

HISTORY

Bishop Montgomery High School is an archdiocesan Catholic high school serving seventeen parishes in the South Bay area. The school was founded in 1957, and was staffed by the sisters of St. Joseph of Carondelet, Conventual Franciscan Friars, and lay faculty. The school is named for the first American born bishop of Los Angeles, the Most Reverend George T. Montgomery. As the ordinary of Los Angeles (1896-1902), Bishop Montgomery demanded that the right of parents to send their children to schools of their choice be recognized by the government. The school is located in the city of Torrance, one mile east of the Pacific Ocean. The twenty-four acre campus has forty-seven classrooms in three buildings, an administrative building, a chapel, a gymnasium, buildings for physical conditioning, fine arts and performing arts, and athletic fields. The coeducational student body has grown from a freshmen class of 268 in 1957 to approximately 1150 students.

BISHOP GEORGE THOMAS MONTGOMERY 1847-1907

George Thomas Montgomery was bishop of the Monterey-Los Angeles diocese from 1896-1902. At the time of his elevation, the San Francisco Examiner reported that "Bishop-elect Montgomery has a standing in this community held by few men in or out of the Church. Conspicuous as a thinker and a leader in his own Church and among his own people, he is no less a leader in all the affairs of humanity."

To combat the widespread anti-Catholic bias of the American Protection Association, Bishop Montgomery organized the Catholic Truth Society. With his support the *Catholic Tidings*, the newspaper of the diocese, was established to promote accurate representation of the Catholic Faith. Bishop Montgomery was also associated with the foundation of the Newman Club.

While a strong defender of the Catholic Faith, Bishop Montgomery was known for service to the community at large. On the issue of labor he wrote: "if ever the respective rights and duties of labor and capital are to be properly defined, it must be upon the principles which religion lays down." On education: "the exclusion of the Bible from the public school of the country (is) a logical necessity," since "its introduction into them would break down at once their nonsectarian character." Bishop Montgomery promoted the idea that every religious group operate its own schools with state subsidies to compensate for the secular subjects taught.

In 1903 Bishop Montgomery was named coadjutor bishop of San Francisco. It was he who led the archdiocese in caring for the victims of the 1906 earthquake. Bishop Montgomery died unexpectedly at the height of his power.

MISSION STATEMENT

The mission of Bishop Montgomery High School is to provide quality Catholic education primarily to college bound students of varied academic abilities from the South Bay area. We serve the needs of the Church and the larger community by producing intellectually mature persons who have learned to integrate world knowledge with Catholic beliefs and values. Our mission is accomplished through the cooperative efforts of parents, students and staff by providing a rigorous curriculum and a positive discipline program that challenges all students to reach their potential. This mission is realized in a community that nourishes the faith life of students, parents, and staff through prayer, worship, and service to others.

STATEMENT OF PHILOSOPHY

Jesus Christ is "the Way, the Truth, and the Life" (Jn 14:6). Rooted in this belief, Bishop Montgomery High School proclaims the centrality of Christ. Our philosophy is founded on the belief that God has revealed His compassion for all aspects of life.

In order to grow together in Christ, we open our arms and hearts to a population of qualified candidates who are economically, socially, and ethnically diverse. "There is no longer Jew or Greek, male or female, slave or free, but all are one in Christ Jesus" (Gal 3:28). Thus while we accept and respect those from various backgrounds who seek the benefit of our community, we remain faithful to the richness of our Catholic tradition and practices.

Recognizing parents as primary educators, we assist in the spiritual, intellectual, social and physical development of every student. To do this, we provide a challenging, college-oriented curriculum which enables our students to continue with higher education. We offer an extensive, extracurricular program, one that requires personal responsibility and community spirit through social interaction and physical activity. We strive to create an atmosphere in which the faith of our students will mature allowing them to integrate world knowledge with the light of faith and to grow in the pursuit of truth.

EXPECTED SCHOOLWIDE LEARNING RESULTS

In accordance with both the Philosophy and Mission Statement, Bishop Montgomery High School provides spiritual formation, quality education, compassionate guidance, and a nurturing environment which supports and challenges students as they develop spiritually, academically, socially and physically. The common goal of the administration, faculty and staff is to produce "intellectually mature persons who have learned to integrate world knowledge with Catholic beliefs and values."

Bishop Montgomery graduates are:

Christ-centered individuals who

- Become disciples of Jesus in every aspect of life

Academically dedicated individuals who

- Master varied subjects with critical thinking and problem solving in an ever-changing society

Physically knowledgeable individuals who

- Honor their bodies as God's sacred creation

Socially responsible individuals who

- Show self-discipline that is reflected in positive social behavior

NON DISCRIMINATION POLICY

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

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

INCLUSION

As a Catholic school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal.

ADMISSIONS POLICIES

The Admission Board implements the admissions policy of the school. This policy is consistent with the school's philosophy. We seek students

- who can succeed in and benefit from the curriculum
- who are able to meet the financial and service obligations required by the school
- whose lives, behavior, and educational goals are in alignment with the philosophy, goals and objectives of the school
- who have demonstrated a desire to attend the school

Priority is given to students from Catholic feeder schools in the geographic area which we serve. Catholic students in non-parochial schools are given second priority. Non-Catholic students who have siblings in the school are the third priority, followed by non-Catholic students from Catholic or Christian schools. A limited number of non-Catholic students from public schools are taken if space is available.

OPEN ENROLLMENT POLICY STATEMENT: Bishop Montgomery High School has established open enrollment policies in concert with the California Interscholastic Federation state transfer eligibility rules with the following conditions:

1. Bishop Montgomery High School is a Catholic coeducational high school whose philosophy and mission are based on the call of the bishops of the United States in, "To Teach as Jesus Did".
2. Bishop Montgomery High School accepts students on a space available basis.
3. Bishop Montgomery High School charges tuition for its educational services.
4. Bishop Montgomery High School has admissions requirements pertaining to academic standards and behavior.

FINANCIAL OBLIGATIONS

PARENT SERVICE REQUIREMENT: Parents are required to fulfill 10 hours of service to the school per semester. At the beginning of each semester they are assessed a fee of \$150. Accounts will be credited \$150 for completion of 10 hours of service/semester. 1st sem. PSI hours must be turned in by December 20th. 2nd sem. PSI hours must be turned in prior to the final tuition payment on May 20th.

TUITION: Tuition for the year is divided into ten equal payments. Payments are due on the first of the month from August 1st through May 1st.
ONLY CASH, CASHIERS CHECK, VISA, MASTERCARD OR MONEY ORDER WILL BE TAKEN FOR ANY PAYMENT AFTER MAY 20.

LATE CHARGES: A late charge of \$25.00 will be assessed on any account that has a balance as of the 20th of the month. ALL PAYMENTS MUST BE RECEIVED IN THE TUITION OFFICE BY NOON OF THE 20TH TO AVOID THE LATE CHARGE.

NON-SUFFICIENT FUNDS: Any check returned for non-sufficient funds will be re-deposited and a \$25.00 NSF check fee will be charged to the student's account. Notification of this transaction will be sent to the parents.

Should a check be returned a second time, the entire amount of the check will be charged to the student's account with an additional NSF check charge of \$25.00. Again notification of this transaction will be sent to the parents. For all accounts listing more than one NSF check, all subsequent payments to BMHS must be in cash or money order.

REFUNDS: Please allow five working days for any circumstance which warrants an approved refund.

SCHOLARSHIPS AND GRANTS: If BMHS is given a scholarship or grant for a student, unless the school is notified otherwise by the donor, the total amount of that scholarship or grant is divided into 10 equal parts and deducted monthly from the tuition.

DELINQUENT TUITION

Please note the following policies with respect to delinquent tuition:

1. Tuition is due on the 1st of each month. A late fee is charged after the 20th.
2. Students are not allowed to take semester or final exams unless tuition payments are current. Transcripts, diplomas and grades will be withheld.
3. If tuition is two months in arrears, the student will be asked to remain home until the tuition is current.
4. If tuition is three month in arrears, the student may be asked to withdraw.
5. If tuition is delinquent, the school reserves the right to withhold the student's privilege to attend any bid dance including Homecoming, Spring Semi-Formal, Senior Luau, Prom, or Grad Nite.
6. A student will not be allowed to return to school in the fall if there is an outstanding balance of any amount from the previous year(s).

TUITION ASSISTANCE POLICY

Since the school depends upon tuition as the primary source of income, everyone is expected to meet the prescribed financial obligations. A limited amount of assistance is available through the Archdiocesan Education Foundation and through the school. Details and applications are available in the Main Office. Tuition assistance will be granted only to those who keep accounts current. Tuition assistance will be revoked if an account is not kept current.

CURRICULUM

Required Courses: Students must complete a minimum of 240 units for graduation. Each subject completed with a passing mark is equivalent to five units per semester. The following are the required courses:

English	40 credits (8 semesters)
Foreign Language	20 credits (4 semesters)
Religion	40 credits (8 semesters)
Social Studies	30 credits (6 semesters)
Mathematics	30 credits (6 semesters)
Computers	05 credits (1 semester)
Science	20 credits (4 semesters)
Physical Education	15 credits (3 semesters)
Fine/Performing Arts	10 credits (2 semester)
Electives	30 credits (6 semesters)

For a list of courses please refer to the course catalog.

Bishop Montgomery offers a balanced curriculum which is based upon the principles and values set forth in the school's philosophy, goals, and objectives. The teachers and guidance counselors help the students to set realistic, attainable goals. The school strives to graduate students who can offer sound intellectual and spiritual perspectives which will help renew the world and the Church. Bishop Montgomery High School is accredited by the Western Association of Schools and Colleges (WASC) and follows archdiocesan and state mandates.

A re-registration day occurs during the spring at which time students make class selections for the following academic year. Prior to this day, course catalogs are distributed, and presentations are conducted by the guidance department to assist

students in the proper selection of courses. Students, in consultation with parents and school personnel, have the responsibility of selecting courses for which they are qualified and that satisfy college and graduation requirements. BMHS reserves the right to cancel any course for any reason, including scheduling conflicts and insufficient enrollment. For this reason students are required to select alternate courses. Students are highly restricted in making course changes following re-registration. Such changes are made at the discretion of the guidance counselors and require sufficient cause and a fee of \$25.

COMMUNITY SERVICE: Campus Ministry provides various opportunities for the student to develop a sense of responsibility for the needs and problems of the larger community. BMHS challenges each student to make the commitment to incorporate into his/her daily life the desire to serve others, and in doing so deepen Christian values and strengthen faith.

GRADING

GRADING POLICY/REPORT CARDS: The primary purpose of assessment is to determine the extent to which a student has achieved mastery of course content. The school has a policy of assigning letter grades in six marking periods each year. The grades of the first, second, fourth and fifth marking periods are progress reports and are not part of the student's permanent record. The grades of the third and sixth marking periods represent the official semester grades in each course and are recorded on the student's official transcript. A failing grade for the semester can be assigned without further notice when a student has received a D or an F in the second or fifth marking periods. Students are not allowed to drop a course past the second week in the semester. Class changes are not made for teacher or period preference.

OUTSTANDING STUDENT OF THE SEMESTER

One boy and one girl for each graduating class for each semester will receive the Outstanding Student of the Semester Award. A student will be considered based on teacher nominations or by meeting these criteria:

- Receives three department awards for the semester
OR
- Is a George Montgomery Scholar

The Administrative Council, according to these criteria will make final selection:

- A high GPA in a strong academic program
- Number of honors and AP classes
- Activity and citizenship records

In the case of a tie, the following will be considered:

- Number of teacher nominations
- Number of department awards received

GRADE SCALE: The following scale is used in computing grades. This scale appears on all transcripts as an explanation of letter grades.

A+ 97-100	C+ 77-79
A 93-96	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
	F Below 60

GRADE POINT AVERAGE: There are two types of GPA calculations: weighted and unweighted.

