

BISHOP AMAT MEMORIAL HIGH SCHOOL

Front Office Hours

7:30 a.m. - 3:30 p.m.

Library Hours

7:00 a.m. – 4:30 p.m. Monday - Friday

ADMINISTRATION

Mr. Richard Beck	President	Mr. Gabriel Escovar	Principal
Mrs. Ivette Salcedo	Vice Principal	Ms. Deborah Oswald	Director of Finance
Mrs. Jolene Joseph Pudvan	Assistant Principal, Academics		

EXTENDED ADMINISTRATIVE TEAM

Fr. John Montejano	Campus Chaplain	Mrs. Michelle Borrayo-Gonzalez	ASB Moderator
Mr. Michael Reynaga	Campus Minister	Mrs. Patricia Hatfield	Director of Studies
Ms. Nicole Pfeister	Family Ministry	Mrs. Tish Price	Athletic Director
Mr. Bernadito Kasilag	Christian Service Moderator	Mr. Pablo Angel Flores	Assistant Athletic Director
Ms. Elizabeth Bell	Activities Director		

COUNSELORS & DEANS

Mr. Mike Scott	School/College Counselor	Mr. Michael Juarez	Social Emotional Counselor
Mrs. Teresa George	School Counselor	Mr. Sean Koelle	Sophomore/Senior Boys' Dean of Discipline
Mrs. Natalie Paredes	School Counselor/Mt. SAC Liaison	Mr. Jesus Hernandez	Freshman/Junior Boys' Dean of Discipline
Mrs. Eugenia Yrene	School Counselor	Mrs. Cindy Alonso	Freshman/Junior Girls' Dean of Discipline
Mrs. Patricia Hatfield	School Counselor	Mrs. Jacqueline Rogers	Sophomore/Senior Girls' Dean of Discipline
Mr. Jeff Tintle	STEP Coordinator/Athletic Counselor		

DEVELOPMENT, ALUMNI & ADMISSIONS

Mrs. Nancy Velasquez	Director of Development & Alumni Relations	Ms. Rosie Corza	Special Events Assistant
Ms. Citlalli Prado	Development & Alumni Relations Assistant	Ms. Flor Romero	Director of Marketing & Admissions
Mrs. Lucy Rios	Special Events Coordinator		

OFFICE STAFF

Mrs. Patricia Monge	Administrative Assistant	Mrs. Monica Leon	Registrar
Mrs. Jenine Ramirez	Receptionist/Student Store Manager	tba	Athletic Administrative Assistant
Mrs. Letycia Gomez	Accounts Receivable Bookkeeper/Parent Hours Coordinator	Mrs. Isabel Mena	Attendance Clerk
Mrs. Arlene Franco	Accounts Payable Bookkeeper	Ms. Linda Santos	Attendance Clerk

INTRODUCTION

Bishop Amat High School is operated by the Archdiocese of Los Angeles and staffed by one Archdiocesan Priest and dedicated laity.

Lancer Life is the Bishop Amat High School Parent/Student Handbook. It contains information regarding school policies and procedures as well as a calendar of events for the school year. The Principal reserves the right to amend the handbook at any time with prompt notification made to parents and students of such amendments.

ENTRANCE EXAM

The High School Placement Test, a standardized exam, is given to all freshmen applicants to help determine their strengths, weaknesses, and ability to handle our curriculum. The exam will be given on Saturday, January 17, 2026. The application and testing fee of \$75 is payable in the school office.

TUITION AND FEES

Tuition and fees are determined annually. Tuition for the 2025-2026 school year is \$10,835 per year for the first child. Tuition is payable in advance or in 11 monthly installments July through May. A registration fee of \$950 is payable upon acceptance (\$700 is non-refundable, non-transferable should the student not attend Bishop Amat).

OPEN HOUSE

An Open House for parents and prospective students will be held on Saturday, November 15, 2025. One evening Open House will be held on Thursday, January 8, 2026.

ENROLLMENT

Bishop Amat enrolls approximately 1,000 young men and women.

STUDENT STORE

The Bishop Amat Student Store is open daily during the lunch period for students to purchase sweatshirts, PE gear, and an assortment of Bishop Amat-related apparel. Parents are able to make purchases from the Student Store after school as well as online by following the link provided at bishopamat.org.

VISITORS

To preserve the academic environment and school security, Bishop Amat is a "closed campus." No person may enter the campus before, during or after school, unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct at the school. Persons who are visiting campus or who have business in buildings, other than the Front Office, are required to sign in at the front desk, provide and submit a valid ID and obtain a visitor's badge. The only exceptions are those visitors who are attending an after school athletic event or other after school activity or performance that is open to the public.

It should be noted that school activities or performances during the school day are not considered "open to the public" so authorization to attend will not be granted. The exceptions to this are our liturgical celebrations.

BOOKS

Textbooks are purchased by the student and are purchased through our [Amazon Storefront](https://www.amazon.com). New and used books are available.

MISSION STATEMENT

Bishop Amat Memorial High School provides an excellent education to a diverse student body in the Catholic faith tradition. The comprehensive instructional program empowers students to meet future educational and life challenges. The Bishop Amat community promotes education in Goodness, Discipline, and Knowledge by teaching students to embrace the Gospel values.



Lancer Life is the Bishop Amat School Parent/Student Handbook and acts as an addendum to the official Parent/Student Handbook created by the Archdiocese of Los Angeles and the Department of Catholic Schools (<https://handbook.la-archdiocese.org/chapter-13>). *Lancer Life* contains information regarding school policies and procedures, as well as a calendar of events for the school year. The Principal reserves the right to amend the handbook at any time with prompt notification made to parents and students of such amendments.

Bishop Amat Memorial High School

ARCHDIOCESE OF LOS ANGELES

<http://www.bishopamat.org>

(626) 962-2495 • 14301 FAIRGROVE AVENUE • LA PUENTE, CA 91746-1712 • FAX (626) 960-0994

August 1, 2025

Dear Parents and Students,

Welcome to the 2025–2026 school year! A special welcome goes out to our newest families—members of the Class of 2029—as well as the many transfer students joining us this August. We are truly honored and grateful to have you as part of the Bishop Amat Family.

As we begin this new academic year, I encourage you to take time to review the updated edition of *Lancer Life*. This handbook outlines important school policies and procedures and serves as a trusted guide to our academic and extracurricular offerings. It also clearly communicates the expectations we hold for all students and families. *Lancer Life* remains the most comprehensive and up-to-date resource for everything related to Bishop Amat.

At the heart of this handbook is a reminder of our school’s mission and Catholic identity—core values that have shaped a Bishop Amat education for almost seventy years. Our Mission reflects the shared commitment between the school and our parents to help form young men and women who live out their faith and embody the values of Goodness, Discipline, and Knowledge in their daily lives. We are deeply grateful for this partnership and recognize the importance of modeling these values through both word and action.

In that spirit, I offer my heartfelt thanks to all Bishop Amat parents. Your support—both in terms of financial investment and personal involvement—makes our mission possible. The strength of our educational community depends on your trust, sacrifice, and dedication. For that, we are truly blessed.

As we embark on this new school year, may the Holy Spirit continue to guide us as we carry forward the proud tradition of excellence that defines Bishop Amat High School.

God bless,



Richard P. Beck
President



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August 1, 2025

Dear Students and Parents,

Welcome to the 2025-2026 academic year at Bishop Amat Memorial High School! As we embark on this new journey, we are thrilled to see our returning students and to greet the Class of 2029 and all new transfer students. Our mission remains steadfast: to deliver an exceptional Catholic education that fosters growth, learning, and spiritual development within a secure and intellectually enriching environment.

"Lancer Life" is a crucial guide for both students and parents, revised yearly to reflect our current practices and expectations at Bishop Amat. Inside, you'll find comprehensive details about our Christian Service initiatives, academic offerings, athletic teams, and extracurricular activities. This handbook also includes important information on our dress code, grooming standards, behavior, attendance policies, and various school procedures. We encourage you to become well-acquainted with this resource and to refer to it throughout the school year whenever you have questions or need guidance.



This year will continue to feature two powerful initiatives that we are very excited to support. The first is the distribution of school-managed Chromebooks to all students. Transitioning to school-managed devices will allow teachers to better implement our curriculum and ensure student participation during class. It will also increase student safety online and enhance the health of our Wi-Fi infrastructure. The second initiative is our new Dual Enrollment Program with our partner, Mt. SAC. Over the past year, close to 100 Lancers have earned college credits, free of charge, by taking advantage of the offerings. We will continue this program throughout the 2025-2026 school year, starting with Marine Biology in the fall and California History in the winter, in hopes that more families will recognize the value of earning college credits prior to high school graduation.

We are looking forward to an exciting and productive school year. Your support and collaboration are essential in making this year a success for our students. Let us work together to create a vibrant and nurturing community that upholds the values and traditions of Bishop Amat Memorial High School. Thank you for entrusting us with the education and spiritual growth of your children.

God bless,

A handwritten signature in black ink, appearing to read 'Gabriel Escovar'. The signature is fluid and cursive, written over a light-colored background.

Gabriel Escovar
Principal

BONITATEM ET DISCIPLINAM ET SCIENTIAM DOCE ME

LANCER LIFE - PARENT STUDENT HANDBOOK

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PHILOSOPHY AND HISTORY OF BISHOP AMAT HIGH SCHOOL

Bishop Amat High School is a four-year co-educational Archdiocesan Catholic High School. The school seeks to form a community of faith-filled people committed to Christian truth based on the teachings of the Roman Catholic Church. The principles of Christian life outlined in the Gospel, interpreted by the Catholic Church and taught at Bishop Amat High School, invite followers to a life-style rooted in a personal relationship with the Lord Jesus Christ and extending out in loving service to others. Education to this lifestyle, while the primary responsibility of parents, is shared by faculty, staff, and students, as all seek to grow in personal awareness of their call to bring the presence of Christ to our modern world.

The school motto calls for education in Goodness, Discipline, and Knowledge. While it is important that our students experience these values in the academic content of the school, they must above all see them present in the lives of their parents and teachers. Seeing living witnesses who cherish the values they seek to acquire; our students will more readily embrace them for themselves.

The call to Goodness involves all aspects of one's lifestyle. It primarily involves daily prayer through which one comes to know personally the tremendous love of the Father. It includes a willingness to be like Jesus in sacrificing oneself for others, aware of their supreme dignity as human persons. "If anyone wishes to follow me, he must deny himself, take up his cross and follow me." (Mt. 16:24) Goodness also involves being empowered by the Holy Spirit to join with others in forming a community in service of others and in concern for the physical, social, and spiritual environment in which we live. In all aspects of student life, but especially through service and campus ministry, Bishop Amat High School tries to instill goodness as the binding force of the "Amat Family."

The importance of Discipline and a disciplined lifestyle follows from the call to Goodness. The underlying purpose of the disciplinary code is to help students master the internal forces of their personalities so as to enable them to submit themselves to the Lordship of Jesus Christ. Thus obedient, they will be responsible and accountable members of the human family. School regulations such as the distinct dress and grooming regulations are part of the call to self-respect, self-discipline, and personal responsibility. The aim of Discipline is not conformity but authentic freedom to be all that God has created us to be.

The Knowledge taught at Bishop Amat High School reflects the varied needs of our student body, a diversified campus that includes many academic abilities. The multicultural student body itself provides an atmosphere of learning that enables the students to affirm their own cultural traditions and to be enriched by the other cultures, which they encounter here. The Knowledge taught at Bishop Amat High School flows from a college-prep curriculum, which prepares students for continued instruction in institutions of higher learning. However, the curriculum is designed with the flexibility to help all students of varied academic abilities to reach their full potential. The instructional program centers on a solid foundation in the scholarly disciplines within a Christian perspective, and along with the co-curricular and counseling programs, gives emphasis to the spiritual, personal, social, and physical development of the adolescent.

A willingness to participate in this call to a Christian lifestyle is a central feature of the Bishop Amat High School experience. The entire school program seeks to instill a sense of values, integrating knowledge of God and His plan for creation into the entire curriculum of the school, and assisting students in finding their identity in Jesus Christ by giving their lives to Him.

The mission of Bishop Amat High School is to integrate Catholic values into all areas of the life of the adolescent, values which are essential for the lifetime pilgrim journey of a follower of Christ. In His teaching, Jesus calls us to be leaven, salt, and light . . . the leaven which raises the values of society, the salt which gives the flavor of faith to the world, and the light which reveals the presence of Christ alive in His people.

Bishop Amat was a Spanish Vincentian priest who had been the rector of St. Charles Borromeo Seminary in Philadelphia. He was consecrated a Bishop in Rome on March 12, 1854. He was then appointed to the Diocese of Monterey, California. At his request, Los Angeles was made his episcopal city and the Diocese of Monterey became the Diocese of Monterey-Los Angeles in 1859. The population of Los Angeles grew from 1,610 in 1850 to 10,000 in 1878 when the Bishop died.

Bishop Thaddeus Amat built St. Vibiana's Cathedral, which was consecrated in 1876. He opened the first schools in Los Angeles and invited the Vincentians to open St. Vincent's College, which was the predecessor to Loyola University. Bishop Amat Memorial High School was formally dedicated to his memory in October 1959. Bishop Amat High School was built by the Archdiocese of Los Angeles in 1957 to serve the Catholic families of the San Gabriel Valley. Funded through the Cardinal McIntyre Youth Education Fund, Bishop Amat was founded as a co-educational high school. The school opened in the classrooms of St. Christopher's School (boys) and St. John's School (girls) in September 1957. On December 16, 1957 the present campus site was opened. His Eminence, James Cardinal McIntyre, formally dedicated the campus in October 1959.

The campus site has grown over the years with the present 200 and 500 wings added in 1959. The gymnasium was added in 1962, the Kiefer Stadium in 1965 and the 300 wing in 1966. In 1973, the school formally became co-educational, with a single administrative structure. A building dedicated to the performing arts was completed in 1982. Four classrooms, including a full computer lab, containing the latest technology available, were completed in 1988. A second computer lab was added in 1992, a new state of the art biology lab in 1993, a refurbished physics lab in 1994, and the Brutocao Library in 1995. In 2000, a new covered lunch structure was built complete with an integrated sound system and barbecue pit.

In 2002, the school undertook a major renovation with plans for the replacement of the Tate Duff Memorial Gymnasium. On May 16, 2004, the Living Rosary was held as the first activity in the new facility. The Student Activity Center houses a main pavilion which seats 1,600 spectators for Masses, assemblies, rallies, and basketball and volleyball contests. The building also includes a dance studio, locker rooms, an updated weight room facility, a dining room, and offices for members of our athletics and activities programs.

The 2021-2022 school year saw the long-awaited completion of a state of the art Performing Arts Center built to showcase Bishop Amat's varied choral, dance, music, and theater programs. The main feature of the building is a 400-seat theater complete with a 1,800 square foot stage and orchestra pit. Additionally, the Performing Arts Center includes two classrooms specifically designed for instrumental music and choral instruction as well as two dressing rooms, a set design shop, conference space, and costume and prop storage facilities.

When the school was opened in 1957 it was part of the Cardinal McIntyre construction boom in Catholic Schools. The original staff was composed primarily of men and women religious. Women from the Sisters of the Immaculate Heart, Sisters of St. Louis, Sisters of the Sacred Heart, Carmelites, Benedictine Sisters and Franciscan Sisters taught the girls.

Fathers of the Sacred Heart of Jesus staffed the boys' department. The early faculty had very few lay teachers.

The founding principal, Msgr. Thomas Kiefer, served from 1957 until 1971, Rev. Roland Zimmerman from 1971-1973, Msgr. Jeremiah Murphy from 1973-1976, Rev. Thomas Meskill from 1976-1978, and Rev. Charles Hill from 1978-1981.

In 1981, Mr. Merritt Hemenway, a member of the Class of 1964, was appointed as the first lay principal of the school. He was succeeded in 1990 by Rev. James Anguiano who served until 1992, at which time, Msgr. Aidan M. Carroll was appointed. In 2001, Msgr. Carroll was named as President/Principal of the school. In July 2002, Dr. Merritt Hemenway was named Principal and Msgr. Carroll, President. In 2012, Mr. Richard Beck was named Principal. In 2021, Monsignor Carroll officially retired from 29 years of leadership at Bishop Amat and 58 years of service to the Archdiocese of Los Angeles, upon which Mr. Beck has assumed the role of School President. Mr. Gabriel Escovar, a member of the Class of 1998, serves as Principal – the second alumnus of Bishop Amat to be named to this position of leadership.

Since its inception, Bishop Amat has excelled in building Catholic leadership in the areas of scholarship, athletics, and activities. Christian Service is an inherent element of the school philosophy, and students are encouraged to serve the school and community.

Bishop Amat has consistently met the standards required for accreditation by the Western Catholic Education Association and the Western Association of Schools and Colleges. In 2024 the school received a full six-year term of accreditation from WCEA and WASC, the maximum possible term.

The foundation of Bishop Amat's comprehensive curriculum is a solid core of college preparatory courses complemented with Accelerated, Honors, Advanced Placement, and the International Baccalaureate Programme. In 2005 Bishop Amat was approved for accreditation by the prestigious International Baccalaureate Organization. Overall, more than 98 percent of the school's graduates attend college, and many are accepted to the most prestigious colleges and universities across the country.

School Seal

The Seal of Bishop Amat Memorial High School is taken from the Bishop's seal of Bishop Thaddeus Amat. The hat at the top belongs to the Bishop signifying the title archbishop with green cords draping from it. On the crest, the outstretched hands of Jesus are from the original seal of the Diocese of Los Angeles-Monterey. The sword, appropriate for the Lancers, is from the family crest of Bishop Thaddeus Amat. The motto, Monstra Matrem, is incorporated into the seal.

School Motto

Monstra Matrem "show thyself a mother" describes the spirit of dedication to Our Lady, Mary, the mother of Jesus. She challenges the Amat students to live in the spirit of giving, caring, and openness to the will of God which her life exemplified.

School Colors and Epithet

The student body and athletic teams of Bishop Amat High School are known as the Lancers, a name selected by the first graduating class. The school colors are royal blue and gold.

ALMA MATER

Hail Amat High School
We'll Remember You,
Dear Alma Mater
We're Steadfast, Loyal and True;

As We Go Onward
In the Life We Lead,
Your Light Will Guide Us
Your Motto Be Our Creed;

We Shall Look Back Fondly
At Your Rising Walls,
Recalling Precious Moments
Within Your Hallowed Halls;

And so Amat High School
We'll Remember You,
Dear Alma Mater
We're Steadfast, Loyal and True!



ADMISSIONS, DEVELOPMENT, AND PARENTAL RESPONSIBILITIES



Ms. Deborah Oswald
Director of Finance



Mrs. Nancy Velasquez
Director of Development and Alumni Relations



Ms. Flor Romero
Director of Marketing and Admissions

A student is eligible for the ninth grade of Bishop Amat High School provided that the student has satisfactorily completed elementary school requirements and shows the ability to be academically successful in high school. Because Bishop Amat is not able to accept all qualified students, preference in admission is given to students previously involved in Catholic Education and families who are active in the Catholic Community. We do, however, admit non-Catholic students whom we deem capable of benefiting from our school environment.

Eighth grade students seeking admission to Bishop Amat High School are required to take the High School Placement Test (HSPT). Based on the results of this test, some students may be required to take and successfully complete a summer school session at Bishop Amat prior to being admitted to the school. Final acceptance is dependent upon satisfactory completion of the previous school year as well as summer school, if it was required.

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older. The school is not involved in the selection of host families.

A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required. The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter.

Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester. The international student will be expected to participate, as appropriate, in religious functions and events.

Transfer Students

In order to apply for grades 10 - 11, as well as second semester 9th grade, students must submit a copy of their transcripts from the school previously attended, as well as teacher recommendations and discipline records, as indicated online at bishopamat.org/admissions. Bishop Amat does not accept transfer students who are deficient in credits or who have not maintained a 2.0 GPA. Twelfth grade students are rarely accepted into the school and must have extenuating circumstances for requesting admission.

Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Religious Requirements

It is the policy of the school that all students take the required theology curriculum. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students attend the general religious activities of the school although participation in worship services is not required of non-Catholic students.

Parent Involvement

Parents are expected to attend Back-to-School Night and Teacher Conferences. Additionally, parents are expected to monitor their student's academic progress via regular use of the online Parent Portal. For access instructions, please refer to the Parent Portal User Guide found in this handbook.

Parent Organizations

The **Parent Association** is the umbrella organization that represents all Bishop Amat Parents. One of the primary objectives of the Parent Association is to promote the welfare of children and youth in home, school, community, and place of worship by promoting a closer relationship between home, school, teachers, and parents. Officers are selected each year to carry out the responsibilities of the organization and provide the communication levels necessary for a positive school environment.

Every parent and guardian, by virtue of his/her child's enrollment at Bishop Amat, is a member of the Parent Association. All parents are encouraged to attend the scheduled meetings and take advantage of the opportunity to learn more about the school and key events that affect students and parents. It's also a great way to meet and get to know other parents of the Amat family.

The **Athletic Booster Club** supports, encourages, and promotes the proud tradition of athletic excellence at Bishop Amat High School through a voluntary program guided by Christian Principles and values with strong family, alumni, and community involvement.

The Club provides supplemental financial support to all school sanctioned athletic teams, provides volunteers to help staff athletic events and associated activities, provides a forum for the exchange of ideas, concerns, and needs of our student athletes and their teams, and encourages active involvement of alumni and parents in the athletic program of the school.

Development Commitment

The Bishop Amat campus was built through the generous support of parent donations to the Cardinal McIntyre School Building Fund in 1957. Since that time, each addition to the campus has been funded through similar generous sacrifices by the families of students. Parents of current students are required to continue this support by making contributions to the Parent Pledge Program during their four years at Bishop Amat. Parents are also encouraged to participate in the school's annual fundraisers (Virtual Auction, Special Events, and Golf Tournament).

Expectation of Students

Students who are accepted to Bishop Amat must abide by the following school standards:

1. Respect for the religious beliefs of the Catholic Church, its moral principles and liturgical practices (respect does not imply adherence by those who are non-Catholic).
2. Respect and care for the property of the school, including adherence to standards of campus order and cleanliness.
3. Respect for the person and property of others, including faculty members and fellow students.
4. Adherence to the standards of the school as set forth in Lancer Life, including the requirements of dress and grooming codes.
5. Non-toleration and non-acceptability of drug and alcohol abuse.
6. A basic attitude of respect for those in authority.
7. Regular attendance and participation in class.
8. A dedication to studying and learning in accord with the ability of the individual student.

PARENTAL RESPONSIBILITIES

Parents have the primary responsibility for the education of their children. The school, Church, and community support and complement this role. It is important to realize that the school has a stated philosophy and specific expectations for families and their students enrolled at Bishop Amat High School. Parents' attitudes are expected to contribute to the education process. Parents who do not agree with the school's

philosophy and expectations should withdraw their student from Bishop Amat.

The student's place of residence is considered to be the one indicated on the student's original application for enrollment at Bishop Amat. Parents or guardians have the responsibility to notify the school whenever the student's place of residence changes whether the change is temporary, extended, or permanent.

Parents also have the responsibility to supervise their children in the actions that take place on online and on social media. At times, student postings can be of a derogatory nature and such postings can be construed as harassment, or worse, of a fellow student or a teacher.

Rights of Non-Custodial Parents

In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent the right to access and examine student records provided they are legal custodians, as well. However, only the custodial parent has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A parent who does not have legal custody of his or her child, but has visitation rights, may visit the school, subject to the school's parental visitation policy, unless the school has received a legal order prohibiting such a visit. If a parent without visitation rights attempts to visit a student at school, the custodial parent or guardian will be notified. Parents are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow.

Students No Longer Living with their Parents

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

Tuition and Fees

All households are assigned a tuition account number (Student ID number). This number should be used on all correspondence to enable the Finance Office to maintain accurate records.

The Registration Fee for 2025-2026 is \$950 per student (\$750 non-refundable, non-transferable). Current families pay this fee in two parts (Part I at time of re-registration, Part II in June); incoming freshmen pay the fee in full at the time of registration. This fee reserves a seat for the following school year and offsets the cost of various student services offered throughout the year (student activities, campus ministry, athletic activities, student planner, summer reading program and yearbook). The \$200 Mandatory Fall Raffle is also included in this fee.

2025-2026 Tuition

One Student	\$10,835
Two Students - same family	\$18,370
Three Students - same family	\$22,110

The school has contracted with FACTS Tuition Management for the purpose of the collection of tuition fees. All families in the school are required to set up an account through the FACTS website.

Tuition is due and payable on either the 5th or the 20th (parent's choice) of each month and is considered late if received after that date. A \$30 fee will be charged to the account if the monthly tuition payment is not received by the 5th or 20th of the month. Parents who pay by credit card will incur a 2.95% convenience fee.

Delinquent Tuition Policy

1. Parents are expected to make regular monthly tuition payments. When a tuition account becomes seriously past due, the parent will be notified. Satisfactory payment arrangements must be made or the student will be placed on financial suspension, which means the student will not be allowed to attend school or participate in any athletic or extra-curricular activity, practice or competition. If the problem cannot be resolved, the student may be asked to withdraw from school.
2. Students with delinquent accounts will not be allowed to take Part B of semester exams. Students who earn a grade of "Incomplete" on a semester report card for financial reasons will not be allowed to return to the school for the following academic year until the tuition account is cleared and make-up exams have been taken. Note: Incomplete grades affect a student's G.P.A. and eligibility to participate in extracurricular activities.
3. Students may be denied the privilege of attending school sponsored social events. In particular, students who have seriously delinquent tuition accounts will not be allowed to attend Prom.
4. Students who have delinquent tuition accounts at the end of the second semester will not be allowed to enroll in summer school.

