

JSERRA CATHOLIC HIGH SCHOOL

26351 Junipero Serra Road

San Juan Capistrano, CA 92675

Phone: (949) 493-9307, Fax: (949) 493-9308

www.jserra.org



Parent-Student Handbook
2024-2025

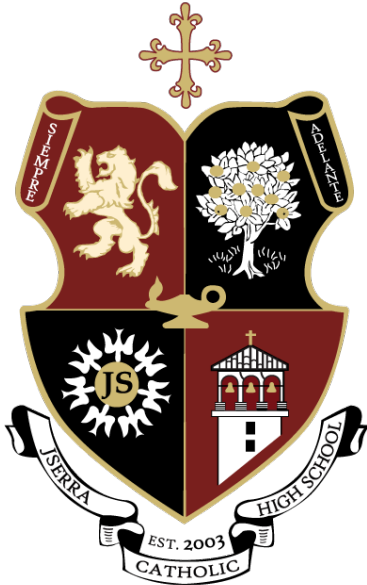
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Vice Principal of Student Formation and Leadership

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Athletic Director

ACCREDITATION

JSerra is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

NON-DISCRIMINATORY POLICY

JSerra Catholic High School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The President reserves the right at any time to interpret and/or change the policies herein.

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MISSION STATEMENT

JSerra is an independent Roman Catholic high school that encourages students to pursue personal and professional excellence in life. Guided by the teachings of the Catholic Church, we work in partnership with committed parents and inspirational teachers to form the faith, intellect, and character of our young men and women within a Christ-centered, sacrament-based learning environment.

PHILOSOPHY

The definition of key terms in our Mission Statement helps to further clarify the founding principles and core beliefs of our school.

"independent Roman Catholic high school"

JSerra is governed by a self-appointing Board of Directors. While we are not a diocesan school, the sacraments and religious education available at JSerra are offered with the complete knowledge and approval of the Bishop of the Diocese of Orange.

"pursue personal and professional excellence in life"

We maintain high standards of excellence for our students in all facets of school life. Through challenging coursework that fosters a keen work ethic and teachers who model professional dedication and personal regard for those around them, we strive to create an environment that encourages students to become the best persons God calls them to be.

"guided by the teachings of the Catholic Church"

We are deeply committed to promoting the teachings of Christ as affirmed by the apostolic tradition and divine inspiration of the Catholic Church. We also hold in deep regard other faith traditions and, as such, invite all members of our school community to participate with us in the search for truth and meaning in this world and in the next.

"partnership with committed parents"

During the teenage years, it is of paramount importance that parents and the school collaborate closely so our students are provided cohesive, unified direction by the most important adults in their lives. We firmly believe parents are the primary educators. As such, they should be active in the educational process through participation in parenting seminars, teacher conferences, lecture series, open forums with administrators, social gatherings, and Board of Directors or strategic committee positions. Indeed, the parent-school partnership is the most critical one in preparing our students for responsible adulthood.

"inspirational teachers"

All faculty and staff, both within the classroom and beyond, fulfill a teaching role as they strive to affirm the dignity of our young men and women and model for them in all circumstances the person of Jesus Christ. Our goal is for everyone at JSerra to engage our students by captivating their hearts and minds with the beauty of the Gospel in order to inspire them to become virtuous, faith-filled adults.

"faith, intellect, and character"

We believe forming our students in these essential areas results in a truly integral and dynamic Catholic education. By "faith" we imply not only a belief in the existence of God, but also a desire to know Him, love Him, and serve Him by knowing, loving, and serving others. At JSerra, "intellect" refers not only to academic knowledge, but also to wisdom. We help our students grow in the practical application of their reason based on a mature understanding of themselves and their responsibility to society. We also aim to develop each student's "character." By this we mean the cultivation of human values and the moral discernment necessary for ultimate happiness, both of which are rooted in the cardinal virtues of fortitude, prudence, temperance, and justice.

"young men and women"

Rather than use the term "children," we consciously refer to our students as young men and women as this better reflects our vision of them as "adults-in-the-making." This demonstration of respect for our students is an important aspect of our effort to form them to be responsible Christian citizens.

"Christ-centered, sacrament-based learning environment"

Our mission statement ends with this phrase to leave no doubt as to the source and essence of our school – Jesus Christ. We believe our weekly celebration of an all-school Mass and opportunities for regular confession and adoration afford our entire school community untold graces. Precisely because of our catholic (i.e., universal) nature, we welcome students and families of all religious backgrounds who seek to deepen their faith.

INTEGRAL STUDENT OUTCOMES (ISOs)

JSerra Catholic High School is an accredited private Roman Catholic school whose mission is to develop graduates who are men and women of:

1. Faith who:

- Manifest their love for God and others through a life of prayer and service.
- Engage in their faith as a personal relationship with Jesus Christ.
- Respect the sanctity of life in all stages.
- Honor the dignity of others as sons and daughters of God the Father.
- Practice humility in light of the glory of God.

2. Intellect who:

- Seek wisdom by pursuing the true, the good, and the beautiful.
- Employ analytical and abstract thinking to formulate arguments and solve problems.
- Develop the art of well-reasoned and persuasive communication.
- Embody a strong work ethic and habits of professionalism.
- Demonstrate magnanimity to shape a more dignified culture.

3. Character who:

- Exhibit fortitude and leadership in the face of adversity.
- Model a spirit of joy and gratitude in response to God's gifts.
- Discover greatness through the fruits of collaboration.
- Emanate charity, humor, and grace in daily interactions.
- Demonstrate integrity through unity of word and deed.

STATEMENT OF CATHOLIC MORALITY

JSerra Catholic High School was founded to proclaim the Gospel of Jesus Christ rooted in the tradition of the Catholic Church and Sacred Scripture. For this reason, we are committed to presenting Catholic moral teaching with fidelity, and we firmly adhere to our mission in all school endeavors.

All JSerra students and staff are required to take part in certain Catholic traditions and attend various Catholic events, including the weekly all-school Mass. Catholics and non-Catholics alike are expected to show respect for the Church's traditions and refrain from displays of lifestyles or behaviors that conflict with Catholic moral teaching. Fundamental principles of morality can be found in the Catechism of the Catholic Church ("CCC"). Examples include:

1. *The sanctity of human life.* We believe all human life is of inestimable value and sacred in all stages, from conception to natural death. We are commanded by God to protect and defend human life regardless of its condition – pre-born babies, persons with physical or intellectual disabilities, the elderly, the sick, the suffering, and the dying. (Ps. 139 13-16, 1 Cor. 6:19, CCC 2258-2279)
2. *The gift of sexuality.* We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the mystery of God. Rejection of one's biological sex is a rejection of natural law, biological anatomy, and God's plan for the human person made in His image. (Gen. 1:26-27, Matt. 19:4-6, CCC 2333-2334)
3. *The dignity of marriage.* We believe the term "marriage" means the uniting of one man and one woman in a single, exclusive, and permanent union. We also believe God intends sexual intimacy to occur only in marriage as a means of expressing the love and fidelity of husband and wife and participating in God's gift of procreation. Living life according to God's plan for marriage leads us closer to His love, while misusing our sexuality through unchastity (e.g. pornography, fornication, homosexual behavior, cohabitation, etc.) hurts us and leads us away from God. (Gen. 2:18-25, Eph. 5:31-33, CCC 2337-2365)

These examples are not intended to be an exhaustive list; rather, they are given as particularly relevant illustrations of our beliefs. Under the guidance of the Bishop of Orange, JSerra's president and administration are responsible for faithfully safeguarding and transmitting the truth, goodness, and beauty of the Catholic faith.

ANTI-DISCRIMINATION POLICY

JSerra recognizes that students come from a variety of family backgrounds — some of which may not fully conform to the moral teachings of the Catholic Church. While the personal family situation of a student does not constitute an *absolute* obstacle to enrollment, it may require the school to review a student's application more thoroughly for admission or re-enrollment if said lifestyle of the parent's conflicts with the teachings and principles of the Catholic Church.

Parents and guardians who enroll their sons and daughters at JSerra must understand that the school will remain faithful to and steadfastly proclaim the teachings of the Roman Catholic Church. No member of the JSerra school community is to give witness to a lifestyle that conflicts with the teachings of the Catholic Church. Students and parents must respect and honor such teachings, particularly while at the school and at school functions. While present on the school campus or at any school function, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students. Any improper behavior will be addressed and corrected. The President will render final decisions when applying this principle.

The school retains the right and the responsibility to promulgate and enforce disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

GENERAL MARKETING POLICY

JSerra is authorized to use students' name, voice, signature, photograph, or likeness, in any manner, including, but not limited to, JSerra materials, publications, and promotions, published and distributed in any form, including on the JSerra website. JSerra may record and/or distribute video, audio and/or still image captures of students at JSerra activities and class sessions, including virtual classes, with or without notice. Recordings may include students' names, voices, signatures, images, or likenesses and may be transmitted to other students, JSerra employees, parents, or members of the JSerra community. Recordings may also be transmitted in real time (i.e., "live-streamed") by an electronic recording device or camera that is placed in the classroom. Parents and guardians are prohibited from recording, videotaping, or photographing class sessions, unless express authorization is obtained to do so from the student's teacher(s) or a JSerra administrator. JSerra also reserves the right to restrict or prohibit recording, videotaping, or photographing JSerra events.

PARENT INVOLVEMENT

JSerra considers parent involvement an important element in the development of the school community. Special organizations such as the following exist to enable parents to take an active part in our school.

School Board

JSerra is governed by a Board of Directors which has ultimate fiduciary responsibility for the school, a 501(c)3 religious corporation. The school board meets on a regular basis throughout the school year.

The Board of Regents serve in an advisory capacity to school leadership and the Board of Directors.

For a listing of the Board of Directors, please refer to our website: www.jserra.org/leadership.

For a listing of the Board of Regents, please refer to our website: www.jserra.org/give/board-of-regents.

JSerra Parents Association (JSPA)

The JSerra Parent Association (JSPA) encourages and supports a Christ-centered school culture by bringing the JSerra community together while nourishing it with gospel values and the means to live them. JSPA is an open membership organization which consists of all parents/guardians of current JSerra students. The purpose of the JSerra parent organization is to work with the administration in support of the school's mission, programs, and activities. JSerra parent volunteers are vital to the success of these efforts. JSPA also positively addresses school needs and goals by supporting strong communication between its parents and the school (but does not replace the normal channels of communication that parents should follow when addressing specific school-related issues that pertain to their son or daughter — see below).

Communications with the School

Parents may contact teachers, school administrators, and coaches by appointment either through school voicemail or by email. If you do not receive a response by the end of the following school day, you may contact the Principal for further assistance. In resolving disputes that stem from activities in the classroom, parents should follow the protocol below:

1. The parent should contact the teacher to discuss the matter. If that does not resolve the issue,
2. The parent should request a meeting with the department chair and the teacher to discuss the matter. If that does not resolve the issue,

3. The parent should request a meeting with the Vice Principal of Academics. If that does not resolve the issue,
4. The parent should contact the Principal and request a meeting.

For athletic issues the progression is the same as above with the protocol being Coach, Athletic Director, and finally, if necessary, the Principal.

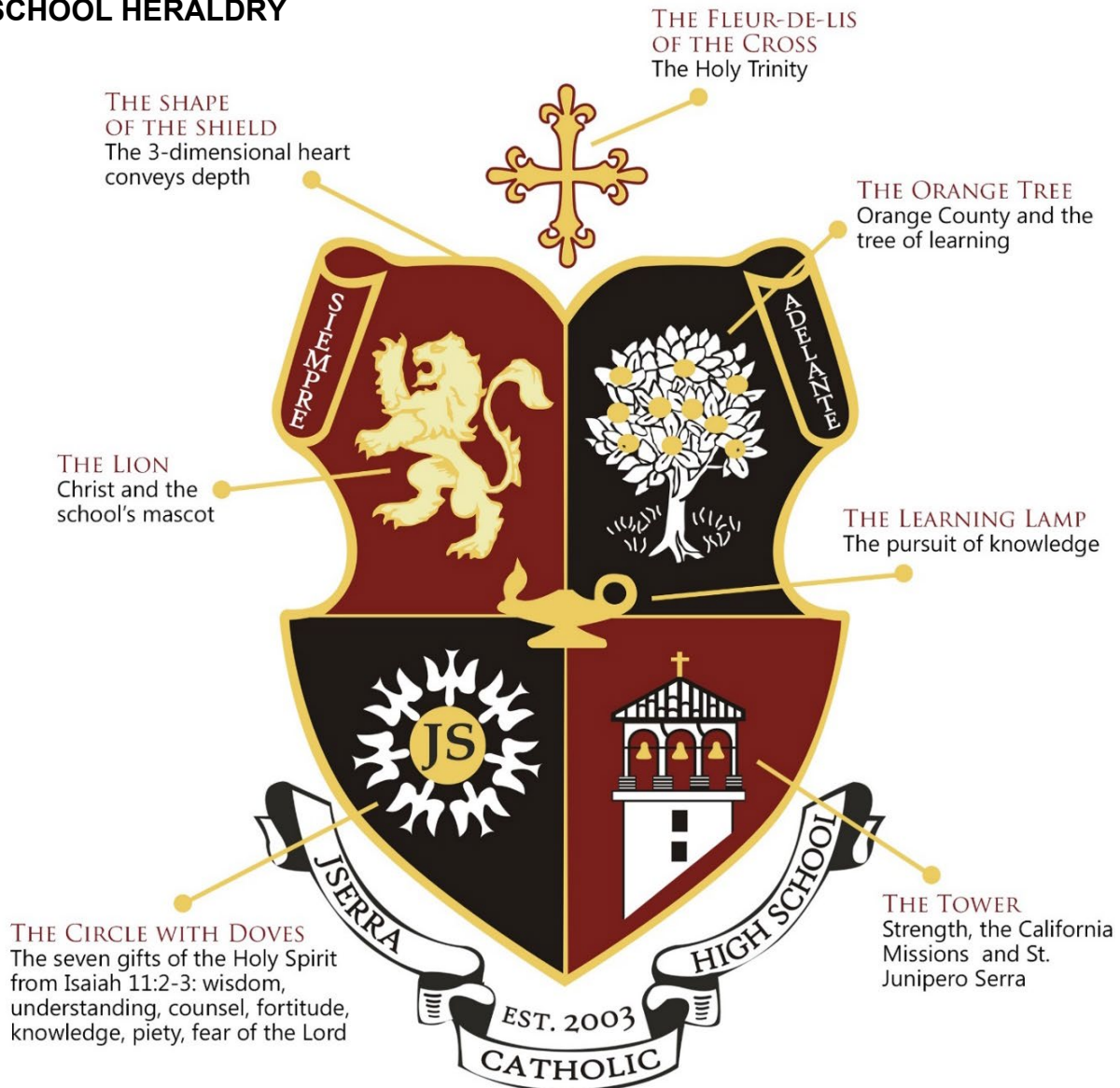
ADVANCEMENT

JSerra relies on the generosity of parents, board members, friends, corporations, and foundations to support the financial needs required to give our students, programs, and facilities worthy of their abilities and bright futures. Charitable funding is critical to meet our goals of growing the faith, intellect, and character of our young men and women and making JSerra one of the finest educational institutions in Southern California.

Besides managing fundraising, the Office of School Relations also works with the JSerra Board of Directors and its Advancement Committee, administration, parents, grandparents, businesses, foundations, and members of the Orange County community to achieve the following goals:

1. Acquire operating funds, designated gifts, and capital funding for the school.
2. Establish relationships with parents, grandparents, and friends of JSerra that encourages the enthusiastic belief in and support of the JSerra mission.
3. Establish planned giving and endowment programs that will support scholarships and campus-wide programs.
4. Manage major fundraising events.

SCHOOL HERALDRY



SIEMPRE ADELANTE - ALWAYS FORWARD
St. Junipero Serra's motto

JSerra Catholic High School's Patron: St. Junipero Serra

Miguel Serra y Aloran was born on November 24, 1713, in Petra, on the Island of Majorca. When he was sixteen, he entered the Franciscan Order and took the name of Junipero. Short in stature, he could hardly see over the lectern when he read the lesson or sang in the choir.

Years of study followed, during which he was known as a clever, articulate scholar and a moving preacher. In 1744, he became Professor of Philosophy at the Lulliana University on the island, but he did not remain an academic for long. In 1749 he responded to the call for missionaries in the New World and was sent to New Spain – present-day Mexico.

St. Serra was an inspired evangelist who took with him several of the island's Christian traditions, such as the setting up of Nativity scenes at Christmas and the procession of the "Encontrada" or "Encounter" on the Sunday of the Resurrection. He remained in New Spain until 1767, when he was assigned to Baja, California, and two years later to Alta California, now the State of California, where he founded the first Mission in San Diego. One year later he founded the Mission at Carmel, which became his headquarters.

