

# Garces Memorial High School

Diocese of Fresno

Parent/Student Handbook

2019-2020

Founded on Faith | Rooted in Tradition | Growing in Excellence



# Table of Contents

Title page

Table of Contents

Important Information Regarding Enrollment and this Handbook

- Scope of this Handbook
- Parent/Student Handbook Agreement
- Right to Amend
- Good Standing and Continued Enrollment
- Condition of Enrollment for Parents/Guardians

About Garces Memorial High School

- Mission Statement
- Philosophy Statement
- Integral Student Outcomes
- History
- Accreditation
- Non-Discrimination Policy

School Structure and Organization

- Office of Catholic Education
- Superintendent
- School Governance
- Principal
- Administrative Team
- Faculty and Staff
- School Advisory Board

Calendar

Schedule

2-Parent/Student Handbook

- Green Day
- White Day
- Green Activity Day
- White Activity Day
- White Extended Lunch Day
- Gold Day
- Rams Day
- Green Fog Delay Day
- White Fog Delay Day

#### Admission, Registration, and Financial Policies

- Partnership of School and Family
- Admission Priorities
- Probationary Admission
- Documentation Requirements
- Physical Examination
- Immunization
- Application Process
- Registration Fee
- Tuition
- Other Fees
- Tuition Collection
- Financial Aid
- Cost of Education
- Withdrawal

#### Communication

- School Contact Information
- Parent Contact Information
- Confidentiality

- Office Telephone Use
- Communication from the School
- Contacting Teachers
- E-mail Use
- Deliveries and Forgotten Items
- Back to School Night
- Process for Conflict Resolution

#### Visiting the School and Volunteering

- Visiting the school
- Classroom Visits
- Volunteer Requirements and Guidelines
- Volunteer Code of ethics
- Field trips
- Volunteering Opportunities and Requirements for Students
- Service Hours Program for families of Garces

#### Curriculum

- Introduction
- Essential Core curriculum
- Enrichment Curriculum
- Modified Curriculum and Accommodations for Students with Disabilities
- Student Support Team
- Religion Classes, Sacramental Preparation, and Worship
- Field Trips
- Textbooks

#### Student Evaluation

- Parents as Primary Educators
- Standardized Testing
- Homework
- Missed Homework due to Absence

- Grading/ Grade Point Average (GPA)
- Conduct/Effort Codes
- Progress Reports
- Report Cards
- Parent-Teacher Conferences
- Academic and Behavior Probation
- Promotion
- Valedictorian/Salutarian
- Graduation/Graduation Requirements

#### The School Day and Attendance

- School and Office Hours
- Closed Campus
- Arrival
- Dismissal
- Drop Off and Pick Up
- Walkers and Bike Riders
- Minimum/ Gold Days
- Absences
- Tardies
- Excessive Absence and Tardiness
- Absences and Make-up Work

#### Appearance and Student Uniform Requirements

- Introduction
- General Dress Code and Uniform Regulations
- Formal Dress Attire
- Spirit Dress Attire
- Special Dress Attire
- Group Dress Attire
- Special Exemptions

- Free dress
- Dance Attire
- Grooming and Accessories
- Dress Code Violation

#### Health and Safety

- Immunization and Student Medical Examinations
- Emergency Cards
- School Insurance Coverage
- Illness and Notification
- Medications
- Medication Forms
- Illness at School, Injury, and First Aid
- Students with Severe Allergies
- Mandated Reporting
- Student Threats Of Harm to Self or Others
- Pregnancy- High School
- Parking Lot Safety
- Severe Illness Outbreak

#### Concussion Policy

- Concussion Definition
- Symptoms
- Following Injury
- Return to Sport
- Second Impact Syndrome
- Return to School

#### Emergency Procedures

- Emergency Care Plan
- Emergency Action Plan: The Concept

- General Emergency Procedures
- Specific Emergency Procedures
- Emergency Drills and Events
- Emergency Teams and Responsibilities

#### Student Discipline

- General policy
- Expectations
- Academic Integrity
- Vandalism
- Right to Search
- Interviews by Officials
- Disciplinary Actions and Sanctions
- Academic and Activities Suspension
- Reasons for Immediate Suspension
- Expulsion/ Dismissal
- Disciplinary Records

#### Information and Communication Technology Policies

- Online Social Media and Networking Policy for Parents and Students
- Ethics and Responsibility
- Photographs and Videos
- Discipline for policy above
- Acceptable Use of Technology for Students
- Social Media Use
- Use of Electronic Devices Owned or Issued by the School
- Acceptable Use Pledge Covering Electronic Devices
- Consequences for Violations of Information Technology Policies

#### Harassment and Bullying

## Controlled Substances

## Extra-Curricular Activities

- Student Council
- Social Events and Dances
- Student Parties Outside of School

## Athletics

- Athletic Teams
- Athletics Conduct, Eligibility and Participation
- Conduct of Players During Games and Practices
- Conduct of Parents and Fans
- Playing Time
- Reporting Injuries and Special Limitations
- Concussion
- Communication with Coaches
- Uniforms
- Transportation
- Parent Participation

## Transfer, Custody, and Student Records

- Transfer of Students
- Transfer of Students Because of Parental Behavior
- Transfer Between Catholic Schools
- Custody of Minors
- Rights of Non-Custodial Parents
- Students Not living with Legal Guardians
- Access to Student Records

## Forms



- 2019-2020 Parent/Student Handbook Agreement Form
- Volunteer Agreement Form
- Acceptable Use Pledge Covering Electronic Devices

## **Important Information Regarding Enrollment and this Handbook**

### SCOPE of this HANDBOOK

Enrollment at Garces Memorial High School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

### PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that Garces Memorial High School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Garces Memorial High school and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

### RIGHT TO AMEND

Garces Memorial High School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Garces Memorial High School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Garces Memorial High School ***if the parent/guardian expects the student to remain in good standing with the school.***

### GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Garces Memorial High School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that,

in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. ***The school reserves the right to refuse registration or re-registration.*** When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Fresno and Garces Memorial High School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Garces Memorial High School and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. ***The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook.*** Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious

violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

## **About Garces Memorial High School**

### **MISSION STATEMENT**

Garces Memorial is a Catholic, coeducational, college preparatory high school. Our school educates youth to fulfill the mission of Christ by developing students spiritually, academically, and socially. Our mission calls us to instill in every member of the Garces Memorial community the courage to act with faith, knowledge, compassion, and justice.

### **PHILOSOPHY STATEMENT**

Garces Memorial High School is a ministry of the Catholic Church administered by the Diocese of Fresno and supported by the Catholic parishes of Kern County. Our school educates youth to fulfill the mission of Christ. In partnership with parents, each member of our faculty and staff serves as a teacher, a mentor, and a coach in a student-centered atmosphere. Our Christian focus provides an environment where students can develop Spiritually, Academically, and Socially, enabling them to recognize their potential as People of God. Garces Memorial offers a rigorous college preparatory curriculum which prepares the students to succeed in a higher academic setting. Our mission calls us to instill in every member of the Garces Memorial community the courage to act with Faith, Knowledge, Compassion, and Justice.

### **INTEGRAL STUDENT OUTCOMES**

The Garces Graduate will have the courage to act with faith, knowledge, compassion, and justice.

Faith: Believing in the power of God and sharing His word with others

"You believe because you have seen me. Blessed are those who believe without seeing me." -John 20:29

Knowledge: Acquiring skills through experience and education

"Let the wise listen to these proverbs and become even wiser. Let those with understanding receive guidance." -Proverbs 1:5

Compassion: Demonstrating God's love by responding to one another in a positive light

"Instead, be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you." -Ephesians 4:32

Justice: Using our faith and law to determine what is morally right

"There is joy for those who deal justly with others and always do what is right."-Psalm 106:3

### **HISTORY**

In the spring of 1947, ground was broken for a new, 40-acre central Catholic high school located in the northeastern section of the city in a newly created residential area called La Cresta.

On September 7, 1947, the public was invited to an open house for the new Catholic high school. Three days later, on September 10, Garces Memorial High School opened as a co-educational, inter-parochial high school with an enrollment of 150 students. The new school was named for Padre Francisco Garces, a Franciscan missionary and the first European to enter the area known today as Bakersfield.

During the first year, the Christian Brothers were placed in charge of the boys division, teaching grades seven, eight, and nine, while planning to add an additional grade each year. The girls division, plus the tenth, eleventh, and twelfth grade boys, were taught by the Dominican Sisters. The first faculty was comprised of Brother Xavier, F.S.C., Boys Principal, three other Brothers, Sister M. de Ricci, Girls Principal and three other Sisters. The Sisters continued to commute from the St. Francis Convent until their convent was completed on the Garces campus on February 4, 1948.