Withdrawal Policy

The tuition financial obligation is incurred at the time of enrollment. The school has incurred staffing costs related to the number of students in the school and cannot absorb the loss of tuition revenue when students withdraw during the school year. Therefore, families who withdraw before the end of the school year are responsible for paying a percentage of their total tuition if they decide to withdraw. Reasons for involuntary withdrawal include, but are not limited to, poor academic performance, disciplinary issues or disregard for financial obligations to the school. If a student withdraws for any reason, voluntarily or involuntarily, on or before August 18, 2025, no tuition or fees will be due. Any payments applied to the 2025-2026 tuition and fees will be fully refunded less the non-refundable Registration Fees.

However, if a student withdraws voluntarily or involuntarily, after August 18, 2025, the parents or guardians, who are financially responsible for the student, are obligated to pay the full annual tuition and fees according to the schedule below. This schedule applies to the balance on all accounts, even for families using the monthly payment plan. If a student leaves the school before the end of the school year, the financially responsible person is obligated to pay the remaining balance regardless of the reason for leaving, whether voluntarily or involuntarily. Please note that all school fees are non-refundable after August 18, 2025, and the following schedule will be used to calculate your prorated tuition due to the school.

If a student's tuition has been paid in full and withdrawal is:
Before 8-18-25, 100% of total tuition will be refunded
Between 8-18-25 and 10-19-25, 75% of total tuition will be refunded
Between 10-20-25 and 1-6-26, 50% of total tuition will be refunded
Between 1-6-26 and 3-20-26, 25% of total tuition will be refunded
After 3-20-26, no refund will be given

If a student's tuition is paid on a payment plan and withdrawal is:
Before 8-18-25, 100% of payments will be refunded
Between 8-18-25 and 10-19-25, 25% of total tuition is due and payable
Between 10-20-25 and 1-6-26, 50% of total tuition is due and payable
Between 1-6-26 and 3-20-26, 75% of total tuition is due and payable
After 3-20-26, 100% of total tuition is due and payable

Parent Participation Program

Bishop Amat High School is a financially self-supporting institution. As such, all of the school's expenses must be paid through self-generated funds (tuition, fees and fund-raising activities).

As with most Archdiocesan schools, the tuition charged does not cover the cost to educate a student. For the 2025-2026 school year, the Bishop Amat tuition is \$10,835 per student. The actual cost to educate a student is \$13,645 which leaves a "gap" of \$2,810. The school must engage in fund-raising activities to cover this shortfall.

As a member of the Bishop Amat community, each family is an essential part of the fundraising efforts of the school. With this in mind, all families are required to participate in the Parent Pledge Program by contributing a minimum of \$420 per year and to volunteer their services in areas of need (parent hours).

To contribute to the Parent Pledge Program, parents may visit the website at bishopamat.org, Giving and can opt to make a one-time payment of \$420 by July 31 and earn 5 Development hours, or pay monthly.

Every family is also obligated to render 36 hours of volunteer service during the 2025-2026 school year (April 16, 2025 - April 30, 2026). Of these 36 hours, 6 hours must be served through the Bingo Program and 10 hours must be served through the Development Office.

Parent Pledge Program

All families are required to participate in the Parent Pledge Program by contributing \$420.00 annually to the Development Program for each year a family has a student attending the school. The donations made through this program provide the school with funds to offset "the gap" and to make capital improvements to the campus.

Parent Hours Program

1. Each family must render 36 hours of service to the school. Families that receive financial aid are required to complete an extra 6 hours of service through the Bingo Program. Parent hours must be completed in the following categories: 20 – various 6 - Bingo (set-up, take-down, game worker) 10 - Development (arranged through the Development Office, ext. 7401)
 - A. Single-parent families are obligated to fulfill the 36-hour requirement.
 - B. Additional hours are not required for multiple student families.
 - C. Only activities approved through the Parent Hours Coordinator qualify for service-hour credit. (Refer to the Parent Participation Program Handbook.)
2. Hours must be completed by April 30, 2026.
 - A. Credit is given on an actual hour-per-hour basis.
 - B. Only on rare occasions may double hours be given.
 - C. Excess hours do not carry over to the next school year.
3. Only family members may complete service hours for credit. Exceptions must be cleared through the Parent Hours Coordinator.
 - A. Students are not eligible to earn credits to fulfill the service hours requirement.
 - B. To receive credit for an activity, it is the responsibility of the volunteer to sign in with the Event Coordinator.
4. If working hours for another family, the name of the student receiving hours credit must be given at the time of service. Hours are not transferable after they have been served.
5. Credit will not be given for hours that are not verified by an event coordinator, official sign-in sheet, or Parent Participation verification slip. Please be aware that no coach/moderator is allowed to give credit for Bingo/Development hours.

6. It is the responsibility of each family to keep track of completed hours. Hours can be checked online through the Parent Portal. Any discrepancies are to be submitted in writing to the Parent Hours Office.
7. For families who are unable to participate by working an event, the following options are available:
 - A. Buy out regular hours at \$20 per hour. (Bingo/Development hours - \$40 per hour)
 - B. Purchase gift cards. For every \$20 in value, one hour will be credited to regular hours; for every \$40 in value, one hour will be credited to Bingo/Development hours. Examples include: Staples, Office Depot, Home Depot, Sam's Club, Costco, Barnes and Noble.
 - C. With prior approval, items may be donated, including office and maintenance supplies, classroom audio-visual equipment, furniture, etc. For every \$20 in value, one hour will be credited. Receipts must be submitted for verification purposes.
8. After April 24, 2026, all unfulfilled regular hours will be billed at \$20 per hour, and Bingo/Development hours will be billed at \$40 per hour. No exceptions.
9. After April 24, 2026, all service hours completed will be credited to the 2026-2027 school year.

Fundraisers

The school sponsors several fundraisers throughout the school year. All fundraisers must be pre-approved by the Director of Finance. The Virtual Auction is held in the fall. The annual raffle, also, takes place in the fall. Bingo is held each Sunday. This fundraiser is supported by community members as well as Bishop Amat families and has become an important source of income for the school.

Finances

The monies raised by any Bishop Amat sponsored organization, be it the Parent's Association, Athletic Booster Club, Athletic Team, Performance Group, ASB or any program, class or club, are property of Bishop Amat Memorial High School and must be submitted to and accounted for through the Finance Office. Subsequent expenditure of such funds cannot be made without the approval of the President or his designee. A signed Purchase Order is required before any order for goods is placed.

Tuition Awards/Scholarships/Financial Aid

All families are expected to pay tuition in full. Opportunities for tuition assistance involve a request through the Catholic Education Foundation. Applications of families with demonstrated need, which cannot be helped through this fund, are reviewed for assistance through school funds.

In general, if there is genuine need, families can receive assistance through the Catholic Education Foundation. In some cases, local parish communities provide tuition assistance. There are some foundation grants available to deserving students.

In cases where long term need has not been established, there are limited opportunities for special contracts. Generally, this will allow a family to continue enrollment at Bishop Amat while dealing with a short-term setback.

Catholic Education Foundation Tuition Award Program (TAP)

The Catholic Education Foundation provides Tuition Awards of \$2,000.00 to students who meet established financial guidelines. Parents seeking financial aid must complete an application and are required to provide proof of income.

Families who apply for the Catholic Education Foundation Award and who are "wait-listed" or "denied" an award through the CEF will need to submit an application for Bishop Amat High School financial aid.

In cases where a family is "wait-listed" by the CEF, receives Bishop Amat financial aid and is later "cleared" by the CEF to receive a tuition award, the family will receive the higher amount awarded. If the Bishop Amat financial aid is a lower amount, the difference will be applied to the account.

Bishop Amat Financial Aid

To be eligible for Bishop Amat financial aid, an application and supporting proof of income must be turned in to the Finance Office. The family must meet the published income guidelines and the student must have a grade point average of a 2.0 or better. No continuing student will be awarded financial aid if not "Registered" for the next school year. Late applications or applications that are incomplete will not be considered. Families who receive financial aid are required to complete an additional 6 hours of volunteer service to the school through the Bingo Program.

Use of School Facilities

School facilities are primarily for the benefit of students and staff. Agencies outside the school, CYO, etc. may not use the school property without permission. Requests for the use of any school facility by an outside group must be presented in writing to the Director of Finance. If permission is granted, an "Outside User/Special Events Coverage" form will be provided for submission to the Archdiocese at least two weeks in advance of the event. It is expressly understood that the use of school facilities will incur a usage fee. Organizations whose purpose is political in nature are not permitted to use school facilities, equipment, or publications. Zoning and building ordinances prohibit overnight sleeping in school facilities.



CURRICULUM



Mrs. Ivette Salcedo
Vice Principal



Ms. Jolene Joseph Pudvan
Assistant Principal, Academics

Bishop Amat High School provides a challenging, comprehensive, and relevant curriculum which fulfills the school's purpose, strengthens Catholic identity, and results in student achievement of integral student outcomes. The curriculum is designed to offer a balanced spectrum of courses for all students. The emphasis of the curriculum is to provide the student with a solid foundation in the scholarly disciplines, the liberal arts, and to prepare the student to enter an institution of higher learning. Parents are encouraged to take an active role assisting their child in the course selection process and monitoring their child's academic program.

INTEGRAL STUDENT OUTCOMES

The Bishop Amat High School community formulated a list of educational goals. Those goals and examples of their application are as follows:

Bishop Amat High School graduates will be:

Knowledgeable of Christian principles as taught by the Catholic Church and able to demonstrate these principles through service to their community.

- Students participate in a variety of service experiences as organized by the Campus Ministry Team, the Christian Service Moderator, Club/Organization Moderators, and the Theology Department.
- Students complete a reflection of their service experiences as an integral component of the Theology curriculum and as a requirement for graduation.
- Theology course projects incorporate content knowledge and service in their assessment.
- Students actively participate in the planning and organization of regularly scheduled student body and class Masses.
- Students are provided with a number of service-oriented experiences such as the Caritas Retreat (Grade 10) and opportunities to serve as retreat leaders for underclassmen (Grade 12).
- Students are provided with religious instruction that adheres to the U.S. Catholic Bishops most current curricular revisions.

Effective communicators through the development of reading, writing, and speaking skills as complemented by the utilization of technology.

- Reading assignments and subsequent evaluation of reading comprehension are regularly provided to students across the curriculum.
- Successful completion of a writing course (Freshman Composition) and a computer course (Digital Literacy or Beginning Office) are requirements for graduation.

- All students participate in a formalized program that provides instruction in the mechanics of writing, research, and the citation of sources utilizing MLA guidelines.
- All students are assessed on their writing skills each year.
- Oral participation is incorporated into the students' final grade assessments in many courses.
- All students are expected to monitor their own grades online, to access teachers' web pages, and to communicate with teachers personally and via email as a means of supporting the learning process.

Critical thinkers who utilize creative and higher order thinking skills when presented with new concepts and real life situations.

- Critical thinking exercises and activities are incorporated across the curriculum.
- Students engage in decision-making through involvement in Student Government and Campus Ministry participation.
- In collaboration with teachers, students are encouraged to think critically when utilizing Internet sources as research and learning tools.

Proficient learners who demonstrate knowledge of their curricular areas of study.

- Students in all core classes take benchmark and exit exams used to measure student growth and evaluate effectiveness of instruction.
- Students in all courses sit for core final exams aligned to course standards thereby promoting evaluation of learning that is consistent and equitably rigorous.
- Student learning is measured through a variety of standardized assessments including PSAT 8/9, PSAT/NMSQT, STAR, SAT, ACT, AP, and IB examinations.
- Students are encouraged to recognize the interrelation of specific content areas as delivered through cross curricular instruction.

Responsible citizens who respect themselves and others.

- Students have the opportunity for self-reflection and personal growth through participation in retreats at each grade level.
- Students develop an appreciation for the diverse cultures of the school community through various curricular and co-curricular activities.
- Students, upon graduation, are provided with opportunity for self-assessment of their educational experience and attainment of the integral student outcomes.
- Students are encouraged to exhibit self-discipline, integrity, and socially responsible behavior both in and out of the classroom through the collaborative efforts of the entire school community.

Required Courses

In meeting minimum academic requirements for graduation, certain courses are required of all students. Students may not take these courses in advance of grade level nor outside of the regular curriculum. Permission to take any classes off-campus must be obtained in person via a meeting with the Assistant Principal, Academics and the parent(s) of the student prior to registering in the class. Permission may only be granted under special circumstances, typically, because the class is not offered during summer school at Bishop Amat. Additionally, there is a \$50 processing fee to update the student's transcript.

Academic Requirements for Graduation

In order to earn a diploma from Bishop Amat High School, the student must fully meet, in advance, the following minimum academic requirements:

Theology	40 credits
English	45 credits
Mathematics	30 credits
Social Studies*	30 credits
Laboratory Science**	20 credits
World Language	20 credits
Physical Education	10 credits
Visual and Performing Arts	10 credits
Computer Science	5 credits
Electives	60 credits
Pass Health Education	
Christian Service	80 hours
Total	270 credits

*Social Studies requirements must include Economics and U.S. Government. **Laboratory Science requirements must include Biology and Chemistry.

Participation in Graduation Ceremony Requirements

The following information explains the policies regarding graduation from Bishop Amat High School:

1. Participation in the graduation exercises is a privilege which a student earns as a result of:
 - a. completing the required 270 units of credit for graduation
 - b. satisfying all financial obligations, including tuition, fees, family assistance hours and fines
 - c. returning all uniforms and equipment
 - d. meeting behavioral expectations in regard to discipline
 - e. completing the required 80 hours of Christian Service
2. There is a non-refundable graduation fee. This fee covers the cost of the Baccalaureate and Graduation ceremonies, Senior Luau, Senior Dinner, graduation cap and gown and other senior events specific to graduation.
3. A senior will not be allowed to participate in the Graduation ceremony (walk) if the student:
 - a. fails to earn the 270 credits required for graduation
 - b. fails to complete the required 80 hours of Christian Service
 - c. receives a failing semester grade in a required subject
 - d. fails to meet the other requirements specified above
4. Students who do not participate in the Graduation ceremony for any of the reasons listed above will receive a diploma only after those requirements have been satisfied.

Dual Enrollment

The Dual Enrollment program at Bishop Amat High School, in partnership with Mount San Antonio College (Mt. SAC), offers a unique opportunity for high school students to take college courses taught by college professors directly on their high school campus. This program allows students to experience college-level coursework while still in high school, at no cost to them. These courses are open to all Mt. SAC students and adhere to Mt. SAC's deadlines and requirements. Students participating in the Dual Enrollment program are considered Mt. SAC students who have access to all the resources and facilities available to Mt. SAC students, providing a comprehensive and enriching educational experience. All grade levels are eligible to enroll in these classes.

College Courses

Bishop Amat High School may accept college courses for credit in order to make up a failing grade, but only when the make-up class is not available at Bishop Amat during the summer.

In these cases, the following conditions must be met:

1. The student must obtain approval of the Assistant Principal, Academics before the class is taken. The appropriate college form and course description must be presented.
2. Upon completion of the course, the student must request an official transcript be mailed to the Registrar.
3. In general, ten semester units of high school credit will be awarded for a three-unit college course. None of these transfer classes will be counted in the GPA.
4. Courses must be taken through the Mt. San Antonio College's (Mt. SAC) Special Admit Program, Mt. SAC's High School Referral Program, or Brigham Young University's (BYU) Independent Study. Additionally, a \$50 processing fee is required to update the student's transcript.

High School Courses for Transfer

In general, courses from other high schools are not transferable to Bishop Amat for credit or to affect GPA. ROP, Adult School, Night School, and other special program courses are not accepted. The only exception to this is students who are applying for admission, or re-admission, to Bishop Amat as their transcripts will have to be evaluated as part of the admissions process.

BASIC PROGRAM OF STUDIES

Freshmen

Theology
English
Mathematics
World Languages or
Study Skills

0-70 credits completed

Biology
PE or Band or Dance
Computer Science &
Freshman Composition
or AP Human Geography

Sophomore

Theology
English
Mathematics
World Languages

70-140 credits completed

Chemistry or Elective
Social Studies
Elective

Junior

Theology
English
Mathematics
Social Studies

140-210 credits completed

Chemistry (if not taken in grade 10)
Elective
Elective

Senior

Theology
English
Social Studies
Elective

210-270 credits completed

Elective
Elective
Elective

COURSE OFFERINGS

Please note: All classes marked in **bold** are weighted in the Bishop Amat GPA. All classes marked with * are semester classes.

Business/Computer Science

STEM 1*
Accounting
Introduction to Business*
Game Design*
AP Computer Science Principles

Data Analysis*
Directed Lab Studies
Web Design*
Personal Finance

English

Freshman Composition*

Honors Composition & Literature I

English I

The Short Story*

Literature and Film*

Literature of Sport*

Journalism

Creative Writing*

Speech*

Shakespeare*

Poetry and Composition*

AP English Literature

Honors British Literature

English IV

Honors Composition & Literature II

English II

AP English Language

Honors American Literature

English III

IB English HL1

IB English HL2

Science Fiction & Fantasy Literature*

Visual and Performing Arts

Digital Photography

Advanced Band

Music Appreciation

Lancer Chorus

Yearbook

Instruments

Intermediate Dance

AP Studio Art

Digital Art and Design

Technical Theater & Design

Art I

Art II

Art History

Chamber Singers

Honors Yearbook Adv. Design & Publishing

Beginning Dance

Dance Production

AP Art History

Theater Arts

Honors Chamber Singers

World Language

Latin I

Latin II

French I

French II

IB French HL1

IB French HL2

IB Latin HL1

IB Latin HL2

Spanish I

Accelerated Spanish I

Spanish II

Accelerated Spanish II

Spanish III

AP Spanish Language & Culture

IB Spanish HL1

IB Spanish HL2

Family and Consumer Science

Clothing I

Fashion, Textiles & Apparel

Child Development

Clothing II

Mathematics

Honors Algebra I

Algebra I

Pre-Algebra/Algebra IA

Algebra 1B/Algebra 1C

Honors Geometry

Geometry

Algebra II

Honors Algebra II/Trigonometry

Advanced Algebra/Trigonometry

AP PreCalculus

Math Analysis

Statistics

Intermediate Algebra

AP Calculus AB

AP Calculus BC

AP Statistics

Physical Education

Boys PE

Girls PE

PE Dance

Marching Dynamics

Physical Conditioning

PE Pep Squad

Boys PE Football

Fitness*

PE Flag Football

Boys PE Soccer

Boys PE Basketball

Boys PE Baseball

Girls PE Basketball

Girls PE Soccer

Girls PE Softball

PE Volleyball

PE Wrestling

Theology

Christ in Scripture*

Paschal Mystery*

Christian Vocations*

Sacraments*

Christian Discipleship

Church History*

Christology*

Christ's Mission*

Christian Morality*

World Religions*

Sacred Scripture*

Introduction to Catholicism*

Note: Each student, whether Catholic or non-Catholic, is required to be enrolled in the program of Theology for each semester he/she attends a Catholic school. Class time, assignments, and accountability for Theology classes are comparable to that of other academic areas.

Science

Physics

Biology & Community Health

Anatomy and Physiology

Chemistry

AP Physics 1

AP Chemistry

Sports Medicine

Honors Physics

Honors Biology & Community Health

Honors Anatomy & Physiology

Honors Chemistry

AP Biology

Robotics Engineering

Social Studies

AP European History

Honors World History

World History

AP US History

Honors US History

Criminal Justice*

US History

AP Government & Politics*

AP Human Geography

AP Macroeconomics*

Honors Economics*

Economics*

AP Psychology*

Honors Psychology*

Psychology*

US Government*

Honors US Government*

American History & Film*

Non-Departmental

Study Skills

Study Hall (Non-credit class) *

Office Aide*

Tutoring Aide*

Theology Curriculum

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan schools, the Western Catholic Educational Association:

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a Theology curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the U.S. Conference of Catholic Bishops.
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

AP Courses

Bishop Amat High School has an extensive AP Program. This program is a cooperative educational endeavor between secondary schools and colleges and universities. It allows high school students to undertake college-level academic learning. Students can receive advanced placement, college credits, or both from thousands of colleges and universities that participate in the AP Program.

Students enrolled in these courses are required to take the AP exam in May. A fee is charged for this exam. With the exception of World Languages, students who are not enrolled in an AP course may not challenge an AP Exam. Students who wish to challenge a World Language AP exam must make their intentions known by obtaining the permission of the AP Testing Coordinator by October 15.

During the 2025-2026 school year, the following Advanced Placement courses are offered: AP Human Geography, AP Biology, AP Precalculus, AP Calculus AB, AP Calculus BC, AP English Language, AP English Literature, AP European History, AP Macroeconomics, AP Spanish Language and Culture, AP Studio Art, AP U.S. Government and Politics, AP U.S. History, AP Physics 1, AP Psychology, AP Statistics, AP Computer Science Principles, AP Art History and AP Studio Art.

There is an exam fee for each AP exam. Students who drop an AP class after exams have been ordered will be required to pay the exam fee plus an unused exam fee which is charged to the school by College Board. If a student commences an AP course in the second semester and decides to drop the course, they will be responsible for the exam fee plus the unused exam fee, if the course is dropped after March 15. Students who do not show up for their AP exam who do not have an excuse approved by the College Board are responsible for the exam fee and the unused exam fee. Students who advise the school of a serious illness will be required to produce a doctor's note in order to sit for a late AP exam.

Students requesting consideration for a fee reduction per exam must provide the school's AP Coordinator with a copy of the parent/guardian 2024 income tax return, page 1, showing total household adjusted gross income. Approval for consideration must be made by October 15.

International Baccalaureate Program

Since 2005, Bishop Amat High School has been authorized to offer the International Baccalaureate (IB) Diploma curriculum to academically motivated eleventh and twelfth grade students.

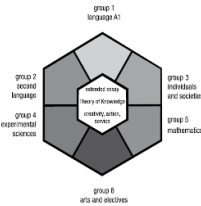
Students apply for acceptance into the IB Diploma program during the second semester of the sophomore year. Acceptance is based upon academic performance in grades nine and ten, teacher recommendations, and completion of the program application.

All IB Diploma candidates must successfully complete study in each of the six subject groups depicted below in the IB hexagon. At least three subjects are studied at the Higher Level (two-year course), the remaining subjects at the Standard Level (one-year course). IB Diploma candidates must earn satisfactory scores on culminating examinations for each of the six academic subjects - in addition to successful completion of three additional requirements - submission of an independent research paper (Extended Essay), participation in extracurricular service activities (CAS), and enrollment in the Theory of Knowledge course (TOK). All students enrolled in an IB course are required to take the corresponding IB exam in May.

Students and parents seeking more detailed information pertaining to academic prerequisites and requirements of the program should contact the office of the IB Coordinator or visit www.ibo.org.

Course Selection and Registration

Students select and register for courses in the second semester each year. Course selection is conducted by grade level through the combined efforts of the Counseling Department and the IB Coordinator. Students are encouraged to plan out a four-year academic program. Close attention should be given to pre-requisites and minimum grade requirements for higher level and honors classes. Parents are encouraged to take an active role in this process.



Students receive final schedules in early August. Every effort has been made to accommodate course selections; however, specific classes cannot be guaranteed due to potential scheduling conflicts and limited session availability. Scheduling errors are resolved by the counselors before school starts. All corrections must be finalized within the first two weeks of the semester. Teacher and/or period changes are not

permitted. A student's schedule may only be changed in the following cases:

1. when a course has been incorrectly scheduled
2. when a graduation requirement has not been met
3. when there is a conflict in the student's schedule
4. when a college to which the student is applying has specific entrance requirements
5. when a student has failed one semester of a two-semester course
6. for disciplinary reasons
7. administrative reasons

GRADING POLICIES AND PROCEDURES

Grading Scale

A	=	95-100
A-	=	90-94
B	=	85-89
B-	=	80-84
C	=	75-79
C-	=	70-74
D	=	60-69
F	=	59 and below
CR	=	Credit earned (passing)
NC	=	No credit or grade earned due to deficient performance
NG	=	No credit or grade earned due to excessive absences
I	=	Incomplete (No credit or grade given until student completes the final examination)

Grade Point Average

The cumulative grade point average (GPA) is determined by using a point system. All courses except Physical Education courses and Office Aide/Tutoring Aide are used in the determination of the GPA. To calculate the GPA, add the total number of grade points together, and divide by the total number of courses taken. The point system is as follows:

A or A-	=	4 points
B or B-	=	3 points
C or C-	=	2 points
D	=	1 point
F	=	0 points

Honors, Advanced Placement and IB courses receive a weighted consideration. For these courses:

A or A-	=	5 points
B or B-	=	4 points
C or C-	=	3 points
D	=	1 point
F	=	0 points

Grading System

Teachers use a variety of indicators to assess student performance. Some of the more measurable indicators include: homework and classwork assignments, tests and quizzes, participation, projects, and semester exams. Each academic department has grading policies that teachers use in calculating grades. These policies are explained to the students and parents in the course syllabus provided at the beginning of the semester. Parents should be aware that each student will have an average of two hours of homework each night. This includes written work, reading, and studying.