In his fifteen years in Alta California, St. Serra founded nine missions and planned a further twelve, each separated by a one-day walk (approximately 30 miles) along a dirt track known as the Camino Real. It is estimated that Saint Serra walked some 24,000 miles in California. His motto was Siempre Adelante (Always go forward, Never turn back). St. Junipero Serra died on August 28, 1784.

The St. Serra Chapel, in San Juan Capistrano, is the oldest building in California and the only remaining church where he said Mass. Built of adobe, it was constructed in 1776. It became world-famous in 1939 when Leon Rene, composer, and musician, wrote the song "When the Swallows Come Back to Capistrano" because the swallows return every year on March 19th, St. Joseph's Day.

St. Serra's feast day is celebrated on July 1st. Pope Francis canonized St. Junipero Serra on September 23, 2015, at the Basilica of the National Shrine of the Immaculate Conception in Washington, D.C. Sixteen JSerra students and three members of the administration attended the canonization. The school celebrates our Patron Day the week of September 23rd.

School Colors and Mascot

The official school colors of JSerra are crimson, black, and gold. The school mascot is a lion.

Alma Mater

In the fields of Father Serra, crimson, black, and gold,
Praises sung to Christ our King, servants true and bold.
Glory to our alma mater, grow into a roar.
We go forth and shake the heavens, lions for our Lord.

Words by Thomas Cappelletti

Music by H.S. Thompson

JSerra Fight Song

On, JSerra! On, JSerra!
Fight with all your pride.
Loyal in the face of battle,
Standing side by side.

Forward, Lions! Forward, Lions!
Vict'ry ever more.
March! Siempre Adelante!
Roar, Lions, roar!

Words by David Amrein and Patrick Reidy

Music by William T. Purdy

ACADEMIC POLICIES

The academic program at JSerra Catholic High School is a college preparatory program with a wide range of academic courses. Since JSerra is a college preparatory school it is important for students and parents to note that there is a great deal of difference between a passing grade and a college recommended grade. Students should work for the highest grade commensurate with their abilities. Not only do students experience the pride and satisfaction that comes with working to their full potential, but also students with high grades have more options open to them when selecting a college. For students looking for the most challenging academic experience, there are several Honors and Advanced Placement courses offered for those who qualify. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum which prepares students for a post-secondary education. Therefore, students must maintain a cumulative academic Grade Point Average (GPA) of 2.0 or better. The curriculum at JSerra has been developed by the faculty under the direction of the school administration. JSerra's non-religious curriculum has been approved by the University of California. The curriculum offers Honors and Advanced Placement classes within a college preparatory curriculum.

Academic Probation

Students may be placed on Academic Probation for one of two reasons:

1. Any student who earns a total GPA below 2.0 on any quarter or semester grade report shall be placed on academic probation for the following quarter.
2. Any student with multiple "D" or "F" grades on any quarter or semester grade report may be placed on academic probation for the following quarter.

Any student on academic probation for two consecutive quarters shall be ineligible to participate in any extra-curricular activities until he/she has been removed from academic probation Level 1. **In addition, the Academic Review Committee shall have discretion to declare a student ineligible to participate in extracurricular activities including athletics, artistic events, and dances if it is determined that he/she consistently performs below acceptable academic standards.** Any student who is on academic probation for two consecutive quarters will be subject to dismissal from the school if he/she fails to earn a total GPA of at least 2.0 or has multiple Ds or Fs at the end of the second probationary quarter. A student with multiple non-consecutive quarters under 2.0 is also subject to academic probation as well as dismissal.

Academic Review Committee

The Academic Review Committee convenes to review, discuss, and decide on a course of action for the following conditions:

1. To review the records of those students who fail to meet the requirements of their probation and are ineligible to participate in extracurricular activities and/or are liable for dismissal. If a student fails to achieve a 2.0 GPA for two consecutive grading periods (at the quarter and semester grading periods, but not including progress reports), they will be ineligible for participation in extracurricular activities until the next grading period (not including progress reports) and is liable for dismissal.
2. To hear requests by students who are subject to immediate ineligibility for participation in extracurricular activities because they received two or more "F" grades at the semester grading period.

To make a recommendation for withdrawal at the end of the semester based on multiple "Ds" or "Fs" which may not be possible to remediate prior to the beginning of the following school year. The Academic Review Committee retains the right to dismiss any students with multiple "Ds" or "Fs." A student's disciplinary record will also be taken into consideration. If the student has been dismissed, the student will be informed of their academic status via letter, email, or phone call. Any student who has been dismissed from JSerra for academic reasons may appeal in writing to the President.

Classroom Policies

All teachers distribute classroom policies at the beginning of each school year or semester. Parents and students should read classroom policies very carefully. Students will be held responsible for the content of those classroom policies and regulations throughout the school year.

Community College Classes

Students may take classes at local community colleges when these classes are not offered at JSerra. These classes, however, may not be taken in lieu of a class at JSerra. Any student wishing to take a class at a local community college is required by the college to have the signed approval of the Principal or his/her designees as approved by the Principal. For advancement purposes, students who take and pass community college classes he or she still needs to pass JSerra's classes to progress to the next level. Students who take courses at a local community college must request the transcript to be sent to the colleges and universities to which they are applying.

Online Courses

Online Courses are an excellent way to supplement traditional on campus courses at JSerra Catholic High School. Because of the flexibility of online courses, students can complete coursework during times that are conducive to their schedules. We recognize that students may want to take additional classes to augment their schedule, advance in a subject, or remediate a course, but certain criteria must be met to take JSerra online courses.

Students are afforded the opportunity to enroll in online courses offered by JSerra provided that one of the following criteria has been satisfied:

1. The requested course does not fit in the student's schedule.
2. JSerra does not offer the course as an in-person course.
3. There are medical reasons.
4. The student is not able to attend all in-person classes due to involvement in athletics or extracurricular events.
5. The course must be taken for remediation.

Students must register for the course(s) through JSerra. More than half of a student's courses must be JSerra offered in-person classes.

To parallel the JSerra Catholic High School calendar, the beginning and end dates for online courses will correspond with the traditional on campus calendar for each semester. All final exams for online courses must be taken on campus.

JSerra Online adheres to a strict calendar to ensure manageable pacing and student success throughout the semester. No extensions are offered for online courses. Online students are expected to complete 25 percent of coursework by the first progress report, 50 percent complete at the quarter, 75 percent at the second progress report, and 100 percent complete at the semester.

Consistent submission of assessments will ensure the student is engaged and learning. If a student does not make progress in an online course for a period of 14 days and has not made prior arrangements with the instructor or Online Program Administrator, the student will be contacted by the instructor to convey the urgency of participating and progressing in the course. Failure to respond to the teacher or failure to submit course work as required may result in administrative removal from the course. In the case of an administrative removal, student will earn a WF (Withdraw Fail) and be ineligible for a refund. All coursework [assessments, projects, discussion-based assessments (DBAs), etc.] must be completed one day prior to the final exam. If any work is incomplete, students will be ineligible to take the final which will result in a WF.

Online courses are not included in JSerra tuition. Online course fees are \$800 per semester course; the fee includes all online course content, teacher support, and progress tools. The exception is AP Psychology which requires the purchase of a digital textbook. A complete list of course descriptions and prerequisites can be found in the [JSerra Online Course Catalog](#). For additional guidelines and policies, please review the [Online Education Parent/Student Handbook](#). All online course registrations must be completed directly through JSerra for a student to receive credit and for the courses to be recorded on the student's JSerra transcript.

Courses and Scheduling

Underclassmen are required to enroll in seven classes each semester. Seniors can take six for credit classes provided they are on schedule to graduate. In consultation with the student and their parents/legal guardians, the Academic and College Counselor will monitor a student's choice of courses to avoid overloading their academic curriculum. Students, not parents, teachers, or counselors are responsible for their academic progress.

A detailed explanation of the courses that JSerra offers can be found in the Course Catalog. Registration for courses for the following year takes place during the second semester. During the school year, each student will meet with his/her counselor to prepare the student's academic schedule for the following term, to review progress toward meeting graduation requirements, and to discuss post-secondary plans.

Placement in Classes

Freshmen

Freshmen are assigned a course of studies that will prepare them to successfully meet graduation requirements. Course placement for freshmen is based on entrance exam (High School Placement Test) scores and JSerra subject-specific Challenge exams. While a student's junior high school grades, course selection, and teacher recommendations may be utilized to assist in proper course placement, they do not determine course placement. Selecting specific teachers is not permitted.

Sophomores, Juniors, and Seniors

Returning students select courses based on curricular progression and approval during the re-registration process. Students who wish to take Honors or AP courses must follow the procedures indicated below. Students are randomly assigned to classes. It is not permitted to select specific teachers. Transfer students seeking to take Honors and AP courses may have additional requirements.

Emancipated or Eighteen-Year-Old Students

All students who are 18 years of age or reach 18 years while a student at JSerra must sign a document agreeing to abide by all the rules and regulations established in the handbook while they attend JSerra. Failure to sign this agreement may result in dismissal from JSerra.

Graduation Requirements

In order to graduate from JSerra, a student must successfully complete a minimum of 270 credits of course work. In early spring, students are given opportunities to prepare their next year's schedule and to review graduation requirements and proper courses for admission to the colleges of their choice. Included within credits completed satisfactorily are the following course requirements:

| | | |
|----------------------|---------------|------------|
| Theology | 4 years | 40 credits |
| English | 4 years | 40 credits |
| Social Studies | 3 years | 30 credits |
| Science | 3 years | 30 credits |
| Mathematics | 3 years | 30 credits |

| | | |
|-------------------------------|---------|-------------------|
| World Languages..... | 2 years | 20 credits |
| Fine Arts | 1 year | 10 credits |
| Health* | ½ year | 5 credits |
| First Year Seminar+ | ½ year | 5 credits |
| Electives^ | 4 years | 40 credits |
| Physical Education (PE) | 2 years | <u>20 credits</u> |
| | | 270 credits |

*Students enrolled in the Medical Magnet Program are exempt from taking Health.

+The class of 2028 is exempt from First Year Seminar

^ The class of 2028 requires 45 elective credits

In order to receive a diploma, a student must have earned a cumulative total GPA of 2.0 or better, have no “D”/ “F” or “Incomplete” grades on the transcript, and have no outstanding financial obligations. Additionally, students must have completed their Christian Service requirements (see Christian Service requirements on page 19).

Should a student receive a “D” or “F” grade in the senior year and the grade can be made up in summer school, the student may participate in graduation exercises, but will not receive a diploma until the “D” or “F” is remediated.

Grading Scale

The school grading scale is:

- A90-100%
- B.....80-89%
- C.....70-79%
- D.....60-69%
- F.....59% and below

Teachers are given latitude with regards to rounding up grades. In other words, a teacher is not obligated to round up grades.

GPA Definitions

Total GPA

The sum of grades earned in college prep, Honors, and Advanced Placement courses taken in the 9th through the 12th grades is divided by the number of courses completed. Classes taken on a credit/no credit basis are not included in the total GPA. Total GPA is used in determining a student’s academic probation status as well as in eligibility for financial aid and extra-curricular activities. The weighted total GPA is reflected on both the grade report and transcript.

Academic GPA

The sum of grades earned in college prep, Honors, and Advanced Placement courses taken in the 9th through the 12th grades is divided by the number of courses completed. Academic GPA does not include grades earned in Study Skills, Teaching Assistant, ASB, or classes taken to fulfill P.E. credits. The academic GPA is used primarily by colleges when computing a student’s GPA and by the JSerra Awards committee. The weighted academic GPA is reflected on the transcript.

Semester Grade Calculation

The semester grade is arrived at by weighting each quarter grade at 40% and the semester exam at 20%. Finals may be weighted differently for Fine Arts electives and P.E. courses. Semester grades do not get calculated with a plus or minus attached to the grade. Pluses and minuses are included on progress reports, quarter grades, and transcripts to indicate the relative strength/weakness of the grade.

Missing Final Exams

All final semester exams must be taken at regularly scheduled times. Any student who needs to take a final exam on an alternate schedule must have express written approval from the Vice Principal of Academics at least 5 days prior to the scheduled exam. No final exam may be taken twice. Students who fail to take a makeup exam will receive a "0" on the exam.

Incompletes and Remediation

If a student receives an incomplete, he/she will have one week to complete his/her work. In other words, if a student receives an incomplete in the fall semester, he/she will have until Friday of the week we return to turn in his/her work. If he/she receives an incomplete due to an excused illness, or absence he/she should work with the teacher and if necessary, the nurse's office to complete the course. All classes in which a student received a "D" or an "F" at the semester(s) must be remediated with a JSerra's course. **All "D" and "F" grades must be remediated before the student is allowed to attend JSerra in the fall.** The Vice Principal of Academics must approve any alternative summer school class taken to replace a JSerra graduation requirement before the class is taken. Only those approved classes will appear on the JSerra transcript.

If a student takes a summer school or online class to remediate the "D" or "F," the grade received in the summer school or online class will appear on the transcript as the grade received for the course with credit. The previous grade will still appear on the transcript, and both the remediated and the original grade are calculated in the GPA. Remediated courses should be the same as the course that was failed, in the event the exact course is not available, the school counselor will find an approved replacement course for remediation purposes.

Second Semester Senior Finals

Seniors who receive a "B" or better in the 3rd and 4th quarters are exempt from finals in that class. This is a revocable senior privilege. Seniors enrolled in an online course must take the proctored online final, regardless of the grade in the course.

Physical Education Policy

All students at JSerra are required to complete two years (20 credits) of Physical Education in order to graduate. To fulfill the two-year P.E. graduation requirement, students are expected to complete two one-year Physical Education courses during their four years. Students can earn five PE credits per sport, per year in a CIF-sanctioned sport as well as participating on the hockey, rugby, surf, or sailing teams, all levels of Pep Squad, or the Interscholastic Equestrian League (IEL). Students must complete the entire season in order to earn the five credits.

A request for an exemption from PE (maximum of ten credits) must be submitted in writing to the Vice Principal of Academics if a physical condition prohibits a student from participating in physical education classes. An exemption request must be made at the time of registration for fall or spring classes. A PE exemption does not reduce the total number of credits needed to graduate.

All students are strongly urged to continue their physical health and development by participation in school-sponsored teams. PE for specific varsity level sports, dance, and/or fitness classes. Sports specific PE classes and dance classes both satisfy the JSerra requirement. Student managers of teams can earn five credits per sport.

AP Courses

Please refer to the JSerra Course Catalog for a current list of AP Courses. Students who complete an AP course are required to take the AP exam in May resulting in a fee which is billed through the FACTS tuition account. Success in the examination may earn the student either college credit, advanced placement in college, or both. Failure to take the AP exam will result in full letter grade drop for the second semester grade.

JSerra students who want to take an AP exam, but who are not enrolled in the class, may only do so with the express permission of the Vice Principal of Academics. Such approval would need to be received before the annual November 15th CollegeBoard deadline to order exams. If approved by the Vice Principal of Academics, the student and/or parent would need to contact the JSerra AP coordinator, to be registered for the exam before November 15th.

AP and Honors Level Course Requirements

Initial placement into the upper level, honors, and AP courses will require at least the following (check course descriptions for additional prerequisites):

1. An "A-" or better in the first semester and third quarter of prior college prep course, and "B-" or better in the first semester and third quarter of prior honors or AP course.
2. All placement is pending and will be finalized based on the second semester grade meeting the requirements of the course.
Students who do not meet the prerequisites are welcome to petition the course at the end of the second semester, however, placement is not guaranteed.

The Vice Principal of Academics, in consultation with teachers and department chairs, may approve any exceptions to the above. The requirements for continuing in AP courses and/or Honors at the semester include, but are not limited to, the following:

1. A grade of "C-" or higher in AP and/or Honors level course.
2. The Vice Principal of Academics, in consultation with teacher and department chair, approves any exception to the listed requirements.

Students who do not initially qualify for Honors classes can earn placement for the following year by teacher recommendations, a strong academic performance, or through the petition process. The petition process typically begins at the end of the second semester. During the first quarter, students are permitted to level down from AP and/or Honors courses with no penalty. AP/Honor teachers can recommend a student to level down if it is deemed a student cannot be successful. The final decision is made by the Vice Principal of Academics in consultation with the student's teacher. Student transcripts will not reflect credit for an AP or Honors course in the event that the course was dropped. Students who level down from an AP or Honors course during the first or third quarter will also lose the extra GPA point on the semester grade. Prerequisite courses cannot be remediated courses.

