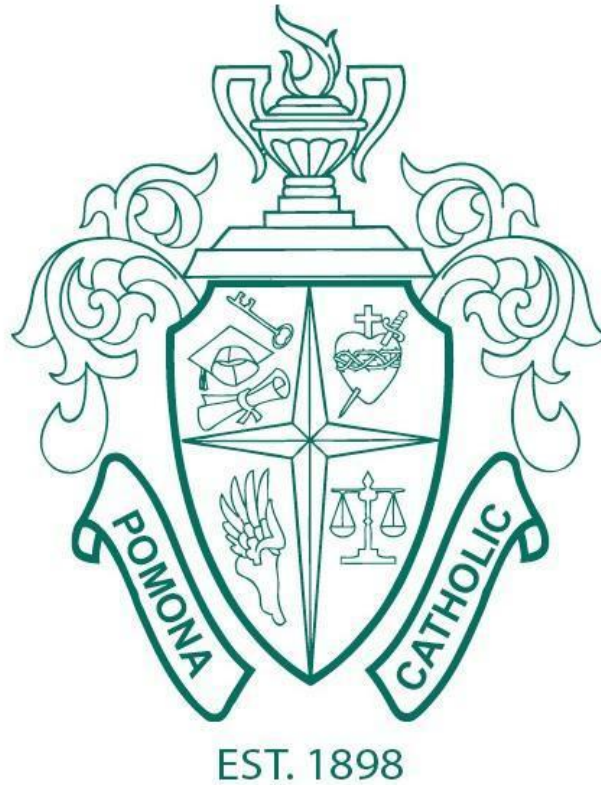


POMONA CATHOLIC

STUDENT/PARENT HANDBOOK



SCHOOL YEAR 2018 - 2019

Faith ~ Scholarship ~ Tradition ~ Empowerment

NOTICE OF IMPLIED AGREEMENT

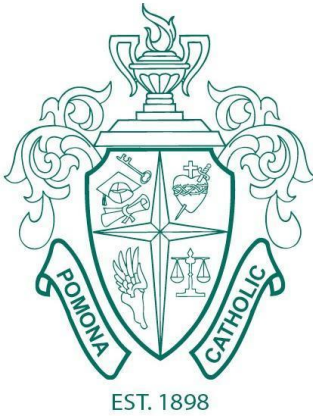
The registration of students at Pomona Catholic School is deemed to be an agreement on their part and on the part of their parents or guardians to comply fully with all policies, rules, and regulations of the school, as outlined in this *Handbook*. This includes the “Electronic Communications” policy contained within this handbook (p. 57). Pomona Catholic School reserves the right to make revisions in this *Handbook* when, and if, deemed necessary by the school administration. Observance of any change is expected of all, when the change is made known to the student body.

Pomona Catholic School

533 West Holt Avenue
Pomona, California 91768
Main Office 909-623-5297
School Fax 909-620-6057
www.pomonacatholic.org

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Pomona Catholic School

Parent/Student Policies Agreement Form
(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has read the Pomona Catholic School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

- We give permission for my child(ren) to use the School's computer network to access the Internet.
- We do not give permission for my child(ren) to use the School's computer network to access the Internet.

| | |
|----------------------------------|------|
| Father's or Guardian's Signature | Date |
|----------------------------------|------|

| | |
|----------------------------------|------|
| Mother's or Guardian's Signature | Date |
|----------------------------------|------|

Student Name:

| | |
|--|-------|
| | Grade |
|--|-------|

| | |
|--|-------|
| | Grade |
|--|-------|

| | |
|--|-------|
| | Grade |
|--|-------|

Please return this signed form promptly to the Main Office. This form will be placed in the students' permanent files.

Archdiocesan Safe Environments Policy



The Archdiocese of Los Angeles is committed to the Gospel message in our efforts to protect our children from child sexual abuse. All of us have a role to play in the commitment.

“Through the archdiocese's safe environment programs, policies, and procedures covering training, background checks, and safe environment training and education, we receive our children and young people in Jesus' name. We pledge to protect their innocence by being the ears, eyes, and voices of children, young people, and vulnerable adults to prevent abuse and harm in our churches, schools, homes, and communities.

All principals, teachers, administrators, staff (including paid staff and volunteers with staff responsibilities), and coaches (including paid and volunteer coaches) who work at Pomona Catholic School are fingerprinted under the California Education Code and pass a background check before they commence any assignment. All fingerprints are submitted to the California Department of Justice and the FBI.

Any adult volunteer, including volunteer coaches, parents/guardians, people assisting in the classroom, and others who have regular contact with students or minors at Pomona Catholic School in a manner similar to paid personnel in a comparable role, will be subject to fingerprinting under the California Education Code.

Concurrent with the first time they participate in any programs or activities at a location, all staff, whether paid or volunteer, and all volunteers who work in any capacity with or around children, the elderly, or people with special needs are required to complete the initial three-hour VIRTUS® Protecting God's Children for Adults program. These adults will sign annually the Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Schools.

Individuals who act as coaches in the Catholic Youth Organization or as part-time coaches in CIF-sanctioned school programs (but have no other assignment in the archdiocese) are required to participate in the Play Like a Champion Today program. They may meet the safe environment training by participating in the Play Like a Champion Today program, but they are encouraged to participate in the VIRTUS® Protecting God's Children for Adults program. In addition the particular school or parish for which they are coaching may require such participation.

All middle and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care. These students will be advised of The Archdiocese of Los Angeles Guidelines and Code of Conduct for Middle and High School Youth Working of Volunteering with Children.”

Archdiocese of Los Angeles Administrative Handbook, Chapter 9

POMONA CATHOLIC HIGH SCHOOL ASSOCIATED STUDENT BODY CONSTITUTION

PREAMBLE

We, the students of Pomona Catholic High School, in order to maintain high standards of cooperation, loyalty, and scholarship; to maintain laws of good order; to set high standards of citizenship; to prepare to meet the problems of school and adult life and to incorporate high ideals of Christian womanhood do ordain and establish this constitution.

ARTICLE I

NAME: The name of this organization shall be Pomona Catholic High School Associated Student Body.

ARTICLE II

Section 1. Membership

Students: All students enrolled at Pomona Catholic High School shall be members of this organization, represented by a Student Council which consists of ASB and class officers and homeroom representatives.

Faculty: All Faculty members of Pomona Catholic High School shall be honorary members of this organization and shall have full privilege to take part in all discussions.

Section 2. Privileges

Student Body Membership Card: All students shall be required to hold a Identification Card entitling them to the follow privileges:

1. The right to hold any Student Body Office and to represent the Student Body in extra-curricular activities (provided other qualifications are met).
2. The privilege to vote in all student elections.
3. Admittance to all Student Body Assemblies.
4. Subscription to the school newspaper.
5. The use of the school library.
6. The use of a school locker.
7. Reduced admission rates to social, cultural, and athletic events.

ARTICLE III

Section 1: Student Body Officers

The A.S.B. Officers shall consist of the following:

1. A President, who shall preside over ASB and Student Council meetings, and manage relations with other schools, individuals, and groups outside of Pomona Catholic High School.
2. A Vice-President, who shall act as President in the absence of the President, preside over meetings of the Club Council, and serve as Program Chairperson.
3. A Secretary, who shall keep minutes and records of ASB proceedings and handle all ASB correspondence.
4. A Treasurer, who shall keep a complete financial record.
5. An Athletic Commissioner, will work with the Athletic Director to communicate all upcoming sporting events , event results and update the monthly Athletic board.
6. An Apostolic Commissioner, who shall plan and supervise all spiritually-related activities and serve as a liaison between ASB & Campus Ministry.
7. A Pep Commissioner, who shall plan spirit days, supervise school rallies, advertise athletic events, and keep and record spirit points.
8. A Commissioner of Public Relations, who shall maintain clear communications with Homeroom Advisors and Homeroom Representatives, be responsible for communications with other schools, supervise publicity for all ASB activities.

These officers with the Faculty Advisors constitute the ASB Executive Board.

Section 2. Eligibility

Student Body Membership:

No student shall be eligible to hold a Student Body or Class Office unless she meets the following criteria.

1. All candidates for any Student Body or Class Office must have, at the time of application for candidacy, and maintain a 2.5 GPA with no "F" grade. No student who has 3 D's or an "F" in the previous grading period is eligible to participate.
2. All candidates' attendance records shall be free from excessive tardies (no more than three per semester) and/or absences (no more than 10 for the whole school year).
3. All candidates should have had previous experience as a Class Officer, Club Officer, or other leadership position with positive ratings.
4. A student MAY NOT run for office if she has displayed a disregard for good CITIZENSHIP as determined by the Principal and Vice Principal.
5. Candidates shall not have more than three detentions for uniform violations and more than two for behavior.

Section 3. Requirements and Restrictions

All elected Student Body Officers must be at least in the process of completing their 2nd semester at Pomona Catholic High School previous to nomination.

All candidates for Student Body and Class Officers must be approved by the **Election Committee**. This committee will include school administration, ASB moderator and members of the faculty.

Due to the large time commitment for ASB members, it is recommended that they limit participation in other activities.

Section 4. Term of Office

1. Regular Term: The term of office for all Student Body Officers shall be one year.
2. Unexpired Term: In the event of dismissal or resignation of the President, the Vice-President shall automatically assume the position of President for the duration of the term of office. Other vacancies which may arise among the Student Body Officers shall be filled by students appointed by the Student Council and approved by the Faculty Advisor and the approval of the Principal and Administrative Team for the remainder of

the term.

3. Disqualification: Failure to maintain a 2.0 with no "F" grade or good citizenship shall give cause to impeach (with approval of Principal) any officers of the Executive Board or Student Council.
4. Resignation: A member of the Student Council shall resign her office by presenting her request in writing at a regular meeting of the Council.

Section 5. Appointments

The Student Council shall elect all appointive officers with the assistance of the Faculty Advisor and approval of the Principal.

Section 6. Recall

1. The Principal of Pomona Catholic High School only, shall have the power of recall over the officers in the ASB.
2. The Student Body shall have the right to petition for recall of a Student Body Officer. The petition, made to the Principal, must have the approbation of at least two-thirds of the Student Body Council before presentation to said authority. The Principal makes the formal decision.
3. Student Officers shall be subject to recall for:
 - a. Negligence of duty.
 - b. Failure to attain the average academic standing.
 - c. Failure to maintain the required citizenship standing.
 - d. Inability to conform to requisites of the Office.
 - e. Academic Probation

Section 7. Duties

The Student Council may propose suggestions and ideas for activities.

ARTICLE IV

STUDENT COUNCIL

Section 1. Members

Students:

Membership of the Student Council shall consist of the Executive Board, all elected class officers, homeroom representatives, and club presidents.

Faculty/Administration:

The Principal, the Administrative Team, and the Faculty Advisors to the Student Council shall be honorary members of the Student Council and have full privilege to take part in all discussions.

Section 2. Laws

The Student Council has the following laws:

The Council shall keep minutes of all meetings.

The regular order of business at the meeting of the Council shall be conducted according to the following procedure:

- Attendance Record
- Reading, correction and acceptance of the minutes of the previous meeting.
- Old business
- Standing and special committee reports.
- New business
- Adjournment

The majority of all members of the Council shall constitute a quorum

Each Student Council Representative shall have one vote.

Section 3. Duties

Subject to the provisions of the Constitution, the Council shall have the power to:

1. Confirm all expenditures of funds and report on the finances of the Association.
2. Approve all appointments other than those made directly by the President, in conformity with the Constitution.
3. Approve all reports, recommendations, and enactments of those committees appointed by the Council.
4. Administer the general business of the Association.
5. Impeach (with approval of Principal and Administrative Team) any officers belonging to the Council according to Article III.

Section 4. Meetings

Regular:

Student Council shall be held regularly at a time and place to be determined at the beginning of the academic year.

Special:

Meetings of the Council shall be held at the discretion of the President, or upon the call of the majority of the members, provided that notice of meetings be given. No meeting shall commence in the absence of the Faculty Advisor.

Open Student Council shall be held at least once each semester.

Each council representative in attendance shall have the obligation to give a report on the Council proceedings to the organization that she represents.

ARTICLE V

ELECTIONS AND INSTALLATION OF OFFICERS

Section 1. Election of ASB/ Class Officers

1. An Election Committee, consisting of the ASB Moderator, the Administrative Team, Head Class Moderators and other Faculty Members, shall review all applications for ASB and Class Office and decide the eligibility of each candidate.
2. All candidates shall submit the application packet to the Election Committee.
3. Each candidate shall meet with either the ASB or the head Class Moderator to be informed of the duties of the office she seeks.

4. The date and time of the elections shall be scheduled by the Administrative Team. Class elections shall follow ASB elections during the fourth quarter. Freshman Class elections shall be held during the second quarter.
5. Voting shall be deemed a privilege. Voting shall take place by secret ballot .
6. All members of the Student Body, except members of the Senior class including Faculty and Staff, shall be eligible to vote.

Section 2. Election of Homeroom Officers

1. Eligibility for election to Homeroom Representative shall require a minimum 2.5 GPA, and not exceed 3 unexcused per semester and/or 10 absences for the whole school year.
2. Elections shall be held at the beginning of the first quarter of the new school year. Re-elections may be held at the beginning of the second semester if necessary.
3. Duties of Homeroom Representatives:
 - a. Attend all ASB meetings.
 - b. Report back to Homeroom the following day
 - c. Assist class officers with major events.
 - d. Assist Homeroom teacher when needed.

Section 3. Club Officers

Each candidate shall have and maintain a minimum 2.5 GPA and an average of "S" in conduct. Elections shall be held during the fourth quarter or the first quarter of the new school year depending upon the Club's Constitution.

Section 4. ASB Installations

The installation of the new ASB officers shall take place during the Marian Service at which time the outgoing ASB officers officially relinquish their offices.

ARTICLE VI

CLASS COUNCIL AND CLASS MEMBERSHIP

Section 1. Membership of Class

All students shall be assessed Class dues: \$25 for grades 9, 10, & 11; \$30 for 12th graders.

Section 2. Meetings

The Class meetings shall be held once each quarter or when deemed necessary by the Head Moderator.

Section 3. Membership of Council

Each Class Council shall consist of the Class President, Vice-President, Secretary, Treasurer, Homeroom Representative, and all Faculty Advisors to the Class.

Section 4. Council Meetings

The Class Council shall be held prior to the Class meeting in order to prepare an agenda. Class Officers, Homeroom Representatives, and Homeroom Advisors will be in attendance.

Section 5. Presiding Officer

Each Class President shall preside over her own Class Council.

Section 6. Duties

Each Class Council shall plan activities for its own class. Actions of the Class Councils shall be subject to review and approval by the Faculty Advisors, the Administrative Team and the Principal.

ARTICLE VII

HOMEROOM COUNCIL

Section 1. Members

Each Homeroom Council shall consist of 3 Class Officers and Homeroom Moderator.

Section 2. Meetings

Homeroom meetings shall be held according to need. The Homeroom Representative – the representative to the Student Council – shall present her report of the Council to her homeroom; this meeting shall take place on the day following the Student Council meeting.

Section 3. Duties

Each Homeroom Council shall plan activities for its own homeroom.

ARTICLE VIII

CLUB MEMBERSHIP

Section 1. Membership of Clubs

Any student interested in the activities of a club shall become a member by regular attendance at meetings and participation in activities.

Section 2. Presiding Officer of Club

The President of the club shall preside over the Club meetings.

Section 3. Grades

Each Club officer shall have and maintain a minimum 2.0 GPA and an "S" in conduct.

Section 4. Meetings

Meetings shall be held according to schedule with Club Moderator in attendance.