Semester Failures and Deficiencies

Students receiving a failing grade at the semester are required to attend Summer School at Bishop Amat High School in the summer immediately following the failure. Regardless of whether the failure was in a requirement or elective, and regardless of the total number of credits a

student has, a Bishop Amat summer class must be taken for each semester failure received.

Only IF the course is not offered during the summer, arrangements may be made directly through the Assistant Principal, Academics for approval to take the course off-campus. However, there will need to be a meeting scheduled with the parent(s) and the Assistant Principal, Academics to gain approval. Additionally, there will be a \$50 processing fee for updating the student's transcript.

If a student fails a required course, he/she must retake the same subject. If a student fails an elective course, he/she needs to make up only the credits. One course must be taken for each semester failure. Students who fail to complete the necessary summer courses may be asked to withdraw in the fall.

It is also highly recommended that students attend Summer School if they receive a deficient grade. Please note that students who receive a D or lower in Spanish I must attend Summer School. The same guidelines for failing grades outlined above apply to deficient grades.

Student Success Intervention Program

A student may be placed in the Student Success Intervention Program if it is determined that the combination of grades achieved by the student in any semester warrants such action. For example, any student who receives four F's in a single semester may be placed in this program.

In each case, a contract will be written enacting such terms as best motivate the student to improve. Among the terms will be the successful completion of all courses attempted during the new semester and attendance at summer school. Other terms may include exclusion from extracurricular activities and athletics.

Academic Termination

The school, acting through the Principal, reserves the right to require a student who receives four or more semester failures or who loses credit in four or more classes due to excessive absences, to withdraw from school. Before doing so, the Principal will ordinarily instruct the Assistant Principal, Academics to convene a meeting of the Academic Review Board for the purpose of permitting the student to petition for the right to remain in school. The Principal will consider the recommendation of the Academic Review Board before making a decision. A student permitted, under these circumstances, to remain in school will be placed on Academic Probation.

Final Exams

All students are expected to take their final exams, both Part A and Part B, during the scheduled time at the end of each semester. Students who miss semester exams during the first semester are expected to complete their exams within the first 10 school days of the second semester directly with the teacher of the class. Students who miss semester exams at the end of the second semester are expected to complete their exams during the second week of Summer School directly with the Director of Studies. It is the student's responsibility to coordinate a date and time to make up exams.

Any student who has outstanding financial obligations to Bishop Amat High School will need to obtain clearance from the Finance Office prior to taking Part B of final exams. Once financial clearance has been obtained, instructions will be given to the student on how to make-up Part B. All outstanding financial obligations must be cleared before the beginning of the next academic year.

GRADE REPORTS

Progress Reports and Report Cards

The school issues two progress reports and one report card each semester. Progress reports are available online and semester report cards are mailed home to all families, as well as available online. These reports include

grades and comments on conduct and academic performance. Attendance records are also included on semester report cards. Progress report cards issued in the 7th and 14th weeks of the semester will reflect the student's progress in the class to-date. Low grades on the 14th week reports are indicators that a student might fail and credit may not be earned at the semester. At the end of the semester, the report card will reflect the final letter grade. Only the final semester grades appear on the student's transcripts.

Online Parent Portal

Parents may monitor the progress of their student's grades, assignments, and attendance via the Parent Portal which can be found on our school's website. Access codes will be distributed to parents of freshmen and new students in the student schedule packets distributed starting in late July. During the year, parent codes are available through the school Registrar.

Please refer to the "Parent Portal User Guide" in the Lancer Life as it describes the step by step process to view grades, daily attendance, access online progress reports, as well as other features related to being an Amat parent. After each grading period, parents may select from the "grades" tab "Progress/Student Report Card" to view final grades.

The Parent Portal will be closed at the end of each semester from the first day of exams to the day report cards are available online and mailed. For questions about individual grades, contact the teachers directly through their faculty email addresses. For each faculty member, the email address consists of the first initial of the teacher's first name, followed by the last name @bishopamat.org. For questions about the grading and report processes, please call the Assistant Principal, Academics.

REPORT CARD COMMENTS

Academic Comments

- 1 Overall outstanding student
- 2 Student is well prepared
- 3 Outstanding effort
- 4 Good effort
- 5 Unsatisfactory effort
- 6 Outstanding participation
- 7 Good participation
- 8 Unsatisfactory participation
- 9 Too frequently absent
- 10 Some assignments not completed on time
- 11 Student fails to make up work when absent
- 12 Fails to complete assignments regularly
- 13 Poor project/essay grade
- 14 Project not completed on time
- 15 Low quiz/test grades
- 16 Poor midterm/ final exam grade
- 17 Inconsistent quality of work
- 18 Student is often inattentive
- 19 Fails to bring required items to class
- 20 Student does not seek help
- 21 Student is working below ability
- 22 Parent contact teacher
- 23 Student has improved in this class

Conduct Comments

- G The student's classroom conduct/citizenship habits are GOOD
- C The student sometimes needs CORRECTION
- N The conduct/citizenship habits of the student NEED IMPROVEMENT
- U The conduct/citizenship habits of this student are UNSATISFACTORY

Teacher Conferences

Families are given the opportunity to meet briefly with teachers after the 7th week Progress Report in the first semester. After the 7th week Progress Report in the second semester, teachers will contact the parents of students who are not on track to successfully complete their class. Parents are encouraged to contact the teachers by email to request an

appointment, as needed. Teachers remain on campus until 3:30 p.m. for such purposes. Appointments outside of school hours must be at a time convenient to both parties. Parents are expected to make arrangements with a teacher before coming to campus and to check in at the main office upon arrival.

ACADEMIC HONORS

Honor Roll

A semester Honor Roll is published to provide recognition to students for superior academic achievement. The Honor Roll is based on the official GPA of the school and takes into account weighted, as well as regular classes. First Honors is given to students who earn a GPA of 3.5 or higher. Second Honors is given to students who earn a GPA of 3.00-3.49.

Academic Awards Assemblies

Bishop Amat High School strongly believes in giving recognition to students who demonstrate academic excellence in various disciplines. Each year, academic awards are presented during class assemblies held just prior to the close of the academic year. A special evening assembly is held for seniors. In some cases, students must submit required documentation by specific deadlines in order to be recognized at the assemblies.

Graduation with Honors

At graduation, honors are conferred on any student who has earned a cumulative GPA of 3.0. Specific awards include:

- **Gold Medal**
Students will be eligible to wear the Gold Medal if they graduate with First Honors by earning a cumulative GPA of 4.0 or higher.
- **Bronze Medal**
Students will be eligible to wear the Bronze Medal if they graduate with First Honors by earning a cumulative GPA 3.5-3.99.
- **Second Honors Certificate**
Certificates will be presented at the Senior Awards Assembly to students who graduate with Second Honors by earning a cumulative GPA of 3.0-3.49.

Distinguished Scholars Program

The Distinguished Scholars Program celebrates the achievements of students who challenge themselves academically through the successful completion of a rigorous schedule of coursework in the school's Advanced Placement and/or International Baccalaureate programs. Students must fulfill all academic, attendance, and extended Christian Service requirements in order to be recognized as a Distinguished Scholar upon graduation.

Requirements for Distinguished Scholar recognition at graduation include:

Academic Requirements

The student must have maintained a cumulative GPA of 3.5 or higher, having selected one of the following academic options:

1. International Baccalaureate Option - achievement of the IB Diploma Program Candidate status by the IBO
2. Hybrid Option - successful completion of at least six AP and/or IB courses (including taking all required exams)

*Diploma Candidates who miss an exam, fail to complete an internal assessment or otherwise neglect requirements of the program will not achieve Distinguished Scholar status.

Attendance Requirement - The student must maintain a 90% attendance rate in all courses.

Christian Service Requirement - The student must complete a minimum of 120 service hours by April of the senior year.

Students seeking more information regarding program specifics should contact their academic counselor.

Valedictorian and Salutatorian

The criteria for the selection of the Valedictorian and Salutatorian include:

1. Sound character as defined by the Gospels
2. A record of service to the Bishop Amat High School Family during the student's high school career
3. Noteworthy academic achievement
4. Ability to compose and deliver a speech
5. Acceptable conduct record (no serious disciplinary violations)

The process for the selection of the Valedictorian and Salutatorian is as follows:

1. During the second semester, the list of the seniors with a GPA of 4.25 or above will be distributed to the faculty.
2. These seniors will be invited to apply for the positions by completing an application questionnaire which will address, in particular, the areas covered by the election criteria.
3. The application questionnaire will be made available to the faculty who will be invited to recommend superior applicants. Four applicants will be selected.
4. Each of the four students will be invited to deliver a three minute speech before a panel of faculty judges. The judges' comment sheets will be submitted to the Principal.
5. All of the faculty will be invited to comment, in writing, on any of the finalists.
6. Using the criteria for selection, the Principal will select the Valedictorian and Salutatorian based on the results of the speaking process, the student applications and the input of the faculty.
7. The Valedictorian and Salutatorian will speak at the graduation ceremony.
8. The runners-up candidates will be invited to speak at the Senior Awards Assembly.

SCHOLARSHIP ORGANIZATIONS

California Scholarship Federation

The purpose of the California Scholarship Federation (CSF) is to foster higher standards of scholarship, citizenship, and service. Membership is open to students in the 10th, 11th, and 12th grades. There are two kinds of membership: active and inactive.

In order to foster high standards of scholarship, eligibility is based on attributes defined by an academic point system (A=3; B=1, or A=4; B=2 if an honors class, for up to two honors classes). The total number of points earned must be at least 10 based on a maximum of five classes with an emphasis on UC "A to G" list. A "D" or "F" grade, or poor reports of citizenship, disqualify the student.

Applicants who make the grade and citizenship requirements are considered inactive members. Although service is not a requirement for eligibility, service is highly recommended and is an additional requirement for consideration as an active member. To meet the service requirement for active membership, the student must provide three hours of tutoring service each semester through the school's tutoring program. In addition, active members must participate in the organization's meetings and activities.

Applications are accepted during the first three weeks of the semester. Students must reapply each semester that they are eligible. Four semesters of membership, including one semester using senior grades, are required in order to graduate as a CSF Sealbearer. All Sealbearers will receive certificates of membership and the CSF Chapter Seal will be affixed to their diploma. Seal Bearers who have been active members for at least four semesters will wear a gold cord at graduation.

National Honor Society

The National Honor Society (NHS) is a national organization. Membership in NHS at Bishop Amat Memorial High School is an honor recognizing students who demonstrate excellence in scholarship, service, leadership, and character.

Students in the 10th, 11th, and 12th grades who maintain a 3.00 cumulative GPA are eligible to receive an invitation to seek membership in the NHS. To remain in good standing, members must maintain a minimum cumulative GPA of 3.0, complete 30 approved service hours annually, participate in the chapter's yearly service project, and attend bimonthly meetings. Members must also pay yearly dues of \$15 on time, as set by the advisor.

Students are expected to model outstanding character and leadership both in and out of school. Failure to meet academic, behavioral, or participation requirements may result in probation or dismissal, at the discretion of the Faculty Council and chapter advisor.

Members who fall short of expectations will be given written notice and an opportunity to improve. If no improvement is shown within the designated period, membership may be revoked.

Meetings are held once every other month, with additional meetings or events scheduled, as needed. Attendance is mandatory, and excessive unexcused absences may impact standing.

These expectations align with the national NHS constitution and are designed to support students in their academic and personal growth.

Students who maintain continuous membership for four semesters will graduate as NHS Graduate Members signified by wearing a blue and gold cord at graduation. Students who maintain continuous membership for six semesters will graduate with cords and will have the NHS Seal affixed to their diplomas. Senior students who are members in good standing are also eligible to apply for special NHS scholarships.

GENERAL INSTRUCTIONAL INFORMATION

Textbook Purchases

Bishop Amat utilizes an [Amazon Storefront](#) to assist families in purchasing course textbooks.

Bishop Amat does not condone or support parents purchasing teacher editions of textbooks for their students to use as an educational resource. As such, any student who is observed using a teacher edition of any textbook on campus will have his/her book confiscated and held indefinitely. Parents are responsible for ensuring that their students have all appropriate course materials, which includes the designated student edition of the required textbook.

Controversial Issues

Those topics of a religious, moral, social-political or scientific nature which have definite, but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered to be controversial. As a Catholic school, we are committed to the teachings of the Church in matters of faith and morals. We are not free to accept or reject these teachings. However, with issues that are not in violation of those principles, teachers will handle controversial matters in a manner suited to the range of knowledge, maturity and competence of the students and will deal with conflict issues as impartially and as objectively as possible. Parents who have concerns about the handling of such issues should discuss those concerns with the teacher. If, after talking with the teacher, the parent continues to be concerned, the Concern Review Process (pg. 39), Academic Area, should be followed.

Field Trips

Field trips must be educational in nature and related to the curriculum and content of the course of study. The school has established definite

guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of the parents to incur costs, the financial impact of the trip on other school fund-raising activities, and class work missed by the students. Overnight trips must have a clear educational purpose and require additional student insurance available from the Archdiocese. Permission, in writing, must be obtained from a parent or guardian before a student can participate. The school reserves the right to prohibit a student from attending a field trip for academic, attendance, disciplinary, or financial reasons.

Library

The Brutocao Library is a space for students to study, collaborate, and receive peer-tutoring. The library is generally open for student use before school and after school. The library is also available for teachers to reserve ahead of time to conduct their classes, if needed.

Student Records

Parents of currently enrolled or former students have an absolute right of access to any and all student records related to their children which are maintained by school districts or private schools. (Family Rights and Privacy Act, 1974).

By definition, "parent" means a natural parent, an adoptive parent, or a legal guardian. Under federal law, this can include an individual acting as a parent of the student in the absence of a natural parent or guardian.

"Access" means a personal inspection and review of a record or an accurate copy of a record, receipt of an accurate copy of a record, an oral description or communication of a record, or an accurate copy of a record and a request to release a copy of any record.

In cases of a legal separation and/or divorce, California state law gives only the custodial parent the right:

- a. to consent to the release of records (unless both parents have notified the school in writing of a mutual agreement to permit either parent to authorize release.)
- b. to challenge the content of records.
- c. to write responses to information regarding disciplinary action to be included in the record. The non-custodial parent has all the other rights of a parent.

Summer School

Summer School is open for enrollment to students attending Bishop Amat High School, as well as other Catholic high schools and public high schools. Summer School provides 60 hours of classroom instruction for each five credit course. If a student enrolls in Summer School, parents should **not** make travel plans which will interfere with attendance as students are only allowed three absences maximum during summer before credit is lost. No exceptions will be made.

Courses are offered for pre-ninth grade students to strengthen skills in English or Mathematics and are non-credit courses. Other enrichment and advancement courses are also available. Current students may select from make-up, elective, or advancement courses, as offered. Any student wishing to take enrichment college courses off campus during Summer School must obtain permission in person via a meeting with the Assistant Principal, Academics and the parent(s) of the student prior to registering in the class. Permission may only be granted under special circumstances, typically, because the class is not offered during summer school at Amat. Additionally, there is a \$50 processing fee to update the student's transcript. College courses taken for placement in advanced mathematics courses may be taken. Adult Education, ROP and other kinds of courses are not transferable for Bishop Amat credit. (see pg. 13)

Transcripts

Requests for the release of transcripts must be made through Parchment at least 3-5 business days in advance. A transcript will be sent upon request to any school or employer. There is a \$6 charge for each official transcript requested. Counselors and the Registrar cannot release transcripts to students; Parchment must be used. A historical list of classes and grades for each student can be located through the Student and Parents Portals.



Mrs. Monica Leon
Registrar

Any errors in the transcript should be brought to the attention of the Registrar immediately. Parents have a right to check their child's permanent, cumulative file located in the Registrar's Office. Arrangements for such a

review should be made in advance, and the file must be reviewed in the presence of an administrator. Requests should be made in person or by email.

Transfer of Academic Records

A student who withdraws from Bishop Amat will have an official copy of his/her transcript released directly to another school only upon the written request of the parent or upon written notification of enrollment from the student's new school. Parents are expected to notify the student's counselor or the Registrar in writing if the student will not be returning to the school at the end of the semester or is not re-registering for the following year. Requests must be made in person or by mail. Transcripts may be withheld if financial obligations are not met. Students who have not taken Part B of final exams will receive an "Incomplete" grade on the semester report card and official transcript. An "I" is a valid grade.

For a student transferring before the end of a semester, a record of completed credits from previous semesters is noted on the academic transcript. Grades at the time of withdrawal are not valid for inclusion on the official transcript. Parents who elect to withdraw their student from the school prior to the conclusion of a semester should refer to the withdrawal policies delineated on page 10 of Lancer Life.

TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school does not assist parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

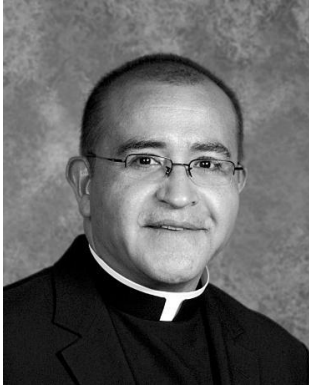
A school may arrange with independent contractors or entities, who are not teachers or staff at the school, to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises, and insurance. All tutors and entities must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Peer Tutoring Services

Bishop Amat High School provides a peer tutoring service sponsored by Honor Societies at no cost. This program is conducted five days a week before school and after school. Students seeking assistance with their homework or in need of tutoring in a particular subject should report to tutoring on the days and times scheduled. In addition, most teachers provide tutoring on a scheduled basis after school. Students are encouraged to actively seek assistance when needed.



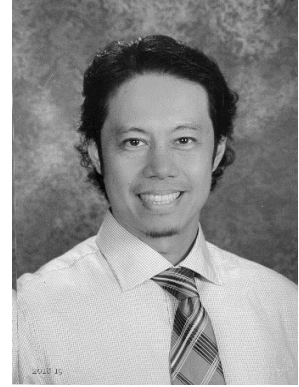
CAMPUS MINISTRY AND CHRISTIAN SERVICE



Fr. John Montejano
Campus Chaplain



Mr. Michael Reynaga
Campus Minister



Mr. Bernie Kasilag
Christian Service Moderator

Bishop Amat High School seeks to form a community of faith-filled disciples committed to Christian truth based on the teachings of the Roman Catholic Church. The mission of Bishop Amat's Campus Ministry Program is fourfold:

- To foster a faith community among the students, faculty, and staff regardless of religious affiliation.
- To foster and encourage a personal relationship with Christ through the Sacraments of the Eucharist and Reconciliation that moves them to embrace the commitment to love, serve, and proclaim the Good News.
- To foster and encourage a devotion to the Blessed Mother.
- To support and encourage the pastoral, spiritual, and moral development of the Amat family.

Campus Ministry continues the mission and message of Jesus by creating opportunities for students to experience daily living in a faith community and to develop a faith commitment and a desire to serve others. To achieve these goals, Campus Ministry offers the following services:

Liturgical Celebrations

- Mass is offered weekly in our school chapel (Tuesday/Thursday morning and Wednesday at lunch)
- Monthly school-wide Mass
- School-wide Adoration of the Blessed Sacrament

Prayer Life

- Each day begins with a school-wide prayer
- Each class begins with a prayer
- Each afternoon starts with a school-wide prayer after lunch

Sacrament of Reconciliation

- Advent and Lenten Penance Services
- Bi-weekly during lunch in the Chapel
- By appointment

Class Retreats

- Seniors: Kairos Retreats
- Juniors: Emmaus Retreats
- Sophomores: Caritas Retreat
- Freshmen: One Full Day Retreat

Spiritual Counseling

Spiritual counseling is available through the Offices of the Campus Minister and Chaplain.

Community Support - Funerals

A death in the family is a time of grief for the Bishop Amat community. Should there be a death in the immediate family of a student, the school encourages the student's religion class and teacher to attend the funeral services as a means of lending support and sympathy. Parental permission for each student is arranged in advance. All other students who wish to attend the funeral are required to bring a parental note specifying when they are to leave and to return to school.

Bishop Amat Christian Service Program

A. Christian Service

Each year, students will complete at least 20 hours of Christian Service. In order to receive credit for the service, students must fulfill all the requirements, responsibilities, and commitments of a volunteer to the satisfaction of their supervisor/teacher. Students may count service done over the previous summer, as long as verification can be obtained. An organization must be approved by the Christian Service Moderator BEFORE students may complete their service. Only one of a student's yearly services may be *indirect service (see below).

Students need to complete at least 3 hours of service from each of the following categories:

1. **Bishop Amat School Community Service** - Students will be involved in service that takes place at Bishop Amat or through programs offered by Christian Service. The Community Service Project may also be completed through a club project or athletic team project.
2. **Faith Based Community Service** - Students will be involved in service that takes place through their own faith community, a neighboring faith community, or a faith-based institution or school.
3. **Community Based Service** - Students will be involved in service that reaches out to the local community.

B. Stewardship

Students are asked to participate in one of the various school-wide drives. How much students give is up to them. We only ask that they contribute to the drives.

C. Daily Christian Service

Being a disciple of Christ is not a weekly or occasional practice; rather it is a way of life. In fact, the earliest name given to Christians was "People of the Way." Early Christians often went against the grain of society, especially in their generous treatment of those in

need of help. Christian Service is more than just a requirement to be checked off; it is a daily calling. In order to help the students reflect on this, we ask that students select one of the Corporal Works of Mercy and one of the Spiritual Works of Mercy to focus on during the school year. At the end of the year, we will ask the students to reflect on their experience living out the Works of Mercy that they selected.

D. Reflection

For each service completed, the student is expected to write a reflection on his/her experience. This is found on the back of the verification sheet.

***Indirect Service Description:**

- Any form of fund-raising activity in which the student did not create, organize, implement and supervise the fund-raiser and directly interact with the organization receiving the funds.
- Any material contribution to the collecting of goods for any of the above organizations that does not include distribution of the goods to those for whom they were intended.
- Letter-writing as advocacy
- Clerical work - filing, data entry, returning books to a bookshelf, folding flyers for a mailing

Activities that are NEVER considered for direct or indirect service hours:

- Work done at for-profit businesses
- Attendance at a conference in which there is no implementation of skills/knowledge accrued in some sort of community-based project with a nonprofit organization
- Baby-sitting for relatives and family friends
- Activities in which there was some sort of trade off or payment
- Activities in which a parent, relative or student is the only supervisor
- All forms of duty within a family and/or extended family
- Political activity (Unless it is expressly endorsed by the United States Catholic Conference of Bishops)

Recording Service

Students must fill out a Service Verification Form with a signature from their supervisor. Forms are available through the Bishop Amat website and outside the Christian Service office. These sheets will be collected in April by the student’s Small Faith Community Faculty Advisor.

Students are required to log their service hours on their Student Portal. For the hours to be credited, entries must be supported with legitimate paperwork with a clear verifiable signature and contact information. Students will periodically turn in their paperwork to their respective faculty adviser. Students will agree to the HONOR CODE prompt before submitting their entry.

Students who are current with their yearly service requirements and are able to render 50+ hours of verified Christian service per year will be recognized for this special achievement.

Unfiled Service Hours

Students who fail to complete the yearly 20-hour Christian Service requirement will have the opportunity to enroll in the Summer School Christian Service class. Summer School tuition and fees will apply.

Family Ministry

The church has long taught that parents are the first catechists of their children. The home is referred to as the domestic church because it is where each of us encounters God on a daily basis through our relationships, prayers, and activities. Bishop Amat recognizes our important partnership with the parents and guardians of our students, especially in the area of faith formation. In 2016, we established a Family Ministry to provide opportunities and resources for families, so that they may connect the faith formation experienced at school to their home life.



Ms. Nicole Pfister
Family Ministry
Coordinator

Opportunities and Resources:

- Family Ministry Assignments through Theology classes
- Family Evenings of Reflection
- Family centered Christian Service projects
- Family Mass
- Online resources for the Domestic Church

Please contact Ms. Nicole Pfister at npfister@bishopamat.org with questions or suggestions.



COUNSELING



Mrs. Eugenia Yrene
School Counselor



Mrs. Natalie Paredes
Mt. SAC Liaison
School Counselor



Mrs. Teresa George
School Counselor



Mrs. Patricia Hatfield
Director of Studies
School Counselor

Bishop Amat recognizes the many needs that young people have today. Growing up can be a challenging experience, and we are committed to helping students reach their academic potential and be prepared for life beyond high school. School counselors are available on campus throughout the day and after school. The counseling program fosters the values that enable our youth to understand themselves and others. We encourage our students to assume personal responsibility for their behavior as well as for their intellectual growth and development in keeping with their talents and abilities. School counselors make an effort to meet with all students at various times during the school year. Additional efforts are made if students are doing poorly at a grading period, to explain the registration process, to go over course selections, to find out what students' future plans are and to help with college applications. A student may request an appointment with his/her counselor, as needed. The offices are located in the 400 wing.

Counseling Services

The mission of Bishop Amat High School is education. We do not assume the responsibilities belonging to the family and to society. The role of the school is distinct from the role of other agencies, both the Church-sponsored and community-sponsored, which provide for mental and physical health and welfare. Teachers are not certified as counselors and refer concerns brought to their attention to the appropriate school counselor on campus. Our school counselors are experienced teachers with expertise in various specialized areas. The department offers guidance primarily in academics. In addition, school counselors can help students gain information about careers and colleges, scholarships, and financial aid for higher education.