A student's unweighted grade point average (GPA) is calculated as follows:

1. Assign a numerical value to each letter grade: A = 4, B = 3, C = 2, D = 1, F = 0 (A plus or minus after a grade letter does not affect the numerical value).
2. Total the points for all courses.
3. Divide by the number of units in which grades were received.

Weighted GPAs are calculated as follows:

1. Award an extra point for all honors and Advanced Placement courses.
2. Assign a numerical value to each honor and AP course letter grade: A = 5, B = 4, C=3, D = 2, F = 0 (A plus or minus after a grade letter does not affect the numerical value).
3. Assign a numerical value to all other letter grades: A = 4, B = 3, C = 2, D = 1, F = 0 (a plus or minus after a grade letter does not affect the numerical value).
4. Total the points for all courses.
5. Divide by the number of courses in which grades were received.

Weighted GPAs are used in the selection process of valedictorian and salutatorian, undergraduate awards, honor rolls, and class rank.

CREDIT AND GRADING FOR RELIGION COURSES

Class time, assignments and accountability for religious studies must be comparable to that of other academic areas. Specifically, religion is to be taught each semester of the secondary school program for a total of 250 minutes per week, in conformity with the norms governing the weekly instructional time for courses earning one full unit of credit.

Religion courses are to be graded and to receive full academic credit. However, students are to be graded on academic achievement in religion and not on their religious affiliation, personal belief or the practice of their faith. Students and parents need to understand that the religion grade indicates comprehension of subject matter and is not an evaluation of personal holiness or the practice of one's religion.

ACADEMIC POLICIES

HONOR ROLL: Honor roll status is based on the previous semester's grades. Students earning a weighted GPA of 4.0 or above are placed on the Principal's Honor Roll. Students earning a weighted GPA between 3.50 and 3.99 are placed on the Dean's List. A minimum of four academic classes must be taken to qualify for the honor roll.

ACADEMIC ELIGIBILITY FOR ATHLETICS AND ACTIVITIES: A student must maintain a GPA of 2.0 or better to be eligible to participate in athletics and certain activities. If at the end of a marking period the student does not have a minimum GPA of 2.0, the student is automatically issued a warning. This is determined by the marking period grade, **NOT** by the cumulative average. The parents and the student will be notified of the warning. If the GPA has not reached 2.0 by the next marking period, the student is deemed ineligible to participate in co-curricular activities. Eligibility will be restored upon a posted GPA of 2.0 or greater in a subsequent marking period. **Academic eligibility is determined five school days after grades are due. These dates are recorded on the school calendar.**

ACADEMIC ELIGIBILITY FOR ASB OFFICERS:

Students who hold a position on ASB or student council must maintain a 2.0 GPA or better with no D's or F's. If at the end of a marking period, a student government officer does not have the minimum 2.0 GPA, or has D's or F's on his/her report card, the student will automatically be placed on probation for student government. At the semester, an officer who has below a 2.0 GPA and/or any D's or F's on his/her report card may be dismissed from office. The activities director may request grade checks at any time during the school year. Students who choose to run for an ASB or student council office must have a minimum 2.0 GPA with no D's or F's on their fall semester report card and on a grade check form at the time of elections.

GRADE CHECKS: Parents may request written grade checks at any time during the semester through the student's guidance counselor.

HOMEWORK POLICY: Homework is an essential component of the learning process. Study, written work, or projects will be assigned to reinforce course content.

TUTORING: If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

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

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

EXAMINATION POLICY: Academic subject examinations are a major tool for determining the extent to which a student has achieved success in terms of course objectives. Testing is conducted on a regular basis in each course with particular emphasis on comprehensive semester exams. Exams are weighted according to individual department policy. The dates of semester exams are indicated on the school calendar. No make-up exams will be administered in the event of an unexcused absence. It is imperative that all financial obligations be fulfilled in order for students to sit for semester exams. Students who are excluded from exams for financial reasons may make up exams only at the discretion of the administration.

WITHHOLDING OF CREDIT: The school reserves the right to withhold course credit from a student who misses ten or more classes in a semester whether excused or unexcused. See Attendance Policy for a complete explanation.

INCOMPLETES: Any "Incomplete" marking on a report card will become an F after two weeks.

MAKE-UP WORK: It is the right of the student to receive make-up work and tests in the case of an excused absence, but it is the responsibility of the student to make arrangements for the make-up work and tests according to the policy of the individual teacher. In the case of an unexcused absence, students WILL NOT be given credit for make-up/late assignments/tests.

ACADEMIC ACCOUNTABILITY: In an effort to promote academic achievement, Bishop Montgomery High School utilizes a program aimed at improving the levels of achievement of students whose grade point average reaches an unsatisfactory level (1.50 or lower) in any grading period. The guidance counselors work individually with the students, teachers and parents in an effort to identify areas of weakness and to develop strategies that assure the completion of assignments and lead to improved performance in the classroom. The following procedures are applied during the current academic year:

- Stage 1. A letter is sent to the parents advising them of potential strategies for improvement.
- Stage 2. The student and parents have a conference with the guidance counselor. A contract is signed detailing the specific actions to be taken. The student is placed on academic probation at this stage.
- Stage 3. If the performance is still unsatisfactory (1.50 or lower) the student is asked to withdraw from school. A family may request an Academic Review Board if they believe that extenuating circumstances have been a factor.

ACADEMIC DISMISSAL: Students will be asked to withdraw if they have failed to meet the terms of academic probation, or have received three semester F's during one academic year.

ACADEMIC REVIEW BOARD: If a student is asked to withdraw for academic reasons, and the student and his parents believe that there are mitigating circumstances, they may appeal the dismissal to the Academic Review Board. This board reviews individual cases and makes a recommendation to the principal regarding the student's status. The Academic Review Board is comprised of the dean of studies, the student's academic counselor, two teachers elected by the faculty, and one appointed by the principal. A student is only entitled to one Academic Review Board during his/her four years at BMHS.

SENIOR CREDIT DEFICIENCIES: Seniors must make up academic credit deficiencies prior to the end of the eighth semester in order to receive their diploma. The high school diploma will be withheld until all credits are earned.

CALIFORNIA SCHOLARSHIP FEDERATION: The California Scholarship Federation (CSF) is a statewide honor society instituted to recognize the academic achievement of the secondary high school student in California. It is open to all students who meet the academic requirements. Students must reapply for membership at the beginning of each semester by filling out the necessary applications and paying dues.

CSF Membership: Students must apply for membership at the beginning of each new semester and must have the appropriate academic standing. The minimum academic requirements are: 10 points (A=3, B in an honors class = 2; B in non-honors classes = 1). A member may have no D's or F's. Only five classes count per semester. Physical education and any activity classes are not eligible for CSF consideration. For further information, please consult the CSF moderator.

Sealbearers: Students who are members of CSF for a minimum of four semesters in their sophomore, junior, or senior years are declared sealbearers. Sealbearers receive awards and are allowed to wear the gold CSF cord and lamp pin at commencement. Students who qualify for all six semesters receive the higher honor of being 100% sealbearers.

TRANSCRIPTS OF GRADES: Students requesting transcripts must fill out the proper form in the Main Office and allow three working days for processing. Each transcript costs \$3. College bound students should request transcripts to be forwarded to colleges of their choice early in the second semester of the senior year; students who need their eighth semester grades sent to a college must request this specifically.

WITHHOLDING OF TRANSCRIPTS/REPORT CARDS: The school will not release a transcript/report card, official or unofficial, to a parent, student, college or an employer unless obligations have been met by the student or the parents.

WITHHOLDING OF DIPLOMAS: The school will not grant a diploma to a student unless all obligations (including but not limited to financial, disciplinary, community service, athletic and academic) have been met.

ACCESS TO SCHOOL RECORDS: Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children which are maintained by the school. The school assumes implicit authorization to release non-confidential information such as names of honor roll students, award recipients, and activity participants, unless informed to the contrary by the parents or the student.

WITHDRAWAL OF STUDENTS: The school grants full credit for all work a student accomplishes up to the time of transfer. Principals must follow the directives of the local County Superintendent of Schools regarding student attendance.

TRANSFER OF RECORDS

Whenever a pupil transfers from one school district to another, or to a private school, or transfers from a private school to a school district within the state, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Record.

Normally, official transcripts are not given to students or parents. Unofficial transcripts are to be given to parents upon request, unless the parents are deficient in tuition or any other obligation.

EXCURSIONS AND FIELD TRIPS

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study. Each school establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities and class work missed by students. Overnight field trips must have a clear educational purpose and require additional student insurance available from the archdiocese. The principal is to consult with the regional supervisor prior to any overnight field trips (except retreats). The archdiocesan field trip form must be used for all field trips and excursions. The completed forms must be kept in the school file until the end of the school year. State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. Student emergency information must be immediately available to the supervising adult. A snake bite kit must be included in any area where there may be poisonous snakes.

SUMMER PROGRAMS

SUMMER SCHOOL: summer classes are offered to meet the needs of a variety of students. These courses include opportunities to make up credit deficiencies, review a course, advance academic studies, or to participate in an athletic conditioning program. Students receiving a semester F in any subject must make up the credits in summer school before returning to Bishop Montgomery in the fall. (If the course the student has failed is not available in summer school, e.g. religion, the student must make-up the deficient credits by taking another academic course in summer school and then register or request a schedule change so that the course failed will be retaken in the following academic year.) PE or driver's education classes may not be used to make up academic failures. Registration materials outlining summer programs and policies are available in the spring.

GRADUATION

Graduation ceremonies mark the culmination of four years of high school achievement. Participation in all graduation activities (Senior Luau, Prom, the Baccalaureate Mass, Grad Night and the actual graduation ceremony) is a privilege extended by the school to deserving students. The school reserves the right to deny participation in any or all of the senior activities to students whose conduct is deemed inappropriate or is contrary to the philosophy, rules, and disciplinary regulations of the school. Diplomas will be withheld from a student who has not fulfilled financial, athletic, academic, community service or disciplinary obligations. In addition all financial obligations must be met in order to participate in senior/graduation activities.

SELECTION OF THE VALEDICTORIAN: Students who have attended Bishop Montgomery all four years, achieved outstanding activity and citizenship records, and meet one or more of the following criteria will be recognized as Valedictorians:

- Earned the highest weighted total GPA in the strongest academic program at the end of the seventh semester.
- Taken at least two honors or Advanced Placement courses each of the eight semesters and at least 4.5 grade point average.
- Received the George Montgomery Scholar Award for their first seven semesters.

The Administrative Council and the Guidance Counselors, based on the highest weighted total GPA, faculty and senior class input, will choose one of the valedictorians to give the valedictory address at graduation.

SELECTION OF THE SALUTATORIAN: The salutatorian will be chosen from a group of students who have achieved the following:

- A high GPA in a challenging college preparatory curriculum.
- Outstanding activity and citizenship records
- Positive representation of the class, school, and community.

The Administrative Council and the Guidance Counselors, based on a finalist interview, faculty and senior class input, will choose one Salutatorian from the selected group to give the Salutatory address at graduation.

GRADUATION WITH HONORS:

Summa Cum Laude: students maintain a weighted grade point average of 3.80 and above for the first seven semesters.

Magna cum Laude: students maintain a weighted grade point average of 3.60 to 3.79 for the first seven semesters.

Cum Laude: students maintain a weighted grade point average of 3.40 to 3.59 for the first seven semesters.

THE ACADEMIC GUIDANCE PROGRAM

One of the major goals of the academic guidance program at Bishop Montgomery High School is to help students make intelligent college decisions in keeping with their abilities. Counselors also target students who are struggling academically and offer assistance to them and their families.

Students are assigned to counselors alphabetically by last name, and continue to work with the same counselors during their four years of attendance. This system allows students, parents and counselors to develop an ongoing relationship. Appointments with counselors may be initiated by a teacher, a parent, or by a student. A parent may request an appointment by telephone. A student may sign up for an appointment in the guidance center. A teacher may request an appointment for a student by contacting the counselor. Students are encouraged to request conferences, to meet informally with counselors before and after school, and to use the guidance center resources.

