

Parent / Student Handbook 2010 - 2011



St. Matthias High School

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DEDICATED TO THE GREATER GLORY OF GOD, THROUGH THE INTERCESSION OF BLESSED ST. MATTHIAS, PATRON OF OUR SCHOOL

- Be it known to all for the reason for every Catholic education, that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its administration and faculty and the inspiration of its students.

“Students should know as soon as they set foot in a Catholic school that they are in a different environment, one illuminated by the light of faith and having its own unique characteristics. Particular attention should be given in the school to prayer and the celebration of the sacraments.”-Summary of Conclusions, 63, Synod of Bishops for Oceania December 1998

Education imparts truth. The great truth is Christ. The prime purpose of St. Matthias High School is to form apostles and to send them forth even to the ends of the earth to witness the truth. The mission of the school is to fashion Catholic Christian soldiers, Cavaliers, who would lead the lives of men and women, who will witness that the truth is in them by their faith. They would, like Mary, give Christ to the world. A St. Matthias graduate should be a living sermon on Christ.

THE SISTERS OF NOTRE DAME - The Sisters of Notre Dame have founded and administered over twenty schools in California.

Impelled by Jesus Christ and his mission and our rich educational heritage we provide a Catholic-Christian environment of educational excellence for the transformation of individuals and society. We form persons who are skilled and committed to journey together in hope as witnesses and catalysts for the responsible care of all God's creation and for justice and peace, especially for those on the margins of society.

Principle One

The Centrality of a Good and Provident God

1. We are grounded in the Word of God and share this source of light and strength.
2. We cultivate a sense of the sacred and search for transcendence that leads to a deeper meaning in life.
3. We integrate the teachings and values of Jesus in all aspects of our educational ministry.
4. We provide religious and moral education to develop an integrated spirituality for global citizenship.
5. We initiate and deepen faith formation of Christian through a variety of specific programs and experiences.
6. We promote a spirit of dialogue with diverse cultures and religious and are open to mutual enrichment.
7. We live a simple Gospel life-style and educate for solidarity so that all might enjoy the blessings of the earth.
8. We commit ourselves through selfless serving to be bearers of hope in a world of need.

Principle Two

The Human Dignity of Each Person as an Image of God

1. We appreciate, respect, and reverence the uniqueness of each individual and diversity among all persons.
2. We actively support a holistic education which encourages a positive sense of self-worth and the full development of the person.
3. We reverence the image of God in each person we encounter through respectful listening and availability.
4. We create a welcoming atmosphere that builds relationships leading to unity and community.
5. We provide opportunities and environments to help persons to claim and regain their human dignity, identity and self-worth.

Principle Three

The Notre Dame Educator as a Gospel Witness

1. We follow Jesus, our Master Teacher, and give witness to his spirit of compassion, hope and joy, especially to those who experience poverty in its various forms.
2. We nurture the Notre Dame charism, spirit and mission among ourselves as educators and among all with whom we work.



3. We reverence Mary, the Woman of Hope, who made visible the glad tidings of the Gospel.
4. We share the rich spiritual and educational heritage of the Sisters of Notre Dame by using opportunities for ongoing formation and professional growth.
5. We promote collaborative programs and processes to assure the continuity of the excellence of Notre Dame education through our commitment, competence and dedication.
6. We affirm that goodness supported by firmness is a characteristic mark of our educational heritage.
7. We create clean, orderly and attractive surroundings in order to provide a safe environment conducive to learning and respectful of all.

Principle Four

An Integrated Education for Transformation

1. We ensure a thoroughness of instruction that is rooted in Gospel values, the Social Teachings of the Church and an understanding of complex world realities.
2. We provide an integrated education that leads people to a fully human life in relation to themselves, God, others and all creation.
3. We create the environment to develop value-based leadership skills and the ethical use of communications media and technology.
4. We form students to be reflective critical thinkers and life-long learners who have the determination to influence systemic and structural change.
5. We nurture in ourselves and others an ongoing commitment to act with preferential care and love on behalf of those who are poor and marginalized, especially women and children.
6. We transform our institutions to be centers of non-violence, compassion and justice, and give personal and corporate witness to peace-building and the responsible care of creation.

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

We sing of you, beloved St. Matthias
 Ours school so cherished for your spirit true
 We sing our love for you, dear Alma Mater,
 A song of loyalty and lasting love,
 Your shining light, your standards high and noble,
 Have ever lifted us to higher goals.

Your colors,
 Blue, the blue of Mary’s mantle
 And gleaming gold, the love of God and Man,
 Oh, may these always be an inspiration
 To fill our hearts with purity and love,
 God grant that each girl, may be your consolation,
 Dear Alma Mater, Saint Matthias High.



I. GENERAL SCHOOL POLICIES

A. NON-DISCRIMINATION POLICY - St. Matthias High School, mindful of its mission to be a witness to the love of Christ for all, admits qualified students of all race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. St. Matthias High School of the Archdiocese of Los Angeles does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of, admissions policies, educational policies, tuition assistance programs, and other school administered programs. Non-Catholic students are welcomed and participate in the religious celebrations and rites of the school community within the guidelines established by the Catholic Church.

B. INCLUSION - As a Catholic school every attempt is made to serve students whose parents desire 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) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable her to participate in the general education curriculum of the school should talk to the student's teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal.

C. FINANCIAL POLICIES/OBLIGATIONS - St. Matthias High School operates on a balanced budget. Failure to pay tuition and fees on scheduled dates jeopardizes the academic and curricular programming for students and faculty. In all Christian charity and justice, parents and guardians are requested to please be consistent and faithful in making payments on time, and in the rare case that this is not possible, inform the school immediately and await further advisement.

Tuition may be divided into 11 or 10 equal payments. Tuition is due as published and is to be submitted through FACTS management services on the 5th or 20th of each month.

The school reserves the right to suspend the enrollment status and /or privileges of students with outstanding balances of tuition and fees of more than one month. Privileges include but are not limited to activities, bid dances, athletics, and curricular programs of the school including the taking of exams, graduation ceremonies and events. Students with outstanding balances greater than two months tuition and fees may be asked to withdrawal.

The school reserves the right to withhold academic transcripts and/or the diploma of a student until all financial obligations are met.

Past due fees will be added to tuition account and students will not be allowed to return to school in the fall with an outstanding balance from the previous year. All delinquent accounts that remain outstanding will be referred to a collection agency within 90-days.

D. TUITION ASSISTANCE POLICY- We are able to offer assistance due to the gracious recognition of various foundations through the works accomplished at St. Matthias High School. Tuition assistance is based on financial need, student achievement, citizenship, involvement in the school and adult service hours. Minimum requirements for financial assistance are:

1. A qualified need based on income / expense reports provided through FACTS Grant and Aid Assessment;
2. Yearly and timely submission of application for tuition assistance;
3. Adherence to the mission, policies and rules of St. Matthias High School;
4. Student maintenance of "C" grade point average with no D's or F's on semester report cards;
5. Involvement in at least two or more clubs, teams or other activities on campus;
6. An additional 10 service hours in addition to the 20 hours expected of all families; Families receiving tuition assistance cannot make payment for service hours.
7. Consistent and timely payment of all tuition, fees and financial obligations of attending St. Matthias High School.



Failure to maintain any one of these standards may / will result in tuition assistance being revoked. Multiple infractions of tuition assistance policies within a semester will result in the immediate revocation of tuition assistance and review of the student's enrollment status.

E. RELIGIOUS REQUIREMENTS - All students are required to participate in the religion curriculum of the school. Students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general and class religious activities of the school.

F. 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:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
4. Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
5. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

G. DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS - Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school.. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent/guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.



H. RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE - Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable. A statement concerning parental attitude and behavior and their consequences should be included in the parent-student handbook.

I. CELL PHONE / ELECTRONIC DEVICE POLICY – Cell phone use is prohibited in all buildings, classrooms, campus facilities and areas during the school hours of 7:45am to 2:35pm. Cell phones must be kept in silent mode or the off position. Any electronic devices (cell phone, smart phone or any device determined by the administration that is seen, hear or used for any reason(i.e. as calculator, checking the time, checking messages or calling a parent) will be confiscated secured through the proper chain of custody.

Students may not make phone calls during school hours without express permission of an administrator or office staff. **PARENTS ARE NOT TO CALL STUDENTS.** Parents must contact the main office to arrange for dismissals and / or emergencies.

A fine of \$25.00 will be imposed for the return of the phone. Subsequent infractions will result in increased fines of \$25.00 increments until the third violation. The third violation will result in the confiscation of the phone for the remainder of the semester. Cell phones will only be returned to parents upon receipt of the fine and after the parent has signed the confiscation envelope indicating the number of infractions.

J. ELECTRONIC COMMUNICATION POLICY - Users of parish, school or archdiocesan electronic communication systems, devices or materials and users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

1. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules including those enumerated in the Parent / Student Handbook.
2. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
3. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is 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.
4. Engage in improper fraternizing or socializing including the unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
5. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
6. Record by video and / or recording device any conversation without the express permission of the other participant(s) to the conversation except where allowed by law.
7. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files. Introduce a virus, attempt to breach system security or tamper with a system.



8. Use any 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.

Systems, Devices and Materials include:

1. Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
2. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
3. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered include:

1. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
2. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
3. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
4. 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.
5. 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 include:

1. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
2. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.
3. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.

It is unacceptable to use the St. Matthias High School name, initials, logo, or pictures of staff, students, the school or school activities for use on the internet without the express permission of the school. Deliberate publication on the Internet, or any other media forum without this permission will result in disciplinary action.

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 removal from school activities, or other appropriate disciplinary action including but not limited to suspension and/or expulsion.

- K. 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 principal 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 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 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 dog 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 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 agent of the school will document and record chain of custody and if necessary photograph the place where the confiscated object was found and of the object itself.

L. VISITOR POLICY - All visitors to the campus must first report to the main office for a visitor's pass. Students' guests at school activities must follow school rules, including conduct code and dress code. Student's who host a visitor not complying with school policy and / or rules will face disciplinary action equivalent to the visitor's non-compliance.

Parents and guardians are welcome to visit the campus during school hours and may enter the school facilities with permission of an administrator. When visiting campus to speak to a school administrator, counselor or to audit a faculty member a scheduled appointment is necessary.

Students are not permitted to bring siblings or friends to campus during school hours except to athletic events or student activities open to non-St. Matthias students. Students are not permitted to "baby sit" children or infants on campus at any time.