### ACCREDITATION

Garces Memorial High School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

### NONDISCRIMINATION POLICY

Garces Memorial High School, in the Diocese of Fresno, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Garces Memorial High School in the Diocese of Fresno does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

## **School Structure and Organization**

### OFFICE OF CATHOLIC EDUCATION

The Office of Catholic Education (OCE) endeavors to support the mission of the Diocese of Fresno in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The OCE is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The OCE is comprised of a Superintendent, an Assistant Superintendent for curriculum and instruction, an Assistant Superintendent for finance, mentoring, and overall school management and an Office Manager.

### SUPERINTENDENT

The Superintendent oversees the entire program of the OCE.

### SCHOOL GOVERNANCE

Garces Memorial High School is a Diocesan Administered Parish School. The Superintendent, in collaboration with the Rector, is the chief Administrator of Diocesan Administered Schools.

### PRINCIPAL

The school principal is delegated by the Rector in a Rector Administered Parish School or by the Superintendent in a Diocesan Administered Parish School to serve as the educational leader of Garces Memorial High School, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of Garces Memorial High School.

### ADMINISTRATIVE TEAM

Two members of the faculty, in addition to the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

### FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the rector of a Rector Administered Parish School, or the Superintendent of a Diocesan Administered Parish School. A directory of faculty and staff may be found on the school website.

## CATHOLIC SCHOOL ADVISORY BOARD

The local Catholic School Advisory Board consists of the Rector or Superintendent, principal, and eight to twelve members of the school or parish community, including a parent club officer and a rotating faculty representative. The Advisory Board works interactively with the Principal to fulfill the Board's advisory consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

### **Calendar**

Please refer to our website <https://garces.org/> for a continually updated calendar of Academics, Athletics, and Activities.

### **Schedule**

#### Green Day: three variations G1/G2/G3

Period 1	8:00 - 9:30
Break	9:30 - 9:50
Period 3/7/5	9:55 - 11:20
Period 5/3/7	11:25 - 12:50
Lunch	12:50 - 1:20
Period 7/5/3	1:25 - 2:50
Enrichment	2:55 - 3:25

#### White Day: two variations W1/W2

Home Room	8:00 - 8:10
Period 2	8:10 - 9:40
Break	9:40 - 10:00
Period 4/6	10:05 - 11:30
Lunch	11:30 - 12:00
Period 6/4	12:05 - 1:30
Enrichment	1:35 - 2:25
Period 8	2:35 - 3:25

#### Green Activity Day: three variations GA1/GA2/GA3

Period 1	8:00 - 9:15
----------	-------------



Break 9:15 - 9:30  
Period 3/7/5 9:35 - 10:50  
Activity 10:55 - 11:55  
Lunch 11:55 - 12:25  
Period 5/3/7 12:30 - 1:45  
Period 7/5/3 1:50 - 3:05  
Enrichment 3:05 - 3:30

White Activity Day: two variations WA1/WA2

Home Room 8:00 - 8:05  
Period 2 8:05 - 9:30  
Break 9:30 - 9:50  
Period 4/6 9:55 - 11:15  
Activity 11:15 - 12:15  
Lunch 12:15 - 12:45  
Period 6/4 12:50 - 2:10  
Enrichment 2:10 - 3:00  
Period 8 3:05 - 3:45

White Extended Lunch Day: two variations WX1/WX2

Home Room 8:00 - 8:10  
Period 2 8:10 - 9:40  
Break 9:40 - 10:00  
Period 4/6 10:05 - 11:30  
Lunch 11:30 - 12:30  
Period 6/4 12:35 - 2:00  
Enrichment 2:05 - 3:00  
Period 8 3:05 - 3:45

Gold Day

Period 1 8:00 - 8:40  
Period 2 8:45 - 9:20  
Break 9:20 - 9:40  
Period 3 9:45 - 10:20  
Period 4 10:25 - 11:00  
Period 5 11:05 - 11:40  
Lunch 11:40 - 12:15  
Period 6 12:20 - 12:55

Period 7            1:00 - 1:35

### Rams Day

School Starts    8:00

School Ends     1:35

\* RAMS days are used for special days when school is in session, but class periods have been removed.

### Green Fog Delay Day: 3 Variations G1-Fog/G2-Fog/G3-Fog

Period 1           10:00 - 11:00

Period 3/7/5      11:10 - 12:10

Lunch             12:10 - 12:45

Period 5/3/7      12:50 - 1:50

Period 7/5/3      2:00 - 3:00

Enrichment       3:05 - 3:45

\*Garces Memorial follows the Kern School District determination of a Fog Delay. In the event that KHSD calls a Fog Delay we will observe the appropriate Fog Delay bell schedule. Fog delay notification will also be sent through the Garces App available through your smart phone app store.

### White Fog Delay Day: 2 Variations W1-Fog/W2-Fog

Home Room       10:00 - 10:10

Period 2           10:10 - 11:25

Lunch             11:25 - 12:00

Period 4/6        12:05 - 1:20

Period 6/4        1:25 - 2:40

Enrichment       2:45 - 3:15

Period 8           3:15 - 3:45

\*Garces Memorial follows the Kern High School District determination of a Fog Delay. In the event that KHSD calls a Fog Delay we will observe the appropriate Fog Delay bell schedule. Fog delay notification will also be sent through the Garces App available through your smart phone app store.

## **Admission, Registration, and Financial Policies**

### PARTNERSHIP of SCHOOL and FAMILY

Garces Memorial High School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Garces Memorial High School is a privilege, not a right. Parents have a right to apply to Garces Memorial High School for admission of their child (ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Garces memorial High School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### ADMISSION PRIORITIES

The order of priority for acceptance to Garces Memorial High School follows:

1. Continuing students in good standing at Garces Memorial High School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending Garces Memorial High School.
3. Siblings of non-Catholic families attending Garces Memorial High School.
4. New Catholic Families
5. New non-Catholic families

## PROBATIONARY ADMISSION

All students are admitted to Garces Memorial High School on a probationary basis. Probation basis will be one semester good status in grades, attendance, and conduct. The school administration may terminate enrollment at any time.

## DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable). In addition, the emergency card, tuition agreement, and iPad agreement forms will be due and time of registration.

## PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

## IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). Students may not attend class until this information is on file.

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades 9 – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.

- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

### APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and require a \$75.00 non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance.

### APPLICATION INTERVIEWS, TESTING, or SCREENING

- Interview Process
- High School placement test

### REGISTRATION FEE

This fee helps offset various costs including standardized testing, SB, El Padre, yearbook, Parent Club, PSAT/NEDT, Athletic fees, student retreats.

- A non-refundable registration fee of \$425.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than May 1<sup>st</sup>; priority status for any student is forfeited if the registration fee is not received by the due date
- ALL financial obligations for the previous school year, including fees due for extra-curricular and co-curricular programs, and tuition must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at Garces Memorial High School.
- A penalty fee of \$15.00 per hour of service not completed is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

Ex: 20 Parent Service Involvement (PSI) hours. No completion of hours= \$300 charge

## TUITION

Tuition rate for Catholic students:

Catholic	\$11,351 per year
----------	-------------------

Catholic students are those who are registered Catholic members of a PARISH, attend Mass regularly, and are active in the parish community life. Catholic Verification forms are required.

Tuition rate for non-Catholic students:

Non-Catholic	\$11,731 per year
--------------	-------------------

## OTHER FEES

- I-pad/ Technology fee- \$550.00
- Campus Ministry-\$150.00
- Athletic fee per-sport-\$150.00 \$200.00 for football

## TUITION COLLECTION

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the following options:

- One payment: July 2019 (full payment may be made no later than July 2019)
- Two payments: July 2019 & January 2020
- Four payments: July 2019, October 2019, January 2020, April 2020
- Eleven payments: July 2019 – May 2020 (registration fees for 2020-2021 school year will be due in May)

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the rector and principal. ***All monies owed to the school must be paid before a student can enroll for the following year.***

## FINANCIAL AID

Garces Memorial is committed to offering every student in Kern County the opportunity to receive a Catholic education. For this reason, the Garces Financial Aid program was established. Garces Memorial High School provides financial assistance to those families who demonstrate financial need. FACTS Management Company manages all applications for financial aid.

## COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at Garces Memorial High School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to Garces Memorial High School.

## WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

## **Communication**

### SCHOOL CONTACT

School Office: (661) 327-2578

Office Fax Number: (661) 327-5427

Website Address: <https://garces.org/>

### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office.

## CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

## OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements afterschool.

## COMMUNICATION from the SCHOOL

- Bi-monthly Garces Memorial High School Newsletter
- Website

## CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

## E-M AIL USE

Email is a great means of communication which been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators ***when time and/or confidentiality are not critical factors.***
- E-mail is ***not*** an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is ***not*** an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.



- *E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.*
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should *not* be used when the sender is upset.

#### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Lunches may only be delivered by the student's family during the specified lunch period by the specified drop off location.
- No professional food deliveries allowed.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will *not* be delivered to the classroom but may be picked up by a parent.