Personal Counseling

At times, certain situations require the intervention of a professional social emotional counselor. This counselor meets with students on campus with permission given by the parents on the Consent to Treatment Form signed at the beginning of the school year. Any student or family wishing to have these services available to them may contact their student's school counselor directly. Parents and students may also be encouraged to consult other agencies of their own choice.

Guidance for College

Bishop Amat High School provides a comprehensive guidance program for college. It begins as the students meet with their respective school counselors each year for course selection. College information sessions for students and their parents are provided during the students' junior year. The College Counselor is also available to meet with students individually. Each year approximately forty colleges send representatives to the Bishop Amat campus during the school day to meet with prospective applicants. All students and their parents are invited annually to attend our College Night. On this occasion, representatives from over 70 college campuses all over the United States convene to advise students

and their parents about specific programs and admissions requirements. It is wise to begin college planning early so we welcome students from all grade levels and their parents to attend this helpful and informative evening. Comprehensive college information is available on the school's website under Academics.

College/Career Center

The College/Career Center offers many programs in college and career guidance for students. Up-to-date materials acquaint the student with requirements and opportunities available in many different occupations. College catalogs, brochures, computer programs, and information about businesses, careers in the military, and various professions are available to help students make informed choices as they plan for the future.



In addition to the regular counseling program, juniors participate in Career Week where they have many opportunities to speak to, and ask questions of, people in a large variety of careers and professions.

Inclusion Program

The mission of the Bishop Amat Inclusion Program is to support the learning of all students as well as appropriately address the needs of students with specific learning needs. Students with learning difficulties can have a disability identified through comprehensive testing provided by the public school district, with support from a Learning Specialist or private testing providers.



Mr. Jeff Tintle
STEP Coordinator
Athletic Counselor

As a Catholic school, our motive is to provide a more inclusive opportunity for a wider range of students to access a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP).

Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should reach out to the student's teacher and our STEP Coordinator to initiate the STEP process. Parents or guardians who

would like information regarding steps for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the Principal.

The Inclusion Program seeks to work with parents, students, and teachers to create an educational plan that is appropriate for a student who has been identified with a need for academic support. The program puts in place appropriate minor adjustments to facilitate learning in the school's college preparatory environment. Minor educational adjustments are based upon the student's testing-identified needs. Documentation to verify a request for academic support must include a battery of tests completed by a licensed practitioner.

The Inclusion Program at Bishop Amat, in accordance with the philosophy of the school, regards the parent as the primary educator. Parents are asked to keep in mind that they are expected to follow through at home by checking their student's progress via the Parent Portal, checking for homework completion at home, providing a quiet study area, and keeping in contact with both the Learning Specialist and their child's teachers. A student's potential success in the Inclusion Program requires both parent and student commitment.

The Inclusion Program is based in the Learning Resource Center (LRC) located in the 400 Wing. The LRC provides educational endeavors of an environment for distraction free testing along with additional testing time, as needed. The LRC is staffed with a STEP Coordinator who provides academic support and checks in with students who utilize the program to monitor their success. The STEP Coordinator is a resource for parents, students, and teachers who have questions regarding educational testing or academic support in general.

The goal of the Inclusion Program is to build self-esteem and self-advocacy skills in the student as well as foster academic success in the school's college preparatory environment.

Athletic-Academic Counseling

The primary focus of the Athletic-Academic counselor is to help those student-athletes who see college athletics as a goal beyond the high school level. The counselor will meet and discuss with student-athletes the different aspects of college athletics including the academic requirements, the various levels of competition, the recruiting process, financial aid and scholarships, navigation of the NCAA & NAIA eligibility centers, and other numerous scenarios that arise when dealing with this process.

REQUIREMENTS FOR COLLEGES AND UNIVERSITIES

Bishop Amat graduation requirements are approximately the same or exceed the entrance requirements of most colleges and universities.

University of California

The nine campuses of the University of California select academically qualified students for education in a liberal arts field and in preparatory courses in pre-professional fields such as medicine, law, science, teaching, business administration, etc. They also provide advanced or graduate study in these fields. Applications should be completed on-line and must be submitted by December 1.

Students should understand that admission to the University of California system is extremely competitive and some campuses are more selective than others. Students interested in the UC system should not limit their applications to only the most selective campuses.

Bishop Amat graduates applying for admission have had the opportunity to meet or exceed the following University of California requirements:

1. High school diploma
2. Subject requirements
 - a. Social Studies 20 Credits
World History, U.S. History/Government
 - b. English 40 Credits
 - c. Mathematics 30 Credits
(40 credits recommended)
Algebra I, Geometry, Algebra II
 - d. Lab Science 20 Credits
(30 credits recommended)
Biology, Chemistry
 - e. World Languages 20 Credits
Must be in the same language
(30 Credits Recommended)
 - f. Visual and Performing Arts (Full year course) 10 Credits
 - g. Electives 10 Credits
Must be chosen from at least one of the following areas:
English, Advanced Math, Lab Science, World Language,
Social Science, Visual and Performing Arts.

*An average grade of A or B is expected in the subjects listed above. No D or F grades will be accepted.

California State Universities

The California State University has over twenty campuses in the system. Each campus has its own unique geographic and curricular character. All emphasize the liberal arts or sciences and offer teacher education and a wide variety of professional studies. Applications should be completed on-line and should be submitted by November 30.

The California State University requires the following:

1. High school diploma
2. Subject requirements
 - a. Social Studies 20 Credits
U.S. History/Government, other UC approved "a - g" courses
 - b. English 40 Credits
 - c. Mathematics 30 Credits
(40 credits recommended)
Algebra 1, Geometry, Algebra II
 - d. Lab Science 20 Credits
Biology, Chemistry
(30 credits recommended)
 - e. World Languages 20 Credits
Must be in the same language
(30 credits recommended)
 - f. Visual and Performing Arts - Full Year Course 10 Credits
 - g. Electives 10 Credits
Electives must be college preparatory courses from the following fields: English, Advanced Math, Lab Science, World Language, Social Science, and Visual and Performing Arts.

An average grade of "B" is expected in the subjects listed above. No "D" or "F" grades will be accepted.

Students planning to major in Mathematics, Engineering, Science, and Science-related fields should complete four years of college preparatory work in Mathematics and Science.

Private Universities and Colleges

Private colleges differ in entrance and testing requirements, as well as application dates. Students should check the website for each college in which they are interested and/or see the College Counselor for more complete information. Students must secure their own applications and seek their own recommendations.

Protocol for Letters of Recommendation

The college application process often necessitates requests by students for academic and/or personal recommendations. When a student must approach a teacher, counselor, or administrator to ask for a recommendation, he/she should adhere to the following guidelines which are also listed on the school website under Academics:

1. Ask those people who know you well enough to write a good recommendation for you.
2. Be prepared to give each person you ask a completed copy of your Bishop Amat Senior Résumé. The more thorough and in depth the student's input, the better the recommendation.
3. Allow approximately two weeks, not including vacation time, from the time that you make your request for the writer to follow through. When you do not allow the writer sufficient time, he/she finds that the final result is hurried and is often a mediocre letter. This could mean that your chances for admission or scholarship are lessened.

Guidance for Financial Aid

Counselors are well versed in the procedures and forms necessary in applying for financial aid at the various colleges and universities. Financial aid is available at two- and four-year colleges in the form of scholarships, grants, loans, and work-study programs. Each college's financial aid website discloses programs which are available. Most financial aid is based on financial need, which is determined from information given on the Free Application for Federal Student Aid (FAFSA). Some private colleges also require the CSS PROFILE form to be completed before a student's aid can be determined.

The FAFSA is available in October. Every November, the Counseling Department hosts a FAFSA workshop to assist parents with the completion of the application. It must be submitted no later than March 2 for seniors attending UC, CSU, and California Community College (CCC) in the fall. Most other schools may have earlier deadlines.

Information given on the FAFSA (and CSS PROFILE if necessary) is put into a formula from which a family contribution to a student's education is estimated. This amount is subtracted from the college's estimated cost of attendance and the difference is the amount of financial aid for which the student is eligible. In addition to determining financial need for college-funded aid, the information on the FAFSA is used to determine a student's eligibility for Federal PELL Grant, Supplemental Education Opportunity Grant, College Work Study, and Cal Grants A, B, and C.

Once a student's eligibility for aid is established, a financial aid package is put together by the college which includes the federal as well as the state aid for which the student is eligible. The balance of the financial need, if any, is then offered by the individual college. A student should expect to receive a combination of grants (free money), loans, and work-study in his/her financial aid package. Because public colleges and

universities (UC's, Cal States, Community Colleges) cost less in terms of tuition, a student will not receive as much grant financial aid.

A student attending a private school may need more financial aid to cover the cost of education and should be aware that a portion of the higher aid will be in the form of educational loans which must be repaid after graduation.

Guidance for Scholarships

Private scholarships are available at the local, state, and national levels, giving partial or complete financial assistance for higher studies. Seniors are informed about scholarships that are available through morning announcements and posted information. Information on outside scholarships is also available online. Parents should also be aware of scholarship scams that often appear in mailings. Please consult the College Counselor if you have questions about this. Scholarships may be based on merit alone or a combination of merit and financial need. They are offered by corporations, labor unions, fraternal organizations, banks, and educational foundations. Students are encouraged to maintain a high record of academic achievement, and extra-curricular and service involvement to meet the requirements of special scholarships. Spring workshops, hosted by the College Counselor, are posted on our school calendar.

Guidance Through a Planned Testing Program

Incoming freshmen are given the High School Placement Test (HSPT) before acceptance into Bishop Amat High School. This exam helps place students in classes where they will experience the greatest success.

All freshmen, sophomores and juniors sit for the STAR assessments in Language Arts and Math three times a year.

Freshmen, Sophomores, and Juniors take the Preliminary Scholastic Aptitude Test (PSAT/NMSQT) in October as preparation for the tests required to enter college. For juniors, results are also used to determine relative strengths and weaknesses in competition for college as well as for the National Merit Scholarship Program.

Seniors who are planning to apply for admission to a four-year college may take either the SAT and/or the ACT at the end of their junior year and/or at the beginning of their senior year. The SAT and/or ACT is no longer used by the UC and Cal State systems as a tool for admission. Please check the websites for all potential colleges and universities of interest to determine if the tests are used for admission purposes. Students register for these exams online.

Work Permits

Under California law, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, a cumulative GPA of 2.5 and other specific information is required from the student's school. The minor student, after obtaining a promise of employment, must obtain a "Request for Work Permit." Work permit requests and information can be obtained on campus by speaking to their own school counselor. Additionally, information regarding work permits and how to apply is available from the California Department of Education (<http://www.cde.ca.gov>)

ATTENDANCE

REQUIREMENTS

Students are expected to have regular and prompt attendance in class. Missing more than 40 minutes of an 80-minute class (or half the period for a shorter class) constitutes an absence. While being present at school every day is very important, we recognize that there are instances where an absence is necessary and even expected (i.e. illness, death in the family, emergencies, etc.). Such instances should supersede any efforts to be in school every day.

A student who **exceeds** 15 absences in a class will automatically lose academic credit regardless of the grade or reason(s) for the absence(s). When a student reaches over five absences in a class for any reason (verified, unverified, truancy, or suspension) during a semester, parent contact may be made by the school counselor to review the school policy on absences and to review a plan for the student to successfully complete the semester.

Parents will receive a daily attendance notification from the Attendance Office alerting them to their student's absence or tardiness to class. Parents will be directed to the Parent Portal to check for the specific class(es) in which the student was marked absent or tardy. **A signed absent note from a parent/guardian is required to clear an absence as verified.**

Types of Absences

1. Verified Absences:

- valid illness
- medical, dental, orthodontic, optometry or lab appointment
- legal or court appearance (*see note below*)
- attendance at funeral services
- approved school sponsored activities (field trip, athletic competition, retreat, etc.)

2. Unverified absences:

- any absence for an acceptable reason (as listed above) in which the parent/guardian has failed to notify the school and has not provided a signed note for the student's attendance file, as required

3. Truancy:

Truancy is defined as an unverified absence from school without the knowledge and consent of **both** the parents and the school, either for a whole day, part of a day, or part of a class period.

4. Authorized Family Absence:

Authorized family absences are those absences that have been pre-arranged through, and approved by, the Vice Principal. These absences are counted towards the student's allowable 15 absences and will be included in the total absence count if a loss of credit situation should arise.

Note: A mandated and verified court appointment is not counted as an absence provided the student presents an official statement from the court noting the time and length of the appointment upon return to school.

ATTENDANCE PROCEDURES

Arriving at School After an Absence

When a student returns to school after an absence, the parent/guardian **must provide a signed note** * with the following information to clear the absence as verified:

- name of student and ID number
- date(s) of absence

- reason for absence
 - parent signature and contact number
- *An official note provided by a doctor, dentist or medical office will also suffice.*

Signed notes can be dropped off at the Attendance Office by the student or it can be scanned and emailed to: attendance@bishopamat.org by the parent.

When a parent signed note is received by office personnel, the absence will be cleared as "verified."

If a note is not provided, office personnel will follow up with the parent. Until then, the absence will remain "unverified."

Note: Approved school sponsored activities (field trip, athletic competition, retreat, etc.) do NOT require a signed parent note for verification.

Arriving at School After the Start of a School Day

Students arriving on campus any time after the start of the school day MUST check in at the Attendance office. It is imperative that the student check in at the Attendance Office when arriving to school after the start of the school day whether or not the student has a signed note. Failure to do so may result in disciplinary consequences.

Early Dismissals

No student is ever allowed to leave campus during school hours without specific permission obtained, in advance, through the Attendance Office.

When a student is expected to leave class early due to a pre-arranged appointment, the parent must call the Attendance Office, send an email with a parent signature (attendance@bishopamat.org) or send a signed note with their student to drop off at the Attendance Office in the morning.

Parents must submit a signed early dismissal request with the following information: name of student, ID number, date of early dismissal from class, reason for early dismissal, parent signature and parent contact number.

Early dismissal requests will be processed during the first block of the day and students may pick up their Early Dismissal slip from the office at break or lunch. Requests made directly by parents/guardians later in the day will be processed, however, please note the following:

- Once students are dismissed to a scheduled break, lunch or assembly (Mass, rallies, etc.), students **cannot** be pulled for an Early Dismissal
- On special activity/picnic days, Early Dismissal requests will **not** be approved or processed unless the parent/legal guardian comes to campus to personally make the request. This includes the parent/legal guardian of any student-driver. Phone call or email requests will not be accepted either. There will be no exceptions.
- Only a parent/guardian can authorize their student to leave campus early. A person designated as someone who can pick up a student in an emergency is not authorized to pull the student from school without the express permission of the parent first.

Athletic Early Dismissals

Classroom teachers are provided with an electronic listing of athletic teams, team rosters, game days, and dismissal times for each season. Team members are automatically released from class for games

according to these listings. Parent notes are not required for athletic dismissals due to competitions.

Tardiness

It is very important for students to arrive at school and to each class on time. The habit of arriving late can become a life-long problem so it is imperative for parents and students to establish a routine that will ensure timeliness.

Students who arrive at school after 8:10 am are considered tardy and must report to the Attendance Office to check-in.

Students who miss more than half of the first block are considered absent (not tardy) and must submit an absent note. If a note is not turned in at check-in, parent contact will be made.

Tardy Detentions

Students are required to be in class on time. A student who is tardy to any period/class is required to serve a 15-minute detention for **each** tardy **on the same day** the student is late. Students who fail to appear for afternoon detention will receive a dean's detention on a subsequent day.

As a courtesy, students will receive a detention reminder during the last block of the school day. It is the student's responsibility to report to detention when he/she is tardy regardless of whether or not the reminder was delivered. Students who are playing in afternoon athletic games (not practices) or activity group competitions and performances may serve the subsequent day if the Dean is notified before the detention takes place.

A student who accumulates more than three tardies in any one class is also eligible for a teacher detention. If the student continues to be tardy after the teacher has assigned a detention, the teacher will refer the student to the Dean of Discipline. A student is liable for a dean's detention for every teacher referral submitted to the dean. Students who are habitually tardy may also face more severe disciplinary consequences.

Tardy Detention Exemptions

Students who are late due to family emergencies, lost items, faulty alarms, car problems, and similar situations will be accepted into school, however, they are **not** exempt from tardy detentions and are responsible for serving detention if they are tardy and/or receive a reminder notice. Individual exemptions for reasons other than those listed above may be made by the Vice Principal.

GENERAL ATTENDANCE-RELATED POLICIES

Make-Up Work

When absent, it is highly recommended that the student emails the teacher directly to inform him/her. As all assignments are posted on teachers' Google Classrooms, students should be able to access any work assigned on the day of the absence. Teachers are required to allow students with verified absences to make up all assignments and tests. Teachers are not required to provide make-up work for students with unverified absences.

Classwork and quizzes may be made up at the discretion of the teacher; however, at no time may a zero be given for a quiz or assignment that the student was not permitted to make up. Per school policy, students who are absent have as many days to make up work as they were absent from class. Additionally, students are expected to follow established make up policies provided by teachers in their course syllabus. In cases of extended absences, arrangements must be made with the school counselor. Any long-term assignments such as projects are due on the established due date, regardless of absence.

Students are expected to make arrangements with the teacher to make up tests missed due to an absence in a timely manner. A student who fails to take a test after repeated attempts by the teacher may receive a zero on the test, but only after the teacher has communicated with the parent about the possibility of receiving a zero for failing to take the exam.

Extended Absences due to Illness

When a student is expected to be absent for more than five days due to illness or hospitalization, the parent must contact their student's school counselor and notify the Attendance Office. The counselor will assist the parent in communicating and coordinating with the student's teachers.

Extended Absences due to Travel

Parents should not make travel plans that interfere with school attendance. If, however, a student must miss school due to family business, travel, etc., the parent must inform the Attendance Office ahead of time. These absences will be counted towards the student's allowable absences and will be included in the total absence count if a loss of credit situation should arise.

Parents requesting assignments prior to the planned absence should email the teachers directly; however, teachers are not required to make such provisions. If assignments are provided, students are expected to submit completed work upon their return to school.

Attendance at School Activity or Event

Any student who is absent from school for more than half the day on the day of a school activity or event (athletic contest, field trip, rehearsal, dance, practice, meetings, retreats, rally, picnic, etc.) may **not** attend or participate in that activity or event.

Infirmary

Students should use the Infirmary to get immediate help for a minor issue or to make arrangements to go home, if sick. Students should not use their personal cell phones to contact a parent. Instead, students should report to the Infirmary where the attendant will make parent contact. Students are not allowed to stay in the Infirmary for long periods of time. Students who are in the Infirmary during class time are considered absent from class. If the Infirmary is closed, students will report to the Attendance Office to contact their parent.

Students who leave campus due to illness must have an Early Dismissal slip obtained from the Attendance Office. The Early Dismissal slip is exchanged for a re-admit slip when the student returns to school.

Ditch Days

Ditch days are not allowed and are illegal, even if the parent gives permission for the student to miss school. Parents are expected to support the state and school regulations regarding ditch days by not signing absent notes for false illness or other situations to cover up participation in a ditch day.

Truancy

A student who is absent from school without a valid excuse for three full days or who is tardy/absent for more than a 30 minutes period during the school day or any combination thereof, is truant and shall be reported as such. In the event that the school suspects that a student is truant (absent from school/classes without a verified reason), the parent/guardian will be notified immediately and the student will be placed on Disciplinary Probation. If the school suspects that the student is habitually truant (absent three times in a school year, without a verified excuse) and all resources at the school level have been exhausted, the school will notify the local Child Welfare and Attendance authorities. Students who are habitually truant are subject to dismissal from the school.

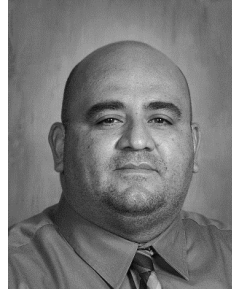
DISCIPLINE



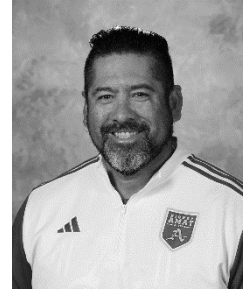
Mrs. Cindy Alonso
Freshmen/Junior Girls' Dean



Mrs. Jacqueline Rogers
Sophomore/Senior Girls' Dean



Mr. Jesus Hernandez
Freshmen/Junior Boys' Dean



Mr. Sean Koelle
Sophomore/Senior Boys' Dean

DISCIPLINE STATEMENT

The Bishop Amat system of school discipline embraces a commitment to the Gospel values and the goals expressed in our philosophy. We attempt, through our discipline program, to promote genuine growth of the individual, increase the individual's respect for duly constituted authority, foster the development of Gospel values within the individual, and provide a community atmosphere conducive to learning.

Disciplinary expectations are specified in the sections to follow in an attempt to prevent situations from occurring which are counterproductive to our goals. Should a student have difficulty meeting these expectations, we follow established disciplinary procedures. In following our procedures, we try to deal with all issues constructively through our policies, Deans, Counselors, and Disciplinary Review Board. We try to address the good of the student and the family, while considering the good of the school community.

At times the school may judge that a student can no longer remain at Bishop Amat because the presence of the student is not a positive force contributing to the good of the student or the good of the school. This decision would be made only after fair and impartial procedures have been followed. In the process of helping the student grow to maturity, the student may be asked to participate in counseling and/or enter a period of evaluation. Through this system of discipline, we hope to reach our underlying goals of helping students to master the internal forces of their personalities and encouraging self-direction so that they will become responsible and accountable members of the community.

Code of Christian Conduct Covering Students and Parents/Guardians

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

It shall be an express condition of enrollment that the students and parents/guardians shall 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 or procedures set forth in any student/parent handbook of the school.

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

Parents/guardians are expected to interact courteously and cooperatively with the school to assist students in meeting the academic, moral, and behavioral expectations of the school. Parents/guardians may not display disruptive behavior which interferes or threatens to interfere with the

operation of a classroom, office, office area, athletic event, campus facility or any other school-sponsored program or activity. Any threat to do actual bodily harm to an administrator, teacher, coach, staff member, security officer, fellow parent or student regardless of whether the behavior constitutes a criminal offense warrants immediate withdrawal of the family from the school.

Parents/guardians may respectfully express their concerns about school operations or personnel by following the protocol described on page 40 of this handbook. They may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. This includes the use of loud or offensive language, swearing/cursing, using profanities or displaying temper outside of Christian character in addition to sending abusing or threatening emails, phone messages or other written communications to any Bishop Amat High School employee, security personnel, or volunteer.

Parents/guardians are expected to model appropriate behavior by not utilizing social media platforms to post defamatory, offensive or derogatory comments regarding the school, administrators, teachers, coaches, staff members, security personnel, fellow parents, or students. Concerns expressed by a parent/guardian regarding school operations should be made via the appropriate channels described on page 40 of this handbook. In the event any parent or guardian is found to be posting libelous or defamatory comments on Facebook, Twitter, Instagram or other social media outlets, the school will expect that the student, parent or guardian remove such comments immediately as a condition of the student's continued enrollment. Additionally, the use by parents/guardians to publicly humiliate another by inappropriate social media postings, group texts, or online chat platforms will not be tolerated as per the school's discipline code.

Parents/guardians are to refrain from smoking (cigarettes, vape/juuling devices, legalized cannabis) and from consuming and/or being under the influence of alcohol or drugs while on campus. This includes while in attendance at extracurricular activities (i.e. athletic events, performance, etc.).

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians. However, the school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal from Bishop Amat.

DISCIPLINARY REGULATIONS

Automobiles/Parking Lot

Students who bring automobiles, motorcycles, or scooters to campus must be **fully licensed drivers**. They are responsible for following all Department of Motor Vehicle regulations regarding driving and

insurance. Driving is a privilege, not a right. Student violators of the vehicle code or laws that protect safety are subject to disciplinary action.

1. The student parking lot is on the west-side of the campus near the 400 and 500 wings and lunch area.
2. The Activities Director makes arrangements for the parking of student cars on campus in keeping with the regulations. Parking Permits are available to students per semester for a fee.
3. Students may park only in specified areas. Violation of these regulations will result in parking privileges being revoked. Parking fees will not be refunded.
4. All parking lots are **strictly off limits** during the school day. Students are **not** allowed to go to their cars during the school day or they will receive a Saturday Detention. Repeated violations may result in forfeiture of parking privileges and/or disciplinary probation. Parking fees will not be refunded.
5. The maximum speed limit on campus is 8 miles per hour. Driving unsafely on school property may result in forfeiture of parking privileges and/or disciplinary consequences. Parking fees will not be refunded.
6. Students who are illegally parked or fail to follow set regulations in the student parking lot may receive a Saturday Detention, have their parking privileges revoked and/or have their car towed at the owner's expense. Parking fees will not be refunded.
7. Students should never sit or loiter in their cars before or after school.
8. Students and parents are expected to follow directions given by the Security Officer at all times.
9. The school is not responsible for any theft, damage, or any valuables left in vehicles on school premises.

Food, Balloons and Flowers

The Main Office and the Attendance Office do not accept food, balloons, flowers or other items delivered to the school for any reason. These offices are very busy and are not staffed to take on this extra responsibility. On special event days like Valentine's Day or Yearbook Day, food deliveries will not be accepted either. As this is a closed campus, parents are not allowed to personally make deliveries, specifically food deliveries, to their student during the school day. In addition, students are not allowed to have food or beverages delivered to campus directly from any dining facility or any food delivery service (GrubHub, DoorDash, etc.). **Any deliveries attempting to be made will be denied.**

Before and After School Policies

In the morning, parents should drop students off at the street, keeping in mind all traffic regulations (no blocking of driveways, no parallel parking, stopping in any red zones, etc.). Drivers, including drivers of carpools, should never come into the faculty or student parking lots in the morning as it creates a traffic jam, as well as an unsafe situation.