GPA

When calculating GPA, AP courses and/or Honors receive an extra point for grades of "C" or better. The scale is as follows:

| <i>AP/Honors Scale</i> | <i>Academic Scale</i> |
|-------------------------------|------------------------------|
| A = 5 points | A = 4 points |
| B = 4 points | B = 3 points |
| C = 3 points | C = 2 points |
| D = 1 points | D = 1 points |
| F = 0 points | F = 0 points |

Honor Roll

JSerra recognizes students at the end of each semester for their academic achievement. Honor Roll designation is determined by the following three categories:

Lion Scholar: Students who have a weighted total GPA of 4.4 or higher at the semester

Principal's Honor Roll: Students who have a weighted total GPA between 4.0 and 4.3 at the semester

Honor Roll: Students who have a weighted total GPA between 3.50 and 3.99 at the semester

Report Cards/Transcripts

Physical report cards are not mailed home at the conclusion of each grading period. However, all grades are available online. Non-JSerra classes taken while a student is attending JSerra will not be added to the JSerra transcripts. Grades from a non-JSerra class will not be calculated in the student's GPA.

Request for Review of a Grade

Parents wishing to review a grade calculation must do so by first contacting the student's teacher. Any follow-up questions should be directed to the Department Chair.

Requests for Class Changes

Every effort is made to accommodate the scheduling needs of the student while balancing class sizes. However, due to inevitable conflicts, not all scheduling requests may be accommodated and not all class sizes are optimal. **Students/parents may not request a schedule change to accommodate a teacher of their choice. Further, the school cannot accommodate requests to have particular classes at certain times of the day.** All approved course changes must be completed by the end of the second week of the first semester and after the first week of the second semester (see school calendar for the specific dates). *Schedule changes will be made only to correct scheduling errors, make level changes (up or down due to academic rigor), or resolve lunch conflicts.*

Withdrawing from a Class

Any student who withdraws from a course after the second week of the semester, but before the first progress report will receive a "W" (withdrawal) on their transcript. In this instance, the course would not need to be remediated. Withdrawals after the first progress report (end of the fifth week) for each semester are reflected as "WF" (Withdrawal F) grades and the class must be remediated. A "WF" is calculated as an "F" in students GPA. Any withdrawal from a course must be approved by the Vice Principal of Academics.

Withdrawing from School

If, for any reason, a student is withdrawing from JSerra to attend another school, the student or parent must contact the Office of Admissions and request an official withdrawal form from the school. A withdrawal during a particular semester will result in a "W." All school property must be returned, and all financial obligations must be met.

Retention of Student Data/Records

The school will retain indefinitely the following data/records (in digitized or printed form) for each student enrolled at the school:

- Legal name of student
- Date of birth
- Sex of student
- Place of birth
- Name and address of parent or guardian of minor student

- Address of minor student if different than that of parents or guardians
- California school immunization record
- JSerra grades and official transcript
- Enrollment and attendance dates
- Standardized test results
- Any other legal documents provided by the State of California

All other data/records may be destroyed or deleted three years following the student's withdrawal or graduation from the school.

Access to and release of Student Data/Records

The following restrictions shall govern access to or release of student data/records:

- Only administrators, counselors, and the Registrar shall have access to student data/records (other than information contained on the school's record system, which may be accessed by all authorized school personnel).
- Only the Principal and his/her authorized designees have the authority to release student data/records.
- Student information may never be given over the phone.
- All official student data/records are to be made available for supervised inspection by the student's parent/guardian upon reasonable notice.
- When a student transfers to another school, a copy of the student's transcript and health record shall be transmitted to the new school upon written request from the student's parent/guardian. Such written request is to be maintained in the student's file.
- When a subpoena or other judicial order requesting student data/records is served on the school, a copy immediately shall be forwarded to the Principal or designees as approved by the Principal. No school data/records may be furnished or made available for inspection without their approval. If it is necessary to produce the requested data/records in court or at a deposition, the Principal shall designate the person to produce such data/records.
- Except as set forth above, no student records or data may be released or otherwise made available to any person or agency without the written authorization of the student's parent/guardian.
- Unless there is a court order to the contrary on file with the school, a non-custodial parent shall be allowed to discuss with appropriate school personnel their student's progress and be provided unofficial copies of such student's data/records.

CURRICULUM AND ACTIVITIES

As a college preparatory high school, JSerra is entrusted with the responsibility of ensuring its students are fully prepared for the rigors of a university education. This preparation includes introducing its students to a wide variety of curricula, both secular and religious, to make certain that their education conforms to the standards established by the Department of Education of the State of California and accords with the mission of the school.

When the appropriateness of curricula or activities is called into question by a member of the school community, the Content Review Committee (CRC) will review the material or activity in light of the school's curricular mission. Where curricula are deemed inappropriate, such a determination will be made following careful deliberation and only after a majority of the Committee confirms that the inappropriate nature of the curricula or activity outweighs the opportunity for learning or critical examination and reinforcement of Christian values. The Content Review Committee is comprised of the Vice President of Mission and Faith as chair, the Director of Curriculum, and faculty as needed. When we become aware of content that may be inconsistent with JSerra's mission and philosophy, this committee will render a decision on the appropriateness of the curricula or activity. Decisions of the Content Review Committee are final.

TEXTBOOKS

For information on JSerra's textbooks visit: <https://www.jserra.org/parents-students/textbooks>

JSerra Used Textbook Exchange Program

JSerra provides a way to buy, sell, trade, or donate used JSerra textbooks with other JSerra families. Visit: <https://www.jserra.org/parents-students/textbooks> for more information.

It is very important that all users of the Textbook Exchange Program review the 2024-25 Textbook List before selling or buying to make sure the books are the correct ones needed for classes.

Follett

JSerra contracts with Follett Virtual Campus an online book company to supply many of our textbooks. Follett is a third-party vendor with no relation to JSerra, so purchases and account issues must be handled with them and not with JSerra. A link to Follett's website for JSerra Textbooks is on the Textbooks webpage. It is recommended families use the Textbook list to buy direct from publishers or use the ISBNs on the list to buy used books on the Textbook Exchange or via Amazon.

Summer Assignments

Information on Summer Assignment textbooks that require student work over the summer can be found at: <http://www.jserra.org/parents-students/summer-assignments>. For specific assignment information or questions please contact the department chair.

Online Department Classes and Textbooks

For information regarding online textbooks contact the Online Program Administrator.

BRASSE FAMILY LEARNING CENTER (JSERRA LIBRARY)

The mission of the Brasse Family Learning Center (BFLC) is to support the curriculum of JSerra by providing access to current academic information resources to ensure that all students, teachers, and staff are effective users of information. In support of that mission, JSerra students receive scaffolded library instruction each year to help them become effective users of our world's vast resources and to develop their desire to be lifelong learners.

Hours of Operation

Monday through Friday
Special Schedule Days

30 minutes before the start of the school day to 5:30 p.m.
The Library closes 1 hour after class is dismissed

Digital Resources

The JSerra Library provides access through the student's Schoology account to several subscription databases. The JSerra Library also owns a small, but ever-growing, collection of eBooks.

ACADEMIC SUPPORT PROGRAMS:

Student Educational Resource Program (SERP)

JSerra's SERP is a fee-based academic support program designed to support students with mild to moderate learning and attention challenges so that they may achieve at their highest potential -

academically, socially, and spiritually. All SERP students are provided with an Individuated Learning Plan (ILP) with classroom and testing accommodations. They are also given access to the Learning and Academic Support (LAS) Advisory course, where they are paired with a Resource Specialist (also referred to as a “mentor”) who holistically supports them throughout the school year. This course has a low student-teacher ratio and provides SERP students with support with executive functioning strategies, such as organization, note taking, and effective study habits. Students also meet weekly with their mentor to discuss their academic progress and progress monitoring. For more information about SERP, please visit <https://www.jserra.org/academics/las>.

Academic Coaching Program (ACP)

The ACP was created in 2020 to expand the infrastructure support currently being offered to include students who did not qualify for SERP yet are academically at-risk and need additional targeted academic support. ACP Students are enrolled in the LAS Advisory course where they are paired with an academic advisor (“mentor”) who helps them monitor their weekly grades and provides support in executive functioning strategies. Students do not apply for this program, but rather are recommended for enrollment by their Academic and College Counselor. ACP students are not eligible to receive classroom or testing accommodations.

The Academy Program

The Academy Program is a fee-based, special education program designed for students with moderate learning challenges who are interested in earning a CA state high school diploma in a smaller, co-taught classroom setting in a Catholic learning environment. **Academy students are provided an ILP and fully integrated into the classroom for most core subject classes, enrolled in an Advisory period, and provided a Mentor that serves as their primary advocate on campus. Students work towards a non-college preparatory CA state diploma** (classes are not designated with A-G or UC/CSU approved credits). More information on California’s standards for diplomacy can be found at: <https://www.cde.ca.gov/ci/gq/hs/hsgtable.asp>. For additional information on JSerra’s Academy program, please visit <https://www.jserra.org/academics/las>.

HEALTH SERVICES

The JSerra Nurse’s Office provides students and school staff with basic health care, first aid, and health counseling that emphasizes illness prevention. Located in the administration area of Building #1.

Medication Administration

Over the counter (OTC) medication as listed on the Emergency Contact and Health Information (ECHI) form may only be given with parent/guardian consent. ALL medication is secured in the Nurse’s Office and administered by designated school personnel. Students are not permitted to carry or keep any medication in the school locker, student’s vehicle, or student’s backpack with the **exception of an inhaler and/or an EpiPen**. Students may not share medications with other students. The JSerra staff is authorized to confiscate any medication carried by the student (excluding those approved above) and return it to the Nurse’s Office. The student’s parent or guardian will be contacted, and the medication will be given back to the student at the end of the school day to be brought home.

An EpiPen, inhaler or any over the counter or prescribed medication (not authorized on the ECHI form) needs to be accompanied with a [Parent/Physician Request for Medication form](#). This form needs to be completed by the parent and prescribing physician and kept on file in the Nurse’s Office for the duration of the school year. **A new form must be completed each school year**. All medication(s) need to be picked up at the end of the year or they will be disposed of. All student medications need to be sent in the original container with the student’s name clearly marked.

Any medication (OTC not authorized on the ECHI form or prescribed) supplied from home on a temporary or long-term basis must be sent to school in the original container, or it may not be administered by any JSerra staff. The parent or legal guardian will then need to come to school and administer the medication if absolutely necessary for the health of the student.

Student Illness While at School

If a student states they are feeling ill and/or has symptoms of an illness or communicable disease, the Nurse's Office will notify the parent/guardian or other designated person on their ECHI form. Students may not make their own arrangements for dismissal from school. They will only be released to a parent/guardian or other designated person and signed out through the Nurses or Attendance Office. **Parents should plan on picking up their child within 30 minutes of being called. Any parent unable to pick up their child should contact an alternative family member or neighbor for pick up.** It is vital for the school to be notified of any changes in emergency contact names or phone numbers for the students' protection.

The student will wait to be picked up from school in the Nurse's Office. Authorization for the student to drive home may also be given by the parent/guardian or designated ECHI contact. However, the nurse or other designated school personnel has the right to refuse to let the student drive if deemed necessary for the student's safety.

Student Illness While at Home. When to Return?

The student should remain at home if any of the following symptoms are present within 24 hours of the next school day: fever of 99.6 or higher; vomiting; diarrhea; cough with mucous production; eye redness with itching, pain, and/or discharge; a positive Strep test if antibiotics have been started for less than 24 hours; a diagnosis of Mononucleosis with persistent symptoms; or any other communicable disease. Any student recovered from a contagious disease needs to submit to the Attendance Office a physician's permission before returning to classes, and/or follow current return to school guidelines if diagnosis is COVID related. Current protocols can be found at www.jserra.org/nurse.

To access further health information and guidelines please refer to www.jserra.org/nurse.

Concussions

If a student experiences an injury to the head, the JSerra Nurse's Department uses similar protocols outlined by the California Interscholastic Federation (CIF) for Concussions. Furthermore, the JSerra Nurse's protocols include that all Return to Learn (RTL) academic accommodations will cease once a Return to Play (RTP) at any level has been ordered by the provider. CIF Concussion protocols involve the California law that mandates concussions in athletic play are included in *CIF Bylaw 503.H.-Concussion Protocol and California State Law AB 25 (Education Code 49475)*. It became necessary for the academic side of JSerra to utilize similar protocols for the benefit of the student to have a robust Return to Learn (RTL) program. It has provided consistency for the students, teachers, athletic trainers, and school counselors when dealing with concussions. Therefore, any time a student has a score of 12 or above on the Concussion Symptom Checklist, they will need to see their MD or DO for evaluation and treatment for a concussion before returning to school or athletic play and until resolution of the concussion. CIF Physician Letter to School and Physician Recommended School Accommodations forms to be filled out and returned from evaluating provider unless similar concussion paperwork can be provided.

FAITH FORMATION AND EDUCATION

The spiritual life of JSerra students is developed through prayer, theology classes, identity formation, sacramental life, all-school liturgies, service opportunities, retreats, and other formational experiences. It is the goal of JSerra to integrate theological education and spiritual formation and to develop the human and supernatural virtues as reflected in the school's ISOs and the Virtue Program. Both the "mind" and the "heart" will be engaged in assisting students in the full and personal development of their faith.

Campus Ministry

Campus Ministry provides students with opportunities such as retreats, weekly youth group activities, small faith-sharing groups, the celebration of the Eucharist, the Sacrament of Reconciliation, and other dynamic Christ-centered experiences to invigorate them with the unconditional love of God and help them initiate and deepen their relationship with Christ.

Christian Service Hours Program

JSerra Catholic High School students are expected to serve their neighbors through acts of charity. JSerra's service program seeks to develop the virtues of magnanimity, compassion, and generosity in each student through the practice of the Corporal and Spiritual Works of Mercy, especially as it relates to the underprivileged and those in greatest need. The Christian Service Program is an essential part of the JSerra experience.

JSerra Christian Service is a requirement for graduation and a minimum of 80 hours must be completed over a student's four-year career. Transfer students will have an adjusted goal of 10 hours per semester enrolled at JSerra. All hours must be submitted to x2VOL.com, verified by an Activity Contact (other than a parent), and approved by the Christian Service Coordinator. **Students will only receive their diploma once they have met the minimum requirement of 80 hours of Christian Service.**

Deadlines:

1. January 15, 2025: Service hours from the previous summer or first semester must be entered into x2VOL.
 - Hours entered after January 15th will not be approved.
2. April 30, 2025: Service hours from second semester must be entered into x2VOL.
 - Hours entered after April 30th will not be approved.

The school provides a list of suggested organizations with which the students can work, and college counselors work with each student to create a yearly Christian Service Plan to assist them in finding organizations where they can serve. Organizations not listed on the school's list must align with the Christian service criteria. Hours will be denied if they do not meet the specified goals. Go to jserra.org/christianservice for service criteria, suggested organizations, and instructions on getting hours approved. All Christian Service hours must be logged in the school's Christian Service software, x2vol.com. An app is also available in the AppStore and Google Play.

SANCTITY OF LIFE

Pregnancy Policy

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 the 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 entire school community must offer support to the pregnant student and/or the student's father so that the pregnancy can be brought to term.

Raising children is best done by mature, responsible adults, united in marriage, who are emotionally prepared to do so. In other words, teenage parents face a host of challenges that will inherently make raising a son or daughter difficult. Students involved with a pregnancy have new obligations and priorities. If a student becomes pregnant or is the expectant father, we hope and pray that the life-affirming decision to give birth is made. A student who is pregnant will find herself fully supported by the school, through her activities on campus may be curtailed in a manner appropriate with her status as an expectant mother.

When we identify that a student is pregnant, we will treat each situation in its own unique manner, based on the age and grade of the student, her physical and emotional health, the stages of the pregnancy, and

other relevant factors. Similarly, if a male student is found to be an expectant father, we will address his situation based on its own particular circumstances.

Abortion Policy

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person – including those conceived and not yet born – and the moral indefensibility of abortion. Abortion disregards innocent human life and is incompatible with and contradictory to the fundamental teachings of the Church, the mission of JSerra, and the values that ought to permeate Catholic education. It creates long-lasting emotional, psychological, and spiritual pain for the mother.

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

In light of the foregoing, any student who procures, facilitates, or is in any way involved in the procurement of an abortion for any student is subject to dismissal from the school. Moreover, if any JSerra parent/guardian facilitates or is in any way involved in the procurement of an abortion for any student, their son or daughter is also subject to dismissal from the school.