GUIDANCE CENTER: The Guidance Center, located at the west end of the third building, consists of the offices for the individual counselors and a resource room. The resources available to the students include college and career handbooks and profiles, college course catalogues, brochures, applications, testing information, scholarship applications, financial aid materials, college videos and internet access to college and career information. Representatives from over forty colleges, universities and the military are invited to the Guidance Center at lunch and after school to meet with interested students and to answer questions. These visits are publicized in the daily bulletin and are posted on the bulletin board outside the Guidance Center.

COLLEGE ADMISSIONS: In addition to the required courses at each grade level, college-bound students must select their elective program to meet the specific requirements of the colleges in which they are interested. Capable students who do not have a particular college preference are urged to meet the admission standards of the University of California system. Students should consult their counselors regarding the admission requirements for particular colleges and universities and should write to the college or university for further information. College Nights are held on campus each year where counselors and college representatives provide students and their parents with necessary information about college requirements, application procedures, costs, and financial aid. Workshops are conducted after school to explain college applications and scholarships and to assist in the writing of college entrance essays.

SCHOLARSHIPS: Seniors are informed about available scholarships by the Guidance Dept. through college information booklets, presentations at class meetings, **the daily bulletin**, and information posted in the guidance center.

FINANCIAL AID: Financial aid is available from both two and four year colleges in the form of scholarships, grants, loans, and work-study programs. Financial aid forms are distributed to Seniors in December, followed by a two-part financial aid workshop in the evening to assist parents in completing these forms. In addition, parents and students should contact the college financial director early in the senior year and follow the policies indicated by the college. Each college publishes brochures listing additional federal and state financial assistance available. It is necessary to file the Free Application for Federal Student Aid (FAFSA) and the GPA verification form. The PROFILE is required by some private and out-of-state colleges/universities in order to be eligible for financial aid.

WORK PERMITS: Work Permits are required for all students ages 14-17 inclusive. Applications are available in the guidance office during the regular school year. Once the application is completed by the student and employer, the Guidance Office will issue the official work permit within three days. During summer school, work permits are obtained from the Main Office according to the same procedure. Detailed guidelines regarding permissible hours are available in the Guidance Office.

NCAA: Students who are NCAA Division I, II or III athletes, must meet NCAA Clearinghouse requirements. Forms and information can be obtained from the athletic director and guidance counselors.

TESTING PROGRAM:

INCOMING FRESHMEN are required to take the Scholastic Testing Service High School Placement Test before acceptance. This exam helps determine eligibility for admission to the school and appropriate placement in the academic program.

FRESHMEN take Explore as preparation for the ACT in January. The ACT is one of the standardized tests utilized by college for admission. Freshmen that score at the tenth grade level on the high school placement test in Math and English will take the PSAT, which prepares students for the SAT. Results will provide feedback to help students and parents determine which standardized test will provide the greatest benefit in the college application process.

SOPHOMORES take Plan in preparation for the ACT and the PSAT in preparation for the SAT. Results of these tests are used to predict how well a student will do on the SAT and the ACT and can also be used to measure relative academic strengths and weaknesses in specific academic areas.

JUNIORS take the PSAT and a full length practice ACT test in preparation for their standardized testing which should begin no later than the spring of the junior year.

JUNIORS/SENIORS that are planning to attend a four-year institution must have completed and an SAT Reasoning test or an ACT test by November of the senior year. Students are encouraged to have taken at least one ACT or SAT Reasoning test by the end of their junior year. In addition, some college will require applicants to complete multiple SAT subject tests.

COLLEGE ADMISSIONS REQUIREMENTS

UNIVERSITY OF CALIFORNIA SUBJECT REQUIREMENTS: (Must be completed with a grade of C or better)

- A. History: 1 year of U.S. History/Government
1 year of Wld History/Culture/Geography.
- B. English: 4 years of college preparatory English
composition and literature
- C. Mathematics: 3 years of college preparatory math -
Algebra I, Geometry and Algebra II
(4 years strongly recommended)
- D. Laboratory Science: 1 year of Biology, Chemistry, or Physics
1 additional year of Biology, Chemistry, or Physics
(3 years strongly recommended)
- E. Foreign Language: 2 years of one foreign language
(3 years strongly recommended)
- F. Visual and Performing Arts: 1 year of a visual or performing art
- G. College Preparatory Electives: 1 year

One year, in addition to that required in A through F above, to be chosen from at least one of the following subject areas: history, English, advanced mathematics, science, foreign language, social science, visual arts, performing arts or humanities. In general, elective courses should involve considerable reading and should aim to develop a student's analytical and reasoning ability and skill with written and oral exposition.

CALIFORNIA STATE UNIVERSITIES - SUBJECT REQUIREMENTS: (Must be completed with a grade of "C" or better)

- A. 1 year of U.S. History or one semester of U.S. History and one semester
Government and a year of World History
- B. 4 years of English
- C. 3 years of college preparatory mathematics
(Algebra, Geometry, Algebra II)
- D. 2 years of laboratory science (one life, one physical)
- E. 2 years of foreign language
- F. 1 year of visual and performing arts
- G. 1 year of approved electives coming from categories A through F

CALIFORNIA PUBLIC COMMUNITY COLLEGES ENTRANCE REQUIREMENTS:

The community colleges serving the South Bay are El Camino and LA Harbor College. Any student who is a high school graduate or 18 years of age or older is eligible for admission. Community colleges offer a wide variety of programs including vocational, Associate of Arts degrees and preparation for transfer to four-year colleges and universities. While there are no other requirements for entrance, community colleges administer tests for counseling and academic placement purposes (math and English).

CO-CURRICULAR PROGRAMS

The school offers a variety of co-curricular activities, which include athletic programs, academically oriented affiliations, and student interest clubs. These activities are designated not as adjuncts to the high school program, but as an essential part of the educational goals of the school. They are seen as opportunities for the BMHS community to apply the teachings of the Catholic Church to human relationships. Parents, staff, and students are expected to work together in permeating activities and athletics with Gospel values. Co-curricular activities are listed on the school calendar and should not interfere with homework, family or church obligations. The school must sanction all co-curricular activities.

DANCES: Dances are scheduled on Fridays, Saturdays or pre-holiday nights during publicized hours. Doors to the dances are closed one hour after the published starting time unless indicated otherwise. Students arriving after the doors close will be admitted only after a school official has made contact with a parent or legal guardian. Students are admitted to dances upon presentation of their current student ID card. If a student does not have a current ID card, he/she will be sent home once the parents have been notified. Students engaged in sexually provocative dance styles will be admonished to stop. If they persist, they will be banned from future dances. The school reserves the right to deny permission for a guest pass or entrance to a dance to anyone. Underclassmen may not leave a dance before its conclusion. Seniors may leave non-bid dances one half hour before their conclusion. At dances students are subject to reasonable searches. If BMHS personnel are required to attend to a student who has not been picked up within one half-hour after an event, the school will charge parents \$20.00 for each half-hour that employee must stay.

Bid dances are special dances (e.g. Prom and Homecoming) which require presale tickets. There are no refunds or exchanges for bid sales. Bid Dance dates must be of the opposite sex and all dates must accept our school dress code, and abide by the same rules of behavior that govern our students. Bishop Montgomery students are accountable for the behavior of their dates. Instructions are given via the daily bulletin for date/guest passes and other arrangements for bid dances. Freshmen are not allowed to attend the Homecoming or Senior Prom dance. Bishop Montgomery students may purchase single bids for bid dances.

BEHAVIOR AT ATHLETIC EVENTS: To promote good Christian sportsmanship, the public image of the school, and to be faithful to BMHS guidelines, we strictly adhere to the operating principles set by CIF in "Pursuing Victory with Honor." All students and parents at both home and away games should:

- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
- Eliminate all possibilities that tend to destroy the best values of the game
- Stress the values derived from playing the game fairly
- Show cordial courtesy to visiting teams and officials
- Establish a happy relationship between visitors and hosts
- Respect the integrity and judgment of sports officials
- Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility
- Encourage leadership, use of initiative, and good judgment by the players on a team
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players
- Remember that an athletic contest is only a game, not a matter of life and death for players, coaches, schools, officials, fans, communities, states, or the nation

Other responsibilities of BMHS students and parents are as follows:

- Respect the property of the school and the authority of school officials
- Refrain from applauding mistakes by opponents or penalties against them. Do not boo or make disparaging remarks about the other team
- Respect the judgment and strategy of the coach and the efforts made by the players
- Avoid the use of profane language, and refrain from what generally can be called obnoxious behavior
- Avoid criticizing players, coaches, and officials after the game
- Students & parents will be held responsible for inappropriate internet postings about BMHS coaches and student athletes

Any student who violates these guidelines is subject to the same disciplinary action as would occur during a normal school day. All students are representatives of the school, and their conduct and behavior reflect on the school. Athletic contests are decided on the floor, not by the fans.

When students come on campus to attend any event they must enter the specified event immediately and remain until the designated time:

- dances --until the specified time
- football games -- until the beginning of the fourth quarter

STUDENT ATHLETES AND PARENTS: Parents and professional staff believe that active student participation in athletics is vital to the development of a well-rounded individual. In keeping with this belief, we will continue to encourage student involvement, emphasizing the honor and privilege of representing Bishop Montgomery as an athlete.

The Athletic Director and/or Administration hire the head coach of each program. Assistant coaches are selected by the Head Coach with the assistance from the Athletic Director and only hired with the approval of the Athletic Director and the Administration. It is the administration's view that coaches are teachers in their sport and are hired according to the same standards and procedure as are all faculty members.

PARENTAL ATTITUDE/COOPERATION: For the school to be effective with the student it is essential that a spirit of cooperation, trust, and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies and procedures developed and enforced by BMHS.

It may sometimes happen that a family cannot be supportive of the school and its philosophy, policies and procedures. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

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

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

Criteria for the selection of teams are established by the head coach. Team selection, practices, and decisions regarding game situations are the responsibility of the coaching staff. Bishop Montgomery's athletic programs are very competitive. Because there are large numbers of athletes trying out but limited opportunities, we are not able to place every student on a team who wishes to participate. This is not our desire but is our reality. The hardest part of a coach's job is to tell students they will not be on the team. Being a member on the JV team does not guarantee that an athlete will automatically move up the following year to the varsity squad. The athletes best suited for varsity competition will make the squad each year. Different coaches have different views about selecting players for a team. It is the coach's responsibility and right as a head coach of his/her program to select the team members with whom they will work with for the entire season.

STUDENT IDENTIFICATION CARDS: Students are to have their current student ID card at all times during regular school sessions and at all school events. ID cards are school property and must be presented to any school official upon request. Lost ID cards must be replaced immediately and there is a \$20.00 fee payable at the Activities Office for replacement. The ID card must be turned in when a student withdraws from BMHS. A student unable to furnish an ID card upon request will be issued a referral. Students must take an ID photo in the spring on registration day for the following year. Only students who did not sit for the picture on registration day may take part in the September make-up day. Any student who took an ID photo on registration day and sits again for one in September will receive a referral. Students may have only one current ID card in their possession at any time.

ASSEMBLIES-RALLIES-MASSES: All BMHS students are required to attend all assemblies, rallies, and Masses. Students are to approach assemblies quickly and quietly with their current ID cards. Students are expected to behave in a polite, courteous and responsible manner.

ATTENDANCE

PHONE NUMBER - 540-2021 ext.233 or 540-3070 (direct line)
Office Hours: 7:30 a.m. to 3:30 p.m. (Voice mail - 24 hours)

ABSENCE FROM SCHOOL: Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be on time.