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



- M. OTHER CAMPUS VISIT POLICY** - Students are never to visit another campus during their school hours without express permission unless attendance at an event is open to the general public. Unauthorized visits may result in detention, suspension, probation, etc. Students responsible for unauthorized visitors from other schools on our campus may also be eligible for detention, suspension, probation, etc.
- N. MAIN OFFICE / STUDENT DELIVERY POLICY** - Students are not permitted in the main office during school hours and are to refrain from conducting business transactions except before and after school. The main office will not accept deliveries for students or page them for deliveries. This includes fast food lunches, flowers, gifts, etc. Such deliveries are disruptive to the educational program and the efficient operation of the main office.
- O. EXTENDED SCHOOL DAY** - The school reserves the right to extend the school day for necessary reasons. Examples may be an emergency situation, certain disciplinary reasons, an unclean campus, etc. With student cooperation, such extensions of the school day should be minimal.
- P. PERSONAL PROPERTY / TEXTBOOKS** - The school assumes no responsibility for personal belongings including but not limited to electronic devices, textbooks, materials, clothing, shoes and instruments. The school is not responsible for stolen or lost property.
- Q. PRINCIPAL'S RIGHT TO AMEND** - The Principal reserves the right to amend school rules and regulations as necessary during the school year. Parents will be notified by mail of any such amendments. The Principal is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The archdiocese is the final interpreter of all regulations and policies in this handbook.
- R. PARENT/STUDENT COMPLAINT 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 conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.
1. At the school level:
 - A. The person bringing the complaint is encouraged to resolve the complaint by discussing it frankly with the persons directly involved.
 - B. If a resolution is not achieved, the complaint should be discussed with the appropriate administrator (or the principal if the administrator is the subject of the complaint)
 - C. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.
 2. Following the school level
 - A. If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
 - B. The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
 - C. However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, 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.



II. STUDENT HEALTH AND SAFETY

- A. IMMUNIZATION REQUIREMENTS** - California State Law requires immunization against polio, measles, diphtheria-tetanus and a TB test for all students.
- B. EMERGENCY PROCEDURES** - Faculty, staff and students are orientated yearly regarding disaster procedures and evacuation. Emergency/evacuation drills are practiced at random. In the event of a disaster, St. Matthias High School will hold all students on or near the campus (depending on nature of disaster). Parent(s) or an adult designated on the emergency card must report to the school in person to take custody of their student. Upon the declaration of an emergency, no student is to leave campus until given specific permission to do so by school officials. Any truancy or misconduct during a school emergency will be considered gross insubordination by the administration and followed up with severe disciplinary consequences.
- C. FIRST AID** - Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages, may be administered. Parents/guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current emergency card is to be available for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately. Parents/guardians must inform the school office regarding any special medical need or needs for medication regarding their student.
- D. MEDICATION DISPENSING POLICY** - While appropriately trained school personnel may legally administer medication or supervise students who self-administer. They typically may not dispense such non-prescription items as aspirin, antacid or vitamins. High school students may be allowed to carry and monitor their own non-prescription medications.

For those students who self-administer or need medication dispensed the following must be provide:

1. Written authorizations with regard to the needs of student, the prescription amounts and doses. A description of any probable reactions or side effects to the medication and an explanation of emergency care also should be kept on file. This information is now commonly available from pharmacies. For security purposes, school personnel file all medication in locked compartments or storage areas.
2. The proper paperwork should be present, e.g., a prescription label in the student's name, a doctor's note of authorization and a parent's written permission to administer medication
3. Students are not be permitted to carry their medication to and from school. All medication should be delivered to school officials with labels intact. Each label should include a student's name, the medication's date of expiration and directions for use (such as dosage; when it should be consumed; what, if anything, should be eaten or drunk when consuming).
4. The student responsible for dispensing the medication must be properly trained regarding proper use, and appropriate techniques in the handling of such potentially dangerous items as needles and syringes.
5. Students who are prescribed to self-administer their medication should do so only in the presence of school personnel. In order to protect their privacy, children are not permitted to self-administer in front of other students. Personnel who dispense medication or who supervise students who self-administer will ensure that all medication has been consumed before leaving the area.
6. Student files must include notations of the receipt, use, return and disposal of drugs, syringes and needles. Records are maintained regarding observations of what are considered to be unforeseen medication-related charges in a student's behavior.



- E. COMMUNICABLE DISEASE** - A student who has been absent from school because of reported communicable diseases must have a permit (release) issued by the Public Health Department, a physician or nurse before he/she is admitted to school. The Assistant Principal may readmit a student absent because of non-reportable communicable disease, such as chicken pox, German measles and influenza.
- F. SCHOOL-WIDE NO SMOKING POLICY** - St. Matthias High School is a smoke-free campus in the following sense: students are not permitted to smoke on the school grounds or at school-sponsored events off campus. Faculty, staff and personnel who smoke are asked to restrict their smoking to the faculty yard.
- G. INSURANCE** - The Student Accident Insurance Program is provided for all students in Archdiocesan and parish high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.
- H. CAMPUS BOUNDARIES** - The inner campus constitutes the campus boundaries. Students are not permitted to leave the inner campus boundaries while school is in session. The school does not and cannot supervise students after school off campus at local parks etc. While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, sex, etc.).
- I. TRANSPORTATION** - Students driving to school must park on campus in the student parking lot. Students are to observe all driving laws and any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be subject to disciplinary action. Out of respect for those living on or near the campus, students are asked not to play their car radios/stereos loudly in the parking lot or while parked anywhere near the boundaries of the campus. Students are not permitted to go to their cars during the day unless they have permission from an administrator.

Roller-blades and skateboards are not to be ridden on the school premises, walkways, blacktop, and lunch areas or in the school buildings. Bicycles are to be parked in the bike racks and walked on campus.

Transportation to and from events off of campus, including but not limited to athletics, activities, campus ministry, where the school has not provided a bus or vehicle is the sole responsibility of the parents. The school assumes no responsibility for students, when parents allow their daughters to be driven to activities and events by another parent or student of the school. This transportation is in no way connected with the programs of the school. The school is not responsible for the behavior of students providing rides to school

- J. ARRIVAL AND DEPARTURE FROM CAMPUS** - The school cannot be responsible for students arriving before and after the regularly scheduled classes. Students who loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school.

III. CONTROVERSIAL ISSUES - The school adheres to archdiocesan regarding these issues.

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

Students involved with the pregnancy have changed their status quo and thus some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status, especially in terms of activities and priorities in



school. The pregnant student cares for herself as mother-to-be and the father-to-be responds with care and support for the mother and child.

In order to insure the best interests of the student(s), parents, and the school community, the following guidelines will be implemented. When pregnancy is known to school personnel by whatever means, the principal must meet with the pregnant student and both parents and/or guardians. The student must be required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. Additionally, the student will be referred to her pastor for advice and counseling.

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

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

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

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

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

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

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

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

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

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

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



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

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

C. CHILD ABUSE - Child abuse is a reality of our society. Child abuse includes physical injury which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency* by a child care custodian or health practitioner. A "child care custodian" includes a pastor in his role as ex officio administrative officer of the parish school, a teacher, a principal, a teacher's aide and an administrator of day camps. A "health practitioner" includes a social worker, a psychologist, a licensed nurse and marriage, family and child counselor. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of the reporting statute, "child" means a person under the age of eighteen years.

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

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

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

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



- E. MARRIED STUDENT POLICY** - Central to the philosophy of St. Matthias High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore any student who marries or is married will not be allowed to attend St. Matthias High School. Any student not living in the home of a parent or guardian may not be allowed to attend St. Matthias High School.
- F. 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.
- G. VERBAL/WRITTEN CONFIDENCES** - Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

IV. ATTENDANCE POLICIES

Students are expected to be punctual and in class daily as required by law. Students may not leave the campus during the school day or during school functions without the express permission of the administration. Students will not be released from the school without proper written parental consent.

- A. REPORTING AN ABSENCE** - Parents/Guardians must call the attendance office between 7:00 AM and 8:00 AM each day the student is absent. Absences will be excused for the following reasons only:
1. Medical Illness;
 2. Death of family member / Bereavement;
 3. Court ordered appearance;
 4. Quarantine.

In all instances, absences for any other reasons, even with the permission of parents, are considered unexcused. Students may not request make-up work for unexcused absences. Students who accumulate 3 or more unexcused absences in a class will be denied credit for the semester.

Written notice of the absences must be provided to the Attendance Office that includes: student's full name and grade level, dates of absence and reason, signature of parent and contact information.

Returning students without notes will not officially be re-admitted to class and the absence will remain as unverified. Unverified absences are considered trancies unless reclassified within two-days of return to school. Trancies will subject students to disciplinary action.

- B. EXTENDED ABSENCES** - Parent requests for an extended absence due to illness (two or more days) are to be directed to the Vice-Principal who will determine the status of the absence.
- C. VACATIONS** - The school strictly enforces the policy of not excusing absences which occur during school days for vacation purposes. 180 school days are reserved by law. All vacations will must take place during designated calendared holidays and breaks. The school does not make exceptions to this policy.
- D. LATE ARRIVALS / STUDENT TARDY** - A student arriving tardy to school is to report directly to the Attendance Office for detention re-admit. A student tardy will be excused for the following reasons only:
1. Medical / Dental Appointments (Documentation Required)
 2. Court Appearance (Documentation Required)

All other tardiness will be considered unexcused and the student will be assigned one-hour dean's detention, to be served on the day of the tardy. Students may be assigned a detention for each recorded tardy.



- E. OFF-CAMPUS REQUESTS / MEDICAL APPOINTMENTS** – Parents are asked to refrain from requesting off-campus permits except in the cases of emergency. If medical appointments are made during the school day, a note must be provided prior and an official note from the doctor's office must be submitted upon return to school.

V. ACADEMIC POLICIES

- A. CURRICULUM** - St. Matthias High School provides a comprehensive college preparatory curriculum that ensures the minimal standards for admissions to the University of California and/or the Cal State College systems. St. Matthias High School offers a varied curriculum in English, Foreign Language, Mathematics, Physical Education, Religious Studies, Science, Social Studies and the Visual and Performing Arts.

Religion courses are graded and receive full academic credit. Students are graded on the comprehension of subject matter and not on their religious beliefs. As part of the religion course offerings students are required on an annual basis to attend one spiritual retreat and meet the requirements of Christian Service commitment as outlined.