Students are expected to remain on campus once they arrive in the morning, regardless of the time of arrival. Students may not leave campus to go to vehicles, local stores, fast food establishments, or the homes of friends who live nearby. Students who leave campus once they arrive, without proper authorization from school personnel, are subject to disciplinary action. This includes arriving at athletic practices/workouts scheduled before school.

After school, Bishop Amat students should leave campus right after the bell rings, if driving themselves, or as soon as their ride arrives unless they are attending a scheduled practice or activity. Students should not leave campus and then return later just to socialize with friends who are still at school. Students should never sit or loiter in their cars before or after school nor should students roam the campus. Instead, students waiting for a ride later in the day should wait by the covered lunch area. Vehicles are not admitted to the Student Parking Lot from 2:40 p.m. - 3:15 p.m. on regular school days due to the safety hazard that exists as

student drivers leave the lot and pedestrians cross the lot. Drivers, including carpool drivers, should pick up their students on the street. Vehicles may enter the parking lot **after** the Security Office removes the barricades after 3:15 p.m. All students who are waiting for rides after 3:10 p.m. on regular school days will be directed to wait in the lunch area of the school. Students should not wait in any school office for their ride, but should wait in the lunch area instead. This includes athletes and members of other after-school activity groups. Drivers, including carpool drivers, will be expected to pick up students in the lunch area after 3:15 p.m.

Any person who is allowed to enter the student parking lot to pick up a student should pick up the student and exit the lot. It should not be necessary to get out of the car. Any person entering the school grounds for business other than a scheduled game or other function should be entering and checking in through the Main Office.

Bicycles and Skateboards

Bicycles may be ridden to school; however, they are to be walked on campus at all times. They are not to be taken through the academic area of campus. Please keep bicycles LOCKED at the appropriate racks in the lunch area. Skateboards are not to be ridden on campus at any time. Skateboards in use are subject to confiscation.

Backpacks

All backpacks should be free of writing on the outside, except for the student name and the company label if there is one.

CHEATING

Cheating in any form, or dishonesty of any kind, is directly contrary to the philosophy of Bishop Amat High School. Doing another person's work deprives that person of the opportunity for learning and is, therefore, a form of injustice. A student should develop enough personal character to accept a lesser grade for work not done or learning not mastered, rather than to cheat and to expect another student to assist in such dishonesty. Each student is expected to be strong enough to refuse to assist a fellow student in cheating. The school interprets cheating to extend to loaning or copying of homework and other assignments, whether in or out of class, giving or receiving answers to quizzes, tests, or exams, or talking during testing. Additionally, direct and undocumented copying of copyrighted works (books, articles, Internet, etc.) or utilizing ChatGPT and similar tools represents a form of cheating known as plagiarism which is not only unethical, but illegal.

Cheating on homework and classwork assignments

All students involved will receive a "zero" grade on the assignment and will be reported to the Dean of Discipline. Students who repeatedly cheat on assignments may be placed on disciplinary probation.

Cheating on quizzes, tests, projects, examinations

This type of cheating includes the use of notes, the exchange of papers, sharing or copying of information through any method of technology, looking at another student's paper, or allowing another student to look at one's paper. Talking to another student or any other form of communication construed by the teacher as possible cheating behavior is also included. In such instances, both students will receive a "zero" on the assessment and will be reported to the Dean of Discipline who will assign detention to both students. When an incident of cheating occurs in the case of a midterm or semester examination, students will be placed on disciplinary probation in addition to receiving a zero on the exam. Students placed on disciplinary probation due to cheating may have to forfeit their membership in NHS.

Theft, purchase, or receipt of a quiz, test, project, examination

As this represents a major violation of the school's discipline code, students involved in such activities are liable for immediate dismissal from the school.

Classroom Behavior

The following classroom behavior is to be observed by students:

1. Upon entering a room for class, students are expected to proceed to their assigned desk and be seated.
2. Students are not allowed to sit in a classroom without the presence of a teacher. If a teacher does not show up when the bell rings, a student should either notify the Attendance Office or the teacher next door.
3. Articles on or near the teacher's desk are not to be touched without permission and are not to be used or read by the students without permission.
4. Students are required to bring their school-issued Chromebook, fully charged, as well as their charger, every day to class.
5. School furniture and equipment must be respected.
6. Books and backpacks should be stored beneath the desk, not in the aisle, on the desk, or in the student's lap.
7. Students are not permitted to write, pass, or read personal notes during class time.
8. Teachers may have individual classroom rules depending on the needs of their particular situations.
9. Students are to bring to each class the required materials needed to successfully complete the assigned work. Each student is required to have his/her own textbook. Students are not allowed to go to their lockers during class time.
10. Students are not permitted to work on assignments from other classes without the teacher's permission.
11. Students must have their cell phones off and in their backpacks at all times.

Corridor/Campus Behavior

The following guidelines are to be observed while in the corridors:

1. Students are **not** to loiter in corridors during break, lunch, before or after school.
2. A student who must leave the classroom during a class period for any reason will be issued a hall pass by the teacher who is responsible for him/her at that time. When the student returns, this pass is to be returned to the teacher. Any student, without a hall pass, who is found on the school grounds when he/she should be in class will be considered truant.
3. The Quad, Wings (classroom buildings and restrooms) and walkways are considered academic areas. Behavior in these academic areas should be quiet and moderate. Food, drinks, phones, headphones/air pods or music devices are restricted from these areas.

Library Behavior

The Brutocao Library is open before and after school Monday through Friday. Students must abide by the following when in the library:

1. Students are never allowed to eat or drink in the library.
2. While working at the tables, backpacks and purses must be placed on the floor.
3. Students are expected to maintain a quiet learning environment in the library at all times.
4. Work conducted on all computers must be limited to academic work only.
5. The side double-doors connecting the 600 wing hallways to the library should remain locked at all times. Therefore, students should enter and exit the building via the main double doors entrance.

6. The library is considered an academic area. Therefore, only academic work will be allowed. Students may not socialize, loiter, play games, listen to music, use cell phones or headphones, etc. while in the library. This policy applies to all library use including classes conducted there.
7. After 3:30 pm, restrooms in the 600 wing, designated for faculty during the school day, will remain open for student use when the library is open.

Gum Chewing and Eating Food

Gum chewing is not acceptable on campus at any time. Students caught repeatedly chewing gum may be reported to the Dean of Discipline. Students may eat in the lunch area or a supervised classroom, with teacher permission, during break and lunch. Students may NEVER eat in the library, chapel, computer labs, science labs, Student Activity Center, Performing Arts Center or hallways. Any student caught eating in a restricted area or during class may be reported to the Dean. Students must throw their trash into trash receptacles after eating.

Hazing

No student may engage in hazing or commit any act that injures, degrades, disgraces or tends to injure, degrade, and disgrace a fellow student/person attending school. (Admin. VIII-16, "Hazing".) **SEE: Harassment, Bullying and Hazing Policy, Page 43**

Littering

All students are required to respect the school facility and the school grounds. Littering is unacceptable at any time. Students are expected to clean up after themselves and use the trash cans that are located throughout the campus when discarding their items.

Locker Rooms

The locker rooms are provided for the use of the physical education students, athletes, and other activity groups. All other students are prohibited from entering the locker rooms at any time. Groups that are entitled to use the locker room are restricted from its use unless there is a coach, teacher, or other adult present. At no time should students be in the locker room before school, during break, at lunch, or after school unless accompanied by their coach. Students are responsible for securing all of their belongings in their assigned locker with a school PE lock purchased through the Student Store. The school is not responsible for any lost or stolen items.

School Searches

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing, and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing, or personal effects must have a reasonable suspicion that a law or school rule is being or has been violated. The student's parents should be notified of any such search.

An alert from trained and certified detector dogs is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property, and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property, including electronic devices, the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the school official should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Student Lockers

Academic lockers are the property of the school and are assigned to the student through the Attendance Office. Academic locks are purchased by the school and are issued at the time of initial enrollment. The same lock is used during the four years at Amat. Locks for P.E. lockers are purchased directly through the Student Store. Only school-issued locks are permitted on lockers. Any other locks will be removed.

Students may go to their academic lockers before school, at break, before and after the lunch periods, and after school only. Students should have all of their required books with them during the school day. Visits outside of the specified times are not allowed.

Locker combinations should **never** be given out to other students, even friends. Students are not permitted to share lockers at any time. Entering or attempting to enter a locker not belonging to the student will be interpreted as an attempted theft and subject the student to disciplinary action.

Lockers are to be kept neat, clean and free of any visible items. Students are NOT allowed to place items on the outside of their academic lockers. This includes, but is not limited to, pictures, decorations, stickers or decals. However, students may place personal items like pictures (no decals or stickers) on the inside of the locker **ONLY**. Students will be charged the expense of cleaning and repairing lockers when these regulations are violated.

For special occasions like a birthday or a school-related event, students may decorate the outside of a locker, but only blue painter's tape should be used to avoid damaging the paint on the locker. Scotch tape, masking tape or duct tape should **never** be used. Birthday paper that is placed on the locker door should be removed from the locker after one week. Students are reminded that this is a Catholic high school. Nothing should be placed on a locker which is not appropriate in a Catholic environment. The Deans of Discipline or the Vice Principal may remove inappropriate items at any time.

Although students do have some control over their lockers in that other students may be kept out, school officials have the right to access a student's locker at any time when there is reasonable suspicion that the

locker may contain something that would be disruptive to the educational process or dangerous to the health and safety of the students. The student is responsible for any item that is found in his/her locker. (Admin. VIII-16, "Locker Searches").

Lost and Found

All lost or found articles should be brought to the Attendance Office located in the 100 wing. Theft from the classroom should be reported immediately to the teacher in whose class the theft occurred. Theft from any location, other than the classroom, may be reported to the Dean. The school is not responsible for any student property left unattended. For the purpose of returning lost books, a student's books should be clearly labeled with the student's name.

Responsibilities for School Property

The parent or guardian of a student shall be liable to the school for all property belonging to the school that was loaned to the student and not returned upon demand by an employee of the school authorized to make the demand. (E.C. 16074).

Students must make an immediate report to the teacher upon the discovery of any damage to their desks or other equipment. Failure to report damage places the responsibility upon the student assigned to that station.

Student - Visitors on Campus

Students may not receive visitors on campus before school, after school or during school. Failure to comply makes the student liable to disciplinary action. The school discourages adult visitors in the classrooms. Exceptions may be made at the discretion of the Principal.

Any person needing to enter our campus or who has business in office buildings, other than the front office, is required to provide a valid driver's license when checking at the front office. If cleared, a visitor's pass will be issued and must be returned to the front office when leaving the school.

Restrooms

Restrooms are located in the academic buildings throughout the campus for student use. The restrooms in the 600 wing and the front office are reserved for faculty and other adults. Students are restricted to the 300 wing restrooms during the lunch periods. Students may not use the restrooms during class time for any reason without a digital pass (SmartPass). Students are required to go to the Infirmary if leaving the classroom due to illness. Students who are ill may not stay in the restroom during class time nor may they use their cell phones to call their parent. Students who are in the restroom instead of class without permission from the teacher are considered truant.

Restrooms are to be kept neat and clean. Walls must never be written on or marked in any way. Inoperative facilities or missing/low supplies are to be reported immediately to the Attendance Office.

Loitering or loud talking is not permitted in the restrooms at any time.

STUDENT ACTIVITY CENTER (SAC)

The Student Activity Center (SAC) is located between the 600 wing and the stadium. During the school day, various student groups use the locker rooms and main pavilion of the facility as members of PE or athletic/activity classes. In addition, the general student body participates in assemblies, rallies, and other scheduled activities in the Pavilion of the Student Activity Center. The faculty has daily access to the dining room located on the second floor.

Students are to abide by the following regulations regarding use of the SAC:

1. Only students who are enrolled in a physical education class, participating in an athletic team or performance group practice, or on legitimate business with office personnel should be in the facility when an assembly or other scheduled school event is not in progress. All other students are prohibited from entering the facility without authorization before or after school, while classes are in session, during breaks and lunch or disciplinary action will be taken. Any student group permitted to use activity center facilities must do so under the direct supervision of a coach, teacher, or other authorized adult.
2. Gum, food, and drink are prohibited.
3. The building is equipped with an elevator for those persons physically restricted from using the stairs of the facility. Student use of the elevator is strictly prohibited without prior authorization. Students requiring use of the elevator must first obtain a pass from the Vice Principal who permits such usage.

Specific Usage Regulations

The Student Activity Center houses the Athletic Department Offices, in addition to facilities that can be used for instructional, athletic, conference and dining purposes. Students are to abide by the following regulations specific to each facility as listed:

Main Pavilion

- a. Student use of the pavilion is limited to scheduled events such as assemblies and rallies.
- b. Students may not bring any bags, backpacks, or purses with them into assemblies and rallies.
- c. Students should enter the main pavilion from their designated class door, proceed up the stairs to the second floor, and walk down to their assigned seating section.
- d. Students should not stand or walk on pavilion seating; aisle stairs should be used at all times to enter or exit the seating area.
- e. Climbing of bleachers is strictly prohibited.
- f. Walking on the main floor of the pavilion is permitted only when the protective floor covering is in place or provided the student is wearing activity-appropriate footwear as during an athletic practice.
- g. Students are strictly prohibited from walking across the second-floor catwalk area while events are in progress on the pavilion floor.

Restrooms

- a. First floor main entrance restrooms may be used during scheduled events taking place in the main pavilion.
- b. Students are prohibited from using the restrooms located on the second floor, with the exception of those located in the PE locker rooms during changing periods.

Locker Rooms, Equipment Room, Weight Room, Team Room

- a. Use is limited to PE classes or assigned teams participating in scheduled practices or workouts.
- b. No student is to use these rooms without permission from and appropriate supervision by a coach or other authorized adult.
- c. A student found in these areas during the school day and not under the direct supervision of a teacher or coach will be considered truant and will face disciplinary action.
- d. Students are NEVER allowed to eat lunch in these locations.

Dance Room, Seminar Room, Box Office

- a. Use of the dance and seminar rooms is limited to PE classes, academic classes, or activity groups that have previously scheduled events in these rooms.

- b. Use of the box office is restricted to activity groups that have received prior approval and are under the direct supervision of an authorized adult.

Dining Room and Kitchen

- a. The second floor dining room and restrooms are limited to faculty use during the school day.
- b. Students are not permitted to enter the kitchen or restrooms at any time.

Athletic Department Offices

- a. Students are permitted to enter the athletic department offices provided they are on authorized business.
- b. Students are to access the athletic department by using the northeast entrance doors (Hall of Fame access door nearest to the baseball field) of the Student Activity Center.

Note: Any student who is in the Student Activity Center without proper authorization will receive an automatic Saturday Detention unless a more serious consequence is deemed necessary.

CARROLL PERFORMING ARTS CENTER (CC)

The Monsignor Aidan Carroll Performing Arts Center (CC) is located on the east side of campus next to the 100 and 200 Wings. During the school day, various student groups use this facility as students enrolled in performance group activities and classes. In addition, at times, general groups of students may participate in assemblies or other scheduled activities in the Carroll Center.

Students are to abide by the following regulations regarding use of the CC:

1. No loitering is allowed in the building or around the building before school, during the school day or after school.
2. Students may only enter the building with a teacher/adult supervisor. This is always the case even if the door is unlocked or open. Students must wait outside until the teacher/adult supervisor arrives to escort students into the building.
3. Food, drinks, and gum are not allowed in the CC. This includes all areas of the building (stage, pit, control rooms, dressing rooms, choral room, band room, lobby, shop, main theater, etc.)
4. Bottled water with a secured lid is the only acceptable drink.
5. Students must remain with their teacher/adult supervisor at all times. No wandering around the facility.
6. Students may only enter and exit the stage from the backstage area. Do not climb on/jump off the stage.
7. Students may not touch any of the equipment, unless instructed to do so. This includes, but is not limited to, pulleys, light switches, audio equipment, monitors, etc.
8. Using the dressing rooms is a privilege. Inappropriate behavior will not be tolerated.
9. Students should not stand or climb on any of the furnishings.
10. Students should not write on any of the walls. This is considered vandalism and will not be tolerated.

TECHNOLOGICAL DEVICES ON CAMPUS

As the school recognizes that many students carry personal electronic devices such as cellular phones to campus, students and parents must recognize that the use of such devices readily becomes a distraction from the school's academic purpose. As such, the following limitations apply to the use of technological devices on campus. The school is not responsible for the loss or theft of any technological devices which a student brings to school.

Chromebooks

All Bishop Amat students are issued a school Chromebook and charger which must be brought to school daily. Please note that devices will not be issued for the day due a student forgetting to bring their device or charger.

Students are expected to use their school-issued Chromebook on campus for academic purposes only. Students should be aware of, and abide by, the following:

1. School-issued Chromebooks should be used during class time under the immediate direction and supervision of the classroom teacher.
2. Students need to create a routine to ensure that they charge their device overnight and bring it to school daily.
3. Students are solely responsible for the care and safekeeping of their school-issued Chromebook.
4. Students should never leave their school-issued Chromebook unattended.
5. Lost or damaged devices are subject to the rules stipulated on the Chromebook Agreement Form signed by parents in the Enrollment Portal.
6. The school is not responsible for lost, misplaced, stolen or damaged devices.

Students whose school-issued Chromebook breaks or is no longer functioning properly should report the issue to their parent so that a claim can be filed, if covered by insurance.

If a school-issued Chromebook breaks, is stolen, or is otherwise not functioning, and the repair is not covered by insurance, the device will need to be replaced. Students are responsible for the replacement cost of \$300.00. The replacement cost for a lost/damaged charging cord is \$50.00. All replacement costs must be paid before a new school Chromebook or charger is issued to the student.

If the repair issue with the school-issued Chromebook is covered by the insurance, the student will be issued a loaner Chromebook via the IT Office until their device is fixed. Students whose device is not covered by insurance will be assessed a rental fee. Families are strongly encouraged to purchase insurance annually.

Students will retain possession of the device upon graduating from Bishop Amat.

Cellular Phones

The use of cell phones, including smart watches, for personal reasons is **strictly prohibited** during the school day. In the event of an emergency, parents or legal guardians alone may contact the student by calling the Attendance Office. Similarly, students should come to the Attendance Office or to a Deans' Office to call parents, if such a need arises during the school day.

Students who carry cell phones or smart watches must leave them **turned off at all times** (not on silent or vibrate) and in their backpacks, purses or lockers during the school day. Students are not allowed to carry such devices in their pockets. Students are **never** allowed to use cell phones or smart watches in the academic area (academic wings, library, restrooms, offices, etc.) for personal reasons before 2:45 p.m.

Students who remove cell phones from their backpacks or purses during the school day, carry their cell phone on them, or whose device rings or beeps or vibrates in class will have that device confiscated and their respective Dean of Discipline will be notified.

As the Deans of Discipline have additional responsibilities, it is unrealistic for students and parents to expect an immediate release of

confiscated devices. A confiscated cell phone may not be released on the same day that it was confiscated.

Students who have an item confiscated for the first time may have the item returned directly to them only after a detention slip has been issued by their respective Dean. Repeat violators will be issued more hours of detention and the item will only be released directly to a parent/guardian **after** all of the detentions issued for the confiscation have been served. There are no exceptions to these policies.

Confiscated devices are released after school through the Vice Principal's office provided the above procedures have been followed.

Students who repeatedly violate the school's cell phone policy are subject to further consequences, including disciplinary probation.

Air pods and listening devices

The use of listening devices (air pods, cell phones, headphones, speakers, etc.) is not permitted anywhere on campus during the school day. As such, students who use these devices or have these devices visible may have them confiscated by teachers or the Deans of Discipline.

Recording Devices

Students are not permitted to use any electronic devices for the purposes of recording at any time on campus including school events without prior approval.

Laser Pointers

The unauthorized use of laser pointers is prohibited at all times on campus. Students with such devices will be subject to having them confiscated and receiving disciplinary consequences.

DRESS AND GROOMING CODE

The Christian message is a call to a lifestyle that is different from the norm of society. Dress and grooming regulations, based on that call, are centered on cleanliness, neatness, modesty, good taste, and safety.

Listed below are the school's specific rules for student dress and grooming. These regulations are to be observed by all students at all times while at school or any school function (field trips, etc.) unless specific regulations, differing from those listed below, are given by the Vice Principal.

The Deans reserve the right to request any student to change attire, to regulate against certain fashions, and to confiscate any objectionable items when they deem it necessary. Issues relating to dress or appearance of a student that are not specifically mentioned in this handbook, but are inconsistent with the school's philosophy and expectations, may be deemed unacceptable at the discretion of the Principal.

Limited Items

School hours are considered from 7:00 a.m. to 4:00 p.m. The following limited items may not be worn between those hours: sunglasses, hats of any kind, and boy's earrings. This includes metal or rubber studs. Earrings must be moderate.

Restricted Items

The following **restricted items** are never allowed to be worn on campus or at any school function on or off campus: visible tattoos, body/nose rings, bars, plugs or tribal spacers. This includes metal or rubber studs. In addition, chains for wallets are not to be worn.

REGULAR DRESS CODE

Bishop Amat students are required to report to campus in their school uniform. Students that have a PE, dance, or athletic class during the first block should report to school in their school uniform and report to the gym at 8:05 a.m. when the bell rings to change into their PE clothes. The only exceptions to this are the students that have an athletic practice before the school day begins. Students that do not abide by this rule may face disciplinary action.

Students may wear any combination of the uniform items listed below. With the exception of uniform skirts, uniform skorts, uniform sweaters and uniform vests which **MUST** be purchased from Paradise School Apparel, all other uniform items can be purchased elsewhere, however, the specifications listed below must be met.

Paradise Uniform Skirts (girls only)

All incoming freshmen and transfers, if opting to wear a skirt, must purchase a **NEW** uniform skirt with the Amat "A" logo at the hem. Used skirts are not allowed. Any sophomore, junior or senior purchasing a new skirt must also have the Amat "A" logo at the hem.

Approved colors for uniform skirts are blue, gray or khaki only. Skirts must be no shorter than three inches above the top of the knee. Skirts cannot be rolled to a length shorter than three inches above the top of the knee. Students who fail to comply with this length requirement will be sent home and may be denied the use of uniform skirts and, instead, be required to wear uniform shorts or pants.

Paradise Uniform Skorts (girls only)

All incoming freshmen and transfers, if opting to wear a skort, must purchase one with the Amat "A" logo at the hem in blue, gray or khaki only. Skorts must be no shorter than three inches above the top of the knee. Skorts cannot be rolled or altered to a length shorter than three inches above the top of the knee. Students who fail to comply with this length requirement will be sent home and may be denied the use of uniform skorts and, instead, be required to wear uniform shorts or pants.

Paradise Uniform Sweaters

V-neck pullovers, crew-neck pullovers, and cardigans are acceptable. All sweaters must be worn with a uniform shirt underneath. Approved uniform sweater colors are navy, burgundy and gray. Please note that navy is the only acceptable option for school-wide Mass days.

Paradise Uniform Vests

If worn, the vest must be worn with a uniform shirt underneath. Approved uniform vest colors are navy, burgundy and gray. Please note that navy is the only acceptable option for school-wide Mass days.

Uniform Pants

Students may wear Paradise uniform pants or another brand provided it is a classic, relaxed, or straight-leg style similar to Paradise. Pants may not be double/reinforced knee, cargo-style, capri style or joggers. Acceptable pants colors are navy, khaki and gray. Classic Dockers are preferred.

All pants worn must meet the following set of criteria:

1. Pants may not be oversized or sagging.
2. Pants must fit the student appropriately. Pants can neither be tight or baggy.
3. Pants must have a waistband designed to be worn at the waist.
4. Boys must always wear belts with their pants.
5. Pants must not have slits or tears or holes anywhere.
6. Pants may not be jeans/denim material.
7. Pants may not have exterior pockets. Back pockets should be interior pockets.

8. Pants must not be rolled at the waist or ankles.
9. Shirts must be tucked into the pants.

Uniform Shorts

Students may wear Paradise uniform shorts or another brand provided they are the same style as Paradise shorts. Acceptable colors are navy, khaki and gray. Shorts may not be cargo-style or denim/jean material. Dockers are preferred.

All shorts worn must meet this set of criteria:

1. Shorts may not be oversized or sagging.
2. Shorts must fit the student appropriately. Shorts can neither be tight or baggy.
3. Shorts must have belt loops
4. Shorts must be no shorter than 3 inches above the top of the knee.
5. Shorts must be no longer than the bottom of the knee.
6. Shorts cannot be rolled up at the leg.
7. Shorts must be worn at the waist.
8. Boys must wear a belt with their shorts.
9. Shirts must be tucked into the shorts.

Uniform Shirts

Shirts may be purchased from any store provided they are the same style, color and shade of color as those sold by Paradise. Shirts must be free of writing, emblems or logos. Included are:

1. solid color polo shirts (long or short sleeve) in navy, royal blue, gray, baby blue, yellow, forest green, burgundy and white. NO stripes or designs.
2. striped/solid oxford shirt (long or short sleeve) in navy/white stripe, maroon/white stripe, sky blue, white or yellow. In most cases, only one top button may be unbuttoned.

