commencement Ceremony.

JSerra Award is presented to the senior who has best exemplified JSerra’s mission and philosophy. The recipient will be a well-rounded student who personifies the goals and values embodied in the school’s mission statement. The Awards Nomination Committee will solicit input from faculty and then nominate proposed recipients of this award. The Awards Selection Committee will make the final selection.

The Msgr. Martin Award is presented to the senior who has most contributed to the well-being of others at JSerra throughout his or her high school career. The recipient will be distinguished in the furtherance of Catholic social justice and devotion to the Gospel message of love, service, and kindness. The recipient of this award will be selected by the Campus Ministry Department.

Senior Faculty Award is presented to the senior who is particularly admired and respected by the JSerra faculty for his or her contribution to school life. The Awards Nomination Committee will solicit input from faculty and then nominate proposed recipients of this award. The Awards Selection Committee will make the final selection.

Lion Award is presented to the senior who has engendered school spirit and contributed most to the extracurricular activities of JSerra. The Awards Nomination Committee will solicit input from the senior class and faculty and then nominate proposed recipients of this award. The Awards Selection Committee will make the final selection.

Leadership Award is presented to the senior who has engendered school spirit and demonstrated unsurpassed leadership to the JSerra community throughout his or her career at the school. The Awards Nomination Committee will solicit input from the senior class and faculty and then nominate proposed recipients of this award. The Awards Selection Committee will make the final selection.

Senior Scholar Athlete Awards are presented to the senior boy and girl who throughout their careers at JSerra have demonstrated excellence in both athletics and scholastic courses. To be eligible for this award, a student must have excelled in at least two varsity sports senior year and have at least a 4.0 scholastic GPA. The recipients of this award will be selected by the Athletic Director.

Christian Service Award is presented to the senior who has best demonstrated one or more of the corporal or spiritual works of mercy during his or her career at JSerra and is dedicated to serving an underprivileged, disenfranchised, or needy population. The recipient of this award will be selected by the Director of the Christian Service Department.

Athlete of the Year Award is presented to the student or students who have competed in at least two varsity sports and brought a level of excellence to each sport. The award recipients are nominated by the Athletic Department.
**Departmental Gold Award** will be presented to seniors who have excelled in English, Theology, Mathematics, Social Studies, Fine Arts (performing/visual), World Languages and/or Science during his or her career at JSerra. The recipients of this award will be selected by the academic departments.

**Underclassmen Awards**

Underclassmen Awards Assembly held at the conclusion of the academic year.

**Faculty Award**

The Faculty Award is presented to the students who are particularly admired and respected by the faculty for their contributions to school life. The faculty, coaches, and moderators recognize these individuals for their hard work and dedication to better themselves, their peers and their school.

**Gillian Marie Sabet Scholarship Award**

The scholarship was founded in June of 2005 to honor the life and legacy left by JSerra student Jill Sabet, honorary member of the class of 2006. Through the generosity of many people who were touched by Jill’s life and the impact she had on the JSerra community, a perpetual scholarship has been funded and will be awarded annually to a deserving JSerra student who has demonstrated commitment to scholarship, leadership and involvement in school activities. The $1,000 award will be used toward JSerra tuition. This award is presented to a deserving JSerra junior.
ATHLETICS

JSerra believes that Interscholastic Athletics are an integral part of the total secondary school educational program and has as its purpose to provide educational experiences not otherwise offered in the curriculum. Emphasis is placed upon teaching "through" athletics in addition to teaching the "skills of athletics." The school promotes the concept that athletics develops to a greater degree, qualities of the human spirit; among these are courage, self-control, self-discipline, loyalty, leadership, and friendship. The activities and contests involved shall be psychologically sound by being tailored to the physical, mental, and emotional maturity level of the participating youth.

JSerra conducts interscholastic competition for boys and girls in baseball, basketball, cross country, football, golf, ice hockey, lacrosse, soccer, softball, swimming, tennis, track and field, volleyball, water polo, surfing, and equestrian. Through these activities a desire to display good sportsmanship and the development of a well-adjusted human being are desirable outcomes.

1. Academics and athletics go hand in hand. A student must maintain a 2.0 to participate on an athletic team.
2. In order to run a first class athletic program, it is necessary to charge a fee to offset the cost of transportation and uniforms.
3. No athlete will be able to tryout or participate in any sport without having a completed athletic eligibility packet on file with the Athletic Department.
4. Athletic eligibility packets are valid for one full calendar year.
5. The athletic eligibility packet includes: physical form, consent to treat form, emergency contact sheet, medication form, CIF code of ethics form, student-athlete expectations, transportation agreement and athletic pavilion and athletic fields rules & regulations.