ARTICLE IX

SUBSIDIARIES

Section 1. Council Authority

1. Final judgment on the interpretation of any article, phrase, clause, or amendment to the Constitution shall be the duty of the Student Council Advisor, the Administrative Team and the final decision rests with the Principal.
2. The Principal is ex-officio and member of the Student Council and has absolute veto power on all actions taken by the Student Government Association.
3. The Principal shall have the right to veto any measure which the Student Council proposes.
4. All student powers herein set forth, may be revoked at any time.

Seniors on Executive Board: In order to receive a Graduation Stole, you must complete your term of one school year on ASB.

PARENT’S AUTHORIZATION TO USE CHILD’S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian: _____

I, _____ (name), am the parent or legal guardian of _____ child’s (name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

| | |
|-------------------------------------|-------------------------------------|
| Image/visual likeness: yes no | Voice: yes no |
| Name: yes no | Work: yes no |

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

| | |
|----------------|------------------------|
| Signature: | Date: |
| Print Name: | Relationship to Child: |
| Address: | Telephone: |
| Name of Child: | Age: |

STATEMENT OF ACCEPTANCE AND GOOD STANDING

Pomona Catholic School admits students of any race, gender, color, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, gender, and color, racial or ethnic in the administration of its educational policies, scholarship and athletics and other school administered programs.

Students are enrolled at Pomona Catholic School on the basis of a yearly evaluation and acceptance. Pomona Catholic School reserves the right to dismiss students for infractions of regulations, unsatisfactory academic standing or other reasons that affect the welfare of the individual student or the student community.

A student considered to be in good standing is:

- one who has not become subject to dismissal for academic reasons,
- one whose record of conduct is satisfactory,
- one who meets all financial obligations to the school, or made satisfactory arrangements for their discharge with the Principal.

“Catholic schools must be seen as meeting places to those who wish to express Christian values in education. The Catholic school, far more than any other, must be a community whose aim is transmission of values for living. Its work is seen as promoting a faith-relationship with Christ in whom all values find fulfillment. But faith is principally assimilated through contact with people whose daily life bears witness to it. Christian faith, in fact is born and grows inside a community.”

The Sacred Congregation For Catholic Education, The Catholic School, (par. 53).

INTEGRAL STUDENT OUTCOMES

(Under revision 2018)

A Pomona Catholic student is:

- I. A moral, spiritual individual who
 - A. Understands and articulates the Catholic faith
 - B. Celebrates and respects cultural diversity
 - C. Embraces and demonstrates an ethical responsibility to the local and global community

- II. An academically accomplished student who
 - A. Is proficient across the curriculum
 - B. Uses knowledge to connect and synthesize ideas
 - C. Communicates effectively in all disciplines

- III. A critical thinker who
 - A. Works independently and collaboratively to achieve goals
 - B. Addresses new situations and makes choices based on learned strategies
 - C. Solves problems by synthesizing and applying multiple disciplines

- IV. A self-directed learner who
 - A. Is confident and capable
 - B. Understands the value of a comprehensive education
 - C. Employs 21st century technology with integrity

MISSION

Pomona Catholic offers a safe, nurturing, and challenging college preparatory Catholic education in an environment which inspires students of all faiths to achieve academic excellence and develop into confident, service-oriented leaders.

PHILOSOPHY

Pomona Catholic School, a culturally diverse, Los Angeles Archdiocesan all girls' high school and coed middle school, fosters the development of the whole person, stressing academic excellence, personal integrity, and sensitivity to others in their spiritual journeys. Pomona Catholic works with families throughout their children's adolescence, offering a comprehensive curriculum which serves a range of ability levels. Strong co-curricular and athletic programs enhance the social and physical development of each student, building confidence and leadership. Synthesizing our values with 21st century technologies, we help middle school students to transition to the rigors of high school work and educate high school women to be both proficient and Christ-centered, prepared for any future educational situation, demonstrating compassion, creativity, and the courage to act on their beliefs.

VALUES

Pomona Catholic stresses the total development of each child spiritually, morally, intellectually, socially, emotionally, and physically. Pomona Catholic recognizes families as the primary educators and seeks to work with them in partnership throughout their children's school years. We are committed to working with families to afford a Pomona Catholic education regardless of their socio-economic background.

School Administration

Ms. Rebecca Arteaga, Principal
Mrs. Kathleen Li, Vice Principal
Marcelo Eureste, Director of Middle School
Ms. Navy Phay, Director of Development & Institutional Advancement

Support Staff

Miss Linda Brown, Main Office/ Health
Mrs. Lidia Valdez, Attendance
Sister Julianna Vagnozzi, Liturgiest and Alumni Relations
Mrs. Kelly Guerrero, School Guidance Counselor
Mrs. Monica Juarez, Accounts Receivable
Mr. Michael McKay, Finance Consultant
Mrs. Dianne PunKay, International Student Counselor
Mrs. Nataly Scarturchio, Athletic Director
Ms. Mary Shelton, Business Manager
Mrs. Cara Sultany, Testing Coordinator
Mrs. Maggie Torres, Director of Admissions and Enrollment
M. Megan Castro, Director of Marketing & Outreach

Pomona Catholic High School Associated Student Body Officers

Executive Board

2018-2019

Iris Navarro - President
Faith Bechtel – Vice President
Kristen Gonzalez - Secretary
Elana Skeers - Treasurer
Sophia Manzo-Plancarte - Public Relations Commissioner
Olivia Carrillo - Apostolic Commissioner
Rebeca Gonzales - Executive Student Liaison
Lilianna Garcia - Athletic Commissioner
Kiana Orozco - Pep Commissioner
Rainbow Hui - International Student Commissioner

Senior Class Officers

President - Belin Lopez
VP - Karla Ruiz
Secretary/Treasurer - Cassidy Manning

Junior Class Officers

President - Sophia Villarreal
VP - Kaile Bravo
Secretary/ Treasurer - Stephanie Garcia

Sophomore Class Officers

President - Gracie Honore
VP - Frankie Garcia
Secretary/Treasurer - Rita Chang

Frequently Asked Questions

What to do, where to go, if you....

| | |
|---|--|
| Will not be at school | Call Attendance Office before 10 AM, ext. 34 |
| Have been absent, or are tardy to class | Go to Attendance Office |
| Have an emergency | See Vice Principal or Main Office |
| Need to contact parents | See Vice Principal or Main Office |
| Forgot your lunch | Go to Main Office |
| Have questions about books | Go to Attendance Office |
| Need athletic forms | See Athletic Director |
| Need club information | Go to ASB office/class officers |
| Need college/career information | Go to College Center |
| Have questions about your schedule | Go to Counselor |
| Become Ill | Go to the Health Office/Main Office |
| Need to leave campus | Go to Attendance Office |
| Have locker trouble | See Vice Principal/Main Office |
| Have a lost or stolen item | Go to Main Office |
| Move, change phone/contact info | Go to Main Office |
| Need to buy a uniform | Contact Dennis Uniform |
| Need transcripts sent | Go to Main Office |
| Need to pay tuition/fees | Go to Finance Department |
| Need to replace Student ID | See Vice Principal |
| Need a guest/visitor pass | Go to Main Office |
| Need to order/pick up scrip | Go to Attendance Office |
| Need a work permit | See Counselor |
| Need a parking pass | Go to Main Office |
| Need to talk about personal problems | See Campus Minister, Counselor |

ACCREDITATION

University of California

The Board of Admissions and Relations with schools of the University of California accredited Pomona Catholic High School in May, 1954.

Western Catholic Education Association

The Catholic accrediting Agency of California accredited Pomona Catholic in May, 1958.

Western Association of Schools and Colleges

Pomona Catholic High School received full-term accreditation by the Western Association of Schools and Colleges in May, 1966, with subsequent renewals.

Pomona Catholic Alma Mater

Alma Mater
Alma Mater Pomona Catholic High!
Hail! All hail to thee!
Loyal sons and daughters,
Pledge their love and fealty;
Steadfast, strong, and faithful,
'Neath the Green and White.
Fortress of truth and light,
Glorious Alma Mater!
Forever we'll sing your praises.
To our God and Country,
Neighbor, school and duty,
Shine Semper Fidelis
Motto of our School.
Pomona Catholic High!
Beacon of true wisdom
Your bright guiding light we follow.
Crowned with love's devotion,
Reverence, admiration;
Lead and light our way, oh,
Valiant peerless guide.
Pomona Catholic High!
For your hallowed counsel
Gratefully we pray, God Bless You!

School Colors
School Mascot
School Motto
School Pillars

Forest green and white
Pomona Catholic Pacers
A tradition of academic excellence and integrity for over 100 years
Faith, Scholarship, Tradition, and Empowerment

HISTORY OF POMONA CATHOLIC SCHOOL

Early in 1898 Father Fisher of St. Joseph Parish in Pomona extended an invitation to the order of the Holy Name of Jesus and Mary from Oakland to investigate the possibilities of opening a school in Pomona. After some deliberation, the offer was accepted and the Academy of the Holy Names was constructed. In 1927, the old school building was destroyed by fire. Since, the damage was so extensive, it was decided to completely rebuild the structure. As a result, the present edifice was constructed in 1928.

The need for a coeducational high school had been apparent for many years. Only two and one-half percent of the Catholic teenagers in the valley were attending Catholic high schools. In 1948, the Right Reverend Monsignor Thomas P. English, in collaboration with the St. Joseph parishioners, decided to buy the academy and open a coeducational high school. The Felician Sisters accepted the invitation to staff the school.

Pomona Catholic High School (originally called St. Joseph High School) was dedicated by James Cardinal Francis McIntyre, Archbishop of Los Angeles, in 1952. In 1954, the school received accreditation status with the Office of Relations with Schools – University of California.

Eventually, to meet the needs of rapidly increasing enrollment, it was proposed that Pomona Catholic become an all girls' school, and a boys' high school be opened in the valley area. In 1958, the Old Bonita High School site was purchased by the Archdiocese and remodeled to meet modern standards. It officially opened in 1959 as Pomona Catholic Boys High School, later changing its name to Damien High School.

The Pomona Catholic High School became an all girls' school when the last class of boys graduated in 1962. Since that time, the school has been dedicated totally to preparing girls to meet the demands of today's world as mature Christian women.

On April 1, 1979, Pomona Catholic became an Archdiocesan high school.

On July 1, 2011, Pomona Catholic opened as a middle/high school. The high school remains an all-girl secondary school. The middle school opened as a coeducational program for grades 6, 7, and 8. Pomona Catholic has been involved in a Cultural Exchange for decades, this continues to be a part of the experience for all students.

Bell Schedule for Middle and High School Students

Schedule A

| Period | Begin | End | Minutes |
|---------------------------------------|---------|---------|---------|
| 1 | 8:00 am | 8:50 am | 50 |
| 2 | 8:53 | 9:43 | 50 |
| HS Homeroom MS Break | 9:46 | 10:01 | 15 |
| MS Homeroom HS Break | 10:04 | 10:19 | 15 |
| 3 | 10:23 | 11:13 | 50 |
| 4 | 11:16 | 12:06 | 50 |
| HS Lunch MS 5 th period | 12:09 | 12:59 | 50 |
| MS Lunch | 1:02 | 1:52 | 50 |

| | | | |
|---------------------------|------|------|----|
| HS 5 th period | | | |
| 6 | 1:55 | 2:45 | 50 |
| MS Homeroom | 2:48 | 2:55 | 7 |

Schedule B

| Period | Begin | End | Minutes |
|-------------------------|---------|-------|---------|
| 1 | 8:00 am | 8:40 | 40 |
| 2 | 8:43 | 9:23 | 40 |
| 3 | 9:26 | 10:06 | 40 |
| HS Homeroom MS Break | 10:09 | 10:29 | 20 |
| MS Homeroom HS Break | 10:32 | 10:52 | 20 |
| 4 | 10:55 | 11:35 | 40 |
| 5 | 11:38 | 12:18 | 40 |
| 6 | 12:20 | 1:00 | 40 |

Tuesday and Thursday Block Schedule - White Block

| Period | Begin | End | Minutes |
|-----------------------------|---------|---------|---------|
| 1/4 | 8:00 am | 9:30 am | 90 |
| HS Homeroom MS Break | 9:33 | 9:48 | 15 |
| MS Homeroom HS Break | 9:51 | 10:06 | 15 |
| 2/5 | 10:09 | 11:39 | 90 |
| HS Study Period MS Lunch | 11:42 | 12:22 | 40 |
| MS Study Period HS Lunch | 12:25 | 1:05 | 40 |
| 3/6 | 1:08 | 2:45 | 97 |

Tuesday and Thursday Block Schedule – Green Block

| Period | Begin | End | Minutes |
|-----------------------------|---------|---------|---------|
| 6/3 | 8:00 am | 9:30 am | 90 |
| HS Homeroom MS Break | 9:33 | 9:48 | 15 |
| MS Homeroom HS Break | 9:51 | 10:06 | 15 |
| 5/2 | 10:09 | 11:39 | 90 |
| HS Study Period MS Lunch | 11:42 | 12:22 | 40 |
| MS Study Period HS Lunch | 12:25 | 1:05 | 40 |
| 4/1 | 1:08 | 2:45 | 97 |

Mass/ Morning Assembly Schedule

| Period | Begin | End | Minutes |
|----------|---------|---------|---------|
| 1 | 8:00 am | 8:35 am | 35 |
| 2 | 8:38 | 9:13 | 35 |
| Homeroom | 9:16 | 9:21 | 5 |

| | | | |
|---------------------------------------|-------|-------|----|
| Mass/ Assembly | 9:21 | 10:31 | 70 |
| HS Homeroom MS Break | 10:37 | 10:52 | 15 |
| MS Homeroom HS Break | 10:55 | 11:10 | 15 |
| 3 | 11:13 | 11:53 | 40 |
| 4 | 11:56 | 12:36 | 40 |
| HS Lunch MS 5 th period | 12:39 | 1:19 | 40 |
| MS Lunch HS 5 th period | 1:22 | 2:02 | 40 |
| 6 | 2:05 | 2:45 | 40 |
| MS Homeroom | 2:48 | 2:55 | 7 |

Rally Schedule

| Period | Begin | End | Minutes |
|---------------------------------------|---------|------------------|---------|
| 1 | 8:00 am | 8:40 am | 40 |
| 2 | 8:43 | 9:23 | 40 |
| HS Homeroom MS Break | 9:26 | 9:41 | 15 |
| MS Homeroom HS Break | 9:44 | 9:59 | 15 |
| 3 | 10:02 | 10:42 | 40 |
| 4 | 10:45 | 11:25 | 40 |
| HS Lunch MS 5 th period | 11:28 | 12:08 | 40 |
| MS Lunch HS 5 th period | 12:11 | 12:51 | 40 |
| 6 | 12:54 | 1:34 | 40 |
| Rally | 1:37 | 2:37 | 60 |
| Homeroom & Dismissal | 2:40 | 2:45 HS; 2:55 MS | 5;15 |

Meeting Schedule

| Period | Begin | End | Minutes |
|-------------------------|---------|---------|---------|
| 1 | 8:00 am | 8:30 am | 30 |
| 2 | 8:33 | 9:03 | 30 |
| 3 | 9:06 | 9:36 | 30 |
| HS Homeroom MS Break | 9:39 | 9:59 | 20 |
| MS Homeroom HS Break | 10:00 | 10:20 | 20 |
| 4 | 10:23 | 10:53 | 30 |
| 5 | 10:56 | 11:26 | 30 |
| 6 | 11:30 | 12:00 | 30 |

Homeroom time is reserved for:

- Announcements and passing out fliers
- Sustained Silent Reading
- Class meetings or homework
- Teachers checking agenda planners to support organization and accountability for completing assignments and properly scheduling time.

ADMISSIONS

NON DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

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

INCLUSION

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

ADMISSIONS PROCESS

All prospective students of Pomona Catholic must formally apply with the Admissions Office to begin the admissions process. High School and Middle School applicants pay a \$75.00 non-refundable application fee at the time of application. The fee covers the cost involved in processing the application. International Student applicants please refer to the "International Student Admissions Process" section.