The following are acceptable reasons for excused absences:

- illness
- medical appointments (with doctor's note)
- funerals
- quarantine

Absences will be classified as "excused" or "unexcused." **Teachers will give credit and assist students with make-up work for an excused absence. In the event of an unexcused absence, teachers are NOT given the option of allowing credit for make-up/late work or tests.** The deans must review any exceptions to the make-up policy.

If a student is absent from school, it is the responsibility of the student to insure that his/her parent/guardian or an adult named on the student's emergency card call the Attendance Office to verify every absence, full day or partial, EACH day the student is absent. Parents must report absences by telephone on the day of the absence. If a phone call is not made on the day of the absence, the absence will be unexcused. Notes from parents/guardians are not acceptable and are not substitutes for the phone call to the Attendance Office. The deans determine the status of the absence (excused, unexcused, or truant). Regardless of the reason, any student arriving on campus after first period MUST report to the Attendance Office to obtain a readmit or a tardy slip before being admitted to any class.

EXCESSIVE ABSENCES: The school calendar is given to families at the beginning of the school year with advance publication of major dates. Family business, vacation plans, personal leaves, etc. should not interfere with school time. The school reserves the right to deny credit to a student who has been absent for more than 10 days per semester regardless of the status of the absence (excused or unexcused). The deans will review extenuating circumstances. Final appeals regarding denial of credit for the class or classes will be heard by the Administrative Council. The following steps will be taken:

1. After five absences the Discipline Office will notify the parents of the consequences of excessive absences.
2. After eight absences the deans will call a conference with the parents and student to issue an attendance contract outlining the consequences of future absences.
3. After ten absences the Discipline Office will consider the particular case to determine if course credit will be granted or denied.

MEDICAL APPOINTMENTS: Every attempt should be made by parents/guardians to schedule medical appointments so as not to interfere with the school day. To be readmitted, the student must present a signed medical slip from the doctor upon arrival at school. A student who returns to school without a doctor's note will be marked UNEXCUSED. (Make-up work will not be allowed for an unexcused absence.)

EXTRACURRICULAR PARTICIPATION: A student may attend or participate in an extracurricular activity, an athletic practice/event or a retreat only when the student has attended a full (all classes attended) day of school on the same day or the day before if the event falls on a holiday or a weekend. The deans alone can authorize exceptions.

EXTENDED ABSENCES: If a student misses more than three consecutive days of school their parent should contact teachers electronically (email access is available through the BMHS website) to request home study assignments. Teachers will not respond to request for homework prior to day four of an absence.

COLLEGE VISITATIONS: Every attempt should be made by parents/guardians to schedule college visitations so as not to interfere with the school day. Absence due to a college visit must be cleared by the deans one week before the visit in order to obtain excused status. A total of two college visit days will be allowed prior to May 1st for seniors and one college day for juniors. Any extenuating circumstances must be approved by the Deans one week prior to the visit. The student must obtain and complete a college visitation form which can be found in the Guidance Office.

UNIFORM INFRACTIONS: Students detained in the Discipline Office due to a uniform infraction will be issued an unexcused absence/tardy from class; credit will not be allowed for missed classwork/tests. Students are not issued off campus permits to correct uniform infractions.

TARDIES - FIRST PERIOD: Any student arriving after the start of the school day must report to the Attendance Office to obtain a tardy slip before going to class. A student who arrives more than 20 minutes late to school will be considered absent from first period. A violation will be issued if the absence is classified unexcused. The Attendance Office requires parental contact when a student arrives more than 30 minutes late. Excessive tardiness to first period may result in disciplinary action such as a referral or disciplinary probation. Unexcused tardies will result in a violation. Transportation problems are not grounds for an excused tardy (including carpool difficulties).

TARDIES - PERIOD 2-7: For periods two through seven, classroom teachers issue violations for tardiness. Students serve one detention for each tardy. Students who receive three tardies any time during a semester receive a referral.

OFF-CAMPUS PERMITS: Students may not leave the school during school hours without official BMHS authorization, which includes parental consent. (This may not apply to the release of a student to a peace officer.) Parents are asked to refrain from requesting off-campus permits except in cases of emergency. Parents must arrange off-campus permits through the Attendance Office and assume liability for their student. Students are to obtain off-campus permits on their own time. They may NOT call home during school hours to remind their parents to arrange for an off-campus permit. The school reserves the right to refuse off-campus permits when a request seems unwarranted. Request for off-campus permits should be made by telephone the day before the permit is to be issued.

RELEASE OF STUDENTS

Students may not leave the campus for any reason during school hours unless they have their parents' permission to leave campus during school time. The responsible administrator must be certain that all legal regulations and insurance requirements have been met.

DISCIPLINE

Our school exists to promote the development of a faith community in an academic environment. A partnership exists between parents and staff in building this unique community that stresses the value of sound academic learning in a Catholic atmosphere. All of our actions and attitudes must give testimony to this belief, and must be grounded in a strong sense of individual responsibility. The discipline program at Bishop Montgomery High School seeks to promote students' moral development, self-discipline, and growth towards maturity and adulthood. Students must learn to make decisions as individuals and to accept the responsibility of their actions as members of the school community.

Students are expected to model a code of conduct reflecting the school philosophy of Bishop Montgomery at all times; this includes all school events and activities, and extends beyond the physical boundaries of the school.

At Bishop Montgomery High School state law, the Department of Catholic Schools, and the administration and faculty have prescribed certain regulations. Additional regulations may be decided upon by the administration during the school year as situations arise. Additional regulations will be clearly announced to the student body.

DISCIPLINARY PROCEDURES

ZERO TOLERANCE POLICY: BMHS has a zero tolerance policy. Any use, possession or association with alcohol, a controlled substance or paraphernalia before, during or after school or school related function is a violation of the Zero Tolerance Policy. Students violating the BMHS Zero Tolerance Policy will be subject to severe disciplinary action.

CHEATING POLICY: Cheating and dishonesty are contrary to the philosophy of Bishop Montgomery High School. Cheating can be a cause for suspension, probation, or dismissal from school. The school interprets cheating as follows, though not limited to these listed:

- copying assignments or allowing another student to copy assignments in or out of class
- giving or receiving answers to quizzes, tests and examinations

- looking at another's paper or allowing another to look at one's paper
- plagiarism
- doing another person's work or allowing another to do one's work
- possession of materials known to be inaccessible to students

Actions that can be construed as cheating may be dealt with as cheating.

When a student is involved in a cheating incident, the teacher takes the following actions:

- calls parents
- assigns a failing grade to the test, quiz, or assignment
- hands the matter over to the Discipline Office

Students found to be cheating may be asked to withdraw from school, suspended, placed on probation, or issued a disciplinary referral.

VIOLATIONS: Violation slips are issued for misconduct in class or for breaking school rules. Violations are issued by teachers, administrators, and staff and are filed in the Discipline Office. Three violations equal a referral. A student must serve one detention for every violation.

FOOD: Students may not eat in classrooms.

GUM: Students may not chew gum on campus at any time or during any event, including dances, assemblies, and Masses.

HALL PASSES: Students may not be out of class without an official BMHS hall pass.

WEEKDAY DETENTIONS: Detentions are scheduled daily from 2:15 p.m. until 3:15 p.m., Monday through Thursday in a specified classroom. Detention provides the student with an opportunity for personal reflection. No other activity is permitted during detention.

DETENTIONS: Detentions are given for infractions of school rules. Students are required to attend all assigned detentions. The penalty for an unexcused absence from an assigned detention is a referral. Disregard for assigned detentions may result in probation. Students are to serve the detention on or before the prescribed day noted on the violation. Detentions take precedence over activities, athletic practices, and other extra-curricular activities. Detentions will only be reassigned/rescheduled if they conflict with verified medical appointments, verified tutoring, or BMHS verified extra-curricular activities.

TEACHER ASSIGNED DETENTIONS: Individual teachers may detain students for their own detention with 24 hours notice.

REFERRALS: A referral is a serious formal reprimand and is used to correct disruptive/non-compliant behavior in and out of the classroom. Referrals must be signed by a parent and returned to the Discipline Office within three school days. A student must serve four detentions for each referral. Three violations result in a Disciplinary Referral. Three referrals may result in disciplinary probation.

PROBATION: Probation is a warning to a student that his/her behavior and/or attitude do not comport with the standard expected of a Bishop Montgomery student. While on probation, a student must abide by the terms agreed to and must satisfy the conditions set forth by the Discipline Office. Failure to do so may result in a student being placed on strict probation, the student being asked to withdraw, or in another action deemed appropriate by the school. Parents and students must sign all probation agreements.

STRICT PROBATION: Strict probation is the most serious formal reprimand a student can receive that his/her conduct and/or attitude are unacceptable. Violation of the terms of strict probation can result in the student being asked to withdraw or in expulsion. When a student is placed on strict probation, a conference with the student, the parents and the deans is required. The parents and the student must sign all probation agreements.

If a student is on probation twice during a school year, the student's enrollment status for the next school year may be denied regardless of whether or not the terms of probation are violated. A senior on probation must complete all terms of probation prior to receiving a diploma.

SUSPENSION: Suspension is imposed by the school when there is a serious infraction of rules that necessitates an investigation which can best be carried out with the student not present on campus, or when it is deemed that the student's presence is detrimental to the functioning of school. Suspended students receive a written statement explaining the nature of the infraction/investigation. Suspended students must forfeit their school ID and may not be on campus for any reason or attend school activities or classes until the issue is officially resolved. Days missed during suspension are considered excused absences. A student may be suspended for a maximum of five (5) consecutive school days per suspension. When a student is involved in a suspension from a class or from school, the parents are notified and arrangements are made for a conference with them and the appropriate school personnel. On the day a student is suspended he/she will be kept on campus during school hours or until the student leaves with his/her parent or legal guardian or other designated adult.

PROCEDURE FOR EXPULSION OR WITHDRAWAL: When a student is expelled or is asked to withdraw from school, school officials meet with the parents to communicate the school's decision. Parents may appeal the school's decision to

the Board of Discipline. The board makes a recommendation to the principal who communicates the final decision to the parents. If expulsion is required, the Department of Catholic Schools and the county or local Superintendent are notified. A student is only entitled to one Discipline Review Board during his/her four years at BMHS.

BOARD OF DISCIPLINE: If a student is expelled or is asked to withdraw from school by the Discipline Office, the parents may appeal the decision of the Discipline Office to the Board of Discipline within 48 hours of the request to withdraw. If the request is not made by the end of the 48 hours the student will be withdrawn from school. If a parent declines the appeal process within the 48 hours or thereafter then that decision will stand. The Board of Discipline is comprised of: the vice principal (who is the chairperson), the deans (non-voting members), and five faculty members (one chosen by ASB officers, one chosen by the principal, one chosen by the faculty, the student's counselor, and the student's homeroom teacher). The voting members of the board will review the case and make a recommendation to the principal whether or not to uphold the decision of the Discipline Office. The parent or legal guardian(with court documentation) and student are the only individuals allowed to enter the Discipline Board. A student is only entitled to one Discipline Review Board during his/her four years at BMHS. It is understood that any violation of the terms set forth for the student to return to BMHS will result in the immediate voluntary withdrawal of the student by the parent. The parent and student understand that the Principal's decision is final and further appeals cannot be granted.