- B. ACADEMIC GRADING POLICIES** - The primary purpose of grading is to record the academic progress of a student in relation to the subject matter content. Achievement is determined by an objective systematic process conveyed to the student and parent in the form of a letter grade.

Classroom behavior cannot be used to determine the academic grade, however, faculty instructors are permitted to make participation part of the overall grade to positively reward the level of engagement in the classroom by creating opportunities to increase required material preparedness, student contributions to discussion, the building of discussion through listening, and the management and completion of class assignments and performance tasks.

The following may be used for the official assessment of student academic progress for grading purposes:

Practice of Standards Assessments – Any assignment used to practice the mastery of learning objectives/California State Standards should be considered at most 40% of the overall grading of student progress.

1. **Homework** – Homework is to be used as practice or to enhance the relational understanding of subject matter presented within the classroom. Homework should be structured and limited to ensure a high completion. Homework should have a legitimate purpose and relate directly to learning goals. Homework is not busy work to be done at home but should create personal meaning from new information and prior knowledge to the subject matter content. Homework may be assigned during Easter Vacation. No homework can be assigned during the Christmas vacation.
2. **Classroom Assignments (Performance Based Tasks)** – As a form to provide students an alternative choice in how to show their mastery/competence in presented subject matter, class assignments and/or performance tasks should be assessment based. As an assessment tool an instructor must test a student's ability to create an answer or product that demonstrates the knowledge and understanding of the subject matter content. Therefore, class assignments / performance tasks must have a meaningful context for engaging students in the performance and have a clear purpose of assessment (rubric).
3. **Classroom Participation** – For those instructors that choose to include a class participation grade, these opportunities should only be used to enhance and positively reward the level of engagement in the classroom by creating opportunities to increase required material preparedness, student contributions to discussion, the building of discussion through listening, and the management and completion of class assignments / performance tasks. Class participation may not include or be used to assess behavioral conduct or attendance/promptness as part of the academic grade of a student.

Mastery of Standards Assessments - Any tool used to measure a student's progress toward the understanding of subject matter content / State standards should be considered as at least 60% overall grading of student progress.

1. **Culminating Projects (Performance Based Tasks)** – A performance based task that engages the student and evaluates the cumulative understanding of a particular standard or subject matter theme



can be used to determine understanding. The culminating project must have a meaningful context for engaging students in the performance and have a clear purpose of assessment (rubric).

2. **Quizzes/Exams** – Faculty Instructors may administer exams in their classes at their own discretion. However, no student may be required to take more than two previously scheduled cumulative unit/chapter exams on any given day. Students are responsible for arranging make-up exams. Quizzes and Exams are assessment tools to allow faculty instructors, their students and parent’s feedback on student progress in learning subject matter content. Quizzes take place during the course of study, and if formally assessed generally make a smaller contribution to the overall grade. Exams tend to be cumulative assessments of concepts within subject matter content that contribute more significantly to the overall grade.
3. **Final Examination** - To ensure that students are being assessed cumulatively in the subject matter content prescribed by state standards, academic departments will be created /edited and will be issued for cumulative assessment. Department approved final examinations are given during the last week of each semester in each course. Students with outstanding tuition balances are not eligible to sit for final exams and will be issued an incomplete. Students are not eligible to begin a new semester until they have taken their final exam and final grade posted. Grades of incomplete will revert to a grade of “F” if the student does not take their final exam within a semester of the incomplete being issued. **All students are required to take final examinations as scheduled on the school calendar. No exceptions will be made.**

C. GRADING CALCULATIONS - Faculty Instructor grading calculations (i.e. the weighting of exams, quizzes, homework, classroom projects, etc., not including class participation) should assess student understanding of subject matter content standards. These weight calculations must be communicated to the student and parent through a classroom syllabus and may not be amended without proper prior notice through the Assistant Principal.

1. **Grading Scale** – The following scale will be used by all faculty instructors in calculating grades.

A	100 - 90
B	89 - 80
C	79 - 70
F	69 - Below

A non-proficient grade of “F” will not receive credit and will receive a zero for the grade point average calculation for the course work. The student must remediate the class. Students who transfer with a non-proficient grade will receive an F on the official transcript.

2. **Grade Point Average** – A student’s grade point average is based on the grading scale. Grade point averages reflect the composite of all courses taken separated into categories according to the number of credit hours per class. On the grade point scale an A=4, B=3 and C=2. The grade of F does not count for eligibility purposes and cannot be factored into the grade point average for college admissions.

D. MAKE-UP WORK - Students are responsible for all material covered and assigned during an absence. If the absence is excused the student has an equivalent amount of time to make-up assignments or exams. If the absence is unverified or a student is truant, no work may be made up.

If absences are due to school-related or sponsored events, including but not limited to athletic contests, field trips, performances or retreats and student know they will be missing a course period, students are responsible for handing in all assignments on or before the originally scheduled date of the event.

E. ACADEMIC REPORTING/REPORT CARDS - Faculty Instructors are required to calculate posted assignments on the specified calendared dates. Student’s grades are accessible to the parents via the internet and/or through the school’s main office.

POWERSCHOOL provides an online grade book accessible to all students/parents to view all recorded assignments, projects and exams. No progress reports are issued during the school year. It is the responsibility of the parent/guardian to conduct periodic audits and reviews of their student’s grade.



Report cards will be issued at the completion of the first and second semesters. "Quarter grades" are not recorded on permanent transcripts; however, they are used to determine eligibility. Report cards issued at the end of the first and second semesters showing final grades will be recorded on the official permanent transcript and are used to determine eligibility.

F. COURSE SELECTION/SCHEDULE CHANGES - The master schedule is based upon student requirements/ requests for courses made at the time of registration during spring. All courses require pre-requisites to enroll and the timely selection and verification by students and parents ensures an accurate and sound schedule and the proper staffing for the next school year.

As a result of changing enrollment and required course listings for state and college requirements/admissions the availability of priority choices for class schedules cannot be guaranteed. Scheduling conflicts may necessitate a change in the sequencing and/or programming of a student's "first choice" of course selections.

Requests to change course schedules may be made during the designated dates and times scheduled by the counseling department. Changes of course selections may not be made to accommodate a request for a particular faculty instructor or class section.

Requests for changes following official registration payment dates and/or designated counseling dates may not be granted due to scheduling constraints. No schedule changes will be made following the second week of the quarter.

G. EL CAMINO/COMMUNITY COLLEGE COURSEWORK - Students eligible to enroll in community college courses must have approval from their academic counselor. If taking an approved academic enrichment course or advanced placement course students are eligible for "dual credit". Students may not take regularly scheduled course at other schools in lieu of courses offered at St. Matthias High School.

H. FAMILY EDUCATION RIGHTS & PRIVACY ACT - Faculty Instructors may never deny any student the right to be informed of the calculation of their grade. Students with their parents have the legal right to review an instructor's grade keeping records relevant to that particular course; however, a grade may only be challenged on the possibility of inaccuracy in recording.

Students wishing to review permanent educational records should be referred to the Assistant Principal, who is given 45 days by the State of California to respond to such requests.

Students with disabilities/Individual Education Plans In the case of a student with a significant learning, psychological or physical disability it may be necessary to recognize that the school is not equipped to meet the needs of every student. If a minor adjustment is needed to enable a student to participate fully in a college preparatory curriculum please contact the Assistant Principal and the student's Academic Counselor. Submission of medical documentation is required and adjustments cannot disrupt the learning environment, place an undue burden on the faculty instructor or compromise the integrity of the course or grade issued. If conditions are adjusted for a student, it is the responsibility of the parent/student to communicate those needs with the faculty instructor in a proactive manner giving proper notice and time for the adjustment.

I. FACULTY INSTRUCTOR CONTACT PROCEDURE - When a concern arises about a student's academic progress or the calculation of a student's grade the following procedure must be followed:

1. The student must speak with the faculty instructor first regarding the issue.
2. The parent may request information through *POWERSCHOOL*, e-mail or phone conference with the faculty instructor.
3. If the faculty instructor cannot be reached contact the Director of Faculty Supervision to make an appointment.
4. If the faculty instructor is not responsive or the parent/guardian feels a satisfactory solution has not been reached at the faculty instructor appointment, the parent/ guardian may schedule an appointment with the Vice - Principal.
5. Grades may only be challenged on the possibility of inaccuracy in recording.



6. There is no appeal beyond the Vice-Principal regarding academic issues or the challenging of grades allowable by law.

J. ACADEMIC INTEGRITY/CHEATING POLICY - All students are required to submit their own work. Faculty Instructors cannot properly consider a student's progress when cheating occurs on tests, quizzes, exams or any form of student's assessments. Cheating is contrary to the philosophy and mission of St. Matthias High School. Cheating is considered but not limited to:

1. Plagiarism – representing someone else's work or ideas as one's own without crediting the source
2. Copying assignments and homework, including allowing other students to copy assignments
3. Giving or receiving answers prior to or during quizzes or exams
4. Completing someone else's work or allowing someone else to complete your work
5. Possession of unauthorized materials during quizzes or exams.

Any instance of cheating during a student's tenure at St. Matthias High School, regardless of the course, will result in the failure of the course and strict disciplinary probation or withdrawal / expulsion from school

K. ACADEMIC PROBATION/TUTORIAL REQUIREMENTS - Students who earn below a 2.0 grade point average must attend and participate in the tutorial program and will be placed on academic probation. Students who receive three or semester grades of "NP" in a semester may be asked to withdrawal from St. Matthias High School.

Students who do not fulfill the probationary requirements of tutorial will be placed on strict probation and / or asked to withdraw. The student is also ineligible to participate in any extra-curricular activity or sport regardless if an appeal for eligibility has been granted (See Appeal process for eligibility).

L. ACADEMIC DISMISSAL / REMEDIATION OF GRADE LEVEL- The academic-behavior committee (the administrative team and academic counselors) meets at the end of each semester to review the academic progress and enrollment status of students on academic probation, students qualifying for academic probation for two consecutive semesters, students with a single semester GPA at or below 1.0 and students failing three or more classes in a semester or academic school year. It is the general policy that any student who qualifies for academic probation (regardless of reason)for two consecutive semesters, any student with a single semester GPA at or below 1.0 and any student who fails three (3) or more classes in a semester or academic year is subject to academic dismissal.

