



**SALESIAN COLLEGE PREPARATORY**  
ACADEMICS. FAITH. FAMILY.

# **2023 - 2024**

# **STUDENT-FAMILY HANDBOOK**

*Please note: The Principal reserves the right to modify this handbook at any time. If changes are made, you will receive written notification.*

2851 Salesian Avenue, Richmond, CA 94804  
(510) 234-4433  
[www.salesian.com](http://www.salesian.com)

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# ADMINISTRATION AND STAFF

*All emails: first initial and last name@salesian.com (Example: jsmith@salesian.com)*

<b><u>Administration</u></b>		<b><u>Extension #</u></b>
Nguyen, SDB, Fr. Joe	Director	TBD
Pezzola, Mr. Stephen	President	1110
Farr, Mr. Kenneth	Principal	TBD
Colelli, Mr. Mark	Chief Financial Officer	1102
Heidenfeldt, Dr. William	Associate Principal of Curriculum and Instruction	1924
Karabinis, Ms. Christina	Director of Admissions	1416
TBD	Director of Development	TBD
Stevens, Mr. Jack	Director of Guidance	1403
Rivera, Ms. Chellsea	Director of Marketing	1017
Nightingale, Mr. Chad	Director of Athletics, Science Chair	1015
Fulay, Mr. Adrian Mison	Coordinator of Youth Ministry (CYM), Religious Studies Chair	3177
Nightingale, Ms. Mariella	Dean of Students World Languages Chair	1934
Pearse, Ms. Adrienne	Executive Assistant, Website Manager	1300
<b><u>Front Office Staff</u></b>		<b><u>Extension #</u></b>
De Jesus, Ms. Erica	Attendance Clerk, Front Office Receptionist	1900/1000
Mangle, Ms. Rebecca	Registrar, Admissions Coordinator	1001
Julian, Mr. Marcus	Security/Transportation Coordinator	1311
<b><u>Admissions</u></b>		
Karabinis, Ms. Christina	Director of Admissions	1413
Mangle, Ms. Rebecca	Admissions Coordinator, Registrar	1001
Guardado, Ms. Zuleyma	Admissions Assistant	1014
<b><u>Advancement, Marketing, Communications, Alumni Relations, Website</u></b>		
TBD	Director of Development	TBD
Rivera, Ms. Chellsea	Director of Marketing	1017
Zaragoza, Ms. Gabriella	Alumni Relations and social Media Manager	7219
<b><u>Finance Department</u></b>		
Colelli, Mr. Marc	Chief Financial Officer	1102
TBD	Accounts Payable	1008
Howard, Ms. Eileen	HR Manager, Accounts Receivable, Tuition Assistance	1204
<b><u>Guidance Department and Personal Counselors</u></b>		
Stevens, Mr. Jack	Director of Guidance	1403
Fan, Ms. Hege	Academic Counselor (510) 806-8535	1217
Pittman, Ms. LaKeasha	Personal Counselor (510) 806-8536	1945
Russell, Mr. LyRyan	Personal Counselor (510) 806-8556	1100
<b><u>Maintenance Department</u></b>		
Moe, Mr. Henry	Facilities Manager, Alumni Relations	1104
Cerda, Mr. Guillermo (Memo)	Lead Maintenance/Groundskeeper	
Ortega Ortega, Mr. Manuel	Maintenance/Groundskeeper	
<b><u>Technology Team</u></b>		
Ruiz, Mr. Oscar	IT Assistant, Schoology Coordinator, World Languages Teacher	3177

## FACULTY AND DEPARTMENTS

*All emails: first initial and last name@salesian.com (Example: jsmith@salesian.com)*

<b>Faculty</b>	<b>Department</b>	<b>Extension #</b>
Ahlenslager, Ms. Michaela	Social Science	1916
Antonian, Dr. Lida	Science	1905
Belle, Ms. Monique	Visual & Performing Arts	1910
Bender, Mr. Patrick	Computer Science	1903
Bradbury, Ms. Meghan	English	1901
Coscia, Dr. Elizabeth	Science	1940
Darr, Ms. Elizabeth (Liz)	Science	1926
Eberhardt, Ms. Sharon	World Languages	1908
Fulay, Mr. Adrian Mison	Religious Studies Chair, CYM	3176
Heidenfeldt, Dr. William (Billy)	World Languages, AP Curriculum and Instruction	1924
Hogan, Mr. Steven (Steve)	Visual & Performing Arts	1915
Jimenez-Garcia, Mr. Jaime (Jimmy)	Religious Studies	1944
Jobe, Mr. David	Social Science Chair	1946
Lorenson, Ms. Nichole	Mathematics	1914
Martin, Ms. Litzia	Mathematics	1925
McAfee, Ms. Christina	Mathematics Chair	1904
McCarthy, Mr. Daniel (Dan)	English	1941
Mellis, Mr. William (Bill)	Physical Education Chair	1010
Neal, Mr. Leonard	Mathematics	1920
Nightingale, Mr. Chad	Science Chair, Director of Athletics	1015
Nightingale, Ms. Mariella	World Languages Chair	1934
O'Hair, Ms. Janet	English, Visual & Performing Arts	1918
Osenga, Dr. Katherine (Katie)	Visual & Performing Arts	1947
Ott, Mr. Corey	Religious Studies	1919
Porter, Ms. Pauline	Religious Studies	1928
Raterman, Mr. Jacob	World Languages	1906
Re, Ms. Casandra (Cassie)	Science	1909
Ruiz, Mr. Oscar	World Languages, IT Assistant, Yearbook	1921
Ryan, Ms. Gina	English, Academic Success	7223
Shushan, Ms. Debra	Visual & Performing Arts Chair	1939
Smith, Ms. Carolyn	Religious Studies, Social Science	1913
Trott, Ms. Sarah	English Chair	1911

# SCHOOL ADMINISTRATOR ROLES

## 1. Director

The Director bears final responsibility for the school's overall direction, working closely with administrators and staff to further common goals. The Director is particularly concerned with the school's pastoral character and works with the local clergy whenever possible to further the Catholic action of the Christian community. The Director is responsible for coordinating the annual CEPC with the Coordinator of Youth Ministry. The Director is available to students for counseling or assistance.

## 2. President (CEO)

The President acts as the school's chief executive officer with the guidance of the Salesian Director and the Board of Directors in implementing goals and policies. As the overall leader, the President serves as a role model for staff and students and bears responsibility for integrating faith and learning within the school. The President is directly responsible for the external affairs of the school: for ensuring sufficient resources, sound fiscal management, and the financial stability of the school through direct oversight of the business operations, development, alumni, community relations, and enrollment management activities, etc.

## 3. Principal (COO)

The Principal is the chief administrator of the school and its legal representative. The Principal works closely with other administrators and staff, allowing them to carry out their particular responsibilities while maintaining a unity of philosophy and procedure in running the school. The Principal coordinates all phases of policy implementation related to academics, instruction, and curriculum in collaboration with the Associate Principal of Curriculum and Instruction. The Principal works with the Dean of Students to enforce school rules and regulations, coordinate procedures affecting student conduct and appearance code, and disciplinary probation, suspension, or dismissal.

## 4. Chief Financial Officer (CFO)

The Chief Financial Officer is accountable for the administration of all financial operations of the school, including the development of a financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve school assets, report accurate financial results, monitoring adherence to the budget and development of long term financial and operational strategies.

## 5. Director of Development

The Director of Development is responsible for fundraising, the annual campaign, capital campaigns, public relations, and alumni relations. The Director of Development works closely with the admissions and marketing offices in recruiting and fundraising campaigns.

## 6. Director of Admissions

The Director of Admissions is responsible for recruiting prospective students to Salesian College Preparatory. Recruiting includes coordinating the admissions process, all 8th Grade Days, Open House, re-enrollment, and prospective parent/guardian information sessions and materials.

## 7. Associate Principal of Curriculum and Instruction (APCI)

The APCI assists the Principal in fostering an atmosphere in which the Salesian System of Education can flourish, ensuring that the Catholic mission of the school is reflected in the quality of all instructional programs and for providing educational leadership in the school's academic programs, including curriculum development. The APCI coordinates all phases of policy implementation related to academics, instruction, and curriculum in collaboration with the Principal and the Curriculum Committee.

## 8. Director of Guidance

The Director of Guidance oversees and organizes the academic counseling services for all students. Additionally, the Director of Guidance oversees the personal counseling staff and works with the Registrar to adjust student schedules, course choices, and review transcripts.

## 9. Coordinator of Youth Ministry

The Coordinator of Youth Ministry (CYM) organizes retreats, liturgies, and the Campus Ministry Program at Salesian. The CYM coordinates and directs the Student Life Council overseeing SLAM, Faith Families, retreats, and the Service Learning program. The CYM is responsible for the Educative Pastoral Community (EPC), focusing on faculty, staff, young people, and their families regarding Salesian identity and spirituality.

**10. Dean of Students**

The Dean of Students has the responsibility of maintaining a student climate that promotes self-discipline, responsibility, and learning. The Dean works with the administration, faculty, and staff to enforce school rules and regulations and coordinates procedures affecting student conduct and appearance code, as well as disciplinary probation, suspension, and dismissal.

**11. Director of Athletics**

The Director of Athletics is responsible for planning, organizing, and coordinating the athletic program. This includes interviewing and selecting coaches (with the Principal's approval), student eligibility, game scheduling, and securing officials.



# BOARDS, COUNCILS, COMMITTEES, AND ASSOCIATIONS

## 1. Members

The six (6) Members of Salesian College Preparatory ("School") reserve and retain unto themselves certain rights regarding the Corporation and its activities as follows:

- a. To ensure the Catholic character and the Salesian identity of the School.
- b. To determine and approve the philosophy and the mission of the School.
- c. To amend, revise, or restate the Articles of Incorporation and the Bylaws of the School.
- d. To approve the School's annual audited financial statements and budget.
- e. To approve the disposition of all or substantially all of the School's assets.
- f. To approve any dissolution, partnership, merger, or joint venture of the School.
- g. To approve any purchase, sale, lease, transfer, or encumbrance of the real property of the School.
- h. To approve any and all loans by the School.
- i. To appoint and remove Directors and fill vacancies on the Board of Directors.
- j. To appoint and remove the President of the School.
- k. To appoint the auditors and legal counsel for the School.

## 2. Board of Directors

Salesian College Preparatory is a 501(c)(3) nonprofit organization sponsored by the Salesian Society, San Francisco, California. The School is a Catholic, co-educational, college preparatory, secondary school accredited by the Western Association of Schools and Colleges Salesian, and the Western Catholic Education Association. It is a member of the National Catholic Education Association. The School is governed by a Board of Directors of limited jurisdiction. Directors serve three-year terms, which may be renewed.

### Responsibilities of the Directors:

- a. Directors shall attend regular Board meetings and special meetings called by the Board. In all matters brought before the Board, Directors shall act in good faith as a group promoting the school's best interests.
- b. In all circumstances, directors shall promote and uphold the goals and philosophy of Catholic education and the Salesian educational method, which centers its attention and service on students.
- c. Directors shall promote the interests and position of the School in the community. They shall take particular interest in the school's financial stability and the development of resources to further the school's mission.
- d. Directors shall serve on and participate in one or more standing committees of the Board.

## 3. Executive Council

The Executive Council comprises the Director, President, Principal, and Chief Financial Officer. The Council meets bi-weekly, oversees the school's daily operations, nurtures its mission, and promotes well-being.

## 4. President's Advisory Council

The President's Advisory Council meets monthly and comprises the President, Principal, Chief Financial Officer, Director of Development, Director of Marketing, and the Director of Admissions; others are invited as needed. The council's objective is to provide a forum where the President can learn of activities, events, plans, etc., which impact the school and have a small panel of administrators to provide advice. The President and Principal set the meeting's agenda.

## 5. Principal's Council

The Principal's Council comprises the Principal, Associate Principal of Curriculum and Instruction, Director of Athletics, CYM, Facilities Manager, and Transportation Coordinator. The Council meets weekly to review the calendar, schedule issues, and coordinate support and/or security for upcoming events.

## 6. Curriculum Council

The Curriculum Council comprises the Associate Principal of Curriculum and Instruction, Department Chairpersons, and the Director of Guidance. The Council oversees the development and implementation of the curriculum, including textbook selection and teacher programs. The Council makes recommendations to the Principal. The Council meets monthly.

## 7. Council of the Educative Pastoral Community (CEPC)

The CEPC guides the spiritual and ministerial life of the School. It comprises the professed Salesians, a representative group of SLAM (Campus Ministry) students, and representatives of the parent/guardians, administration, faculty, and staff. The CEPC is responsible for annually creating, implementing, and evaluating a pastoral plan.

## **8. Student Life Council (SLC)**

The Student Life Council comprises of the Coordinator of Youth Ministry / Liturgies and Retreats, Class Moderators (faculty), Athletic Director, Student Life and Ministry (SLAM) Moderator, Faith Family Coordinator, Student Body President and Vice President, Class Presidents and Vice Presidents, Campus Ministry Team President and Vice President, and the Spirit Commissioner. The purpose of the SLC is to 1) unify the activities on behalf of our students and by those same students, 2) provide a forum for key activity coordinators to share their respective programs, dialogue and be supported in their work, 3) ensure that the planning and execution of activities continue to support the Salesian identity of the school and that leadership is affirmed as key to the on-going development of the students, 4) provide oversight and evaluation monthly so that all we do might truly benefit the young and their integral growth in Salesian style.

## **9. Admissions Committee**

The Director of Admissions and the Director of Guidance comprise the Admissions Committee. They review and accept candidates for admission to the school. The Admissions Committee consults with the Resource Specialist for Academic Success candidates and the Associate Principal for Curriculum and Instruction.

## **10. Tuition Assistance Committee**

The Tuition Assistance Committee comprises the President, Principal, Chief Financial Officer, and Tuition Assistance Coordinator, and is responsible for making decisions related to tuition assistance. The Director of Admissions participates for incoming Freshmen only.

## **11. Academic Review Board**

An Academic Review Board will be convened when needed by the Associate Principal of Curriculum and Instruction to review and discuss academic integrity, academic standing, or eligibility issues. Recommendations are made to the Principal regarding the status of these students.

## **12. Disciplinary Review Board**

The Disciplinary Review Board comprises the Dean and two to three appointed faculty representatives. The student may select one of the faculty representatives. The Dean chairs these Board meetings and may invite others to attend. The Board is convened when needed, oversees and reviews cases of a serious nature, and makes recommendations to the Principal.