#### BACK to SCHOOL NIGHT

- Monday, August 26<sup>th</sup>. All families encouraged to attend.

#### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve an assistant principal, dean of students, or athletic director if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal.

- In the event that irreconcilable differences remain, request to meet may be made to the OCE only when all steps above have been followed. The OCE will address the request according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local Advisory Boards and parent organizations are **NOT** part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## Visiting the School and Volunteering

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Garces Memorial High School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and admissions director.
- The principal reserves the right to refuse a request, in his or her discretion.

### VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Environment Program **AND** be free from infectious tuberculosis. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. ***Volunteering is a privilege granted at the discretion of the principal.***

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Environment training: A link is available through Garces Memorial High School to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Completed TB Questionnaire
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
  1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.

2. The privately-owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
3. No vehicle larger than an 8-passenger vehicle may be used.
4. The number of persons in a car should not exceed the number for which the car was constructed.
5. All Students must wear a seatbelt.
6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. Drivers may not bring siblings or younger children.

### VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Fresno must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the Rector, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

### FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing Garces Memorial High School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

### VOLUNTEERING OPPORTUNITIES and REQUIREMENTS for STUDENTS

- Students must complete 15 hours of volunteering each year
- Students must complete 60 hours total of service before graduation
- More information regarding mandatory student volunteering to come

- Garces provides a simple tracking system for its students. Instructions for setting up your PSI tracking will be sent under separate cover.
- Please Note: Families receiving tuition assistance are not required to complete the PSI requirement. They have received pre-assigned work assignments through the financial aid program.

### SERVICE HOURS PROGRAM

- The Parent Service Involvement Program (PSI) is a coordinating effort to ensure our families have opportunities to volunteer for Garces.
- Each family is required to complete 20 hours of volunteer service for Garces. This includes: any monetary or in-kind donations (calculated at \$15.00 per hour). If a family does not reach the 20-hour requirement they will be assessed \$15.00 for every hour not completed.
- Garces provides a simple tracking system for its families. Instructions for setting up your PSI tracking will be sent under separate cover.
- Please Note: Families receiving tuition assistance are not required to complete the PSI requirement. They have received pre-assigned work assignments through the financial aid program.

## Curriculum

Garces Memorial High School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Garces Memorial High School are developed and implemented in cooperation with the Office of Catholic Education of the Diocese of Fresno. The curriculum is carefully coordinated from Kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. All subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

### ESSENTIAL, CORE CURRICULUM

Garces Memorial High School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, and religion.

### ENRICHMENT CURRICULUM

Students participate in programs of study in music, fine arts, PLTW, FCA, Biomedical pathways, and computer technology as an enrichment of the academic curriculum.

### MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), counselors, and administration.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

### STUDENT SUPPORT TEAM

A Student Support Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Support Team consists of the classroom teacher, counselor, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

## RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- Garces Memorial High School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered weekly to students.

## FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

## TEXTBOOKS

- Follett



## Student Evaluation

### PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of RenWeb to monitor student progress and to take the initiative to contact teachers should they develop a concern.

### STANDARDIZED TESTING

- (Practice) PSAT and practice ACT twice throughout school year.

### HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

### MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- When absent, students are expected to keep up with their assignments. Upon returning, students must be prepared for class. Students should refer to the Garces Website, contact a classmate or teacher to receive the necessary assignments. It is the student's responsibility to get assignments from their teachers.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## GRADING

Please note: summer school classes will be included in the calculation of each student's GPA

The following academic grading scale has been adopted by Garces Memorial High School for essential curricular subjects in accordance with the Report Card Standards determined by the Office of Catholic Education of the Diocese of Fresno:

The marks for Honors (H) and Advanced Placement (AP) courses are weighted as follows:

A+ 5.3 points	C 3.0 points
A 5.0 points	C- 1.7 points
A - 4.7 points	D+ 1.3 points
B+ 4.3 points	D 1.0 points
B 4.0 points	D- 0.7 points
B- 3.7 points	F 0.0 points
C+ 3.3 points	

The marks for courses other than Honors and AP are weighted as follows:

A+ 4.3 points	C 2.0 points
A 4.0 points	C- 1.7 points
A - 3.7 points	D+ 1.3 points
B+ 3.3 points	D 1.0 points
B 3.0 points	D- 0.7 points
B- 2.7 points	F 0.0 points
C+ 2.3 points	

Grades for College Prep, Honors and Advanced Placement courses will be assigned according to the following percentages:

A+ 100-98	C 76-73
A 97-93	C- 72-70
A - 92-90	D+ 69-67
B+ 89-87	D 66-63
B 86-83	D- 62-60
B- 82-80	F below 60
C+ 79-77	

## CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class.

## PROGRESS REPORTS

- Progress reports are available online twice per quarter.
- Dates for progress reports are posted on the school website and school calendar.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

- Eligibility is determined by the grades from October, January, March, and May reports only.

### REPORT CARDS

Report cards are given twice a year at end of each semester. They will be mailed home. If a student is absent 12 class periods in any course, he/she will be denied credit for that class for the semester. A grade of “I” will be recorded for that class. The Administration, comprised of the Dean of Students, Assistant Principal of Academic Affairs, and the instructor will meet to determine whether the “I” will be recorded on the official transcript as an ‘F’ and the student will be denied credit for the course. Students who are denied credit must make up the course work during summer school.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held at the request of a parent, teacher, or counselor’s request. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child’s progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

### ACADEMIC/BEHAVIORAL PROBATION

- If a student receives a grade below (2.0) in academics, or if a student does not maintain a grade point average of (2.0) or higher on semester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on semester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- The Dean of Students will contact and inform the parent(s)/guardian(s) of students who are placed on Academic/Behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued: roughly 10-week periods. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not

remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.

- Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

### PROMOTION

- Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.
- Promotion to the sophomore, junior, and senior year at Garces Memorial is conditional and based upon both academic progress and student behavior. A student who receives a G.P.A. of 1.99 or lower on two consecutive Report Cards, or does not make satisfactory progress toward receiving a diploma, or has a poor attendance record, or demonstrates inappropriate behavior may be asked to withdraw from Garces Memorial. Should the student not withdraw, the student will be subject to Dismissal. Students must remediate, in summer school, all grades of "F" and/or "I" earned in a current school year prior to the beginning of the following school year unless otherwise authorized by the Assistant Principal for Academic Affairs. Remediation of courses MUST be done at Garces Summer School and/or Garces Online Program.

### VALEDICTORIAN AND SALUTORIAN

The Valedictorian will be that senior who has attained the highest-grade point average (computed to three decimal points) based on seven (7) full semesters of academic course work completed at Garces Memorial High School during the regular academic year. This student will address commencement guests on behalf of the senior class. Prior to addressing the graduating class at commencement, the commencement address must be approved by the Garces Memorial administration. A "full semester" is understood to mean the student finished that semester with a letter grade (A-F) in seven (7) or more Garces courses. Course work taken at Garces Summer School and/or at another institution will not count in determining the student's grade point average, although said course work may be considered for fulfillment of Garces' graduation requirements. If ties exist relative to the above calculation each student will be recognized at graduation as Valedictorian. However, only one student will address commencement guests. To select this speaker each valedictorian will present an outline of the proposed speech to the Awards Committee Chairperson by March 31. The Awards Committee will review the outlines submitted. The Awards Committee may make a selection or it may have each Valedictorian prepare and present the entire speech before the Awards Committee no later than April 30. The Awards Committee will make a final selection following this presentation.

The Salutarian will be that senior who has attained the second highest grade point average (computed to three decimal points) based on seven full semesters of course work completed at Garces Memorial High School during the regular academic year. This student will open the commencement exercises with an invocation for classmates, parents and friends. The invocation will be prior approved by the Garces Memorial administration. A "full semester" is understood to mean the student finished that semester with a letter grade (A-F) in seven (7) or more Garces courses. Course work taken at Garces Summer School and/or at another institution will not count in determining the student's grade point average, although said course work may be considered for fulfillment of Garces' graduation requirements. If ties exist each student will be recognized at graduation as Salutarian; however, only one student will present an invocation at the commencement exercises. To select the speaker, each candidate will present a draft of the presentation to the Awards Committee Chairperson by April 30. The Awards Committee will review each draft and make its selection.