Additionally, uniform shirts must be worn at all times. They must also, always be tucked into the waistband of pants, shorts, skirts or skorts. Shirts cannot be pinned or cinched.

Undershirts

Shirts worn beneath uniform shirts are limited to the following:

1. solid white, gray or navy (long or short sleeve) shirt
2. solid white, gray or navy long sleeve turtleneck shirt
3. undershirts must be free of writing

Sweatshirts, Jackets and Outerwear

In addition to the Paradise uniform sweaters and vests, students may also wear the following over their uniform:

1. **ONLY** Bishop Amat sweatshirts and jackets purchased through the **Student Store. All Amat sweatshirts and jackets must be worn with a uniform shirt underneath.** Sweatshirts must be worn over the uniform shirt, sweater or vest.
2. **ONLY** Bishop Amat Team/Group or Letterman Jackets/Sweaters purchased through an individual team/group after approval is given by the Vice Principal. These items must be clearly marked with the school name and team name. Acceptable colors are royal blue, navy, yellow/gold, white and gray. Amat team/group jackets worn cannot exceed the length of uniform skirt, skort or shorts.

When weather conditions call for additional outerwear while outdoors, students may wear non-Amat coats/jackets over their Amat apparel provided selections meet the following criteria:

1. Coats/jackets must be a SOLID color with no writing, emblems or patches. Acceptable colors are black, gray, navy and royal blue.
2. Coats/jackets may not be denim or Pendleton (plaid/flannel) style.

NOTE: Non-Amat sweatshirts are NOT permitted. This includes university/college sweatshirts, CIF sweatshirts purchased or provided at any competition in which the student participated. Additionally, hoods may only be worn outdoors during cold or inclement weather. Hoods must be removed when the student enters the campus buildings. Students are expected to comply immediately when asked by a Dean or teacher to remove their hood. No other hats or other headwear may be worn. Non-Amat sweatshirts are subject to confiscation. A parent may be asked to come to campus to retrieve the item.

Belts

Belts must be plain, without writing, designs, or studs of any kind. Acceptable styles are webbed, braided or leather belts of standard width in tan, black, burgundy, navy, or gray. Belts and buckles may not be oversized. Buckles with inappropriate or offensive images or words are not permitted.

Shoes

Hard sole dress shoes may be worn. If wearing uniform pants and the shoe is higher than mid-ankle, the pants may not be tucked into the shoes nor may the pants be cut to fit over the shoes. Shoes may not have open toes or open backs. Crocs, Uggs, Birkenstock, soft sole shoes or shoes that look like slippers or moccasins are not permitted.

Tennis shoes may also be worn. Tennis shoes with inappropriate words or designs are not allowed to be worn. Roller shoes are prohibited. Crocs, Uggs, Birkenstock, soft sole shoes or shoes that look like slippers or moccasins are not permitted.

Socks

All students must wear socks. Only solid colored socks free of writing (except the company brand name/logo) or designs may be worn. In addition to socks, girls may wear solid colored knee highs (worn below the knee) or tights in black, burgundy, gray, white, navy or tan. Tights may be worn with dress shoes only, not tennis shoes. Leggings, patterned, fish-net or textured tights/nylons are not permitted.

NOTE: Either socks or tights may be worn. Students may not wear both socks and tights together.

GROOMING

Acceptable for Girls

Hair that is neat, clean, moderate, of a natural color and combed in such a way that it does not hang in the face. Cosmetics that are moderate. Earrings may not be longer than two inches from the point of insertion. Earrings may only be inserted at one site (no bars, tribal spacers or plugs).

Unacceptable for Girls

Exaggerated hairstyles (unnatural colored hair or two-toned hair colors); shaved areas; hair that hangs in the face; earrings that are longer than two inches from insertion. Nose rings, tribal spacers and plugs are restricted items and are never allowed to be worn during school or at any school function on or off campus.

Acceptable for Boys

Hair that is neat, clean, moderate, of the student's natural color, does not extend below the collar, does not extend below the eyebrow and does not extend below the middle of the ear. If curly, hair must not extend below the eyebrows or extend too high from the scalp. Hair may be braided

provided the braids do not hang in the face or extend below the collar. Hair may also be secured into a tight bun provided it is neatly and inconspicuously fastened above the collar's lower edge. Haircut length differences must be blended; One step is allowed provided hair length difference is no greater than 2 inches and there are no shaved areas; Sideburns should be clean cut, no wider than one inch, and must not extend below the ear. The face must be clean-shaven at all times. Earrings are not permitted before 4:00 p.m. even if covered by band aids.

Unacceptable for Boys

Mohawks or faux-hawks; bleached or dyed hair, exaggerated styles (tails, shaved areas or shaved lines/designs, excessive length, top buns, ponytails, significant difference between the top and the sides of hair); hair in the face, over the brow or covering the eyes; hair below the collar; more than one step; step difference of greater than 2 inches; earrings before 4:00 p.m. Nose rings, bars, tribal spacers and plugs are restricted items and are never allowed to be worn during school or at any school function on or off campus.

Note: School hours are considered to be from 7 a.m. to 4 p.m. In addition to these hours, Bishop Amat reserves the right to deny the wearing of any objectionable or offensive items on campus or at school functions at any time. Students and parents should be advised certain dress code violations will result in the student being sent home to change or make necessary adjustments prior to being allowed back to class. Such violations may include, but are not limited to:

- Skirts/skorts/shorts worn shorter than 3 inches above the knee
- Pants/shorts worn excessively tight
- Pants/shorts worn excessively baggy, sagging or with tears
- Pants of jean or denim material
- Pants/shorts that are not approved style, brand or cut
- Not wearing a uniform shirt or wearing a uniform shirt that is not an approved color
- Any other dress code standard for which the student is in repeated violation

MASS DRESS CODE

On scheduled Mass days, all students will be required to come to school dressed in more formal attire than on a regular school day. The Mass day formal dress code is as follows:

Boys - khaki uniform pants, white oxford button-down shirt (long or short sleeve) and tie. In inclement weather, students may wear the Paradise uniform cardigan sweater, vest or pull-over in **NAVY** only. No other sweaters or sweatshirts will be allowed during Mass. Amat letterman jackets are OK to be worn. Students may wear tennis shoes or dress shoes that meet the school's established guidelines.

11th and 12th Grade Girls – khaki uniform skirt, skort or pants (NO shorts) and white oxford button-down shirt (short or long sleeve). In inclement weather, students may wear the Paradise uniform cardigan sweater, vest or pull-over in **NAVY** only. No other sweaters or sweatshirts will be allowed during Mass. Amat letterman jackets are OK to be worn. Students may wear tennis shoes or dress shoes that meet the school's established guidelines.

9th and 10th Grade Girls - khaki uniform skort or pants (NO shorts or skirts) and white oxford button-down shirt (short or long sleeve). In inclement weather, students may wear the Paradise uniform cardigan sweater, vest or pull-over in **NAVY** only. No other sweaters or sweatshirts will be allowed during Mass. Amat letterman jackets are OK to be worn. Students may wear tennis shoes or dress shoes that meet the school's established guidelines.

LITURGICAL SERVICES AND FORMAL ASSEMBLY DRESS CODE

Girls are required to wear uniform shorts or pants to school on the days on which liturgical services or formal assemblies are scheduled. Skirts are not to be worn to school on those days.

LANCER DRESS CODE

Occasionally during the school year, there will be days when students are invited to dress out of uniform. These days are most often associated with special schedules or activities such as rallies. All students have the privilege to participate provided they abide by the guidelines specified prior to the activity. Sometimes a particular theme or color scheme is required in order to participate. Generally speaking, these special "Lancer Dress" days are limited to wearing jeans and tennis shoes along with a uniform shirt, an official Amat shirt/jersey or specific color, depending on the selected theme. Jeans worn must be in good condition with no rips or tears. Jeans may not be too tight, too baggy, sagging and must sit at the waist. The ONLY acceptable footwear is tennis shoes.

Students who violate the specified dress code are subject to disciplinary action, including simple suspension, sending the student home to change and/or denial of participation in future Lancer Dress Days.

DANCE DRESS CODE

Students are asked to keep Catholic ideals of modesty in mind as they make selections for dance attire. It is our hope that all involved (parents, Bishop Amat students, guests) will remember that the ideals of a Catholic society are distinctly different from those of secular society and are reflected in the dance dress code.

School Dances

The dress code for all dances will be determined by the Vice Principal. It is expected that dress for all students and guests, if allowed, regardless of the dance theme, will be in accordance with school philosophy which takes into consideration modesty and safety.

The following provides a general outline of the dress code for semi-formal and formal school dances; however, more specific details are provided before each dance:

Girls - All girls must wear semi-formal or formal attire. Attire may not be tight. The length of attire must be at the knee and remain at the knee at all times. Dresses may not have see-through material in the area between the bust and the knee. Dresses that lack material anywhere in the front (e.g. material opens at the sides or has open indents toward the stomach) cannot be worn. Slits cannot be higher than the top of the knee. Necklines must be modest and not reveal cleavage. Necklines may not drop below the breastbone, whether or not cleavage shows. Backless dresses may not be worn. There must be at least two inches of material extending from the sides to the back. Backs must extend at least two inches up from the waist. Dresses need to be appropriate to the age of the student. Tennis shoes, flip flops, hiking shoes, and slippers are not acceptable.

Boys - All boys must wear a shirt and tie, a suit or a tuxedo, depending on the dance. Tennis shoes, deck shoes, hiking boots, and slippers are not acceptable. The only body rings that may be worn are traditional earrings. Boys must be clean-shaven. Hair cannot be dyed, spiked or display any other exaggerated style. Hanging chains, canes, and hats are not allowed.

Guests: The guest of a Bishop Amat student must comply with the school dress code requirements. The Bishop Amat student is responsible for communicating this to his/her date.

DRESS CODE FOR ATHLETIC CONTESTS

Bishop Amat students are expected to abide by school philosophy with regard to dress at all school functions, including public events, such as games, as spectators. Students should dress according to this casual dress code:

1. Jeans or any other non-uniform pants provided:
 - a. They are in good condition; no rips or tears above the knee that show any skin
 - b. They fit the student; no oversized pants or tight pants
 - c. They are worn at the waist
2. Non-uniform shirts provided:
 - a. They are not halter-tops
 - b. They are not low cut and do not expose a bare midriff
 - c. They are not exposing undergarments (No netted or sheer shirts which expose undergarments.)
 - d. They have no writing or pictures that degrade individuals or groups of individuals, promote the use of alcohol or other illicit substances, or display sexually suggestive content
 - e. Shorts and skirts may be worn provided they are no shorter than 3 inches above the top of the knee

DRUG POLICY

The illicit use of drugs and alcohol is one of the most destructive problems confronting American Society today. There is no doubt that many of our students will be faced with the question of whether or not to take drugs. It is our hope that the knowledge found at Bishop Amat and the values instilled in the students' home will help students avoid drug use. However, students who become involved with drugs need to know that the possession, sale, use, distribution or being under the influence of drugs or alcohol, as well as the possession, sale, use or distribution of drug paraphernalia on campus or at any school function are grounds for immediate dismissal.

On the other hand, we consider it our responsibility to help students who become involved with drugs through a program of counseling and guidance, including drug testing. Students who voluntarily come forward and seek help will not be forced to leave the school provided they agree to participate in a treatment program, developed in consultation with the student, the parents and school personnel.

In order to ensure that our campus is drug-free, Bishop Amat uses the services of *Interquest*, a narcotics detection canine unit. *Interquest* will make random visits to our campus throughout the year. In order to ensure that our events are drug-free, we may use the services of *Interquest*.

DISCIPLINARY PROCEDURES

Classroom Discipline

Teachers in the classroom or supervisory personnel on campus are responsible for handling normal classroom disciplinary problems. Some of the alternatives available to the teachers are detention as discussed below, parent conferences, and counseling referrals.

The classroom teacher uses the conduct comments on the report card to reflect the adequacy of behavior in the classroom. These conduct comments on the student report card are also used to determine the behavioral eligibility of students in co-curricular programs and are as follows:

Comment G: The student's classroom conduct habits are GOOD.

Comment C: The student sometimes needs CORRECTION.

Comment N: Conduct habits NEED IMPROVEMENT.

Comment U: Conduct habits are UNSATISFACTORY.

A classroom teacher will give the comment "N" if any of these statements apply. The student:

1. is frequently being reprimanded for talking or otherwise disrupting class.
2. is often out of the assigned seat without permission.
3. has been repeatedly corrected for throwing items in class.
4. uses foul or otherwise inappropriate language in class.
5. is generally disrespectful or challenging to the teacher. (Disrespect involving profanity or threatening statements is a dean matter liable to suspension or immediate dismissal and, therefore, out of the realm of this procedure.)
6. is disrespectful or inappropriate towards other students.
7. is disrespectful or inconsiderate of others during prayer service.
8. is often found to be chewing gum or eating in the classroom.

A teacher who gives the comment “N” has given a teacher detention for the objectionable classroom behavior and has contacted the parents concerning the behavior. In spite of these steps, the student has not improved or the behavior has worsened. A teacher who gives the comment “U” has given a comment of “N” on the previous report card and has made the Dean of Discipline familiar with the behavioral situation by submitting multiple Reports of Misconduct to the dean concerning the behavior.

In addition, receiving more than one comment “N” and/or a comment “U” on the report card will affect a student’s eligibility to participate on any athletic team, performance group or activity group. These comments will also affect a student’s eligibility to run for a student government office or hold the office once elected, and a student’s eligibility to try out for Pep Squad, or participate on the Pep Squad if already a member.

To facilitate growth in needed areas, continuous violations of minor infractions in the classroom, or single instances of more serious infractions, may ultimately involve the student in the following process.

Misconduct Reports

In cases where a student has violated school rules outside of the classroom, where a teacher has given detention for tardies yet the student continues to arrive late to class, or where the teacher is no longer able to handle disruptive behavior by a student within the classroom, a “Report of Misconduct” is written and given to the Dean of Discipline. Reports are handled by the Deans according to the Steps of Increasing Severity.

Steps of Increasing Severity

- Step 1: One-Hour Dean Detention
(note sent home and signed by parent)
- Step 2: Two-Hour Dean Detention
(note sent home and signed by parent)
- Step 3: Three-Hour Dean Detention
(note sent home and signed by parent)
- Step 4: Disciplinary Referral Sent Home
Four-Hour Dean Detention or Saturday at Dean’s discretion.
(referral/detention sent home and signed by parent)
- Step 5: Disciplinary Probation (Contract signed by parent)
Parent Conference - Suspension pending conference
Saturday Detention
- Step 6: Suspension and Possible Referral to the Discipline Board
- Step 7: Referral to the Discipline Board

The Steps of Increasing Severity are followed in order ONLY for those violations not subject to probation or immediate dismissal on the first infraction. (See Disciplinary Actions)

There are a few exceptions to the detention schedule listed under the Steps of Increasing Severity. Specifically, students who are called to the Dean’s Office due to unexcused tardies will receive at least the hours listed under the step. They will receive more than the listed hours if their

number of tardies calls for a higher number of detention hours, at the rate of one hour per teacher referral. In addition, students who commit any of the following violations will receive an automatic Saturday Detention on the first such violation:

1. Not checking in at the Attendance Office before going to class when arriving at school after 8:10 a.m.
2. Violating student parking lot rules and expectations as stipulated in the student handbook and on the Parking Permit Application Form.
3. Missing a dean’s detention for any reason without prior approval from the dean.
4. Being in the Student Activity Center or the Performing Arts Center without authorization and/or not on official business.
5. Being found in restricted areas repeatedly.

Detentions

As part of the discipline process, students work for the school community through detention hours. There are five types of detentions:

1. **Tardy Detentions**
A description of tardy detention policies and procedures may be found in the Attendance section.
2. **Teacher Detentions**
A teacher may give detention for any violation that is liable to detention according to the Discipline actions set forth by the school. A 24-hour notice must be given. Detentions are given at a time convenient for the teacher. If the student fails to show for detention for other than a serious reason or if further infractions occur, the student is referred to the Dean.
3. **One-Hour Dean Detentions**
One Hour Dean Detentions are held after school Monday through Thursday. Detentions begin 15 minutes after the last bell rings and end 50 minutes later. Parents will be notified in writing when their son or daughter is to report for detention. If a student does not appear for the assigned detention, the number of detentions is doubled. Failure to appear a second time will result in further action.
4. **Two, Three and Four-Hour Dean Detentions**
The number of hours a student must serve increases with each reported violation according to the Steps of Increasing Severity. These hours must be served at an after school Dean Detention session.
5. **Saturday Detentions**
Saturday detentions are held on Saturday mornings for three hours. They are given according to the Steps of Increasing Severity, as a consequence for failing to follow Attendance Office Procedures, missing a Dean’s detention without prior notification, being placed on disciplinary probation or violating school policies. A student who has a valid reason for not serving detention on the assigned Saturday may serve on the subsequent Saturday provided prior approval is obtained from their Dean. Unexcused absence from a Saturday detention is a violation that will result in further disciplinary action.

Suspension

Removing a student from the educational environment is necessary when the behavior of the student is potentially disruptive or dangerous to other members of the school community, when time is needed to correct or review a problem that has developed, or when a required parent conference is pending. When a student is suspended, the parents will be notified. If the student must leave school due to the suspension, the student will be kept on campus during school hours until the parents or guardians come to claim the student. There are two types of suspensions:

1. **In-House Suspension**

The student is kept from class until a dress code violation is corrected, a determination is made regarding the student's actual violation of school policy or until a parent/guardian can come to pick up the student.

2. **At-Home Suspension**

The student does not come to school pending a parent conference with the Dean of Discipline or resolution of a disciplinary situation. Parents are required to make sure that their child remains at home while suspended from school.

Probation

Probation refers to a period of time during which a student's behavior is subject to continuous evaluation by a Dean of Discipline to determine the right to remain at Bishop Amat High School, according to a contractual agreement. The terms of the probation contract refer to all items of behavior and attitude as covered in Lancer Life. The contract is signed by the parents and the student, and witnessed by the Dean of Discipline, or the Vice Principal, during a parent conference that is held to review the discipline record of the student and explain the terms of the contract. There are two types of disciplinary probation:

1. **Standard Disciplinary Probation**

A Dean of Discipline places students on Standard Disciplinary Probation when they have received enough referrals to place them at Step 6 of the Steps of Increasing Severity or have committed a single offense that, as its own consequence, makes them liable to Probation. Standard Disciplinary Probation contracts last a minimum of six months and include one Saturday Detention or three hours of detention to be served. A senior placed on standard probation during the second semester of their senior year will also lose at least one senior privilege. A violation of any term of the probation contract may result in the student being asked to withdraw from school or being required to appear before the Discipline Board.

2. **Strict Disciplinary Probation**

A student may be placed on Strict Disciplinary Probation as the result of a recommendation made to the Principal by the Discipline Board. This occurs when there has been a serious violation of school policies, but, according to specific circumstances, the violation is determined to be insufficient to warrant immediate dismissal. Strict Disciplinary Probation contracts can last a minimum of six months to one year and include three Saturday Detentions or nine hours of detention to be served. A senior placed on strict probation during their senior year may lose any or all senior privileges. Any violation of the specific terms of strict probation results in the student's immediate withdrawal from the school.

Discipline Board

The Discipline Board, composed of appointed faculty members, convenes when a student commits a serious violation of the Discipline Code or accumulates violations against the code, in spite of prior disciplinary actions administered according to the Steps of Increasing Severity. The purpose of the Board is to make recommendations to the Principal concerning a student's status with the school. The Discipline Board may recommend terms of strict probation, withdrawal from the school, or expulsion from the school. Meetings of the Board are called, as needed, by the Vice Principal after consulting with the Dean of Discipline. At least one parent or guardian must be present with the student. The student may also request that his/her counselor or another teacher be present at the meeting. Legal counsel is not allowed to be present at the meeting of the school's Discipline Board nor are other individuals who are not the parent or guardian.

The results of a Discipline Board are reviewed with the school Principal and are communicated to the parent by the Vice Principal. Appeals to that decision are made through the Vice Principal to the school President whose decision is final. Any appeal should be made based on new information that was not previously considered by the Board.

DISCIPLINARY ACTIONS

Violations of the Bishop Amat Disciplinary Code will be handled according to these disciplinary actions. The circumstances involved, as well as the occurrence of multiple problems, will determine the final action taken with each student, and may warrant more serious action than stated below.

A student may be asked to withdraw or may be expelled for violations of school rules committed while on school grounds, while going to or from school, or during or while going to or from a school-sponsored activity. These are some of the violations in increasing severity:

1. **Violations That Make a Student Liable for a Dean's Detention or Saturday Detention**

- a. Repeated offenses of gum chewing or eating in these restricted areas: library, chapel, computer labs, science labs, hallways, and in the classroom during class time
- b. Entering cars or the parking area during the school day (Student is liable for Saturday Detention)
- c. Littering anywhere on campus
- d. Loitering in the hallways or any unauthorized area at any time when classes are in session (Student is liable for Saturday Detention)
- e. Opening another student's locker without permission
- f. Writing on desks
- g. Excessive displays of affection on campus or at a school sponsored activity
- h. Repeated tardies or missed tardy detentions
- i. Failure to follow attendance procedures (Student is liable for Saturday Detention.)
- j. Partial truancy
- k. Violation of dress code
- l. Cheating on homework or class work assignments, quizzes, or tests
- m. Possession of any material that will help a student cheat on any schoolwork or testing, including illicitly annotated textbooks, as determined by the classroom teacher
- n. Plagiarism on homework or other minor assignment
- o. Unacceptable behavior in class
- p. Throwing food or other objects on campus or in the classroom
- q. Reckless driving on school property and/or violating the parking permit contract on file in the ASB Office. (Students may also lose parking lot privileges.)
- r. Failure to serve a teacher detention or dean detention (Student is liable for Saturday Detention.)
- s. Violation of cell phone policy. Cell phone going off in class or using a cell phone in class, in the hallway, or in the restroom during the school day. Cell phone found to be turned on or not in the student's purse, backpack or locker. This includes using or having a smart watch, headphones/air pods, speakers or other electronic device.
- t. The use of a Chromebook, laptop, tablet or any electronic device for anything other than academic purposes under the direct guidance and supervision of a teacher in an academic area

2. **Violations That Make a Student Liable for Disciplinary Probation:**

- a. Distribution or posting of unapproved materials on campus
- b. Gambling

- c. Habitual profanity or vulgarity in word or writing (obscene gestures included)
- d. Continued and willful disobedience
- e. Open and persistent defiance of the authority of a teacher
- f. Repeated instances of cheating on homework or classroom assignments, quizzes or tests
- g. Cheating on major examinations, mid-terms or semester examinations; copying or plagiarizing on major projects
- h. Fighting on campus, near campus, or at a school-sponsored function off campus. (All active participants in a fight situation will be suspended and placed on probation regardless of who caused the fight.)
- i. Forgery, or use of forged notes or passes
- j. Truancy or repeatedly/excessively tardy
- k. Tampering with fire alarms or fire extinguishers
- l. Smoking, having tobacco on one's person, using or being in possession of tobacco, vaping or juuling devices on campus. This includes, but is not limited to, smokeless tobacco. Smoking within two blocks of the school or at any school-sponsored activity is included.
- m. Disruption of school activities or other willful defiance of valid authority of supervisors, teachers, or administrators
- n. Behaving in a manner that contributes negatively to the school environment or perception of the school by the community.
- o. Posting or sharing information (via text, photo, video, recording, etc.) or creating fictitious school accounts using any electronic device or social media platform that communicates negatively about any member of the school community or that contributes negatively to the school environment or the perception of the school by the community
- p. Making discriminatory, defamatory or bigoted comments toward a student, teacher, staff member or group either on or off campus including on social media
- j. Possession of harmful weapons and material or objects that can be used as weapons on or near campus, or at any school-sponsored activity
- k. The use, purchase, sale, distribution, possession or being under the influence of any alcoholic beverage on or near campus, or at any school-sponsored activity
- l. The use, purchase, sale, distribution, possession or being under the influence of any legal/illegal drug on or near campus, or at any school sponsored activity. In addition to dismissal from school, it is the policy of the school in accordance with Archdiocesan policy, to notify law enforcement agencies when drugs are found on campus.
- m. The sale, purchase, distribution or possession of drug paraphernalia on or near campus, or at any school sponsored function
- n. Procuring, assisting in the procurement of, causing or encouraging an abortion especially where the situation becomes general knowledge - In addition, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, this action is cause for the son or daughter of that parent to be dismissed from school. (Admin. VIII-10, "Abortion")
- o. Theft of school property or student property - Parents are liable for the cost of replacement
- p. Willful cutting, defacing, or otherwise damaging school property or student property. (This includes graffiti on desks, locker walls, windows in bathrooms, or on any other school property.) Parents are responsible for the cost of repair or replacement
- q. Reselling lost or stolen books
- r. Deliberate harassment of a fellow student. This includes, but is not limited to, the use of technology/social media. (Refer to the "Harassment, Bullying and Hazing Policies" section of this handbook)
- s. Membership or active involvement in a gang or group that is responsible for coercive or violent activity (Admin. VIII-15, "Gangs")
- t. Any violation of the Computer Use Restrictions that is determined to be serious in nature
- u. Unauthorized use of the school seal or symbol intended to represent the school seal on any document, regardless of whether the document was produced on or off campus
- v. Threats: verbal, written, electronic or graphic. (Admin. VIII-12)
- w. Assault/battery or any threat of force or violence directed towards anyone. (Admin. VIII-13)
- x. Being the means by which violence comes to campus or to school events. (Admin. VIII-13)
- y. Any other action of a sufficiently serious nature as determined by a hearing of the Disciplinary Board

3. Violations that Make a Student Liable for Immediate Dismissal from the School:

- a. Violation of a Disciplinary Probation Contract; disobedience and continued willful disregard for school policies
- b. Stealing, tampering with, or any unauthorized handling of teacher's grade books, textbooks, answer keys, handbooks, keys, classroom or office computer(s), school forms, or other belongings
- c. Stealing or purchasing a copy of a quiz, project, test or examination or knowingly receiving such a copy from another student
- d. Use of an electronic device to illegally store and/or distribute answers to a quiz, test, or examination
- e. Threat of force or use of profanity by word or action to a teacher or staff member on or off campus. In addition, any parent or guardian or other person who insults or abuses any teacher in the presence of other school personnel or pupils at a place which is on school premises or at some other place, if the teacher is required to be at some other place in connection with assigned school activities, is guilty of a misdemeanor. (E.E. 13560)
- f. Possession or use of firecrackers or any exploding device including smoke bombs, on campus or at any school sponsored activity
- g. Setting fires on campus - Suspicious fires are reported to the Arson Squad
- h. Scandalous and immoral conduct on or off campus (including the Internet) at any time while the student is enrolled at Bishop Amat
- i. Marriage of a student (Admin. Section VIII, "Married Students")

GENERAL SCHOOL POLICIES

These policies of Bishop Amat High School apply to all students. Regulations that are legal in nature are referenced according to their origin: Education Code (E.C.), Penal Code (P.C.), California Administrative Code (C.A.C.), and Archdiocesan Administrative Handbook (Admin.)