## **13. Appeals**

In matters of academic or disciplinary dismissal, appeals are made in writing to the School's Director. The Director's decision is final.

## **14. Title I Program**

The School participates in the Title I Program administered by WCCUSD. This program provides funds from federal and state sources for additional resource support for qualifying students who reside within a designated public high school district. The Associate Principal of Curriculum and Instruction coordinates the program.

## **15. Title II Program**

The School participates in the Title II program administered by WCCUSD. The Title II program provides funds from federal sources for faculty professional development opportunities. The Associate Principal of Curriculum and Instruction coordinates the program.

## **16. Title IV Program**

The school participates in the Title IV program administered by WCCUSD. Title IV is a federally funded program to provide all students with access to a well-rounded education, improve conditions for student learning, and improve the use of technology to improve the academic achievement and digital literacy of all students.

## **16. Technology Team**

The Principal oversees the Technology Team. The Tech Team consists of Knowing Technologies, our IT Services Company, and an IT Assistant who works with software updates, printer issues, Schoology, etc.

## **17. Calendar Committee**

The purpose of this Committee, composed of the Associate Principal of Curriculum and Instruction, Coordinator of Youth Ministry, Facilities Calendar Coordinator, and the Executive Assistant, is to create the primary school academic calendar, including all pertinent dates and schedules associated with it. These pertinent dates and schedules include but are not limited to the school's start and end dates, retreats, holidays, Christmas and spring breaks, and finals schedule to ensure that the school meets the number of required school days per state guidelines. The Committee is also charged with evaluating ad hoc

requests, such as Bishop's Holidays, for additional non-class days off during a semester if necessary. The Executive Assistant is responsible for entering all approved calendar information into the school's official Google calendar.

#### **18. Parent Association**

The School's Parent Association ("PA") mission is twofold. Firstly, in the spirit of Don Bosco, the PA will work to build and support the Salesian mission by promoting and sustaining the sense of family, which is an integral part of that mission. The Salesian PA will accomplish this by focusing on each Salesian College Preparatory student's success, specifically through fundraising to support its educational program. Secondly, the PA will organize various social activities for all families, students, faculty, and staff to increase community sense, which is essential to the Salesian educational mission. The elected PA officers are the President, Vice President, Secretary/Treasurer. The Principal is the "Salesian College Preparatory Representative" in the Parent Association. Information regarding the Parent Association (PA) can be found online at [www.salesian.com](http://www.salesian.com) under the Parent Resource Hub. Contact the PA at [parentassociation@salesian.com](mailto:parentassociation@salesian.com) or (510) 234-4433 extension 1116.

#### **19. Alumni Association**

The Alumni Association aims to engage alums in the life of Salesian College Preparatory and its students and encourage lifelong connections supporting the school's Mission. The Alumni Association advances the school's interests and builds close, mutually beneficial relationships between the school and association members. The Manager of Alumni Relations manages the Alumni Association.

# DAILY BELL AND BLOCK SCHEDULES

Schedules are subject to change. See the [online calendar](#) and/or Schoology calendar for schedule changes.

## Daily Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Blk 1 8:30 - 9:50 (80 min)	Blk 5 8:30 - 9:50 (80 min)	Blk 2 8:30 - 9:30 (60 min)	Blk 7 8:30 - 9:30 (60 min)	Blk 4 8:30 - 9:50 (80 min)
15 min passing	15 min passing	12 min passing	15 min passing	15 min passing
Blk 2 10:05 - 11:20 (75 min)	Blk 6 10:05 - 11:20 (75 min)	Blk 3 9:42 - 10:37 (55 min)	Blk 1 9:45 - 11:00 (75 min)	Blk 5 10:05 - 11:20 (75 min)
Lunch 11:20 - 12:00 (40 min)	Lunch 11:20 - 12:00 (40 min)	Blk 4 10:43 - 11:38 (55 min)	Lunch 11:00 - 11:40 (40 min)	Lunch 11:20 - 12:00 (40 min)
Blk 3 12:05 - 1:20 (75 min)	Blk 7 12:05 - 1:20 (75 min)	Lunch 11:38 - 12:18 (40 min)	Blk 2 11:45 - 1:00 (75 min)	Blk 6 12:05 - 1:20 (75 min)
10 min passing	10 min passing	Event* 12:23 - 12:58 (35 min)	10 min passing	10 min passing
Blk 4 1:30 - 2:45 (75 min)	Blk 1 1:30 - 2:25 (55 min)	Blk 5 1:04 - 1:59 (55 min)	Blk 3 1:10 - 2:25 (75 min)	Blk 7 1:30 - 2:45 (75 min)
	Flex 2:30 - 3:00 (30 min)	Blk 6 2:05 - 3:00 (55 min)	Flex 2:30 - 3:00 (30 min)	

\*Event can be a Faith Family Meeting, Heritage Celebration, Assembly, etc.

## 4-Day Week, No School on Monday

Monday	Tuesday	Wednesday	Thursday	Friday
No school	Blk 1 8:30 - 9:27 (57 min)	Blk 6 8:30 - 9:27 (57 min)	Blk 5 8:30 - 9:27 (57 min)	Blk 3 8:30 - 9:27 (57 min)
	14 min passing	14 min passing	14 min passing	14 min passing
	Blk 2 9:41 - 10:33 (52 min)	Blk 7 9:41 - 10:33 (52 min)	Blk 6 9:41 - 10:33 (52 min)	Blk 4 9:41 - 10:33 (52 min)
	Blk 3 10:40 - 11:32 (52 min)	Blk 1 10:40 - 11:32 (52 min)	Blk 7 10:40 - 11:32 (52 min)	Blk 5 10:40 - 11:32 (52 min)
	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)
	Blk 4 12:17 - 1:09 (52 min)	Blk 2 12:17 - 1:09 (52 min)	Event* 12:17 - 12:57 (40 min)	Blk 6 12:17 - 1:09 (52 min)
	Blk 5 1:16 - 2:08 (52 min)	Blk 3 1:16 - 2:08 (52 min)	Blk 1 1:04 - 1:56 (52 min)	Blk 7 1:16 - 2:08 (52 min)
	Flex 2:15 - 2:55 (40 min)	Blk 4 2:15 - 3:07 (52 min)	Blk 2 2:03 - 2:55 (52 min)	Flex 2:15 - 2:55 (40 min)

\*Event can be a Faith Family Meeting, Heritage Celebration, Assembly, etc.

# YEAR AT A GLANCE: 2023 – 2024 CALENDAR

*Dates and Events are Subject to Change: Always refer to the [calendar online](#)*

July 15 – Aug. 17	Mandatory Parent/Guardian Registration for Family Service Program (FSP)	Jan. 12 - 13	59 <sup>th</sup> Annual Crab Feed
Aug. 1 - Aug. 3	Kairos for Seniors	Jan. 15	Holiday: Martin Luther King, Jr.
August 16	New Student Orientation	Jan. 29 - Feb. 2	Spirit Week for Don Bosco!
August 16	Photo IDs: 9th – 11th Grades	Jan. 31	Mass: St. John Bosco
August 17	1st Day of School for All Students	Feb. 5	<b>Mandatory</b> 12th Grade Parent Meeting
Aug. 25	Freshmen Class Mixer	Feb. 14	Prayer Service: Ash Wednesday
Aug. 31	Back to School Night	Feb. 16 (TBD)	Holiday: Bishop's Holiday (TBD)
Sept. 4	Holiday: Labor Day	Feb. 19	Holiday: Presidents' Day
Sept. 11, 13, 14	Triduum	Feb. 20 - 22	Kairos for Seniors
Sept. 13	Mass: Triduum	March 1 – 31	Re-enrollment
Sept. 15	Freshmen Retreat and Family Welcome Dinner	Mar. 8	3rd Quarter Ends
Sept. 18 - 22	Spirit Week for Homecoming!	Mar. 11 (TBD)	Holiday: Bishop's Holiday (TBD)
Sept. 23	Homecoming Game and Dance	Mar. 27	No School for Students; PD for Faculty/Staff
Sept. 25	<b>Mandatory</b> 11th Grade Parent Meeting	Mar. 28 - 29	Holidays: Holy Thursday and Good Friday
Oct. 2	<b>Mandatory</b> 10th Grade Parent Meeting	April 1- 5	Holiday: Easter Break
Oct. 3	<b>Mandatory</b> 9th Grade Parent Meeting	April 19	Service Day - All School
Oct. 6	Sophomore Class Family Dinner	April 26	Senior Retreat and Senior Family Dinner
Oct. 9	Holiday: Indigenous Peoples Day	April 28	Senior/Junior Prom
Oct. 13	Class Development Day	April 29 (TBD)	Holiday: Bishop's Holiday (TBD)
Oct. 13	1st Quarter Ends	April 29	33rd Annual Golf Tournament
Oct. 15	Open House	May 6 - 15	AP Tests
Oct. 24	Parent/Teacher Conferences	May 10 - 11	Senior Grad Night
Nov. 1	Mass: All Saints Day	May 13	Academic Awards Ceremony
Nov. 9	Junior Retreat, Family Dinner, and Ring Ceremony	May 24	Mass: Mary Help of Christians
Nov. 10	Holiday: Veterans Day Observed	May 21 - May 31	Semester Final Assessments
Nov. 22 - 24	Holiday: Thanksgiving	May 27	Holiday: Memorial Day
Dec. 1	Project Santa	May 31	Last Day of School
Dec. 8	Mass: Immaculate Conception	May 31	Senior Class Farewell Ceremony
Dec. 11 - 19	Semester Final Assessments	May 31	Senior Class Baccalaureate Mass & Senior Class Family Reception
Dec. 20 - Jan. 3	Holiday: Christmas Break	June 1	2024 Senior Class Graduation
January 4, 2024	School Reconvenes	June 6	2023-24 Report Cards Mailed to Homes
Date: TBD	Sophomore Retreat	June 19	Holiday: Juneteenth - School Closed

# HISTORY, VISION, AND MISSION STATEMENTS

## History of Salesian College Preparatory

In 1927, the Salesian Society purchased the Emeric estate as the site for a new development. The original mansion became the living quarters and offices for the Salesian House of Studies, a high school seminary for future Salesians. The present gymnasium was constructed in 1940, and the three-story classroom building in 1950. The student center building, which currently houses the cafeteria, the Salesian Leadership and Ministry office (SLAM), and the library, was erected in 1960. That was the year the seminarians moved to Watsonville, California, and the school was opened as a day school to young men of West Contra Costa County. Salesian College Preparatory welcomed young women and became co-educational in 1989. Since its inception, Salesian students have continued to many eminent colleges, universities, and military academies, joining a worldwide alumni association numbering many thousands and a community of Salesian Family members from North America, Europe, Asia, Africa, South America, and Australia.

## Vision Statement

To be a leading college preparatory Catholic school in the San Francisco Bay Area by providing a safe, welcoming, and nurturing environment for a diverse student body in the Salesian tradition.

## Mission Statement

Salesian College Preparatory is a Catholic high school that educates young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the experience of church, school, playground, and home in a supportive, caring, family environment according to St. John Bosco's educational philosophy of reason, religion, and loving-kindness.

Salesian College Preparatory intends:

- To educate students from diverse socioeconomic backgrounds;
- To encourage students to develop their unique gifts and abilities;
- To value the innate talents and dignity of all students;
- To develop self-worth within each individual and respect for one another in a Christian community of faith, love, and fellowship;
- To collaborate with all members of the Salesian Family – students, parents, administrators, teachers, staff, alumni/ae, and benefactors;
- To celebrate the school's rich diversity of talent, race, ethnicity, religion, and socio-economic background.

## St. John Bosco (Founder)

St. John Bosco, or Don Bosco as he is commonly known ('Don' is the Italian equivalent of Father), was born in the foothills of the Alps in Northern Italy on August 16, 1815. His father died when Don Bosco was two. Don Bosco's childhood and youth were spent in various trades, which served him well when he became a priest.

Don Bosco spent most of his priesthood in the industrial city of Turin, where he gathered young men from the neighboring towns who flocked to the city in search of jobs. He visited the local prisons and realized that he must work to prevent the young people he found there from pursuing a course of crime. He opened a center to house these young people and taught them one of the many skills he had learned: shoemaking, carpentry, blacksmithing, and printing. Don Bosco chose St. Francis de Sales as his patron, a saint noted for his kindness and charity. Salesian College Preparatory takes its name from this saint. Academic courses were also taught, and from this humble beginning, thousands of Salesian institutions formed worldwide.

It was during this flourishing activity that Don Bosco realized the need for education of the young girls of the area. With the collaboration of St. Mary Mazzarello, he founded an order for women who would be responsible for girls' education and needs. Under the same Salesian spirit, the Salesian sisters continued Don Bosco's concern for the necessity of a well-rounded education for all youth.

Don Bosco died on January 31, 1888. In 1934, Don Bosco was acknowledged by the Church as a saint who lived out his life in the message of Jesus Christ: "Let the children come to me" (Matt. 10:14). In 1989, Pope John Paul II declared Don Bosco Father and Teacher of Youth.

# INTEGRAL STUDENT OUTCOMES (ISO) - PREMISE

Modeled on St. John Bosco's concept of the 'educative community,' Salesian College Preparatory seeks to meet the needs of the young through the oratory experiences of a home that welcomes, a school that educates, a church that evangelizes, and a playground where joy abounds. Animating this environment is Don Bosco's preventive system of common sense, Christian humanism, and educative love (*Reason, Religion, Loving Kindness*). Our students are committed to:

**Reason:** Students analyze, create, and communicate effectively.

- Students formulate questions, explore concepts, research data, and analyze text utilizing a variety of resources.
- Students demonstrate and articulate in writing and speaking, active listening, and artistic expression.

**Religion:** Students share their faith by experiencing God, serving others, and celebrating life.

- Students demonstrate their love of God by sharing their gifts, talents, and time with others.
- Students participate in a community of prayer and worship to strengthen their faith.

**Loving Kindness:** Students create a healthy home and build welcoming communities.

- Students respect each other and are joyful, empathetic, and caring.
- Students create a supportive environment where they freely and appropriately express themselves.
- Students grow in interpersonal relationships, become responsible citizens, model good sportsmanship, and care for the environment. Students accept and respect the differences of others.