CAUSES FOR EXPULSION OR WITHDRAWAL: A student is liable for expulsion or withdrawal from school for violation of school rules including, but not limited to, the following:

- acting, adopting or professing a moral position contrary to the Catholic philosophy of the school
- scandalous conduct in the area of morality or lifestyle when such conduct would tend to damage the reputation of the school or of the Church
- abortion
- alcohol: use, sale, distribution, possession of alcohol or being under its influence and association with and/or possession of paraphernalia near the school grounds or at school activities (see Zero Tolerance Policy)
- controlled substances: being under the influence of drugs, selling or possession of drugs, using drugs on campus or at any school related activities and association with and/or paraphernalia
- possession of dangerous weapons such as guns, knives, and any kind of blades or materials that can be used as weapons on campus or at any school related activities
- assault or battery or any threat of violence directed towards anyone off or on campus or at any school-related activity, including teachers, students, and staff whether school is in session or not
- vandalism (flagrant disregard for school property including lockers)
- willfully cutting, defacing, putting graffiti, or tagging, or otherwise damaging property real or personal belonging to the school or within the vicinity of the school
- unauthorized use of or tampering with any school computer or emergency communications systems
- trespassing on BMHS or other property (unauthorized visits to the school campus are considered trespassing)
- violations of federal, state, county, or local law
- possession or discharge of firecrackers, fireworks or explosives
- possession of materials that can be used for graffiti including, but not limited to, oil-base paint markers, felt-tip markers, spray paint, crayons
- gangs: membership in or affiliation with groups using violence or coercion.
- abuse to school personnel (to the person or to personal property) on or off campus, while school is in session or out of session; including verbal, sexual, and physical harassment
- demonstrations: encouragement/participation in illegal or unauthorized demonstrations or protests
- disobedience: continued and willful disregard for school policies
- disruption of school activities or other willful defiance of valid authority of supervisors, teachers, or administrators
- open defiance of the authority of an administrator, teacher, or staff member
- theft or possession of stolen property, accessory to such behavior
- harassment and hazing
- conduct at assemblies, games, or dances which could cause injury to oneself or others
- failure to disclose prior knowledge to school authorities regarding an impending situation that threatens the safety or security of a student or school personnel or that may result in damage to the school or reputation of the school
- absences: excessive absences from school
- being the means by which violence comes to campus/school events
- association with any person or group that poses any kind of threat to the school community
- unauthorized student Internet web sites
- scandalous, illegal or immoral conduct on or off-campus at any time while student is enrolled in the school

In determining disciplinary actions, school authorities review the student's overall record. However, certain serious disciplinary infractions warrant immediate withdrawal/expulsion from school regardless of previous school records.

STUDENT THREATS

All student threats (verbal, written, electronic or graphic) to inflict serious harm to self or others shall be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal or his/her delegate. The school should enlist the aid of the local police department in investigating and assessing all threats.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately. The student who has made the threat, shall be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis.

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

UNAUTHORIZED STUDENT INTERNET WEB SITES

It is unacceptable to use the Bishop Montgomery name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion.

CAUSES FOR DISCIPLINARY ACTION: In addition to the above, the following actions may be cause for referral, probation, suspension, withdrawal, or expulsion:

- disrespect, disobedience, or lying to any properly designated adult serving in a position of authority in school or at school related activities
- profanity
- fighting
- throwing food items
- leaving campus without permission
- smoking or possession of tobacco or related paraphernalia at school, school related events or within the vicinity of school.
- truancy and unexcused absence from class
- cheating
- forging or using forged notes or excuses
- encouragement of demonstrations not authorized by the school
- flagrant disregard for dress code
- submitting any item for a school publication deemed inappropriate by school officials
- possession, circulation or distribution on the school premises or at a school related activity of the following: any advertisement, announcement, invitation, bulletin, literature, pornography, or any other publications not approved by the school
- unauthorized presence in restricted areas of the school campus or areas off campus designated by the school
- being in the parking lot without authorized permission during school hours
- misconduct on buses (students being transported to and from school or school related events on buses are subject to the authority of the bus driver, chaperon, or school personnel. Misconduct or refusal to obey the driver may be cause for disciplinary action.)
- violation of CAA, CIF or school guidelines for behavior at athletic events
- trespassing on the campus outside of school hours
- use or display of pager, cellular phones, radios, CDs, tape decks, etc., during school hours, on campus or at school events (use of cell phones in the classrooms or buildings regardless of the time of day)
- failure to present current school ID to any school official upon request at school or school related functions
- littering
- being out of class without permission
- inappropriate or disrespectful conduct at assemblies
- excessive noise coming from motor vehicle
- unsafe driving on campus or in the vicinity of the school, including speeding, unsafe transporting of students, and uncooperative driving. Students are not allowed to have unrestrained passengers in the back of a truck.
- excessive tardiness
- disregard for assigned detentions
- possession and/or use of laser pointers
- violation of computer user contract (modifying existing program, adding new programs, copying programs, violating posted lab regulations)
- Gambling on school grounds or within the vicinity of the school
- Student/Parents will be held responsible for inappropriate internet postings about the BMHS community

GANG RELATED ISSUES: The mission of Catholic education is to guide students in all areas of their lives. Consequently, the school must respond to the prevalent issues in society. Unfortunately, at this time society is struggling with the problem of gangs and gang activity. It is the duty of the school to maintain a safe environment in order to ensure the educational process for all students. Gang activity and behavior that imitates gang culture, values, and mannerisms (such as dress, tags, graffiti-style writing, signs, hair styles) mitigate against the school climate. Therefore, the school will not tolerate any gang membership, affiliation, involvement or behavior construed to be supportive of gangs or gang activity. Any such affiliation, activity, or supportive behavior expressed by a student in word, action, or physical appearance may be cause for

expulsion or withdrawal from the school. The administration and the school reserves the right to determine the definition of gang affiliation, activity or supportive behavior.

SYMBOLS, WORDS, SLOGANS, OR GRAPHICS: Students are prohibited from displaying symbols, words, slogans or graphics deemed by the school administration to be inappropriate, inflammatory or derogatory.

CONFISCATION OF STUDENT PROPERTY: Teachers have the right to confiscate notes, papers of the student, notebooks, pagers, cellular phones, or other such items if such items are interfering with the learning process or are not permitted by school policy. Teachers may confiscate books or other articles from a student if the student is using them in a way that distracts from the learning process (such as doing homework/classwork from another class). Pagers and cellular phones will only be returned to the parents.

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

School officials do not need a warrant to conduct a search of the student and/or the school's property a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school administrator conducts a search of a student's person or personal effects, an adult witness should be present. Students do not own their lockers or other school property. Lockers are made available to the student by the school. The students have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

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

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

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

CANINE DETECTION SERVICE: Bishop Montgomery High School is committed to providing its students, faculty, and staff with a learning environment and workplace free of drugs, alcohol, and weapons as well as the violence that often accompanies such things. To this end, Bishop Montgomery High School has contracted the services of canine detection, a private non-police affiliated company to assist us in protecting the campus, the vicinity of the school, and venues at which off campus events are held. Canines are trained in the detection of the following odors:

1. Illegal Drugs (marijuana, heroin, cocaine, opium, etc.)
2. Over-the-counter and prescription drugs
3. Alcoholic beverages
4. Gunpowder (fireworks, ammunition, firearms, etc.)
5. Residual odor (where one of the above was previously present)

The company will make unannounced visits to our campus. A handler and a canine along with an administrator will proceed through the halls and the parking lot. The canines are trained to detect contraband in lockers and in cars. When they "alert" on a locker, a search will be conducted immediately. The student who uses the locker will be brought to the office and questioned. A limited search of the student's pockets and possessions will be conducted. When they "alert" on a car, the student to whom the car is registered will be summoned to open it for a search. The student will then be taken to the Deans' Office where a limited search will be conducted. In both cases the parents will be called.

Classrooms will be searched at random. When a room has been selected for search, the administrator will ask the teacher to take the class to a location where the students will wait while the search is being conducted. If the canine "alerts" on a bag, the handler will conduct a search of the contents immediately. If the search yields contraband, the bag will be taken to the Deans' Office. When the class has returned to the room, the administrator will ask the teacher to bring the student to the door and the student will then be taken to the office. There the student will be questioned and a limited search will be conducted. The parents will be called.

At no time will the canines be used to detect contraband on a student's person. The school will make every effort to protect the dignity of a student suspected of possessing contraband.

Please note that all students carrying medication with them on campus must complete a "Request For Medication To Be Taken During School Hours " form and return it to the Attendance Office.

MEDICATION ON-CAMPUS

Any student who must take medication, BOTH PRESCRIPTION AND OVER-THE-COUNTER, during school must first complete a "Request for Medication" form and turn it in to the Attendance Office.

All medication must be left in the Attendance Office, unless other specific arrangements have been approved by a dean, in its original packaging, marked with the student's name, the name of the prescription, and instructions for use.

It is important to understand that most medications (both prescription and over-the-counter) are detectable by the school's contraband canines. To avoid the possibility of embarrassment that "detection" might cause, the school Administration insists that parents comply with this policy. **ALL NON-DOCUMENTED MEDICATION WILL BE CONFISCATED UNTIL A "REQUEST" FORM IS RECEIVED BY THE ATTENDANCE OFFICE**

GENERAL SCHOOL REGULATIONS

MARRIED STUDENTS: Central to the philosophy of Bishop Montgomery High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries may not be allowed to attend Bishop Montgomery High School. The principal is expected to confer with the Regional Supervisor before making any final decision.

STUDENTS NO LONGER LIVING WITH THEIR PARENT/GUARDIAN: Central to the philosophy of Bishop Montgomery High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend Bishop Montgomery High School. The principal is expected to confer with the Regional Supervisor before making any final decision.

18 YEAR OLD STUDENTS: All school regulations apply to students who are 18 years of age or older as long as they are enrolled in the school.

CUSTODY OF MINORS: The person who has the custody of a student at the time of registration must explicitly inform the school in the case of a change in custodial care. It is also the responsibility of the custodial parent to inform the school of any court-ordered restrictions regarding access to the student by a non-custodial parent. The school reserves the right to request proof of guardianship.

PARENTAL ATTITUDE/COOPERATION: For the school to be effective with the student it is essential that a spirit of cooperation, trust, and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies and procedures developed and enforced by BMHS.

It may sometimes happen that a family cannot be supportive of the school and its philosophy, policies and procedures. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

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

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

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

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

required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

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

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

ACTIONS OF PARENTS, GUARDIANS, OR OTHER PERSONS: Every parent, guardian, or other person who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code 44811).

If the teacher is "insulted or abused" by any person in the presence of other school personnel on school premises, on public ways adjacent to the school, or at another place where the teacher is assigned, that person is also guilty of a misdemeanor (Education Code 44812).

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in any school may be impossible.

RIGHTS OF NON-CUSTODIAL PARENTS: A parent who does not have custody of a student but has visitation rights may have access to grades, transcripts, student records and may visit a student while at school unless the custodial parent has furnished the school with a legal order to the contrary.

CONTROVERSIAL ISSUES: Controversial issues are topics about which there are definite but differing opinions among theologians, scientists, and sociologists. When dealing with controversial issues, students are expected to discuss such issues in an atmosphere of mutual respect and always guided by the teachings of the Catholic Church. The school reserves the right to limit the expression of opinion that contradicts the Church's teachings.

WRITTEN AND VERBAL CONFIDENCES:

Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

ADDRESSING TEACHERS: To maintain a proper teacher/student relationship, students must address their teachers using formal forms of address: Mr., Mrs., Miss, etc. They may not address teachers by their first names.

BULLETIN BOARDS AND POSTERS: the activities director, athletic directors, or the director of campus ministry must authorize Notices of any kind. Materials may only be posted in designated areas such as bulletin boards and other approved areas with the prior authorization of the activities director, athletic directors or campus minister.

CAMPUS ACCESS: The only authorized campus entry or exit is from Torrance Boulevard.

DELIVERIES: The school does not accept deliveries, such as flowers, balloons, gifts, etc., intended for students.

BEVERAGE CONTAINERS AT SCHOOL: Students are not permitted to have glass beverage containers (glass bottles with screw or snap lids or caps) on campus during school hours. These may only be consumed in designated lunch areas and may not be brought into school buildings. **ABSOLUTELY NO BEVERAGES OF ANY KIND ARE ALLOWED IN SCHOOL BUILDINGS OR CLASSROOMS.** Beverages in manufacture-sealed cans or cartons may be brought from home, left in locker, and consumed in designated lunch areas only.