Eligibility for Participation in Extra-Curricular Activities

Any student who earns a total GPA below 2.0 on any quarter or semester grade report shall be placed on academic probation for the following quarter. Students may participate in extra-curricular activities during this quarter. Any students who while on academic probation earns a total GPA below 2.0 on any quarter or semester grade report shall be ineligible to participate in any extra-curricular activities until he/she has been removed from academic probation. In addition, the Academic Review Committee shall have discretion to declare a student ineligible to participate in extra-curricular activities if it is determined that he/she is performing below acceptable academic standards for such student (regardless of the student’s total GPA). Evidence that a student is performing below acceptable academic standards shall include, among other things, the student earning two “D” grades and/or an “F” grade on any quarter or semester grade report or being placed on academic probation after having previously been placed on and removed from academic probation. Any student who is on academic probation for two consecutive quarters shall be subject to dismissal from the school if he/she fails to earn a total GPA of at least 2.0 at the end of the second probationary quarter. For daily participation, unless there are extenuating circumstances, (e.g., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extra-curricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event.

Attendance Policy for Participation in Extra-Curricular Activities

Unless there are extenuating circumstances (e.g., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extracurricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event. A student who leaves during the school day due to illness may not attend or participate in any extracurricular activities (e.g., practice, game, performance) on the day of the partial absence.

Leaving Early for Athletic Events

When students must leave school early, the following policy has been agreed upon by all coaches and teachers and communicated to the student athletes.

1. Students must be prepared for the class the day they are leaving early. If a game is canceled and a test is being given, the student must be prepared for the test. No excuses will be accepted.
2. Students are responsible for making up all work covered and tests missed.
3. Coaches encourage student athletes to remain after class on the days following early dismissal, to go over work missed or make up tests. There are no penalties for being late to practice to take care of class responsibilities. Student athletes must take the initiative to work with their teachers during their sports season.

Sunday Athletics

In keeping with the mission of JSerra, the school intentionally avoids scheduling activities on Sundays in order to allow staff, students, and families the opportunity to keep holy the Lord’s day. In the event of a school-sponsored trip that spans a weekend, the moderator will ensure proper time is allotted and transportation provided in order to attend a Saturday Vigil or Sunday service.

SPORTSMANSHIP CODE OF CONDUCT

JSerra is committed to providing a sportsmanlike environment for students, coaches, and spectators. A good sport can take a loss or defeat without complaint and/or victory without gloating. He/she treats opponents with fairness, courtesy, and respect. The Code of Ethics and consequences for inappropriate behavior apply to any participant and/or spectator at any and all athletic competition.

Code of Ethics

1. Emphasize the proper ideals of sportsmanship, ethical conduct
2. Eliminate all possibilities that tend to destroy the best values of the game
3. Show cordial courtesy to visiting teams, officials, and spectators
4. Respect the integrity and judgments of sports officials
5. Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual student-athletes

Behavior Inappropriate at Athletic Events

1. Berating opponent’s school or mascot
2. Berating and/or harassing opposing student-athletes
3. Obscene, inappropriate, unsportsmanlike, and/or negative cheers or gestures toward the student-athletes and/or spectators from the opposing school and/or sports officials/referees
4. Obscene, inappropriate, unsportsmanlike, and/or negative signs or those that include the name of the opposing school or names of students of the opposing school
5. Mechanical noisemakers or cheering devices (CIF rule)
BUSINESS AND FINANCIAL POLICIES

2016-2017 Tuition & Fees

Per the enrollment contract, tuition for 2016-2017 is $16,975 plus a non-refundable registration fee of $600. The tuition covers administration, instruction, counseling, campus ministry, school nurse, use of the library and other facilities, basic supplies for science and some other courses, use of lockers, and the general operating expenses of the school.

TUITION: $16,975 payable online through your FACTS account as follows
1. Annual (1) – payment due May 5, 2016 or May 20, 2016
2. Semi-Annual (2) – payments due May and November 5 or 20, 2016
3. Monthly
   a. 10 month plan starting May 5 or May 20, 2016 – February 5 or 20, 2017
      i. Offered to incoming families*
   b. 9 month plan starting June 5 or June 20, 2016 – February 5 or 20, 2017
      i. Offered to returning families only to eliminate a double monthly payment in May*

*There is a one-time $300 annual processing fee per family for the monthly payment plan.
All payment plans are subject to credit approval.

To set up your FACTS tuition account, please log on to the JSerra website (www.jserra.org), Admissions, Tuition and Fees. There is a link that will take you directly to the FACTS setup.

Due to our contract with FACTS Management Services, JSerra is no longer accepting payments for items billed by FACTS. To make a payment for tuition or class fees, you can make the payment either online or by calling FACTS directly:

1. Online payment – log into FACTS@online.factsmgt.com.
2. Payment by phone – Call FACTS directly @ 1-866-441-4637. FACTS representatives are available 24/7.