## GRADUATION/ GRADUATION REQUIREMENTS

School Graduation celebrations (activities and ceremonies) are a privilege reserved for 12<sup>th</sup> grade students in good standing. Students on either academic or disciplinary probation may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

### REQUIREMENTS:

A student must:

- Complete all Subject Area Required Courses (see below);
- Complete 280 credit units
- Earn a D- or higher in All courses taken during their senior year (The grade of “I” in any course will be regarded as an “F” for diploma consideration).
- Fulfill the Community Service Obligation Graduates must have attended Garces both semesters of his/her senior year. Garces expects that any student who desires a diploma will successfully complete a total of four years in high school. Students who apply as transfers to Garces and wish to receive a Garces Memorial diploma having attended high school for less than four years will be advised to enroll at another high school or complete the requirements for a graduation/diploma certificate available through the State of California. Subject Area Required Courses:
  - 4 years of Theology
  - 4 years of English
  - 3 years of Social Science
  - 3 years of Math (minimum of Algebra I, Geometry, Algebra II)
  - 3 years of Laboratory Science
  - 2 years of the same Foreign Language
  - 2 years of Physical Education
  - 1 year of Visual & Performing Art (V.P.A)
  - 1/2 year of Health Education
  - 1/2 year of Computer Applications

Note: The remaining units needed to reach the 280 unit minimum are courses chosen by the student in consultation with their assigned counselor.

1 year = 10 units

1/2 year (1 semester) = 5 units

## **The School Day and Attendance**

### SCHOOL and OFFICE HOURS

Generally, 7:30-4:00pm. Check school calendar for holidays, testing, summer schedule, and special schedule.

### CLOSED CAMPUS

Garces Memorial High School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

### ARRIVAL

Students may be on campus at 7:00 AM unless under the supervision of your coach. The Mehnga Sanghera learning Center will be open at 7:30. Security will be on campus starting at 7:00am.

### DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. The campus gates close at 4pm.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Garces Memorial High School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.

- Phone call or voice message is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with phone call indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

### DROP-OFF and PICK-UP PROCEDURES

All cars must be parked legally and abide by school and traffic laws. Cars in the pick-up area must have a driver present.

### WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived. No skate boards are allowed on campus.

### MINIMUM/ GOLD DAYS

Certain school days are designated minimum days; dismissal is at 12:00pm. These days are noted on the calendar. On gold days, 1:35pm is time of dismissal.

### ABSENCES

When a student misses more than thirty (30) minutes of any class it will be recorded as an Absence for that class. When absent, students are expected to keep up with their assignments. Upon returning, students must be prepared for class. Students should refer to the Garces Website, contact a classmate or teacher to receive the necessary assignments. It is the student's responsibility to get assignments from their teachers.

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, fieldtrips, etc.).

### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A student is considered tardy if he/she not in their class by 8:00am.
- The student must check-in at the office. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

### EXCESSIVE ABSENCE and TARDINESS

When students are absent, excused or unexcused, in a specific class in any one semester, for the specified number of days, the following procedures take place:

- Absent four (4) days - an email is sent to both parent and student. The dean will meet with the student to address the reason for absences
- Absent six (6) days- a letter is emailed and a copy is mailed home to notify the parent of the consequences of continued absences. Student meets with the Dean.
- Absent eight (8) days - a letter is mailed home requesting a conference date with the parents and student and Assistant Principal of Academic Affairs to set up a plan to improve attendance and discuss the consequence for continued absences.
- When a student receives his/her 10th excused and/ or unexcused absence for a particular class in a semester, the grade in that class may be dropped by one full grade point, i.e. a grade of 90% will be lowered to 80%. Written notification will be sent home to the parent. This letter must be signed and returned to the Assistant Principal of Academic Affairs.
- If a student is absent 12 class periods in any course, he/she will be denied credit for that class for the semester. A grade of "I" will be recorded for that class. The Administration, comprised of the Dean of Students, Assistant Principal of Academic Affairs, and the instructor will meet to determine whether the "I" will be recorded on the official transcript as an "F" and the student will be denied credit for the course. Students who are denied credit must make up the course work during summer school.
- Extraordinary circumstances, involving absences will be reviewed by the Administration.
- Excessive absence is considered a total of 18 days per school year.



- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

#### ABSENCES AND MAKE-UP WORK

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

# **Appearance and Student Uniform Requirements**

## **INTRODUCTION**

Student dress, grooming, and personal cleanliness impact the image of Garces Memorial High School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the Garces Memorial High School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance.

Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

## **GENERAL DRESS CODE and UNIFORM REGULATIONS**

Students are expected to be in compliance with the dress code for the entire school day and at all times while in the Learning Center or attending Collaboration or Detention. Parents should assume the responsibility for insuring their children's conformity to these requirements. Students who attend school not dressed properly may be subject to disciplinary action and could be sent home to change if the problem cannot be immediately remedied or the student habitually violates the dress code. Violations may be remedied by sending students to the Student Store and the expense will be added to students Smart Tuition account.

On all standard dress days, all students are expected to wear skirts, pants, or shorts purchased only from Norman's Uniform Company (310) 832-8342 [www.normansuniforms.com](http://www.normansuniforms.com). The Garces Code # is 2800. Shirts and Outerwear must be purchased from the Garces Memorial Student Store.

The Dean of Students reserves the right to request any student to change attire, regulate against certain fashions, and to confiscate any objectionable items when deemed necessary.

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- No distracting shoes such as with lights, buzzers, or skating, etc.
- Sandals and open-toed shoes are never allowed.

- Only school uniform sweatshirts may be worn, unless you are a senior, in which case you may wear appropriate college sweatshirts.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters only).
- Students must call home for a change of clothes if out of uniform or may be sent home.
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- Garces hats acceptable
- NO TATTOOS, permanent or washable
- A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Make-up, lipstick, or colored lip gloss are not permitted for the school day.
- Clear lip balm only is permitted.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.
- Boys' hair must be out of the eyes, above the ears, and off the collar.
- Boys must be clean shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include a wristwatch (for boys or girls), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).

### **Shoes**

- Shoes: Tennis or dress shoes that are in good condition. "Ugg" style boots are an appropriate cold weather attire.

### **Socks**

- Solid visible white or black socks only (no colors).
- Tights/stockings: Solid black only. No fishnet or footless styles.

### **Shirts**

- Polo or Oxford style shirts purchased only from Garces Memorial Student Store.
- All shirts must be tucked in at all times during the school day.
- All clothing worn under the uniform shirt must be solid white.
- No visible sports bras or undergarments at any time.

### **Pants, Shorts and Skirts**

- Style/color of pants and shorts is tan.

- Style/color of skirts is Garces plaid purchased from Norman's Uniforms.
- Pants, shorts and skirts must be worn at the waistline.
- Shorts must be unaltered and extend below fingertip length.
- The length of the skirts must not be altered in any way at the waistband and 5 yellow lines must be clearly visible with factory placed "G".
- Neither skirts nor shorts may be rolled/cuffed.
- Please Note: Students who violate the length limit 3 times will be denied the privilege of wearing skirts and/or shorts for the remainder of the semester

## **Belts**

- All students must wear a belt with their pants/shorts. The belt must have a buckle and no excessive adornment (studs, sequins, etc.)
- White, black, or brown only

## **Sweaters, Sweatshirts, and Jackets**

- All sweaters and sweatshirts must be clearly Garces affiliated.
- The Dean of Students/Principal or Athletic Director must approve all team/club sweatshirts.
- Jackets must have jacket material (a zippered sweatshirt is not considered a jacket). Solid colored jackets and “Pea” coat styles are permitted. Letterman Jackets are encouraged.
- Seniors may also wear appropriate college affiliated sweatshirts.

## **Hats and Scarves**

- Only Garces affiliated hats and beanies (Available from Garces Memorial Student Store)
- Solid scarves will be allowed.

## **FORMAL DRESS ATTIRE**

Formal Dress is expected on every Wednesday or a Holy Day of Obligation. Boys are expected to wear uniform pants, belt, and dress shoes. Additionally, white full button dress shirt (polo type shirt is not acceptable) and dress tie which must be purchased from Garces Memorial Student Store, Girls are expected to wear uniform skirt, white blouse (see through and polo type shirt is not acceptable) purchased from Garces Memorial Student Store, closed toe business dress shoes (appropriate dress shoes). Knee high boots are not allowed. Outerwear for formal dress day must be purchased from the Garces Memorial Student Store

## **SPIRIT DRESS ATTIRE**

Spirit Dress is allowed on the last day of the week and on designated days to bolster school spirit. Students may wear the standard dress attire or spirit dress attire. Spirit dress attire consists of a GMHS-sponsored T-shirt or polo shirt and blue or black jeans. Additionally, sweats that are purchased from the Garces Memorial Student Store can be worn for Spirit attire. No other colors are acceptable and jean shorts may not be worn. Additionally, students may not wear jeggings, leggings, yoga pants, overalls, coveralls, cargo pants, or denim skirts.

## **SPECIAL DRESS ATTIRE**

Special dress is allowed during theme/rally weeks and on special occasions. Students may wear the standard dress attire, spirit dress attire, or the special dress attire. The special dress attire will vary and the requirement will be announced prior to the special dress day. Expectations of appropriateness and modesty always apply. Visible sports bras and/or undergarments are never acceptable.