Abortion

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

Abortion disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of

the Catholic school, and the values that ought to permeate Catholic education (Gaudium et Spes, 51; Code of Canon Law, 1398).

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

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter, or any other student, this action is also cause for the son or daughter of that parent or guardian to be dismissed from school. (Admin. VIII-10, "Abortion").

Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. Properly identified law enforcement agency representatives may remove a student from campus during school hours for placement in police custody. While the legal responsibility of parental notification rests with law enforcement, the school will make an effort to inform the parent or guardian of the student's interview and/or removal from campus by law enforcement, with the exception of suspected child abuse cases.

Child Abuse

Any teacher who suspects from observation of a minor that the minor has received physical injuries which appear to have been inflicted by other than accidental means by any person, that the minor has been molested, that the minor has been abandoned, deserted or expelled from the home, or that the minor has been placed in such a situation that his life or health may be endangered shall report such fact immediately by phone to a child protective agency and within 36 hours in writing to said agency. (P.C. 11161.5; P.C.270-273) (Admin VIII appendix)

Closed Campus

To preserve the academic environment and school security, Bishop Amat is a "closed campus." No person may enter the campus before, during or after school, unless authorized by the school administration. Visitors must present themselves at the school's Main Office if they are seeking information or have business to conduct at the school. Persons who are visiting campus or who have business in buildings, other than the Front Office, are required to sign in at the front desk, provide and submit a valid ID and obtain a visitor's badge. The badge is to be returned to the Front Office when leaving the school. The only exceptions are those visitors who are attending an after school athletic event or other after school activity or performance that is open to the public.

It should be noted that school activities or performances during the school day are not considered "open to the public" so authorization to attend will not be granted. The exceptions to this are our liturgical celebrations.

Like Bishop Amat, all elementary, junior high and high school campuses are "closed campuses." Bishop Amat students are not allowed to visit other school campuses on days when we are not in session.

PARENT/STUDENT CONCERN REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to issues among students, parents and school staff. All parties are encouraged to use every available means to resolve these issues when they occur. However, if the involved parties

are unable to resolve their issues, families may use the Parent/Student Concern Review Process for additional assistance. All those participating in the Concern Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Concern Review Process. Any person reporting a concern is to be free from restraint, coercion, discrimination, or reprisal in any form.

Parent Inquiries or Concerns - School Level

Parents who have questions or concerns should communicate via email with the individual who is most immediately responsible for the area of concern. Teachers are required to check their email daily and to respond to any parent inquiries within two school days. If a parent prefers to communicate via telephone, the parent may email the contact information to the individual. If the parent does not have access to email, he/she may contact the front office and a message will be delivered to the individual. If an in-person meeting is necessary or preferred, please note that an appointment should be scheduled ahead of time for a day and time that is convenient for all parties.

After discussing the concern(s) with the individual most immediately responsible, if the parent is still not satisfied with the outcome, the parent may then communicate with the next person indicated in the area, as outlined below:

Academic Area: If the issue has to do with curriculum or grades (course requirements, syllabi, project instructions, grading policies, late work, consistency at level, tutoring, group work, online grade postings, etc.) Teacher, Department Chair, Vice Principal, Principal.

Faculty Area: If the issue has to do with the conduct of a faculty member (timely communication, appropriate language, respectful interactions, adherence to stated policies, etc.) Teacher, Department Chair, Vice Principal, Principal.

Discipline Area: If the issue has to do with discipline issues (dress code violations, detentions, reports of misconduct, cheating, Lancer Lifepolicy infractions, etc.) Teacher, Dean of Discipline, Vice Principal, Disciplinary Board, Principal, President.

Performance Activity Area: If the issue has to do with any Performance Group (policies and procedures, requirements, standards, field trips, supervision, fundraising, etc.) Individual Group or Team Coach or Moderator, Activities Director, Vice Principal, Principal.

Athletic Activity Area: If the area has to do with any Athletic Team (policies, procedures, practices, requirements, supervision, etc.) Individual Coach, Athletic Director, Principal.

ASB Activity Area: If the area has to do with a club, organization, or ASB (policies, procedures, activities, requirements, supervision, field trips, fundraising, etc.) Individual Moderator, Activities Director, Vice Principal, Principal.

Parent Inquiries or Concerns - Department of Catholic Schools Level

If a concern is not resolved at the school or parish level, the concern may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process. The supervisor will review the concern (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter. However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the concern, based on the application of archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Additionally, we expect parents and students to follow the appropriate chain of communication (contact school personnel first; if the issue is not resolved, then contact the Principal, President, and the Archdiocese) when reporting problems or issues with the school. Posting inappropriate comments about the school, its personnel and students, online or on social media does not constitute following the appropriate chain of communication. The school reserves the right to ask parents to withdraw their children in such cases where parents become uncooperative.

ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATIONS

The Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”) applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards, and procedures of the archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocesan AUP covers: using devices appropriately from a social and moral perspective; maintaining data confidentiality; protecting proprietary, confidential, and privileged data; maintaining the integrity of security controls; immediately reporting suspicious conduct; and other activities implicated in the use of electronic devices.

Systems, Devices and Materials

- a. Electronic communications systems include, but are not limited to telecommunication systems (including telephone, voicemail, video conferencing, virtual messaging and meetings, social media and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data storage or transmission systems (including “the cloud” or cloud-based services) that may be created in the future.
- b. Electronic communications devices include, but are not limited to: wired and wireless telephones, smartphones or smartwatches, computers, laptops, tablets, photographic, audio and video equipment, hard drives, flash drives, memory sticks, media players, facsimile machines, scanners, copiers, printers, two-way radios and other communication equipment that may be created in the future.
- c. Electronic communications materials include, but are not limited to: emails, text messages, instant messages, postings on social media, audio and visual recordings, photographs, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, and all other electronic content that is created, downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored.

Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices, and materials whether in a parish, school, or archdiocesan department or office;
- b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.

- e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

Ownership and Control of Communications

All electronic communication systems, devices, and materials provided to users by the archdiocese or the Location, are to be used primarily to conduct official Location and/or archdiocese business, not personal business, whether during or outside regular business hours. The archdiocese and Location, as applicable, reserve the right to monitor, access, retrieve, read, edit, redact, remove, and/or disclose all content created, sent, received, or stored on archdiocese and/or Location systems, devices, and materials (including connections made and sites visited). The archdiocese also cooperates with law enforcement officials and others, without prior notice. Users can have no reasonable expectation of privacy in use of archdiocesan systems, devices or materials. The archdiocese reserves these rights with respect to systems, devices, and materials not owned by the archdiocese when they are used under circumstances that implicate the archdiocese.

Internet Safety Policy (Compliance with the Children’s Internet Protection Act)

The Children’s Internet Protection Act applies to the use of any device accessed or used by minors at a school that received E-rate funding. The archdiocesan AUP required all schools, even those without E-rate funding, to use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Acceptable Use and Responsibility Policy for Electronic Communications (AUP).

Prohibited Practices

Users of school or Archdiocesan electronic communication systems, devices, or materials and users of personal devices and materials on the premises under circumstances when the Archdiocese and/or the school may become implicated in the use may not:

- a. Access or manipulate devices, services, or networks without permission or express authority.
- b. Create any internet presence (e.g. website or social media account such as for TikTok, Twitter, Snapchat, Instagram, Facebook, YouTube or GoFundMe) that uses the name of Bishop Amat High School or the archdiocese unless the presence is owned or controlled by the School or the archdiocese.
- c. Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or the school on a website or other social media in such a manner that readers/viewers are led to believe that the website or social medium is an official site or medium controlled by the school itself.
- d. Post or cause public distribution of any personally identifying information without authority, permission of, or review by a responsible adult person (in the case of information about a minor) or without permission or review of the Principal or President. Personally identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- e. Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassment, disruptive, derogatory or bullying. These include, but are not limited to: sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age,

political beliefs, mental or physical disability, or veteran status. Additionally, posting, distributing, or knowingly viewing or accessing pornographic, indecent, or brutally violent materials is included as a prohibited practice.

- f. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- g. Engage in cyberbullying, shaming, sexting, or other abusive online behavior.
- h. Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials, music, film, or software.
- i. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary, or unsolicited commercial messages).
- j. Record and telephone, video or other conversation or communication without the express permission of the other participants to the conversation or communication except where allowed by law.
- k. Upload, download, view, or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal, or other person in charge.
- l. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use another person's passwords, trespass on another person's folders, work or files; or later or forward email messages in a manner that misrepresents the original message or message chain.
- m. Give unauthorized persons access to school or Archdiocesan systems; provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- n. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- o. Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto a system.
- p. Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security system, firewalls or content filters.
- q. Allow any minor to access the Internet on the school or Archdiocesan communication devices without active, monitored filtering of prohibited materials.
- r. Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the school without monitoring.
- s. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- t. Access or manipulate services, networks, or hardware without express authority.
- u. Violate any other applicable federal, state, or local laws or regulations.

Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials and disciplinary action up to and including removal from school activities, disciplinary probation, expulsion from school, referral to local law enforcement, legal action, or other appropriate response.

General Privacy and Security Policies

All users shall take care in creating email, text, video, still images, instant or voicemail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded or printed; or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable.

Mass emails, group texts, or postings to groups such as "All Employees," "All Parents" and the like must be approved by the principal or president before these messages are distributed.

Archdiocesan and Bishop Amat High School systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy.

PERSONAL TECHNOLOGY DEVICES

Bishop Amat High School is committed to assisting students in becoming responsible digital citizens. In doing so, students are provided with authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking to prepare them for current and future educational experiences and careers. As such, below are some expectations with regard to technological devices.

- All students must bring their school-issued Chromebook, fully-charged, daily along with the charger. Students are expected to use such devices on campus for educational purposes only.
- All students and families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications (Archdiocesan AUP).
- Students are solely responsible for the care and safekeeping of their school-issued Chromebook. Students should never leave their school-issued Chromebook unattended. Any loss or damage to the device is the financial responsibility of the student's parent/guardian. This includes Chromebook that are lost, misplaced, stolen or damaged. Students should immediately report damage or loss, including theft, to a parent who will notify IT for next steps at chromebook@bishopamat.org
- The school reserves the right to limit access or block a student's wireless network privileges, as warranted. If a student uses a school-issued device or their own personal device (including smartphones) or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to disciplinary consequences.
- All technological devices, including personal devices, used on campus are subject to investigation in accordance with the Archdiocesan AUP and the Archdiocesan Administrative Handbook as previously described in this Handbook publication.

Students who lose, through theft or carelessness, or damage a school-issued Chromebook are responsible for the replacement cost of \$300.00. The replacement cost for a lost/damaged charging cord is \$50.00. All replacement costs must be paid before a new school Chromebook or charger is issued to the student.

HARASSMENT, BULLYING AND HAZING POLICIES

Bishop Amat High School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment,

bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. A student may also be involved in cyberbullying, which occurs when the student bullies another using the Internet, social media, cell phone or other technology. This can include, but is not limited to:

- Sending inappropriate text, email, or instant messages
- Posting inappropriate pictures or messages about others on any social media platforms
- Using someone else's name to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Responsibilities of the School

It is the responsibility of Bishop Amat High School to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

Responsibilities of the Student

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to a dean, counselor or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Student Threats

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to a dean, counselor or a teacher. Police will be notified immediately. The Department of Catholic Schools should also be notified.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat should be made by the principal on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions;
- Using sexually degrading words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures;
- Telling inappropriate or sexually related jokes;
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Bishop Amat High School to:

- Implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance;
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- It is the student's responsibility to:
- Conduct himself or herself in a manner that contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to a dean or counselor;
- Discontinue any actions perceived as discriminatory, intimidating, or harassing.

Complaint Filing - Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to a dean, a counselor, or to a teacher who will report it to a Dean or the Vice Principal, the Principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and, in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination
5. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem. (Admin. VIII-16, "Harassment Policy for Students in Catholic Schools")

SPECIAL STUDENT CATEGORIES

Emancipated or Eighteen Year Old Students

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school. (Admin. VIII-10, "Emancipated or Eighteen Year Old Students")

Married Students

Central to the philosophy of Bishop Amat High School is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the

student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries will not be allowed to attend Bishop Amat High School. (Admin. VIII-10, "Married Students")

Pregnant Students

Catholic education stresses that the sanctity of family life is enhanced through fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the school community seeks to support the pregnant student and/or student father so that the pregnancy can be brought to term. The situation is to be treated in a Christian and humane manner.

Students involved with a pregnancy have accepted the responsibility of bringing new life into the world. Such responsibility necessitates a change in their status, especially in terms of activities and priorities at school. The school seeks to respond to these changed needs through a program of counseling with the pregnant student and the father of the child, if also a student, as well as the parents of both.

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

If the student chooses to remain in school, she will be able to participate fully in all activities to the extent that the condition of the student and the common good of the school allows. At a point during the pregnancy, particularly when the pregnant student's health and safety become a concern, a period of home study through the public school located in the student's residential district is recommended. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment.

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

Without jeopardizing the above guidelines, the school shall retain the right and the responsibility to publish and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching. (Admin. IX-8, "Pregnancy")

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search

warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the legal parent or guardian the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action.

Directory Information

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable. (Admin VIII, Appendix “Verbal/Written Confidences Policies”).



ACTIVITIES PROGRAM



Ms. Elizabeth Bell
Activities Director

The activity groups of Bishop Amat have been created for the benefit of the student body. Their purposes are to provide additional learning opportunities to complement the academic program, to encourage responsibility, and to increase student involvement in the school. For these reasons, membership for at least one year in an activity group or athletic team is strongly recommended.

5. Each group must have an activity once a quarter with at least 50% of the membership present. A list of participants in the activity is to be given to the Club Commissioner.
6. Each group must complete a Christian service project that is approved by the Director of Christian Service and the ASB Office.
7. At the end of each quarter, active membership lists are to be submitted to the Club Commissioner.

A list of active clubs and organizations is made available by the ASB Moderator after Club Rush each year. Further information, including how to form a club on campus, can be found in the Club and Organization Handbook.

Club and Organization Member Requirements

Membership requirements include the following:

1. Members must be present for 75 percent of the group's meetings as well as participate in 75 percent of the group's activities for the year. One of these activities must be the Christian Service project.
2. A member must be in school for a minimum of a half day to participate in an afternoon or evening activity.

Probation

If a club or organization, already recognized on campus, does not fulfill the above-indicated requirements, it will be placed on probation for one month. If a group is shown to be inactive for a two-month period, the Club Commissioner will submit the group's name to the Student Government in order to disband the group. A club or organization, which is disbanded, has its treasury confiscated by the Student Government. After the second grading period of a school year, club members who are shown to be inactive will be placed on probation. Any student who is listed as inactive in a club for the entire semester of the year will not be considered a member of that club.

PERFORMANCE GROUPS

All performance group members are regularly called upon to represent the school. Therefore, members need to be individuals whose behavior and demeanor exemplify the philosophy of the school. The requirements of performance groups vary depending upon the nature of the group. The requirements are dictated by the time commitment, level of responsibility, and leadership role involved. As very active and visible leaders in the school community, Pep Squad members have more stringent eligibility requirements than other performance groups. However, all performance groups have academic, attendance and behavior standards, which must be maintained in order to try out and participate.

Performance Group Eligibility

Section 1 - Academic Eligibility

Students must have a 2.0 cumulative GPA to try out for Pep Squad and any other performance group and must maintain the 2.0 GPA in order to participate.

A member of Pep Squad or any other performance group who earns below a 2.0 GPA may be granted a term of probation for one grading period. Members will be declared ineligible if they do not receive the minimum grade requirement at the next grading period.

Section 2 - Other Eligibility Requirements

In order to try out for any performance group, a student must clear all financial obligations to the school during the semester in which the tryouts are held.

Students must have satisfactory attendance records with regard to absences and tardiness in order to try out for Pep Squad.

The activity program includes the following groups:

1. Special Interest Clubs (vary year to year)
2. State and National Organizations:
 - a. Honor Societies
 - 1) California Scholarship Federation
 - 2) National Honor Society
 - 3) Interact Club
3. Performance Groups:
 - a. All Band Groups
 - b. All Choir Groups
 - c. Color Guard & Twirlers
 - d. Bishop Amat Dance Team
4. Pep Squads
5. Drama Productions
6. Digital Video Productions
7. Publication Groups:
 - a. The Lance Newspaper
 - b. Tusitala Yearbook

CLUBS AND ORGANIZATIONS

All students are invited to participate in one or more clubs or organizations. The Student Senate is the governing body of these groups. The Club Commissioners, under the guidance of the ASB moderator, organize a Club Rush Day during September of each year in order to introduce new and existing groups to the student body. It is during Club Rush Day that the various groups recruit their membership. In addition, the Club Commissioners work with the moderators and officers of the clubs and organizations to ensure that all qualifications for active status have been met.

Students who participate in active clubs or active organizations may have verification of participation added to their transcripts.

Club and Organization Requirements

Active clubs and organizations must fulfill the following requirements:

1. A constitution and charter sheet must be on file with the Club Commissioner.
2. There must be at least 10 members in the group.
3. The constitution, dues, and the charter sheet must be submitted to the Club Commissioner within 3 weeks after the day of Club Rush.
4. Groups must meet once a quarter, on a day other than Wednesday, submitting attendance records of their meetings to the Club Commissioner.

Students must have satisfactory discipline records to try out for Pep Squad or other performance groups. Any student who receives more than one “N” (behavior/citizenship needs improvement) or a single “U” (unsatisfactory behavior/citizenship) as a citizenship comment on the report card which precedes tryouts may not be eligible to try out for Pep Squad. Additionally, the student will be placed on probation for one grading period. The member will be declared behaviorally ineligible if the multiple “N” comments, or the “U” comment, are still present after the probationary period.

Members of Pep Squad must maintain their satisfactory attendance and discipline status in order to remain on the squad. A member who commits a violation, which is liable to probation or withdrawal, according to the Disciplinary Actions listed in this handbook, may be required to relinquish the position.

A performance group member must be in school for a minimum of a half-day to participate in an afternoon or evening activity.

PUBLICATIONS GROUPS

The Principal is the publisher and has legal responsibility for all student publications and the school websites. Copyright laws must be observed. The moderators of student publication groups exercise whatever control is needed regarding material submitted for publication. The Moderators review all material to make sure appropriate guidelines are followed. (Admin. VII-3, “Student Publications”) *The Lance* newspaper and the

Tusitala yearbook are student publications. They are important elements of our instructional program and contribute to our school goals. *The Lance* also publishes online at www.thelance.org. In addition, various courses use blogs as a means of publishing student work. These are also subject to school authority.

Publication groups exist as functions of academic courses. Membership is limited and students are admitted to the Yearbook and Journalism courses through moderator approval based on their evaluation of submitted writings.

STUDENT AMBASSADOR PROGRAM

The Student Ambassador Program is a leadership program that offers Bishop Amat students an opportunity to represent and promote Bishop Amat High School to members of the community. Student Ambassadors greet visitors to the campus, give directions to meetings and events, speak to prospective students and their parents on and off campus, conduct campus tours, and assist with recruitment events such as Visit Days, Open Houses, the Test Taking Seminar, and Entrance Exams.

To be considered for the Student Ambassador Program, a student must have good interpersonal skills, a minimum cumulative GPA of 3.0, maintain a satisfactory attendance and discipline status, and be involved in at least one extra-curricular activity.



CO-CURRICULAR PROGRAM

There are several types of co-curricular programs at Bishop Amat High School. These programs include: student government and leadership, activities, and athletics. In addition, Bishop Amat High School offers an extensive Christian Service program. In order to develop Catholic ideals and enhance the Christian community spirit of our campus, a Christian service element is incorporated into each of the co-curricular programs, under the guidance of the Christian Service Moderator. The Campus Minister and Campus Ministry Team provide additional opportunities for personal and spiritual growth through retreats and liturgical celebrations.

PHILOSOPHY OF PARTICIPATION

Bishop Amat High School encourages the participation of all of its students in co-curricular programs whenever the student has fulfilled academic as well as behavioral standards as established by the school.

There are three components of eligibility for each of the co-curricular groups. The student participant must be able to demonstrate academic achievement, responsible attendance, and appropriate self-discipline. The specific academic and behavioral standards, which must be met in order to participate in co-curricular programs, are unique to the type of program with regards to the level of responsibility given to the participants and the time commitment involved.

Acceptable overall academic achievement is demonstrated by meeting a minimum GPA requirement. Students who do not meet the minimum GPA requirement of their program are put on academic probation for one grading period. Students are considered academically ineligible to participate if they again do not meet the minimum GPA requirement after the period of academic probation.

Attendance is monitored through the Attendance Office, and any action taken would be in accordance with the established attendance policies.

The student's classroom teachers, as well as the Deans of Discipline report unsatisfactory behavioral patterns. The classroom teacher is responsible to ensure that behavior in the classroom creates an optimal learning environment, which benefits the individual student as well as the classroom of students as a whole. The Dean of Discipline is responsible for the general behavior of students outside of the classroom and assists the teacher with behavior inside of the classroom, when necessary. The Dean of Discipline follows established policies as described in the Discipline section of this handbook.

The classroom teacher uses the conduct/citizenship comments on the report card to reflect the adequacy of behavior in the classroom. These conduct/citizenship comments on the student report card are used to determine the behavioral eligibility of students in co-curricular programs and are as follows:

- Comment G:** The student's classroom conduct habits are good.
- Comment C:** The student sometimes needs correction.
- Comment N:** Conduct habits need improvement.
- Comment U:** Conduct habits are unsatisfactory.

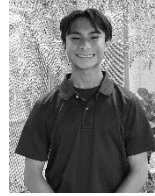
Receiving more than one comment "N" and/or a comment "U" on the report card may affect a student's eligibility to participate on any athletic team, performance group or activity group. In addition, these comments may affect a student's eligibility to run for student government office or hold the office once elected, and a student's eligibility to try out for the Pep Squad or participate on the pep squad if already a member.

Students who do not meet standards of self-discipline, are considered behaviorally ineligible to participate if they do not improve after a period of behavioral probation. Specific eligibility requirements, including

minimum GPA and behavioral requirements, are listed with the description of each co-curricular program in the pages that follow.

STUDENT GOVERNMENT

2025-2026 ASB Officers



Jaedon Magaling
President



Ezra Starr
Vice President



Bryce Ibarra
Treasurer



Hannah Figueroa
Secretary

Student Council

The executive branch of the Student Body is the Student Council. It consists of the ASB Officers, Commissioners and Class Officers. The Student Council conducts the business of the student body including all elections and the organization of most activities.



Mrs. Michelle Borrayo-Gonzalez
ASB Moderator

Student Senate

The other legislative branch of student government is the Student Senate. It is composed of the following: ASB Officers, Homeroom Representative, representatives from each athletic team, and the President or Vice-President of each club, performance group, and publication group. The Student Senate meets at least once a semester with the Principal to provide input and to discuss matters of importance for the student body.

ASB CONSTITUTION

Preamble

We, the students of Bishop Amat High School, do establish and accept the following Constitution for the following purposes:

1. To regulate and promote student activities that help mold good Christian character.
2. To acquire, through participation in student government, a better understanding of citizenship and democratic principles.
3. To express the voice of the students on issues that directly affect the student body.
4. To promote a unified atmosphere within the school among the students, faculty, and administration
5. To develop the qualities of Christian leadership.

ARTICLE I - Name

Section 1: The name of the organization shall be the Associated Student Body of Bishop Amat High School.

ARTICLE II - Membership

Section 1: The regularly enrolled members of Bishop Amat High School shall be eligible for membership in the Associated Student Body of Bishop Amat High School.