M. REMEDIATION OF GRADES/REPEATING COURSES - Please be advised of the following St. Matthias High School and/ or college policies regarding repeated coursework:

1. Courses in which a grade of C or better was earned cannot be repeated/ recorded on a student's transcript.
2. Courses in which a grade of "NP" was earned must be repeated to meet prerequisites, but no additional credit is issued.
3. Original grades are not "replaced" on transcripts by repeating the course. Repeated courses are listed as a new entry on student transcripts in addition to the previous class and grade.
4. In calculating GPAs, St. Matthias High School uses the repeated course grades.
5. Students may not take summer remediation courses at other schools in lieu of taking them at St. Matthias High School during the summer session.
6. All remediation courses must be made up during the following summer session prior to the next semester or the student will not be advanced to the next grade level.

N. APPEAL PROCESS FOR ELIGIBILITY - Students may request an appeal for eligibility status to be reviewed by the counselors, parents, and denied or approved by the Assistant Principal. Students who request an appeal of their eligibility status must take the following steps:

1. Obtain an Appeal to Participate in Activities/Athletics form from the Counseling Office.
2. The form must be returned back to the student's counselor with the required signatures within seven (7) calendar days from the published report card mail date for the grading period being appealed.
3. A student will remain ineligible until the appeal has been approved.



4. Appeals are reviewed on an individual basis and are granted or denied by the Assistant Principal within 2 business days from the date the form was submitted back to the counselor.
5. All conditions of the appeal must be adhered to or the appeal becomes void and the student will return to ineligible status with no further opportunity to appeal. Disciplinary action may be deemed necessary for any violations of the appeal conditions.
6. Students with the following conditions are not eligible for appeal:
 - a. Students with two consecutive quarters below a 2.0 GPA
 - b. Students with two or more grades of "F" in one grading period which have not been remediated.
 - c. Students who have appealed three times at any time during their high school career.

The Athletic/Activities Director, after consulting with the Assistant Principal at the close of each grading period, will notify the Head Coach/Moderator of those students who have become ineligible or have regained eligibility.

O. CALIFORNIA SCHOLARSHIP FEDERATION (CSF) - The purpose of California Scholarship Federation is to encourage scholarship and service among high school students. The motto of the federation is "Scholarship for Service". Admission into CSF is open to all students who earn the required scholarship points. Students who qualify for membership on the basis of semester grades must complete an application each semester. Applications for CSF are available from the CSF Moderator. Life membership is awarded to students who have been members for four out of six semesters, one semester of which must be in the senior year. This achievement is noted on the student's diploma and on transcripts to colleges and universities.

To be eligible for membership a student must accumulate ten points on the CSF point system. An "A" equals 3 points, "B" equals 1 point. A "D" or "F" in any course eliminates the student from the process.

P. NATIONAL HONOR SOCIETY (NHS) - The St. Matthias High School chapter of the National Honor Society fosters scholarship, service and leadership. At the beginning of each school year, students complete an NHS Student Activity Form which includes an essay on the chapters' ideals. The Principal selects a faculty council which elects the members of the chapter from those who have applied for consideration. The chapter moderator is responsible for communicating selection to the students. In order to be eligible for consideration by the faculty council, a student must obtain a cumulative, non-weighted GPA of 3.2 or higher. A student must also consistently demonstrate high standards of service, leadership, character and citizenship as outlined on the St. Matthias High School National Honors Society Requirements

Q. VALEDICTORIAN - The valedictorian will be the student with the highest GPA at the end of the seventh semester. This calculation is based on final marks from the six scheduled classes during the fall and spring semesters. Since honors coursework is not available in all foreign language disciplines, all grades in that discipline are un-weighted for valedictorian GPA calculation. Co-curricular coursework is not used in determining the GPA for valedictorian selection. The valedictorian must have attended St. Matthias High School for three of the four years, may not have been placed on strict probation at any time during her junior or senior year, and have met all established graduation requirements.

R. SALUTATORIAN - Seniors are eligible for selection as salutatorian if they have not been placed on strict probation during their junior or senior year and have earned a cumulative GPA at or above 3.5 at the end of the seventh semester, and have met all established graduation requirements. The Salutatorian is the student with the second highest grade point average.

S. GRADUATION HONORS - Students who maintain a grade point average of 3.8 to 4.0 over the 15 quarters of their academic tenure while a student at St. Matthias High School are granted Summa Cum Laude. Students who maintain a grade point average of 3.6 to 3.79 over the 15 quarters of their academic tenure while a student at St. Matthias High School are granted Magna Cum Laude. Students who maintain a grade point average of 3.4 to 3.59 over the 15 quarters of their academic tenure while a student at St. Matthias High School are granted Cum Laude



- T. HONOR ROLL** - Honor roll is determined by the previous semester grades. Students earning a 4.0 grade point average are considered for the Principal's Honor Roll. Students earning between a 3.99 and 3.5 are considered for the St. Matthias Honor Roll.
- U. STANDARDIZED TESTING** - In preparation for college entrance exams, standardized tests including the PSAT, PLAN and EXPLORE tests are administered to freshman, sophomore and junior students. The school code for the SAT is 051025.
- V. COUNSELING SERVICES** - The guidance staff provides services in the following four main areas: academic advisement, college counseling, career guidance, and limited personal counseling. In an effort to provide these services, counselors focus on helping students identify long- term goals and objectives while assisting them in achieving success while at St. Matthias High School.
- W. PERSONAL GUIDANCE COUNSELING** - Although the school does not take responsibility for psychological counseling or therapy, a contracted counseling service is provided by Outreach Concern, Inc. to provide counseling and support services to students and their parents. By enlisting Outreach Concern's services, students at St. Matthias High School experiencing problems with academics, behavior or personal problems, have access to trained counselor(s) on campus, where and when they might need them. Students may be referred for counseling by 1) self-referral, 2) school faculty or staff referral or 3) parent referral. A 24-hour crisis hotline is also provided. Parents or students wishing to utilize this service must consent by completing and submitting the form provided by Outreach Concern located at the back of the handbook. Because counseling services are independently contracted, the school assumes no responsibility or liability for counseling services provided by Outreach Concern, Inc.
- X. SUMMER SCHOOL** - St. Matthias offers a limited summer school program designed to meet the needs and interests of many of our students as well as students from other schools in the community. A brochure containing course offerings and registration forms are available in the Main Office in early May. Courses are only offered if there is sufficient enrollment prior to the beginning of the session. Classes meet daily for five weeks, with a holiday for Independence Day. Due to the short term, students may miss no more than **two** classes in order to receive credit.

Summer Reading Assignment - Designated books will be assigned to be read over summer including assignments not limited to the writing of journal entries, summaries and/or definitions. English instructors will grade student summer work and test student's knowledge of the reading through quizzes or exams.



VI. GRADUATION REQUIREMENTS - A completion of 240 units is required for graduation. Five units of credit are issued for each semester and ten units of credit for every year-long course successfully completed.

The following sequence of high school courses is required by the Academic Senate of the University of California as appropriate for fulfilling the minimum eligibility requirements for admission to the University of California. It also illustrates the minimum level of academic preparation students must achieve in high school to undertake university level work.

A. GRADUATION REQUIREMENTS BY SUBJECT MATTER

Subject Area Offerings	Units / Years Required	University of California Requirements	CSU Requirements	Recommendations
Electives	40 units/4 years 10 units/1 year	1 year	1 year University of California "A-G" list	1 year
English	40 units/4 years	4 years	4 years	4 years
Visual/Performing Arts	10 units/1 year	1 year (same discipline)	1 year	1 year
Foreign Language	20 units/2 years	2 years/3 years (same language)	2 years	3 years
Mathematics	30 units/3 years	3 years	3 years	4 years
State Requirements: Computer Literacy Physical Education / Health	5 units/1 semester	1 semester (state and Archdiocesan requirement)	1 semester (state and Archdiocesan requirement)	
Religion	40 units/4 years			
Laboratory Science: Biology, Chemistry, Physics	20 units/2 years 10 units/1 year	2 years/3 years		
Social Studies: Economics, Government, U.S. History, World History	30 units / 3 years 5 units/1 semester 5 units /1 semester 10 units/1 year 10 units/1year	2 years/3 years (1 year from each subject area)	2 years	3 years



B. PARTICIPATION IN GRADUATION CEREMONY/WITHHOLDING OF DIPLOMAS -

Participation of students in the graduation ceremony and conferring of a diploma are at the discretion of the school. Students unable to meet all requirements and/or obligations of the school, including but not limited to academic, athletic, Christian Service, disciplinary, and/or financial may be excluded from graduation ceremonies and diploma withheld.

Any student who is deficient 10 units of required course work will not be able to participate in Graduation Ceremonies, Baccalaureate Mass and/or Grad Nite. Students who are deficient five required course units may participate in graduation ceremonies but may not receive their diploma until documentation of successful completion of the course is received and verified by the Assistant Principal.

VII. DISCIPLINE - “Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, “You are my friends if you do what I command you” (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment.”(Pope John Paul’s address at Boston, October 1979

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

A. GENERAL BEHAVIOR - It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action includes but is not limited to: teacher conference, professional counseling at parent’s expense, probation, or expulsion.

B. CLASSROOM BEHAVIOR – All classes will begin with prayer and pledge. Students will be held accountable for respectful silence during prayer and announcements. The usual rules of common politeness are to be observed in dealing with teachers and other students. Student behavior which disrupts or in any way interferes with the educational process of the instructor or other students will be referred for disciplinary action including but not limited to suspension / expulsion.

C. DISCIPLINARY ACTION - The Dean and Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters. Suspension, expulsion or withdrawal may be requested of a student where an infraction is considered sufficiently serious.

Any activity on or off campus that violates federal, state, local regulations, rules of moral conduct, code of ethics, safe environment or any educational rules including those enumerated, that in any way may harm or causes injury to the good name and reputation of St. Matthias High School, on or off the premises, during normal business hours or under circumstances when the school may become implicated will make students liable to disciplinary action including but not limited to Detention, Saturday School, Disciplinary Contract and/or Probation, Suspension and/or Expulsion.

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems.

1. **DETENTION** - Detentions may be issued by administrators, faculty or staff for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be required to attend on the same day. A dean’s detention is viewed as the continuation of the instructional day and therefore takes precedence over transportation concerns, student jobs, athletics, and all co-curricular activities, etc. Students may not accumulate detention hours. Failure to serve an



assigned detention will be issued a four-hour Saturday School. Failure to report to the Saturday School will be considered a serious infraction and will result in suspension and / or disciplinary probation. The student will be suspended from school and parents must meet with the Dean of Character before the student can resume her classes. Students who receive more than three detentions in a given semester will be placed on disciplinary contract.