LOCKERS: At the beginning of the school year, a locker is assigned to each student. Lockers are the property of the school and their use is a privilege granted to the student. Students may not change lockers or use another student's locker without permission of the Discipline Office. Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on the lockers. Students are held responsible for all contents and any damage and defacing of their lockers. Locks for all hall and PE lockers (which are assigned through the PE department or athletic department) are purchased from the BMHS bookstore. Incoming students are required to purchase heavy-duty "Master" locks from the BMHS bookstore and

other students are encouraged to use the heavy-duty locks to prevent theft. Only school locks are permitted on hall and PE lockers. All others will be removed.

LIBRARY: Library hours are from 7:30 a.m. to 4:00 p.m. daily. When checking out library materials students MUST have their current ID cards. Food and drink are not allowed in the library at any time. Students are responsible for the materials they use in the library. Parents will be billed for damaged or lost library materials.

LUNCH AREA: Students are to eat lunch in the specified areas. Students are not permitted in the hallways, in the parking lots, on the front lawns, or the athletic fields during the lunch period. Students are to use the restrooms by the track and weight room during the lunch period. Students are responsible for cleaning up and using trashcans. Students may not have off-campus visitors during lunch. Students may not leave campus during lunch. However, seniors may petition for the privilege of eating off-campus. Once granted, seniors are to show their current BMHS ID card and lunch pass to the teacher at the front gate when leaving and re-entering campus.

PARKING: All vehicles parked on campus must be registered with the Activities Office and must have a parking permit. Parking permits are purchased in the bookstore and must be displayed at all times. Proof of insurance is required in order to purchase a parking permit. Specific parking spaces are assigned by class beginning with seniors. Vehicles may not park in unmarked spaces or in another student's space. Maximum speed on campus is 5 mph. Violation of these rules will result in fines and/or disciplinary action including revoking of parking /driving privileges on campus. All parking violations shall be subject to a minimum of a \$10 fine for the first offense, \$25 for the second offense and \$50 for the third offense. Upon the fourth violation the student's parking privilege will be revoked for the year. The parking fee will not be refunded. Non-registered vehicles, which are parked on campus, will be towed at the owner's expense. Students are not allowed in the parking lot during school hours without a car pass, which is only available in the Attendance Office. Lost parking tags must be replaced through the Activities Office. New tags are \$10 each.

PUBLICATIONS: The principal of the school is the publisher of all authorized school publications and has legal responsibility for the content of publications such as the yearbook and the school newspaper. No publication (pamphlet, flyer, or other written notices) may be circulated without the expressed permission of the principal or her designee. Copyright laws must be observed. The principal appoints a moderator for each publication and the moderator according to the following guidelines reviews all published material:

1. There is a clear understanding of the purpose of the publication and the limitations on the authority of the editor.
2. Topics are to be treated in a way that is tactful, respectful of the rights and feeling of others, in good taste, and is constructive.
3. Personal attacks are to be avoided.
4. Material contrary to Catholic teaching is not permitted.
5. The facts of a story are validated before publication.

SENIOR CLASS TRIP: BMHS does not sponsor, condone, or accept responsibility for trips, cruises, or excursions not sanctioned by the school. There may be a current trip that may be disguised as a BMHS "Senior Trip." BMHS has nothing to do with organizing, sponsoring, or chaperoning any senior trip. Any student distributing fliers that advertise these trips will be reprimanded.

RENTAL OF HOTEL ROOMS OR OTHER FACILITIES: The school does not permit the renting of hotel rooms or other facilities for students' use for activities before or after Bishop Montgomery dances, athletic events, or school-related activities. The school does not assume responsibility or liability for damages, loss of property, or injury caused when students or their parents incur such rental agreements.

ROLLERSKATES AND SKATEBOARDS: Rollerskates and skateboards are not to be ridden on campus.

TELEPHONES: Students may not use the school telephones for personal use. Public pay phones in the gym area are provided for personal calls. Students must have a phone pass to use phones outside the first building. Passes will be issued only at break and lunchtime from the Attendance Office.

CELL PHONES: Students must keep cell phones in lockers during school hours 7:45 – 3:00pm. Students may not use cell phones during the school day 7:45 – 3:00pm. Cell phones should be kept in the off position. Cell phone use is prohibited in all buildings and classrooms regardless of the time of day.

Electronic Communications Policy

1. Systems, Devices and Materials

- a. **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- b. **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.

- c. **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. **Electronic Communications Systems, Devices and Materials and Users Covered**

- a. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. **Ownership and Control of Communications**

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. **Guidelines for E-mail correspondence and other electronic communications**

- a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.

- b. E-mail and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. Prohibited Practices:

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

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- c. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.

- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

MESSAGES: We encourage parents to take care of all business with students before school begins. We **DO NOT** provide a message service to the classroom. Delivery of messages only serves to interrupt the educational environment. Therefore, messages are only delivered in the case of an emergency and when permission by the deans has been given. No student is called to the telephone except in an emergency. The office staff does not take messages for students.

TRANSPORTATION TO OFF-CAMPUS EVENTS: The school arranges transportation in chartered vehicles for most athletic teams and a limited number of activities during the year. Students are expected to travel in the chartered vehicle to and from the event unless a moderator, supervisor, or coach has released the student directly to a parent/guardian. There is a form for early dismissal from games in the front office. Students traveling on a school-arranged trip must have the appropriate Request for Participation form completed.

USE OF SCHOOL FACILITIES AND EQUIPMENT: Permission to use the school facilities and equipment is granted by the principal or her designee. Facilities and equipment are primarily for the benefit of the students. Policies regarding the use of facilities and equipment are on file in the Principal's Office.

VISITORS: Since Bishop Montgomery is a closed campus, students are not allowed to bring visitors to school. Any exception must be pre-arranged by the deans. Parents/guardians wishing to speak to their student must check in with the Main Office. Parents wishing to speak to school personnel are expected to make an appointment.

HEALTH AND SAFETY

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

Students involved with a pregnancy have new obligations and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status, especially in terms of activities and priorities in the school. The pregnant student should care for herself as a mother-to-be, and the father-to-be should respond with care and support for the mother and child.

To insure the best interests of the student(s), parents and the school community, the school administrators will implement certain procedures.

When school personnel learn of a student pregnancy, the principal must meet with the pregnant student and both parents and/or guardians.

The student must be required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. Additionally, the student will be referred to her pastor for advice and counseling.

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

The school will assist the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program recommended by Catholic Social Services. If the pregnant student chooses to remain in school, she will be allowed to participate in all activities to the extent that her condition and the good of the school may permit. **The student must provide the school with a statement from her physician attesting to her participation in all school activities.** The principal, in consultation with the regional supervisor, and, in the case of parish schools, the pastor, will review all aspects of each case and make a determination based upon its unique circumstances.

If the student desires to return to school after the birth of the child, the school will facilitate her re-enrollment.

The condition of pregnancy will not exclude the student from participating in the public graduation ceremony. However, the principal, in consultation with the regional supervisor, and, in the case of parish schools, the pastor, will determine whether or not special circumstances may necessitate pursuing alternative action.

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

ABORTION: The teaching of the Catholic Church is clear regarding the right to life of all human beings, and the reverence and respect owed to each person including those conceived and not yet born. Abortion disregards innocent human life is incompatible with and contradictory to the fundamental teaching of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, this action is also cause for the son or daughter of that parent or guardian to be dismissed from school.

FIRST AID: Basic first aid supplies are available in the Attendance Office. If the situation warrants further attention, parents and possibly an EMT will be notified.

HEALTH RECORDS: Updated health and inoculation records are state requirements and must be on file for each student. A student having incomplete health records may be suspended from school until the matter is cleared.

INSURANCE: The Student Accident Insurance Program is provided for all students in archdiocesan/parish secondary schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to and from school, or while participating in a solely school-sponsored activity.

AIDS POLICY: The archdiocese of Los Angeles has accepted the United States Bishops' statement, "The Many Faces Of AIDS: A Gospel Response" as adapted for use within the archdiocese. This document states:

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

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

The schools will undertake an educational effort to inform staff, students, and parents about AIDS. This educational effort will inform persons concerning the nature of HIV infection, including how it is and is not spread, according to current scientific evidence; school policy and procedures related to students with diseases such as HIV infection; resources for obtaining additional information or assistance; and procedures to prevent spread of all communicable diseases at the school.

COMMUNICABLE DISEASE: A student who has been absent from school because of a reported communicable disease must have a permit issued by an appropriate health authority before being allowed to return to school.

EMERGENCY INFORMATION FORM: Emergency information forms and emergency release forms must be kept current for each student. They are kept on file in the Attendance Office. Please inform the Attendance Office when your son/daughter will be left under supervision of another adult in your absence.

EMERGENCY PROCEDURES: A copy of earthquake and emergency procedures is available upon request in the Discipline Office.

DISASTER DRILLS: Disaster drills (for fire, earthquake, etc.) are conducted once each semester. A building disaster plan is on file in the Discipline Office.

STUDENT ILLNESS/ACCIDENT PROCEDURE: Before filing the report of the accident, record the date of the issuance of a claim form. If the claim is made for an accident not occurring on school grounds, an account of the accident should also be written and filed.

Each school must establish a procedure to be followed in case of illness or an accident affecting a student. Usual illness or accidents occurring at school must be reported immediately to the school office. A written report of the circumstances and witness should be made and filed.

A complete and current emergency card is to be available for each student so that if he/she becomes ill or meets with an accident the parent or guardian can be contacted immediately.

STUDENTS ON CAMPUS: Except for students involved in supervised activities, the only authorized time for students to be on campus is 7:30 a.m. to 3:30 p.m. Failure to abide by this rule may result in disciplinary action. Due to liability issues, chronic violators may be asked to withdraw from school.

SUPERVISION AFTER HOURS: The school does not provide supervision outside of school hours (7:30 a.m. - 3:30 p.m.). Therefore, students should not arrive on campus before 7:30 a.m. and parents should arrange for their return transportation by 3:30 p.m. Students in any supervised activity must be picked-up at its immediate conclusion. Failure to comply with this policy may result in a request for the student to withdrawal from school or in restriction of participation in future activities as determined by the administration. The only supervised drop off or pick up area during school hours is the BMHS campus.

Students may not leave campus during school hours for any reason. Any exceptions require the permission of the parents and deans. All legal and insurance requirements must be met. Students are not released to strangers or callers without parental consent. This does not apply to release of students to a peace officer.

STUDENT NON-DISCRIMINATION POLICY(Students with disabilities)

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

As a Catholic school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal.

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

DISABILITY DISCRIMINATION COMPLAINT AND REVIEW PROCESS FOR STUDENTS AND THEIR PARENTS OR GUARDIANS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a students physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination or retaliation in any form. You should use the Complaint and Review Process when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

INITIAL COMPLAINT PROCESS:

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.

2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School, in writing, within 15 days of the event which is the subject of your complaint. You should also send your complaint to the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:

Archdiocesan Compliance Officer
Department of Catholic Schools
3424 Wilshire Blvd.
Los Angeles, Ca, 90010

If you do not submit a written complaint to the Principal of the School within the 15 day period it will be considered untimely.

3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision within 20 days of submission of your written complaint.

REVIEW LEVEL:

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review. The request for review must be submitted within ten (10) days of the Principal's written decision or it will be considered untimely. The request for review must be sent to the Supervisor at the Department of Catholic Schools assigned to this School. The Supervisor can be reached at: 213-637-7313. The School Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.
2. The School Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set within 10 to 15 days after receipt of your request for review, giving consideration to the schedules of all persons involved.

At the Review Hearing:

1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
2. The reviewer(s) interview(s) other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within 10 days of the hearing.

Your participation in this Complaint and Review Process does not prevent you from making a complaint to an applicable government agency. For complaints about discrimination, you can go to:

U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights

http://www.ascr.usda.gov/complaint_filing.html

The addresses of the government offices closest to you can be found in the front of your telephone book.