## ACCREDITATIONS



Salesian College Preparatory is a 501(c)(3) nonprofit organization sponsored by the Salesian Society, San Francisco, California. The School is a Catholic, co-educational, college preparatory secondary school accredited by the Western Association of Schools and Colleges, and the Western Catholic Education Association. The School is a member of the National Catholic Education Association and has been certified by the Salesian Society as a Member of the System of Salesian Secondary Schools.

# FAITH FORMATION

Salesian education's overall goal is to form good, faith-filled individuals who are honest, upright, and active citizens. St. John Bosco passed on a deeply Catholic philosophy to do more than learn about faith. We are called to be “doers of God’s Word” so that faith and life are integral to one another. As a community, we attempt to become what we proclaim with our lips and live justly and compassionately at all times.

The following school practices are intended to further this goal:

## 1. The “Good Morning”

Every morning, we gather as a school community to acknowledge our awareness of God’s presence in our lives. In St. John Bosco’s time, he would speak and pray with his young people at the end of the day, giving them a meaningful thought or idea to reflect on. Our “good morning” recognizes the value of this tradition, so the moment is a combination of a brief reflection and a prayer. The “good morning” is generally led by the CYM, faculty, staff, and students.

## 2. Eucharist

All-school celebrations of the Eucharist are held throughout the year. Daily Mass is celebrated each morning before school in the Salesian Residence at 7:20 a.m.

## 3. Sacrament of Reconciliation

A Chaplain is available to assist students in the Sacrament of Reconciliation. Opportunities for Reconciliation will be offered to students at least twice a year.

## 4. Triduum (“Three Days”)

Following the tradition begun by St. John Bosco, three days at the beginning of each academic year are dedicated to meditation and prayer for spiritual enrichment and a successful school year.

## 5. Retreats

Each class is required to make a spiritual retreat every year. These are special days of reflection and prayer and are part of the school curriculum.

## 6. Salesian Service Learning Projects

Each year, every Salesian student must complete four service projects; the Faith Family Service Learning Coordinator approves individual Service Learning Projects.

- a. Two Service Donation Projects (Thanksgiving and Project Santa)
- b. An Individual Service Project of the student’s own choice, on or off-campus. This includes completing a self-assessment/reflection form and a project supervisor’s confirmation of the project completion. We suggest a minimum of twelve hours of dedication to the project.
- c. A Service Day Project. This includes completing a self-assessment/reflection form and a project supervisor’s confirmation of the project completion. Service Day usually takes place in the spring. On Service Day, all students, faculty, and staff go out, as Faith Families, into the local neighborhood to offer their service in various ways; and, most importantly, develop a commitment to service in the long term.
- d. Complete Class Service Learning Project (grade-level specific; details shared via religion classes each year). The Service Learning Coordinator approves individual Service Learning Projects and monitors student progress in completing other program requirements annually.



# GENERAL POLICIES

## 1. Non-Discrimination Policy

Salesian College Preparatory does not discriminate against any student in school practices relating to admission, financial aid, educational instruction, or participation in athletics, student activities, or discipline on the basis of race, creed, gender, sexual orientation, or nationality.

## 2. Freedom of Information Policy

The Family Educational Rights and Privacy Act of 1974 outlines certain rights and restrictions concerning student records. The law:

- allows the parent/guardian or eligible student to review and inspect the student record. (This does not include records kept by one person; e.g., a counselor, which are not shared with anyone but a substitute of that person);
- gives the parent/guardian or eligible student the chance to challenge the records in a hearing to ensure that the records are not misleading or inaccurate;
- requires written permission from the parent/guardian or eligible student before revealing pertinent records to other persons;
- requires administrators to notify parents/guardians or eligible students of their rights under the law. An “eligible student” is one who has reached the age of 18 or is attending any school after graduation from high school.

### a. Exceptions to this Law / Policy

School personnel, upon presentation of a subpoena or court order, may show or turn over official copies of records, without permission, to other officials of the same school, officials of other schools in which the student seeks to enroll, certain federal, state, or local authorities performing functions authorized by law, individuals or organizations in connection with the student's application for financial aid, and court or law enforcement officials. Students' names, addresses, and telephone numbers are not released without permission. School rules and regulations apply to all Salesian students, even those who are over 18 years of age and those who are emancipated minors, that is, legally responsible for themselves even though under the age of 18.

## 3. Child Abuse Reporting Obligations

All school faculty and staff members are obligated by law and under penalty of fine and imprisonment to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation of any minor. In such cases, the parents/guardians will not be notified in advance. (California Penal Code, Sec. 11166)

## 4. Harassment Policy

Salesian College Preparatory is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by another student, teacher, staff, coach, or clergy member is prohibited. Harassment offends individual dignity and the ethical integrity of Salesian College Preparatory and often violates federal, state, and local laws. The school will treat allegations of harassment seriously and review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's sex, race, gender, creed, color, national origin, physical or mental disability, sexual orientation, or any other characteristics prohibited by law.

**The Harassment Policy is in effect at all times.** It includes, but is not limited to, any or all of the following:

**VERBAL HARASSMENT:** Includes, but is not limited to, derogatory comments or jokes; threatening words spoken to another person.

**PHYSICAL HARASSMENT:** Includes, but is not limited to, unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**VISUAL HARASSMENT:** Includes, but is not limited to, derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and/or gestures.

**WRITTEN HARASSMENT:** Includes, but is not limited to, derogatory comments and jokes, gossip, threatening words written in blogs or social networking sites such as Snapchat, Twitter, Facebook, TikTok, Instagram, Discord or any other computer-generated forum; any written form of harassment.

**SEXUAL HARASSMENT AND 'SEXTING':** **Sexual harassment** includes, but is not limited to, unwelcome sexual advances or propositions, requests for sexual favors, and other verbal abuse or physical contact of a sexual nature, whether directed to persons of the opposite sex or persons of the same sex. It further can include the use of sexually degrading words used to describe an individual, a display in the school environment of sexually suggestive objects or pictures, sexually offensive jokes, unnecessary touching of an individual's body, or physical assault. **Sexting** includes, but is not limited to, requesting, producing, exchanging, receiving, or distributing inappropriate photos or images in any way. No student, volunteer, faculty, or staff member shall promise, imply, or grant any preferential treatment in return for another individual engaging in sexual conduct that would create an intimidating, hostile, or offensive educational environment.

**BULLYING/CYBER-BULLYING HARASSMENT:** **Bullying** includes, but is not limited to, deliberate, repeated, and hostile behavior intended to have a harmful effect on another student's safety and well-being, either in school or attending a school-related activity. Bullying includes verbal, physical, relationship (emotional), and cyberbullying. Students found engaging in bullying could be subject to disciplinary action up to and including dismissal.

**Cyberbullying**, or online bullying, is a term used to refer to bullying over electronic media (i.e., Facebook, Twitter, Snapchat, Instagram, Discord, etc.). Cyberbullying is willful and involves recurring or repeated harm inflicted through electronic text. **Cyber-harassment** refers to a person's use of any mobile device or PC to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or to make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act. Cyber-harassment includes verbal, physical, relationship (emotional), and cyber-bullying. Students found engaging in cyber-bullying and/or cyber-harassment are in violation of the Technology Acceptable Use Policy of Salesian College Preparatory and will be subject to disciplinary action up to and including dismissal.

It is the responsibility of Salesian College Preparatory to implement the Harassment Policy:

- Through regular meetings with all administrators, ensuring that they understand the policy and its importance;
- By making all faculty, staff, students, and parents/guardians aware of this policy and the school's commitment toward its strict enforcement;
- By remaining watchful for conditions that create or may lead to a hostile or offensive school environment.

## **6. Disruptive Behavior of Adults**

Parents/Guardians are expected to uphold the mission, goals, and policies of Salesian College Preparatory. Nevertheless, a situation could arise in which the uncooperative or disruptive attitude and/or the actions of a parent/guardian(s) might so diminish the effectiveness of the school that continuation of the student at Salesian could be morally impossible in light of the school's mission and philosophy.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher, staff member, or administrator in the presence or hearing of other Salesian personnel or student on Salesian premises or at some other location, if the teacher/staff/administrator is required to be at some other place in connection with assigned Salesian activities, is guilty of a misdemeanor which is punishable by a fine of not less than five hundred dollars but not to exceed one thousand dollars or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. (California Education Code-Section 44811)

# TECHNOLOGY GUIDELINES AND POLICIES

Salesian College Preparatory is pleased to offer access to a multimedia educational network, including filtered access to the Internet. The technology at Salesian College Preparatory is to be used for purposes consistent with our Catholic school mission. Salesian College Preparatory students have responsibilities regarding the use of school technology for educational purposes. Each student has a personal network account with an assigned login and password, access to educational software, a student directory on the file server for saving work, and filtered Internet access.

Salesian is committed to complying with applicable information security requirements and relevant information security standards and protocols. These include, but are not limited to, the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPPA)

Users of our Salesian College Preparatory ("SCP") network are required to adhere to state and federal law as well as school policy. Any attempt to break those laws or policies through the use of SCP networks may result in discipline or litigation against the offender(s) by the proper authority. SCP will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

Availability of the technological resources, including access to the Internet, to the students at Salesian College Preparatory, is contingent upon receipt of the signed Technology Acceptable Use Policy Agreement and Media Release Agreement form. Continued availability rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are listed below so that parents/guardians and students are aware of the responsibilities. If a student violates any of these provisions, future access to the educational network at Salesian College Preparatory may be denied to that student entirely, or in part, possibly affecting a student's credit for a given assignment. In addition, the general provisions of the Salesian College Preparatory discipline code will apply as deemed appropriate by the school.

## Internet Safety Policy

It is the policy of Salesian College Preparatory to:

- a. prevent School network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of student personal information;
- d. provide Internet safety education to students; and,
- e. comply with the Children's Internet Protection Act (CIPA).

Salesian College Preparatory takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Salesian College Preparatory utilizes a technology protection measure ("filter") that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors. School administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide research, or other lawful purposes. Salesian College Preparatory may override the technology protection measure for a student to access a site with a legitimate educational value that is wrongly blocked by the technology protection measure.

Salesian College Preparatory staff monitors student use of the Internet, through either direct supervision or by monitoring Internet use history, to ensure that network services are used within the context of the School's instructional program, educational goals and to enforce the Internet Safety Policy.

Additionally, the School takes reasonable precautions to prevent unauthorized access ("hacking") to electronic student records and information. These precautions include but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring, and physical data security.

SCP takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. SCP strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on SCP equipment. SCP does not supervise individual email accounts.

1. SCP reserves the right to review any email sent or received using SCP equipment and email accounts.
2. Students must adhere to the behavior expectations while using technology and email, including but not limited to those expectations contained in board policy.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, SCP cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

Salesian College Preparatory provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include but are not limited to online behavior and ethics, social networking safety, digital footprint, chat room safety, cyber-bullying awareness and response, and other online privacy and security issues.

The Salesian College Preparatory network and computing systems are for educational use only. The School makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services. Even with the above provisions, Salesian College Preparatory cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

### **Prohibited Uses of SCP Resources**

The following uses of SCP computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang-related language or symbols.
3. The bypass or attempt to bypass any of SCP's security or content filtering safeguards.
4. Allowing another person to use the computer under your SCP's login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or attempted unauthorized access or use of SCP information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", may not be possessed on school property, or run or loaded on any [School] system.
9. The use of school computers for illegal activities including, but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy, or administrative rule.
11. Downloading pictures of students without their permission and sharing them with others.

## **SECTION A – TECHNOLOGY GENERAL TERMS AND CONDITIONS**

### **1) Acceptable Use**

The purpose of the educational network, including the Internet at Salesian College Preparatory, is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of Salesian College Preparatory. Transmission of any copyrighted material and threatening or obscene material is prohibited. Students are expected to respect the privacy of other users. Students may not tamper with other users' accounts, files, or documents. Students may not use personal digital equipment (digital cameras, camera phones, etc.) in conjunction with any of the equipment or technology at Salesian College Preparatory. The documents and files of other Salesian College Preparatory network users may only be used with instructor permission. No one may connect a computer or other device to the network or install any software without instructor permission.

### **2) Privileges**

The use of the network and the Internet is a privilege, not a right, and inappropriate use may result in the cancellation of privileges. The supervising faculty member will deem what the inappropriate use is, and his/her decision is final.

### **3) Network Etiquette**

Students are expected to abide by the generally accepted rules of network etiquette, as outlined in Section C.

#### 4) **Copyright**

Students are expected to abide by all copyright laws at all times. Plagiarism is not permitted (see the Student-Family Handbook on Academic Integrity Policy).

#### 5) **Security**

Network accounts are to be used only by an authorized user(s) for approved educational purposes. Students may share their passwords only with faculty members and parents. If a student or parent/guardian identifies a security problem on the Internet or is aware of any intentional misuse/misconduct regarding the use of technology at Salesian College Preparatory, the student or parent/guardian must notify a faculty member or administrator immediately. Students may not use another individual's account at any time. Attempts to log-on to the network/Internet as anyone other than themselves may result in the cancellation of a student's network and/or Internet privileges. Any student identified as a security risk will be denied access to the entire network. The computers and the network are the property of the school. The school reserves the right to open any file or folder stored on the network as it deems necessary and monitor all network activities.

#### 6) **Vandalism**

Vandalism may result in the cancellation of all privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, network, or agency that is connected to the network/Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, changing material without permission, intentionally altering the setting on computers or other devices, or any use of the network that disrupts its use by others.

#### 7) **Personal Social Media Accounts**

Students cannot use the school logo, name, initials, or photos in any of their personal social media accounts (IG, Twitter, etc.) at any time. Salesian College Preparatory has the sole right to use its branded logo, name, or initials in school social media accounts.

### **SECTION B – MEDIA RELEASE AGREEMENT**

#### **Assignment of Photographic, Motion Picture, Video, and Sound Recording Rights**

Parents/Guardians authorize Salesian College Preparatory (the "School") and its officers, agents, and employees to photograph, record, film, or videotape their student(s) and/or their families in connection with school events and/or activities.

Parents/Guardians understand that any photograph, sound recording, motion picture, or video taken of their student(s) and/or their families under this assignment is for the purpose of collecting and/or representing factual information in the interest of serving the School's mission of research, education, and public service, and for promoting the public good.