2. **SATURDAY SCHOOL (CHARACTER CAMP)** Serious or repeated violations of school rules and/or policies or failure to appear to a teacher or dean's detention will result in four (4) Saturday morning detention (Character Camp) from 8:00am-12:00pm. Students serving Saturday detention must arrive on time and be dressed in the school uniform. Failure to report to a Saturday detention (Character Camp) is a very serious matter and will result in a one (1) day suspension. The suspension will begin on the next following school day. A conference must be scheduled with the Dean prior to your child resuming classes.
3. **DISCIPLINARY PROBATION** - Disciplinary Probation is a restriction from participation in school activities and privileges. The Dean determines the extent to which the student may participate in any school activity or privilege. Contract for seniors or second semester juniors may last for the entire year. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are met. Violation of disciplinary probation contract will lead to strict probation, withdrawal or expulsion.
4. **STRICT PROBATION** - Strict probation is a more serious form of disciplinary action imposed by the school. Strict probation indicates that the St. Matthias community will no longer tolerate a student's behavior and that one more offense or dean's detention may result in the student's expulsion. Students on strict probation may NOT hold ASB offices, class/club offices or participate in any extra-curricular activities, including sports, drama, newspaper or yearbook production, etc. and may have other privileges denied as specified by the Dean and/or Principal. The type and length of probation is determined by the gravity of the offense. Contract for seniors or second semester juniors will last for the entire senior year. When a student is placed on strict probation a conference with the student, parents and Dean is required or a letter is sent certified mail. Parents and students may be asked to sign all strict probation agreements if they wish the student to remain in school. Violations of the terms of strict probation will result in a request of withdrawal or expulsion. If a student is on strict probation one or more times during a school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the strict probation are violated.
5. **SUSPENSION** - Suspension is the denial of the right of class attendance for a stated period of time. A conference with the dean, student and parent(s) is mandatory before the suspension is lifted. A period of probation, established by the through a disciplinary contract will follow the suspension. Suspensions cannot be appealed to the Disciplinary Board.
6. **EXPULSION** - Students can be expelled from the school for violating a probation contract, continued non-compliance with school regulations or any infraction potentially and/or injurious to the good name and reputation of the School and / or deemed sufficiently serious by the Dean and/or Principal. NOTE: A student accused of a serious wrongdoing can be placed on a home study program pending the outcome of an investigation.

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

7. **REFERRAL** – A student who consistently receives detentions for repeated minor infractions without signs of improvement, impedes, disrupts or in any way interferes with the educational process of the instructor or other students and / or commits an act of serious nature which would result in suspension or expulsion can be referred by the Dean of Students to the Disciplinary Board for review for withdrawal or expulsion.



Routes to the Discipline Board:

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

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

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

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

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

The Discipline Board is composed of the following members:

- A. Vice - Principal (Permanent voting member and Chairperson)
- B. Dean of Students (Permanent non-voting member)
- C. Two Faculty Members with votes (chosen by the faculty each year)
- D. One Faculty Member with vote (appointed by the Principal)
- E. One Faculty Member with vote (elected by the Student Council)

Discipline Board Format:

- A. Overview of Case - by Dean (5 minutes)
- B. Questions by Parent(s) (20 minutes)
- C. Questions by Committee Members (10 minutes)
- D. Parent(s) and student are excused from room.
- E. Members consult and vote.
- F. Decision mailed to parents.

- D. **STUDENT THREATS** - Threats by a student 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 the pastor, principal, or a teacher. The principal should notify the police 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 and pastor 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.



- E. HARASSMENT** - In accord with St. Matthias High School's respect for the dignity of each individual, the school is committed to providing a work environment that is free from harassment in any form. If a student believes he/she has been harassed or is the subject of harassment, he/she should immediately report the facts of the incident and the names of the individual or individuals to the Dean of Discipline and Character Development so an investigation and appropriate action may be undertaken. All complaints will be handled in a timely and confidential manner (cf. appendices in the back of this handbook for more information).
- F. PUBLIC DISPLAYS OF AFFECTION (PDA)** - The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, ect.) prohibits others from being included in a deeper relationship with God through you. Public displays of affection lets others know that you are only interested in your own feelings with another person and not interested in growing with Christ through them. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.
- G. STUDENT LOCKERS** - At the beginning of the school year, a locker is assigned to each student. Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers at their own discretion. *Students may not change lockers or use another student's locker without expressed permission of the Dean of Discipline and Character Development.* Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. School locks must also be used on PE lockers. All other locks will be removed. Lock lockers securely. Do not leave locks in set positions. The school is not responsible for missing or damaged items in lockers.
- H. CONFISCATION OF STUDENT PROPERTY** - Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

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

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

VIII. DRESS CODE

- A. RATIONALE** - A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. St. Matthias High School considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste.

The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment.

- B. GENERAL GUIDELINES** - All clothing will be clean, neat, modest and in good taste. Avoid all extremes. Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building and may be denied access to campus and / or class because of code violation. No



tight fitting clothing. No cleavage display. If underwear is visible through fabric, a white camisole must be worn under shirt/blouse.

The Dean of Discipline and Character Development may request a student to change attire and parental notes will not excuse violations. Students may be held in the office until parent and/or student is able to respond to the request to change attire. The administration reserves the right at all times to regulate against unbecoming fads or fashions and to determine what styles are exaggerated and in violation.

C. UNIFORM DRESS CODE - All uniform, pants, shorts, skirts, polo-shirts, and blouses must be purchased through approved school Uniform vendor. No pedal pushers, skorts, cargo, jeans, denim, stretch fabrics or sweat material may be worn.

1. Uniform Shirts: Overblouse/Polo Shirts colors are designated. Solid white undershirts, turtlenecks and solid white crew necks ONLY may be worn under uniform shirts/blouses (these undershirts may not have logos or visible writing). The shirts/blouses must be fully tucked in at all times. Shirt/blouse sleeves may not be rolled up. No shirt may reveal cleavage, midriff or lower back at any time.
3. Uniform Pants: Pants are available in khaki or gray. Pants may not be torn at the seams and must be hemmed. Pants must be moderately fitted in good taste and may not be oversized, worn hanging below the hips or overly tight or revealing.
4. Uniform Shorts / Skirts: No alterations to the uniform skirt or short are allowed without prior express approval of the Dean. Any alteration will be considered a violation of the uniform dress code. Short and skirt waistbands may not be rolled. Slits are not allowed. Short and skirts hems may never be more than three inches above the top of the knee cap.
6. Sweatshirts – Official athletic team and school outerwear may be worn over the polo shirt. No hoodies are allowed to be worn inside of school buildings and classrooms. When school sweatshirts are worn, the shirt collar must be worn over them.
7. Shoes / Socks: Shoes and socks must be worn on campus. Shoes will have closed toe and heel and look appropriate with the uniform. Leggings and steel-toe boots are not permitted.
8. Tattoos / Earrings: Tattoos must be completely covered at all times while on campus or at off-campus school activities. Girls may wear two pair of earrings only and they may not be larger than 3 inches in diameter. No other visible part of the body may have an earring or stud in it including but not limited to the eye brows, nose, lip, belly button and / or tongue.
9. Hair / Hats / Caps: Hair styles will be moderate and any exaggerated style will not be permitted. Hair highlights and streaks may be moderate and not contradict the natural hair color. Any non-natural colors including but not limited to non-natural colors, primary colors, neon colors and fluorescents are not allowed. Barrettes, bobby pins, bows, headbands, scrunchies and rubber bands may be used to ensure that hair is neatly manicured into neat ponytail or to pull hair away from face or base of the collared shirt Official school beanie and scarf may be worn outside only and are forbidden inside school buildings and classrooms.
10. MAKE-UP/NAILS: Boys may not wear make-up and are not permitted to paint their nails. Make-up must be in good taste, stressing moderation and avoiding exaggeration. Fingernails may be no longer than one-inch from the base of the cuticle. No lettering is allowed on the nails.

D. SPECIAL DRESS CODE – is permitted on designated days or when attending school-sponsored events. When deciding what to wear for special dress, students must keep in mind the general principles of the regular dress code, especially with regard to neatness, cleanliness, modesty and good taste. Anything, which violates these principles, is not acceptable at any school-sponsored event. The following are specifically not allowed on special dress days:

1. Open knit, fishnet, stretch, stretch nylon, rubber, and / or non-nylon sweat and / or jean material is not allowed.
Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendoes, etc.)
2. Revealing clothing (e.g. tank tops, sleeveless attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, spaghetti string tank tops for girls, any tank top, etc.) and . or Any top which reveals cleavage, midriff, and / or lower back.
3. Pants/jeans with holes, tears, or frayed edges; Low rise or hip hugger pants, jeans of stretch jeans.



4. Shorts or skirts more than four inches above the top of the knee cap, including mini-skirts or jersey dresses.
5. Sandals or any shoe with an open toe or open back. Shoes and socks/stockings must be worn on campus.
6. Head coverings of any kind, sunglasses, earrings on boys, chains suspended from pocket

Violations of the special dress code by any student may result in the loss of the privilege by the school for the year.

IX. CO-CURRICULAR ACTIVITIES

A. ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

1. Students are academically eligible to participate in athletics and co-curricular activities if their quarter GPA is 2.0 or higher and they are not on disciplinary or strict probation.
2. No coach or activity moderator is permitted to allow an ineligible student to practice or participate in any activity without an approved appeal from the Vice-Principal.
3. If a student is academically ineligible to participate in athletics or extracurricular activities, she is not permitted to participate in any practices for these activities.
4. St. Matthias High School follows the policies of the State C.I.F., the Southern Section and the C.A.A. with respect to the open enrollment transfer rule for eligibility purposes.

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

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

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

D. DANCES – All dance rules, policies and student expectations will be published prior to the event. All dances are school sponsored and non-catholic school guests must have a signed contract prior to attending. All students must remain at the sponsored dance until published release times and must be picked-up in a reasonable amount of time following the dance. Any gesture, or dance move that simulates immoral activity including but not limited to “freaking” etc, will subject students to disciplinary action.