High School Applicants

All students applying for the 9th grade must take the High School Placement Test at a time scheduled by the Department of Catholic Schools and Pomona Catholic. The \$150 testing fee is waived for Pomona Family of Catholic Schools (Pomona Catholic Middle School, St. Joseph, Pomona, and St. Madeleine) and for students that have submitted their formal application to Pomona Catholic. The results of these examinations and essay evaluations are used for academic counseling and course placement. Students may test at other Catholic high schools and have scores sent to Pomona Catholic. Please note: all 9th grade applicants are required to test at Pomona Catholic in order to be eligible for any private scholarships offered through Pomona Catholic.

In addition to the application, High School applicants must also submit the following documents to be considered for admission:

- 3 Letters of Recommendation Form (from current Principal, Math Teacher, and English Teacher)
- A copy of her most recent report card or transcript
- Personal Statement

- Immunization Records (please see complete list in the “Health Records” section)

High School applicants must also complete a student/family admissions interview as scheduled by the Office of Admissions.

High School applicants, with completed Admissions Files, will be notified of acceptance no earlier than the first Friday of March, as directed by the Department of Catholic Schools.

Middle School Applicants

In addition to the application, Middle School applicants must also submit the following documents to be considered for admission:

- 1 Letter of Recommendation Form (from current Principal, counselor, and/or teacher)
- A copy of his/her most recent report card or transcript
- Personal Statement
- Immunization Records (please see complete list in the “Health Records” section)

Middle School applicants, with completed Admissions files, will be notified within two weeks.

INTERNATIONAL STUDENT ADMISSIONS PROCESS

Foreign students will apply to Pomona Catholic School through the Director of International Students. During the application process it will be determined if a student is need of an I20 to obtain a visa for travel or transferring an I20 from another American school. Students with F visas will need to refer to the supplemental handbook for policies, procedures and rates effecting F1 and F2 visas. Students who are green card holders are considered to have a domestic status. Student will receive an acceptance packet at the time the I20 has been issued informing of the steps for registration.

REGISTRATION

All current and newly admitted students must formally register with the Admissions Office before the first day of the school year. A non-refundable registration fee of \$500 for High School and \$300 for Middle School is due at the time of registration and before June 1st. After June 1st the registration fee increases to \$600 for High School and \$400 for MS. Fees are subject to change. International Students please refer to the “International Student Registration” section.

New Student Registration requires the following:

- Registration fee paid
- Entering student information, parent/guardian contact information, and emergency contact information into the online grading system TeacherEase.
- Completing a Tuition Agreement form
- Creating a FACTS account
- Creating a SCRIP account
- High School students will schedule an appointment with the Vice Principal to make course selections

Current Student Registration requires the following:

- Registration fee paid
- Verifying and updating student information, parent/guardian contact information, and emergency contact information in the online grading system TeacherEase.
- Completing a Tuition Agreement form
- Verifying FACTS and SCRIP accounts
- High School students will complete a Course Schedule Worksheet

INTERNATIONAL STUDENT REGISTRATION

All international students will work with the Director of International Students and International Student Counselor to re-register for the next school year.

HEALTH RECORDS

The following immunization records must be on file:

- TDAP, TDAP II
- DPT (Diphtheria, Pertussis, Tetanus) and boosters
- 3 Polio shots and boosters
- 2 MMR's
- Hepatitis B
- Tuberculin test (PPD)

No student will be accepted to Pomona Catholic without the required immunizations. The State Department of Health, with Senate Bill 942, has made it mandatory that every student show documentation of required immunization before admission to classes.

All registered students must provide current parent/guardian contact information, emergency contact information, and current medical information at the time of registration. Parents are responsible for updating this information as changes occur. Failure to provide this information by the first day of school may result in non-admittance until the information is received.

ATTENDANCE

Notice of a student's absence must be phoned into the Attendance Office by the parent or guardian no later than 10:00 am of the day of absence. Attendance Office phone number: (909) 623-5297 ext. 34.

On the day a student returns to school following an absence, the student must bring a dated note signed by a parent/ guardian or medical professional indicating the date(s) of the absence reason for the absence. The medical note from a medical profession must be on medial stationery, and given it to the Attendance Office before 7:45 a.m.

- A student who misses more than **15 days of school** is subject to having to repeat the entire school year after an Administrative review.
- After a student has accrued 15 absences, the only further acceptable absences will be those that come from a doctor on letterhead. Any work or tests missed as a result of absences beyond 15 and not accompanied by a doctor's letter may not be made up.
- If a student misses 3 or more consecutive days, the student will not be permitted to attend co-curricular activities until the student returns for a full day of school.
- If a student misses 3 more consecutive school days, a doctor's certificate is required for readmission.
- In the event of prolonged absence due to illness or hospitalization, the parents/guardians of students are asked to communicate with the school which will coordinate assignments.
- On a day when a student has been absent, or arrives after 10:00 AM (counts as an absence), the student will not be permitted to participate or attend in any afternoon or evening school
- Students who miss a school day or any portion of the school day without parental authorization and/or school authorization will be considered truant. In cases of question, the absence will be ascertained by the Attendance Clerk and/or Vice Principal/Middle School Director.

Valid reasons for student absence (excused) include illness, medical appointments, court summons, legal proceedings, a death in the immediate family. All absences will be recorded. Class period absences will also accumulate and be recorded. Students who are excused are responsible for the classwork/homework missed. Students are encouraged to make arrangements for completing this work.

Any absences outside of the valid (excused) reasons listed above are unexcused absences. This includes a truancy. In the case of an unexcused absence, work and homework may not be made up.

School-sponsored field trips, retreats, conventions, meetings, and other school-related appointments are not counted against a student's attendance record.

All absences, tardies, suspensions and truanancies are entered on the students' transcripts. Records and notes are kept on file for legal verification. Falsified excused notes authored by a student will incur disciplinary action. Each student, regardless of age, must have a note signed by her/his parent or guardian for every absence.

Medical /dental appointments during the school day are discouraged. Regular and on time attendance is vital to the student's success.

TARDINESS

A student is tardy when not in their class/seat at the time of the bell. Attendance is taken within the first 10 minutes of each class period. After 10 minutes, a student entering class must go to the main office to obtain a tardy slip. This prevents disruption to the learning in progress. Students may obtain a yellow Corridor Pass from teachers or administrators when they are being admitted to class late and the tardy is excused due to school-related activities.

A warning will be issued after the first three tardies.
FIVE UNEXCUSED TARDIES EQUALS A DETENTION.

TRUANCY

A non-valid absence is considered truancy thus, subjecting the student to the following consequences:

- The Vice Principal/Middle School Director will utilize the policies outlined in the Discipline section of this handbook to assess penalty for truancy.
- If necessary, the student will be placed on an attendance contract or social probation.
- Only adults on student emergency contact information may report an absence to the school.

HOMEWORK WHILE ABSENT

If a student is absent three days or more, the Attendance Office should be called so that arrangements for homework can be made.

SENIOR HOMEROOM ABSENCES

A Senior who is absent or tardy to Homeroom 10 times (or any combination thereof) in one semester, her Senior Privileges will be reviewed and/or revoked.

ATTENDANCE REVIEW

A student who misses more than 8 days of school in any given semester may be denied academic credit for her or his classes (15 for the school year). The Vice Principal/Middle School Director will issue an attendance warning letter that the student is close to surpassing the allotted absences and in danger of receiving a grade of No Credit. (see policy on p. 32 regarding credit/ no credit/ incomplete grades). An attendance review by the administrative team may result in the student being asked to leave Pomona

Catholic School due to excessive absences. Progress must be made on a consistent basis towards graduation.

FAMILY EMERGENCY

If a family emergency arises, the family is asked to contact the Main Office. The student will be called to the office to receive the message. Students are not allowed to use cell phones on campus. (See cell phone policy, p. 54-55)

VACATIONS (Time away from school)

Students are discouraged from taking vacations during school time. These days are counted as unexcused absences. Families are asked to contact the Vice Principal/Middle School Director by written note at least two weeks prior to departure. Grades may be affected due to absence. An early exam fee of \$100.00 per class period will be charged if a student must take semester exams early. Forms are available in the counseling department and must be received three weeks prior to exams.

TARDY LOCK-OUTS

When necessary, the administration will utilize tardy lock-outs to address chronic lateness to class. During a tardy lock-out, teachers will send all students not in their seats by the final bell to the office where they will be issued one hour of detention.

WITHDRAWING STUDENTS

Parents intending to withdraw their student from Pomona Catholic must notify the Principal's Office at least two weeks in advance.

Students will not be cleared to withdraw until their parents have officially indicated the pending withdrawal, the reason for it and the destination. In addition, all tuition and fees must be paid. All books and materials returned to their respective departments before clearance is given to transfer transcripts. An exit interview is required in order to release transcripts.

The school grants full credit for all work a student accomplishes up to the time of withdrawal.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS

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

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

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions or attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents or guardians as described above might so diminish the effectiveness of the educational process that continuation of the student in the school may be impossible. In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

CUSTODIAL PARENT RESPONSIBILITIES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's Office. The school will not be held responsible for failing to honor arrangements that have not been made known. It is the responsibility of the parents, custodial or otherwise, to request mailings under separate cover of school records and information. This request needs to be in writing and filed with the Main Office.

MARRIED STUDENT POLICY

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

POLICY ON STUDENTS NO LONGER LIVING WITH PARENTS/GUARDIANS

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

EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

HEALTH SERVICES

HEALTH ROOM

If a student becomes ill during the day, he/she should report to the Main Office. Before going to the Main Office, the student must first get a Health Office pass from his/her teacher during the current period. No one will be admitted to the Health Room without a pass. If the Health Room attendant judges that the student should be sent home, she/he will contact the parents or guardian listed on the student's emergency information. Should the student need to leave school due to illness, the Clerk will contact the parents or their representatives listed on the emergency information card. The student will remain in the Health Room until he/she is picked up by her parents or their representative. The parents will determine who will take the student home. Students who drive may only leave after the parents have been notified by the Office Clerk.

A student who requires the attention of the Health Room for more than two periods needs to go home for the day, and is not able to participate in school activities.

INSURANCE

All students are covered by the Archdiocese Insurance Plan during school hours and when involved in school-sponsored and supervised activities. Accidents should be reported promptly to the Main Office and claims filed with the Insurance Company. Claim forms are available in the Main Office.

AUTO ACCIDENTS

If a student is injured or involved in an accident on the way to school, at school, or on the way home from school, he/she must report it to the office immediately. If medical attention is needed, the parents will be notified and asked to decide whether the student should be taken to the hospital or if parents prefer to personally transport the student to their private physician. If neither parent can be reached, the school reserves the right to make the decision to transport the student to the nearest hospital. Neither the school nor its personnel will incur financial responsibility for the transportation or treatment of the student.

MEDICATION/MEDICAL NEEDS

If a student requires medication during school hours, the medication must be sent to school in the original container with the doctor's instructions on the label. Over-the-counter medication must also be in the original container. Medications are to be kept in the Health Room. The school must have a dated note and parent signature, giving the school permission to administer the medication. If an asthmatic student must keep his/her inhaler on his/her person, this must be noted on the student's emergency information. Middle School students may keep their inhalers in the Main Office/Health Room.

It is the parents' responsibility to inform the Main Office of a student's unique medical needs and/or conditions, and any changes as they may occur. It is also the parents' responsibility to share with the Main Office their consent to share that information, as needed, with other faculty and staff.

STUDENT ACADEMIC POLICIES AND SERVICES

MIDDLE SCHOOL CURRICULUM

On July 1, 2011, in cooperation with the Archdiocese of Los Angeles, Pomona Catholic School opened as a middle/high School. Under the direction of the Principal, Middle School Director and the Vice Principal, the middle school serves to support this time of rapid educational, social, and athletic development. In the religious realm, questions of faith and practice arise. Students are encouraged to engage in personal reflection, as well as community service and involvement all of which support their spiritual growth and identity.

At Pomona Catholic, we provide a climate of community with guidance from caring professionals, yet still with the limits of traditional schedule, homework expectations, and guidelines for proper behavior. With the opportunities provided in the sphere of academics and activities, students are enabled to test their evolving potential against a backdrop of solid educational programs and exposure to high school expectations and structures. Pomona Catholic provides a welcoming environment that nurtures and encourages the skills, knowledge and experiences that best prepare the student for the rigors of high school.

Requirements for Graduation from the Middle School Program:

Religion

The student will experience three years of Religion, including a family life program that develops and encourages a greater growth and appreciation for family and friends as the center of love and trust in their lives. The program will help them to view their lives and all human life as a blessing from God.

- 6th Grade Religion- coeducational
- 7th and 8th Grade Religion- single sex classes

English

The English Program recognizes the emerging self-reliance of students, giving them an opportunity to become skilled thinkers, good writers, and effective communicators.

- Language Arts and Literature - Grades 6th - 8th

Social Studies

This program involves continuing to explore the complexities of the world around us by examining other cultures, political differences, physical differences and good citizenship.

- 6th- 8th Grade, Social Studies

Science

- 6th and 7th Grade, Science
- 8th Grade, Introductory to Physical Science

Mathematics

Students will experience energizing and creative ways to develop strong mathematical skills needed to progress to the next level. Program encourages building and maintaining math confidence through inquiry and practice.

- 6th Grade, Mathematics
- 7th Grade, Pre-Algebra
- 8th Grade, Algebra I; or 8th Grade Mathematics

Physical Education

This program is designed to increase awareness and understanding of physical health and emphasizes respect for the physical self.

- 6th- 8th Grade, Physical Education

Foreign Language

Middle School students will have exposure to Spanish language and culture throughout 6th, 7th, and 8th grade in preparation for Spanish I in high school.

Electives

- Art and Drama

MIDDLE SCHOOL SUMMER ENRICHMENT

Students may be referred for enrichment in a particular subject by a teacher; however, the summer enrichment program is not designed to individually remediate a lack of skills or knowledge and does not replace a grade in the course curriculum. The program is designed to provide innovative exposure to Science, Math, and English. All students are encouraged to participate.

The Middle School program will include athletics, a campus ministry team, planned retreats and Student Council activities directed by middle school teachers. Please refer to the middle school activities bulletin board or website for updates.

Middle school will follow the same schedule as high school and can expect an assessment schedule which will be posted in advance for each semester.

8th Grade Applicants High School Placement
Middle School STAR testing

January
Year Round

HIGH SCHOOL CURRICULUM

Pomona Catholic offers a college preparatory curriculum with a wide variety of electives. The graduation requirements meet the University of California and California State University admissions criteria. The curriculum offerings include both Honors classes and an Advanced Placement Program. Several core classes are offered for varying ability levels. Standardized testing preparation is integrated within the curriculum and advisory periods.

Religious Education

Old Testament
New Testament
The Church
Paschal Mystery
Morality
Social Justice
World Religions
Christian Vocations

Communications Arts

English I, II
Honors English I, II
Survey of American Literature
AP Literature and Composition
AP Language and Composition
Survey of British Literature

Foreign Language

Spanish I,II
Spanish III
AP Spanish III- Language
AP Spanish IV-Literature

Social Sciences

World History
U.S. History
AP U. S. History
American Government
AP American Government
Economics
Psychology
Sociology
Criminal Justice
AP Psychology

Science

AP Biology
Biology
Honors Biology
Chemistry
Honors Chemistry
Anatomy/Physiology
Physics

Physical Education

Physical Education
Health

AP Capstone Program

Year I-Seminar
Year II Research

Mathematics

Algebra I, Honors
Algebra II, Honors
Geometry, Honors
Concepts of Calculus
Honors Calculus AB
Honors Calculus BC
Statistics

Visual and Performing Arts

Film/TV
AP Studio Art
Art I A/B
AP Art History
Drama Appreciation
Advanced Drama
Intro to Guitar

SCHEDULING

Students at Pomona Catholic arrange their own academic programs under the supervision and approval of their parents and the Guidance Counselor. Permission to drop a course may be granted only in specific cases with parent permission. Classes may not be added or dropped after week two of the semester. (See **Schedule Changes** below).