Parents/Guardians hereby assign to the School all rights, title, and interest, including copyright, in and to any and all such photographs, sound recordings, motion pictures, or videos, and they hereby irrevocably authorize the School, its officers, agent, and employees, without limitation, to reproduce, copy, sell, exhibit, publish, or distribute, in any medium now known or later developed, and any and all such photographs, sound recordings, motion pictures, or videos in perpetuity for the purpose expressed above.

Parents/Guardians further release and forever discharge the School, its officers, agents, and employees from any and all claims and demands arising out of or in connection with the use of said photographs, sound recordings, motion pictures, or videos, including but not limited to any and all claims for invasion of privacy, defamation, or infringement of copyright.

### **SECTION C – STUDENT TECHNOLOGY AGREEMENT**

This section is to be read by all students at Salesian College Preparatory and discussed with their parent(s)/guardian(s).

#### 1) **Personal Responsibility**

As a student of Salesian College Preparatory, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge or school administration. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at Salesian College Preparatory, using another individual's account, photos, passwords, or documents without permission, or damaging the computers or other devices on the network.

#### 2) **Acceptable Use**

My use of the network and the Internet will be in support of educational research and/or knowledge as defined by the teacher in charge.

### 3) Network Etiquette

I will abide by the following rules of network etiquette at all times:

- a. I WILL BE POLITE – I will never send or encourage others to send abusive or hurtful messages, pictures or videos.
- b. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other coarse language.

### 4) Privacy

I understand that I should guard my personal and private information on the Internet. While on the Internet, I should not reveal personal information, including a home address or phone number or the address or phone number of others. I will share my password only with Salesian College Preparatory faculty members or my parent(s)/guardian(s). I will not ask other students to share their passwords.

### 5) Electronic Mail

I understand that electronic mail is not private. I will use email only with my teachers' permission. I will not send anything that I do not want others to read. I will always be courteous and respectful in an email sent from Salesian College Preparatory.

### 6) Security

I understand that security on our network is very important. I will never attempt to guess other users' passwords. I understand that to do so is a violation of my technology and network privileges. If I identify a security problem, any intentional misuse or misconduct regarding the use of technology at Salesian College Preparatory, or inappropriate material that is accidentally or purposely accessed, I will notify the teacher in charge immediately.

### 7) Vandalism

I understand that vandalism is defined as any malicious attempt to harm or destroy the computers, software, or other data within Salesian College Preparatory and on the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. I will notify the teacher in charge or a school administrator if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism may result in the loss of any network privileges.

### 8) Copyright

I understand that to copy the information on the network or the Internet and call it my own, is a violation of copyright law. This pertains to text, graphics, or sound. When using information other than my own, I will ask permission when possible and credit the author accordingly. The use of the network, the Internet, and electronic mail at Salesian College Preparatory is a privilege, not a right. I understand, and I will abide by the above Technology Acceptable Use Policy. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense.

Parents/Guardians: Should you or your child commit any violation of these policies, your/his/her access privileges may be revoked, and school disciplinary action may be taken.

### 9) Social Media Etiquette

I will abide by the following rules of Social Media etiquette at all times.

- A. I will take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- B. I will only post positive things.
- C. I will consider "what is the me I want to see?" before I post anything online.
- D. I will not post negative comments or gossip about other students.
- E. I will not post/share pictures or videos of someone without their permission.
- F. I am aware that I represent my school, team, family and community at all times, and will do so in a positive manner.

### 10) Digital Footprint

Remember that regardless of privacy settings, what you post is public. Even if you delete the post, once something has been published, it is traceable.

## 11) Laptop Policy

All students at Salesian College Preparatory (SCP) are required to have a laptop with at least the following minimum specifications:

- Operating System: Microsoft Windows 10 or higher, with Solid State Hard Drive or Mac OS 10.14.3 (Mojave) or higher
- Memory: 8GB or higher
- Storage: 256GB or higher
- Wi-Fi: 802.11g/5GHz compatibility or higher
- Bluetooth: 3.0 or higher internal microphone
- Warranty: Extended warranty that includes damage protection (recommended)

Questions may be directed to the IT Assistant, Mr. Oscar Ruiz ([oruiz@salesian.com](mailto:oruiz@salesian.com)).

### Student Responsibilities:

1. Students are expected to bring their privately-owned laptop to school every day, fully charged.
2. Students are responsible for hardware support and maintenance of their personal device.
3. Students must have all apps and accessories required by their teachers.
4. All contents and use of the student's device are to conform to the mission and vision of SCP as well as the Acceptable Technology Use Policy.
5. SCP reserves the right to inspect the content of all laptops brought onto campus by students.
6. Students are to adhere to the Acceptable Use Policy at all times (cf. Student-Family Handbook 2022-2023).
7. Students are to create a passcode/password on the laptop and keep the passcode/password confidential.
8. Students should not share their passcode/password with anyone.
9. Other than their parents or guardians, students are not to let anyone besides themselves use the laptop.
10. Students should not provide their personal information to anyone over the Internet.

Disclosure: Salesian is a safe campus where theft or damage to personal property is not common; however, students should always secure their personal property in their backpacks, which they should keep with them. By bringing their own laptop or other devices to school, students and their parents/guardians accept full responsibility for damage that might occur to the laptop, as well as loss or theft. Salesian College Preparatory is not responsible for the care, replacement, and/or repair of any device under any circumstances.

# SCHOLASTIC INFORMATION AND GUIDANCE SERVICES

## 1. Accreditation

Salesian College Preparatory is a 501(c)(3) nonprofit organization sponsored by the Salesian Society, San Francisco, California. The School is a Catholic, co-educational, college preparatory, secondary school accredited by the Western Association of Schools and Colleges Salesian, and the Western Catholic Education Association. The School is a member of the National Catholic Education Association and has been certified by the Salesian Society as a Member of the System of Salesian Secondary Schools.

## 2. College Admission

The curriculum at Salesian College Preparatory is designed to meet the course requirements for college entrance. Students must earn a grade of C- or better for courses to be considered for college. Students may retake a course in the summer (maximum of two courses per summer) to raise a grade for the college admission process. Colleges have requirements that vary with each institution. College applications should be completed early in the senior year; most students apply online. The website for the UC system is [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu). The website for the CSU system is [www.csumentor.edu](http://www.csumentor.edu). These websites also have useful exploratory tools for students. Students can learn about private colleges in California by visiting the website [www.aiccu.edu](http://www.aiccu.edu). Students can learn about college options in California by visiting [www.californiacolleges.edu](http://www.californiacolleges.edu).

## 3. Academic/Guidance and Personal Counselors

Any student desiring to speak to an Academic Counselor may obtain a pass on request. Parents/Guardians and students must request course schedule changes within the first five school days of each semester. The Guidance Department cannot accommodate a course change request based only on teacher preference. An Academic Counselor will meet with every senior by November of their senior year. The Academic Counselor will explain options and possibilities and help the student make their preferred selection of courses. Academic Counselors meet with freshmen, sophomores, and juniors during two scheduled meetings per year.

Salesian College Preparatory has personal counselors on staff available to students who are having personal difficulties: from adjustment challenges to issues with peers, teachers, or family conflicts, to stress with school. They are available to offer support and guidance to students through many of the challenges of adolescence. Students can request to visit with one of the personal counselors, or they may be referred by faculty, staff, or parents. While this service is available to all students, it is entirely voluntary. The personal counselors' ultimate concern is about the well-being of the student. Their primary goal is to assess students and then make a referral to parents, if necessary. The personal counselors do not provide on-going therapy for any student. It is imperative that parents/guardians follow all counseling recommendations and referral information.

## 4. Graduation Requirements

Students must complete at least 250-semester credits. Students are required to pass the following:

- Eight semesters (40 credits) of Religious Studies
- Eight semesters (40 credits) of English
- Six semesters (30 credits) of Mathematics (CSU and UC recommend eight semesters of Mathematics)
- Six semesters (30 credits) of Social Sciences (World History, U.S. History, Government and Economics)
- Four semesters (20 credits) of World Languages (CSU and UC recommend six semesters)
- Six semesters (30 credits) of Science (UC recommend six semesters of Lab Science)
- Two semesters of Physical Education (10 credits)
- Two semesters of Visual and Performing Arts (10 credits)
- Eight semesters of Electives (40 credits)

## 5. Student Service Learning Project Requirements

Each year, every Salesian student must complete four service projects:

- a) Two Service Donation Projects (Thanksgiving and Project Santa)
- b) An Individual Service Project of the student's own choice, on or off-campus. This includes completing a self-assessment/reflection form and a project supervisor's confirmation of the project completion. We suggest a minimum of twelve hours of dedication to the project.
- c) A Service Day Project. This includes completing a self-assessment/reflection form and a project supervisor's confirmation of the project completion. Service Day usually takes place in the spring. On Service Day, all students, faculty, and staff go out, as Faith Families, into the local neighborhood to offer their service in various ways; and, most importantly, develop a commitment to service in the long term.



- d) Complete Class Service Learning Project (grade-level specific; details shared via religion classes each year). The Service Learning Coordinator approves individual Service Learning Projects and monitors student progress in completing other program requirements annually.

## 6. Honors and Advanced Placement Courses

Honors courses are offered in Biology, PLTW Human Body Systems, PLTW Medical Interventions, PLTW Biomedical Innovation, English I, English II, Comparative Religions, Spanish II, Spanish III, Pre-Calculus, U.S. Government, World History, and Economics. Advanced Placement courses are offered in English Literature, Language and Composition, Biology, U.S. History, Calculus AB, Calculus BC, Studio Art, Art History, Spanish, French, Chemistry, and Computer Science. Students must apply for these courses in the spring.

## 7. Graduation with Honors

- Summa cum laude = First Honors: 4.00 to 3.50 Academic GPA 9th-12th grade (gold stole and tassel);
- Magna cum laude = Second Honors: 3.49 to 3.00 Academic GPA 9th-12th grade (gold cord and tassel);
- Cum laude = Senior Honors: 3.00 Academic GPA or better for the first three quarters of the Senior Year and maintain 3.0 through May (gold tassel).

Students must maintain a course load of at least six academic classes during their senior year in order to graduate with First, Second, or Senior Honors.

## 8. Academic Awards

The following Academic Awards are presented to outstanding students:

- The **Salesian Award** is our school's most prestigious award. It honors the Senior student who has lived most clearly Don Bosco's vision of a young person who is compassionate, kind, loving, gentle, and concerned for others.
- The **Don Bosco Award** is presented to a boy and girl of each 9th – 11th grade class who demonstrates in their day-to-day school life the characteristics of Don Bosco's loving-kindness, gentleness, faith in God, and service to others in Jesus' name.
- The **Valedictory and Salutatory Awards** (see #9 below).
- The **Salesian Scholar-Athlete Award** is presented to the Senior boy and girl students with the highest cumulative GPA, leadership, and participation in most sports.
- The **Academic Excellence Awards** are presented to the students with the highest GPA in each course for three-quarters of the current academic year. **Plaques** are awarded to Senior students with the highest GPA in Fine Arts, Liberal Arts, and Mathematics and Science; **certificates** are awarded to Senior students in each of the following academic areas: English, Mathematics, Religious Studies, Science, Social Sciences, World Languages, and Visual and Performing Arts.

## 9. Valedictorian and Salutatorian Speakers

The Salesian charism, which drives our educational mission here at Salesian College Preparatory, seeks to attend to the development of the whole person in its attempt to encourage and shape good faith-filled young people who are also upright citizens. We believe that the Valedictorian and Salutatorian are students who best represent all that the Salesian charism offers to the young. We are proud of all of our students, and graduation is a moment in which we celebrate that pride.

At Salesian, Seniors are invited to **audition** to address the graduating class. Student speakers are selected by a group of faculty and administrators based on the content of their speech and delivery. The titles of Valedictorian and Salutatorian refer to the respective speeches rather than class rank or GPA. **A salutatory speech is a greeting to welcome everyone to the graduation, and a valedictory address is a farewell to the graduating class.**

The criteria for selecting candidates for **auditioning for Valedictorian or Salutatorian** include the following:

- The candidate must have been a student at Salesian College Preparatory since the beginning of their Sophomore year.
- The candidate must have an excellent academic record with a minimum cumulative GPA of 3.75 at the end of the seventh semester.
- The candidate must be an active member of their class.
- The candidate demonstrates being Salesian in their optimism, the spirit of joy, loyalty, and support for all that has been offered by the school. This student should be grounded in faith, and be able to show compassion and concern for others and adults.
- The candidate must have a complete service portfolio and demonstrate their desire to go above and beyond what is required for service within the school community and the neighborhood.

- The candidate must write a Letter of Intent to audition, submit a resume of their activities and studies while at Salesian College Preparatory, and have two statements of reference from faculty and/or staff members by March 1<sup>st</sup> of their Senior year.
- The candidate will then audition in March with a prepared two-minute speech. Candidates will be provided with audition guidelines. The Audition Committee will include administration, faculty, and staff. The name of the Valedictorian will be announced by late March / early April.

The **Salutatorian** delivers the “Welcome” at the graduation ceremony. The Salutatorian will be appointed in the same fashion as the Valedictorian, following the same criteria and process. The Senior Class President and/or Student Body President may request the opportunity to audition for the Salutatorian speech.

The Auditioning Committee may recommend another candidate for consideration to the Executive Council.

## 10. Academic Integrity Policy

Salesian College Preparatory students are expected to conduct themselves with integrity at all times. They should be honest and forthright in the completion of all academic work. Academic dishonesty is a serious ethical issue that is contrary to the Salesian mission that promotes the development of ‘good citizens for the betterment of society.’ The following constitute violations of SCP’s Academic Integrity Policy:

- Copying another student’s work or providing the opportunity for others to copy your work
- Receiving or providing information on a test or quiz, including posting or accessing such information digitally (also includes information from a previous class period)
- Turning in someone else’s work as your own
- Unauthorized viewing of an exam prior to administration of the exam
- Using unauthorized material for a test and/or quiz
- Intentionally using or disabling any electronic or digital device to obtain or provide unauthorized course material
- Using ideas or written materials from other sources, including the internet, without acknowledging those sources in the assignment (definition of plagiarism)

\*\* This list is not meant to be all-inclusive; other actions may be deemed a violation of the SCP Academic Integrity Policy. \*\*

All such violations will be viewed with seriousness regardless of the importance or weight of an assignment or test. The student will receive no more than 50% for the assignment/test/quiz/paper/project that was deemed a violation of the Academic Integrity Policy. The student may not be allowed to make up a specific exam, quiz or assignment until the Academic Integrity Letter is signed and returned to the Associate Principal of Curriculum and Instruction (APCI). The APCI will keep a record of all violations of the Academic Integrity Policy. If a student commits a second and/or multiple violations of this policy, any of the following consequences may occur: Scheduling a parent/student conference with the APCI; the Academic Review Board may be convened to review and advise on specific consequences; 10 or more community service hours may be assigned; suspension, expulsion, loss of credit for the assignment, or loss of credit for the course may result. The APCI will consult with the Principal to determine an appropriate consequence for the situation.