## **GROUP DRESS ATTIRE**

Members of Garces teams, clubs, or organizations may request the privilege of wearing team/group shirts approved by the Dean of Students to promote their group’s activities. The timing and parameters must be

approved by the Dean of Students in advance. Teams must wear the same attire and will be allowed no more than one group dress per week.

### SPECIAL EXEMPTIONS

The Dean of Students must approve any other exception to the basic Dress and Grooming Code. Individual students who request exceptions must bring to the Dean of Students a written request for the exception, signed by a parent or guardian. If approved, the student will be issued permission for a specified time.

### FREE DRESS

- Modesty and simplicity are guiding principles for free dress.
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO BOOTS.
- Sandals are not allowed.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.

### DANCE ATTIRE

Modesty and appropriateness is admittedly a subjective interpretation, but one which we have a duty to uphold. Students should therefore err on the side of modesty and formality and not put school administrators in the difficult position of upholding school standards. Having been specifically forewarned, we expect nothing less than full cooperation from students and their parents on this issue. Students wearing inappropriate attire to a school dance may be denied admittance.

#### **Girls**

- Modest dress is expected AT ALL TIMES. Dresses that are too revealing, are skin tight or form-fitting, expose midriffs or cleavage, or are too short in length are not appropriate.
- Slit (formal dress) no higher than knee area
- Dresses must not be too tight or form-fitting
- No excessively low cut dresses or tops

- No garters or exposed undergarments
- No see-through dresses and no see-through sides or bare sides
- Note: Claims that a dress was worn last year or at a previous dance, or comparisons to the dresses of other girls already admitted to a dance will not be entertained or discussed.

#### **Boys**

- Tuxedo, suit, or dress jackets (formal dance)
- Collared shirt and tie (formal dance)
- Shirt must remain on and buttoned
- Dress pants or slacks only; no jeans or shorts (formal dance)
- No hats or canes

#### **All**

- No cut-off jeans or jeans with holes
- No reference to drugs/alcohol/sex

◆ Please note regulations will be strictly enforced. These regulations must be followed by all students attending - current GMHS students and off-campus guests. Students not in compliance will not be able to attend the dance and refunds will not be issued. There will be no loaner clothing option.

◆ Please stop by the Dean of Students office in advance if there are any questions about the appropriateness of you attire.

### GROOMING AND ACCESSORIES

#### **Boys**

- Hairstyles must be moderate and appropriate for a Catholic School; the Dean of Students has full discretion to define these limits.
- Makeup is not allowed.
- Hair must be clean and of natural color. Hair must not cover the top of the ears, fall below the eyebrows, or fall below the top of the shirt collar.
- Young men are expected to be clean-shaven and well groomed. Facial hair is not allowed. Sideburns may not extend below mid ear length.
- Visible earrings, body rings/piercing and tattoos are not allowed. Clear posts, plugs, spacers, and ear gauging are not permitted. Students may not wear band-aides, plastic spacers, sticks, etc. to conceal piercings.

#### **Girls**

- Make-up and jewelry must be moderate and appropriate for a Catholic School; the Dean of Students has full discretion to define these limits.
- Hair must be clean and of natural color.
- Hairstyles must be moderate and appropriate for a Catholic school; the Dean of Students has full discretion to define these limits.
- Visible earrings, body rings/piercing and tattoos are not allowed. Clear posts, plugs, spacers, and ear gauging are not permitted. Students may not wear band-aides, plastic spacers, sticks, etc. to conceal piercings.

### DRESS CODE VIOLATION

- If the dress code is violated by a student, he or she will be sent home to change and return to school or the appropriate dress can be brought to school for the student to change.
- The student will receive a detention for uniform violation each time the dress code is violated
- If dress code violations continue, the student may receive a suspension or Saturday work.

- If dress code violations continue, the student will sit in front of a behavioral review board to determine if student should continue at Garces Memorial High School.

## **Health and Safety**

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

### EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated. If the emergency card is not received by Mrs. Burns in the front office by the first day of school, students may not attend class

### SCHOOL INSURANCE COVERAGE

All Garces Memorial High School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

### ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.



## MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container and medication release form must be completed and turned into the front office.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

## MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form **MUST** be completed by the physician and parent each school year if the need continues.

## ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may leave the school on their own with parent permission. Parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified if the student cannot drive themselves.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

### STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows: allergies should also be listed on the student's emergency card.

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem

-how to read food labels (if age-appropriate)

## MANDATED REPORTING

Garces Memorial High School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

## STUDENT THREATS OF HARM TO SELF OR OTHERS

Garces Memorial High School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, rector, potential victims and their parents, the Office of Catholic Education, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

## PREGNANCY – HIGH SCHOOL

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

## PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.

## SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

## **Concussion Policy**

### CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes

- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

### FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional.
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

### RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the

child, the more vulnerable the brain may be to these repeat concussions.

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

# Emergency Procedures

## EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the school will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Garces Memorial High School has arranged safe haven at 3700 River Blvd (Greenlawn Cemetery or other locations as needed).
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through school emergency phone contacts.
- No student will be released until all Garces Memorial High School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

## EMERGENCY ACTION PLAN: THE CONCEPT

It is the goal of Garces Memorial High School to protect the students, faculty, and staff in the event of any emergency. In the event of a major emergency, disaster, or crisis, Garces Memorial High School has a plan which strives to ensure the safety of our students, faculty, and staff. The plan is designed to be simple and effective and is reviewed on an annual basis.

*A Comprehensive Plan:* Our effort is to develop a comprehensive plan that:

- Includes procedures to follow for most situations
- Maintains flexibility for unanticipated future needs
- Minimizes confusion
- Provides greater security to the campus
- Enables the school to respond efficiently and effectively
- Has the potential to save lives

## GENERAL EMERGENCY PROCEDURES

- Listen to and follow announcements and instructions from the Administration, law enforcement or rescue team
- In case of a power outage and if the situation permits, Administration and/or rescue team will walk through campus giving instructions
- Keep yourself calm and keep the students orderly and calm. Think before you act; do not pass



on rumors, guesses, etc.

- If you have a cell phone, please turn it on. Do not use school telephones except in cases of emergency
- If you are not in a classroom when an emergency that requires evacuation occurs, follow instructions to evacuate to a specified location or, if the instruction is to return to the classroom, return immediately
- Once arriving at the evacuation site students should assemble with their Homeroom class
- Should an emergency occur at a time when class is not in session, teachers will assemble at the evacuation site in their Homeroom classrooms. Teachers without a homeroom class will proceed to the evacuation site and immediately report to the Student Accountability Area for further instructions
- Take attendance as soon as safety permits, either at the evacuation site or in the classroom
- The primary evacuation site is the football field. Please line up on your homeroom classroom number. If you do not have a homeroom please report immediately to the Student Accountability Area for further instructions
- If the football field is not safe, the secondary evacuation site is the lower practice field. Please line up in order of your homeroom classroom number from left to right and facing Columbus Street
- If neither area is safe, please lead your students to a safe area off of campus. It is important for you to keep them together, contact an administrator to let them know you are safe and only release a student to their parent

## SPECIFIC EMERGENCY PROCEDURES

### **Medical Emergency**

If an emergency situation takes place that is specific to your classroom:

- Immediately contact the office for assistance. If necessary send a student to the office or contact the office on the P.A.
- Please follow appropriate first-aid or CPR training protocols
- Have someone contact 911 if warranted
- Do not leave the student unattended
- If necessary, evacuate the other students from the immediate area
- Do not move the student from the location that has had a seizure, has passed out or has fallen and is injured
- Allow students to leave the classroom if they are feeling sick but they must be escorted by another student. Send student and escort to the office if ill or need minor immediate assistance
- If you become ill or suffer an emergency while in class, send a student to the office immediately

### **Fire**

The following is the procedure in the event of a Fire related emergency:

- When the emergency bell rings or a voice command is given to evacuate the buildings on campus, the teacher shall supervise the students under his/her charge and (if possible) assess the situation in adjacent classrooms/areas to determine if help is needed. If the teacher is coming from their classroom the RED EMERGENCY FOLDER shall be taken with them.
- Teacher will escort their class to the football field using the safest possible route.
- Students will report to their Homeroom class upon arriving at the football field
- Take roll and return attendance sheet to Command Area

### **Earth Quake**

The following is the procedure in the event of an earthquake or an earthquake related emergency:

- Teacher gives the "Drop" command
- Students, faculty, and staff seek protective cover

- Protect head and neck
- Stay indoors
- Stay away from glass
- Remain in drop position until ground movement ends.
- After the earthquake ends each teacher will escort their class to the football field using the safest possible route.
- Students will report to their Homeroom class upon arriving at the football field
- Take roll and return attendance sheet to Command Area

## **Bomb Threat**

The following is the procedure in the event of a bomb threat or an bomb threat related emergency:

- A bomb or incendiary device can take almost any form and can be triggered in a wide variety of ways. Therefore, under NO CIRCUMSTANCES should a suspicious object be touched or removed. People should be removed from the bomb, not vice versa.
- Communication in any area where a bomb may be present will be by telephone to prevent detonation by radio frequency.
- The decision to evacuate a building will be made by the Incident Commander, in consultation with the president or senior available administrator, if available. The decision will be made with consideration given to a variety of factors, such as:
  - Recommendation of Incident Commander - Credibility of Threat
  - Recent History of Bomb Threats
  - Current Social/Political Climate
  - General Public Safety Matters
- If evacuation is chosen, an announcement will be made in each area that there is to be an evacuation. Occupants will be asked to proceed to the nearest exit, taking their personal belongings with them and leaving doors and windows open to dissipate the energy of a potential explosion. Appropriate staff will be posted if deviation from standard exit routes is necessary. Staff conducting the evacuation should behave in a calm and assured manner so as not to promote panic. If groups of people need to be relocated temporarily, the Incident Commander will establish a campus assembly point.