College Preparatory Courses are designed for students who need moderate emphasis on the basic skills of courses.

Honors Courses are designed for students whose command of the basic skills enables them to pursue a more detailed study of the course.

Honors and Advanced Placement Courses

Students will be permitted to enroll in honors and AP classes when they meet departmental requirements. These requirements could include: reading above grade level on the STAR exam, achieving a specified grade in a prior survey course, teacher recommendation, and/or recommended by AP Potential (College Board) from PSAT scores. Students who do not meet requirements may appeal in writing to the Guidance Counselor.

Students admitted to honors and AP courses will have to complete required summer reading and assignments handed out prior to the completion of the previous school year. Failure to complete these assignments will result in being dropped from the course. Instructors will communicate all assignments and expectations for their respective courses.

Advanced Placement Courses are designed by the College Board. AP courses include a very rigorous curriculum, **and a required national exam every school year in the month of May.**

SCHEDULE CHANGES

A student may drop a class until the end of the second week of the semester for a semester or year-long class. Any dropped class after the third week may result in receiving an “F” on the permanent record.

No schedule change may be allowed if the current progress is not at “C” level and /or homework assignments are current. Consultation with the Guidance Counselor is required.

Grade Point Average

The grade point average is calculated by dividing the total number of grade points earned by the number of courses attempted. The present grading system and the grade point assignment is:

| Grading System | Grade Point Assignment |
|-----------------------|-------------------------------|
| A+ 100 - 95 | 4.0 |
| A 90 - 94 | 4.0 |
| B+ 85 - 89 | 3.5 |
| B 80 - 84 | 3.0 |
| C+ 75 - 79 | 2.5 |
| C 70 - 74 | 2.0 |
| D+ 65 - 69 | 1.5 |
| D 60 - 64 | 1.0 |
| F Below 60 | 0 |

Class Rank and Quality Points

Class rank is determined by assigning a “weighted” value to each course according to its phase. Greater “weight” is assigned to the higher phase levels. Class rank is determined by dividing the total weighted grades by the total number of courses taken. **Class rank is only used for internal school use. Ranking is not reported to colleges.**

Weighted Values

| Grade System | AP Classes | Honors | College Prep |
|--------------|------------|--------|--------------|
| A+ 100 - 95 | 4.50 | 4.25 | 4.00 |
| A 90 - 94 | 4.25 | 4.00 | 4.00 |
| B+ 85 - 89 | 4.00 | 3.75 | 3.50 |
| B 80 - 84 | 3.50 | 3.25 | 3.00 |
| C+ 75 - 79 | 3.00 | 2.75 | 2.50 |
| C 70 - 74 | 2.50 | 2.25 | 2.00 |
| D 65 - 69 | 2.00 | 1.75 | 1.50 |
| D 60 - 64 | 1.50 | 1.25 | 1.00 |

CRITERIA FOR THE SELECTION OF THE VALEDICTORIAN AND SALUTATORIAN

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

1. Sound character as defined by the beatitudes
2. A record of service to the Pomona Catholic community during the student's high school career
3. Noteworthy academic achievement
4. Ability to compose and deliver a speech
- 5.

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

1. Only seniors who have completed seven semesters at Pomona Catholic are eligible to participate. At the end of the 3rd quarter, the list of seniors with GPA's of 4.0 or above will be distributed to the faculty.
 2. These seniors will be invited to apply for the positions by completing an application questionnaire which will address, in particular, the areas covered by the election criteria
 3. The application questionnaire will be made available to the faculty and the faculty will be invited to recommend superior applicants. Four applicants will be selected.
 4. Each of the four students will be invited to deliver a three minute speech before a panel of alumni judges.
 5. All of the faculty will be invited to comment, in writing, on any of the finalists.
 6. The Valedictorian and Salutatorian are selected based on the results of the speaking process, the student applications and the input of the faculty. Using the criteria for selection, the alumni panel will submit the name for final approval to the principal.
 7. The Valedictorian and Salutatorian will speak at graduation.
 8. The runners-up candidates will be invited to participate in the Mass at graduation and at the Senior Breakfast.
- Only courses taken at Pomona Catholic will be considered for Valedictorian/ Salutatorian selection.
 - Only courses taken at Pomona Catholic will be considered in cumulative Grade Point Average (GPA).

The top seniors will be notified at the end of the third quarter that they are candidates for Valedictorian or Salutatorian. All candidates will prepare speeches at the end of the second semester. The valedictorian and salutatorian will be announced when final grades have been averaged. Disciplinary action may disqualify a student from valedictorian or salutatorian. Campus Ministry, ASB and Pass/Fail classes will not be included in the GPA calculation for Valedictorian and Salutatorian.

The top ten percent (based on GPA non-weighted) qualify for membership on the Junior Honor Guard. Students will be notified after 5 semesters of academic work.

Participation in senior events and the graduation ceremony is a PRIVILEGE. All tuition, fees, etc. must be current for a student to participate in graduation and attend events such as Prom, Grad Night, Senior Breakfast, etc. The privilege to participate in graduation may be revoked if the student does not earn all credits required to graduate with a passing grade, or has serious violations on her disciplinary record. Students who are deficient in credits and have failing grades will have their case reviewed by the administration.

Families of Seniors - all financial charges must be paid prior to semester finals in order for students to participate in any graduation activities.

Courses taken over for a higher grade will be posted on student’s transcript, but will not be considered for honor roll or NHS, Pomona Catholic Scholar’s Society eligibility.

All original grades are posted on transcript, even if course is retaken.

PUPIL RECORDS/TRANSCRIPTS

Institutions of higher learning require a transcript of courses and credits at the high school level. Middle School students will require transcripts when applying to high school. When transferring to another high school or middle school, a request for transcripts of credits earned at Pomona Catholic can be obtained by filling out a Transcript Request form found in the Main Office. Each official transcript cost \$5.00 each. A parent may receive an unofficial transcript if they are clear of any obligations to the school, financial or otherwise. Transcripts will be held until all financial obligations are complete or a written agreement has been made by the Principal. Transcripts are updated only at the end of each semester.

Requests for same day transcripts cannot be honored. During exams, college application time and graduation, transcript requests may take 7 – 10 business days to complete.

POMONA CATHOLIC COLLEGE PREPARATORY GRADUATION REQUIREMENTS

| <u>Subject</u> | <u>Semesters</u> | <u>Credits</u> | <u>Subject</u> | <u>Semesters</u> | <u>Credits</u> |
|-------------------------------|------------------|----------------|---------------------------|------------------|----------------|
| Religious Education | 8 | 4 | Foreign Language | 4 | 2 |
| | | | Spanish I | | |
| Communication Arts | 8 | 4 | Spanish II | | |
| English 9 | | | Spanish III | | |
| English 10 | | | AP Spanish | | |
| Survey of American Literature | | | Social Science | 6 | 4 |
| Survey of British Literature | | | World History | | |
| AP Language & Comp | | | US History | | |
| AP Literature & Comp | | | AP US History | | |
| Science | 4 | 2 | Government/Econ | | |
| Biology | | | AP Government | | |
| Chemistry | | | Physical Education | 2 | 1 |
| Physics | | | Physical Education | | |
| Anatomy/Physiology | | | Health | | |

| | | | | | |
|--------------------|----------|------------|-------------------------------|------------------|----------------|
| Mathematics | 8 | 4 | Visual/Performing Arts | 2 | 1 |
| Algebra I | | | Art | | |
| Algebra II | | | Drama | | |
| Geometry | | | Music | | |
| Calculus | | | | | |
| Statistics | | | | | |
| Electives | 1 | 0.5 | | | |
| | | | Totals | Semesters | Credits |
| | | | | 48 | 24 |

High school students must take 24 credits while at Pomona Catholic. Students must complete 22 credits as a minimum graduation requirement. The additional two credits give the student the opportunity to expand her knowledge and creativity through electives.

A student must make up credits which she has lost due to failure. A final grade of “F” in a required course either first or second semester necessitates repeating the same course or an equivalent course in the same area in order to receive credit. It is the student’s responsibility to make an appointment with the Counselor if an “F” grade is received in any semester.

Credit lost due to failure in a non-required course may be made up by taking another course if the credit is needed for graduation.

Students may enroll at approved off-site schools to take courses eligible towards graduation requirements. English and Religion classes are residency requirements and must be taken at Pomona Catholic.

A full year of Physical Education is required to graduate. Those students who participate in a varsity sport may have one semester of PE waived. The other semester is mandatory and fulfills the health requirement.

HONOR ROLL

Eligibility for Honor Roll is a 3.5 GPA. A candidate for Honor Roll may have no grade lower than 85%. Eligibility for Principal’s Honors is 4.0.

COLLEGE/CAREER COUNSELING

The college and career department seeks to foster student enthusiasm for learning, development of good study habits and the investigation of college opportunities. The department also facilitates the college application process for students. Financial aid workshops, brochures, and college catalogs are a few of the services offered. Parents and students may visit the Guidance Counselor during lunch, before or after school or by appointment. Spanish materials are also available. Students are advised to check the College Board, student board (in the main hallway) and announcements regarding college visitations, student employment and scholarship opportunities.

TESTING PROGRAM

- | | |
|--|-----------------------|
| • A.P. College Board Exams (Required if enrolled in an A.P. Course) | May |
| • Star Testing | Year round |
| • 9 th , 10 th & 11 th PSAT | October |
| • 11 th - 12 th Grade College Preparatory SAT I +SAT II | 7 National Test Dates |
| • 11 th - 12 th Grade ACT exam for some college admittance | See Counselor |

LIBRARY/ EXTENDED LEARNING CENTER (ELC)

This area is devoted to independent study and tutoring. The Center is open 7:30 a.m. until 1 hour after the school schedule, depending on supervision. The ELC is the hub for the Pacer Step Up Tutoring Club. The ELC hosts the parent workshops showcasing curricular benchmarks from middle school through high school in the beginning of each school year. Reference books may only be used in the library and are not available for check out. Novels may be checked out for two weeks, and should be returned promptly. Students will be notified of overdue books which are subject to a fine if not returned. If the book is not returned the student will not be allowed to check out other books and may be subject to a replacement fee.

Students may not bring food in the library. It is essential that the library remain quiet for those studying and testing; therefore, students not working or following posted rules will be asked to find another space better suited to their activity. When the library space has reached a maximum capacity, a student may be asked to move to another space for the time.

TUTORING

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

Teachers are available for one hour every day after the school day concludes. This allows for students to work with teachers on tutoring or Time for Time.

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

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

PARENT CONFERENCES

Faculty members welcome every opportunity to meet with parents. This acquaintance will result, almost invariably, in more effective learning on the part of the student. Students should welcome and encourage meetings between their parents and their instructors, especially if there seems to be some misunderstanding related to grades or school life. Appointments should be scheduled for times outside of class hours.

Formal Parent-Teacher conferences are scheduled two times a year, and fall mid-way through each semester.

Student-led Conferences are scheduled in January and are based on cooperative teacher-student analysis of student strengths and areas for growth. These unique conferences allow students to engage in leading the dialogue with adults in discussing a portfolio of analyzed work.

PARENT-TEACHER-STUDENT MEETINGS

When a failure occurs, bad habits are evident or other poor performance is indicated the parent(s) and student are requested to meet with the teacher and Counselor.

Parent-Teacher-Student meetings are scheduled as needed. The meetings provide the opportunity for all parents/guardians to discuss the progression of the student. Parents are encouraged to contact teachers at any time concerning the progress of their students.

INTERNATIONAL STUDENTS

Pomona Catholic School welcomes the opportunity to diversify the school community and exchange cultures with foreign students seeking to achieve academic goals in middle and high school. The International Student program provides a supplemental handbook to more clearly describe and define the processes and programs specific to students of foreign citizenship.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

SCHOOL LEVEL

1. The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
2. If resolution is not achieved, the complaint should be discussed with the principal (or the regional supervisor, if the principal is the subject of the complaint).
3. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

DEPARTMENT OF CATHOLIC SCHOOLS LEVEL

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

ACADEMIC COUNSELING

The counselor(s) at Pomona Catholic provide developmental, preventive and remedial counseling, both individually and in groups, to assist students with the skills needed to deal with academic problems before they occur. The Guidance Department supervises each student's middle school and high school program of study and evaluates course credits each year.

ACADEMIC REVIEW AND PROBATION

Pomona Catholic reserves the right to review the academic progress of all students.

Academic Review: If a student's GPA is below 2.0 based on the quarter grades, the student will be placed on Academic Review. While on **review**, the student may continue to participate in activities. However, the student must comply with the academic contract established with the Guidance Counselor

and parents until there is improvement in grades. If grades do not improve within the review period stated in the contract, the student will be removed from the activities and lose the privilege to attend all co-curricular activities. A student could be eligible for reinstatement in the activity when grades improve.

Academic Probation: If a student receives at least one “F” in any class at the end of a quarter, he/she will be placed on Academic Probation. Each student on probation will be removed from participation in all school activities and not allowed to attend co-curricular activities. A student will remain on Academic Probation for the following quarter. While on probation the student will comply with the academic contract established with the Guidance Counselor and parents. Students may be referred and are encouraged to make an appointment with the Guidance Counselor to address alternatives for improving grades.

PROGRESS REPORTS/FAILURE NOTICES

Notices of unsatisfactory work will be sent to parents mid-quarter. If the student does not make up missed assignments and improve study habits, the grade of “F” will be given. First and third quarter grades are also considered progress reports for semester grades. Students are responsible for sharing their progress with their parents as well as returning the reports with a parent’s signature by the stated deadline.

FAILURE POLICY

Each “F” received for a semester grade must be made up before senior year. When a student fails a course, this also indicates the need for remediation before advancing to the next level in that subject. This will assist the student in being successful in that particular area. Before students with year-long failures return, they are required to have attended Summer School in residence at Pomona Catholic School. All coursework attempted outside of Pomona Catholic must have approval from the Counselor.

HOMEWORK

Any student who misses two days homework consecutively, OR fails two consecutive quizzes or other assessment will be referred to the Guidance Counselor for action toward academic support and remediation.

Each student should devote approximately one-half hour of study time to each course taken. This means that the total homework time should run about three hours. Students should expect that some long-term assignments will often take much longer. If no written homework is assigned, the allotted time should be used for re-reading that day’s lesson, studying and reviewing or reorganizing notes and reading or preparing for the next day’s lesson. A student may never claim that he/she has no homework. When long-term assignments are given, it is the student’s responsibility to organize his/her time to meet deadlines. Students are required to write daily assignments in their assignment notebook/planner, and these planners will be monitored by the homeroom teachers.

TIME FOR TIME POLICY

The “Time for Time” policy is designed to help a student grow in responsibility and maintain his/her assignments in a timely manner. “Time for Time” takes place **with the teacher**; therefore, teachers will inform a student when they will be available to fulfill the “Time for Time” commitment. Students who are not completing assignments will find this time useful in receiving the instruction and guidance they need to remain current with the course. “Time for Time” requirements must be completed within 2 weeks. Parents should expect that they will be informed, according to each teacher’s stated policy.

“Time for Time” is not a disciplinary action taken against the student, rather a necessary teaching opportunity when a student:

- Is late or absent to school and has missed classroom instruction

- Has not completed assignments
- Has not passed assessments
- Does not have textbooks/required class materials

All “Time for Time” requirements must be fulfilled before a student may participate in any extra-curricular activity. **This means that a student may be asked to remain at school to complete an assignment rather than attend practice, a game, or club/activities event.**

When a student fails to show up for the arranged “Time for Time”:

- parents and the guidance counselor will again be notified;
- a grade of 50% (F) may be entered in the gradebook; academic probation policies may apply (see above)
- the student will be assigned a detention.