The aforementioned notwithstanding, the school retains the right and the responsibility to promulgate and enforce disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

CHRISTIAN CODE OF CONDUCT

The code of Christian conduct is intended to provide an environment suitable for the serious pursuit of academic excellence. Behavior that is dangerous or keeps students from learning or prevents the teacher from teaching is not acceptable and will not be tolerated. Observance of this behavior code will put demands on the students' self-control and growth toward maturity. The school reserves the right to review unsatisfactory conduct. The school is entitled to discipline the student with detention, suspension, probation, Saturday Detention, and/or dismissal should any of these be deemed justified by the school. The knowledge and compliance of the behavior code is expected of every student enrolled at JSerra.

It is expected that all JSerra students conduct themselves in a manner consistent with Catholic values. Students are expected to be courteous and respectful when interacting with their peers, with the faculty and staff, and with any member of the extended community. Such respectful behavior is reflected in the adherence of dress and grooming codes and all policies and procedures the school has developed to guide appropriate conduct.

JSerra's Administration reserves the right to review the conduct and actions of JSerra students regardless of when or where such actions take place if they are of a nature to bring discredit to the school or if they conflict with the Christian values for which JSerra stands.

Parent Code of Conduct

The student's family, parents, and/or guardians agree to comply with and be subject to the regulations, rules and standards of academic and social behavior established by the school. A positive and constructive relationship between JSerra and parents is essential. If the administration concludes that the actions of a parent or guardian make such a relationship difficult or impossible, JSerra reserves the right to suspend, dismiss, or not re-enroll the student. The decision of the administration shall be final.

Student Code of Conduct

It is expected that each student develops a sense of personal responsibility regarding compliance with school policies and regulations.

DRESS CODE GUIDELINES

JSerra believes that a student's personal appearance has an impact on their attitude as well as behavior, and therefore, the learning process. Respect for both the individual and the school is manifested by an attitude of "dressing up" for school. The dress code is designed to assist students in making decisions about appropriate dress, personal responsibility, and self-discipline. Students are to appear neat, clean, professional, and well-groomed at all times. The JSerra dress code is based on modesty, neatness, cleanliness, good taste, and safety. "Modesty in dress" at JSerra requires that students refrain from wearing such items as tight-fitting and revealing clothing, displaying visible cleavage, visible underwear, bare midriffs, etc. Attire that is considered distracting or extreme is also prohibited see below. Clothing should be in good repair and appropriate to the occasion. Clothing should confirm to the student's biological sex. When individuals do not comply with the dress code, faculty members have not only the right, but also the obligation to refer the student to the Dean of Students Office to receive a dress code detention. Since the parent is the primary educator of the student, it is the parent's responsibility to ensure that their son or daughter is in correct dress code on a daily basis while on the campus of JSerra and at school functions. Students are expected to remain in uniform after school while on campus. Students should be dressed modestly and in accordance with the philosophy of the school when attending all JSerra events (e.g., no objectionable images or verbiage.) All JSerra clothing sold at Uniforms 4 U complies with our uniform policy. Unless otherwise specified, dress code violations are as follows:

1. First violation – One (one-hour) Detention
2. Second violation – Two (one-hour each) Detentions
3. Third violation - Saturday Detention
4. Fourth violation - Suspension for one day

Boys Mass Uniform

1. **Shirt** - White long or short-sleeve oxford cloth or dry-fit polo shirt (tucked-in)
2. **Sweater** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest
3. **Pants** - Pleated or flat front khaki pants
4. **Socks** – Solid black, white, or gray
5. **Shoes** - Solid colored tennis shoes, black or brown dress shoes, or Sperry Top-Siders, students may not wear moccasins, slippers, sandals, crocs, or boots of any kind; all shoes must be secured in the front and the back; (all shoes must be clean and in good condition).

Boys Dress Code Regulations

1. **Shirt** - White, long or short-sleeved oxford cloth shirt (tucked-in) or short or long-sleeved white, crimson, or black JSerra dry-fit polo shirt
2. **Pants and Shorts** - Boy's black, or khaki slacks, no jeans/denim.
3. **Belts** - If belts are worn, they must be JSerra appropriate.
4. **Sweaters** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest. A uniform shirt must be worn at all times.
5. **Sweatshirts** - Uniforms 4 U sweatshirts and/or JSerra-authorized sweatshirts. Hoods should be worn down at all times.
6. **Shoes** - Solid colored tennis shoes, black or brown dress shoes or Sperry Top-Siders. Students may not wear moccasins, slippers, sandals, crocs, or boots of any kind. All shoes must be secured in the front and the back. All shoes must be clean and in good condition.
7. **Hair/Grooming** - Hair should be combed and trimmed in a reasonable, neat way. Hair should not extend below the top of the collar in the back, below the eyebrow in the front when pulled down, or below mid-ear on the sides. Hair must remain a natural color: No dyeing. The following hairstyles are not permitted: Mohawks, mullets, lettering or lines, dreadlocks, spiking or any excessive hair

style. No ornamentation may be worn in the hair. Hairstyles judged excessive by the Deans will not be permitted. The consequences for failure to abide by grooming provisions are:

- a. First violation – One (one-hour) Detention
 - b. Second violation - Two (one-hour each) Detentions
 - c. Third violation - Saturday Detention
 - d. Fourth violation - Suspension for one day
8. **Facial Hair** - Facial hair or excessive sideburns are not allowed. Sideburns must be trimmed no lower than the bottom of the ear. Students must be clean-shaven. Students who are unshaven may be required to shave at school. Failure to comply with such a request makes the student liable for suspension.
9. **Accessories** - No earrings or visible jewelry; no body piercing or visible tattoos; no hats
10. **Kairos/Retreat T-Shirts** - Kairos/retreat t-shirts may only be worn at the Mass following the Kairos or retreat.
11. **Senior Sweatshirts** - Seniors may wear college sweatshirts all year.

The Deans may confiscate any items deemed inappropriate or for repeated violations, and consequences will be assigned. The Deans reserve the right to determine the proper appearance of students.

Girls Mass Uniform

1. **Shirt** - White long or short-sleeve oxford cloth shirt or dry-fit polo (tucked-in)
2. **Sweater** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest
3. **Skirt** - Uniforms 4 U grey pleated skirt
4. **Shoes** - Solid colored tennis or dress shoes. Students may not wear moccasins, slippers, sandals, crocs, heels, or boots of any kind, with the exception of mid-calf or lower Doc Martens. All shoes must be secured in the front and the back. All shoes must be clean and in good condition

Girls Dress Code Regulations

1. **Blouses** - White long or short sleeve oxford cloth shirt or dry-fit polo (tucked in). A blouse or polo must be worn with the uniform at all times.
2. **Pants** - Black or khaki pants
3. **Shorts** - Black Bermudas. Shorts may not be rolled or shortened and must reach mid-thigh
4. **Skirts** - Skirts must be no shorter than the bottom of your fingertips when extended to your side, or mid-thigh, whichever is longer. Mass skirt: grey pleated skirt and daily wear skirt: solid gray, black and white stripe, or plaid. The consequences for failure to abide by grooming provisions are:
 - a. First violation – One (one-hour) Detention
 - b. Second violation - Two (one-hour each) Detentions
 - c. Third violation - Saturday Detention
 - d. Fourth violation - Suspension for one day
5. **Polo Shirts** - White, crimson, or black JSerra polo shirts
6. **Sweaters** - Uniforms 4 U black V-neck sweater vest or long-sleeve sweater with crest
7. **Sweatshirts** - Uniforms 4 U sweatshirts, JSerra authorized athletic team sweatshirts. Hoods should be worn down at all times.
8. **Shoes** - Solid colored tennis or dress shoes. Students may not wear moccasins, slippers, sandals, crocs, heels, or boots of any kind, with the exception of mid-calf or lower Doc Martens. All shoes must be secured in the front and the back. All shoes must be clean and in good condition.
9. **Hair/Makeup** - Neatly groomed, no bizarre or distracting hair styles. Hair color must be a natural color; makeup worn in good taste, not excessive, no extreme colors.
10. **Accessories** – No more than two earrings per ear, no excessive jewelry including large hoops; no body piercing or visible tattoos
11. **Kairos/Retreat T-Shirts** - Kairos/retreat t-shirts may only be worn at the Mass following the Kairos or retreat.
12. **Senior Sweatshirts** - Seniors may wear college sweatshirts all year.

The Deans may confiscate any items deemed inappropriate or for repeated violations, and consequences will be assigned. The Deans reserve the right to determine the proper appearance of students.

Dress Code for Spirit Days

1. Clothing is to be neat, clean, and modest in appearance with no visible undergarments.
2. Clothing may not be torn, cut, slit, ragged, or have holes.
3. No sheer clothing.
4. Tight clothing, shirts which expose the midriff, and low-cut tops are unacceptable.
5. Clothing with any inappropriate symbols, pictures, or words is not acceptable.
6. No leggings, sweats, yoga pants, or pajamas.
7. No flip-flops, slippers, or slides.

There are occasions when the dress code is relaxed in recognition of a school event or activity such as spirit week. On such occasions students are notified and given specific information regarding the reason for the relaxed dress day and instructions on how to dress. The purpose of the relaxed dress day is to celebrate and support school spirit. There are many creative ways to accomplish this goal without jeopardizing student safety or disregarding the goals of the Handbook. Students are expected to demonstrate personal responsibility by dressing modestly and in accordance with the Christian nature of our school. There are many aspects of the dress and grooming code that are in effect on relaxed dress days such as shoes, skirt length and images on clothing. While the relaxed dress day may allow for change in attire, the student's attire should never be inconsistent with the need for a safe and Christian environment. Students should never misinterpret "relaxed dress" as "free dress" (i.e. wearing anything not specifically defined by the school's Administration).

The school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. Interpretation and judgment in matters pertaining to dress and personal appearance are, obviously, necessary. In this area, the Deans of Students and their designees are the final and sole judge of what is, or is not, acceptable for an individual student.

Articles of clothing not listed or specifically mentioned are NOT PERMITTED.

Dress Code for Extracurricular Events

Extracurricular events such as athletic events, field trips, after school functions, etc.:

1. No sheer clothing, tube tops, and low cut tops. Cleavage should not be visible.
2. Students must not show excessive midriffs.
3. Shirts must be worn by all students.
4. Shorts must be no shorter than the bottom of your fingertips when extended to your side.
5. Clothing may not be torn, cut, slit, ragged, or have holes.
6. Clothing with any inappropriate symbols, pictures, or words is not acceptable.

Attendees at JSerra extracurricular events unable to comply with the Dress Code may be refused admittance or asked to leave. Even at extra-curricular events students must dress in a modest manner in adherence with JSerra dress code policy. In this area, the Deans of Students and their designees are the final and sole judge of what is, or is not, acceptable for an individual student.

DISCIPLINARY ACTIONS AND PROCEDURES

Detentions

JSerra's regulations are not ends in themselves, but they underlie basic values of self-discipline and cooperation that are a part of every student's education. Detention is a consequence of violating these regulations and it is meant to help the student acquire the habits of personal accountability and self-discipline required in adult life. Student and parental support of the behavior code and its consequences is

essential. Chronic lack of cooperation with school policies will be viewed by the administration as an indication of the lack of genuine desire of both the student and the parent to remain at JSerra.

Detention Process

Each detention assigned is to be served the following school day. School detentions are recorded and accumulated. The accumulation of five detentions in a school year for any reason may result in a Saturday Detention. The accumulation of 10 detentions in a school year for any reason may result in a suspension. The accumulation of 15 detentions in a school year will result in an appearance before the Disciplinary Review Committee.

If a student has not completed detention or suspension time during finals week of the current school year, it will become necessary to impose a work detail. The student will be required to work under the direction of the Deans or maintenance staff between 8 a.m. and 2 p.m. Students will be given a 24-hour notice of the detention.

Teacher Detention

Students who violate classroom rules and procedures will be subject to detentions. Detentions are given by individual teachers to be served at the convenience of the teacher not to exceed one hour. Students will be given 24-hour notice for when the detention is to be served. If a student does not show up for a teacher's personal detention, that student will receive a school detention in addition to the teacher's detention, which will accumulate toward a Saturday Detention.

Some examples of violations include but are not limited to:

1. Being late to class
2. Causing classroom disruption (interfering with the orderly process of classroom education)
3. Eating: gum, candy, food, drink in the hall or classroom

School Detention

The rules and policies of JSerra help ensure a community spirit and safe environment. Violations of school policies and student's lack of responsibility in regard to these policies will result in detention(s). Regular detention will be held Monday through Friday for one hour after school. Students will be given at least 24 hour's notice of the impending detention. Failure to attend detention will result in additional detentions, which may accumulate toward a Saturday Detention. No additional notice will be given to a student who is absent from school and misses a detention. The detention is to be served on the next day of the student's return to school. During detention, students are required to sit quietly. Students will not be allowed to talk or do homework during detention.

Students may not be excused from detention to play in a sport or attend an activity. This includes early dismissal for such activities. Students must notify coaches in advance, so the team or group is not further penalized by the student's inappropriate behavior. Students may be assigned various forms of work (academic, physical, community) during detention. Students will receive detention from JSerra for, but not limited to, any of the following:

1. Disruptive behavior in the hallway
2. Eating: gum/candy/food/drink outside of prescribed areas and times (Drinks and food may not be carried in the halls except when going to lunch)
3. Fourth tardy to school and/or class and each tardy thereafter
4. Littering
5. Uniform violation
6. Loitering in any area designated "Out of Bounds" (i.e. parking lot, restricted access areas)
7. Disobedience/disrespect
8. Failure to attend school detention

9. Failure to comply with attendance regulations.
 - a. Failure to sign in at the main office when coming late to school
 - b. Failure to have parents or guardians call school regarding absence
 - c. Failure to sign out at the main office when leaving school before dismissal
10. Inappropriate or profane language
11. Use of any unauthorized electronic devices during class time
12. Forgery
13. Unauthorized use of elevator
14. Any other minor conduct violation for which a student is referred to the Deans of Students

Saturday Detention

Saturday Detention may be assigned as a disciplinary measure for any conduct violation for which the Deans of Students deems it an appropriate consequence. Saturday Detentions are on scheduled Saturdays during the school year from 8:00 a.m. to 12:00 p.m. Students must dress in a manner that is appropriate for JSerra. Students are expected to report to Saturday Detention on time. Tardy students may not be admitted and therefore be considered a "No-Show" resulting in additional disciplinary measures. Saturday Detentions can be assigned for, but not limited to, any of the following reasons:

1. Use of cell phone during the school day
2. Accumulation of five student detentions in one academic year
3. Accumulation of three missed detentions
4. Accumulation of seven or more period tardies
5. Disrespect (to or of any faculty/staff or member of the JSerra community, including substitute teachers, volunteers and maintenance personnel)
6. Five absences at Mass
7. Misbehavior during a Mass
 - a. Students are expected to be respectful and reverent during Mass (no talking)
 - b. Student behavior should not cause a disruption to those around the student
 - c. Students may not eat, drink, or chew gum
 - d. Students must be properly dressed. (see Mass uniform on page 21 and 22)
8. Truancy on campus
9. Lying and/or misrepresentation of the truth
10. Any other action deemed egregious enough is at the discretion of the Deans of Students

Only the parent of a student assigned to Saturday Detention may request a reschedule. This request will be granted for family emergencies only. Work and extracurricular activities are not considered acceptable reasons to reschedule a Saturday Detention. When a reschedule is granted, it will be to the next Saturday Detention only.

Suspension

For serious disciplinary infractions, a student may be suspended from school. The school views suspension as an important event to alert parents to a significant behavior problem as well as providing punitive measures so that the student may improve in attitude and behavior.

Suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any extra-curricular activity, athletic practice or competition or any other school activity. Students suspended from school will be given an "unexcused absence." Any assignments missed while the student is suspended will result in at most 50% for make-up work" This includes tests, quizzes, homework, and classwork. The length of suspension is from one to a maximum of five days. If a student receives two suspensions in one academic year, they are subject to dismissal. Additionally, suspended students, at the discretion of the school administration, may be prevented from attending various JSerra extracurricular activities.