## **Emergency Lockdown**

The following is the procedure in the event of a lockdown situation involving an immediate threat/active shooter:

- Think - “What are my options, based on the information I know at this very instant, that will save the most lives?”
- Choose to Run. Hide. Fight.
- - If you can get out, do! If you choose to “Run”:
- If there is a way, evacuate whether others agree or not • Leave your belongings behind
- Help other escape if possible
- Prevent others from entering the area
- Call 911 when you are safe
- - If “locking down” or “Hide” is the best option:
- Make sure all doors are locked close blinds if possible
- Keep door shut and do not open for anyone
- Turn off lights
- Turn of unnecessary equipment & silence cell phones
- Stay away from windows
- Take attendance again - note any discrepancies
- Students and staff are to remain in their rooms; ignore all bells and alarms and await instructions
- Keep students quiet and calm until the “all clear.”

- As a last result, if your life is at risk, “Fight”: • Attempt to incapacitate the shooter
- Act with aggression
- Improvise weapons
- Commit to your actions

### **Non-emergency Lockdown**

The following is the procedure in the event of a lockdown situation involving an threat that IS NOT an immediate danger:

- Make sure all doors are locked
- Close blinds if possible
- Door is to remain shut and will not be opened for anyone
- Turn off lights
- Turn of unnecessary equipment
- Stay away from windows
- Take attendance again - note any discrepancies
- Students and staff are to remain in their rooms; ignore all bells and alarms and await instructions
- Keep students quiet and calm until the “all clear.”

### **Disaster**

There is no way to predict a disaster or determine what the disaster will be. The following is the procedure in the event of a Disaster or a Disaster Drill.

- Assess the situation
- If possible teacher will escort their class to the football field using the safest possible route.
- Students will report to their Homeroom class upon arriving at the football field
- Take roll and return attendance sheet to Command Area

### EMERGENCY DRILLS and EVENTS

- FIRE

Fire drills take place regularly. The school will follow instructions of the Fire Department.

- EARTHQUAKE

An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.

- LOCKDOWN/ACTIVE SHOOTER

Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

- BOMB THREAT

Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

## EMERGENCY TEAMS and RESPONSIBILITIES

### *Evacuation Responsibilities*

#### **Communications**

- Principal: Communications
  - Location: Football field ticket booth
  - Public Relations/communication with media
- Director of Campus Affairs: Communications - Location: Football field ticket booth
  - Assist Principal as Needed

#### **Incident Commander**

- Dean of Students: Incident Commander
  - Oversee sweep of campus
  - Location: Football field ticket booth
  - Coordinate campus procedures
  - Act as central contact to coordinate outside agencies with on campus procedures (BPD, KCSO, Fire)
- Director of Community Affairs: Incident Commander
  - Location: Football field ticket booth
  - Record time-line of the situation
  - Assist Incident Commander as needed

#### **Student Reunification**

- Assistant Principal of Academic Affairs: Student Reunification
  - Location: Lower parking lot gate at football field ticket booth
  - Student reunification at Student parking lot lower gate
  - Work with Registrar to re-unite students with parents
  - Keep the gate orderly. Monitor the gate and those who are attempting entry or exit.
- Registrar: Student Reunification
  - Location: Lower parking lot gate at football field ticket booth
  - Coordinate with Assistant Principal to reunify students with family
  - Record list of students as they are released to parents
- Controller: Student Reunification
  - Location: Lower parking lot gate at football field ticket booth
  - Coordinate with Assistant Principal to reunify students with family
- Business Office: Student Reunification
  - Location: Lower parking lot gate at football field ticket booth
  - Coordinate with Assistant Principal to reunify students with family

#### **Student Accountability**

- Director of Educational Technology: Student Accountability
  - Location: 50 yard line visitors bleachers
  - General oversee of the situation
  - Coordinate with the attendance clerk to account for students and faculty
  - Communicate missing individuals with possible locations to facilities manager
- Attendance Clerk: Student Accountability
  - Coordinate with Director of Educational Technology to account for students
  - Location: 50 yard line visitors bleachers
  - Collect student roster
  - Generate list of students present at staging area

- - Coordinate with Director of Educational Technology to generate possible locations of missing students
- - Forward information to Director of Facilities
- Director of Admissions: Student Accountability
- - Assist Attendance Clerk
- - Account for Visitors on Campus
- - Account for Staff and Faculty

### **Triage**

- Director of Counseling: Triage
- Location: The Field House: Set-up triage area and lead triage personnel
- Coordinate with others assisting with triage during incident and post
- Counselor(s): Triage
- - Assist Director of Counseling with triage
- - Coordinate with others assisting with triage
- - Sweep Field House

### **Campus Evacuation**

- Maintenance Head: Campus Evacuation
- - Shut-off utility mains
- - Admin building sweep
- - Unlock gates
- Security Guard: Campus Evacuation
- - Sweep buildings: 30's, 40's, 50's, 60's, 70's and Science Wing Restrooms
- - Unlock gates
- Athletic Director: Campus Evacuation - Sweep buildings: Learning Center, Chapel, Music Room, MLH, Counseling and Classrooms 2-8
- Director of Aquatics: Campus Evacuation
- Sweep buildings: Art Room, Gym, Locker Rooms, Classrooms 11-14, and parking lot restrooms

#### *Lock Down Responsibilities*

### **General**

- If you do not have assigned duties, look to relocate students that are outside of your immediate area and lockdown with them
- Follow typical lock down procedures
- If involved in sweeping and clearing campus, first determine if it is safe to proceed with sweeping and clearing. If it is not safe to proceed follow typical lockdown procedures

## **Incident Commander & Communications**

- Principal: *Incident Commander & Communications*
- - Location: Board Room
- - Public Relations/communication with media
- - Coordinate campus procedures
- - Act as central contact to coordinate outside agencies with on campus procedures (BPD, KCSO, Fire)
- Director of Campus Affairs: *Incident Commander & Communications*
- Location: Board Room
- - Record time-line of the situation
- - Assist Principal as Needed
- Attendance Clerk: *Incident Commander & Communications*
- - Lock front doors to the school
- - Contact OLPH and Tabernacle and notify them of Lockdown
- - Contact PE teachers via radio
- - Contact Cafeteria via radio
- - Communicate with campus via paging system
- Registrar: *Incident Commander & Communications*
- Answer phones read the basic statement to callers

## **Securing of Specific Locations**

- Assistant Principal of Academic Affairs: *Location Securing*
- - relocate any student in immediate area of administration office and remain with them
- - lock administration building campus doors
- Director of Counseling & Counselors: *Location Securing*
- relocate any student in immediate area of counseling center and remain with them
- lock counseling center doors
- Director of Educational Technology: *Location Securing*
- - relocate any student in immediate area of Learning Center and remain with them
- - lock Learning Center building doors
- Director of Aquatics: *Location Securing*
- - relocate any student in immediate area of pool and remain with them
- - lock building doors where relocated

## **Sweeping & Clearing**

- Dean of Students
- Oversee sweep and clearing of campus
- Athletic Director
- Dean of Students in sweep and clearing of campus
- Maintenance Head
- Dean of Students in sweep and clearing of campus
- Security Guard
- Dean of Students of Student Affairs in sweep and clearing of campus

## **Classroom Quick Reference Cards**

## **Student Discipline**

### GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at Garces Memorial High School. A student is considered at all times and places a member of the Garces Memorial High School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. Garces Memorial High School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

### EXPECTATIONS

Students at Garces Memorial High School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

### ACADEMIC INTEGRITY

All incidents of potential violation of the Academic Honesty Policy are the domain of the Assistant Principal of Academic affairs and Dean of Students. If a student is found to be in violation of the Academic Honesty Policy at ANY time over their tenure at Garces Memorial, each matter will be dealt with.