RETEST POLICY

As a part of the “Time for Time” policy, no grade below 50% (F) is accepted. Students are allowed to retest under the following guidelines:

- Re-teaching must take place between the student and the teacher before the re-test, and this must take place within two weeks of the first failed grade.
- If a student does not show up for the arranged “Time-for-Time”, a failing grade of 50%-F, is recorded in the grade book.

EXAMS POLICY

High school quarter and semester exams will not be administered to students who have not cleared their financial or other obligations. Students who do not take quarter and/or semester exams due to a financial hold will be issued a zero for their exam grade. No retakes will be offered.

Teachers are available for individual and group reviews before exams during each quarter. The schedules for these reviews are posted in the front hallway bulletin board at least one week before the exams and are announced by teachers during class time. Students are encouraged to meet with teachers for these reviews, and to check study guides.

ABSENCES AND GRADES

If a student is absent three days or more, the Attendance Office should be called so that arrangements for homework can be made.

Any scheduled assignment or test missed during a day’s excused absence must be made up as soon as possible. The teacher and student should determine “Time-for Time” outside of class to discuss an alternate learning, assignment or test, and date. In the case of a test, the student should not expect the same test. All assignments must be made up. Credit cannot be given until assignments have been completed. Under normal circumstances, one day is given for each day of excused absence.

WARNING: A student who misses more than 8 days in one class in one semester may be denied credit in that course. Parents are responsible for maintaining a record of their student’s absences in order to help her/him avoid the risk of losing course credit.

No Credit Grades (N/C) are posted when the student’s absences exceed the allotted number in a given grading period. The course must be retaken.

Incomplete Grades (INC) are posted when a student has not met the requirements of the class. The student and the teacher must then work together through an individual contract, and a grade will be assigned when the contract/course requirements have been fulfilled.

The school reserves the right to review and assign judgment to each individual case.

REPORT CARDS

Report cards will be released on Teacher-ease. Dates of release will be sent out via School Reach email. It is the family's responsibility to review grades. Questions or concerns about report card grades should be directed first to the teacher and then the Vice Principal. Parents are encouraged to frequently follow student progress online and communicate whenever lost instruction has occurred (see "Time for Time" policy, and "Absences and Grades").

HIGH SCHOOL SUMMER SCHOOL

Courses designed to remediate a student do not qualify for academic credit. Such courses are those required to admission of entering freshmen for additional skill development, most commonly in math and language arts areas. Courses for continuing students, either to review previously learned material to guarantee mastery or to qualify for continuation in a sequence based course area do not qualify for academic credit.

Summer school classes may be taken at accredited schools approved by the Guidance Counselor. An official course description is required prior to obtaining clearance. A maximum of 1 credit (two semesters) of courses may be taken in the summer before 9th grade. Approval must be granted by the Counselor prior to enrolling in a course.

In order to maintain a complete record of all credits, students should remember to transfer summer school credits to the Main Office not later than the first day of school. This is student's responsibility.

INCLUSION PROCESS

When students are identified as needing additional academic support, whether or not related to a disability, a Support Team Educational Plan (STEP) or Minor Adjustment Plan (MAP) may be implemented. The support team may recommend minor educational adjustments based upon a student's testing history, classroom work and teacher observations. Parents have the responsibility of providing all relevant history and data to provide best possible outcomes for the student and to properly assist in the STEP/MAP team evaluation.

Whenever a referral is made to the STEP/MAP Coordinator, he/she will then instigate the STEP/MAP meeting and documentation process to identify student need. The team will determine what adjustments and strategies the student will be able to access within the Pomona Catholic School system and a STEP/MAP will be developed to improve student academic support.

IEP and 504 documents are not transferrable to Pomona Catholic School but are useful in helping to understand the nature of how an individual learns best. Pomona Catholic School is limited in support resources and therefore referrals may be suggested to further assist parents in providing academic support beyond this school.

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

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

STUDENTS' RECORDS

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

By definition, "parent" means a natural parent, an adoptive parent, or a legal guardian. Under federal regulations "parent" includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a natural parent or guardian. An educational agency or institution may presume that a parent has the right of access to pupil records unless it has received evidence that a state law or court order has indicated otherwise. The school accepts that the custodial parent will communicate essential information to the other parent unless notified in writing informing the school otherwise.

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

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

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

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

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

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

INITIAL COMPLAINT PROCESS:

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal/Middle School Director, in writing, within 15 days of the event which is the subject of your complaint. You should also send your complaint to the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:

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

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

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

REVIEW LEVEL:

1. If you disagree with the decision, you may appeal the decision in writing to the next level for review. The request for review must be submitted within 10 days of the written decision or it will be considered untimely. The request for review must be sent to the Supervisor at the Department of Catholic Schools assigned to this School. The Supervisor can be reached at: (213) 637-7313. The School Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.

2. The School Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set within 10 to 15 days after receipt of your request for review, giving consideration to the schedules of all persons involved.

3. At the Review Hearing:

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

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

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

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

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

FINANCE

FINANCIAL RESPONSIBILITY

Any member of the Pomona Catholic community; student, parent, teacher, coach or representative who orders any items without approval of a Pomona Catholic School administration designee will be personally responsible for the cost of the items. Pomona Catholic School accepts no financial responsibility for unauthorized orders or purchases.

Pomona Catholic School, being a private school governed by contract law, may withhold quarter exams, semester exams, and transcripts or take other action until financial obligations to the school have been met.

Please note that students will be held from taking semester finals if their family's tuition account is in arrears or if outstanding fees have not been paid. If a student's tuition and/or financial obligation (raffle, class or sports fundraiser, library, bookstore) is not cleared BEFORE SEMESTER EXAMS, SHE WILL NOT BE PERMITTED TO TAKE EXAMS AND WILL NOT RECEIVE HIS/HER REPORT CARD or transcripts until the account is up to date. Any detention not cleared will be assigned community service and a list of approved agencies will be given. Absence on the day of exams will not excuse late payment.

**To assure your son or daughter's ability to participate and attend all Pomona Catholic and tri-school related functions (sports trips, student social events, travel club vacations, etc.) please see that all your son and daughter's financial obligations are kept current.

TUITION

School tuition provides the primary funds for the operation of the school. The parent/guardian of the student has a responsibility to pay all tuition and fees. The school normally accepts personal checks for payment. However, the school reserves the right to deny this privilege. In addition, for the two-week period prior to final exams in each quarter and at the semester, PERSONAL CHECKS WILL NOT BE ACCEPTED. Only cash, money orders and cashier's checks will be accepted at that time.

The Early Pay Family discount will be applicable to those families whose **FULL TUITION** payment is received in the Business Office **no later than July 31, 2018**. **No discount will be given to those students receiving any form of financial assistance.**

HIGH SCHOOL TUITION RATES

One student \$7,900 in full due July 31, 2018
 \$8,100 in monthly payments registered with FACTS – 10 or 12 months.

International student-

One student Middle School \$8,900
One student High School \$14,840

MIDDLE SCHOOL TUITION RATES

6th/8th for one \$4,700 in full due July 31, 2018
 \$4,900 in monthly payments registered with FACTS – 10 or 12 months.

***Refer to the admissions rate sheet for all Pomona Catholic international student rates, as well as sibling discounts.**

FACTS

Tuition collection system – Registration Required

THE "FACTS" ABOUT FACTS TUITION COLLECTION PLAN

- FACTS Tuition Management collects tuition. Payments are withdrawn automatically from your Bank Checking or Savings account.
- Parents will receive an invoice from Pomona Catholic High School in July. The invoice will have all charges itemized, with any financial assistance deducted. The balance will be divided into 12 equal payments, July through June.
- FACTS will be provided with the negotiated tuition, along with your signed agreement. Automatic withdrawals will be made on the 5th or the 20th of each month.

- Neither Pomona Catholic nor FACTS has access to the privacy of your bank account.
- FACTS is automatically renewed each June.
- Twelve month plan begins in July and ends in June.
- Ten month plan begins in August and ends in May.

TUITION PAYMENT PLANS

Monthly tuition is collected through the FACTS Tuition program, or tuition may be paid in full by July 31st. If two consecutive payments are missed, the student may not return to class until a parent has either made payment in full or met with the Principal to formulate a payment plan.

FINANCIAL AID PROGRAMS

Catholic Education Foundation: These grants are awarded by the CEF and applications are submitted in January for the following school year.

Pomona Catholic Tuition Assistance Program: An in-house scholarship program; selection is based upon financial need, student grades and Christian service. Availability is based on donations received. Families must call the Finance Department to request the application.

Private Scholarships: Often an individual or group will donate monies for a specific tuition scholarship. These will be published as they become available.

All scholarships are contingent upon donations from parents, alumni and community members. For more information or to make a donation, please call the Development Office.

PHILANTHROPY AT POMONA CATHOLIC

The Development Office aims to provide an alternative source of revenue for Pomona Catholic and an opportunity for our parents, alumni and friends to give back to our school and receive a tax deduction. Funds from the Development Office programs cover students' needs and improvements to school programs.

Importantly, our mandatory fundraisers are not development funds. The money raised from these fundraisers support general operating costs. They offset the deficit Pomona Catholic incurs by keeping tuition rates low. Families can pay this obligation as part of their monthly fees or use the fundraisers to raise that money from other sources.

Much of our additional funding is raised through foundations. Our success in grant writing has enabled us make significant improvements to our program and the school campus. Last year we saw the renovation of the school auditorium and purchase of musical instruments for our Music Ministry. Beginning this school year, you will see the integration of the iPad Program in the classrooms. However, foundational grants are not enough. We need the community of Pomona Catholic families, friends, alumni and supporters to help us achieve our dreams.

We have **four mandatory fundraisers** that assist with filling the 40% gap. They are the Fall Raffle, the Spring Walk-a-thon, Casino Night and the year-long Scrip program. When these events come up on your calendar, we hope you will participate fully.

Fall Raffle (\$200/family)

Each family is responsible for selling 40 tickets. Raffle tickets will be distributed in the Fall. Cash prizes will be announced at the Fall Raffle Assembly.

Casino Night (\$45 per ticket. Must Purchase 2 tickets)

21 & Over. This fundraiser requires all families to purchase 2 tickets. Your admission includes food, drinks, and fun gaming tables. This is a great opportunity for all our families to bond.

Spring Walk-a-thon (\$200/family)

Students will ask friends and families to sponsor them as they walk, skip, and run for tuition assistance dollars. The Walk-a-thon is followed by a carnival.

Scrip (\$200 Rebate/family)

Each family has an obligation to purchase enough scrip each year to generate a total rebate amount of \$200. After that amount has been reached, the rebates will be shared on a 50/50 basis.

FELICIAN FUND

What is the Felician Fund Program? How does it benefit each student?

The Felician Fund Program was established to honor the indelible work of our Felician Sisters throughout Pomona Catholic's lengthy history. The Felician Fund enhances Pomona Catholic's budget with gifts that support our school environment and academic programs. The Felician Fund Program allows us to strengthen our school by adding programs that are suitable to our students' needs such as technology, class retreats, field trips and more.

PARENT SERVICE HOURS - 25 hours/family; 12 hours for single parents

Service Hours encourages families to become involved in their children's activities and provides opportunities for us to create and sustain a strong community, which creates a stronger family. We have many opportunities for parents support either by attending, volunteering or donating to events such as Casino Night, Walk-a-thon, and Car Show.

CAMPUS MINISTRY

The Office of Campus Ministry consists of the Campus Minister, Apostolic Commissioner, Senior Director of Campus Ministry, and a select team of Junior and Senior student ministers who see to the religious needs of the school.

The responsibilities of the Campus Ministry Team are the following:

- To build school community.
- To proclaim the Word of God and lend direction to the moral lives of the members of the school community.
- To provide the school community with Celebrations of the Sacraments – Eucharist and Penance – and other religious celebrations according to need and occasion.
- To involve students in social action in the civic community by organizing social service projects.
- To coordinate diverse retreat opportunities for all members of the Pomona Catholic community.
- All Campus Ministers must be in good standing in their courses to participate in activities throughout the year.

CHRISTIAN SERVICE

Our Catholic faith teaches that after God, people must come first. Jesus is our model in this, as in all other Christian teachings. Jesus clearly emphasized that our neighbors are to be loved, and our neighbor is every man, woman and child, but most especially those in need. In fact, the greater the need of the person, the greater our obligation to help. We are to wish for the well-being of all, for everyone has the right to life and basic human opportunities. We are to all contribute, according to our gifts, age and abilities to the common good. The true measure of a society's greatness is how it cares for its weakest and neediest members.

"Then they will answer, 'Lord, when did I see you hungry or thirsty, or a stranger, or naked or sick or in prison, and did not take care of you?' And He will answer them, 'Truly, just as you did not do it to one of the least of these, you did not do it to me.'"

Mt. 25:44-45

High School Christian Service

- It is **required** that all high school students will complete a minimum of 100 service hours by graduation. It is hoped that those hours would be served in equal part, each of the four years of high school.
- While some service opportunities may become available and may be announced at school, it is the student and family's responsibility to search for and obtain most service hours.
- All service hours must be documented and signed by an authorizing supervisor within two months of the completion of the service. Service evaluation forms are available in the Main Office, with the Campus Minister, and online.
- All service sheets must include a beginning and ending date of the service.
- Any ongoing service of more than 10 hours (one day) must be accompanied by a separate "service record" sheet, which lists the individual dates and number of hours for that date.
- No parent or other family member may supervise, authorize or sign service sheets. Students are responsible to complete all information on their service forms, both the evaluation and the service record.
- All service hours for seniors must be completed and recorded by April 30th of the year of graduation. No service hours for seniors will be accepted in the month of May.

Middle School Christian Service

We are called to serve one another and every act of service is an act of kindness which translates into an act of love for God. Because of this, Middle School students are required to complete 15 hours of Christian Service each year prior to graduating from the eighth grade.

- Middle School students must fill out the appropriate Christian Service form located in the Director of the Middle School's office and turn it in within 2 months of completing the service hours.
- No parent or other family member may supervise, authorize or sign service sheets.
- All service hours for 8th graders must be completed and recorded by May 15th of the year of graduation.
- All transfer students will be required to complete only the 15 hours of service for the school year started at Pomona Catholic.
- Please see the Campus Minister for examples of Christian Service.

LITURGICAL CELEBRATIONS

The entire school community assembles for Eucharistic celebrations or special prayer services at least once a month. Individual classes prepare the liturgies guided by the Office of Campus Ministry. All students and faculty are expected to attend religious services. Parents are welcome to join us for

Eucharistic celebrations. The opportunity to receive the Sacrament of Reconciliation is offered several times during the school year.

CHAPEL

The Chapel is a special place at the heart of our school, where both students and faculty can encounter Our Lord in quiet and personal time. A Communion Service is held in the chapel every Friday at 7:30am. Teachers may schedule class visits during school as a reminder that Christ exists in the center of our day. From time to time parent and religious groups may visit the Chapel to pray for our students and families or to offer thanks to God for our community.

RETREATS

The spiritual component is a very important part of the mission and philosophy of our school, and a bonding and sharing experience uniquely designed for each class. Therefore, all students enrolled at Pomona Catholic must attend and participate in these retreat experiences.

The Middle School students will participate in a one-day class retreat on campus. The Freshmen and Sophomore classes are provided the opportunity for a one day retreat. The Junior class experiences an overnight retreat off campus. Seniors are given the opportunity for a four-day off campus retreat. These are days of Christian renewal and class unity.