## 11. Composition Standards

Recognizing the need for effective communication in our world, and remaining consistent with our Lifelong Learning Expectations, Salesian College Preparatory expects students to observe the conventions of standard written English in all written work.

## 12. Homework

Each student is expected to spend time at home each weekday on study or written work. Assignments should be completed in a timely way and with care given to neatness. **Parents/Guardians are encouraged to check their student’s progress frequently on Schoology.** (Contact the Front Office for log-in information.)

## 13. Honor Roll

The honor roll is determined by the weighted academic GPA and is published each grading period. First Honors (3.5-4.0 GPA) and Second Honors (3.0-3.49 GPA) are posted.

## 14. Grade Point Average (GPA)

The Grade Point Average is arrived at by multiplying the semester grade points received by the number of credits earned for the semester. This is done for each class. A total is taken of all the grade points and divided by the total number of credits earned. The resulting figure is the GPA. An extra grade point is added for all HONORS and ADVANCED PLACEMENT courses in which a C- or better is earned.

## 15. Grade Information

Letter Grade, Percentage, GPA, Semester Grade Point

Letter Grade	Percentage	GPA	Semester Grade Point
A	93-100	4.0	4
A-	90-92	4.0	4
B+	87-89	3.0	3
B	83-86	3.0	3
B-	80-82	3.0	3
C+	77-79	2.0	2
C	73-76	2.0	2
C-	70-72	2.0	2
D+	67-69	1.0	1
D	63-66	1.0	1
D-	60-62	1.0	1
F	59	0	0

## 16. Semester Credits 80/20 Grading System

The Final Semester grade for each student will be calculated based on 80% of the grades accumulated throughout the semester, and 20% of the Fall/Spring Final Exam grade. Colleges and universities are provided only the final semester grade.

## 17. Progress Reports

Academic progress reports are mailed to parents/guardians at the end of the first and third quarters. Comments about work habits and classroom behavior are also included in those progress reports.

## 18. Report Cards

Midterm progress reports and semester grades are mailed to the address on record. Parents/Guardians are encouraged to access the Schoology grading system regularly. Go to [www.salesian.com](http://www.salesian.com) for details on how to access Schoology.

## 19. Parent/Guardian-Teacher Evenings

At Back-to-School-Night, classroom policies, including class expectations, rules, homework, grading, teacher contact information, and the teacher's year-long goals, are presented. This event usually occurs in the school year's second or third week. There is one scheduled Parent and Teacher Conference Night approximately two weeks after the end of the first quarter. The event allows parents/guardians to meet with teachers and to come to the school to discuss their student's progress.

## 20. Academic Ineligibility and Probation

All students are expected to maintain a total GPA of 2.00 in all classes attempted during each grading period. If the student fails to maintain a 2.00 GPA, they will be placed on academic probation. A student will only be placed on probation a maximum of three times during their years at Salesian. Students will not be placed on probation in consecutive grading periods, so students become ineligible if they fall below a 2.00 after their probation period. Students must achieve a 2.00 or higher after being ineligible to utilize their next probation period. If a student falls below a 2.00 a fourth time, the student will become academically ineligible. Academically ineligible means the student is no longer able to participate in athletics and school activities until their grades are raised to a 2.00 in any of the subsequent grading periods. This means athletics, student activities, campus ministry events, etc., and includes but is not limited to:

- Salesian sporting events at home or away
- Sports teams or cheerleading squad
- Campus Ministry Team
- Student Council
- Story and Song; Drama productions
- Travel
- Any student activity on or off-campus, including dances, drama presentations, musical performances, and class ceremonies held after normal school hours.
- Any student activity event that requires missing class time, including liturgies, rally organization, campus ministry events, and service projects.

There are four grading periods during the academic school year: First Quarter, Fall Semester, Third Quarter, and Spring Semester. Ineligibility and probation last for one grading period. There is no exception for athletic participation because of NCS/CIF eligibility rules. Still, there may be an exception for co-curricular activities with the permission of the Principal.

## 21. Failures

Students who do not successfully complete the requirements for graduation from Salesian College Preparatory may be asked to withdraw after any quarter.

## 22. Transcripts

The transcript is the official record of semester grades. Students may get a copy of their transcript, official or unofficial, by going to [www.parchment.com](http://www.parchment.com). See the school's Front Office for details.

## 23. Testing

- Preliminary Scholastic Aptitude Test (PSAT) (10<sup>th</sup> and 11<sup>th</sup> Grade)  
The PSAT is administered to all sophomores and juniors. The PSAT is a useful practice test for the SAT. Students take the PSAT in the fall.
- Scholastic Aptitude Test (SAT) (11<sup>th</sup> and 12<sup>th</sup> Grade) and American College Tests (ACT) (11<sup>th</sup> and 12<sup>th</sup> Grade) -  
The UCs and CSUs no longer use these tests for admissions purposes. Almost all private universities are currently "test optional," meaning it may or may not be in the student's best interest to send in an exam score. The Guidance Department will counsel students individually and help them determine whether or not they should sign up for or send scores in from standardized testing. For additional questions about the SAT and/or ACT test, contact Guidance Director Mr. Stevens, [jstevens@salesian.com](mailto:jstevens@salesian.com).
  - Register online at <http://www.sat.org/register> or <http://www.actstudent.org/>
  - Students should register early for tests as they will have a better chance of getting their first choice of test center (Salesian College Preparatory is not a test center).
  - All testing should be completed no later December of senior year.
  - Standardized Testing and Test Prep
    - College Board SAT: <https://www.collegeboard.com/>
    - ACT: <https://www.actstudent.org/>

# STUDENT ACTIVITIES

## 1. Salesian Symbols

- Emblem: A shield with a cross behind it. The shield features the school name and the year the high school was established. The accompanying tagline "Academics. Faith. Family." articulates our three main focus areas.
- Colors: Salesian Red, Black, White, and Vegas Gold
- Jackets: Black or Red with a Salesian block "S" letter
- Literary Magazine: The Tabard
- Mascot: Salesian Pride
- Ring: Red stone and the bust of Don Bosco on one side

## 2. Student Leadership and Ministry (SLAM)

SLAM is the collective form of student leadership and animation within Salesian College Preparatory. The mission of SLAM members within the school is to be a force for good, a leaven in serving the community as a whole in a vibrant Salesian spirit. In working together, SLAM members strive to encourage spirit and cohesiveness to the whole school community through planning, carrying out, and constant evaluation of all student body activities. In this way, they will model the unified approach to our Salesian educational mission, which is necessary for greater effectiveness and efficacy in all we do and are. SLAM encompasses the Student Life Team (SLT), the Campus Ministry Team (CMT), and the Faith Family Team (Faith Family Leaders).

SLAM dedicates many long hours to the preparation of such things as Homecoming, School Rallies, Spirit Weeks, Blood Drives, Prom, and other dances and events.

SLAM members also participate in a year-long leadership course which gives them some of the skills and knowledge necessary to be at their best in this vital and necessary task of student leadership in Salesian style. Many of the SLAM members give incredible commitment and energy to the task of helping us all function and thrive as a community. Key members of SLAM participate in the SLT.

## 3. Student Life Team (SLT)

The SLT comprises class representatives, the Student Body President and Vice President, and committee leaders for various activities. The Student Body President and Vice President are SLT representatives on the Council for the Educating Pastoral Community (CEPC). The SLT animates student life and events. The SLT is an integral part of Student Leadership and Ministry (SLAM). It is composed of students who are elected school representatives, carrying out either a student-activities function or a class representative function. They are vital in creating and sustaining the social fabric of all that goes on within the school. They work with the CYM to present the needs of the students to the faculty and staff.

## 4. Campus Ministry Team (CMT)

The Campus Ministry Team (CMT) is essential to the Salesian community as it continues to live the Salesian charism. Students who step forward to become CMT members show, through their specifically faith-based emphasis on service, commitment, and collaboration, that they truly love the Salesian charism. They are the heart of many of the activities of the whole school community. Even more importantly, they are the backbone of maintaining the spirit of love and service so typical of being Salesian. Students join the CMT through a process of application and interview.

CMT members are asked to suggest how they can be of service to the whole school community through the running of formal moments of worship (our whole school Eucharistic liturgies), as well as taking leadership of the different fundraising drives for those in need in the neighborhood and even further afield as circumstances dictate. Specific annual outreach to the local community is the responsibility of the CMT members through two major events: Project Santa and another event to be determined each year. They have pledged themselves to work together with SLAM members and support all other student activities as their schedules allow. Two members of CMT are appointed to serve on the Council of the Educating Pastoral Community (CEPC). The CMT President and Vice President are also members of SLT.

## 5. Faith Family Team (FFT)

The Faith Family Team (FFT) is facilitated by the faculty FFT leader. Faith Families comprise students from all classes (freshmen through seniors) and a faculty/staff member. Faith Families function to assist the community in bridging the "generational divide" between classes and build a supportive and faith-filled group of young people ready and willing to aid each other and the wider community when the need arises. Faith Families are student-led groups. Faith Family leaders are

part of Student Leadership and Ministry (SLAM). They are selected for their leadership capacities by their respective Faith Family members in conjunction with the FFT leader and faculty.

Faith Families become the interclass groups that share their experiences of life and service. Faith Family groups are one of the key vehicles through which students are encouraged to give their service to those around them and through a variety of projects to the local neighborhood. Faith Families organize and participate together in a full Service Day every year. On this day, usually in the spring, students, faculty, and staff go out into the community and involve themselves in a variety of projects. The FFT elects one Faith Family student leader to serve on the Council of the Educative Pastoral Community (CEPC).

## **6. Student Life Council (SLC)**

The Student Life Council comprises faculty and students. The purpose of the Student Life Council is to 1) unify the activities on behalf of our students and by those same students; 2) provide a forum for key activities' coordinators to share their respective programs, and dialogue and be supported in their work; 3) ensure that the planning and execution of activities continue to support the Salesian identity of the school and that leadership is affirmed as key to the ongoing development of the students; and, 4) provide oversight and evaluation monthly so that all we do might truly benefit the young and their integral growth in Salesian style.

## **7. Honor Societies**

### **a. California Scholarship Federation (CSF)**

High standards of scholarship must be maintained for membership in this society. Students are eligible to apply beginning with the second semester of their sophomore year and must reapply for membership each semester thereafter.

### **b. National Honor Society (NHS)**

Membership in this society requires a student's excellence in character, scholarship, and service. In addition, an unweighted academic grade point average of 3.5 or better must be maintained. Ten hours of Salesian community service is required.

## **8. Interscholastic Athletics**

Salesian College Preparatory recognizes the value of participation in sports. Athletics teaches a student such values as self-discipline, self-confidence, perseverance, teamwork, sacrifice, dedication, and leadership. Salesian College Preparatory subscribes to and supports the ideals and standards of the California Interscholastic Federation (CIF) and the North Coast Section (NCS). Salesian College Preparatory is a member of the Tri-County Athletic League (TCAL). The school competes in football, cross-country, volleyball, basketball, soccer, tennis, baseball, softball, swimming and diving, golf, and track and field.

### **a. Eligibility Requirements for Participation in Interscholastic Athletics:**

Transferring from one school to another school may affect athletic eligibility under NCS, CIF and/or State CIF rules. It is the student's and parents'/guardians' responsibility to see the Athletic Director for a copy of the rules.

- 1) To participate in the interscholastic competition, students must have the written approval of their parent/guardian and have clearance from their doctor. A physical examination is mandatory, and a record of the exam will be kept on file at the school. It is strongly suggested that this paperwork is done during the summer to guarantee athletic eligibility for the entire year. Medical clearance is required every year.
- 2) Those students who play football are required to purchase additional insurance from the school. All other sports are covered by the student's accident insurance. The school's insurance is always considered secondary to individual family insurance policies.
- 3) Athletes must be younger than 19 years of age unless their 19th birthday occurs after September 1, in which case they may compete during that scholastic year.
- 4) Following completion of the eighth grade, students are eligible for eight semesters of high school interscholastic sports.
- 5) Athletes must have at least a 2.00 GPA scholastic average and not be on disciplinary probation or ineligibility.
- 6) To compete interscholastically, students must maintain their amateur status. High school eligibility is lost if students try out with a collegiate or professional team in any sport.
- 7) High school students may not compete on an outside team in the same sport during that sport's high school season.
- 8) Athletes who have unexcused absences, even for one period, or an excused absence for more than half of the school day, may not participate in practice or a game on the day of the absence. The Principal decides on requests for exceptions to this rule.

- 9) Unexcused absences on days following games may result in ineligibility for the next athletic contest.
- 10) Ineligible players must notify the Athletic Director and coach as soon as possible. Failure to do so would cause the forfeit of any game they play and could render the player ineligible for an entire season.
- 11) Athletes dismissed from a team because of lack of cooperation (e.g., failure to attend practice or competition), misconduct or any other reason, may not compete in another sport until the Principal clears them. If a student is dismissed from a team, the coach and athlete will discuss the disciplinary action to be taken with the Athletic Director and the Principal. Any athlete who quits a team after the final roster determination date may not compete, condition, or practice in another sport until the Athletic Director and Principal clear them. In either instance (quitting or dismissal from a team), the earliest an athlete may compete, condition, or practice again would be when the sport they were participating in has completed all play for the season. If an athlete fails to make a team, they may try out for another sport immediately.
- 12) Depending on the sport, each athlete may be given, on loan from the Athletic Department, equipment and uniforms for that sport. It is the individual athlete's responsibility to care for that equipment/uniform for the duration of that sport season. At the end of the season, the athlete will return the borrowed equipment/uniform clean and in good condition. Failure to do so will require payment to replace what was lost or damaged.
- 13) The Principal reserves the right to revoke an athlete's eligibility for conduct unbecoming a Salesian student.