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your disabled child needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or the Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

COMPLAINT AND REVIEW PROCESS:

INTRODUCTION: Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.

PURPOSE: The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process.

Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

PERSONAL CONDUCT: All those participating in the Complaint Review Process are responsible to:

- Strive toward reconciliation
- Act in good faith

DEFINITIONS: The person referred to as the responsible official in the process is the person designated by the archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the principal of the school and/or the pastor of the parish.

PROCESS: The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved. The responsible official reviews the facts presented and facilitates a thorough discussion of the problem. The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought. Copies of this written complaint are sent to the responsible official and the regional supervisor of the Department of Catholic Schools. The region supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties. However, if no agreement can be reached, the regional supervisor makes a determination concerning the resolution of the complaint based on the application of Archdiocesan and school policies and/or regulations. The regional supervisor will then communicate the final determination to all parties. There is no appeal beyond the regional supervisor.

GRIEVANCE PROCEDURE: A grievance procedure is available to parents of any Bishop Montgomery student. Only parents may initiate a grievance. Information may be obtained from the principal's secretary.

SEXUAL MISCONDUCT POLICY:

SEXUAL MISCONDUCT ARISING IN A MINISTERIAL RELATIONSHIP

A ministerial relationship is one in which a person is receiving pastoral care from a church leader. Whenever a person begins a relationship with any person in his or her capacity as a church official or leader, a ministerial relationship is created.

This applies to:

- clergy (bishops, priests, and deacons);
- members of religious communities (priests, brothers, sisters);
- lay ministers, lay pastoral associates, youth ministers, and liturgical ministers;
- spiritual directors and pastoral counselors;
- school personnel;
- seminary faculty, staff, and administrators;
- religious education teachers, church camp counselors, choir directors, coaches, etc.

THE NATURE OF SEXUAL MISCONDUCT

Sexual misconduct is a general term that includes sexual harassment, sexual exploitation, and sexual abuse.

SEXUAL ABUSE ARISING FROM THE MINISTERIAL RELATIONSHIP

While ministry is never about sexual contact, sexualized contact or sexualized behavior may arise within a ministerial relationship. In our Catholic faith, this is never acceptable in a pastoral relationship with a parishioner, employee, students, spiritual director, counseling client, or anyone who has sought the church's ministry.

SEXUAL HARASSMENT

Sexual harassment is unwanted sexualized conduct or language between co-workers in the church setting. Although difficult to define precisely, sexual harassment may include, but is not limited to the following:

- making unsolicited sexual advances and propositions;
- using sexually degrading words to describe an individual or an individual's body;
- telling inappropriate or sexually related jokes;
- retaliating against the co-worker who refuses sexual advances;
- offering favor or employment benefits, such as promotions, favorable performance evaluations, favorably assigned duties or shifts, recommendations, etc. in exchange for sexual favors.

SEXUAL EXPLOITATION

Sexual exploitation is the sexual contact between a church leader and a person who is receiving pastoral care from the church leader.

SEXUAL ABUSE

Sexual abuse is sexual contact between a church leader and a minor or a "vulnerable adult" as defined by law.

PHYSICAL CONTACT

Either sexual exploitation or sexual abuse can include physical contact from the church leader such as:

- sexual touching or other intrusive touching (i.e., tickling, wrestling, or other physical contact) that causes uneasiness or discomfort to the one touched;
- inappropriate gifts (such as lingerie);
- a prolonged hug when a brief hug is customary behavior;
- kissing on the lips when a kiss on the cheek would be appropriate;
- showing sexually suggestive objects or pornography;
- sexual intercourse, anal or oral sex.

VERBAL BEHAVIOR

Sexual exploitation or sexual abuse can also include verbal behavior such as:

- innuendo or sexual talk;
- suggestive comments;
- tales of sexual exploits, experience, or conflicts;
- making sexual propositions.

FACTORS THAT MIGHT LEAD TO SEXUAL MISCONDUCT IN A MINISTERIAL SETTING

It is a common dynamic in ministry for some to feel attracted to those in church leadership positions, or to feel flattered by his or her attention. This never excuses any form of sexual misconduct. Clergy or other church leaders who engage in any form of sexual misconduct are violating the ministerial relationship, misusing their authority and power, and are taking advantage of the vulnerability of those who are seeking spiritual guidance.

Because of the respect and even reverence with which many people seek help from the Church's ministries, there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances there is an absence of meaningful consent to any sexual activity, even if the person is an adult. This imbalance of power makes it never okay. It is the responsibility of the Church leader to maintain appropriate emotional and sexual boundaries with those with whom they work or serve.

IMPACT OF MINISTERIAL SEXUAL MISCONDUCT ON ITS VICTIMS

Victims of ministerial sexual misconduct frequently feel deep shame or self-condemnation. They may fear not being believed or fear being blamed by church officials or members. Many times they may not even realize that the way they were treated was abusive. Sadly, victims can experience a crisis of faith and even leave the Church altogether.

RESPONSE TO COMPLAINTS OF SEXUAL MISCONDUCT

HOW COMPLAINTS OR ALLEGATIONS OF SEXUAL MISCONDUCT ARE HANDLED BY THE ARCHDIOCESE OF LOS ANGELES

The Archdiocese treats all complaints of sexual misconduct seriously and deals with such allegations in a prompt, confidential, and thorough manner with compassion and consideration for all those involved.

- A complaint against an Archdiocesan priest or deacon, Catholic school personnel, or other Archdiocesan employee may be initiated in writing or by telephoning the Assistance Ministry Coordinator at (800) 355-2545.
- Complaints against religious order priests or women religious are made to their own religious superior. The Archdiocesan Assistance Ministry Coordinator is able to assist directing such a complaint to the proper authority.
- Complaints against parish employees or volunteers may be directed to the pastor or associate pastor of the parish in question.

COMPLAINTS LODGED AGAINST A MEMBER OF THE CLERGY (I.E., BISHOPS, PRIESTS, AND DEACONS)

When a member of the clergy is accused, a team (including the Assistance Ministry Coordinator, the Vicar for the Clergy, and a special fact-finder known as an Auditor) responds promptly to the complaint. In dealing with these, the Archdiocese will:

- make every effort to act in a way that protects people from being harmed, including relieving an accused priest or deacon from ministerial duties if there is sufficient evidence to support the allegations;
- comply with all civil reporting mandates governing sexual abuse;
- strive impartially to determine the facts and circumstances as accurately as possible;
- offer victims and their families assistance in obtaining psychological counseling and spiritual directions;
- deal as openly as possible with members of the parish community while respecting the privacy of the individuals involved and in accordance with Church law governing such situations.

PREVENTING SEXUAL MISCONDUCT WHAT IS BEING DONE TO PREVENT SEXUAL MISCONDUCT IN THE CHURCH

Every effort is made to assure that all persons ministering in the Archdiocese are aware of and will abide by the policies prohibiting sexual harassment, exploitation or abuse, and of the procedures for dealing with incidents of sexual misconduct.

School personnel are screened for their ability to work safely with children, are provided information to help recognize and deal with issues of child sexual abuse, and are offered guidance and instruction on appropriate professional conduct with students.

All seminarians and candidates for the diaconate go through an extensive evaluation and psychological assessment before entering formation. After ordination, priests and deacons receive ongoing training on maintaining the integrity of the ministerial relationship.

Every person has the right to be respected and treated with dignity befitting a child of God. Every person has the right to have appropriate boundaries respected. Every person has the right to challenge any behavior or comment that is offensive or inappropriate. It is the responsibility of everyone to protect the safety of children, families, women and men, and to promote healing where there is injury with firm justice and mercy toward all.

HARASSMENT POLICY

Bishop Montgomery is committed to provide a learning environment that is free from harassment of any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will 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. Persons found to have filed false or frivolous charges will be subject to disciplinary action up to and including expulsion. Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking of another's movements; or any intimidating interference with normal work or movement

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures

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

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

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

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

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

BULLYING is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

HAZING is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person. No student may engage in hazing or commit any act that injures, degrades, humiliates, or disgraces or tends to injure, degrade, humiliate, or disgrace any person attending the school.

The school will:

1. Implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, humiliation, hazing or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, humiliating or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination, hazing or harassment to school authorities.
5. Discontinue that conduct immediately if informed he or she is perceived as engaging in discriminatory, intimidating, humiliating, harassing or unwelcome conduct.

COMPLAINT FILING AND INVESTIGATION PROCEDURES:

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

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

DRESS CODE

Our entire dress code is based upon modesty, neatness, cleanliness, and good taste. Uniform regulations are to be observed while at school or at any school function, including field trips, unless the Discipline Office gives specific regulations differing from those listed below. School authorities reserve the right to determine whether a style of dress, make-up or accessories or a style or length of hair is appropriate and in keeping with the philosophy of Bishop Montgomery High School. Admission to class can be denied because of any violation of the uniform or dress codes, including hair styles. Any student not observing the uniform or hair regulations will be detained in the Discipline Office and every attempt will be made to notify parents. Violations or referrals will be issued for non-compliance with uniform and hair codes. Parent conferences and probationary status will be arranged for continued non-compliance of uniform infraction(s).

The wearing of professional/college athletic team hats, jackets, and sweatshirts is currently identified in society as being associated with gangs. We believe that the wearing of such attire poses a safety threat to the wearer and his/her companions. Therefore, Bishop Montgomery High School prohibits the student body from wearing jackets, caps, sweatshirts, and tee shirts with professional/college logos. This restriction applies to all Bishop Montgomery functions, at all times, both on or off the campus.

BMHS UNIFORM: Bishop Montgomery is committed to a uniform. Uniform items may only be purchased from Norman's Uniform Company (310 832-8342).

BOYS' & GIRLS' UNIFORM:

- pants: black twill
- walking shorts: black twill
- shirts/blouses: white oxford, short sleeve or long sleeve, with BMHS logo
- polo shirt: white/grey knit, short sleeve or long sleeve, with BMHS logo
- vest: black/grey with BMHS logo
- jackets: (these are the only three options) windshirt (black) or polar fleece (grey or black) jacket or zippered jacket (black) with BMHS logo

FOOTWEAR: Athletic shoes, dress, or casual shoe with closed toe and heel are allowed. Shoes and matching solid color black or white socks or stockings are to be worn at all times. Socks must be at least two inches above the shoe. Any non-athletic shoe that extends above the ankle is considered a boot e.g. military boots, construction boots. Boots are prohibited.

OUTERWEAR OPTIONS: Only the following may be worn:

- official Bishop Montgomery sweatshirt (black, white, gray, gold) may be worn over a uniform shirt (see above).
- Jackets: Any official BMHS jacket is acceptable (e.g., lettermen jacket). All jackets must be worn over a regulation shirt (see above).

ACCESSORIES/HAIR/MAKE-UP:

- Undershirts may be worn under uniform shirts and must be solid white (free of graffiti/logos, etc.). May be short or long sleeve or turtleneck.
- Earrings: Girls may wear two pairs of a moderate-style earring - two earrings on each earlobe only. Hoop earrings may not be more than one inch in diameter. Earrings and spacers are prohibited for boys.
- Hair: Styles for both males and females should be moderate and reflect neatness and good grooming. Exaggerated styles and colors are not permitted. Boys hair may extend to mid ear, must cut above the eyebrow and must cut above the shirt collar. Extreme or "faddish" hairstyles are not permitted. Excessive bleaching, dying, and/or rinses to lighten or darken hair are not permitted. No ponytails are permitted for males. Mohawk style haircuts, shaved initials, numbers, or designs are deemed exaggerated and are therefore not allowed. Boys must be clean-shaven (no beards). If a student has a mustache it must be well groomed and may not extend past the upper lip. Sideburns should not extend below the earlobe.
- Make-up and nail polish must be moderate. The school reserves the right to interpret the meaning of the word moderate, and may ask a student to comply with request of school officials.