CREDIT REGARDING RELIGION CLASSES

Students are graded on academic achievement in religion course and not their religious affiliation, personal belief or practice of their faith. The religion grade indicates comprehension of the subject matter and is not an evaluation of personal holiness or the practice of religion.

DRESS CODE GUIDELINES

Students are expected to dress neatly and to observe the uniform requirements during the school day. Blouses and shirts are to be worn properly at all times during the school day. Sloppy and exaggerated attire are unacceptable. Such attire also reflects a poor image of the school to the local community. Dressing in an appropriate and neat manner signals to self and to others that school is a place where a seriousness of purpose can be found.

Students need to recognize different requirements for dress as different occasion's demand. School is not unlike work or the professional world where a certain dress requirement may be expected in representing one's profession and in the performing of one's tasks.

Consistent with our educational philosophy, any clothing which contains objectionable words or symbols, such as those conveying vulgar, violent, satanic, sexually suggestive or racially discriminatory messages, or which advertise tobacco, drugs or alcohol are prohibited at all times.

Students are expected to be in compliance with the uniform at all times during the school day. Uniform offenses will ordinarily result in a referral. Students improperly dressed may also be sent home to correct the attire and be assigned detentions for classes missed. The faculty will supervise the daily observance for consistency and neatness. Ultimately, the administration will determine what is or is not appropriate.

On Fridays, as directed by administration, all students may wear PC spirit gear and casual Friday attire. The alternate section of the Dennis Uniform Catalog has options for casual Fridays that may be purchased. Students may wear PC t-shirts or other PC shirts purchased in the student store. Students who do not choose to participate will be in the required uniform.

All athletes may wear their designated team jersey, polo or t-shirt on game days with their PC skirt and class cardigan. No team jackets or sweatshirts may be worn—only on Fridays. Damien attire may be worn during Homecoming Spirit Week.

“Dress Down” or “Out of Uniform” is an occasion when students are permitted to dress out of uniform, yet consistent with the philosophy of the school. Out of uniform days are approved by administration.

- No bare midriffs, bare shoulders or bare back sundresses
- No spaghetti straps or strapless dresses
- No skin tight or low cut tank tops
- Tank tops must have a minimum of a two inch strap
- No exercise wear- leggings, yoga pants or form fitting sweat pants
- No low rise jeans or jeans with holes, tears, or jeans in poor faded condition
- No pajama pants, denim sweat pants
- Shorts, skirts and dresses must be no shorter than 3 inches above the knee
- No slippers, boots, moccasins, or flip flops
- All shoes must not exceed a 1 inch heel
- No baggy pants or oversized shirts, or lettering or prints inconsistent with the school philosophy

School Administration has the discretion in defining what is appropriate.

PE UNIFORM

All students taking PE must wear the uniform. The PE uniform consists of the PE t-shirt and shorts purchased from Dennis Uniforms, tied tennis shoes, and white socks. All PE uniform items must be identified with the student's name. Students may change from their uniform dress shoes into an alternative pair of tennis shoes for PE, but must change back into uniform shoes after the PE class period.

DRESS CODE GUIDELINES

- Modest grooming is expected of all students.
- Nose studs, nose, lip, tongue, eyebrow rings or any other visible body piercings are NOT allowed.
- Outlandish hair styles and or unnatural colors are NOT allowed (this includes shaved or partially shaved heads). Streaking or striping of hair in unnatural colors is NOT permitted.
- Studded accessories or "group identity" styled jewelry or accessories are NOT permitted.
- No visible tattoos/body art of any kind. Band aids may not be used to cover piercings or body art.
- Make up and nail polish may be worn in moderation for high school students only. Eighth grade girls may wear nail polish of subdued color and non-distracting style.
- If a tee shirt is worn under the required shirt or blouse and any undergarments, the item must be solid white, without lettering or designs. No long sleeve tee shirts may be worn under the required blouse.
- All socks must be crew or knee high length socks. No ankle socks or shoes worn with no socks.
- Students can wear small appropriate earrings only. No oversize jewelry, ear plugs, or spikes are allowed.
- Oversized sweaters are NOT permitted.
- Shorts worn under the skirt must NOT be visible.
- Only school colors are allowed for hair accessories while in uniform. Acceptable colors are forest green, navy, black, or white. No other colors can be worn as headbands, hair bows, etc., unless on approved add-on days or out of uniform days.

Students who are not following the dress code will receive one warning. Any following offenses will receive a detention. If the student continues to violate dress code, the Vice Principal/Middle School Director will contact the parents and students for a meeting. The student may also be required to serve such disciplinary measures as a Saturday detention, loss of social privileges, or any other consequence deemed necessary by the Administration. It may also be the responsibility of the parent to replace a uniform item that is damaged, in bad condition, or ill-fitting.

High School Required Dennis Uniform Clothing:

Required Uniform is worn for all masses and events the administration designates as needing the required uniform.

- A solid white overblouse Item # 01227A-BBT
- A plaid uniform skirt to be worn **no more than three inches above the bend of the knee**. Skirt may NOT be altered or hemmed.
 - Blackwatch Plaid-Box Pleat item #008680-201
 - Blackwatch Plaid – Hipstitched item #H1890A-201
- Varsity style class cardigan with PC letter and graduation year on sleeve
- Uniform Dress Shoes – Heels not to exceed 1 ½ inches
 - Black– Item #00308W-900, Item #00308M-900
 - Oxfords – Saddle shoes – Black/White Item #00366W-900, Item #00366M-900
 - Black Loafer- Item 00605W-900, Item #00601M-900

- Vans- Classic Authentic Black with white soles, white laces; seniors may wear their designated class shoe.
- Solid socks in white, navy, forest green or black. NO WRITING or decals on socks
- Dennis Uniform hair accessories or school color headbands and bows (navy, black, forest green or white only).

Daily uniform (non- required days)

- Pomona Catholic High School Polo in navy or green
- PC skirt
- Solid white over-blouse
- PC Cardigan Sweater: Crew neck, V-neck, cardigan sweater or sweater vest in solid, Navy Blue or Forest Green Item #063000-976
- During cold weather months November, December, January, February, March, April
Flat Front pants Item #040300-965
- Jacket Item #037000-BT1
- Tights in solid Navy Blue or Black. If socks are worn with tights they MUST be the same color.
- PCHS Crewneck Sweatshirt in Blue or Forest Green
- Uniform Shoes or Senior Class Shoe
- White, black, forest green or black solid color socks with now writing or decals.
- Dennis Uniform hair accessories or school color headbands and bows (navy, black, forest green or white only).

Middle School Dress Code Requirements

The required uniform is to be worn at all times unless an out-of-uniform day or casual day is announced. The casual day will allow the students to make alternate selections from the Dennis Uniform catalog. If a student does not choose to dress casually, the required uniform will be worn.

Students are expected to dress neatly and to observe the uniform regulations while on campus during the school day. The faculty will supervise the daily observance of the uniform for neatness. Hats are never to be worn in the school building. Ultimately, the Administration will determine what is or is not appropriate. All uniform selections can be found in the Dennis Uniform Catalog.

Middle School Required Dennis Uniform Clothing:

- Girls Skirts to be worn no more than three inches above the bend of the knee
- Girls and Boys Polo Shirts white or navy blue
- Girls and Boys Polo Shirts for Mass and Field Trips should be white
- Girls and Boys Sweaters with Emblem:
- Boys Pants
- Boys Walking Shorts
- Girls Pants
- Girls Walking Shorts
- Girls and Boys Shoes: solid color shoe black, navy blue or charcoal gray, tennis or dress shoe.

All items of the dress code must be in good condition at ALL TIMES. Pomona Catholic parents are expected to replace worn and damaged dress code items immediately. This includes but is not limited to purchase of a skirt of an appropriate length, if the skirt has been altered or is deemed not appropriate in length.

All questions regarding the dress code are to be referred to the Vice Principal/Middle School Director.

STANDARDS OF BEHAVIOR

RESPONSIBILITIES OF THE SCHOOL

It is the responsibility of Pomona Catholic to:

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

RESPONSIBILITIES OF THE STUDENT

The system of discipline in a Catholic school has as its basic purpose the teaching of responsibility to God, to self and to others. An effective discipline code contributes toward establishing a proper educational atmosphere in school thereby promoting personal, social, academic and spiritual growth. While the Principal is directly responsible for overseeing and coordinating all discipline efforts, discipline is the responsibility of everyone--students, parents, administration, faculty, and staff.

Pomona Catholic School reserves the right to review the conduct of any student while on school property and/or at school functions and of all students on an annual basis. Students whose conduct is poor, who pose a chronic discipline problem, as well as students who do not contribute to the school in a positive manner can be asked to withdraw.

It is the student's responsibility to:

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

Students are expected to take full responsibility for their own actions as well as for their own personal growth.

RESPECT FOR PERSONS

Any threats, harassment, fighting, injury, or damage to the person or property of any person by an individual or group, is strictly forbidden. Such actions render the student liable to suspension and expulsion. Students are encouraged to show respect to each other, as well as teachers and staff at all times. Actions and comments, which may be misconstrued as inappropriate, should be avoided. Students responsible for isolating or conspiring to isolate students one from another will face administrative intervention and review.

RESPECT FOR ACADEMIC INTEGRITY

Students at Pomona Catholic School are expected to complete all assignments with honesty and integrity. Work should be a true reflection of student learning and effort. Academic dishonesty includes:

- plagiarism: use of another's words or ideas without proper citation,
- cheating: improper or unauthorized use of materials on academic work
- facilitating dishonesty: knowingly allowing others to use work that is not theirs
- academic misconduct: tampering with or stealing grades, tests or other materials

The consequences for academic dishonesty will be handled by the Vice Principal/Middle School Director, but include:

- notification of parents and guidance counselor
- a zero on the work, quiz, test,
- a reduction of quarter/semester grades
- detention or suspension
- placement on academic probation
- a grade of No Credit for a class.
- Loss of other honors, awards and distinctions

www.Turnitin.com

Pomona Catholic uses this plagiarism detection service to improve the learning and academic integrity of our students and school. The use of this software ensures that students learn correctly and ethically to use the wide variety of information available to them from many sources. With the information from this service, teachers can better provide individualized educational opportunities for our students.

RESPECT FOR PROPERTY

Students should take as their personal responsibility the care of the school building, the grounds, and the equipment put at their disposal. Marking or defacing the school property in any way will call for restitution and severe disciplinary action. Furthermore, if the student is guilty of serious destruction of school property or of breaking, entering and/or theft from the school the student will be liable to suspension and/or expulsion.

RESPONSIBILITY FOR STUDENT LIFE AND HEALTH

The safety and well-being of the students entrusted to us are very important. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. We are partners with the parents and guardians in the education of your child. We will notify parents of concerns regarding your child about student life or behavior that is potentially harmful even when off campus when it becomes known to the school.

PARENTS, GUARDIANS OR OTHER FAMILY MEMBERS' RESPONSIBILITIES

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

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

PUBLIC CONDUCT

Students are responsible for the good name of the school. Students who bring discredit to themselves or Pomona Catholic's good name as a result of improper conduct outside of school will be dealt with in an appropriate manner when the misconduct becomes known to the school. Students are encouraged to show respect to each other, as well as teachers and staff at all times. Actions and comments, which may be misconstrued as inappropriate, should be avoided.

BEHAVIOR OUTSIDE OF SCHOOL

A student whose behavior outside of the school jeopardizes the good name of Pomona Catholic School, expresses an incompatibility with the mission and philosophy of the school, and/or presents a potential danger to the school community may be barred from participation in school activities and, furthermore, be subject to a full range of disciplinary actions up to and including suspension and expulsion.

DEMONSTRATION OR DISTURBANCE

In the event of a disturbance, disorder, demonstration, picketing, unlawful assembly or walkout, on or adjacent to School sites, whether by individuals or by groups, a request will be issued by lawful authority to return to class immediately.

Failure to comply with this request within two minutes of announcement constitutes willful disobedience and unexcused absence from class and may result in suspension or expulsion of students.

Students will be notified immediately by a public announcement of their suspension and will be asked to leave campus immediately. Suspended students who remain on campus will be subject to arrest.

Video/audio recording devices are not permitted on campus. Notebook computers and digital cameras are also not allowed at school. Exceptions for school-related assignments must be cleared prior to the date needed.

DISCIPLINE

Discipline in the Catholic School is to be considered as an aspect of guidance and not simply a form of punishment. The purpose of discipline is to promote genuine growth in decision making to assist the development of Christian values, to increase respect for duly constituted authority, and to provide an atmosphere conducive to learning. A student's behavior is indicated by her/his disciplinary record in her school file, as well as by parent-teacher student conferences. The disciplinary record is based on the following:

All-School Discipline Code

1. Respect for all who are members of the school community (teachers, substitute teachers, parents, parent aids, school employees and students).
2. Conduct befitting place and occasion.
3. Honesty in assignments, quizzes, tests and exams.
4. Punctuality for all school functions.
5. Observance of dress code.
6. Observance of regulations regarding eating areas.
7. Moderate* make-up/hair styles and hair color.

*The Administrative Team reserves the right to define "Moderate make-up, hair styles, and hair color"

DISCIPLINARY MEASURES

Students should know what to expect as a natural consequence of misbehavior. Normally, detention, probation and loss of social privileges are consequences for serious or continued misbehavior at school, on or adjacent to school sites, at Pomona Catholic or Tri-School sponsored events. Severe or chronic

behavior can result in extended suspension and/or expulsion. In all matters involving discipline, EACH case will be handled individually as the situation demands.

WITHDRAWAL OF SCHOOL AWARDS AND RECOGNITION

Any student, who has been suspended and/or has developed a chronic discipline behavior history during the current school year, may not be eligible to be nominated or receive school awards in both the academic and athletic departments. The Vice Principal/Middle School Director will document the disciplinary action and the behavior history.

DETENTION

At Pomona Catholic, we believe that all students deserve the benefits of a safe, secure environment where they can learn and apply the tenets of personal responsibility. Our discipline program is structured in such a way as to model Christian ethics and a foundation of respect for oneself, family, school and community. Age-appropriate decision making skills will always be a part of the guidance the students receive.

Detentions may be given for a variety of infractions. In most cases, after the third infraction of the same violation, detention will be served. This includes excessive tardies (5 tardies equals a 1 hour detention), school rule infractions, (see p. 46) and dress code violations.

Detentions will be held every Friday from 3-4 p.m. If a student has been given detention, the student has one week to clear the detention. For the student who receives a detention on a Monday, they have until the following Monday to clear it. For the student who receives a detention on a Friday, they have until the following Friday to clear it. If the detention is not cleared within the one-week limit, an additional "Penalty" will be added. Detention can also be arranged with the Vice Principal/Middle School Director for alternate times and dates at their availability.

Saturday detentions with campus clean-up will be held throughout the year for students to clear their detention.

Any unserved detention may prevent a student from running for office, joining a service organization, or participating in extra-curricular activities including but not limited to clubs, drama and athletics.

SCHOOL SEARCHES

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

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

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

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

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

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

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

SUSPENSION - SOCIAL PROBATION AND/OR EXPULSION

Social probation prohibits a student from attending any Pomona Catholic or tri-school event. The Vice Principal /Middle School Director may place a student on Social Probation due to violations of the Academic/Discipline policies.