#### **b. NCS Ejection Policy**

The following rules and minimum penalties apply to players as adopted by the North Coast Section of the CIF. This policy includes non-league, league, invitational tournaments/events, post-season league, section, or state playoff games or matches.

- 1) Ejection of a player from a contest for unsportsmanlike or dangerous conduct will incur the following penalty: The player shall be ineligible for the next contest.
- 2) Illegal participation in the next contest by a player ejected in a previous contest will incur the following penalty: The contest shall be forfeited, and the ineligible player shall be ineligible for the next contest.
- 3) The second ejection of a player from a contest during one season for unsportsmanlike or dangerous conduct will incur the following penalty: The player shall be ineligible for the remainder of the season in that sport.
- 4) When one or more players leave the bench to begin or participate in an altercation, the following penalty will be imposed: The player(s) shall be ejected from that contest and will be ineligible for the next contest.

Student-athletes and coaches must read and understand the Ejection Policy and penalties. Student-athletes may not participate in any contest until they sign the Ejection Policy.

#### **c. Athletic Block Letters**

The block letter is awarded to deserving varsity athletes who have met the requirements set forth by their coach.

#### **d. Athletic Awards**

Recognition is given to athletes at the fall, winter, and spring sports awards events. Medals, trophies, and certificates are given based on achievement, ability, sportsmanship, participation, and leadership.

#### **e. Athletes Code**

- Salesian student-athletes are expected to act within the student code outlined in this handbook.
- The decision of officials is to be accepted. Only those in authority may contest the officials' decisions, and always in a civil manner.
- Foul, abusive, and taunting language is never allowed.
- Property is to be respected.
- The names and symbols of opposing teams are to be shown respect.
- Opponents are never to be belittled nor their misfortune cheered.
- Booming is always out of place.
- Spectators are to remain in the stands and avoid entering the team areas.
- In basketball contests, spectators are to remain quiet during free throws. In volleyball contests, spectators are to remain quiet during service.
- We recognize that athletics promotes the well-being of the participants. Therefore, alcohol and drugs, which include all forms of steroids taken for strength and enhanced performance, are recognized as physically and morally

dangerous in all types of athletic competitions for both students and spectators; therefore, these substances are banned from being used by students.

**f. Discipline Consequences**

Discipline consequences supersede any and all athletic contests and practices.

**g. Insurance for Football Players**

Football players are required to purchase insurance from the School. Please contact the Finance Department for details.



# Athletic Teams and Coaches

## Athletics and Coaches

Nightingale, Mr. Chad, Athletic Director	1015
Boys' Locker Room	1010
Girls' Locker Room	1013
Weight Room	1006
Cheerleading: Sonia Cesar	1937

## Extension

## Fall Sports

Varsity Cross Country: TBD  
 Varsity Football: Mr. Chad Nightingale  
 JV Football: Mr. Prentiss Reid  
 Varsity Girls Golf: Ms. Josephine Orozco  
 Varsity Girls Tennis: Mr. Gary Hazard  
 Varsity Girls Volleyball: Ms. Michaela Ahlenslager  
 JV Girls Volleyball: TBD

## Winter Sports

Varsity Boys Basketball: Mr. Bill Mellis  
 JV Boys Basketball: Mr. Quatrell Bolan  
 Frosh Boys Basketball: Mr. James Portlock  
 Varsity Girls Basketball: Mr. Steve Pezzola  
 JV Girls Basketball: Ms. Cassie Re  
 Varsity Boys Soccer: Mr. Joseph Bacchus  
 Varsity Girls Soccer: Mr. Sergio Tostado

## Spring Sports

Varsity Baseball: Mr. Tino Leite  
 JV Baseball: Mr. Daniel Harrington  
 Varsity Golf: Mr. Marcus Julian  
 Varsity Softball: Ms. Meghan Bradbury  
 JV Softball: Ms. Skye Salas  
 Varsity Swimming and Diving: TBD  
 Varsity Boys Tennis: Mr. Gary Hazard  
 Varsity Track and Field: Mr. Chad Nightingale  
 Varsity Boys Volleyball: Mr. Daniel Rome

## Tri-County Athletic League (TCAL)

Albany	Cougars
Jesse Bethel	Jaguars
De Anza	Dons
El Cerrito	Gauchos
Hercules	Titans
John F. Kennedy	Eagles
Pinole Valley	Spartans
Richmond	Oilers
<b>Salesian</b>	<b>The Pride</b>
St. Mary's	Panthers
St. Patrick/St. Vincent	Bruins
John Swett	Warriors
Vallejo	Redhawks



## Moderators of Co-Curricular Clubs and Activities (Partial List)

AAAK: Association of African American Knowledge & Multicultural Awareness

Adulting 101

American Sign Language Club (ASL)

Art Club

Asian / Pacific Islander Club (API)

Campus Ministry

Cheerleading

Chemistry Club

Diversity Club

Drama and Film Club

Fantasy Sports Club

Friday Frisbee Club

Games Club

Hiking Club

Honor Societies (NHS and CSF)

Interact Club

Junior Statesmen of America (JSA)

Knitting Club

Latino Club

Lego Club

Pokemon Go! Club

Robotics Club

Salesian News Network

Sports Medicine Club

Student Ambassadors

Student Leadership and Ministry (SLAM)

Tabard, Literary Magazine

Writing Center

Mr. Leonard Neal

Ms. Litzia Martin, Ms. Janet O'Hair

TBD

Dr. Katie Osenga

Mr. Adrian Mison Fulay

Mr. Adrian Mison Fulay

Ms. Sonia Cesar

Dr. Lida Antonian

Dr. William Heidenfeldt, Mr. Corey Ott

Ms. Janet O'Hair

Mr. Corey Ott

Mr. Patrick Bender

Dr. Katie Osenga

Dr. Elizabeth Coscia, Ms. Christina McAfee

Ms. Janet O'Hair

Mr. Henry Moe

TBD

Ms. Mariella Nightingale

Mr. Oscar Ruiz

Mr. David Jobe

Ms. Meghan Bradbury

Mr. Patrick Bender

Ms. Janet O'Hair

Ms. Liz Darr

Ms. Christina Karabinis

Mr. Corey Ott

Ms. Sarah Trott

Ms. Sarah Trott

### Student Body and Class Leader Positions

Student Body President

Student Body Vice-President

Student Body Treasurer

Student Body Secretary

CMT President

CMT Co-Vice President

CMT Co-Vice President

Senior Class President

Senior Class Vice-President

Junior Class President

Junior Class Vice-President

Sophomore President

Sophomore Vice-President

# STUDENT GUIDELINES

## 1. Attendance Policy

Daily attendance in each class is required. Classes missed do not relieve students of the work covered in those classes. Assignments and homework posted on Schoology are expected to be completed on time. Students absent from any and all classes **FIFTEEN times** during a semester for any reason are ordinarily **ineligible** for semester credit. Each individual case will be reviewed by the Dean, in consultation with the Principal, who will make the final decision relative to semester credit. Excessive Absence letters will be sent to parents on a regular basis from the Attendance Clerk.

A student participating in any co-curricular event must be in school for one-half of all classes to participate in any co-curricular event that day. Lack of attendance on a Friday means forfeiting participation in weekend co-curricular activities.

Students with perfect attendance are recognized at the end of their Senior year. Perfect attendance means students are never late or absent from a class (except for a school activity).

**For school records and emergency purposes, please contact the school's Front Office as soon as possible about changes in addresses, phone numbers, email addresses, or emergency contacts.**

## 2. Parent/Guardian Responsibility for Reporting Absence

A parent/guardian must call the attendance office each time the student is absent. Calls should be made between **8:00 a.m. and 8:45 a.m.** When a student returns to school after being absent, they must bring a note that includes their full name, the reason for the absence and the specific dates of absences, and signed by their parent/guardian. A medical form from the student's doctor attesting to treatment may also suffice when appropriate. Without this note, the student may not be allowed into class or may be required to serve detention until the note is produced. Notes are required for both absences and tardiness but do not necessarily excuse absences or tardiness. The Dean or Principal may ask for further clarification regarding student absenteeism.

**Unexcused Absences**, such as truancy, will result in an in-school suspension from the Dean or Principal.

## 3. Tardy Policy

**Students are expected to be in their assigned seats when the bell rings to start the class.** Any student who does not meet this expectation is considered tardy. Students tardy to school or any class during the day must obtain an admit slip from the attendance office.

### Rationale:

- Tardiness reduces the instructional time of the late student.
- Tardiness interrupts the class the student is entering, resulting in a loss of instructional time for all the students.
- For students to be successful and productive, they should develop habits of punctuality. These habits will contribute to academic success as well as career success.

### Corrective Action:

- If a student is tardy to their first block of the day, they will be assigned one mandatory after-school detention, which takes place daily.
- If a student is tardy to school on five (5) or more occasions in any given quarter, they may be assigned to a mandatory, on-campus, two-hour Saturday detention in addition to the daily detentions they've already served.
- Failure to attend two mandatory after-school detentions will result in the student being assigned to an on-campus, two-hour Saturday detention.

A parent conference will be scheduled with the Dean and Principal if the number of tardies becomes excessive or consistent.

## 4. School Passes: Medical/Tardy/Early Dismissal

Medical appointments should be made outside school hours. Teachers whose classes will be missed should be notified ahead of time. If students leave early for any reason, a parent/guardian must sign the student out before the student leaves. **It is unacceptable to send Uber, Lyft, or another transport service to pick up a student during the school day since a student must be signed out by an adult guardian when they leave campus.**

## 5. Insurance/Injuries/Sickness

All students are covered by accident insurance:

- during the school day while on school premises and for up to one hour immediately before and after regularly scheduled classes;
- while attending or participating in school-sponsored and directly supervised activities or sports, except interscholastic tackle football;
- while traveling directly and without interruption between home and school to attend regularly scheduled classes or to participate in school activities immediately before and after classes, and in any school-sponsored vehicle to and from a school-sponsored activity.

This insurance is always supplemental to parent/guardians' insurance. Benefits are paid in excess or secondary to any other insurance or health coverage (HMO or PPO) parent/guardians or student may have. Students are to report any injury or illness immediately to the teacher and/or school administrator. If need be, the latter will call the parent/guardians or seek immediate medical attention if indicated. School officials may not administer any medication. **It is unacceptable to send Uber or Lyft, or another transport service to pick up a student during the school day since students must be signed out by an adult guardian when they leave campus.**

## 6. Prescription Medication

Any student who requires prescription medication during the school day must leave the prescription medication in the front office with written doctor's orders. A written statement from the physician, surgeon, or physician's assistant should list the medication, method, amount, and time schedules by which the medication is to be taken. A parent/guardian should drop the student off with the prescription and the doctor's written statement in the front office when the student returns to school (after surgery, medical absence, etc.). A student may not have any prescription drugs on their person, in a backpack, or locker during the school day at any time.

## 7. Identification Cards

Each student receives a photo identification card at the beginning of the school year. It is to be carried during each school day, at all school events, and presented whenever requested by a faculty member or representative. It is required as admission to school activities. Replacement cards cost \$10 and must be ordered by the parent/guardian from Kurt Burton Photography, the school's photographer.

## 8. The Wellness Center

The Wellness Center is located on the first floor. This device-free zone offers students a safe, quiet and calming place to reduce stress and anxiety. This space was created to aid in early interventions for students experiencing social, emotional, or mental health challenges that affect learning in the classroom.

## 9. Library

The library at Salesian College Preparatory is an area for study, research, and exploration. It is open to all students at break, lunch, and after school.

Library Contents: The library offers print fiction and non-fiction books as well as various online databases and ebooks, which are available both on and off campus.

Printing: The large majority of student printing on campus may be done on the printer in the first-floor hallway. As such, students should avoid last-minute printing tasks. Most importantly, if the first attempt fails, do not print again.

## 10. Fire and Earthquake Drills / Emergencies and Parent Square Emergency Notification Service

Drills are held regularly and are usually unannounced. Exit routes are posted in each classroom and the office. When the alarm is sounded, students are to leave the room without their books or other supplies, and the teacher is to follow, single file and in silence, to the place in the parking lot where the teacher will take roll. At an "all clear" signal given by the administrator in charge, everyone will return to their classrooms in silence. During duck-and-cover drills, students and teachers are to wait in this position until administrators give directions.

**Parent Square** will be activated in an emergency to notify students/families or send out important information. A text message, VoiceMail, and/or phone call will be made to the cell phone on record, notifying students/families of a possible school closure, lockdown, etc. In the event of school closure due to unhealthy air quality due to smoke from wildfires, students will be notified to immediately shift to 100% Remote School for the following day.

For emergency purposes, please inform the school as soon as possible about changes in addresses, phone numbers, email addresses, or emergency contacts. In cases of a power failure, the school's regular phones are inoperative.

### 11. Field Trips

Various periodic excursions give classes an opportunity for special experiences. Written parent/guardian permission is required of all student participants. Current medical release forms must be completed prior to field trip participation. Unless notified, students are to dress according to the School Dress Code. Exemplary behavior is expected of Salesian students on field trips.

### 12. School Transportation

**Personal Vehicles:** The school does not allow students to drive personal vehicles for transporting themselves or other students to school events. The owner's insurance is primary when adult privately owned vehicles are used to transport students to school events. Parents/Guardians who transport students on a field trip or school event must sign chaperone paperwork (acknowledgment and release forms), and complete volunteer paperwork with Human Resources. They must also submit proof of a clean DMV record. Permission slips must be used any time students are transported from the school premises. Students are not allowed to drive school vehicles. **Uber, Lyft, or other app-based transport services are not an acceptable source of school transportation for a student (under the age of 18) to use regularly. Uber and Lyft require an account holder to be 18 years of age and for minors to be accompanied by a parent or guardian.**

### 13. Work Permits

Work permits are required for minors under 18 years of age who are attending school. If a student is 14 or 15 years of age, they are allowed to work up to 3 hours per day on school days with a maximum of 18 hours per week. They may not work later than 7:00 p.m. on school days. If a student is 16 or 17 years of age, they may work 4 hours per day on school days with a maximum of 36 hours per week. They may work no later than 10:00 p.m. on school days. Procedural information may be obtained from the Front Office.