ARTICLE III - Student Council

Section 1: The executive and upper-legislative branch of the Student Body shall be known as the Student Council.

Section 2: The Student Council shall consist of the following voting members:

1. Associated Student Body Officers (4)
2. Commissioners (as many as the Executive Board deems necessary)
3. Class Officers (4 per class)

**The ASB Moderator shall act as advisor.*

Section 3: Student Council shall be required to meet at least once a month. Special sessions may be called at the discretion of the Executive Board of Students or of the Administration.

Section 4: The chief executive officers of the Student Council are the A.S.B. Officers.

Section 5: All decisions of Student Council are only effective if a quorum of 50% plus one of the council is present.

ARTICLE IV - Officers

Section 1: The elected Student Body Officers of this organization shall be known as members of the Executive Board, which will consist of the following persons:

1. ASB President
2. ASB Vice-President
3. ASB Secretary
4. ASB Treasurer
5. ASB Moderator; having no vote and chosen by the principal.

Section 2: The elected class officers shall consist of the following persons:

1. President
2. Vice-President
3. Secretary
4. Treasurer

Section 3: The commissioners shall be appointed by the Student Body Officers. The various categories shall be decided by the Student Body Officers as the need arises. Attendance is mandatory at all meetings. Two unexcused absences will result in probation.

ARTICLE V - Qualifications

Section 1: Academic Qualifications

1. Candidates for ASB Office must be representative of the philosophy of Bishop Amat and must have demonstrated the potential to be a student leader in accordance with this philosophy.
2. Candidates for ASB Office must be members of the Associated Student Body of Bishop Amat for at least three full semesters prior to nomination for that office.
3. Candidates for ASB Office must have a 2.8 cumulative GPA to run for office and maintain a 2.5 GPA while in office.
4. Candidates for Class Office must have a 2.6 cumulative GPA to run for office and maintain a 2.3 GPA while in office.
5. Candidates for Commissionership must have a 2.2 cumulative GPA to apply for office and maintain a 2.0 GPA while in office.

Section 2: Other Qualifications

1. Candidates for ASB, Class or Commissionership Offices must have satisfactory attendance records with regard to absences and tardiness.
2. Candidates for ASB, Class or Commissionership Offices must have satisfactory discipline records. Any student who was placed on disciplinary probation during the election year is ineligible to run for office. Any student who received more than one "N" (behavior/citizenship needs improvement) or a single "U" (unsatisfactory behavior/citizenship) as a citizenship comment on the preceding report card is not eligible to run for office.
3. Students who are elected into office must maintain their satisfactory attendance and discipline status in order to stay in office. An Officer who commits a violation, which is liable to probation or withdrawal, according to the Disciplinary Actions listed in this handbook, may be required to relinquish the office. Officers who receive multiple "N" comments, or a "U" comment, on their report card, will be put on probation until the next grading period. Officers will be declared behaviorally ineligible to hold office if multiple "N" comments, or a "U" comment, is still present after the probationary period.

Section 3: Executive Office

1. An executive office is defined as an office that carries either a Student Council or Student Senate seat.
2. Members of the Student Council and Student Senate shall hold only one executive office.
3. The ASB Officers shall be empowered to enforce the provisions of this article.

Section 4: The ASB Officers must be seniors. Commissioners may be from all grade levels.

Section 5: Vacancies in the Student Council and Student Senate shall be filled in the following manner:

1. The Vice-President shall fill a presidential vacancy.
2. Other ASB Officers shall be replaced by appointment of the Executive Board in conjunction with the existing class or club officers and respective moderators.

ARTICLE VI - Student Senate

Section 1: The other legislative branch of the Student Body shall be known as the Student Senate.

Section 2: The Presiding Officer of the Student Senate shall be the ASB Vice-President. The ASB President keeps minutes, and the ASB Treasurer shall keep records of any financial requests or refusals of the Student Senate meetings.

Section 3: Membership in the Student Senate shall consist of the Homeroom Representatives, representatives from each athletic team, and the President or Vice-President of each club, performance group and publication group.

Section 4: Each grade level shall have a council composed of the four class officers. These councils shall meet at least once a month and when necessary as designated by the class president and moderator.

Section 5: Student Senate must meet at least once a semester. However, special sessions may be called by the ASB Vice-President through the Activities Director, Vice Principal, or by the Principal.

Section 6: All decisions of Student Senate are only effective if a quorum of 50% plus one of the Senate is present.

ARTICLE VII - Elections

Section 1: Any students fulfilling the qualifications stated in Article V and wishing to run for an ASB Office must submit his/her name for a primary election. The two candidates receiving the most votes in this primary election shall then have their names placed on the final ASB ballot. In class elections, there will also be a primary election to determine the two finalists for each office. For any office where there are only one or two candidates running, a primary election will not be held for that office.

Section 2: For the ASB primary elections, each candidate will make a primary speech prior to the primary election unless there are only one or two candidates for a particular office and no primary election is held for that office.

Section 3: Homeroom elections shall be conducted under the direction of the newly elected ASB Officers and must be completed at the beginning of the school year.

Section 4: Elections shall take place in the following order:

1. ASB Primary
2. ASB Final
3. Class Primary
4. Class Final
5. Appointment of Commissioners by newly elected ASB Officers

ARTICLE VIII-Impeachment/Removal from Office

Section 1: All ASB Officers, Class Officers and ASB Commissioners will be required to sign a contract upon being appointed to their position.

Section 2: Failure to follow the contract guidelines may result in removal from office with the approval of the Activities Director and the Vice Principal, or Principal.

ARTICLE IX - Organizations

Section 1: Any group of students may petition the Student Government, both houses, for a charter granting them the right to have a club on campus.

Section 2: A group of students may receive a charter with 2/3 approval of each house of Student Government.

Section 3: Upon evidence of a failure of an organization to adhere to its constitution, a suspension shall be made of the charter by the Student Government. Suspension entails the confiscation of all monies of the particular organization by the Student Government.

Section 4: All clubs shall be chartered annually.

ARTICLE X -Powers of the Associated Student Body

Section 1: The Associated Student Body shall have the power to introduce a new bill (initiative) when a petition has been signed by 10% of the voting student body.

Section 2: The respective classes may initiate recall procedures by a petition signed by 25% of the voting members of the class.

ARTICLE XI - Derivations of Authority

Section 1: All powers herein set forth are in accordance with the California Education Code and the Los Angeles Archdiocesan Code. Said powers are delegated by the Principal and may be revoked at any time.

ARTICLE XII - Amendments

Section 1: Proposed amendments to the Constitution may be presented to the Student Body by a 2/3-vote majority of the Student Council and the Student Senate.

Section 2: Amendments may be proposed by the Student Body according to ARTICLE X, Section 1.

Section 3: The approval of 2/3 of those voting shall be required for ratification of the proposed amendment.

ASB POLICIES

Announcements

Announcements must be submitted electronically by 7:30 a.m. on the day the announcement is to be read. Announcements must be brief and must be sent directly by a faculty member/moderator through their school email address. Athletic announcements may only be submitted directly by the Athletic Office. Administrator announcements and athletic games, practices and event cancellations are the only exceptions to the 7:30 a.m. submission requirement. Upon the approval from the Vice Principal, these announcements will be made after lunch.

All posters and other notices concerning school business and events must be approved by the Activities Director or Vice Principal before they can be posted in the bulletin boards on campus. The Athletic Director must approve all athletic team posters. The Activities Director must approve class, club, organization and all other posters. Approved posters must be placed only in the bulletin boards located on campus outside of the academic wings. During elections, posters approved by ASB may be taped to walls, floors or lockers using special blue paint tape. Regular tape may never be placed on a painted surface. The classroom teacher must approve any items posted in the classrooms. Posters must be removed within 24 hours after the advertised event. Stickers are never permitted, including during election campaigns.

Dances and Social Events

Dances and other social events are sponsored by the ASB or organizations of the ASB. At any such event, students are expected to act in keeping with Catholic rules of conduct. The proposed program and date of a social event must be approved by the Vice Principal, through the Activities Director, before the event is held. Groups may not advertise events until approved.

Semi-Formal and Formal Dances

There are two semi-formal dances (Homecoming & Winter Formal) and one formal dance (Prom) during the school year.

1. Homecoming is on campus and is open to all grade level Bishop Amat students. No guest passes will be issued for this dance.
2. Winter Formal is off-campus and is open to Bishop Amat sophomores, juniors and seniors only. No guest passes will be issued for this dance.
3. Prom is off-campus and is open only to seniors and juniors. Guest passes are available for Prom **only**. Guests must also be juniors or seniors.
4. Freshmen and sophomores are **not** eligible to attend Prom.
5. Students may be denied the privilege of attending school sponsored social events. In particular, students who have seriously delinquent tuition accounts will not be allowed to attend Prom.

Guest Passes

1. The use of a Guest Pass is a privilege, not a right, reserved for juniors and seniors only for Prom.
2. The Vice Principal approves Guest Pass Requests and reserves the right to deny passes on a case-by-case basis.
3. Bishop Amat reserves the right to regulate the appearance of guests. Guests of Bishop Amat students are required to abide by the established dress and grooming guidelines established for Prom.

4. Students who have left Bishop Amat for disciplinary reasons are not eligible to attend a dance, or any other Bishop Amat function, as a guest.

Dance Restrictions

All students are welcome to dance. However, the style of dancing must be appropriate to the age of the student and the venue (high school dance), as well as morally acceptable and safe. Students may not dance in a way that is sexually suggestive. Students must remain upright and face their partners while dancing. Also, Bishop Amat does not allow any type of dancing which may cause bodily harm to the students. Therefore, due to the risk of injury, slam dancing, lifting, and similar activities are not allowed.

Identification Cards

Each student is issued a Student Identification Card containing the student's photograph. The card must be carried with the student **at all times** to verify enrollment at Bishop Amat High School. It is also required for gaining admission to athletic games, school dances and other events. ID cards are not transferable. A student who uses a card belonging to another student is subject to disciplinary action and possible loss of future privileges.

In the event that an ID card is lost, the student may request a replacement. To obtain a replacement, a nominal fee must be paid to the cashier in the Main Office and the fee slip, which is the student's proof of purchase, can be taken to the Activities Director who will print a replacement card.

Scheduling Events and Facilities

All ASB, class, and club organization events are scheduled through the Activities Director. Athletic teams wishing to plan an event should apply to the Athletic Director. All other co-curricular groups wishing to plan an event should apply directly to the Activities Director. Agencies outside of the school should direct all requests for facility use, in writing, directly to the President's Secretary. In requesting facility use, these guidelines should be followed:

1. Major events are calendared before June of the previous year.
2. Minor events should be calendared at least two weeks prior to the event.
3. Requests for the use of school facilities must be filed at least two weeks prior to the event.
4. No meetings may be held at any time without the knowledge of the Athletic Director (athletic department and team events) or the Activities Director (activity group events). This includes those meetings held on weekends.
5. Reservations for the after school or weekend use of specific facilities are made to the following personnel:
 - a. Athletic Director or Athletic Administrative Assistant – Athletic Fields, Student Activity Center
 - b. Vice Principal - Quad, Covered Lunch Area, Library
 - c. Carroll Center Operations Manager – Performing Arts Center



ATHLETIC PROGRAM



Mrs. Tish Price
Athletic Director



Mr. Pablo Angel Flores
Assistant Athletic Director

PURPOSE

All students, parents, faculty, and other personnel involved in the Athletic Program at Bishop Amat High School should be aware of the principles of high school athletics, especially as expressed through the example of the Bishop Amat Student Body and Boosters.

As stated in the Catholic Athletic Association Code of Ethics, Interscholastic athletic activity at a Catholic high school assists the participant in developing:

1. An ability to keep sports competition and associated activities in the proper Christian perspective;
2. A desire to develop and properly utilize God-given physical and mental abilities; a willingness to accept responsibility both as an individual and as a contributing team member;
3. A capacity for self-discipline, so vital to leading a Christian adult life;
4. An ability to control emotions during periods of stress;
5. An appreciation of the efforts of others, whether they be teammates, opponents, coaches, officials or spectators (good sportsmanship);
6. A Christian environment of school and community spirit and loyalty.

Athletic Eligibility

In order to tryout or participate in any athletic competition, student-athletes (boys and girls) must follow these guidelines:

1. All athletes must observe all regulations that exist in the current edition of the CIF Rule Book.
2. All athletes must be examined and pass a physical given by a physician prior to tryouts or participation in any athletic activity.
3. All athletes are expected to carry insurance. Supplementary insurance must be purchased through the school for athletes participating in sports.
4. **An athlete must be in school for a minimum of a half-day to participate in an afternoon or evening practice, contest or activity.**
5. State CIF regulations require that all athletes maintain a 2.0 G.P.A. for work completed during the previous grading period. Athletic grade eligibility at Bishop Amat High School is determined by taking the weighted grades in all courses taken (including P.E.). A term of probation for one grading period may be granted if an athlete receives a sub 2.0 grade report.

Athletic Probation: An athlete will be placed on academic probation for not maintaining a 2.0 grade point average during their fourteenth week grading period. These athletes may practice and take part in athletic events/competitions. In order to be released from academic probation, and subsequent ineligibility, the athlete must raise the grade point average to a 2.0 or higher.

Athletic Ineligibility: When an athlete fails to raise their grade to 2.0 or higher after being placed on academic probation from the previous grading period, the athlete will become ineligible. This means that they may not take part in any athletic event, be released early from school or travel with the team for an away contest until the next eligibility check. The cumulative grade point average must not be lower than 2.0 to be considered eligible again.

6. Athletes who receive multiple “N” comments, or a “U” comment, on a report card, will be placed on probation for one grading period. The athlete will become behaviorally ineligible if the multiple “N” comments, or the “U” comment, are still present after the probationary period.
7. Any athlete who leaves a team after league play has begun may *not* participate in any sport of the next season until the original sport has completed its season. The exception to this guideline are the sports in which student-athletes compete individually in CIF play.

Athletic Letter

Upon meeting specific criteria established for participation in each sport, a student is awarded the block A, representative of a Varsity Letter at Bishop Amat High School.

Bishop Amat competes as a member of the California Interscholastic Federation, Southern Section (CIF-SS), the state governing body for interscholastic athletics and activities. Membership in the CIF-SS allows Amat teams to compete in league, sectional and state championships. Currently, Amat competes as a Division I school in the Mission League for football; Baseball, Beach Volleyball, Cross Country, Boys Golf, Soccer, Softball, Tennis, Track & Field, Swimming and Girls Volleyball compete in the Del Rey League which is part of the Camino Del Rey Association. Boys Basketball, Girls Basketball, Boys Volleyball, (Girls) Flag Football and Girls Golf compete in the Camino League and Boys Wrestling competes in the Mission League. Girls Wrestling competes as an At-Large sport.

Note: not all schools field a team in various leagues or offer the sport.

MISSION LEAGUE

Bishop Alemany
Bishop Amat
Chaminade
Crespi (wrestling only)
Harvard Westlake (wrestling only)
Notre Dame
Serra
Sierra Canyon

CAMINO DEL REY ASSOCIATION

Bishop Conaty (girls only)
Bishop Amat
Bishop Montgomery
Bosco Tech (boys only)
Cantwell
Cathedral (boys only)
Holy Family (girls only)
La Salle
Mary Star
Paraclete
Pomona Catholic
Romona Convent (girls only)
San Gabriel Mission (girls only)
Sacred Heart (girls only)
Salesian (boys only)
Serra
St. Anthony
St. Bernard
St. Genevieve
St. Joseph (girls only)
St. Mary's
St. Mathias/Pius X
St. Monica
St. Paul
Verbum Dei (boys only)

Fall Sports (Season starts late August)

Boys Football & Cross Country
Girls Volleyball, Flag Football Cross Country, Golf, & Tennis

Winter Sports (Season starts mid – November)

Boys Basketball, Soccer, & Wrestling
Girls Basketball, Soccer, & Wrestling

Spring Sports (Season starts early February)

Boys Baseball, Golf, Tennis, Track & Field, Volleyball, & Swimming
Girls Softball, Swimming, Track & Field, & Beach Volleyball

SCHEDULES FOR ATHLETIC CONTESTS

For the most current schedule changes online, refer to:
<https://bishopamat.bigteams.com/#Bishop-Amat-La-Puente-CA> or the Bishop Amat website under Athletics. Please follow our Athletic Teams on Instagram @Amatathletics. For any Athletic Department questions, please contact the Athletic Administrative Assistant at 626-962-2495, extension 7412.



HEALTH AND SAFETY POLICIES

Closed Circuit Cameras

To facilitate student safety, closed circuit security cameras are in place at various locations around campus. Video taken by such cameras is saved for an appropriate period of time.

Infirmary

The Infirmary, located in the 400 Wing, is staffed by parent volunteers during the school year. If a student becomes ill during the school day, the following procedures are followed:

1. The student must obtain a hall pass from the classroom teacher, generally at the beginning of the class period, and report to the Infirmary. If the student is at lunch or break, the student may get a pass from a Dean of Discipline or the Vice Principal.
2. **A student who is ill should never contact a parent directly from their personal device.** Instead, the student should report to the Infirmary where the parent volunteer will contact the parent. As posted, if the Infirmary is closed, the student should report to the Attendance Office.
3. A student may not remain in the Infirmary indefinitely. If a student is too ill to go back to class, the parent volunteer will notify a parent to make arrangements for the student to return home. If the parent cannot be contacted, only another person from the student's emergency form can take responsibility and grant the student permission to leave. The parent volunteer will always attempt to contact parents or guardians first.
4. The person who takes the student home will be asked to sign the Infirmary log before taking the student.
5. The student needs to receive an early dismissal slip before leaving campus.
6. A student who has been given permission to drive or walk home is expected to call the Attendance Office when he/she arrives home.
7. The student will use the early dismissal slip to re-enter school if the student returns the following day. If the student is absent the following day, a parent note is required for re-entry to school.

If an accident or other emergency medical situation occurs, the student will be taken to the Infirmary, unless moving the student is ill advised, due to the type of accident. Occasionally, it will be necessary to call for paramedics to transport a student to a medical facility. School administrators make such decisions. Every attempt will be made to notify parents before this step is taken. If the Infirmary is closed, students should report directly to the Attendance Office. No student may leave campus due to illness or call their parents asking to leave campus due to illness without going through the Attendance Office.

Emergency Information Form

All students have a Health Information/Disaster Release Form on file with the school from which vital decisions are made. Parents are required to provide accurate information on the form and update this information, as needed.

Immunization Requirements

California State Law requires immunizations against polio, diphtheria, tetanus, measles, mumps, rubella and hepatitis B. Verification of tuberculosis testing must also be on file. In addition, any student who has never attended school in California must have a TB test performed in this state before beginning school at Bishop Amat. The parent or guardian of a student who does not have an immunization record on file or whose immunization record is incomplete will be notified to bring in the record or update the record on file. Failure to respond by the deadline will result in the student being unable to attend classes until the problem is resolved. Information concerning immunization requirements can be obtained from the Student Services Office.

Lab Safety

The safety of our students is a primary concern at Bishop Amat and as such laboratory safety is an integral and important component in our laboratory science classes. In these classes students are instructed on the fundamental requirements necessary to assure safety in the lab, both personal safety and the safety of all others. Students and parents are asked to sign a laboratory safety contract which states the laboratory safety rules. Students must abide by all of the rules listed on the lab safety contract as well as any unwritten rules which are for the protection of the student and all others. Any breach of this contract or anything that is considered unsafe immediately terminates the student's participation in lab activities; reinstatement of lab privileges is at the discretion of the teacher. Prior to the commencement of laboratory experiments for the school year, all students in a laboratory science class must take and pass a lab safety exam. At a minimum, all students participating in lab experiments must wear laboratory safety goggles and aprons. Failure to use safety gear appropriately is considered unsafe and a student's participation in an experiment will be terminated immediately; reinstatement of laboratory privileges is at the discretion of the teacher.

Medication

It is against the law for the school to provide any prescription or over-the-counter medication to a student. Students needing to take medication during the school day must complete the Archdiocesan Medication Form and provide the Attendance Office with the medication in the original package. All medication must be kept in the Attendance Office or Infirmary. This includes aspirin, as well as prescription drugs.

Communicable Diseases

A student who has been absent due to a reportable disease must provide documentation for clearance, upon request, before being readmitted to school. The Principal, or his designee, may readmit a student who was absent for a non-reportable disease such as chicken pox, German measles, and influenza.

Student Accident Insurance

A Student Accident Insurance Program is provided for all students at Bishop Amat High School. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity. (Admin. IX-1, "Insurance").

If an accident occurs on campus or at school-sponsored activities, the student and/or parent can obtain the necessary forms required by the insurance company from the Vice Principal. Additional insurance purchased through this program is required of all students playing tackle football.

Although Bishop Amat High School provides an insurance program that covers bodily injury in the event of an accident, the school is not responsible for the loss or theft of student books, clothing or other belongings that are left on campus, in locker rooms or in lockers.

EMERGENCY PROCEDURES

Disaster Release Form

All students are required to have a Disaster Release Form on file. In the event of a disaster, the Principal is responsible for deciding whether or not to release students. If the decision is made to release students, the students will be released according to the parental directions provided on the form. If there is no form available for a student, the student will not be released until a parent or legal guardian comes for the student.

Earthquake Emergency

The immediate warning for an earthquake disaster is the shaking of the earth. All students will follow the DROP-HOLD-COVER procedure:

1. The DROP command will be given immediately when shaking occurs.
2. All should **DROP** to their knees in a hunched position thus making their bodies as small as possible. **HOLD** on to the desk legs, keeping the desktop over the head as a **COVER**. Students should face away from the windows. Available clothing should be used for protection.
3. If outside when an earthquake occurs, the DROP command would be given after students have moved away from the buildings.
4. All students will be instructed to react in the same manner even if they are enroute to or from school or if the teacher is temporarily absent from the classroom.

Fire Emergency

The immediate warning for a fire is the sound of the fire alarm. A fire alarm must be obeyed without question. At the sound of the alarm, all students will immediately evacuate.

Evacuation Procedure

Regardless of the type of disaster that occurs, the evacuation procedure will be the same and is as follows:

1. All students will leave the classroom in single file.
2. Absolute silence must be maintained when filing out and while standing in the assigned areas.
3. Students are to walk, not run.
4. The last person out of each room is to see that the DOORS ARE CLOSED BUT UNLOCKED and LIGHTS ARE OFF.
5. Students are to form two lines, according to homeroom, in the assigned areas in Kiefer Stadium. If Kiefer Stadium cannot be used due to obstruction, an alternate assembly area will be chosen. In any case, students are never to line up in driveway areas, etc., which might impede the flow of emergency vehicles and/or equipment.

The school has contingency plans to care for students in a safe area of campus until the disaster situation becomes stable and travel off campus becomes normalized. In the event of a serious disaster causing major damage to utilities and roads, the students will be released in accordance with their signed emergency release form. If such should occur, the release point will be the Kiefer Stadium ticket booth entrance.

Lock Down

In the event of an incident involving police action, campus intrusion, hazardous materials leak or any other incident requiring school and/or room security, the school will implement the established procedures for a Full Lock Down or a Partial Lock Down, as the situation warrants.



POLICIES FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS

Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events (Global Archdiocesan)

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care.

Staff members, faculty, or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor’s parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have met these requirements.

SAFE ENVIRONMENT TRAINING FOR YOUTH

Bishop Amat High School participates in the ongoing safe environment training program developed by the Los Angeles Archdiocese. The Virtus Teaching Touching Safety Program is presented annually to students at each grade level to give young people the tools they need to protect themselves from those who may harm them. The Archdiocesan Office of Safeguard the Children works with the Principal to maintain the program. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any "ministry" in the archdiocese, and
- May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

As members of the Archdiocese of Los Angeles community, the school wants to assure compliance with both Megan's Law and the "Zero Tolerance Policy." Should a parent become aware that a registered sex offender or any person subject to the "Zero Tolerance Policy" is in our school community, it is important that contact be made immediately with the school principal to assure that appropriate action can be taken.

Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

All Junior High and High School Students should recognize that while they are engaged in service or activities involving children or youth they are role models who are called to treat each child with respect and care.

- Student leaders, workers and volunteers are required to observe all rules and regulations established by their school and by the school or agency they are serving

- Student workers and volunteers may not associate or be present with children or be party to activities where civil law and/or school rules are violated
- Caution is to be observed in all interactions with children including verbal, written and electronic communications
- Games or sports activities with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- While in a room with children present, the door should remain open, or there should be visibility through door windows
- Topics or vocabulary which could not comfortably be used in the presence of parents or the school principal should not be used with children
- Gifts or mementos should never be given to individual children unless authorized by the principal
- Student workers and volunteers must respect the physical boundaries of children. Children must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate
- Student workers and volunteers must sign the Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

NOTE:

Lancer Life is the Bishop Amat School Parent/Student Handbook and acts as an addendum to the official Parent/Student Handbook created by the Archdiocese of Los Angeles and the Department of Catholic Schools (<https://handbook.la-archdiocese.org/chapter-13>). *Lancer Life* contains information regarding school policies and procedures as well as a calendar of events for the school year. The Principal reserves the right to amend the handbook at any time with prompt notification made to parents and students of such amendments.



PARENT PORTAL

The Parent Portal is a valuable tool for parents. Through this portal parents are able to monitor their student's attendance, assignments and grades, contact a faculty member, check completed parent hours, and print an unofficial transcript of grades. To access the Parent Portal, go to www.bishopamat.org.