Students are subject to suspension from JSerra for, but not limited to, any of the following:

1. Verbal, written, or electronically transmitted messages and/or physical behavior of a racist, vulgar or prejudiced nature directed towards any other member of the JSerra community regardless of where such action takes place. This includes violations of the JSerra policy against harassment and bullying, discrimination, and retaliation. Students who continue racist and/or prejudiced behavior are liable for dismissal.
2. The use of technological devices to record or distribute photographs, video, audio, messages or conversations of JSerra personnel or students without their consent.
3. Incompatibility; flagrant or consistent defiance of the JSerra behavior and/or dress code and attendance procedures
4. Unacceptable usage of school or personal computers
5. Fighting or the threat of physical violence
6. Truancy off campus
7. Habitual tardiness (20 or more class period tardies in a school year)
8. Possession or use of tobacco or tobacco products including, but not limited to, electronic cigarettes or other vaping devices or paraphernalia on campus
9. Possession of pornographic materials including any inappropriate materials accessed over the internet
10. A second infraction for academic integrity during the student's entire career at JSerra
11. Damage to school property (i.e., graffiti, vandalism, etc.)
12. Ten disciplinary infractions in one academic year
13. Throwing anything on campus that may cause injury or damage
14. Third incident of misbehavior at Mass
15. Excessive speed or reckless driving on or near the campus
16. Any other action deemed egregious enough is at the discretion of the Deans of Students

Expulsion

Whenever a student's conduct makes them subject to dismissal the Deans of Students will advise the Principal or designees as approved by the Principal to convene the Disciplinary Review Committee to discuss and decide on disciplinary action up to and including dismissal. Students are liable for dismissal from JSerra Catholic High School for, but not limited to, any of the following:

1. Posting and/or publishing any material that is deemed by the Administration as defamatory toward any member of the JSerra faculty, staff, or any other adult member of the JSerra community.
2. Persistent or egregious defiance of school authority
3. Willful damage to school/personal property
4. Persistent negative attitude toward school policy or personnel
5. Theft and/or possession of another student's/school's property without permission
6. Improper tampering with and/or pulling of a fire alarm or interfering with other emergency procedures
7. Possession of a harmful or lethal weapon or weapon facsimile
8. Willing association with those involved with drugs or other illegal activities
9. Gang affiliation or association
10. Words and/or actions motivated by racism or bigotry deemed by the Administration as substantially more egregious than those defined under Suspension, Item #1
11. Possession and/or creation and/or electronically transmitted of pornographic material deemed more egregious than those defined under Suspension, Item #9
12. Gross disrespect/insubordination
13. Serious and/or chronic infractions by students already on disciplinary probation
14. Threats of physical harm, abuse, and/or assault toward any individual (including any student, faculty, staff member, and/or any authorized visitor to JSerra)
15. Use, possession, distribution/sale, or arranging/negotiating the sale of illegal drugs and/or drug paraphernalia, and/or other mood/mind altering substances, and/or any performance enhancers, and/or alcohol
16. Disorderly, dishonest, lewd, obscene, immoral and/or offensive conduct
17. Use and/or possession of pyrotechnics

18. Planned organized disruption of a school event
19. Two suspensions in one academic year
20. Fifteen (15) days of detention in one academic year
21. A third infraction of academic integrity during the student's entire career at the school
22. Tagging and/or possession of tagging material(s)
23. Commission of a criminal offense

The school administration is the final judge of what is unacceptable behavior.

Disclosure Policy

The school expects all students to model a high level of citizenship and responsibility. Therefore, when students are asked on college applications about disciplinary actions, students are expected to answer truthfully and completely. The school reports to colleges any serious disciplinary actions (as defined below) against a student during their time at JSerra. The school complies with the procedures outlined in the National Association for College Admission Counseling's (NACAC) Statement of Principles of Good Practice. Those principles include reporting to colleges any "change in status" in academic performance or serious violations of school rules or standards of conduct that result in disciplinary action during the senior year. "Change of Status" disciplinary action includes probation, out-of-school suspensions and expulsions. Seniors are encouraged to work with their counselor when such actions occur. Seniors should initiate a letter to the Director of Admissions at each institution to which the student has applied. A general letter from the counselor will follow.

Disciplinary Review Committee

The Disciplinary Review Committee shall convene for the following reasons:

1. To review the behavior of a student who has committed an infraction for which they may be expelled from school
2. To review students who as a condition of their Disciplinary Probation require an evaluation at the end of their probationary period
3. To review students who have received two or more suspensions in one academic year

Whenever a student is subject to expulsion from the school for misconduct, the Deans of Students shall advise the Principal who shall convene a meeting of the Disciplinary Review Committee to review, discuss, and decide on a course of action to recommend to the Principal. The Committee will consider all of the facts presented relevant to the behavior in question, the effect of the judgment on the rest of the school population and the reputation of the school. The disciplined student and their parent or legal guardian may attend the meeting. However, no attorney or other third party may attend or represent the disciplined student or their parent or legal guardian in connection with the meeting. The student will be given an opportunity to explain their accounting of the situation. The Deans of Students will present the facts of the case. The student and their parent or legal guardian shall be present at the meeting for as long as the Disciplinary Review Committee requires such presence to discuss the case. The student and their parent(s) shall not be permitted to be present during the Committee's deliberations. A student's failure to appear at any Disciplinary Review Committee meeting will result in their automatic expulsion from JSerra Catholic High School.

The Disciplinary Review Committee is comprised of the Principal as chair; three voting members including a Vice Principal, a member of Counseling, and a faculty representative appointed by the Principal or designees as approved by the Principal; and two non-voting members including the Deans of Students. The Principal will notify the student's family of the committee's decision.

POSSESSION/USE OF ALCOHOL/TOBACCO PRODUCTS/OTHER DRUGS/ CONTROLLED SUBSTANCES

JSerra Catholic High School abides by the laws of the United States of America and the State of California. The School does not condone illegal conduct at any time. At all times it is illegal for any student to use, furnish, possess, sell or be under the influence of alcohol, drugs, and controlled substances, any designer drugs, and all tobacco products including all forms of electronic cigarettes, and vaping products. All of the above are suspendible violations. The use of marijuana purchased with a marijuana license is also a suspendible event. If a student has a serious medical condition in which marijuana or a marijuana-derived product is prescribed by a doctor, the student's parents or guardians need to contact the Principal for approval before the student attends classes.

It is illegal to serve alcohol to minors even to one's own sons and daughters. Parents who provide alcohol to JSerra students who are not their children jeopardize their own children remaining at JSerra and risk the involvement of law enforcement agencies. At non-school activities, it is not the responsibility of JSerra to monitor student behavior. However, if a school employee becomes aware of alcohol and/or drug use involving JSerra students, this information will be shared with the parents and appropriate authorities.

JSerra does not recommend hosting "open" parties. These are invitations for substance abuse, destruction of the home and neighborhood, and a host of other problems. Caution should be exercised in allowing teenagers to attend unchaperoned social events and/or parties. Parents are encouraged to communicate with one another to ensure the safety of their children when visiting friends or attending a party.

Drug/Alcohol Testing Policy

As a condition of enrollment, all JSerra students participate in a school-wide mandatory drug testing program. The purpose of this program is to:

1. Provide for the health and safety of all students
2. Undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol, tobacco, and all other illegal drugs
3. Encourage students who use alcohol, tobacco, and all other illegal drugs to participate in appropriate treatment programs

Definition of Drug/Alcohol

For purposes of this policy, a drug is any substance considered illegal for use by minors (including alcohol and nicotine) or considered a controlled substance by the State of California and/or the U.S.F.D.A.

Student Selections for Testing

On days determined by the Deans of Students and/or their designee, students will be randomly selected from the student body to provide urine samples for screening purposes. Samples will be collected at a specified time on the same day a student is selected for testing. Parents will be notified the same day of the results of all positive tests by the Deans of Students.

Students may be tested at any time. In addition, a student must submit to an immediate and/or non-random drug test, if (a) the student has tested positive at any time in the last six months, or (b) there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs in their system. Reasonable suspicion may be based upon, among other things,

1. Conduct that indicates the presence of drugs/alcohol in an individual's system, including affected behavior speech, and/or body odors
2. Other circumstances that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs/alcohol
3. Information the school has that a student may have had recent drug/alcohol usage

Consent

As a condition of enrollment in the school, students and parent/guardian(s) have consented to drug/alcohol testing of the student pursuant to the JSerra drug testing policy. The school reserves the right to search students and their belongings. Students who refuse to provide a urine sample will be deemed to have tested positive and will be immediately suspended from the school until a time at which the Disciplinary Review Committee can convene to consider the student's expulsion.

Scope of Tests

JSerra's Deans of Students, and/or their designee, and/or Security personnel administer all drug/alcohol testing and have been trained in testing procedures and chain of custody processes.

JSerra uses single- and multi-panel tests which assess for the presence of the following substances:

- | | | |
|-------------------|----------------------|---------------------|
| 1. Alcohol | 6. Cocaine | 11. Nicotine |
| 2. Amphetamine | 7. MDMA (Ecstasy) | 12. Oxycodone |
| 3. Barbiturates | 8. Methadone | 13. Propoxyphene |
| 4. Benzodiazepine | 9. Methamphetamine | 14. THC (marijuana) |
| 5. Buprenorphine | 10. Morphine/opiates | |

A student who tests positive but challenges the accuracy of the result has the right to have their urine sample tested by an independent third-party lab chosen at the school's discretion. The costs associated for this third-party testing are to be borne by the student's parents/guardians. A confirmed positive by the third-party testing agency will result in the same consequences as outlined below.

Consequences for Positive Test Results (All Substances Except Nicotine)

First Positive: Student shall:

1. Be suspended from JSerra until a parent conference takes place
2. Participate in a parent conference with school officials
3. Undergo assessment and comply with the recommendations made in connection therewith, and submit to regular testing for a prescribed period of time at the expense of the student and parent/guardian(s)
4. At the school's discretion, participate in a formal drug/alcohol education program
5. Be prohibited from participation in all school activities as deemed necessary by the Principal.

Note: There may be additional requirements as determined by the school's Administration.

Second Positive: Student will be dismissed from JSerra without appeal.

Consequences for Positive Test Results (Nicotine)

First Positive: Student shall:

1. Be suspended from JSerra until a parent conference takes place
2. Participate in a parent conference with school officials
3. Undergo assessment and comply with the recommendations made in connection therewith, and submit to regular testing for a prescribed period of time at the expense of the student and parent/guardian(s)
4. At the school's discretion, participate in a formal tobacco/nicotine education program

Second Positive: Student will be receive all of those consequences as stated in "First Positive" (above) and will be prohibited from participation in in all school activities for a period of six weeks.

Note: There may be additional requirements as determined by the school Administration.

Third Positive: Student will be dismissed from JSerra without appeal.

Improper Attempts to Avoid Detection

Any student who attempts to avoid detection for drug/alcohol use through the use of a masking agent, adulteration of a urine sample, refusal to take the required test, or other act of deception, shall

1. Be deemed to have tested positive for purposes of the foregoing "Consequences for Positive Test Results"
2. Be subject to additional discipline, including possible dismissal from the school

HARASSMENT POLICY

JSerra Catholic High School is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment or bullying in any form. Harassment, bullying, or hazing of any student by any other student, employee, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Substantiated acts of harassment or bullying by a student will result in disciplinary action up to and including dismissal of the student but vary depend on circumstances. Students found to have made false or frivolous accusations will also be subject to disciplinary action up to and including dismissal.

Harassment

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

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

Bullying and Insensitive Speech

JSerra Catholic High School believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the school and is not tolerated.

This policy covers conduct that occurs both on and off the school campus and includes use of technology that is not owned by the school. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

Bullying (including cyberbullying) is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a student in reasonable fear of harm to that student's person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
3. Causing a reasonable student to experience substantial interference with their academic performance; or
4. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of bullying may include, but are not limited to:

1. Severe social exclusion
2. Threats and intimidation
3. Stalking
4. Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury
5. Public humiliation
6. Destruction of property
7. Verbal or written insults, teasing, or name-calling, or racial slurs
8. Creating a profile on a social networking website, for the purpose of having one or more of the effects listed above.

Student Reporting

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Deans or any Administrator.

Investigation

After the school receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the Deans of Students will determine the appropriate course of action, which may include initiation of an investigation. If the school initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The school will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with school personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

Interim Measures

The school will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The school will determine the necessity and scope of any interim support or protective measures.

Remedial and Disciplinary Action

Any student determined by the school, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the school's parent behavior expectations and may be grounds for expulsion of the offending parent's child(ren).

GENERAL BEHAVIOR

Assault and Battery

Assault and battery is defined as any threat of force or violence directed toward anyone.

Clean Campus

A clean campus is to be maintained at all times. The cooperation of all students is required in helping to keep the campus and school buildings clean and in good condition. The student body may be detained after the regularly scheduled conclusion of the school day if a clean campus is not maintained. Apart from water, food or other beverages may not be in the hallways or classrooms.

Defiance

Defiance means flagrant insubordination, disrespect, or disobedience of any school administrator, faculty, and/or staff by speech, gesture, or in writing. This includes but is not limited to: refusal to give legal name or student ID card, go where directed, accompany the adult to the Dean of Students Office; give accurate, truthful information, and chronically violate school regulations (attendance, behavior, and/or dress codes).

Disruptive Behavior

Disruptive behavior includes, but is not limited to, the following items: throwing food or any object that could cause injury or harm, aggressive horseplay or chasing, talking/inappropriate behavior at Mass/School Assembly, profanity, excessive or constant disruptive behavior in class, and/or rude or abusive language and/or behavior.

Fire Alarms

Any student, who sets, tampers with, or damages a fire alarm is in violation of Penal Code Section 148.4 and is guilty of a misdemeanor. Additionally, the student is subject to immediate expulsion from JSerra. Furthermore, students may not interfere with any emergency drills or procedures.

Forgery

No student shall intentionally falsify pertinent information or the signatures of any parent/guardian, faculty, or administrator on any document for any reason.

Gum Chewing

Gum is not allowed on campus at any time.

Littering

No student shall willfully place litter of any kind (paper, cans, wrappers, gum, food, etc.) on the ground, on a table, or any place other than a trash can or recycling bin of some kind.

Lying and/or Misrepresentation of the Truth

No student shall intentionally present false information to or mislead, either directly or by omission of information, any employee of JSerra (faculty, staff, administration).

Online Behavior and Social Media

Social media has many benefits but when social media postings violate the law, school policies, and/or create a disruption to the school community and/or specific individuals, JSerra has an obligation to respond and take appropriate action, including but not limited to investigation and discipline.

It is important for parents and students to understand that:

1. In this digital age, there can be no expectation of privacy in online media or digital forums.
2. All individuals are responsible for the information they post, share or respond to online. Anything posted on the internet may be subject to public viewing and republication by third parties without a person's knowledge or consent.
3. Posting inappropriate, threatening, harassing, discriminatory, racist, biased, derogatory, disparaging or bullying comments, videos or other types of communication toward or about any student, employee or member of the school community anywhere on the internet is prohibited and may be subject to discipline, even when a posting was initially believed to be private.
4. All threats are taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.

The school may discipline students who violate rules of appropriate online and offline conduct, which includes but is not limited to, the use of social networking sites during or outside of school hours.

Out-of-Bounds

JSerra is a "closed" campus and certain areas have restricted access. No student shall leave campus or go to the parking lot without permission from the Dean once they arrive at the start of the school day until the end of the school day. This includes lunch periods. Nearby convenience stores are off-limits during school hours.

In moving between the north and south campuses, students must always use the bridge. Students who use the crosswalk will be subject to disciplinary actions.

Possession/Use of Fireworks/Explosives

No explosive or flammable device of any type is permitted at school or at any school function. These include, but are not limited to, firecrackers, party poppers, lighters, and matches. Additionally, no student shall ignite any material of any kind at school or at any school related function. Any act which creates a fire hazard is a violation of JSerra rules.

Public Display of Affection

Excessive public displays of affection are not allowed.

Theft

Theft is defined as taking and/or possessing property without permission or knowledge of the owner. Property is defined as anything that belongs to another person or the school. Knowingly receiving stolen property is a violation of school rules.

Vandalism

No student shall willfully cut, deface, or otherwise damage property, real or personal, belonging to the school or any member of the school community. This includes, but is not limited to, writing in school or student owned textbooks and on desks, counters, tabletops, spray painting, graffiti, and placing stickers on any surface anywhere on campus (including lockers). Vandalism includes any damage to public or private property.

Weapons

In accordance with the California Educational Code, it is illegal for any student to possess or use weapons or any material that can be used as a weapon at any time, including at school or any school function. Any item considered a weapon by law enforcement agencies is also considered such by JSerra. Facsimile weapons of any kind and pepper sprays are considered weapons.

GENERAL DEAN OF STUDENTS OFFICE POLICIES AND REGULATIONS

Conduct at School Dances

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures are in effect for all dances.