### 14. Procedures for Communication (Re: Student and Parent/Guardian Concerns)

One of the goals of Salesian education is to help our students develop skills to succeed in the future. The school acknowledges parents/guardians' role in their child's education; however, the school believes high school students need assistance in developing skills to advocate for their interests. At times there may be miscommunication or disagreements between a student and a teacher, coach, or moderator. In these instances, the following steps should be followed to resolve the situation:

First, the student may be required to meet with the teacher, coach, or moderator to discuss the issue. If this meeting is unsatisfactory, a second conference may be held with the student, teacher (coach or moderator), and the Department Chair or Athletic Director. If this conference does not resolve the matter, a third meeting with the student, teacher (coach or moderator), and the Principal may occur. The next step may include all of the above participants and the student's parent or guardian.

### 15. Withdrawal Policy

Parents/Guardians who wish to withdraw their student from Salesian College Preparatory must formally request to do so in writing and include the reason for the withdrawal. Withdrawal procedures will then begin. Parent/guardian(s) and the student must fill out a withdrawal form. Records may not be released until this procedure is complete and all outstanding financial responsibilities are met.

# STUDENT CONDUCT

## 1. Salesian College Preparatory Dress Code

The administration, faculty, and staff of Salesian College Preparatory believe that appropriateness in attire has a positive influence on student work and that it enhances the learning environment for all involved. A dress code also emphasizes to students the societal expectation that personal grooming and appropriate dress reflect a person's sense of purpose and seriousness toward their work and behavior. Finally, a dress code allows the faculty and staff to identify visitors on our campus quickly. We realize that many factors can influence the choice of clothing. All faculty, staff, and administration members are empowered to enforce all aspects of the Dress Code.

We expect every Salesian student to be in Dress Code while on campus, from arrival to departure. After school, students involved in co-curricular activities, including athletics, may wear team or club-approved spirit-wear if the moderator or coach gives permission.

Uniform polos or jackets may be purchased from [www.landsend.com](http://www.landsend.com) or from the [BSN Sideline Store](#).

### Here is what we expect every Salesian student to wear every day:

- Approved Salesian collared shirt (polo or button-up) and/or approved Salesian outerwear (sweatshirt, sweater, jacket, etc.), purchased through Lands' End or the BSN Sideline Store. Students must keep Salesian outerwear on throughout the day. (Salesian polos, jackets, hooded sweatshirts, or crewneck sweatshirts).
- **Non-Salesian outerwear cannot be worn inside, even if a student has a Salesian polo or sweatshirt underneath.** The Salesian logo must always be visible.
- Any solid color pants without rips (jeans, khakis, etc.), but **no sweatpants, joggers, athletic, or track pants.** Pants **cannot** have designs or lettering, tears, multiple colors, or be faded.
- Bermuda, jean, or cargo style shorts to the knees (any solid color without rips or frayed bottoms)
- Students can only wear solid color red, black, gray, or white undershirts under their Salesian polos.
- Girls may wear a black, gray, or khaki uniform skirt, length to knee level or 3-inches below (purchased through Lands' End only).
- **Shoes need to be appropriate for a school setting and must not compromise safety in an emergency.** All shoes should be closed toed and have backs. Flip-flops, slides, Yeezy slides, slippers, shoes with more than a 2-inch heel, or opened-toed shoes are **not** permitted.

***Any student that is out of the dress code on any given day when they arrive at school will immediately be assigned to an after-school detention. They will also be asked to change into a uniform article of clothing from the Front Office, sign for it, and then wash and return the loaned clothing article the next day.***

Here is an expanded description of acceptable Salesian everyday wear:

#### a) Everything purchased at Salesian's Lands' End store is approved for the school uniform.

- All visible shirts worn by students must be approved uniform wear, the school colors (red, black, white, or gray), and have the block Salesian "S" branding.
- Official block Salesian "S" branding logo:



- Jackets or coats worn by students must be approved uniform wear with the block Salesian "S" branding. **Non-Salesian outerwear cannot be worn inside the building, even if a student has a Salesian polo or sweatshirt underneath.** The Salesian logo must always be visible.
- Black hoodies purchased through the Booster club may be worn as approved outerwear daily.
  - **No hoods of any kind may be worn while students are in the school buildings, classrooms, library, or cafeteria.**
- Specific club or class sweatshirts (Salesian school branding) may be worn daily as approved outerwear.

b) **Students may wear any color pants or shorts (skirts- Lands' End colors only).**

- **Pants must be secured at and around the waist, must not have any holes in them, be torn, or have frayed edges.** Pants purchased at retail stores must look like the uniform pants at Salesian's [www.landsend.com](http://www.landsend.com) store.
- Shorts must be either Bermuda, jean or cargo style, secured at and around the waist. The hem must fall to the knees, must not have any holes in them, be torn, or have frayed edges. Shorts purchased at retail stores must look like the uniform shorts at Salesian's "Landsend.com" store.
- **Skirts (black, khaki, or gray) must be purchased at Salesian's "Landsend.com" store, and the hems must fall to the knees.**

c) **Shoes need to be appropriate for a school setting and must not compromise safety in an emergency.** All shoes should be closed toed and have backs. Flip-flops, slides, Yeezy slides, slippers, shoes with more than a 2-inch heel, or open-toed shoes are **not** permitted.

d) **Any unnatural colored hair or inappropriate hairstyles will not be allowed at any time.** Natural color highlighting of hair is acceptable. In case of doubt, students need to ask the Dean if the hairstyle or color they want will be permitted.

- Students who violate this policy may be asked to pin or pull their hair back, wear a wig, or recolor their hair immediately.
- Hats, bandanas, hoods, and sweatbands may not be worn on campus during the school day. The Dean may allow knit hats to be worn outside on cold days.

e) **Visible tattoos are not allowed.**

f) **Sunglasses, sweatbands, and excessive jewelry may not be worn.**

g) **Piercing** - Flat nose studs are allowed. Hoop nose rings must be small and plain (up to the Dean's discretion). Gauges must be small and approved by the Dean before being worn. No other visible body-piercing is allowed, including tongue, lip, eyebrow, etc.

h) **Replacement articles of uniform clothing** (in the Front Office) are for students who damage or soil their clothing during the school day. Students need to sign for any article of clothing taken and are to wash and return the loaned clothing articles the next day.

### **"Pride Friday" Relaxed Dress Attire**

On Fridays, student Dress Code guidelines are as follows:

- Instead of Salesian uniform polos, students may wear shirts, t-shirts, and/or sweatshirts, from a Salesian athletic team, from the Spirit Store at [sideline.bsn](http://sideline.bsn), or by Salesian-sponsored student clubs (that do not have approved school branding designs). No sweatshirt hoods may be worn while students are in the school buildings, library, or cafeteria.
- Students may wear any solid-colored jeans or pants.
  - Jeans or pants must not be tattered, ripped, or have holes.
  - Students cannot wear leggings, jeggings, tights, PJ's, camouflage pants, sweatpants, or basketball shorts.
- Any solid color pants without rips (jeans, khakis, etc.), but **no sweatpants, joggers, athletic, or track pants**. Pants **cannot** have designs or lettering, tears, multiple colors, or be faded.

### **Professional Dress Attire**

At all school liturgies, prayer services, and designated special events, students are highly encouraged to come to school in Professional Dress Attire. Since the purpose is to have students dress nicely for a Mass, all attire should be modest and appropriate for a liturgical and prayer service.

#### **Male Students**

- Collared dress shirt, tucked in (no polos)
- A necktie
- Dress Slacks
  - no jeans or sweatpants
- Dress shoes or all-black athletic shoes

#### **Female Students**

- Dress, skirt, or dress slacks (length must follow the Dress Code guidelines). Dress and skirts must fall at or below the knee.
  - no jeans, leggings, jeggings, or sweatpants

- Shirts or blouses only
  - no backless, tank tops, spaghetti straps, or low-cut necklines allowed
- Dress shoes (2-inch heels or lower) or all-black athletic shoes

**The following clothing is NEVER allowed during the school day:**

- Visible underwear, excessively loose or tight clothing, tank tops, spaghetti strap tops, low cut tops, bareback tops, crop tops that reveal a bare midriff, or clothing displaying violence, alcohol, drugs, or racial discrimination.
- Jeggings, leggings, yoga pants, bike shorts, shorts or skirts with hems more than 3-inches above the knee.
- No sweatpants, pajamas, joggers, athletic, or track pants.
- Baseball caps
- Sandals, slides, slippers, or Yeezy slides

Note: The administration of Salesian College Preparatory reserves the right to make any and all judgments on matters not explicitly outlined in this Dress Code, and reserves the right to amend this Dress Code, after giving due notice to students and parents/guardians, at any time. The Dress Code is subject to change.

**Dress Code Violations and Consequences**

Any student out of dress code should be sent down to the Front Office immediately. Usually, a student will be provided with a Salesian uniform polo or pants to wear during the school day, that they are required to sign for, wash, and return the next day. Any student that is out of dress code on any given day when they arrive at school will immediately be assigned to after-school detention. If a student continues to have chronic dress code violations, a student-parent/guardian conference with the Dean may be called to discuss further action. Community service or a Saturday Detention may be required for excessive dress code violations.

**2. Code of Student Behavior**

The goal of Salesian discipline is self-discipline. Students are given the opportunity to develop good judgment and to make decisions within the limits of acceptable behavior. Our students are identified with Salesian College Preparatory, and public perception of the school is formed by student behavior on and off-campus. Students attending Salesian College Preparatory are expected to act respectfully and courteously to the faculty, staff, and other students, and follow the rules laid out by the school, individual teachers, moderators, and coaches.

Students are accountable for their behavior on and off-campus, i.e., field trips, Service Day, retreats, etc. Misconduct calls for disciplinary action. Behavior problems will be handled in the following sequence: teacher, moderator (coach), counselor, Athletic Director (if appropriate), Dean, Principal.

**3. Conduct at School Events/Social Activities**

- Designated school representatives have authority to admit, refuse admittance, or dismiss any student from a school event.
- Dances are open only to students from other schools only with an approved Guest Pass. Salesian students are responsible for their guests' behavior. Photo ID's and Guest Passes are required.
- Students are ordinarily not admitted to dances after one hour from the start time, or allowed to leave until a ½ hour before the end of the dance. Students may not loiter outside the gym or dance area when they leave a dance. The purpose of a dance is to provide a fun, safe, and comfortable experience for students. To that end, certain guidelines are applicable: offensive language, gestures, and dancing are not acceptable; dances that simulate sexual acts or are sexually explicit are not allowed; there is no break dancing, grinding, or mosh pits. School administrators and teachers supervise all dances. Their discretion determines if any student behavior or dancing is inappropriate. It is important for students to understand and support the expectations of school activities. Students are expected to be courteous and respectful to students and adults. Failure to comply with supervisors' judgment regarding acceptable student actions may result in the student being removed from the dance and their parent/guardian being contacted.
- Proper attire is always required for admission to any school event.
- Students are not to loiter outside the gym or near the athletic fields or parking lots after events.
- Any use of alcohol or any controlled substance will result in immediate disciplinary and/or police action. Expulsion may result if Salesian students are involved.
- Students dismissed from a student activity group (club, SLAM, CMT, drama production, cheerleading, etc.) because of lack of cooperation (e.g., failure to attend activities or complete responsibilities), misconduct, or any other reason, may not participate in another student activity group/event until the Principal clears them. If a student is dismissed from a student activity group, the moderator and student will discuss the consequences with the Principal. Any student who



quits a student activity group after the group's roster has been finalized (by election, appointment, selection, volunteering, etc.) will not participate in another student activity group until the Principal clears them. In either instance (quitting or dismissal from a student activities group), the earliest a student may participate in another student activity group is the next school year.

#### 4. Classroom Regulations

- a. The teacher is to be respectfully obeyed at all times.
- b. The teacher's classroom rules are to be followed at all times
- c. An admit slip from the Front Office is required when students seek admittance after the initial class bell has rung.
- d. Students are not to stand or move around during class, move desks, adjust blinds or windows, or touch the whiteboard without the explicit permission of the teacher.
- e. When the bell announces the end of a period, students are to await the teacher's signal before moving from the room.
- f. Students are to use the restroom during passing periods, lunch, and breaks.

#### 5. Assembly Behavior

Students gather from time to time in assemblies and rallies. The tone of these events varies. Students must always be respectful toward speakers, visitors, and performers. School spirit is fostered through rallies that are opportunities to show team or school support. Cheering and signs of appreciation are appropriate on these occasions. All students must stand for the Pledge of Allegiance unless previously cleared by the Principal. Cell phones and laptops are to be put away.

#### 6. Interpersonal Behavior

Hand-holding is the allowed limit of the affection displayed by Salesian students on campus or at school-sponsored activities.

#### 7. Senior Privileges

Seniors may submit a request for Senior privileges at the beginning of each school year to the Principal. Seniors who violate school rules or abuse privileges may also be refused admittance to any school event, including the prom, Grad Nite, and even graduation ceremonies.

#### 8. Cell Phones, Laptops, Books, and Personal Belongings / Lost and Found

Students' possessions should be clearly marked. It is advisable to label books on more than one page. The outside of laptop cases, book bags, books, and notebooks may not be written on with the exception of personal identification, i.e., one's name. Tagging letters, numbers, signs, logos, etc., are not permitted, and the item so marked will be confiscated by the school. Inquire at the Front Office about Lost and Found items. The school cannot be responsible for damaged items, lost or confiscated items or money. Students are advised to bring only necessary funds for school.

#### 9. Electronic Devices

##### **Cell Phone Usage (including voice, text messaging, use of the camera or social media)**

**To prevent disruption in class, students may NOT use cellular phones during class time.** Please keep in mind the following regarding the use of students' personal cell phones:

- Cell phones may be permitted to be used during the school day:
  - If a teacher deems it necessary to use the cell phone in the classroom as an acceptable educational tool, students must follow the instructions given to them in the classroom for the use of their phones.
  - In the case of an illness or an emergency during the school day, students must ask a teacher, administrator, or staff member for permission to use their phones to contact home.
  - During passing periods and lunch, students may use their cell phones in an appropriate manner while in or outside of the school building.
- Failure to comply with any of the above stipulations may result in the confiscation of a cell phone.
- If asked, a student must hand over the cell phone to any teacher, staff member, or administrator immediately and without complaint. Parents will be notified if and when this action is taken.
- No student may use any type of electronic device (cell phone, AppleWatch, Laptop or Tablet, etc.) during an exam or quiz unless the teacher gives specific instructions to the contrary.
- If students request to use the restroom during class, they must give the teacher their cell phone until they return.