The school does not sponsor or take responsibility for pre and / or post dance or prom events. The school does not condone or allow the renting of hotel rooms or other facilities by students or their parents for pre and / or post prom venues. The school assumes no responsibility or liability for injury, loss of property or damages as a result.

E. FIELD TRIPS AND ATHLETIC EXCURSIONS - The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study.

Each school establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained.



For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities, and class work missed by students.

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

F. CONTRACT SIGNATURES - All activity and athletic permission contracts must be properly signed and submitted prior to attending a field trip and / or athletic excursion. St. Matthias High School reserves the right to deny permission for any person to attend a St. Matthias High School function. No student may substitute a guest for one whose name appears on the original dance contract without completing a new contract with the approval of the Dean.

G. SENIOR PRIVILEGES – Senior Privileges will be submitted by the Senior Class Council and reviewed on an annual basis by the Administrative Council for approval. Privileges are not entitlements and are earned through leadership and exemplary behavior. As such they can be suspended at any time because of disciplinary infractions committed by the senior class as individuals and /or as a class. An approved “Senior Free Day” is scheduled on the school calendar. A class “ditch” day not sponsored by the school will result in the loss of all Senior Privileges including but not limited to Grad Nite and Graduation Ceremonies.

X. ATHLETIC POLICIES

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

It is the goal of our department to maintain the tradition of St. Matthias Athletics while creating an educational environment. The educational development of our student-athletes through organized sports can aid students’ mental and physical growth. Concepts of pride, discipline, and honor will be stressed in providing our student-athletes with the platform to grow in spirit, mind and body. The St. Matthias High School Athletic Department through its individual teams will provide opportunities to enhance the development of attitudes and skills that prepare students for an adult life.

While taking great pride in winning, our Athletic Department will conduct all programs as educational activities. We will provide a safe and social environment for our student-athletes. This obligates our Athletic Department to provide adequate equipment and facilities, provide well-trained and experienced coaches, as well as equalized contests with skilled officials. We strongly discourage any pressure, which might lead to neglecting good sportsmanship or good physical and mental health. It is the role of the Athletic Department to make policies that govern the spirit of competition while recognizing the rights of the individuals within the objectives of the individual sport programs.

The interscholastic athletic program will be conducted in accordance with existing California Interscholastic Federation (CIF), Catholic Athletic Association, Santa Cruz League and St. Matthias High School policies and rules.

1. Student Athletes - To be part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent St. Matthias in such a public forum as in the athletic arena. Student athletes must therefore be made aware of their constant privilege and responsibility to represent St. Matthias and Christian values to the world.

The true St. Matthias athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal



respect to members of opposing teams and schools. This sportsmanship is also demonstrated in obedience to coaches, appreciation for the talents of other team members, respect for racial diversity in all circumstances, use of acceptable language and an overall attitude of respect and involvement in the life of the school community.

2. Coaches - Coaches play an extremely significant role in St. Matthias's athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of St. Matthias. Coaches exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators and other adults in a highly professional and Christian manner. A true St. Matthias coach represents the ideals and values of the athletic program with dignity, pride, confident leadership and self-discipline.
3. Parents - Parents are the primary educators of their student athletes. St. Matthias parents are therefore called to teach by word and example the values of the school and athletic program. Parents are strongly encouraged to support their daughters during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing teams should always be treated with cordial respect. The same is true of those officiating in the game. Parents should especially realize that their support of the St. Matthias coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit. St. Matthias parents represent the ideals of St. Matthias both at home and away contests.
5. School Community - The St. Matthias school community, including students, faculty, staff and administration, show their support of the athletic program by being present to witness and celebrate the talents of student athletes. Their support of St. Matthias teams is marked by energy, enthusiasm and a positive attitude that flow from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its St. Matthias spirit by offering warm and friendly hospitality to all visiting teams, their families and fans.
6. Religious Dimension of Athletics - Coaches are responsible for the spiritual welfare of their athletes. They should lead their teams in prayer before all practices and games. The most effective way that St. Matthias athletes experience their unity and oneness on the deepest level is through their celebration of the Eucharist together. There should also be a public prayer at the beginning of all home athletic events, immediately preceding the national anthem or pledge to the flag. For over 60 years, the St. Matthias athletic programs have been placed under the heavenly guidance and patronage of Blessed St. Matthias. Let all those connected with the athletic program continue to call upon his protection and guidance as the entire school community strives to realize the values and ideals entrusted to it by Jesus Christ.

B. REQUIREMENTS FOR PARTICIPATION

1. Physical Exam - A yearly physical examination is required. The standard physical form must be completed by the physician and submitted to the coach and/or athletic trainer prior to participation. The examination covers all sports for the entire school year provided it was administered after the start of the current school year. The form will be kept in the Athletic Department.
2. Medical Release Form - Each athlete's parent(s) / guardian shall complete a Medical Release Authorization Form, giving permission for treatment by a physician or hospital when the parent(s) / guardian is not available. Each individual coach, for availability will keep the form at all practices and contests. This form must be completed prior to participation.
3. Athletic Fee - Providing a high quality sports program requires significant financial support. St. Matthias requires that families of athletes help in supporting this mission. Fees are listed in the tuition and fees section of this handbook and vary by sport. All fees must be paid prior to the first contest. If the fee is not paid, the student will be ineligible to participate until payment is received. These fees are not refundable if a student withdraws from a sport. Part of this fee will go to purchase practice clothing and equipment. These items are the students to keep after the season although they might not be reusable.



4. Insurance - This insurance is available to all students participating on an athletic team for a nominal fee. Football players are required by the Archdiocese to purchase additional insurance. Parents will need to verify they have purchased additional school insurance or possess a primary insurance plan for athletes to participate.
5. Parent / Student Acknowledgement - Signing and returning the parent/ student signed agreement in the back of this handbook is required for enrollment at St. Matthias High School. By signing and returning this form, parents/guardians and student athletes are certifying that the athletic requirements and policies have been read, are understood, and will be followed. This signed document will be filed in the main office.

C. ATHLETIC POLICIES - A firm and fair policy of enforcement is necessary to uphold regulations and standards of the St. Matthias High School Athletic Department. Participation on an athletic team is a privilege provided to students involving discipline and a willingness to make sacrifices. For these reason those who wish to participate in an interscholastic sport at St. Matthias must adhere to these policies. In addition to all policies detailed in this handbook, St. Matthias HS adheres to all CIF, CAA, and Camino Del Rey League policies.

1. **PRINCIPAL'S RIGHT TO AMEND** - The principal reserves the right to amend the athletic policies and rules as necessary during the school year. Notice of any such amendments will be posted on the school's website and/or sent in written form to parents.
2. **ELIGIBILITY** - All incoming freshman are eligible to participate in the athletic program. Returning students who are academically eligible (GPA 2.0+) and not on disciplinary probation are eligible to participate. Students falling below a 2.0 may file an appeal through the Vice Principal to participate. Simply filing the appeal does not result in eligibility; a final written decision will be given. Students are ineligible until the appeal decision is reached. Further details are found in the academic policies section of this handbook.

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

3. **ATTENDANCE & ABSENCES** - Athletes who do not report to school for at least two full periods without prior clearance may not participate in sporting events that day. (An athlete must report to school for at least two full periods on Friday in order to participate in weekend activities.)

Athletes must attend all practices and games. Practice is mandatory. This includes the summer conditioning program. Three unexcused absences or any unexcused absence from a contest will disqualify an athlete from participation in the athletic program. Athletes who miss practice or games without a prior excuse approved by the coach or athletic director will be subject to disciplinary procedures, subject to the coach's discretion. Detention is not an excuse to be absent from practices or meetings. If you are injured you must attend all practices and meetings unless cleared by a coach. Athletes are expected to be punctual. Tardiness will result in a loss of playing time. Tardiness to more than three practices, meetings or games will result in an unexcused absence. Absences may be excused for the following reasons only:

- A. Medical illness
- B. Death of a family member
- C. Court Appearances
- D. Quarantine

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

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



Disciplinary infractions of team rules, school rules and/or athletic department policy while in attendance at, or while being transferred to/from an athletic contest/event come under the jurisdiction of the regular school disciplinary procedures. The head coach must inform the Athletic Director and Dean of Discipline of any such infractions. The head coach may add to the punishment from the school. Athletes can be disciplined for the following infractions but are not limited to:

- A. Being tardy to meetings, practices or games;
- B. Unexcused absence from practice or game;
- C. Lack of sportsmanship;
- D. Failure to contribute 100% effort;
- E. Breaking training room rules.

Sanctioned disciplinary procedures include:

- F. Benching (sitting out of practice or games as designated by the coach);
- G. Grade reduction in 7th period course;
- H. Extra physical activity (extra push-ups, extra running, etc.)
- I. Suspension or expulsion (only instituted with the permission of the Varsity Head Coach; final decision lies with the Athletic Director).

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

5. **EXPULSION / WITHDRAWAL FROM A SPORT** - The Administration feels that team members have made a commitment to the school, fellow teammates and coach. An athlete who withdraws or is expelled has disrupted team unity and may have deprived another student-athlete of participating. Therefore an athlete who has withdrawn or been expelled from a sport after practice or competition has begun will disqualify that athlete from participating in any other sport during that particular season and the following season of sport. The athlete also cannot use school athletic facilities during that season.
6. **PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN THE SAME SPORT DURING THE SCHOOL ATHLETIC SEASON** - This is specifically forbidden by C.I.F. Rules. The Athletic Director must approve all personal trainers, outside coaches, and participation on club/ travel teams. Any athlete who does so must be withdrawn from the team and all games, which he/she has participated in, must be forfeited. A season of sport is defined as beginning with the first day of official practice and ending with the last possible day for a contest.
- 6b. **PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN A DIFFERENT SPORT DURING THE SCHOOL ATHLETIC SEASON** - It is in the best interest of the student-athlete to participate only on the high school team in the season of sport. The potential for fatigue, injuries, conflict of commitments and academic pressures may adversely affect the team performance. If the head coach feels that it is in the best interest of the high school and the athletic program, the coach may restrict student-athlete participation on the high school team if they choose to play on an outside team.
7. **LOCKER ROOM USE** - Anytime athletes are in a locker room they must be supervised by a coach. Any athlete who enters or uses a locker room without expressed supervision will be subject to disciplinary action. Teams are responsible for the cleanliness of the locker room and for the damage that might occur. Black locks must be purchased from the main office and used on all athletic lockers. The school is not responsible for items left unattended in the locker room.
8. **SUPERVISION/ FACILITIES** - Athletes are to be supervised by a coach at all times in all facilities during all activities. Athletes are not to use athletic facilities unattended at any time for any exception.
9. **Uniforms/Equipment** - All equipment and uniforms are the property of St. Matthias HS and are loaned to the athlete during his/her season of sport. The athlete is financially responsible for all equipment and uniforms checked out to her. The school will supply game uniforms for all sports except pep squad. All parts of the uniform (shorts, shirt, warm-ups, etc, etc) must be returned to the equipment manager at the end of the season. Failure to return the uniform will result in a \$100 fine for each



piece not returned. Before awards are received, final exams are taken, or a student begins a new sport, the athlete must return all items or pay the determined fine.