1. Parents and students must sign a contract prior to each dance prior to picking up a ticket.
2. Students are allowed to bring one guest (of the opposite sex) from another school to the Homecoming, Winter Formal, and Prom dances, but must obtain a guest pass contract and permission from the Deans. All guests are expected to abide by JSerra expectations regarding dress, grooming, and behavior. Certain restrictions apply to guests. All other social events are for JSerra students only.
3. For safety purposes, students will not be allowed to loiter in the parking lot but must enter the event upon arrival at the venue. Once a student leaves a dance, he/she will not be allowed to re-enter without permission from the Deans and he/she may not loiter on the venue grounds, including the parking lot.
4. School dances are school-sponsored activities; therefore, all JSerra regulations are applicable at these functions.
5. All students will remain tobacco, drug, and alcohol-free at all school dances.
6. All students will be checked for illegal, unauthorized, or controlled substances prior to entry to the dance area. Staff will conduct purse searches. Any student who refuses to comply with a search will be denied entry. Students suspected of being under the influence of drugs and/or alcohol will be subject to evaluation and/or a field sobriety test, which may include a breathalyzer test.
7. Any vehicle in the venue parking and attendee drop-off area may be searched at any time. The driver and passengers in the vehicle will be held responsible and given consequences for any unauthorized object or for any illegal substance in the vehicle. All buses will be searched upon arrival at dance venue. Parents will be called if there are students on the bus not attending the dance, and will be required to pick them up immediately.
8. Dancing Guidelines (applies on and off the dance floor): Lewd and lascivious dancing will result in a student being asked to leave the event and may make him or her ineligible to attend all future dances for the remainder of the school year.

Dress Code for School Dances

Students who are in violation of the Dress Code will not be permitted to enter the dance and their parents will be contacted and assume responsibility for their son or daughter at that time. Students who alter their attire after entering the dance will be asked to leave. Final interpretation regarding appropriate attire and behavior will be determined by JSerra Deans and Administrators.

Students with concerns about appropriateness of their attire may submit a picture of themselves wearing the outfit to the Dean's Office for approval prior to the event.

No refunds will be issued to students or guests who are denied entry or removed from any dance.

No students will be admitted an hour after the dance starts unless prior arrangements have been made with the Deans.

Early-out time is half an hour prior to the end of the dance.

Welcome Back Dance

Students must meet minimum casual dress attire (see below) in order to be admitted. The Welcome Back Dance is considered a casual dance; thus you are expected to follow JSerra guidelines for casual attire. JSerra requires that students keep their shirts and shoes on during the event.

1. Jeans and Shorts must be no shorter than the bottom of your fingertips when extended to your side.
2. Students must not wear apparel that reveals visible cleavage or undergarments.
3. Students must not wear backless apparel. Backless is defined as apparel that shows skin or is sheer below the bra area, or mid back.
4. Students must not wear apparel with any cut-outs.
5. Torn and ripped apparel is prohibited.
6. Tight and extremely form-fitting apparel is not allowed.
7. Tank tops with at least 1" straps.
8. Leggings or yoga pants are permitted to be worn provided a hip length top is worn.
9. All JSerra grooming standards apply
10. Boys are not allowed to wear earrings.

Homecoming Dance

Students and guests must meet the minimum semi-formal dance attire (see below) in order to be admitted. The Homecoming Dance is considered semi-formal dances, and students are expected to follow the JSerra guidelines for semi-formal attire. It is the responsibility of the JSerra student to clearly communicate these guidelines to their guests if they do not attend JSerra. JSerra requires that students keep their shirts and shoes on during the dance.

Boys:

1. Dress slacks and dress shirt
2. Sport Coat/Blazer (optional)
3. Torn and/or ripped apparel is prohibited.
4. All JSerra grooming standards apply
5. Boys are not allowed to wear earrings.

Girls

1. Either floor length dresses/skirts or dresses/skirts to the knee
2. No high low dresses that are above the knee
3. No visible cleavage or undergarments
4. No backless apparel or cutouts
5. No bare midriff
6. No lace dresses with nude underlay
7. No slits
8. No bandage, body forming, or stretchy skirts and or dresses made out of material such as lycra, spandex, and or similar material
9. Athletic shoes may be worn in the dance to protect students' feet.

Winter Formal and Prom

Students and guests must meet the formal dance attire (see below) in order to be admitted. Winter Formal and Prom are considered formal dances, and students are expected to follow the JSerra guidelines for formal attire. It is the responsibility of the JSerra student to clearly communicate these guidelines to their guests if they do not attend JSerra. JSerra requires that students keep their shirts and shoes on during the dance.

Boys:

1. Dress pants, dress shirt, tie, a jacket (Tuxedo jacket, suit jacket, or sport coat are required)
2. Tuxedo Jacket/Sport Coat/Blazer
3. Torn and/or ripped apparel is prohibited.
4. All JSerra grooming standards apply
5. Boys are not allowed to wear earrings.

Girls

1. Floor length dresses/skirts
2. No high low dresses
3. No visible cleavage or undergarments
4. No backless apparel or cutouts
5. No bare midriff
6. No lace dresses with nude underlay
7. No slits higher than the knee
8. No bandage, body forming, or stretchy skirts and or dresses made out of material such as lycra, spandex, and or similar material
9. Athletic shoes may be worn in the dance to protect students feet.

Who Can Attend Dances

Informal Dances:

1. Welcome Back Dance: All JSerra Students

Formal Dances:

1. Homecoming: All JSerra Students
2. Winter Formal: Sophomores, Juniors, Seniors (Freshmen at the invitation of upperclassmen only)
3. Prom: Juniors and Seniors (Underclassmen at the invitation of upperclassmen only)

Non-JSerra students are allowed at Formal Dances if a guest pass contract is turned in to the Deans Office.

Parking/Driving on Campus

Students and their parents will be required to sign the Parking Permit Usage Agreement in order to receive a parking permit. Violation of this agreement may result in loss of parking privileges.

1. Loitering in the parking areas before, during or after school is not permitted. Students may not go to the parking areas during the school day without permission and knowledge of the Deans of Students Office.
2. The speed limit on campus is five miles per hour. Students engaging in reckless and dangerous driving habits are subject to school issued discipline which may result in the loss of driving privileges on campus.
3. JSerra is a closed campus. This includes all parking areas.
4. JSerra student drivers are expected to follow all laws relating to operating a motor vehicle and to display caution and courtesy at all times.
5. Only senior students who have designated parking spots in the senior lot are permitted to park in the senior lot.
6. Junior, and sophomores with parking passes are permitted to park on the south side of campus only.
7. Parking citations will be issued for the following reasons:
 - a. Parked without parking permit properly displayed
 - b. Parking outside designated parking area (including but not limited to: fire lane, visitor spaces, staff spaces, and/or disabled parking spaces)
8. Parking illegally and/or parking without a visibly displayed parking permit in any school parking lot is prohibited. Students who violate this policy may have their vehicle towed at their own expense.

Student Parking Permit Replacement

1. A replacement parking permit may be issued with approval from administration.
2. If approved, the cost of a one-time replacement parking permit is \$50.00.
3. If a parking permit is lost/stolen a second time, parking privileges are revoked.
4. Parking citations issued as a result of a lost permit will not be waived.

Lockers

Lockers are the property of JSerra. Student use of a locker is a privilege. The care and condition of the locker the school assigns the student is the student's responsibility, including damage incurred. A change in locker may occur only after approval by the Deans of Students. **The locker is jointly accessible to both the student and school officials and may be subject to search for reasonable cause at the discretion of school officials.** Students are strongly urged to secure their personal belongings and to never share their combinations with other students. Lockers must be kept neat and clean. Writing on or placing decals on lockers is prohibited. Any student or group who decorates lockers must ensure lockers are left in the same condition received. Students should report locker problems to the Deans of Students Office. JSerra is not responsible for lost or stolen articles, including those removed from student lockers. All property left in lockers after the locker clean-out day will become the possession of the school.

Communication to Students

In order to maintain an uninterrupted classroom learning environment and to promote student responsibility, the school **cannot**:

1. Relay phone messages to students except in the case of an emergency
2. Make deliveries of items (lunch, sport equipment, schoolwork, etc.)
3. Accept food deliveries for student lunch

Food Services/Lunch Area

The Bistro is open before school, during break period, during both lunch periods, and after school. Students may not be purchasing outside of the above listed times. In order to promote a safe, efficient, clean, and congenial environment in the Lion's Bistro, students are asked:

1. Not to purchase food for other students
2. Not to "cut" into a lunch line
3. Not to consume food items/beverages prior to purchase
4. Not to loiter around the lunch lines
5. To act in a courteous manner toward Bistro staff
6. To remain in approved areas during their lunch period
7. To pick-up and dispose of all their trash
8. May not modify and prepared foods

Hall Passes/Call Slips

No student may be out of class without an appropriate Hall Pass issued by their teacher or Call Slip from the Administrative Office. The Hall Pass or Call Slip must be returned when the student's business is concluded.

Electronic Device Policy

Cell Phone Policy

During the school day students must store cell phones either in their locker or vehicle. Accordingly, students may access and/or use cell phones only before and after school. Cell phones may NOT be accessed and/or used during class time or inside any school buildings including the bathrooms, chapel, library, and school

courtyard. Cell phones may not be used as cameras to photograph academic materials. If a student needs to use their cell phone, he/she must have the express permission of a JSerra employee.

Unauthorized use and/or presence will result in disciplinary action as outlined below.

All Other Electronic Devices

JSerra representatives, with reasonable suspicion of wrongdoing, have the right to immediately and without notice to the students inspect and review his/her cell phones and all other electronic devices and all information contained therein. Based on such a search, JSerra representatives may confiscate the cell phones or other electronic device. Any student's refusal to immediately turn over a cell phone or other electronic device when requested to do so by a JSerra representative and to provide all applicable log-in and password information for any content on the cell phone or electronic device, is subject to immediate suspension and possible dismissal from JSerra.

The use of a cell phone or electronic device at any time, while on campus, to send messages which the administration considers to be a harassing, threatening or inappropriate is prohibited and will result in confiscation of the phone and a conference with parents. The consequences will be a strict disciplinary contract, suspension from school for an extended period of time, and/or withdrawal or expulsion from JSerra. There will be a presumption of academic dishonesty for any student using a cell phone or other electronic device during assessment, whether they intend to use the device or not.

In terms of other electronic devices, such as smartwatches or computers, students may not actively use these devices for transmitting or receiving data during class or inside classroom buildings during regular school hours. Additionally, smart watches are completely prohibited during test environments and must be removed from the student's wrist and stowed away during a test. There will be presumption of academic dishonesty for any student who is found wearing a smart watch during an assessment, whether they intended to use the device for assistance or not.

Headphones, earphones, or earbuds may only be used during the school day with permission from teacher or moderator. Headphones, earphones, or earbuds will be confiscated if visible during the school day and will be returned to the student the following school day. The student will also be given a detention.

The consequences for violation of the cell phone or all other electronic device usage policy are listed below:

First Violation: Cell phone or other electronic device is confiscated and given to the Deans. Student will be required to serve a one day detention. Cell phone or other electronic device will be returned to parent/guardian only.

Second Violation: Cell phone or other electronic device is confiscated and given to the Deans. The student will be required to serve one day of Saturday Detention. Cell phone or other electronic device will be returned to parent/guardian only.

Third Violation: Cell phone or other electronic device is confiscated and given to the Deans. The student will be required to serve one day of in-school suspension. The student and parents will be notified that the student may no longer bring a cell phone on campus. Cell phone or other electronic device will be returned to parent only.

Fourth Violation: Cell phone or other electronic device is confiscated and given to the Deans. The student will meet with the Disciplinary Review Committee where the student could be dismissed from the school.

Student Property

JSerra Catholic High School or its employees are not responsible for lost or stolen articles. Students bring items to school at their own risk. Illegal items and/or any items not appropriate to the school environment will be confiscated and may not be returned. Loss of items should be reported to school security.

Guest Passes/Visitors

JSerra is a “closed” campus. Students may not have a guest visit during the school day. This includes lunch. Visitors must check in and obtain a visitor’s pass from the Main Office.

ETHICS

Academic Integrity/Ethics

Academic integrity and ethical behavior are expected from all JSerra students. Academic dishonesty and unethical behavior are contrary and counterproductive to the philosophy and goals of JSerra. Academic integrity means producing original work on all examinations, and in all papers, projects, homework, and oral recitations. While teachers are responsible for creating a classroom environment that promotes academic integrity, and while there are outside pressures that work against originality, JSerra students have the primary responsibility to be honest. They are responsible for their time and ability to prepare properly and adequately for facing the tasks of writing reports, taking examinations, giving oral presentations, and completing homework.

Academic integrity is achieved when a JSerra student:

1. Completes their homework and does not allow it to be copied by a fellow student.
2. Completes an examination without seeking help from or offering help to another student.
3. Completes original research for a paper, project, or oral report and acknowledges another person’s contributions to that work by citing the source and individual’s name.
4. Recognizes that their performance on an examination or other assignment is not coupled with self-esteem or self-worth. The student, therefore, understands that it is of greater value to their personal growth when he/she chooses their own personal work than when he/she chooses to compromise their integrity.
5. Realizes that each choice for copying, cheating, or plagiarism, no matter how small the matter, diminishes their academic and personal integrity.
6. Produces original work. Academic excellence is achieved when the student produces original work in the highest quality commensurate with their ability. For example, Artificial Intelligent generated content submitted as student’s work is prohibited.

Academic dishonesty includes, but is not limited to:

1. *Plagiarism* - Plagiarism is defined as the theft and use of another’s ideas or writings as one’s own, with or without the knowledge of the other person. This includes not properly citing sources in a written work, and/or artificial intelligent generated content.
2. *Cheating* - Cheating is defined as having unauthorized notes, materials, and/or resources of any type (cell phones, other electronic devices, smart watches, the help of another student, looking at another paper, answers and/or pertinent information written on any item, etc.) out and/or available for any exam, quiz, paper, and/or homework assignment. Allowing another student to obtain information from one’s own exam, paper, homework, or any electronic device is also considered cheating.
3. *Fabrication* – Falsifying or inventing data, or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data was gathered.
4. *Obtaining an unfair advantage* – Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaboration on an academic assignment; retaining, possessing, or circulating previously given examination materials; intentionally obstructing or interfering with another student’s academic work;

or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. *Aiding and abetting academic dishonesty* – Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or providing false information in connection with any injury regarding academic integrity.
6. *Falsification of records and official documents* – Altering documents affecting academic records; forging signatures or authorizations or falsifying information on an official academic document, grade report, letter of permission, petition, or any other official school document.
7. *Unauthorized access to computerized academic or administrative records or systems* – Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Students who breach the policy on academic integrity and who commit an act of academic dishonesty or forgery will be referred to the Deans of Students. **Gross violations of any of the above may lead to expulsion.** The offense will be recorded in the student's disciplinary file. Additionally, students who commit an act of academic dishonesty or forgery are subject to lose any financial assistance that the school provides and/or will be precluded from receiving any future financial assistance from the school.

Consequences

1. First Violation – The student will receive no credit on test/assignment. The student will copy the ethics section of this handbook. The Deans of Students will contact the parents to discuss the incident and to discuss any future course of action the school will take if their son's or daughter's behavior continues.
2. Second Violation – The student will receive no credit on test/assignment and will be suspended for one day. The student will receive written notification regarding the consequences of the third violation.
3. Third Violation – The student will receive no credit on test/assignment and will face the Disciplinary Review Committee for possible dismissal from JSerra Catholic High School.
4. Fourth Violation – Immediate dismissal from JSerra without right of appeal.

ATTENDANCE POLICIES AND PROCEDURES

Absences

Please follow the procedures outlined below when your student is absent from school for any reason.

Full or Partial Day Absence

If the student is to be absent for all or part of a school day, the parent or legal guardian **must email** the Attendance Office (attendance@jserra.org) BEFORE 8:00 a.m. on the day of the absence.

Provide the following information:

1. Parent/guardian name and relationship to student
2. Student's full name and grade
3. Reason for full day/partial day absence
4. What time a student will be picked up or leave if he/she needs to leave early
5. Parents/guardians phone number should confirmation be necessary

A full day absence is defined as missing an entire school day. Partial day absence is defined as missing Mass or one or more periods during any part of the school day. For daily participation, unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate or attend an

athletic contest/practice or any extra-curricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event, except minimum days. Students must be in class for the entire minimum day to attend sports events and dances.

Leaving School Early

If a student needs to leave school early, he or she must adhere to the following procedure:

1. If the student is to be absent for a part of the day, the parent or guardian **must email** the Attendance Office (attendance@jserra.org) regarding the absence before 8:00 a.m. so student may be issued an Off-Campus Permit prior to the beginning of school. **THERE WILL BE NO PHONE CALLS TO THE CLASSROOM FOR STUDENT RELEASE.** In the email, or handwritten note delivered by parent, please state: release date, time, and reason. The student may pick up the Off-Campus Permit before school or at break. This procedure is to alleviate disruptions of phone calls to the classroom.
2. Show the Off-Campus Permit to the teacher from whose class the student will be leaving early at the beginning of class to give teacher notice of intent to leave.
3. The parent/guardian must come to the Attendance Office to pick up and sign out their student and show appropriate identification in order to have the student released.
4. JSerra will release students only to those parents/guardians or other adults whose names appear on the Student Emergency Card.
5. Students with their own transportation may leave on their own only with permission of the parent or guardian. Students must obtain an Off-Campus permit to be released from class and must sign out at the Attendance Office before leaving campus.
6. Seniors who do not have a 7th period class can leave campus early. Students must leave the campus and can return only after school is dismissed for the day. There is no loitering after class on school grounds. Any student who does not have a 7th period class and wishes to stay during 7th period must report to the library.