SECTION A:

Students are liable for social probation for nine weeks and/or suspension. In-house suspension may be given to students by the Principal in consultation with the Vice Principal/Middle School Director. Not limited to the following:

1. Disrespect toward teachers, substitutes, school employees, volunteers, and supervision personnel.
2. Willful disobedience.
3. Falsifying excuses, forgery, lying, misrepresentation.
4. Plagiarism and/or cheating on assignments, quizzes, tests, exams.
5. Profanity or vulgarity in word or action.
6. Persistent violation of the Dress Code.
7. Opening or removing items from a teacher's desk, file, briefcase, or any other property without permission.
8. Gambling of any kind.
9. Possession of tobacco or alcohol anywhere on school property.
10. Smoking or drinking of alcoholic beverages.
11. Willful defacement of property including school desks, walls, tables, bulletin boards.
12. Minor vandalism, graffiti, minor theft, distribution of or posting unauthorized material.
13. Excessive tardies.
14. Defiance.
15. Truancy

SECTION B:

Students are liable for suspension or expulsion by the Principal in consultation with Vice Principal/Middle School Director. Not limited to the following:

1. Continued and willful disregard of any of the articles in Section A, above.
2. Use, sale, distribution, or possession of alcohol, drugs, tobacco/vaping devices, or weapons.
3. Vandalism, graffiti, theft.

4. Repeated forgery.
5. Intoxication, drug/alcohol.
6. Any expression of harassment and/or threat.
7. Bringing a weapon of any kind on or around campus, or to any school sponsored event.
8. Fighting, mistreatment or abuse of another person either verbal, physical, or written.
9. Excessive absenteeism and/or tardies.
10. Failure to meet Academic Probation.
11. Abortion (see explanation in this handbook).
12. Gang activity will NOT be tolerated. Students are not to display gang colors, symbols or materials or engage in any gang related activity.
13. Continued and willful disregard of any of the articles in Section A, above.
14. Falsifying school or teacher records.
15. Chronic disciplinary acknowledgements/contracts and/or detentions.

SECTION C:

In the case of the suspected use of drugs, illegal substances, weapons or stolen property, the school has a right to conduct a search of a student's belongings, including purse, book-bag, locker and vehicle. The school reserves the right to enlist police assistance in the search of a student's person and/or vehicle.

EXPULSION POLICY

The school reserves the right to dismiss any student, who, by her or his conduct inside or outside the school, manifests attitudes and values obviously contrary to those fostered by the School. Such conduct includes items in Section B and any other form of criminal or improper behavior. Causes for suspension or expulsion could include any activity by the student which results in serious damage to the school, or serious consequences infringing upon any person's welfare. Legal Counsel is not allowed to be present at the meeting of the school's Disciplinary Review Board.

If in the judgment of the Administration a student is entirely out of sympathy with the spirit and standards of the School, or is exerting a harmful influence, the student automatically loses any office held, is ineligible for any office for the following year, or may be dismissed or withdrawal requested without any special act of insubordination or defiance. Final judgment on the expulsion of a student will be made by the Principal.

SUSPENSIONS: Students may not attend any school functions on or off campus during Out-of-School Suspension or In-School Suspension.

HARASSMENT, BULLYING AND HAZING POLICY

Pomona Catholic is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

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

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

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

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

Students also may be involved in cyber-bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others on social media sites, in blogs or on Web sites.
- Using someone else's device or user name to spread rumors or lies about someone.

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

STUDENT THREATS

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to a member of the administrative team. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

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

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

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

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

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

RULES AND BEHAVIOR AT SOCIAL EVENTS

Social events are sponsored on a Tri-School basis for students of Damien, St. Lucy's and Pomona Catholic. Guests and students must produce a PICTURE I.D. card at all school-sponsored event.

Students on social probation may not attend the tri-school Prom. The Junior-Senior Prom is restricted to Juniors and Seniors and their guests, and those Sophomores who are invited by Damien students. Freshmen are not allowed to attend. Students attending the Prom, Winter Formal, Homecoming or other school-sponsored dances, are **REQUIRED** to be in school the day of and/or the day before the dance.

At ALL Tri-School, Pomona Catholic dances, and social events, students must be aware of the following:

- No student will be admitted without a Catholic School picture ID card (School ASB card) for Pomona Catholic sponsored dances.
- The dances are usually held from 8pm to 11pm, and no one will be admitted an hour after the dance starts.
- No one is allowed to leave before the dance is over unless signed out by a parent.
- Seniors with parents' written permission may leave one hour early, but they may not be readmitted and must leave the grounds. This does not apply to the Prom.
- Behavior, as well as the music and dance, should be in accordance with what is expected of Christian ladies and gentlemen.
- Students who fail to comply will forfeit their Student Body ID cards and related privileges, and may be asked to leave the dance, in which case parents will be notified.
- Anyone under the influence of alcohol or drugs will be denied admission, have parents notified and reported to School officials.
- Everyone must be dressed neatly. For specific dress code requirements, see guidelines under "Out of Uniform" on the Dress Code Page. Pomona Catholic students are required to observe dress code for ALL Tri-School as well as Pomona Catholic sponsored dances and other events. Male guests are required to observe the dress code outlined in the flyer provided with the purchase of the pre-sale ticket or the advertisement pertaining to the event.
- Chaperones may deny entrance to anyone who, in the chaperone's opinion, is not dressed neatly and according to dress code. Money will **NOT** be refunded.
- Additional rules pertaining to time, dress and admission price may be made by the sponsoring school. Students are **OBLIGATED** to follow the regulations by the host school.
- Former students are not allowed to attend Pomona Catholic dances or sponsored social events.
- Chaperones will not speak to parents on cell phones during dances.
- No refunds will be issued for any dance or social event.

With the exception of the Prom, Homecoming and Winter Formal, all dances sponsored by Pomona Catholic are open to students with proper identification.

THE ADMINISTRATION RESERVES THE RIGHT TO DENY ADMISSION TO ANY STUDENT FOR CAUSE.

The moderator of the group sponsoring a school event is responsible for the following:

Before the dance, the moderator will submit to the Vice Principal Middle School Director a list of the students and guests who have purchased pre-sale tickets.

The Vice Principal or the Middle School Director will provide a list of Pomona Catholic students who are on social probation and may not attend. These same rules apply to middle school students attending Middle School Socials.

Acceptable Use and Responsibility Policy For Electronic Communications

[“Archdiocesan AUP”]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable. These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location. These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

1. Definitions

- a. Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.
- b. Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.
- c. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

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

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises")
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road
- c. All personal devices and materials brought from home and used on the Premises during regular business hours
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location

3. Ownership and Control of Communications

- a. All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.
- b. With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
 - g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
 - h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
 - i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
 - j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
 - k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
 - l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
 - m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
 - n. Information systems hardware should be secured against unauthorized physical access.
- 5. Prohibited Practices Users of Archdiocese and Location electronic communication systems**, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:
- a. Violate any federal, state or local laws or regulations.
 - b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
 - c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
 - d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
 - e. Engage in improper fraternizing or socializing between adults and minors.
 - f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
 - g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
 - h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
 - i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
 - j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
 - k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
 - l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
 - m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
 - n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
 - o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.

- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

6. Consequences of Violations of Electronic Communications Policy Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Video/audio recording devices are not permitted on campus. Notebook computers and cameras of any sort are not allowed on campus. Exceptions for school-related assignments must be cleared prior to the date needed and used only for designated purposes.

INTERNET

It is unacceptable to use the Pomona Catholic School names, initials, logo, pictures of our school or school activities in connection with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet or anywhere that else that violate this policy is grounds for expulsion.

CELL PHONES, ELECTRONIC SIGNALING DEVICES AND OTHER EQUIPMENT

Pomona Catholic School does not permit signaling devices on campus without explicit permission, and then only when students are in compliance with stated permission and policy set forth here. This includes walkie-talkies, radios, tape recorders, CD players, video cameras, and other electronic devices. It is understood that many students have cell phones on campus, and permission for this is given when students follow school policy regarding their use. The school is not responsible for the security of these items when they come to school. At the first offense, the parent/guardian will need to make an appointment with the administration in order to retrieve the item and pay a fee. At this time, the parent/guardian will be notified that the second offense will result in confiscation of said item. The item will be returned to parents at the end of the school year after paying a fee.

- **Upon morning arrival, all cell phones should be turned off, put away and must not be visible.** Any cell phone which is visible may be confiscated. Cell phones may not be used for any reason unless permission is given. This is called "Tech-off".
- Cell phone use will be permitted at the discretion of the teachers during "Tech-on" classroom time. Students may only use their devices as directed by teachers. Any unauthorized use during a "Tech-on" time will result in the cell phone being confiscated. Teachers are allowed to indicate the rules and limits of cell phone use in their classrooms.
- If a student uses a cell phone on campus, or at a co-curricular activity, in the classroom or hallways, teachers and staff have the authority to ask for and retrieve the device and turn it in to the Vice Principal/Middle School Director. Failure to comply will result in a discipline referral for non-compliance and defiance.
- The presence of a cell phone in a students' possession during a standardized test will result in a mis-administration and may require the entire class to be re-tested.
- Students must have the inscribed serial number of the device- I-pods, cell phones, tablets, laptops, electronics and calculators- before an investigation by the Vice Principal or Middle School Director will be launched. Any incident of missing property must be reported to the Vice Principal or Middle School Director within 24 hours.
- Cell phones may not be used as translators or calculators

Cell Phone Violation Policies

First cell phone violation- Cell phone will be turned into the Vice Principal/Middle School Director, and parents/guardians will receive notification stating the violation and steps to retrieve the phone. There is

a \$25 fee and parents/guardians will have to make arrangements to come to campus to have the phone released to them from the Vice Principal/Middle School Director's possession.

Second cell phone violation- At the second infraction, the cell phone will be confiscated and returned to the parents or guardians at the end of the school year. Additionally, parents will have to pay a \$100.00 fee upon receipt of the phone in June.

HIGH SCHOOL STUDENT ACTIVITIES

HONOR SOCIETIES

Pomona Catholic is proud to have chapters in the California Scholarship Federation, and the National Honor Society, Spanish Honor Society, Pomona Catholic Scholars Society and International Thespian Society. Membership is based upon scholarship, service, leadership and character. Students who meet the Grade Point Average and service requirements must file a formal application for membership.

CLUBS

The clubs and organizations at Pomona Catholic serve to educate as well as provide student involvement and opportunities for leadership training. Every student is encouraged to belong to at least one club or organization each year.

Clubs vary from the traditional to those called into existence by student interest. Suggestions for new clubs may be submitted to the Administrative Team with the following information:

1. a purpose
2. a faculty moderator
3. members

CLUBS AND ORGANIZATIONS ON CAMPUS

- National Honor Society (NHS)
- Pomona Catholic Scholars Society
- Let it Be Club
- International Thespian Society
- Ambassadors of Pomona Catholic
- Campus Ministry
- Science Club
- Spanish Honors Society
- Respect Life
- Drama Club
- Yearbook
- Rotary Interact

DUES AND FUNDRAISERS

No money may be collected for purposes other than for class dues without the express permission of the Principal. All collected money should be turned into the Main Office on the day it is collected. No money should be kept in the classroom overnight or leave the school premises.

STUDENT GOVERNMENT ASB

The Associated Student Body is the school-wide organization that provides student government and leadership training. Comprised of an eight-member Executive Board and twelve class officers, the ASB unites the classes and clubs and coordinates all student activities. They develop camaraderie, school pride and a family spirit through rallies, dances, and other school-centered activities. In addition to class competitions, ASB enhances the school experience through the annual Christmas Tree lighting ceremony, the Halloween Haunt, the Mother-Daughter luncheon, and the Father-Daughter Dance.

SCHEDULING EVENTS

All clubs or school organizations wishing to hold a meeting or plan an event outside of their officially calendared meeting, the respective moderator must apply directly to the ASB Moderator to secure a date on the master calendar.

Major events are calendared before June of the previous year. Minor events must be officially scheduled at least TWO WEEKS in advance and the facilities must be requisitioned at least TWO WEEKS BEFORE THE EVENT. Activities must be scheduled on the master calendar.

SOCIAL ACTIVITIES

The ASB Executive Board, the Principal, and ASB Moderator, coordinate social activities in our school and with Damien and St. Lucy's.

ACTIVITY CALENDAR

The High School ASB keeps everyone informed about social activities, athletics and meetings through the school activity calendar located on the bulletin board near the Library. Information is posted on the school website.

HOMECOMING COURT

All seniors must have a cumulative 2.0 to be eligible. Students are not eligible if they are on academic, social or attendance probation. Homecoming selection does NOT fall under the auspices of the Pomona Catholic Athletic Department.

PUBLICITY

All posters are restricted to the bulletin boards and the woodwork ledges along the east hallways on both floors. Only masking tape may be used to post signs on wood surfaces.

The group responsible for posting the sign is responsible for removing it once the activity is over. Posters made by groups within the school about school events are to be approved by the group's moderator. Posters and flyers for events outside of school must be cleared by the Vice Principal.

SCHOOL PUBLICATIONS

The Torch is the official school paper and is edited by a staff of Pomona Catholic School students under the direction of a faculty advisor.

The Fidelian is the school yearbook and is edited by upperclassmen under the direction of the faculty advisor. Many local businesses advertise in both of these publications.

HIGH SCHOOL ATHLETICS

Pomona Catholic offers sports in the following areas:

Fall

Tennis
Volleyball
Cheer
Cross Country
Golf

Winter

Basketball
Soccer
Cheer
Water Polo

Spring

Track and Field
Softball
Cheer
Swim

Pomona Catholic follows all CIF eligibility guidelines. Students who wish to participate in athletics at Pomona Catholic or Damien must have and maintain a 2.0 GPA with no "F" grade. According to CIF regulations, eligibility is reviewed at the end of every quarter.

If a student is placed on athletic probation, she may not attend practices, games or any other athletic activity. Probationary status is reviewed at the end of the quarter.

Students whose grade point averages falls between a 2.5-2.0 will be subject to weekly progress reports and academic guidelines. Those athletes who fall below a 2.0 may be dismissed from their respective teams. (See Academic Review/Academic Probation policy, p. 32.)

Academic eligibility for tryouts is based on the previous quarter grades. No student who has 3 D's or an F in the previous grading period is eligible to participate.

All athletes will be required to pay an athletic fee determined by the administration. The athletic fee covers all sports offered at Pomona Catholic. This fee is non-refundable.

All athletes will be required to complete weekly progress reports as determined by the Counselor, and enforced through the Athletic Director and coaches.

Athletes must complete an entire season to be eligible to receive awards and sports credit; varsity letters, certificates, pins, etc.

All athletes must remain current with their financial obligations to the school for participation. This includes a \$350 High School Athletic Fee/ \$65 Middle School Athletic Fee (\$175 each additional high school sport/\$65 for each additional middle school sport).

All athletes are required to meet all academic obligations prior to participation in athletic events; please refer to the "Time for Time"/ Academic Review/Academic Probation and its effect on participation in extracurricular activities (See pp.32-33). All students are required to meet all attendance and tardy obligations as well (See pp. 18-19).

Middle School Sports and Activities

Middle School students are held to the same academic standards as outlined in the high school CIF requirements for eligibility. Students must meet grade requirements and be up to date in course work in order to participate in athletics or other extracurricular activities.

Sports:

Flag Football co-ed
Basketball- boys & girls teams

Volleyball- boys & girls teams
Softball- girls
Cheer- girls

Activities:

Yearbook Spelling Bee Competition

Academic Decathlon

GENERAL POLICIES

CLOSED CAMPUS

Pomona Catholic maintains a closed campus. Students are supervised from 7:30 am to 3:30 pm. There is NO supervision before 7:30 or after 4:00 pm. Once on campus, a student must have a note signed by a parent/guardian, to be verified by the Attendance Office before the student is permitted to leave the

school building. The Attendance Office will provide the student with a permit that must be signed by the teacher before leaving the class. At the given time the student reports to the Attendance Office. Students who are driving themselves home must sign out before leaving. Parents picking up students before the close of the school day must come to the Attendance Office and sign out the student. Students will not be allowed to walk out to waiting cars and parents during the school day.

VISITOR'S ON CAMPUS

All visitors must check into the main office, sign in and receive a visitor's pass. Former students will not be permitted on campus to visit classrooms or teachers during class time.

A non-custodial parent may have contact with a son or daughter on campus (by appointment) unless a court order denying this privilege is on file with the Principal.