Annual Fees (Non-Refundable)

Application (Incoming Students Only) $ 65
Registration (non-refundable) $ 600

Additional Required Expenses

Textbooks................................. $500-$800 (Approximate)
Uniforms ............................... $250-$450 (Approximate)
Course Fees......................... Cost varies (see course catalogue for description of course fees)

Additional Optional Expenses

Athletic Sport Fee...................... $1,200 - $1,600 (varies per sport)
School Photos......................... $30 - $75 (varies)
Student Parking Permit .......... $25 (required for on campus parking during the school day)
Senior Reserved Parking.......... $125 (optional)

For additional information about tuition and/or fees, please email Liz Morrison at emorrison@jserra.org
Financial Aid Program

JSerra Catholic High School is committed to making a holistic, Catholic education accessible to all qualified students—regardless of financial means. Awards are based on need, academic achievement, leadership, service, talent, and other criteria. Historically, JSerra awards in excess of $3M annually in tuition assistance. More than 43% of students who currently attend JSerra receive some level of financial support.

Many middle- and upper-income families assume they may not qualify and forego the application process. We encourage families to apply and allow the Financial Aid Committee the opportunity to review your application. Please refer to the admissions tab on our website www.jserra.org for the most current financial aid information.

Tuition Refund Policy

Upon completion of the Withdrawal Form (initiated with Admissions) a tuition refund may apply if your student withdraws from school. A written statement signed by the parent is required to begin this process. The withdrawal date determines the percentage eligible for refund based on the schedule below. However, if tuition is not paid 100% for each semester the refund will be prorated or amounts may still be due to the school based on payment plan. The actual amount of the refund will be calculated at the time of withdrawal and any open balances due to the school will be deducted.

**Domestic***

**First Semester Tuition**

<table>
<thead>
<tr>
<th>Student withdraws prior to July 15, 2016</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student withdraws after July 15, 2016</td>
<td>No refunds/owes 1st semester tuition</td>
</tr>
</tbody>
</table>

**Second Semester Tuition**

<table>
<thead>
<tr>
<th>Student withdraws prior to January 2, 2017</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student withdraws after January 2, 2017</td>
<td>No refund/owes 2nd semester tuition</td>
</tr>
</tbody>
</table>

**International***

| Student withdraws prior to July 15, 2016 | 100% refund |

*Note: Refunds of class, athletic and/or club fees are non-refundable.

Tuition Obligation

**Withdrawals:** Regardless of the payment plan option, when a student terminates his/her attendance at JSerra Catholic High School after July 15, 2016, all unpaid tuition, fees, and other school charges become immediately due and payable before the student’s records will be forwarded to the new school.

**Dismissals:** If JSerra should dismiss a student, this dismissal does not relieve the parent/guardian from any financial obligation they may have with JSerra.

**Entrance Mid-Year:** Tuition is due for the entire semester when a student enrolls during the middle of the semester.
Non-Payment of Tuition or Fees

Non-payment of tuition or fees constitutes a serious breach in the parent/guardian obligation to the school.

The school shall have the right to take legal action for the non-payment of tuition or fees and parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney’s fees. Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney’s fees. As such, if a non-payment of tuition exists, fees or charges under the payment option selected, the school retains the right to take the actions set forth below. Until the financial obligation to JSerra has been satisfactorily met, the school at its option may enforce the following:

1. Delinquency in payment constitutes cause for immediate suspension from school activity and/or dismissal from the school
2. Re-admission will not be permitted until student’s account is brought current
3. Report cards and transcripts may be withheld
4. Student’s diploma may be withheld

ADVANCEMENT AND MARKETING

JSerra relies on the generosity of parents, board members, friends, corporations, and foundations to support the financial needs required to give our students facilities worthy of their abilities and bright futures. Charitable funding is critical to meet our goals of growing the faith, intellect, and character of our students and making JSerra one of the finest educational institutions in Southern California.

Besides managing fundraising, the Office of Advancement also works with the JSerra Board, Advancement Committee, administration, parents, grandparents, businesses, foundations, and members of the Orange County community to achieve the following goals:

1. Acquire operating funds, designated gifts, and capital funding for the school
2. Establish relationships with parents, grandparents, and friends of JSerra that encourages the enthusiastic belief in and support of the JSerra mission
3. Establish planned giving and endowment programs that will support scholarships and campus-wide programs
4. Manage the all-school fund raising calendar to schedule fundraisers by JSerra booster clubs and groups
5. Manage major fundraising events
6. Consistently communicate the mission, goals, activities, and successes of JSerra to our extended family and the community at large through various forms of media and communications
7. Create and manage external communications and other informational and marketing materials to include the monthly newsletters, annual report, and press releases
## JSerra Catholic High School
### 2016 - 2017 Bell Schedules