Appointments

1. **The school discourages the scheduling of appointments during the school day, especially on days in which Liturgy is celebrated.**
2. Appointments should be kept to a minimum and used only when absolutely necessary.
3. Students with excessive absences may experience academic consequences.

Illness at School

1. A student who becomes ill during the school day must report to the Nurse's Office and may be determined by the nurse or other designated personnel to be unable to complete the school day. In such cases, the nurse or other designated personnel will contact the parent/guardian to request that the student be picked up. Students may not contact parents to request to leave school early.
2. The parent/guardian must come to the Main Office to pick up and sign out their student and show appropriate identification in order to have the student released. JSerra will release students only to those parents/guardians or other adults whose names appear on the Student Emergency Card.
3. Students with their own transportation may leave on their own only with permission of the parent or guardian. Students must obtain an Off-Campus permit to be released from class and must sign out at the Attendance Office before leaving campus.
4. **A student who must leave school early due to illness may not participate or attend extra-curricular activities including sports events and dances.**
5. For daily participation, unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extra-curricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event, except minimum days.
6. Students must be in class for the entire minimum day to attend sports events and dances.

Absence Designation

JSerra records absences using the following designations:

Verified Absences:

1. Illness/Injury
2. Medical, dental, optometric appointment and/or legal/court appearance
3. Attendance at a funeral with prior notification
4. Illness or death in immediate family
5. Family emergency
6. College Visits

Excused Absences:

1. Conference with school officials (i.e., Counselor, Administrator)
2. Extra-curricular activities (i.e., JSerra sports program)
3. AP exams
4. Campus Ministry activities (i.e., retreats)

Unexcused Absences:

1. Truancy

Excessive Absence Policy

The school allows ten (10) **non-school-related** absences of any classification in any class per semester. Students will not be penalized academically for any school related absences. Students with excessive absences due to non-school related activities including verified absences will be subject to the Progressive Absence Policy.

College visits are not considered school-related absences.

Progressive Absence Policy

The primary obligation for student attendance rests with the parents. To assist parents, JSerra will advise parents of the potential academic and/or disciplinary consequences of excessive absences. To that end, parents will be notified following the Progressive Absence Policy:

1. Eight and nine non-school-related absences of any classification in any class per semester: Written notification sent to parent/guardian.
2. Ten to fifteen non-school-related absences of any classification in any class per semester will result in a one-letter grade drop in the student's semester grade.
3. Sixteen to twenty non-school-related absences of any classification in any class per semester will result in an additional one-letter grade drop in the student's semester grade.
4. Any absences beyond twenty absences will result in loss of credit.

A student's grade will be affected by excessive absences. Teacher expectations regarding class attendance will be consistent with school policy and made available to students/parents/guardians at the start of the class/semester.

Extended Absences for Medical Reasons

Some students may be absent from school for an extended period due to hospitalization, chronic medical conditions, injury, or emotional, psychological and personal reasons. Physical conditions that impact a student's attendance should be reported to the Vice Principal of Academics. These situations will be handled on a case-by-case basis through the collaboration of the student, their parent(s), their counselor, their teachers, and the Administration. Communication is vital for the well-being of the student and for the completion of their academic work. If parents are aware their child will require an extended absence, they

should communicate this to the Vice Principal of Academics as soon as possible. Supportive documentation from the treating physician should be presented in support of the request for extended absence.

A fundamental characteristic of JSerra's education is the commitment to educating the whole person - mind, body, and spirit. It is JSerra's intent to care for every individual's well-being. JSerra strives to provide an environment that nurtures a healthy balance for all students. However, there may be extraordinary circumstances in the life of a student that disrupts their physical, mental, emotional, or psychological development. Instances may include, but are not limited to, serious medical conditions (both physical and psychological), injury, surgery, addiction treatment, and in-patient or out-patient programs. Some students are required to miss a significant amount of school in the care of medical or mental health professionals. The circumstances which may cause a student to miss school or require special accommodations-vary widely, and they often involve collaboration with professionals and agencies outside JSerra to provide the expertise and framework for understanding the unique situation of the student. In these cases, a student will need the Vice Principal of Academics to intervene in the curriculum, communicate with faculty, and devise a plan that best supports the student in both their personal recovery and academic progress.

Students returning to JSerra after an extended leave of absences must submit a medical release signed by their treating physician. If the student has been treated for emotional or psychological reasons, the release should be provided to one of JSerra's personal counselors. In addition, the returning student must provide written permission for their psychologist, psychiatrist or therapist to speak with JSerra's personal counselors.

When it becomes known that a student needs additional help, JSerra will assemble a team consisting of the Vice Principal of Academics, Dean of Students, and the student's counselor. This team works directly with the student, their family, and their teachers to develop a plan for the student to remain current with their coursework and/or to return to JSerra at a future date in good academic standing. JSerra, in turn, makes reasonable accommodations and adjustments to address the student's unique circumstances. Every case involves thoughtful and careful collaboration and communication among student, parent(s), administration, and faculty. In some instances, however, it may not be possible for JSerra's academic program to serve a student. At that point the student will be asked to withdraw in order to enroll in a school that will better serve his/her needs.

Truancy

Truancy is defined as "unexcused absence" from school without the knowledge and consent of parent/guardian and proper JSerra authorities, for part or all of any school day.

Tardiness

Tardiness is defined as arrival to school or class after the designated start time. It is the responsibility of each student, with the support of parents/legal guardians to be on time to school and to each class. All activities that take place during the school day are considered required school activities (class, Mass, rally, etc.). A school-sponsored night event is not an acceptable excuse for arriving late or missing school the following day. The consequence for being tardy to class and/or school (per semester):

| | |
|--|--|
| 1 st – 3 rd violation: | Teacher detention |
| 4 th – 6 th violation: | After school detention |
| 7 th violation: | Saturday Detention |
| 8 th – 10 th violation: | After school detention |
| 11 th violation: | Two Saturday Detentions |
| 12 th – 14 th violation: | After school detention |
| 15 th violation: | Student is suspended from extra-curricular activities including sports, clubs, and dances for a period of time to be determined by the Dean |
| 16 th – 19 th violation: | After school detention |
| 20 th violation: | Student is suspended pending conference with parents. Student is liable to be suspended from all extra-curricular activities for the remainder of the school year. |

First Hour Tardy

A student who is tardy less than 10 minutes at the start of the school day must report to their class. Students more than 10 minutes late during the first hour, are considered absent (or truant) and should be sent to the Dean's Office for a re-admit slip.

Class Tardy

Class tardy is defined as arriving to the classroom after the designated start time. A student who is tardy to a class should report directly to that class. After five minutes, the student is considered absent (or truant) and should be sent to the Dean's Office for a re-admit slip.

Mass Attendance

Wednesday Mass is as much a part of JSerra's curriculum as its daily classes. Medical appointments during Mass are still included in the in the Progressive Absence Policy. The consequences for missing Mass in a given year will be as follows:

1. Miss four Masses: Conference with Vice President of Mission and Faith plus detention
2. 5th miss: Saturday Detention
3. 6th miss: One day suspension from school
4. 7th miss: Three day suspension
5. 8th miss: Meeting with Disciplinary Review Committee to discuss expulsion

Family and College Trips

JSerra strongly discourages students from missing school for any reason. The school cannot be responsible for a student's progress when there is continual absence even with parental permission. JSerra does have a dis-enrollment procedure for excessive absences.

Juniors and seniors are entitled to two days per year of verified absences for college visits. These absences count toward the progressive absence policy as stated above.

Attendance and Participation in Extracurricular Athletic/Activities/Events

1. Students attending any multi-day school activity
 - a. Athletics, etc.: will receive one (1) extra day for make-up work
 - b. Kairos: will receive two extra days for make-up work
2. A late-night school-sponsored event is not an acceptable excuse for missing school the following day.
3. Unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extracurricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event, except minimum days. Students must be in class for the entire minimum day to attend sports events and dances.
4. A student who leaves during the school day due to illness may not attend or participate in any extracurricular activities (i.e. practice, game, performance) on the day of the partial absence.
5. Students must be in class for the entire minimum day to attend sports events and dances.

Attendance and Participation in JSerra Campus Ministry Retreats

Students will miss and be excused from class the day(s) of the retreat. Students are responsible to make-up tests and quizzes that were missed. Homework that is assigned on the day(s) of excused absences will be waived. Students are responsible for tests and quizzes on the school day immediately following the retreat if no new material was covered during the retreat. If new material was covered during the retreat, students will receive one school day per period missed to study following the retreat, and the assessment must be completed on the following day. Depending on which school days were missed, and if the retreat took place on block days, this could amount to 1 or 2 days to study following the retreat. While make-up work does not need to be completed before the retreat, we suggest that students speak

with their teacher about work they will miss, as it will be a great opportunity for them to be looking ahead so they do not fall behind.

Leaving Early for School Events

When students must leave school early, the following policy has been agreed upon by all coaches and teachers and communicated to the student-athletes.

1. Extended absence contract must be filled out by the student and signed by each teacher for an absence more than three days.
2. Students must be prepared for the class the day they are leaving early. If a game is canceled and a test is being given, the student must be prepared for the test. No excuses will be accepted.
3. Students are responsible for making up all work covered, and tests missed. Students are not given additional days to make up assignments from classes that were missed due to participation in athletic events (single day).
4. Student-athletes must be prepared to turn in homework before leaving early for athletic events and to make arrangements to meet with the teacher before or after school, at lunch or remain after class on the days following early dismissal, to go over work missed or make up tests. There are no penalties for being late to practice to take care of class responsibilities. Student-athletes must take the initiative to work with their teachers during their sports season.

Make-Up Policy

1. Parents and students are encouraged to use the electronic grade portal and/or email to communicate with teachers to obtain assignments due to absence.
2. Students absent two days or fewer are encouraged to get any assignment from classmates and/or Schoology.
3. For each day of a verified absence, students are permitted the same number of days upon return to school to make up assignments/assessments that were missed.

Students do not receive additional time for make-up due to any school related absences, excluding retreats. A student who misses class the day of assessments, or exam day, or misses a day when new material has **not** been presented prior to the assessment, will be expected to take the assessment upon return to school.

EMERGENCY PROCEDURES

Emergency Disaster Plan

In the event of an emergency or disaster, a JSerra student will only be released to their parent or guardian. However, each school year we will ask the parent/guardian to fill out an emergency dismissal form with a number of options available for the release of their children after an emergency or disaster.

In an emergency, JSerra will utilize the local news media to distribute information to our families. If an emergency situation is developing, parents should depend on these sources of information.

Earthquake/Fire Drills

JSerra conducts emergency drills throughout the school year. JSerra administration, faculty, staff, and students have received instruction on appropriate procedures in case of an actual emergency.

ACTIVITIES

The Vice Principal of Student Formation and Leadership is responsible for all student activity programs in the school. JSerra desires to involve as many students as possible in school life. We believe that involvement in activities:

1. Allows students to develop their God-given talents
2. Enhances self-esteem
3. Provides increased opportunities for friendship
4. Makes school more enjoyable
5. Increases student commitment to school
6. Results in better grades and deportment

The many organizations, clubs, and activities (both co-curricular and extracurricular) are an essential part of modern education. Faculty members, moderators, and coaches guide such activities and are directly responsible to the Vice Principal of Student Formation and Leadership. For a complete list of school activities, clubs, and Honors organizations, please see www.jserra.org/clubs.

Social Events

Students will be admitted to a school event only upon presentation of their Student Identification Card. Students will not be admitted without this card.

1. For safety purposes, students will not be allowed to loiter in the parking lot, but must enter the event upon arrival at the school.
2. Once a student leaves an event, they will not be allowed to re-enter without permission and may not loiter on the school or venue grounds, including the parking lot.
3. School dances, artistic performances, and athletic events are school sponsored activities; therefore, all JSerra regulations are applicable at these functions whether on or off campus.

Student Identification Cards

Students will be issued a photo I.D. card for the school year. Students are expected to have this I.D. with them at school and any school function. The I.D. card is necessary for entrance to many school athletic events and activities.

The Student Identification Card identifies the student as part of the JSerra community and entitles them to the following:

1. Admission to all regularly scheduled home and away athletic contests
2. Designated school activities
3. Purchasing items in the McMackin Bistro

Student Identification Card Replacement

1. Students must replace lost cards
2. A fee of \$10.00 for first lost I.D. card and \$25.00 for each additional lost card must be paid to the Assistant to the Administration: once payment is made, a new I.D. card will be issued.

Sunday Activities

In keeping with the mission of JSerra, the school intentionally avoids scheduling activities on Sundays in order to allow staff, students, and families the opportunity to keep holy the Lord's day. In the event of a school-sponsored trip that spans a weekend, the moderator will ensure proper time is allotted and transportation provided in order to attend a Saturday Vigil or Sunday service.

STUDENT AWARDS

Senior Awards

Valedictorian Award is presented to the senior who throughout his/her high school career has demonstrated excellence in the most challenging academic courses offered by JSerra and is graduating with the highest academic GPA. For the purpose of this award, Advanced Placement classes will be considered more challenging than Honors courses. To be eligible for this award, a student must have attended JSerra for at least three years and be in good standing with the school. The recipient of this award will deliver the commencement address at the Commencement Ceremony.

Salutatorian Award is presented to the senior who throughout his/her high school career has demonstrated excellence in the most challenging academic courses offered by JSerra and is graduating among the top highest academic GPA. For the purpose of this award, Advanced Placement classes will be considered more challenging than Honors courses. To be eligible for this award, a student must have attended JSerra for at least three years and be in good standing with the school. The recipient of this award will address the graduating class at the Senior Awards Ceremony prior to the Baccalaureate Mass.

JSerra Award is awarded to the senior who has best exemplified JSerra's mission and philosophy. The recipient will be a well-rounded student who personifies the goals and values embodied in the school's mission statement. The Awards Committee will solicit input from faculty, nominate proposed recipients of this award, and make the final selection.

The Msgr. Martin Award is awarded to the senior who has most contributed to the well-being of others at JSerra throughout their high school career. The recipients will be distinguished in the furtherance of Catholic social justice and devotion to the Gospel message of love, service, and kindness. The recipient of this award will be selected by the Campus Ministry Department and will deliver the invocation at the Commencement Ceremony.

The Reese Imhoff Faith over Fear Award is awarded to the senior who throughout their high school career has demonstrated choosing their faith over difficult circumstances in their lives. The Awards Committee will make the final selection.

The Lion Award is awarded to the senior who has engendered school spirit and contributed most to the extracurricular activities of JSerra. The Awards Committee will solicit input from the senior class and faculty and then nominate proposed recipients of this award. The Awards Committee will make the final selection.

The Senior Faculty Awards are awarded to the senior boy and girl who are particularly admired and respected by the JSerra faculty for their contributions to school life. The Awards Committee will solicit input from faculty and then nominate proposed recipients for this award. The Awards Committee will make the final selection.

The Christian Service Award is awarded to the senior who has best demonstrated one or more of the corporal or spiritual works of mercy during their career at JSerra and is dedicated to serving an underprivileged, disenfranchised, or needy population. The recipient of this award has accumulated a significant number of Christian service hours during their JSerra career.

The Senior Scholar Athlete Awards are awarded to the senior boy and girl who throughout their careers at JSerra have demonstrated excellence in both athletics and scholastic courses. To be eligible for this award, a student must have excelled in a JSerra varsity sport during their senior year and have at least a 4.0 cumulative scholastic GPA. The recipients of this award will be selected by the Athletic Director.

The Lion Grit Award is awarded to the senior who has demonstrated the most academic improvement over the past four years through his/her perseverance and passion for long term goals. Academic improvement will be based on the student's overall GPA. The Awards Committee will make the final selection.

Departmental Gold Award is presented to seniors who have excelled in English, Mathematics, Performing Fine Arts, Science, Social Studies, Theology, Visual Fine Arts, and/or World Languages during their career at JSerra. The recipients of this award will be selected by the academic departments.

Underclassmen Awards

Underclassmen Awards Assembly is held at the conclusion of the academic year.