FOOD SERVICES

A full-service cafeteria and coin-operated vending machines are available for use at break and lunchtime. Microwaves are available for student use. The cafeteria is open before school and during break and lunchtime. Eating is restricted to the cafeteria and the outdoor courtyard only.

NO DELIVERIES

In promoting the health and safety of the students, and the security of our campus, Pomona Catholic School does not accept deliveries. We discourage deliveries of any kind. In the case of an emergency, we will accept deliveries from parents or another adult listed on the emergency release forms.

If your child has forgotten a lunch, please remember money can be added to student lunch accounts, and students may borrow money for lunch for the day. Thank you in advance for your cooperation in helping us honor this policy.

Other deliveries of food, flowers, balloons, and packages from vendors or otherwise cannot be made to students at the school. Parents and students should never give the school as a delivery address. Items delivered will be refused from the delivery services.

LOST AND FOUND

All clothing and miscellaneous articles found abandoned at school will be turned into the Lost and Found Center located in the Main office. Items remaining at the end of the month will be donated to a local charity.

LOCKERS

Lockers are issued to students through the homeroom teachers the first week of the fall semester. Each student will be assigned one locker. Lost locks will be replaced by the school and the student will be charged \$20.00. Locker combinations and locks that are out of order should be reported to the homeroom teacher. Non-school issued locks will be removed.

Lockers are to be kept locked at all times. Students who leave their locker unlocked will be subject to the following:

- The locker will be locked with a RED lock.
- The student will need to see the Facilities Manager/Vice Principal or Middle School Director.
- A second offense will be subject to disciplinary action.

The combination should not be given to other students nor should students share lockers. Students are responsible to keep their assigned lockers clean and neat. Inappropriate pictures, notes, etc., are not allowed. Lockers must be completely cleaned before checking out of school. Nothing is to be placed on

the outside of the lockers. Nothing is to be stored on the top of the Lockers. Lockers remain the property of Pomona Catholic and may be accessed by school officials. Vandalism and violations of locker policy will be referred to the Administration.

LOCKERS are OFF LIMITS during passing time and during class .

ASSEMBLIES

Student assemblies are planned for the purpose of developing school spirit, offering opportunities for the instruction, entertainment and enjoyment, and helping student performers to develop poise, self-confidence and creativity. At assemblies students are to conduct themselves in the following manner:

- Be seated quickly according to class as assigned.
- Listen attentively and respectfully to all speakers and performers.
- Respond in a courteous and appreciative manner by applauding (no whistling/ hooting).
- Students are called to the assembly from class. All books and backpacks should be left in the classroom. Classrooms will be locked.

EXCURSIONS AND FIELD TRIPS

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Pomona Catholic may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight, must comply with the following requirements:

- Prior permission of the Principal
- Preparation, follow-up and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Form and Medical Authorization and Permission Form from parents (the annual or the trip form, as appropriate.)
- All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and the class work missed by students
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bite kit must be included in any area where there may be poisonous snakes
- Any particular student medications

TRANSPORTATION

Since we are a small school, transportation may not always be provided to school-sponsored events off campus. On school-sponsored events, participants must notify the school if the student needs to leave from the event and not return on the bus.

BUSES

1. No eating, drinking, smoking, or use of any form of tobacco.

2. Normal rules of safety and good conduct are to be observed. No part of the body should extend out of the windows.
3. Students must be courteous to the bus driver and obey directions promptly. During the bus run, the driver is solely in charge and responsible for the safety of all. The driver has the authority to stop the bus if students are not conducting themselves properly.
4. Violations will result in students being barred from the bus temporarily or permanently. Such judgments will be reserved to the Administration of the school.

PUBLIC DISPLAY OF AFFECTION

There should be no inappropriate public display of affection in school or around campus.

EARLY DISMISSAL

In order to be dismissed early on a particular day, the student must have a parent/guardian call the Main Office by 8:30 a.m. and/or must submit a note on the morning of the early dismissal request. The student/parent must sign out at the office before leaving the school building and sign in upon returning to school. Medical or dental appointments should not be scheduled during school hours.

HOMEROOM

At the beginning of the school year, each student is assigned to a grade level moderator. The student is thereafter under the direct supervision of the grade level advisor, who serves as a resource person regarding announcements, procedures and policies in the school.

CAMPUS SUPERVISION

Supervision will be available beginning at 7:30 a.m. All high school and middle school students are to report to the cafeteria until the bell rings for first period at 7:50 a.m. Students are NOT allowed to leave campus after they arrive in the morning. Morning supervision is provided ONLY in the locations indicated. To ensure student safety, members of the faculty or school staff will provide reasonable supervision in the cafeteria and the courtyard during break and lunch. Students are to comply with a supervisor's instructions.

Students must not leave campus in the afternoon until their authorized transportation provider arrives. After 3:00 p.m. any high school or middle school student still waiting for pick up will be required to wait in the Cafeteria. **No supervision is provided after 4:00 p.m.** Chronic late pick-ups will be charged \$10 per hour, and any fraction of an hour.

Middle school and high school students may opt to take advantage of additional enrichment or tutoring after the regular school day as teachers will be available in classrooms until 3:45 or the designated time each school day. Students may also sign up in the ELC for programs that may be available to them. After-school academic activities are not normally conducted on Fridays. This day is reserved for detention. Please check with individual grade levels or contact the main office for clarity on schedules.

ORDER AND CLEANLINESS – CAMPUS

Appearance and upkeep is an important concern to all of us. Each student is RESPONSIBLE for keeping his or her area clean.

School law provides that any student who defaces or destroys school property make amends or pay for the damage or loss. Marking and carving on walls, desks, tabletops and lockers are considered defacing of school property.

CLASSROOMS

Eating and/or drinking in classrooms and hallways is prohibited. Lunches, food, candy, and drinks MAY NOT be taken into classrooms. **FOOD IS TO BE CONSUMED IN THE CAFETERIA OR OUTSIDE COURTYARD.**

For safety reasons, students MAY NOT sit on classroom desktops, lunch tables, or on the stairs at any time.

WORK PERMITS

Applications for work permits are obtained by high school students (ages 16-18) seeking outside employment from the Main Office. Work permits are issued to current Pomona Catholic students only.

PARKING

The school provides a parking lot used by students, faculty, staff and visitors. Students park on a first-come first-served basis in the NORTH parking lot. Students are responsible for their own vehicles. Pomona Catholic does NOT assume responsibility for damage or theft to vehicles, regardless of where they are parked. **All drivers must purchase a Annual Parking Permit for a \$50 fee from the Main Office.** A valid driver's license number and proof of insurance are required. Parking Permits may be revoked for inappropriate driving habits. Please park with respect to the designated areas. **All seniors who purchase a space to paint MUST have a valid Parking Permit for this current year prior to painting the space.**

TELEPHONE

Students may use the office telephone for short local calls before and after school, or during break or lunch. Students are never to ask permission to leave class in order to make a telephone call. The Main Office reserves the right to make decisions regarding the need to make a phone call. If anyone calls for a student on the office phone, he/she will not be allowed to miss instruction time during class periods to answer the phone.

Parents are requested not to call the school to leave messages for students except in cases of emergency. Any messages for students must be made through the office. The office will notify students of phone messages only when they are from Pomona Catholic parents or in the case of an emergency. Students are never permitted to leave school on the basis of a phone message. If an emergency occurs, please call the office to discuss arrangements for dismissal. We ask for the cooperation of parents and guardians in observance of these regulations. Please do not call your child on their cell phones. Please do not encourage your student to call or text you during school hours. We take the responsibility of your daughters and sons seriously, and must be properly informed whenever an early dismissal is needed to ensure the safety of students. (See cell phone use p. 54)

TEXTBOOKS

High school- A list of required texts is available on our web site, and in the office. All student books are purchased on-line or may be rented from the school office (limited availability). Credit is given for used books returned at the end of the school year if they are in good condition, and credit can be applied to the next year. Book refunds will be given to seniors for any texts that will be used in the next year. High School parents are required to purchase all listed textbooks for students. Some departments do purchase consumable materials for students, and this will be indicated on the textbook list. Students must have the current edition of the textbook, no used workbooks and no teacher editions. Textbooks are the property of either the student or the school. They are to be maintained in a respectful and useful condition.

Middle School- Textbooks are provided

SECURITY

Pomona Catholic School is monitored and secured continually by internal and external devices. The safety and security of students is always considered when establishing school policies.

SCHOOL LOGO/NAME

The school name and logo may not be used without the expressed written consent from the administration. This includes use of school name and logo for academic as well as personal or social reasons in technology/Internet/written communication of any kind.

DRUG/ALCOHOL POLICY

The school administration looks upon possession or use of illegal substances (tobacco, drugs, alcohol) or paraphernalia during the school day or at any school-sponsored event, home or away, whether social or athletic, as an extremely serious offense. If a student should be found drinking, under the influence, or in the possession of illegal substances or paraphernalia, his/her parents will be notified immediately and will be asked to come to school. The student will be subject to automatic suspension, disciplinary probation, and possible expulsion from Pomona Catholic School. Students who are found in possession of or using illegal substances or paraphernalia on the school grounds during the school day are subject to immediate expulsion.

The school reserves the right to search students' belongings and areas under students' control (such as lockers, desks, and cars) in order to enforce school rules and preserve a safe and orderly learning environment. While on campus or at school events, students may be subject to drug or alcohol testing for "cause" or randomly as a condition of continued enrollment following a drug or alcohol violation.

The school considers the consumption of alcohol or the use of drugs as a very serious matter; therefore, any student who violates this rule may be subject to exclusion from participation in any school related activities. Any student who breaches this policy may be required to attend counseling before being re-admitted to Pomona Catholic School.

TOBACCO PRODUCTS

The building and campus are smoke free areas. Students are required to refrain from smoking and the use of other forms of smokeless tobacco products while on campus and while traveling in school vehicles.

- First Offense: Three days In-School-Suspension and participation at the student's expense in "Smoke Enders Program" approved by the school.
- Second Offense: Three days Out-of-School-Suspension, parent interview, probation period of one month, 24 hours of documented community service, participation at the student's expense in a "Smoke Enders Program" approved by the school.
- Third Offense: Administrative Review

PREGNANCIES

When a student is found to be pregnant, the school counsels the student and her parents, helping the family seek the proper medical and professional counseling consistent with Catholic teaching.

The school will assist the student to continue her high school education. If the student desires to return to school after the delivery of her child, the school shall review all aspects of her case and make a determination based upon its unique circumstances.

A pregnant student is NOT allowed to call attention to her pregnancy, therefore, she will:

- Refrain from discussing her pregnancy on campus,
- Refrain from bringing pictures of sonograms to school,
- Inform her friends that a baby shower or similar party is unacceptable on campus.

Pomona Catholic School does NOT provide pre-natal counseling nor pre-natal care or teen parenting classes. Pomona Catholic School is a three-story building erected in 1927 with moderate to small classrooms, without elevators and with narrow corridors. Therefore, Pomona Catholic DOES NOT assume responsibility for any accident that could occur as a result of a pregnant student or her unborn child being jostled by passersby in classrooms, on the stairs, or in the corridors.

Should the student choose to return to school after the birth of her child, she will at NO TIME be permitted to bring her child or the child's father on campus.

ABORTION: POLICY AND ADMINISTRATIVE PROCEDURE

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 morally indefensible procurement of an abortion.

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

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

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

PROCEDURAL GUIDELINES

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

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the administrator or counselor designated for the purpose of facilitating pregnancy counseling. In the case of a parochial elementary school, the designated person will usually be the principal, the pastor, or his associate. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.

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

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

COMMUNICABLE DISEASE

A student who is absent due to a communicable disease must have a statement of release from her physician or from the local health department before being re-admitted to school.

HIV/AIDS

The Archdiocese of Los Angeles reserves the right to revise these guidelines at any time for any reason including, but not limited to, changing medical knowledge, legislation, and law.

The Archdiocese of Los Angeles has accepted the United States Bishop's statement, "The Many Faces of AIDS: A Gospel Response" as adapted for use within the archdiocese. This Document states:

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

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

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

SAFETY RULES

EMERGENCY DRILLS

Emergency and Fire drills are held quarterly. A sign is posted in each classroom giving specific directions as to the evacuation route to be taken.

All students must observe the following rules:

1. Students seated nearest the doors should open them wide.
2. Students nearest the windows should close the windows carefully.
3. All students should move quickly to their designated areas without running.
4. Lights should be turned off and doors closed and locked.
5. Silence should be maintained throughout the drill until it is complete.

To facilitate exit in case of an emergency, students are asked to keep handbags, books and other articles out of the aisles in classrooms. Students will take their personal belongings with them during emergency, fire or earthquake evacuation drills.

OTHER DRILLS/CIVIL DEFENSE

All other drills (earthquake, lock-downs, etc.) will take place as scheduled and directed by the Principal. All faculty and students are expected to follow the school's emergency policy for such events.

EARTHQUAKE DRILL

INSIDE (STAY INSIDE)

DURING the quake:

1. "DROP!" (Do not wait for bells).
2. Everyone gets under desks or tables.
3. Sit or stand against inside wall if desks/tables are not available.
4. Turn away from windows; avoid shelves and outside doors that may fall.

AFTER the quake:

1. Class is to evacuate to pre-designated area, roll is to be taken.
2. Search for missing students and staff if necessary.
3. Administration of first aid if necessary.
4. Reunification process begins.

OUTSIDE (STAY OUTSIDE)

DURING the quake

1. Stay in the open, away from buildings, wires and trees.
2. "DROP!" (Do not wait for bells).

AFTER the quake:

1. Students should move to designated area, roll is taken.
2. Administration of first aid if necessary.
3. Reunification process begins.

"ZERO TOLERANCE POLICY"

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

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

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

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

In addition, every parent and volunteer involved on campus, at school activities, field trips, athletics program or in the class is mandated to receive the Archdiocese of Los Angeles VIRTUS "Protecting God's Children" 3-hour training, or be in possession of a valid (within three years) certificate of attendance at a VIRTUS training session given in the Archdiocese of Los Angeles. A copy of this certificate will be kept by the School.

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees.

Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

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

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

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

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

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

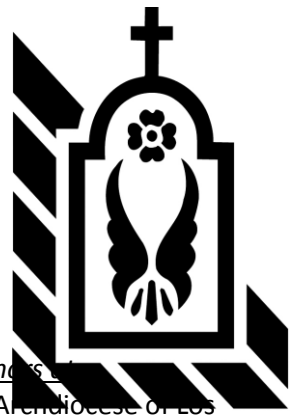
Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students,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

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. Please review the following guidelines and sign the Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

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

**Acknowledgement Receipt of
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**



I have received and agree to comply with the Guidelines for Adults Interacting with Minors in Parish, Parish School, Youth Ministry or Religious Education Activities or Events of the Archdiocese of Los Angeles.

As stated in the copy of these guidelines:

- **All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.**
- All adults acting in a staff, faculty, ministerial or other paid or volunteer* position in the Archdiocese are role models who are called to treat each minor with respect and care.
- Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.

These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Name (please print legibly)

Activity(ies) or Event(s) in which I am involved:

Signature

Date

CODE OF CONDUCT FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- D. Respect the adults and supervisors with whom I interact.
- E. Safeguard at all times children or other youth entrusted to my care.
- F. Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
 - G. Avoid situations where I am alone with a child/youth.
 - H. Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
 - I. Maintain appropriate physical and emotional boundaries with the children/youth.
 - J. Dress appropriately and not wear any clothing with offensive messages or pictures.

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize with minors over the internet or through other forms of communication.



We, the undersigned, have read and understand the Archdiocese of Los Angeles ***Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth***, and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent/guardian.

Print Name: _____ Position: _____

Signature of Youth Volunteer: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature and Title of Witness: _____ Date: _____