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

#### **Acts of Academic Dishonesty Include:**

- Cheating: The use OR possession during the testing period, of any unauthorized means or method that could result in an unearned elevation of academic scores for yourself or another student, especially for tests, quizzes, homework, and class projects. Violations may result whether or not the instructor observes its use, and include but are not limited to possession of "cheat sheets", writing on hands/clothing/objects etc., unauthorized electronic devices, and/or programmable calculators.
- Plagiarism: Representation or allowance of one person's words or ideas as the words or ideas of another person and not properly giving proper credit to the author of those words or ideas. This includes copying from textbooks, other students work, research books, internet-based research, or any other source, written or not. This also includes the act of rewording information while keeping the ideas of another author without proper citation. Proper citation must include citation within the paper/ work itself AND at the end of the paper/work. Even cases involving only one copied word or one copied idea, insufficiently cited COULD result in a ruling of academic dishonesty. Unless explicitly directed otherwise by the individual instructor, the MLA format is the proper method for citation for all work at Garces. The Online Writing Lab at MLA format protocols. While it is not feasible to provide a catalogue of every conceivable other form of academic dishonesty, in addition to the general descriptions above, the following list is provided as a guide. All examples involve an attempt to deceive others in an effort to gain results from academic accomplishments without the application required to earn these results ethically.
- "Padding" a bibliography or work cited page with citations never read.
- Using the same paper to fulfill requirements in two different courses without the prior approval of the instructors involved.
- Not following additional guidelines for academic honesty as defined by any instructor or department.

#### **Consequences of Academic Dishonesty:**

- First Offense—The student will receive a zero on the assignment/exam and 2 Friday Early Morning Detentions, including a 1 week suspension from extracurricular activities. The Dean of Students will notify the parents of the incident and explain what future course of action the school will take should the student be found again in violation.



- Second Offense—The student will receive a zero on the assignment/exam and 2 Friday Early Morning Detentions, including a 2 week suspension from extracurricular activities. The Dean of Students will notify the parents of the offense and explain what future action the school will take should the student be found again in violation.
- Third Offense—The student receives a zero on the assignment/exam and a meeting is scheduled with the parents, student and Administrative Team to discuss student’s dismissal from Garces.

These procedures are cumulative throughout the student’s stay at Garces Memorial. Any offense and subsequent offense become part of the student's behavioral file for the entire term of his/her enrollment at Garces Memorial, irrespective of the time period between offenses. In each case the Assistant Principal for Academic Affairs will notify the Dean of Students, counselor and course instructor of the incident and resolution. Violations of the Academic Honesty Policy do not become a part of the student's permanent transcript record. Families of affected students who dispute the findings of the Assistant Principal for Academic Affairs and Dean of Students may request an informal hearing of the Behavior Review Board. At this meeting the student, Dean of Students, and other authorized Admin will have the opportunity to present. Should the student, parent or instructor filing the accusation not accept the verdict, any appeal will be made to the Principal.

### VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken. Disciplinary actions will be given accordingly.

### RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school’s responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student’s person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

## DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a faculty or staff member have four opportunities in a one-week cycle to serve the detention, Monday after school, Tuesday at lunch, Thursday at lunch, or Friday before school. The exception is a detention for being tardy must be served on the subsequent Friday morning detention. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

### **Detention violation**

Once given a detention a student will have four opportunities to serve the detention. The exceptions are detentions issued for being tardy. A detention issued for being tardy must be served are:

on the Friday morning following the day the detention was issued. Detention times

- Monday after school.
- Tuesday at lunch.
- Thursday at lunch.
- Friday before school (7:15 am).

Detentions not served within four opportunities or a detention for being tardy not served on the Friday following the issuance of the detention will result in the following:

- One-day suspension and the detention still must be served.

Subsequent incident of a detention not being served on time will result in the following:

- One-week suspension of athletics/activities and the detention still must be served.

Third incident of a suspension not being served on time will result in the following:

- One-week suspension of athletics/activities
- Required attendance of the subsequent Saturday School.
- If a student receives an additional detention prior to attending Saturday School the student will appear before a Behavioral Review Board.

Fourth incident of a suspension not being served on time will result in the following:

- The student will appear before a Behavioral Review Board.

If a student is unable to serve his/her detention in the allotted time the student must report to the Dean of Students to request an extension. Any extension on time to serve a detention is at the discretion of the Dean.

## ACADEMIC AND ACTIVITIES SUSPENSION

### **Academic Suspension**

Suspension is a disciplinary action to be used at the sole discretion of the Assistant Principal and Dean of Students. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the Dean of Students. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. A student who has been placed on Academic Suspension will not be allowed to attend classes at Garces Memorial High School until the period of suspension has expired and the student has met with the Assistant Principal of Student Affairs and/or Dean of Students to arrange for readmission to classes. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework. Students on Academic Suspension are automatically suspended from activities for the period of the suspension but are not considered to be under Activities Suspension. Activities Suspension is a separate sanction. For all students who are members in leadership organizations (ASB, Link Crew, etc) disciplinary violations that result in Academic Suspension may also result in their permanent dismissal from these groups. Upon their return to classes students may be assigned three (3) detentions for every one (1) day of suspension. Practice, meetings, games, performances or other school activities will not excuse a student from these detentions.

### **Activities Suspension**

Activities suspensions will vary in length from one (1) to eighteen (18) weeks. During this period the student is eligible to attend as a spectator any extracurricular event (including but not limited

to any: scrimmage, game, performance, outside-of-class activity, or competition) in which Garces Memorial High School is a participating school. The student is ineligible to participate in any extracurricular event (including but not limited to any: scrimmage, game, dance, performance, outside-of-class activity, or competition) in which Garces Memorial High School is a participating school. Suspension from activities results in the permanent loss of any elected or appointed leadership role (team captain, president, etc.). It also renders the student ineligible for school-sponsored “end of season” awards in that activity (Coaches awards, MVP, etc.). Students who are members in leadership organizations (ASB, Link Crew, etc) may also be permanently dismissed from these groups due to disciplinary violations that result in Activities Suspension.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

### REASONS for IMMEDIATE SUSPENSION

At the discretion of the Principal and Dean of Students, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;
  - refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, digital, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Fights or the threat of physical violence (can be suspension or dismissal)

8. Sale of any material on school grounds without proper authorization;
9. Unauthorized absence or continued tardiness;
10. Assault with, or possession of, a lethal instrument or weapon;
11. Serious theft or dishonesty;
12. Outrageous, scandalous, or seriously disruptive behavior;
13. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
14. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
15. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
16. Vandalism and/or destruction of school property or the property of others
17. Falsification of any document, note, message, or phone call.

### EXPULSION/ DISMISSAL

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the Principal and Dean of Students. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the Rector of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

### **Grounds for Expulsion/Dismissal**

Grounds for Dismissal Offenses that may make the student liable for consequences include, but are not limited to, the following:

- Behavior on or off the campus that is in clear conflict with the Christian values for which Garces Memorial High School stands.
- The illegal use or possession of any intoxicant including but not limited to alcohol, illegal performance enhancing drugs, controlled substances, prescription drugs, "Illegal Drugs" or "drug paraphernalia" while on campus, at any school function, or while traveling to or from any such event.
- Distribution or sale (intent or actual) of any amount of the above mentioned substances.
- Theft

- Possession or use of knives, guns or other devices reasonably construed as a weapon while on campus, at any school function, or while traveling to or from any such event.
- Any behavior that can be construed as posing a physical threat to any member of the Garces Community.
- Serious and/or multiple Violations of the GMHS Technology Acceptable Use Policy (AUP)

### DISCIPLINARY RECORDS

Disciplinary records are private documents of the Dean of Students and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at Garces Memorial High School; they are not available to students or parents.

## **Information and Communication Technology Policies**

### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Garces Memorial High School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties

(including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

### ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as School Advisory Board, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Garces Memorial High School, or Parish, or the Diocese of Fresno."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, Rector, or their designees.

### PHOTOGRAPHS and VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Garces Memorial High School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend

to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

### DISCIPLINE for the POLICY ABOVE

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

### ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

### SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always Garces Memorial High School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Garces Memorial High School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.



## USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

## ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet Garces Memorial High School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.

- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Garces Memorial High School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from Garces Memorial High School.

## Harassment and Bullying

Garces Memorial High School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from any employee, the person being harassed/bullied is to contact the Principal (unless it is the principal, then contact the rector of the superintendent of schools) and the superintendent in cases of diocesan schools.
  3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
    - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
    - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the Dean of Students. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
    - C. The student(s) alleging harassment will be asked to complete a written complaint and meet with the Dean of Students. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
    - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
    - E. Once the facts of the case have been gathered, the principal, and administrative team, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
    - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Office of Catholic Education of the Diocese of Fresno or Rector. The OCE will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

Garces Memorial High School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis at the discretion of the administration.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.

- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, Garces Memorial High School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **Extra-Curricular Activities**

### STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

### SOCIAL EVENTS/DANCES

Garces Memorial High School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school unless guests are approved and have completed the guest permission slip. A fee may be charged. Rules and guidelines will be published prior to any event.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are reminded that behavior rules and sanctions of the school apply.