Faculty Awards are presented to the students who are particularly admired and respected by the faculty for their contributions to school life. The faculty, coaches, and moderators recognize these individuals for their hard work and dedication to better themselves, their peers and their school. The Awards Committee will solicit input from faculty and then nominate proposed recipients for this award. The Awards Committee will make the final selection.

Gillian Marie Sabet Scholarship Award is presented to a deserving JSerra junior. The scholarship was founded in June of 2005 to Honor the life and legacy left by JSerra student Jill Sabet, member of the class of 2006. Through the generosity of many people who were touched by Jill's life and the impact she had on the JSerra community, a perpetual scholarship has been funded and will be awarded annually to a deserving JSerra student who has demonstrated commitment to scholarship, leadership and involvement in school activities. The \$2,000 award will be used toward JSerra tuition.

ATHLETICS

JSerra believes that Interscholastic Athletics are an integral part of the total secondary school educational program and has as its purpose to provide educational experiences not otherwise offered in the curriculum. Emphasis is placed upon teaching "through" athletics in addition to teaching the "skills of athletics." The school promotes the concept that athletics develops to a greater degree, qualities of the human spirit; among these are courage, self-control, self-discipline, loyalty, leadership, and friendship. The activities and contests involved shall be psychologically sound by being tailored to the physical, mental, and emotional maturity level of the participating youth.

JSerra conducts interscholastic competition for boys and girls in baseball, basketball, beach volleyball, competitive cheer, cross country, equestrian, football, golf, ice hockey, lacrosse, rugby, sailing, soccer, softball, surfing, swimming, tennis, track and field, volleyball, water polo, and wrestling. Through these activities a desire to display good sportsmanship and the development of a well-adjusted human being are desirable outcomes.

1. Academics and athletics go hand in hand. A student must maintain a 2.0 to participate on an athletic team.
2. In order to run a first-class athletic program, it is necessary to charge a fee to offset the cost of transportation and uniforms.
3. No athlete will be able to tryout or participate in any sport without having a completed athletic eligibility packet on file with the Athletic Department.
4. Athletic Pre-participation physicals are valid for one full calendar year and athletic clearance profiles are good for one school year. The athletic eligibility packet includes: an online athletic clearance profile, a pre-participation physical exam performed by a doctor and a signed confirmation page submitted to the athletic training department.
5. Student-Athletes participating in a Season of Sport (fall/winter/spring) are not allowed to participate in the next season, another sport, until the completion of the final practice/game of the current season. This includes participation in post-season activity if the student-athlete is on the Varsity roster. Student-athletes must be released by the Head Coach of the current season to participate in another sport of the next season.
6. Any student-athlete currently participating in a Season of Sport (fall/winter/spring) that wishes to withdrawal from said sport and participate in another sport in the same season, must submit a

formal request to the Head Coach to be released from their current sport. It will be the discretion of the Head Coach to allow a student-athlete's release to participate

Eligibility for Participation in Extra-Curricular Activities

Any student who earns a total GPA below 2.0 on any quarter or semester grade report shall be placed on academic probation for the following quarter. Students may participate in extra-curricular activities during this quarter. Any students who while on academic probation earns a total GPA below 2.0 on any quarter or semester grade report shall be ineligible to participate in any extra-curricular activities until he/she has been removed from academic probation. In addition, the Academic Review Committee shall have discretion to declare a student ineligible to participate in extra-curricular activities if it is determined that they are performing below acceptable academic standards for such student (regardless of the student's total GPA). Evidence that a student is performing below acceptable academic standards shall include, among other things, the student earning two "D" grades and/or an "F" grade on any quarter or semester grade report or being placed on academic probation after having previously been placed on and removed from academic probation. Any student who is on academic probation for two consecutive quarters shall be subject to dismissal from the school if they fail to earn a total GPA of at least 2.0 at the end of the second probationary quarter.

SPORTSMANSHIP CODE OF CONDUCT

JSerra is committed to providing a sportsmanlike environment for students, coaches, and spectators. A good sport can take a loss or defeat without complaint and/or victory without gloating. They treat opponents with fairness, courtesy, and respect. The Code of Ethics and consequences for inappropriate behavior apply to any participant and/or spectator at any and all athletic competition.

Code of Ethics

1. Emphasizes the proper ideals of sportsmanship, and ethical conduct
2. Eliminates all possibilities that tend to destroy the best values of the game
3. Shows cordial courtesy to visiting teams, officials, and spectators
4. Respects the integrity and judgments of sports officials
5. Recognizes that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual student-athletes

Behavior Inappropriate at Athletic Events

1. Berating opponent's school or mascot
2. Berating and/or harassing opposing student-athletes
3. Obscene, inappropriate, unsportsmanlike, and/or negative cheers or gestures toward the student-athletes and/or spectators from the opposing school and/or sports officials/referees
4. Obscene, inappropriate, unsportsmanlike, and/or negative signs or those that include the name of the opposing school or names of students of the opposing school
5. Mechanical noisemakers or cheering devices (CIF rule)
6. Behavior inconsistent with the JSerra Philosophy and Mission Statement, Code of Christian Conduct, Code for Student Behavior, and/or the Sportsmanship Code of Conduct

BUSINESS AND FINANCIAL POLICIES

2024-2025 Tuition and Fees

Per the enrollment contract, tuition for the 2024-2025 school year is \$24,450 plus a non-refundable registration fee of \$1,000. Tuition includes administration, instruction, counseling, campus ministry, and school nurse. The use of the library and other facilities, basic supplies for science, use of lockers, and the general operating expenses of the school are also included in tuition.

TUITION: \$24,450 payable online through your FACTS account as follows:

1. Annual (1) – payment due May 5, 2024 or May 20, 2024
2. Semi-Annual (2) – payments due May 5 or 20, 2024 and November 5 or 20, 2024
3. Monthly (10)
 - a. 10 month plan starting May 5 or May 20, 2024 – February 5 or 20, 2025
 - b. **There is a one-time \$300 annual processing fee per family for the monthly payment plan. All payment plans are subject to credit approval.**

To sign in to your FACTS tuition account, go to the Den on JSerra website:

Go to jserra.org/parents-students

Click “Facts Tuition” Button

To make a payment for tuition or class fees, please make the payment online or by calling FACTS directly:

1. Online payment – log into factsmgt.com
2. Payment by phone – Call FACTS directly @ 1-866-441-4637. FACTS representatives are available 24/7
3. Contact JSerra’s Business Office at 949-493-9307 for any payments or questions

Fees (Non-Refundable)

| | |
|--------------------------------------|----------|
| Application (Incoming Students Only) | \$ 75 |
| Registration (non-refundable) | \$ 1,000 |
| Senior Fees | \$ 1,000 |
| Athletic Fees | \$ 2,000 |

Additional Required Expenses

| | |
|----------------|---------------------------|
| Textbooks..... | \$500-\$800 (Approximate) |
| Uniforms | \$250-\$500 (Approximate) |

Additional Optional Expenses

| | |
|--|------------------------------------|
| Athletic Sport Fee..... | \$2,000 |
| School Photos..... | \$30 - \$75 (varies) |
| Student Parking Permits (Required for on campus parking during the school day) | |
| Parking Permit..... | \$54.00 (per year) |
| Senior (reserved painted) | \$200.00 (includes parking permit) |

For additional information about tuition and/or fees, please email Liz Morrison at emorrison@jserra.org

Financial Aid Program

JSerra Catholic High School is committed to making a holistic, Catholic education accessible to all qualified students – regardless of financial means. Awards are based on need, academic achievement, leadership, service, talent, and other criteria.

Many middle and upper-income families assume they may not qualify and forego the application process. We encourage families to apply and allow the Financial Aid Committee the opportunity to review your application.

Please refer to the admissions tab on our website www.jserra.org for the most current financial aid information.

Tuition Refund Policy

Upon completion of the Withdrawal Form (initiated with Admissions) a tuition refund may apply if your student withdraws from school. A written statement signed by the parent is required to begin this process. The withdrawal date determines the amount of tuition eligible for refund based on the schedule below. However, if tuition is not paid 100% for each semester, tuition may still be due to the school based on scheduled payment plan. The actual amount of the refund will be calculated at the time of withdrawal and any open balances due to the school will be deducted. Refunds of class, athletic and/or club fees are issued at the school's discretion.

Domestic

| | |
|--|---|
| Student withdraws prior to June 30, 2024 | 100% refund |
| Student withdraws after June 30, 2024 | No refund/family responsible for annual tuition |

International

There are no refunds for international tuition.

Tuition Obligation

Withdrawals: Regardless of the payment plan option, when a student terminates his/her attendance at JSerra Catholic High School after June 30, 2024, all unpaid tuition, fees, and other school charges become immediately due and payable before the student's records will be forwarded to the new school.

Dismissals: If JSerra should dismiss a student, this dismissal does not relieve the parent/guardian from any financial obligation they may have with JSerra.

Entrance Mid-Year: Tuition is due for the entire semester when a student enrolls during the middle of the semester.

Financial Responsibility

Failure to pay JSerra financial obligations may result in student suspension pending receipt of unpaid tuition fees or charges. Graduating Senior financial obligations must be met prior to the beginning of second semester finals to be eligible to participate in senior activities, graduation, and receive a diploma.

Non-Payment of Tuition or Fees

Non-payment of tuition or fees constitutes a serious breach in the parent/guardian obligation to the school.

The school shall have the right to take legal action for the non-payment of tuition or fees. Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees. As such, if a non-payment of tuition fees or charges exists under the payment option selected, the school retains the right to take the actions set forth below. Until the financial obligation to JSerra has been satisfactorily met, the school at its option may enforce the following:

1. Delinquency in payment constitutes cause for immediate suspension from school activity and/or dismissal from the school
2. Re-admission will not be permitted until student's account is brought current
3. Report cards and transcripts may be withheld
4. Student's diploma may be withheld

SCHEDULE 1

| | | |
|-------------|---------------|-----------------------|
| 7:30-7:55 | | Office Hours |
| 8:00-8:45 | | Period 1 |
| 8:50-9:35 | | Period 2 |
| 9:35-9:50 | | Break |
| 9:55-10:45 | | Period 3 |
| 10:50-11:35 | ANNOUNCEMENTS | Period 4 |
| 11:35-12:05 | | Lunch A |
| 12:10-12:55 | | Period 5A |
| 11:40-12:25 | | Period 5B |
| 12:25-12:55 | | Lunch B |
| 1:00-1:45 | | Period 6 |
| 1:50-2:35 | | Period 7 |
| 2:40-3:10 | | Period 8/Office Hours |

SCHEDULE 2

| | | |
|-------------|---------------|--------------|
| 7:30-8:25 | | Office Hours |
| 8:30-9:50 | | Period 1 |
| 9:50-10:05 | | Break |
| 10:10-11:35 | ANNOUNCEMENTS | Period 3 |
| 11:35-12:05 | | Lunch A |
| 12:10-1:30 | | Period 5A |
| 11:40-1:00 | | Period 5B |
| 1:00-1:30 | | Lunch B |
| 1:35-2:55 | | Period 7 |

SCHEDULE 3 MASS

| | | |
|-------------|---------------|-----------------------|
| 8:30-9:50 | | Period 2 |
| 9:50-10:05 | | Break |
| 10:10-10:15 | ANNOUNCEMENTS | Period 4 |
| 10:25-11:30 | | MASS |
| 11:40-12:10 | | Lunch A |
| 12:15-1:35 | | Period 4A |
| 11:35-12:55 | | Period 4B |
| 12:55-1:35 | | Lunch B |
| 1:40-3:00 | | Period 6 |
| 3:05-3:35 | | Period 8/Office Hours |



2024-2025
BELL
SCHEDULE

SCHEDULE 4

| | | |
|-------------|---------------|-----------------------|
| 8:30-9:50 | | Period 1 |
| 9:50-10:05 | | Break |
| 10:10-11:35 | ANNOUNCEMENTS | Period 3 |
| 11:35-12:05 | | Lunch A |
| 12:10-1:30 | | Period 5A |
| 11:40-1:00 | | Period 5B |
| 1:00-1:30 | | Lunch B |
| 1:35-2:55 | | Period 7 |
| 3:00-3:30 | | Period 8/Office Hours |

SCHEDULE 5

| | | |
|-------------|---------------|------------------|
| 7:30-8:25 | | Office Hours |
| 8:30-9:50 | | Period 2 |
| 9:50-10:05 | | Break |
| 10:10-11:40 | ANNOUNCEMENTS | Period 4 |
| 11:40-12:10 | | Study Hall |
| 12:10-12:50 | | All School Lunch |
| 12:55-2:15 | | Period 6 |
| 2:20-2:50 | | Period 8 |

SCHEDULE R RALLY

| | | |
|-------------|---------------|----------|
| 8:00-8:35 | | Period 1 |
| 8:40-9:15 | | Period 2 |
| 9:15-9:30 | | Break |
| 9:35-10:20 | ANNOUNCEMENTS | Period 3 |
| 10:25-11:00 | | Period 4 |
| 11:05-11:40 | | Period 5 |
| 11:55-12:35 | | RALLY |
| 12:45-1:25 | | Lunch |
| 1:30-2:05 | | Period 6 |
| 2:10-2:45 | | Period 7 |

CONTACT INFORMATION

| | | |
|--|-------------------------------|--|
| Academics (Specific Question)..... | | Contact student's teacher |
| Academics (Scheduling/Probation) | | Contact student's counselor |
| Accident Report | Mrs. Bridget Desmond | bdesmond@jserra.org |
| Activities/ASB | Mr. Robbie Roberts | rroberts@jserra.org |
| Admissions | Mr. Chris Harrington..... | charrington@jserra.org |
| AP Test Coordinator | Mrs. Jeanne Swedo | jswedo@jserra.org |
| Athletic Director | Mr. Chris Ledyard | cledyard@jserra.org |
| Director of Athletic Training | Mrs. Kasey Baggerly | kbaggerly@jserra.org |
| Attendance..... | Mrs. Jennifer Hurtado | attendance@jserra.org |
| Business Office | Mrs. Tiffany King | tking@jserra.org |
| Campus Ministry | Mr. Zach Eckert | zeckert@jserra.org |
| Change of Address | | Info Change Form |
| Christian Service..... | Mrs. Sarah Abdulla | sabdulla@jserra.org |
| Counseling..... | | counseling@jserra.org |
| Course Scheduling | | Contact student's counselor |
| Development/Fundraising..... | | advancement@jserra.org |
| Discipline/Dress | Mrs. Bridget Desmond | bdesmond@jserra.org |
| Discipline/Dress | Mr. Tom Waszak..... | twaszak@jserra.org |
| Dean of Students | Mrs. Bridget Desmond | bdesmond@jserra.org |
| Dean of Students | Mr. Chris Plaia | cplaia@jserra.org |
| Dean of Students (Athletic)..... | Mrs. Amy Hemphill..... | ahemphill@jserra.org |
| Emergency..... | Mr. Maurice Othic..... | mothic@jserra.org |
| Food Service (Lion's Bistro) | Ms. Jin Choi. | lions.den@jserra.org |
| Graduation Requirements | | Contact student's counselor |
| Homework while Absent..... | | Contact student's teacher(s) |
| Information Technology | | support@jserra.org |
| JSerra Parent Association (JSPA)..... | Mrs. Coco Peate | jspa@jserra.org |
| Library | Mrs. Jeanne Swedo | jswedo@jserra.org |
| Locker Problems..... | Mr. Tom Waszak..... | twaszak@jserra.org |
| Lost and Found..... | Security | security@jserra.org |
| Marketing/Branding..... | Mrs. Carol Miller | cmiller@jserra.org |
| Online Classes..... | Mr. Caleb DeGroot..... | cdegroot@jserra.org |
| Nurse's Office | Mrs. Atraya Chambers | nurse@jserra.org |
| Parking Permits | Mr. Maurice Othic..... | mothic@jserra.org |
| Personal Counseling | Dr. Courtney Harkins | charkins@jserra.org |
| Report Cards/Progress Reports | Mrs. Shelley Dever..... | sdever@jserra.org |
| Retreats | Mrs. Sarah Abdulla | sabdulla@jserra.org |
| Learning and Academic Support | Mr. Drew Clute | dclute@jserra.org |
| Textbooks | Mrs. Jeanne Swedo | jswedo@jserra.org |
| Transcripts | Mrs. Shelley Dever | sdever@jserra.org |
| Transportation..... | Mrs. Melinda Queen..... | mqueen@jserra.org |
| Tuition | Mrs. Elizabeth Morrison | emorrison@jserra.org |
| Uniforms | Uniforms 4 U | u4umanager@gmail.com |
| Yearbook | Mr. Jorge Mascarenhas | jmascarenhas@jserra.org |