10. **EARLY DISMISSAL AND DEPARTURE** - Because of the nature of athletics and the travel involved, it is often necessary for student-athletes to be released from class. This in no way releases the student-athlete from academic responsibility, including in class assignments, quizzes, tests and homework. Athletes are expected to notify their teachers prior to leaving campus and arrange to make up all assignments, quizzes or tests, and obtain homework.
11. **TRANSPORTATION AND TRAVEL** - Athletes may not drive themselves or other students to home or away contests or practices unless prior written approval is received from the Athletic Director. When transportation is provided for a team, all members of the team will ride in the vehicle provided to and from the contest unless advanced written permission is received and approved by the Head Coach with notice given to the Athletic Director.
12. **LETTERING** - The awarding of an athletic letter at St. Matthias High School is an acknowledgement of excellence and achievement. In order to receive a letter an athlete must abide by the policies and rules of the team, school/handbook, and league. The student-athlete must play a combined 12 minutes in a season or equivalent in quarters/innings/etc. and in the head coach's opinion be deserving of such a letter. A coach may waive the above requirements and award a letter because of injury, superior effort, inspiration, or leadership with approval from the athletic director. A student must be eligible in all aspects (academic/behavior/etc) at the end of the season to receive a letter. St. Matthias High School does not provide Varsity letters but they may be ordered from St. Matthias's contracted vendor.
13. **CHAMPIONSHIP RINGS** - The accomplishment of a CIF-SS and/or State CIF title provides for an opportunity for the team to purchase rings. The school in no way is obligated or assumes any responsibility in providing rings to the participants. Our programs will make every effort to provide or subsidize championship rings through fundraising and donations; however, St. Matthias High School assumes no obligation to provide them for the team members or coaches.
14. **ADDITIONAL POLICIES SPECIFIC TO A PARTICULAR SPORT** - Because of the uniqueness of each sport and difference in coaches' philosophies, some coaches may wish to augment this policy with rules that pertain only to their specific sport. This would be allowed such as all rules/policies are in alignment with the St. Matthias Athletic Policies as detailed in this handbook and provided all rules/policies are not less rigid than the St. Matthias requirements. Additional rules and policies will be distributed by the Head Coach to team members and parents before the beginning of each sport season.

D. BEHAVIORAL EXPECTATIONS OF ATHLETES - Being a member of a St. Matthias athletic team carries with it the responsibility of maintaining our athletic tradition while conducting oneself in a manner consistent with our Christian values. At all times student-athletes are expected to conduct themselves as Christian emissaries of St. Matthias High School. Athletes should address coaches and other team members politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation.

The administration and coaching staff feels strongly that high standards of conduct and citizenships are essential in maintaining a sound program of athletics. Unacceptable behavior by an athlete will not be tolerated. **Acts of unacceptable conduct such as, but not limited to** insubordination, theft, vandalism, use of tobacco, alcoholic beverages or drugs, **the violation of school rules, violation of the law, or immoral behavior which tarnishes the reputation of the team, athletic department and/or school will not be tolerated.**

A student who elects to participate on our team is voluntarily making a commitment to themselves, to their teammates and the coaching staff. Being a member of our team carries a responsibility of a maintaining our athletic tradition while committing yourself to certain responsibilities and obligations. It is important to always conduct yourself as a representative of St. Matthias High School. Show your pride, but have dignity and respect for others. Lead by example and be self-motivated. Tolerate nothing less than your best.



E. PARENT RESPONSIBILITIES - Parents/guardians are expected to support the school's athletic philosophy as detailed in this handbook and specific responsibilities are listed below. Parents/guardians must support the decisions of the athletic department and coaching staff in the presence of their child even if they personally do not agree with the decisions.

1. Commitment from parents is a must and essential to the program's success but is not an entitlement to direct the program. Parents must understand and accept their roles as parents. It is inappropriate to discuss with a coach:
 - A. Playing time
 - B. Team strategy or play calling
 - C. Other coaches or athletes in the program.
2. Parents / guardians are expected to support St. Matthias High School's philosophy and follow the school's policies. Failure on the part of parents/guardians to do so may result in the removal of their daughter from the athletic program.
3. Parents must ensure the completion of medical exams and release forms, eligibility (2.0 GPA) and athletic participations requirements.
4. Parents/guardians whose behavior at athletic events is not consistent with the Catholic Christian philosophy of St. Matthias HS may be asked by the principal, the athletic director, a coach or another administrator to refrain from such behavior. Refusal to comply with such requests may result in the removal of the parent/guardian from the contest. Repeated refusal to comply with such requests may result in the removal of the parent/guardian's student from the team and school.
5. Parents will be asked to volunteer as boosters and help with logistics/ management of events, contests and fundraisers. Parents should make every effort to help in such requests.
6. Parents should try to make every effort to attend athletic contests. Your attendance means you acknowledge your daughter's work and effort and support his/her role on the team. Support your athlete in a positive way, offer constructive criticism, never admonish!
7. Parents are required to notify the Head Coach of any scheduled conflicts well in advance. At least a week notice is necessary to facilitate an absence from an event or contest.
8. If a parent or guardian has a concern to discuss with a coach, the following procedure must be followed:
 - a. The student-athlete must speak with the coach first regarding the issue.
 - b. After this has occurred, the parent or guardian may call or email the coach to make an appointment.
 - c. Never approach the coach before or after a contest unless the coach makes this request. These can be busy or emotional times for both the parent and the coach. This period does not promote objective analysis of the situation.
 - d. If the parent or guardian does not feel a satisfactory solution has been reached with the head coach, the parent or guardian may schedule an appointment with the athletic director.
 - e. There is no appeal beyond the athletic director regarding playing time or team membership non-selection.
9. Before you become critical of a particular coach please consider the following:
 - a. A head coach has all of his players and assistant coaches to consider with every decision that is made. While parents should be concerned about the team, they are usually only concerned about how a decision affects one athlete, their daughter.
 - b. Coaches may raise their voices and discipline players. This does not diminish their loyalty or concern for their players. Athletes need to learn how to take criticism and understand that it is not personal.
 - c. Our coaches are students of the game. They have analyzed countless hours of video, read instructional books, attended clinics/college practices in order to educate themselves about the game. Unless you have done all of this, please be careful about claiming to know more than the coach.



F. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS - In light of growing issues associated with high school athletics, the C.I.F. Southern Section has issued the following guidelines for spectators at athletic events. These guidelines make high school athletics a positive experience for all involved.

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

G. 7TH PERIOD POLICIES - Coaches and athletes are expected to treat this just as any other academic class. Proper attendance must be maintained and courses must be engaging for all enrolled students; grades will be given. Individual sports will be registered as a 2.5 graded physical education course. These courses will not replace existing Physical Education requirements or health requirements. The St. Matthias High School grading scale will be used. Grading will be based on the student's ability to participate and commit themselves to the policies and rules of the St. Matthias High School Athletic Department and their particular sport. Grading rubric for the specific sports teams will be based on the student-athlete's participation, commitment and the following of Athletic Department and team policies. The student-athlete will receive a "withdrawal" mark on the official transcript if that athlete quits or is expelled from a specific team

H. COACHING POLICIES

1. Supervision of Athletes - The duty to adequately supervise the athletes entrusted to each coach's care is one of the most serious obligations. The school's athletes must be supervised at all times and in all places by a coach. These times and places include but are not limited to the following:
 - A. Locker/weight room
 - B. Gymnasium
 - C. Practice/conditioning
 - D. Games (especially away games)
 - E. Traveling to and from games
 - F. After practice

During varsity away games, JV players will sit together in the stands under the supervision of an assistant coach who will be assigned to this task by the varsity or JV head coach. Athletes may never be left unattended at the conclusion of practice; a coach must remain with them until they are picked up.

Each coach is responsible for ensuring the safety and suitability of the equipment and facilities used by the athletes. Improper or defective equipment must never be used; the defect should be reported immediately to the head coach and athletic director.

2. PEDAGOGY/ TECHNIQUES - Coaches are expected to employ currently acceptable coaching techniques. The varsity head coach is responsible for ensuring that such techniques are employed throughout his/her program.
3. SUMMER PROGRAM - Coaches are required to provide a mandatory summer conditioning/skills training program for the athletes of their respective teams. Athletes are to be notified that this summer program is a necessary prerequisite for their participation in the athletic program. This program will be formulated in May in consultation with the athletic director.



4. PRE-SEASON PREPARATION - In accordance with the rules of the CIF Southern Section, no sport is to begin pre-season practices prior to the specified date. The athletic director will inform each varsity head coach when practices may begin. Coaches must be familiar with and adhere to the CIF regulations concerning pre-season practices. Pre-season orientation meeting attendance is mandatory prior to the beginning of a season.
5. PRACTICES - Well-planned, intense, safe practices are essential to the success of any team. Toward that end the following points are to be noted:
 - A. Coaches are to issue printed practice schedules to students and parents at the beginning of the practice season. Parents are to be notified of schedule changes at least one week in advance. Inclement weather is the exception.
 - A. Coaches are to carefully plan their practices in order to make full use of the time available.
 - B. Practices must begin and end on time. Head coaches must insist that both coaches and athletes are punctual.
 - C. Practices must begin and end with a team prayer.
 - D. During practice the athletes must be supervised by a coach at all times Games (especially away games)
 - E. Athletes must never be coerced to continue practice when they complain of injury or illness.
 - F. Frequent water breaks must be a part of the practice schedule .
 - G.
6. DISCIPLINE - Instilling self-discipline is one of the goals of our athletic program; hence, discipline needs to be a part of the program. Acts of disrespect either toward coaches or other athletes must never be tolerated; in such instances, the coach should correct the offender, document the incident, contact the athlete's parents and if the conduct persists cut her playing time. If the player refuses to reform, the matter should be brought to the attention of the athletic director who will take the situation to the dean of discipline and the principal. No tolerance is allowed for disrespect.