##### **Use of Personal Listening Devices (earbuds/headphones)**

**To prevent disruption in class, students may NOT wear earbuds or headphones during class time.**

- Students may wear earbuds or headphones:
  - If instructed to do so by a teacher for a classroom activity.
  - Students may use a single earbud but not headphones at lunch and passing periods.
- Failure to comply with any of the above may result in the confiscation of the earbuds or headphones.

## 10. Food and Beverages/Gum/Smoking

During break or passing periods, students may eat snacks and consume beverages on the 2nd and 3rd floors during break or passing periods. Food or beverages are not allowed on the 1st floor, in the library, or on the gym floor at any time. Students found eating or drinking in non-designated areas are subject to having their food or beverage confiscated and disposed of by a school authority. Gum-chewing is not allowed anywhere on school property.

Neither possession nor smoking of tobacco products or vaping of e-cigarettes is allowed at any time in school or within a two-block radius of the school. Students should not be in possession of any vaping paraphernalia at any time. Any infraction of this type will ordinarily result in suspension or expulsion.

## 11. Student Responsibility for Damage

Any damage done to school property will be repaired at the expense of the responsible party and/or parents/guardians. Students who willfully damage or deface school property are subject to suspension and, in serious matters, expulsion.

## 12. Closed-Campus Policy

Salesian College Preparatory is a closed campus. Students are required to have parental/guardian permission to leave the campus during school hours. When school is in session, guests must present themselves at the Front Office and receive a visitor's pass. Students are not allowed in the parking lots during school hours. Students may not loiter in the parking lots at any time.

### a. Visitors

State law prohibits any visitor from entering the campus of another school while it is in session without the knowledge and approval of school officials. The Principal may grant permission for students to bring visitors on campus during a normal school day. Visitor passes must be requested in writing three school days before the visit. Visitors must have written permission from a parent/guardian. Visitors are required to adhere to all school regulations, including the Dress Code. All visitors must remain with their hosts, who are responsible for the visitor's behavior.

### b. Boundaries (Off-Limits)

From the time school starts until dismissal, the following areas are considered off-limits:

- All school parking lots
- The gym area: east, south, and west
- The area behind the cafeteria

### c. Vehicle Regulations

- Parking permit applications are available from the Finance Office; they must be completed by both student and parent/guardian. Parking permits cost \$50 per year.
- Parking permits must be visible and displayed at all times.
- Students will not be allowed access to their vehicles during school hours unless authorized by an appropriate authority.
- Loitering around the vehicles in the parking lot is not allowed.
- Loud playing of music/stereo systems will not be permitted at any time.
- Speeding - the limit on campus is 5 mph. The unsafe and careless use of a vehicle will result in the termination of parking privileges.
- Students and parents/guardians are **NOT** to be on their cell phones while driving on campus.
- Students park their vehicles on campus at their own risk. The school is not responsible for any damage or theft.
- Students are never to park in faculty or visitor lots.
- The parking lot will be checked monthly by a private towing company for parked cars not displaying a parking permit. Students and their families will be responsible for all costs associated with the towing of the car, including, but not limited to, impound costs.

# DISCIPLINARY PROCEDURES

## 1. Causes for Disciplinary Action

Disciplinary action on the part of Salesian College Preparatory may consist of detention, suspension, or expulsion. The following are behaviors that may result in disciplinary action:

- excessive excused or unexcused tardiness;
- disrespecting schoolmates;
- causing, attempting to cause, or threatening to cause physical injury to another person;
- possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous objects;
- being under the influence of, offering, arranging, possessing or negotiating to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind or related paraphernalia;
- committing, or attempting robbery or extortion;
- causing, or attempting damage to school property or private property;
- stealing, or attempting to steal, or assisting in stealing school property or private property;
- knowingly receiving, or assisting in the receipt of stolen goods or property;
- possessing or using tobacco, nicotine products, vaping paraphernalia, or e-Cigarettes;
- attempting to or committing a sexual or obscene act, or engaging in profanity or vulgarity;
- disrupting school activities, defying authority, or showing disrespect to faculty or staff;
- withholding information when asked by an administrator or teacher.
- harassment – any ongoing behavior by an individual or group which creates an intimidating, hostile, demeaning, or offensive atmosphere to another person (see Harassment Policy under General Policies)

Disciplinary action may be taken, even if the incident occurs off-campus or online if the individual is identified as a Salesian College Preparatory student.

## 2. Disciplinary Infractions

The teacher is the authorized disciplinarian, handling class transgressions through warnings, detentions, parent/guardian conferences, parent/guardian referral, or referral to the Dean.

- Incident reports will be written and filed with the Dean in all referral cases.
- The Dean will contact parents/guardians when a conference is considered necessary.
- When a parent/guardian conference proves to be unsatisfactory regarding a decision reached by the Dean, the Disciplinary Review Board may be convened. (Refer to details under the Procedures for Dismissal section.)

## 3. Searching Student Property

The safety of our students is our number one concern. If the school administration has probable cause that the safety of one or more of our students is compromised, the school administration reserves the right to search a student's personal property, and all electronic devices (such as phones, iPads, laptops, etc.). For the safety of our students, the school administration may also test students for alcohol or illegal drug use.

## 4. Suspension

A student may be suspended from school for any serious breach of school policy or for any behavior that places the school in disrepute on or off campus. Suspension involves barring the student from participating in any school activity, including classes or co-curricular activities, for a specified period, from one to a maximum of three days. Parents/Guardians will be notified immediately of the suspension, and a record will be established in the student's file. Suspensions may require a student to remain in school, though not in class. If the suspension is in-house, the student is expected to complete the day's assignments during the suspension. Students will be re-admitted to class after an administrative conference with the parent/guardian. Depending on the terms of re-admission, a student may be placed on probation for an additional period of ineligibility to participate in school activities. Suspended students may also be given a community service requirement on campus.

## 5. Behavior Contracts

The student and parents or guardians (of the student) must sign a behavioral contract covering the next two semesters if:

- a student's semester citizenship grades reflect at least two or more "U's" (unsatisfactory) or "N's" (needs improvement). If a student violates the behavior contract, the consequences could range from forfeiture of extracurricular school activities to being asked to leave Salesian College Preparatory.
- a student has committed serious violations of school rules. If the violation does not warrant the student being asked to leave Salesian College Preparatory, a behavior contract will be written and signed by all parties.

## 6. Recommended Transfers

Students who do not seem to benefit from school requirements, disciplinary or scholastic, may be asked to transfer to another school. This action will always be done after careful consideration and consultation with the parent/guardian.

## 7. Procedures for Dismissal

Dismissal or expulsion in the disciplinary process usually follows from previous disciplinary infractions. A student on disciplinary probation will receive a letter stating that the next serious offense will result in immediate dismissal. However, dismissal may result from a single serious incident. The procedure for dismissal follows:

- a. Students and parents/guardians are notified of charges.
- b. A hearing by the Disciplinary Review Board is scheduled.
- c. The Disciplinary Review Board makes its recommendation to the Principal, who will then make a final decision regarding dismissal from Salesian College Preparatory.
- d. The Principal informs the student and parents/guardians of the decision.

In cases of dismissal, parents/guardians may appeal to the Director in writing.

# FINANCIAL MATTERS

## 1. Tuition and Other Fees

### a. Tuition, Graduation Fee, and Annual Fund Contribution

- Tuition for 2023 - 2024 is \$20,400
- Registration Fee: \$750
- Graduation Fee (Seniors Only): \$250
- Annual Fund (requested donation): \$500

Tuition and the above fees are combined for payment purposes and will be termed hereafter as “tuition.” Tuition payment plans include once a year in July; twice a year in July and December or ten (10) installments beginning July 1. Please note that an Annual Administrative Blackbaud Tuition Fee of \$50 will be in addition to your first tuition payment. The final tuition payment is due in May, skipping March since the re-enrollment fees must be paid in March (see section b.).

All tuition payments will be made via the parent’s/guardian’s arrangements with Blackbaud Tuition. If a parent/guardian has requested to receive a monthly statement by mail, it will be sent via Blackbaud Tuition.

Students who leave the school are responsible for tuition on the following basis:

- If a student leaves at any time, for any reason, including voluntary leave or expulsion for either disciplinary or academic reasons, parents/guardians will be held responsible for all tuition and fees owed for the current month. There are no refunds on tuition payments or fees.

Salesian recommends a \$500 pledge to the Annual Fund per family. However, your annual pledge is dependent upon your income level and ability to give. This tax-deductible gift makes possible many enriching aspects of a Salesian education such as our service-learning program, lab equipment, college counseling program, and much more. Family participation in the Annual Fund is an expectation.

### b. Re-Enrollment Fee

Non-refundable re-enrollment fees are to be paid by all returning students between March 1 – 25. These fees total \$750.00 for the next school year.

### c. Other Fees:

Family Service Program Fee: Please see section 4 below for details.

### d. Delinquent Accounts

#### Finance Department Policy Concerning Tuition Accounts

**Salesian is a tuition-based school that relies solely on families fulfilling their contractual obligations. Salesian does not receive funding from the Catholic Church or the Salesian Province. To fulfill our financial obligations and keep our accounts current, we rely on timely tuition payments from our families.**

When a family’s tuition account becomes **delinquent 30 days after the due date**, the student may be subject to the following conditions:

- Students with a delinquent account may not be allowed to have grades posted to transcripts, receive a report card, be granted a diploma, or receive a yearbook, until all indebtedness to the school has been resolved.
- Students with a delinquent account may not be allowed to participate in co-curricular activities (teams, clubs, dances, trips) until their account is current.
- A student whose account is not current at the end of a semester may not be allowed to return for the next semester.

Tuition payments are due by the date specified in your Blackbaud Tuition account. Late payments are subject to a \$50 late fee. Accounts may be turned over to an outside collection agency, and legal action will be invoked if the terms of this tuition policy are not met.

### Returned Check Policy

The School will levy a service/return check charge of \$50.00 for any check returned by the bank.

## 2. Billing Questions/Concerns

If you have questions regarding your billing or account transactions, please contact the Finance Office at (510) 234-4433 ext. 1102.

### 3. Student Tuition Grants

Salesian College Preparatory offers tuition grants to those families who demonstrate financial need. The Tuition Grant Committee of Salesian uses family financial status as the main criteria for determining tuition grants. The application process includes the submission of tax forms and tuition grant applications and is necessary to get an accurate financial picture of our families so that tuition grant determinations can be made.

Salesian College Preparatory Student Tuition Grant applications will be available in the beginning of December on the school's website - [www.salesian.com](http://www.salesian.com). Each family must reapply for financial grants each year. The following deadlines apply:

- Completed Salesian Tuition Grant applications for all students must be completed online by February 8, 2024.
- You must complete your Salesian Tuition Grant application to be considered for F.A.C.E. (Family Aid – Catholic Education)

#### Every year in order to obtain and continue to receive a Salesian Tuition Grant, students must:

- Maintain a 2.5 Grade Point Average
- Receive good citizenship marks on report cards
- Maintain a good attendance record
- Abide by all behavior guidelines set forth in this Student-Family Handbook

#### Parents/Guardians of students receiving aid must:

- Complete all parent/guardian Family Service Program requirements
- Honor all financial obligations at Salesian College Preparatory
- Make monthly payments on time or before the due date

### 4. Family Service Program (FSP)

Each family is expected to offer volunteer service throughout the school year. Without family support, many of the school's events would not happen. Salesian College Preparatory has established a Family Service Program (FSP) as a way for families to be involved with school events by volunteering, financial support, and community building.

#### FSP requirements for each family (not per student) are:

- **(FSP 1)** Work at one large event – all day or evening (i.e., Project Santa, Crab Feed, Service Day Driver, Athletic Booster all-day events, etc.)
- **(FSP S2)** Work at least one other event or activity (i.e., Dance, Sporting Event)
- **Attend ONE grade-level evening meeting per year:**
  - 9th Grade: Meeting with School Counselor: October
  - 10th Grade: Meeting with School Counselor: October
  - 11th Grade: Meeting with Guidance Director, Mr. Jack Stevens, September: College Information Night
  - 12th Grade: Senior Parent Meeting regarding Graduation activities: February

FSP service opportunities include activities such as:

- **Athletic Events:** Work with the Booster Club at Fall, Winter, and Spring sporting events, including CYO track meets; work at the concession stand/Snack Shack by setting up, selling, and cleaning up; monitor the ticket gate, assist with parking, etc.
- **School Events:** Volunteers are needed to work at school fundraisers such as the Crab Feed (January) or Mother's Day Mass and Brunch (May), assist with dances and class retreats, chaperone field trips, or be a driver for Service Day, facilitate Project Santa, etc.

**Parents/Guardians are required to register online for the Family Service Program by the first day of school (see website for details).**

- All financial assistance from Salesian (including scholarships) will be put on hold until FSP registration is completed.
- There is an "Opt Out Fee" option for families who decline to participate in FSP and agree to pay \$500 instead.
- **If a family (parent/guardian) does not show up for or cancels their volunteer assignment less than 48 hours before the event, they will incur a \$100 non-participation fee for each assignment that is unfulfilled.**

**Please note: It is solely the responsibility of the parent/guardian to actively pursue (FSP) and modify (as needed) their registered volunteer opportunities at Salesian.**

**QUESTIONS** about FSP may be directed to the FSP Coordinator at [fsprogram@salesian.com](mailto:fsprogram@salesian.com) or (510) 234-4433 ext. 1000.

#### **5. P.E. Uniforms**

P.E. shirts and shorts and a combination lock are required for students taking P.E. These items are purchased from the Physical Education teacher during the first week of school. All required and optional apparel such as school logo sweatshirts, sweatpants, and other “Spirit items” may be purchased from our uniform company on our website at [www.salesian.com](http://www.salesian.com).

#### **6. Books - eBooks and Textbooks**

Students (grades 10-12) will receive access to their personalized online bookstore, “Shelfit,” during the second week of August via Schoology. Incoming 9th graders and transfer students will receive access to the online bookstore during Orientation Day when they are connected to Schoology. Students are expected to purchase all required materials and books no later than the first week of the school year.

#### **7. Used Textbooks**

If a course requires a physical textbook, it is extremely important that students purchase the correct version. There are usually various editions of each book, and each edition has a different ISBN. Purchasing a book with a different ISBN than what is listed on our website book list may result in your student not being able to follow the assigned curriculum and complete required assignments. Only purchase the version of the book that is listed in your personalized online bookstore.