## **Athletics**

### ATHLETIC TEAMS

The Athletic Director oversees any and all sports teams.

An athletic fee of \$150.00 is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

### ATHLETICS CONDUCT, ELIGIBILITY AND PARTICIPATION

#### **Goals of the Garces Memorial Athletic Department**

- To provide athletic opportunities that will help fulfill the Philosophy and Mission of the school.
- To attract and involve as many students as possible.
- To instill in athletes self-discipline, responsibility and commitment to personal excellence.
- To ensure that Garces athletes represent their school, their team and themselves in a positive manner.
- To help Garces athletes attain the proper balance between athletics and their educational pursuits.
- To have Garces athletes and their parents assume the responsibility to comply with the following regulations.

#### **In-Season Rules for Athletes**

- Athletes will follow all rules set by the coach.
- Athletes will attend all practices and contests, as designated by the coach. The coach must approve excused absences prior to the missed practice or contest.
- Detention takes priority over all athletic events including practices and contests. Athletic teams count on the support of each member of the team for every competition and therefore members of athletic teams must avoid committing violations of the Expectations of Student Conduct that will result in detention. Athletes will serve detention on all practice days even if this results in their missing all or part of that practice.
- Any athlete who accumulates four (or more) detentions to serve will be suspended from activities until all these detentions are successfully completed.
- An instructor, in consultation with the coach, may request that a student stay after school to discuss a behavior problem or to have the student complete academic work before attending a practice. Athletes who do not fulfill these academic or behavior responsibilities may be withheld from a practice or game.
- Athletes are responsible for school equipment issued to them and will return it at the time and place designated by their coach, immediately following the end of their season of sport.

- Parents will be billed for replacement costs if a student fails to return or damages athletic equipment. The athlete's privilege to continue participation in Garces athletics may also be limited or denied.
- Athletes will travel to and from off-campus contests on school transportation, when school transportation is provided, unless prior arrangements are made with the coach and Athletic Director. Athletes who will not return to Garces on school provided transportation must submit a written note to the coach, signed by the parent, stating that the athlete will return with an adult. Athletes may not leave the site of an athletic contest with another athlete's parents without prior written parental permission.
- Students may be required by coaches to participate in off-season and pre-season workouts in order to participate during the regular season. If these workouts conflict with other school sponsored activities or school vacation dates, the student may choose which activity to attend without consequence. If the student is currently competing in a season of sport, participation in workouts for another season of sport will be optional, and may not have consequence.
- Athletes who violate in-season rules may be suspended or removed from the team by the coach, in consultation with the Athletic Director.
- Athletes will always conduct themselves in a manner that reflects positively on Garces Memorial. This includes language, demeanor, and sportsmanship.

### **Athletic Eligibility**

Athletic eligibility will be in accordance with CIF rules. A student may compete in Interscholastic Athletics if they earn/receive a GPA of 2.0 or higher and pass at least 5 instructional classes if enrolled in 6; pass 6 instructional classes if enrolled in (7) and pass 7 instructional classes if enrolled in (8) (GMHS policy). If a student fails 2 or more classes, they are immediately ineligible. Grades earned as an Instructional/Attendance Aide are not used in computing the G.P.A., and do not qualify as an instructional course. A student may compete if the student has a G.P.A. below 2.00 at the most recent grading period, IF the student had a G.P.A. of 2.00 or better in the grading period preceding the most recent grading period. However, the student will be on Athletic Probation and must earn a 2.00 G.P.A. or better at the next grading period to remain eligible to compete. The G.P.A. is determined from the following grading periods: Progress Report Card and Semester Report Card. The Second Semester G.P.A. may be affected by summer courses (requires Administrative Approval) as Ineligible athletes may arrange for a practice agreement with the Assistant Principal of Academic Affairs in accordance with academic policies. The practice agreement may allow students to practice but not participate in competitions and may have other restrictions. Eligibility and ineligibility dates based on posted grades are determined by the Assistant Principal of Academic Affairs. The Athletic Director will notify students and coaches when changes to eligibility status occurs.

### **Athletic Information for Transfer Students**

There can be no specific discussion of participation in athletics until AFTER a transfer student has submitted a Transfer Application. Once a student has been officially enrolled, the student must obtain a "C.I.F. Transfer Athletic Eligibility Application" form. The form is to be completed and returned, to the Athletic Director who will submit the form to the C.I.F. The C.I.F. will then determine a student's athletic eligibility.

### **NCAA Initial-Eligibility**

The NCAA Initial-Eligibility Clearinghouse has on file the list of courses offered at Garces for the purpose of determining intercollegiate eligibility. The NCAA policy is such that no course work/grades completed as self-paced studies, independent studies, correspondence courses, or courses challenged by exam will be accepted under any circumstances for purposes of determining eligibility.

## **Participation in Sports/Fees**

All student-athletes must complete and turn in a Garces Memorial Athletic Clearance Packet before they will be permitted to participate on a team. The completed packet is due prior to the first day of practice, including summer school or off-season workouts. Please note that the Diocesan insurance policy does not include dental coverage. Parents may purchase additional medical and dental insurance coverage through Myers Stevens. All students who participate in athletics are required to pay an athletic fee. The athletic fee is \$200 for football, \$150 per sport excluding Football. The football athletic fee is \$200 because it includes a year of tackle football insurance. The athletic fee is not intended to deprive any student from participating on a team if they cannot pay the fee. If a student approaches the coach in regards to not being able to pay the athletic fee, the coach is to notify the athletic director immediately. The athletic director will determine the need for assistance.

## **Conflict resolution**

If there is a conflict or question of playing time, conduct, enforcement of rules, etc. between a coach and a player, these steps should be followed until there is a resolution:

- The player speaks with the coach.
- The player and the player's parent(s) speak with the coach.
- The player and parent(s), meet with the coach and Athletic Director.
- All appropriate parties meet with the Principal.

## **Athletic Lettering**

- The requirements for earning a letter will be established by the coach in each sport, in consultation with the Athletic Director.
- Athletes who quit or are removed from a team for academic or disciplinary reasons will not be eligible for a letter or other awards in that sport.
- Athletes promoted to the varsity from underclass teams during playoffs will not be eligible for a varsity letter, but they may receive other varsity acknowledgments; for example, championship patches, team pictures, etc.
- All decisions concerning lettering will be made by the coach of the team, in consultation with Athletic Director.

## **Athletic awards**

In addition to team awards, the Athletic Department also presents three major awards at the end of each school year. The Dante Alighieri Award honors the outstanding male and female scholar-athletes in the senior class, based on their performance throughout their high school career. A second award honors the outstanding male and female athlete in the senior class, again based on performance during his/her high school career. The last major award recognizes the top male and female athletes from the junior, sophomore and freshman classes.

In addition to these school awards, there are a number of honors presented by various organizations or businesses in the community. Nominees for these awards will be chosen by the coaching staff, the Athletic Director and/or the school's awards committee, in consultation with the Principal of the school.

The Athletic Department will provide each athlete who completes his/her season with a certificate acknowledging his/her participation in that sport. The department will also provide the athlete with his/her first varsity chenille letter. Lower level (i.e. Frosh-Soph, J.V.) chenille letters will not be issued.

Suspension from activities results in the permanent loss of any elected or appointed leadership role (team captain, president, etc.). It also renders the student ineligible for school-sponsored "end of season" awards in that activity (Coaches awards, MVP, etc.).

### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent Garces Memorial High School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

### CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

### PLAYING TIME

Playing time is the prerogative of the coach. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

### REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

### CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

### COMMUNICATION with COACHES

- Players are to report all injuries to the coach, and athletic trainer as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

### UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. If jerseys and equipment are not turned in one week after last game of any given sport season, the student will be charged for the cost to replace jersey and equipment.

### TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. If transportation is not provided by the school, the parent has the responsibility to get the student to and from the sporting event.

### PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at Garces Memorial High School.

## **Transfer, Custody, and Student Records**

### **TRANSFER of STUDENTS**

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/ grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the Rector, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### **TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or Rector may recommend transfer of a student when parent(s)/ grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward administration, Rector, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

### **TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS**

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

### **CUSTODY OF MINORS**

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. Rector, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.

2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

### RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.

- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time. Each page will cost \$0.50.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.



## 2019-2020 Parent/Student Handbook Agreement

*[Please detach, sign, and return by the first day of school]*

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in Garces Memorial High School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

**Please *print* Family Last Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Student Signature(s)** (when age-appropriate):

**Date:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Volunteer Agreement Form

Diocese of Fresno

Volunteer name (please print): \_\_\_\_\_

Parish / School location name: \_\_\_\_\_

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
  
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Authorized Parish/School Representative

## Acceptable Use Pledge Covering Electronic Devices

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet Garces Memorial High School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

---

Signature of Student

---

Date