#### Schedule 1
<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>Period 0</td>
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<tr>
<td>Period 1</td>
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</tr>
<tr>
<td>Break</td>
<td>9:35 - 9:50</td>
</tr>
<tr>
<td>Period 3/Announcements</td>
<td>9:55 - 10:45</td>
</tr>
<tr>
<td>Period 4</td>
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<td>Period 5B</td>
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<tr>
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#### Schedule 2 (Mass Schedule)
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<td>Break</td>
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<tr>
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#### Schedule 3
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#### Schedule 4
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#### Schedule 5 (Rally Schedule)
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**JSerra 2016-2017 Parent Student Handbook (Rev. 8/22/16)**

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2016-2017 ADMINISTRATION, FACULTY, AND STAFF

Administration

Mr. Richard Meyer .................................................. President
Mr. Eric Stroupe .................................................. Principal
Mrs. Donna Vandenberg ........................................ Vice Principal of Student Life
Mr. Dan Everett .................................................. Vice Principal of Academics
Mr. Pat Reidy .................................................... Vice President of Mission & Faith
Mr. Chris Plaia .................................................. Dean of Students
Dr. Bridget Desmond .......................................... Dean of Students
Fr. Damien Giap, O. Praem .................................... Chaplain

Activities

Mrs. Michele Chenault ............................................ Activities Director

Administrative Support

Ms. Maggie DeLain .............................................. Assistant to the Administration
Mrs. Wendy Keiper .............................................. Assistant to the President
Mrs. Jeanne Noonan ........................................... Receptionist

Admissions

Mr. Brock Perkes ................................................. Director of Admissions
Ms. Brooke Davis ................................................. Assistant Director of Admissions
Mr. Zach Brogdon ................................................. Admissions Coordinator
Ms. Karen Testa .................................................. Admissions Coordinator

Advancement Office

Mr. Patrick Lane .................................................. Director of Advancement
Mrs. Mary Miraglia ............................................. Special Events Coordinator
Mr. Ian Rangel .................................................. Advancement Coordinator

Athletics

Mr. Jim Hartigan .................................................. Athletic Director
Mrs. Heather Christensen ...................................... A.D. Secretary
Mr. Kevin Clements ............................................ Assistant A.D. - Aquatics
Mr. Donald Evans ............................................. Assistant Athletic Director
Mr. Sergio Muniz ................................................ Assistant Athletic Director
Mrs. Cristen Fullerton ........................................ Associate Athletic Director
Mr. Cody Fisher .................................................. Associate Athletic Director
Mr. Brett Kay .................................................... Associate Athletic Director
Ms. Kayla Gradillas ............................................ Associate A.D. - Director of Sports Medicine
Mr. Jaime Rodgers .............................................. Athletic Trainer

Attendance and Discipline/Deans of Students

Dr. Bridget Desmond .......................................... Dean of Students
Mr. Chris Plaia .................................................. Dean of Students
Mrs. Deborah Garner ........................................ Assistant to Dean of Students
Business Office

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Mrs. Tori St.Julien ............................................. Controller
Mrs. Maile Frappier .......................................... Accountant
Mrs. Elizabeth Morrison .................................. Collections Manager
Ms. Iliaana Oseguera ........................................ Accounts Receivable
Ms. Kelly O'Neill ............................................... Accounts Payable

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Fr. Damien Giap, O. Praem .................................. Chaplain
Mr. Zack Eckert ............................................... Director of Campus Ministry
Mr. Ryan Brehm ............................................... Music Ministry Coordinator
Mrs. Rachel Erdag ........................................... Christian Service Coordinator
Ms. Sarah Bueche ............................................. Campus Minister
Ms. Caroline Wilson ......................................... Campus Minister

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Mrs. Michele Murphy ....................................... College Counselor
Mrs. Julia Park ............................................... College Counselor
Mrs. Mary Victoria Taylor ................................. College Counselor
Mrs. Janet Miller ............................................ Registrar
Mrs. Cara Morales ........................................... Personal Counselor
Dr. Courtney Harkins .................................... Personal Counselor

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Mrs. Wendy Adam .......................................... SERP Instructor
Mr. Justin Danh ............................................. SERP Instructor
Mrs. Teresa Huston ......................................... SERP Instructor
Mr. Russell Oka ............................................. SERP Instructor
Ms. Rose Waters ........................................... SERP Instructor

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Mr. Jordan Faust ............................................ Help Desk Technician
Mr. Mark Macadam ........................................ Help Desk/Systems Administrator

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We encourage parents to contact teachers as often as necessary to keep abreast of their student’s progress. Because teachers do not have access to telephones in their classrooms, it is difficult to reach a teacher immediately by telephone. Email communication can often be a more expedient way to get information to and from a teacher. When following the proper chain of communication, please allow a teacher 24-36 hours to respond to your message.

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Teaching Faculty

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</table>

**Varsity Coaches**

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<th>Coach</th>
<th>Email Address</th>
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</thead>
<tbody>
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