A coach may never use any form of abuse, either verbal or physical, to discipline a student. Coaches or athletes may never haze or harass other athletes. If the coach has any questions in this area, he/she should consult the athletic director. Any suspicion of hazing must be immediately reported to the athletic director and dean of discipline.

7. DISMISSING AN ATHLETE - No coach has the right to dismiss an athlete on his/her own authority. Before dismissing an athlete from any team, the following procedures must be employed:
 - A. The athlete must be given a warning by a coach informing her that her behavior is unacceptable and may result in dismissal from the athletic program. The unacceptable behavior and the warning must be documented in writing by the head coach and submitted to the athletic director.
 - B. The head coach must phone the athlete's parents informing them that the warning has been issued.
 - C. The athletic director informs the principal of the situation.
 - D. If the unacceptable behavior continues, a meeting will be called with the athlete, parents, head coach, and athletic director.
 - E. If a favorable resolution is not forthcoming, the athlete will be dismissed by the principal upon the recommendation of the athletic director.
8. INJURIES/ACCIDENTS - Injuries and accidents are a risk in any sport; however, means can be taken to reduce the risk.
 - A. Never use faulty equipment.
 - B. Never allow any student to participate in any way prior to receiving medical clearance from a licensed physician.
 - C. Never pair athletes of excessively disproportionate size or ability against each other.
 - a. Never allow athletes to engage in unsupervised activity.
 - D. Never allow injured or ill athletes to continue competition.
 - E. Make use of the services provided by the trainer.

All injuries/accidents must be reported to the head varsity coach and athletic trainer so that he/she can log the incident and file the proper report with the business office.

9. REHABILITATION - Athletes must be given sufficient time to rehabilitate from their injuries; no pressure should be applied to force a hasty return. The orders of the physician/ trainer who treats the athlete must be followed.



10. Pre-Season Meeting - Each coach is required to have a preseason meeting with his/her players and parents. The entire program may choose to have all levels meet together. A sample agenda of what needs to be covered at the meeting is on file in the athletic director's office.
11. TEAM PRAYER - Every conditioning session/practice/game will begin and close with a prayer invoking the blessings of Jesus Christ and His Blessed Mother.
12. TEAM MASS - Each team may gather to celebrate a Mass before the first game of the season. The varsity head coach is responsible for scheduling the team Mass with the athletic director.
13. GYMNASIUM - Due to the present state of our facilities, the gymnasium may be shared by a number of groups. The use of the gymnasium will be determined before each sport's season by the principal, athletic director, activities director, head coaches, and other users of the facility. Use will be rotated so that all have equal access but priority will be given to sports that are currently in-season.
14. EQUIPMENT/UNIFORMS - Each head coach is ultimately responsible for the equipment/uniforms used by the athletes. All equipment and uniforms are to be stored in the athletic equipment room. The following policies will be observed:
 - A. The day before handouts (or sooner) the Athletic Director will check to see if the player has on file their physical/emergency release card and their injury risk form. A player will not be issued a uniform if these items are not on file.
 - B. When issuing equipment/uniforms, the athletic director/equipment manager will provide an inventory sheet for the athlete to sign. The sheet will detail the equipment issued to the athlete.
 - C. The athlete accepts full responsibility for her equipment. The athlete will pay for any lost or damaged equipment.
 - D. Equipment is to be used only during practices and games. It is not for personal use.
 - E. The head coach must account for all equipment at the close of the sport's season. If a player quits or is dropped from a sport, the equipment is due within two days. No uniforms will be issued if a player has equipment from another sport still due. A late charge of \$100.00 per item will be assessed if the equipment is not returned on the specified day.
 - F. The head coach will provide the athletic director with an inventory sheet at the close of the season which will be kept on file.
15. BUDGET - A school purchase order must be used to acquire all items. All purchase orders must be signed by both the athletic director and the principal. Any purchases made without prior authorization will not be paid by the school and become the personal financial obligation of the purchaser. All monies collected by teams must be submitted to the bookkeeper in the main office.

The athletic director is ultimately responsible for supervising the athletic budget. With the assistance of the school's bookkeeper, the athletic director administers all budgetary proposals, purchase orders, and expenditures. In May, the athletic director will issue a budget request form for the next academic year. These forms are to be completed and returned by the head varsity coach before the close of the academic year. The athletic director will examine these forms and submit a total budget to the principal for approval.

16. FUNDRAISING - Fundraising is not to be undertaken without the approval of the athletic director and the principal. Requests are to be made using the form in the appendix of the Faculty Handbook at least one month prior to the event. The request form states the purpose, specific details, and the intended use of funds.

All monies must be deposited with the bookkeeper. Requests for release of these funds must be made with the athletic director.

17. SCHEDULING - The athletic director in consultation with the head varsity coach will do scheduling for each season. Lower level coaches who wish to add games must notify the athletic director and receive prior approval.
18. TRANSPORTATION - Coaches are never to transport athletes in their personal vehicles. The athletic director, in consultation with the head coaches, will determine the departure times for all teams.



The following policies will be observed:

- A. Athletes are to travel to and from athletic contests with their team.
 - 2) Requests for exceptions to the above policy must be made in writing by the parent or guardian and be submitted to the head coach prior to the day of the event. The written request must be turned over to the athletic director for approval before the event.
 - 3) Coaches will insist that athletes behave in accordance with the school's disciplinary code while on the bus and at the opposing school's facility.
 - 4) Tournament fees and travel expenses outside of Los Angeles County are the responsibility of the head coach and team. Such fees and expenses inside the county are subject to the approval of the athletic director and principal.
 - 5) Transportation for events/contests will not be provided over summer, Christmas, and Easter break. It is the athletes/parents responsibility to arrange transportation to events during these breaks.
19. EARLY DISMISSAL - At times athletes will need to depart before the end of the school day. In these instances athletes are to dress in their uniforms during lunch. The following procedures will be observed:
- 1) An "Advance Notice of Absence Form" will be filled out with a complete roster by the head coach seven days prior to the first contest of the season.
 - 2) Release dates and times will be determined by the athletic director and submitted to the faculty, dean, and attendance office; **COACHES DO NOT SET DISMISSAL TIMES.**
 - 3) The head coach or a designated assistant will contact the athletic director at the appropriate date and dismissal time. A coach must supervise all dismissals or the team will not be released for the contests.
 - 4) The athletic director or dean will then announce the dismissal and the team will report immediately to the athletic office. No students should visit school lockers or disturb other classes.
 - 5) Team members will sign our on the roster provided and exit to the locker room with the coach.
 - 6) No school restrooms or other facilities besides the locker rooms or bleachers will be used to gather prior to departure. There will be no gathering in the weight room or yard adjacent to the classrooms.



ST. MATTHIAS HIGH SCHOOL

BELL SCHEDULE

FACULTY SCHEDULE(1)

8:05 First Bell
 8:10 - 8:55 Per. 1
 9:00 - 9:45 Per. 2
 9:45 - 9:55 BREAK
 10:00-10:45 Per. 3
 10:50-11:35 Per. 4
 11:40-12:10 LUNCH
 12:15 - 1:00 Per. 5
 1:05 - 1:50 Per. 6
 1:55 - 3:15 Faculty Meeting

BLOCK SEVEN(2)

7:30 - 8:00 Daily Mass
 8:05 First Bell
 8:10 - 9:35 Per. 1 or 2
 9:35 - 9:55 BREAK
 10:00-11:30 Per. 3 or 4
 11:30-12:15 LUNCH
 12:20 - 1:45 Per. 5 or 6
 1:50 - 2:35 Per. 7

BLOCK LITURGY/ASSEMBLY(3)

8:05 First Bell
 8:10 - 9:15 Lit. / Assembly
 9:25-10:45 Per. 1 or 2
 10:45-11:00 BREAK
 11:05-12:25 Per. 3 or 4
 12:25 - 1:10 LUNCH
 1:15 - 2:35 Per. 5 or 6

BLOCK HALF DAY (4)

7:30 - 8:00 Daily Mass
 8:05 First Bell
 8:10 - 9:30 Per. 1 or 2
 9:30 - 9:45 BREAK
 9:50-11:10 Per. 3 or 4
 11:15-12:35 Per. 5 or 6
 12:35 DISMISSAL

BLOCK SEVEN HOMEROOM(5)

8:00 First Bell
 8:10 - 9:20 Per. 1 or 2
 9:20 - 9:40 BREAK
 9:45-11:45 Per. 3 or 4
 11:45-12:30 LUNCH
 12:35 - 1:45 Per. 5 or 6
 1:50 - 2:35 Per. 7

TRADITIONAL SCHEDULE(6)

8:05 First Bell
 8:10 - 9:00 Per. 1
 9:05 - 9:55 Per. 2
 9:55-10:15 BREAK
 10:20-11:10 Per. 3
 11:15-12:05 Per. 4
 12:05-12:45 LUNCH
 12:50-1:40 Per. 5
 1:45-2:35 Per. 6

TRADITIONAL LITURGY/ASSEMBLY(7)

8:00 First Bell
 8:10 - 8:50 Per. 1
 8:55 - 9:35 Per. 2
 9:40-10:20 Per. 3
 10:25-10:40 BREAK
 10:55-11:35 Per. 4
 11:40-12:40 Liturgy/Assembly
 12:45 - 1:10 LUNCH
 1:15 - 1:55 Per. 5
 2:00 - 2:40 Per. 6

REGULAR HALF DAY(8)

7:30 - 8:00 Daily Mass
 8:05 First Bell
 8:10 - 8:45 Per. 1
 8:50 - 9:25 Per. 2
 9:30-10:10 Per. 3
 10:10-10:25 BREAK
 10:30-11:05 Per. 4
 11:10-11:45 Per. 5
 11:50-12:25 Per. 6
 12:25 Dismissal

EXAM SCHEDULE (9)

8:00 First Bell
 8:05 - 9:40 Exam 1
 9:40-10:00 BREAK
 10:05-11:40 Exam 2
 11:40 DISMISSAL

SUMMER SCHEDULE(10)

7:55 First Bell
 8:00 – 10:10 Session I
 10:10 – 10:25 BREAK
 10:30 – 12:40 Session II