PROHIBITED: prohibited items include, but are not limited to the following:

- Any ill-fitting item of clothing such as pants shorts, blouses, skirts, jackets, and/or BMHS sweatshirts that are too tight, oversized, baggy, too short, or very long.
- Any non-BMHS sweatshirt, including hooded zippered fleece sweatshirts or any other solid-colored sweatshirt. This also includes sweatshirts worn under regulation jackets or shirts. Such items may be confiscated.
- Any denim, flannel, or heavy wool shirt, even if it is worn as an overshirt/jacket.
- T-shirts worn as an outer garment
- Undershirts displaying graphics, logos, emblems, or printing
- Long underwear (if visible under skirt/shirt/shorts)
- Frayed and/or faded clothing
- Leggings and stirrup pants (or any other knit shorts or pants)
- Tights/stockings of any kind including footless tights
- Boots/uggs
- Bike shorts/spandex pants
- Sweatpants and sweatsuits
- Levi or denim jackets
- Backpacks with graphics /logos, emblems or printing
- Tattoos
- Body piercing other than ears
- Uneven pant leg
- Hooded sweatshirts may not be worn during the school day
- Watchcaps are not allowed during the school day or at any school related event
- Any item of clothing with a hood for any school sponsored activity

MISCELLANEOUS:

- Uniform items are not to be tampered with other than normal alterations
- Waistband must be worn at the waist

EXTRACURRICULAR ACTIVITIES AND ATHLETIC EVENTS: Attire with professional/college logos or gang attire is not allowed. The school's standards of modesty and good taste will prevail. A student may be denied entry to the activity with disciplinary consequences if not dressed appropriately.

BANQUET, GRADUATION, AND STUDENT "DRESS-UP" DAYS: Throughout the school year, classes or individuals may be granted a privilege of having a dress up day on which students dress in a business style. Attire for both males and females should fit properly and reflect modesty and good taste. This dress code is also to be adhered to by all students attending any BMHS banquet (including athletic and awards banquets), brunch, etc. **Students may not wear denim on dress up days.**

Gentlemen: necktie, dress shirt (may or may not have a button-down collar) or mandarin collar shirt, dress slacks, dress shoes and socks. Dress/sports coats are acceptable. No earrings are permitted at any time. Gentlemen must be clean-shaven. If a student has a mustache it must be well groomed and may not extend past the upper lip.

Ladies: Dresses should have sleeves, which cover the shoulder (strapless or sleeveless dresses are not acceptable), have a solid back, and be business length. Dressy pant outfits are acceptable. Dress shoes (closed heel or with back strap). High heels are acceptable, but are not recommended for school days. Dock Martin or combat-type boots are unacceptable. Business suits/jackets are acceptable. One pair of earrings may be worn.

Athletic Dress: Students participating in athletic events must wear school uniform, athletic dress or appropriate team attire.

DRESS CODE FOR BMHS SPONSORED CO-CURRICULAR ACTIVITIES: All students are expected to adhere to BMHS' standards of modesty and good taste when dressing for a BMHS sponsored co-curricular activity. Students who choose to deviate from the following guidelines and/or present themselves in attire deemed immodest and unacceptable by the Administration will not be admitted to the event.

Items prohibited include, but are not limited to, the following:

- excessively baggy, excessively tight fitting, or torn clothing
- hats of any kind
- sunglasses
- canvas belts
- coconut bras (Welcome Frosh Dance & Senior Luau)

Gentlemen:

- earrings
- tight fitting ribbed tank tops
- wallet chains

Ladies:

- strapless dresses and blouses including tube tops
- exposed bras and/or bra straps
- low backed or backless shirts or dresses that fall below mid back
- clothing that exposes the midriff and/or torso (including but not limited to sheer clothing items) or contains cut outs that expose the torso
- skirts, dresses or shorts that are excessively short
- display of excessive cleavage is inappropriate and unbecoming

Dress Code for Homecoming and Prom

Freshmen may not attend the Homecoming or Senior Prom dance.

Gentlemen are required to wear tuxes or suits. Ties are required unless dress shirts with a mandarin collar are worn. Gentlemen **may not** wear earrings, sunglasses, hats, gloves nor may they carry canes.

Ladies may wear two pairs of earrings but may not wear sunglasses. Fitted dresses **may not** be excessively tight. Dresses should be comfortable for dancing and sitting. The slit on the dress **may not** exceed three inches above the knee. Sleeveless and strapless dresses are permitted provided that the bodice appropriately covers the chest and back. Backless dresses **may not** fall below mid-back. Ladies are reminded that the display of excessive cleavage is inappropriate and unbecoming. **Dresses may not show a bare midriff or contain cutouts, which expose the torso.** Additionally, the dress material which covers the chest to midhigh area must be opaque not transparent (mesh or chiffon style material is not permitted in this area).

Dress shoes are required for ladies and gentlemen. The hotel requires that shoes remain on at all times while on the premises. Students' attire should be appropriate, modest and in good taste.

Please do not assume any liberties with these guidelines when you or (in the case of gentlemen with guest passes) your date purchase dress attire. All non-BMHS guests are required to conform to these guidelines. Anyone not adhering to the above stated guidelines will not be permitted to enter the dance, and will be sent home. In these cases the bid money will not be refunded. The school reserves the right to refuse admittance to any person not properly attired.

Color Day

1. Students must be in dress code (NOT a free dress day).
2. Students may wear a solid crew neck t-shirt or sweatshirt in their class color free of graphics, logos, emblems. Seniors may wear their official senior t-shirt.
3. Uniform bottoms must be worn.
4. Class color socks are acceptable.

Dress Code for Black and Gold Days

1. Students **must** be in dress code (**NOT a free dress day**).
2. Clothing may not be excessively tight or excessively baggy.
3. Shorts and overalls are not permitted.
4. The following are the only acceptable black and gold deviations from the standard BMHS dress code:
 - black, gold or white solid color crew neck or polo shirts (NO logos or graphics on any article of clothing)
 - BMHS spirit shirt
 - black, gold or white solid color crew neck sweatshirts
 - BMHS t-shirts or sweatshirts
 - black or blue jeans (Khaki shirts and pants are not acceptable)

REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS

(to be completed by parent/guardian or physician)

Student's name _____ Date _____

Name of medication _____

Purpose of medication/diagnosis _____

Prescribed dosage _____ Time schedule at school _____

Length of time medication will be necessary _____

Parent's/Physician's recommendations (check where applicable):

_____ Medication will be kept in the Attendance Office.

_____ Medication will be carried by the student.

_____ Medication may have adverse effects (explain): _____

_____ Special Instructions/Comments: _____

I request that my child be allowed to take the above medication at school according to the stated instructions and in compliance with school policy. I further understand that it is solely the responsibility of my child, and not of Bishop Montgomery High School personnel, to verify that the medication being taken is the correct medication and is being taken properly.

Parent/Guardian Signature _____
Home Phone Number _____
Emergency Phone Number _____

PARENT COPY

ACCEPTABLE USAGE POLICY FOR COMPUTERS

Bishop Montgomery High School strives to teach students how to use evolving technology as a tool to complement learning and understand its application in their lives. In pursuit of this goal, the school has installed state of the art computer hardware and software in the library and in classrooms and has provided high-speed access to the Internet. Having done so, we want our students to gain all the educational benefits made possible by these extraordinary technological innovations. It is important, however, that students realize that we will not tolerate the abuse or misuse of the expensive computer equipment we have provided for them. We regard such activity as a form of electronic vandalism. Likewise, we want them to realize that while we actively encourage them to access the internet for purposes of legitimate educational research and information gathering, we will not permit them to engage in activity that is frivolous, abusive, profane, sexually oriented or illegal. Students will be held strictly accountable for violating any of the provisions of this contract.

COMPUTER USE AND INTERNET ACCESS REGULATIONS:

Students may not...

1. Install unauthorized programs or software
2. Remove or copy programs installed by the technology coordinator
3. Recklessly or maliciously interfere with or damage computer/network resources, computer data, files, or other information
4. Use profanity, obscene language, inflammatory speech, harass or threaten individuals or classes of individuals, or make personal attacks on anyone using this resource
5. Engage in any illegal or commercial activity, vandalism, destruction or tampering using this resource
6. Reproduce, display or distribute copyrighted material, software or sound recording without permission
7. Use the computers or Internet without obtaining and displaying their ASB Card which has been registered with the Bishop Montgomery High School Department of Computer and Information Services
8. Create, read or send, personal email
9. Give anyone else's name, address, or phone number over the Internet
10. Initiate or promulgate chain letters or other types of electronic messages, subvert or obstruct a computer or network by introducing a virus, tap phone lines or other network cables, supply false or misleading information to access computer or network systems
11. Download or post to school computers any material which is illegal, proprietary, indecent, in violation of copyright laws, or damaging to the school, or the students
12. Load, view, distribute, or otherwise use the school facilities for the purpose of obtaining, forwarding, viewing, or saving indecent materials. (Knowingly uploading or downloading child pornography is a federal offense.)

PENALTIES FOR COMPUTER USE AND/OR INTERNET ACCESS VIOLATIONS:

Any user who is found to be in violation of these rules may be subject to the following:

- Suspension/termination of computer use privileges
- Official review of the violation by the Dean's Office
- Referral to civil authorities for criminal prosecution
- Other legal action including action to recover civil damages and penalties

There are multiple computers in Bishop Montgomery High School's Library/media center, computer lab, and classrooms available for student use in both instructional and less supervised settings. Some of these computers have access to a wide range of educational materials by means of computer networks or online services. As a parent/guardian of the student listed below, I understand and accept that the school staff cannot individually monitor all of the information that my student is able to access, download or transmit at these computers. I also accept that it is impossible for the school staff to completely prevent access to inappropriate or controversial materials.

My student and I have discussed this topic, read the attached acceptable usage policy, and understand that the accessing, saving or distribution of inappropriate or controversial materials will not be tolerated. The accessing, saving or distribution of such material may result in my student's loss of computer use at school and may also result in other disciplinary action by the school in accord with the policies and procedures contained in the Parent-Student Handbook.

Please complete and sign this form and return it to Bishop Montgomery High School.

_____ I give my son/daughter permission to access the school's computer network or online services and have instructed him/her to follow the posted regulations in each lab.

_____ I do not give permission to my son/daughter to use the computer to access network or online services. Since the school cannot always prevent student access to such services, I have directed my son/daughter not to access network or online services.

_____ For identified medical/health reasons, I have instructed my son/daughter not to use a computer for more than _____ hours per school day.

I release and hold the teachers, staff members, Bishop Montgomery High School, and the Archdiocese of Los Angeles harmless and not legally liable for the use of computers or for materials distributed to or acquired from the school's computers.

**BISHOP MONTGOMERY
HIGH SCHOOL
PARENT-STUDENT HANDBOOK CONTRACT
2009 - 2010**

NAME OF STUDENT: _____
(Please type or print: Last Name, First Name)

GENDER: Male _____ Female _____

GRADE: _____

FIRST PERIOD TEACHER: _____

FIRST PERIOD ROOM NUMBER _____

HOME PHONE NUMBER: () _____

FATHER/GUARDIAN WORK PHONE: () _____

MOTHER/GUARDIAN WORK PHONE: () _____

For the school to be effective with the student it is essential that a spirit of cooperation, trust and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies and procedures developed and enforced by Bishop Montgomery High School.

It may sometimes happen that a family cannot be supportive of the school and its philosophy, policies and procedures. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

We agree to abide by all rules and regulations of Bishop Montgomery High School both stated and implied. We also understand that the principal has the right to amend rules and regulations as necessary during the school year.

We, the undersigned, have read and understand the contents of this handbook. Our signature below indicates our commitment to fulfill our obligations according to the requirements of this Handbook.

DATE: _____

Parent/Guardian Signature Name Printed

Parent/Guardian Signature Name Printed

Student Signature

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