

**2019 - 2020**



VERBUM DEI  
HIGH SCHOOL

Parent – Student Handbook

**Verbum Dei High School  
Parent – Student Handbook  
2018-2019**

**TABLE OF CONTENTS**

**School Information**

Staff Directory .....	Page 4
Mission Statement.....	Page 5
Ignatian Prayers.....	Page 7
Graduate at Graduation.....	Page 10
Tuition and Financial Information.....	Page 12

**Academics**

Graduation requirements.....	Page 14
Curriculum .....	Page 15
Grading .....	Page 17
Academic Records .....	Page 18
Academic Policies.....	Page 19
Academic Integrity.....	Page 20
Student Success Resources .....	Page 21

**Behavior/Student Life**

Attendance .....	Page 22
Code of Conduct .....	Page 25
Dress code.....	Page 29
Senior Privileges .....	Page 30
Student Spiritual Formation.....	Page 31
Christian Service.....	Page 33
Extracurricular Activities.....	Page 35
Athletics .....	Page 39
Technology .....	Page 42

**Corporate Work Study Program**

Program Overview .....	Page 44
Transportation Policy.....	Page 46
CWSP Attendance / Tardy Policy.....	Page 46
CWSP Dress Code .....	Page 47

**Additional School Information**

Parent Association and Parent Behavior.....	Page 53
School Facilities.....	Page 53
Additional Archdiocesan Policies.....	Page 55

## VERBUM DEI HIGH SCHOOL BELL SCHEDULES

### REGULAR

(55-minute classes)

7:30	First Bell
7:35-7:45	AM Homeroom
7:50-8:45	I Hour
8:50-9:45	II Hour
9:45-9:55	Break
10:00-10:55	III Hour
11:00-11:55	IV Hour
11:55-12:25	Lunch
12:30-1:25	V Hour
1:30-2:25	VI Hour
2:30-3:25	VII Hour

### MONDAY SCHEDULE

(50-minute classes)

7:20-8:25AM	Faculty Meeting
8:25	First Bell
8:30-9:20	I Hour
9:25-10:15	II Hour
10:15-10:25	Break
10:30-11:20	III Hour
11:25-12:15	IV Hour
12:15-12:40	Lunch
12:45-1:35	V Hour
1:40-2:30	VI Hour
2:35-3:25	VII Hour

### LITURGY

(45-minute classes)

7:30 AM	First Bell
7:35-8:20	I Hour
8:20	Dismiss for Liturgy. Leave Materials in I Hour
8:30-9:45	Liturgy
9:45-9:55	Break
10:00-10:45	II Hour
10:50-11:35	III Hour
11:35-12:20	IV Hour
12:20-12:50	Lunch
12:55-1:40	V Hour
1:45-2:30	VI Hour
2:35-3:20	VII Hour

### FRIDAY SCHEDULE

(50-minute classes)

7:30 AM	First Bell
7:35-8:25	I Hour
8:30-9:20	II Hour
9:25-10:15	III Hour
10:15-10:25	Break
10:35-11:25	IV Hour
11:30-12:20	V Hour
12:20-12:45	Lunch
12:50-1:35	Co-Curricular (45 min)
1:40-2:30	VI Hour
2:35-3:25	VII Hour

## FINALS SCHEDULES

### BLUE SCHEDULE A (SEMESTER 1)

(90 min classes)

8:00	First Bell
8:05-9:35	Exam 1
9:35-9:50	Break
9:55-11:25	Exam 2
11:30-11:55	Lunch
12:00-1:30	Exam 3

### BLUE SCHEDULE B (SEMESTER 1)

(90 min classes)

8:00	First Bell
8:05-9:35	Exam 1
9:35-9:55	Break
10:00-11:30	Exam 2

### GOLD SCHEDULE A (SEMESTER 2)

(120 min classes)

8:00	First Bell
8:05-10:05	Exam 1
10:05-10:25	Break
10:30-12:30	Exam 2
12:30-1:10	Lunch
1:15-3:15	Exam 3

### GOLD SCHEDULE B (SEMESTER 2)

(120 min classes)

8:00	First Bell
8:05-10:05	Exam 1
10:05-10:25	Break
10:30-12:30	Exam 2

---

## Staff of Verbum Dei High School

---

<i><b>Title</b></i>	<i><b>Name</b></i>	<i><b>Ext.</b></i>	<i><b>Email</b></i>
<b><u>ADMINISTRATION</u></b>			
President	Rev. Stephen Privett, S.J.	5000	sprivett@verbumdei.us
Principal	Dr. Brandi Odom Lucas, Ed.D.	6000	bodom@verbumdei.us
Dean of Academics	Ms. Maria McDonald, MA	6030	mmcdonald@verbumdei.us
Dean of Men, Athletic Director	Mr. Kenneth Stevenson	8000	kstevenson@verbumdei.us
Director of Campus Ministry	Ms. Karen Chambers, M.Div.	6600	kchambers@verbumdei.us
Director of Personal Couns.	Mrs. Mayra Rodriguez, MA	8850	mrodriguez@verbumdei.us
Director of College&Career Cous.	Mrs. Brittany Goodacre-Bradley, MA	6510	bbradley@verbumdei.us
Director of Info Technology	Mr. John Galloway, BA	6800	jgalloway@verbumdei.us
Director of Operations	Mr. Jeff Bonino-Britsch, MBA	5200	jeffbb@verbumdei.us
Director of Admissions	Mr. Pablo Zapotecas	6630	pzapotecas@verbumdei.us
<b><u>Corporate Work Study Program</u></b>			
VP of Programming	Ms. Cristina Cuellar, MA	7000	ccuellar@verbumdei.us
VP of Corporate Recruitment	Mr. Joe Anlauf	5400	janlauf@verbumdei.us
Program Manager	Mr. Lorenz Willis	7010	lwillis@verbumdei.us
<b><u>Counseling</u></b>			
Academic Couns.	Mrs. Brittany Goodacre-Bradley	6510	bbradley@verbumdei.us
Director of Personal Couns.	Mrs. Mayra Rodriguez, MA	8850	mrodriguez@verbumdei.us
<b><u>Mission Advancement</u></b>			
VP of Mission Advancement	Mr. Paul Hosch	5100	phosch@verbumdei.us
Associate Director	Mrs. Stephanie Andrade	5110	sandrade@verbumdei.us
Assistant/Marketing Manager	Ms. Michelle Cordova	5120	mcordova@verbumdei.us
Donor Outreach Officer	Ms. Annie Levine	5130	alevine@verbumdei.us
<b><u>Main Office</u></b>			
Registrar/Office Manager	Mrs. Patricia Quintanilla	6010	pquintanilla@verbumdei.us
Principal's Assistant	Ms. Melanie Guerrero	1005	mguerrero@verbumdei.us
Receptionist	Mrs. Melissa Flores	1000	mflores@verbumdei.us

## **VERBUM DEI HIGH SCHOOL**

11100 SOUTH CENTRAL AVE. / LOS ANGELES, CA / 90059-1199

PHONE: (323) 564-6651 FAX: (323) 564-9009

WWW.VERBUMDEI.US

### **MISSION**

Verbum Dei is a Jesuit Catholic, Cristo Rey High School that offers young men from supportive families of limited resources a college prep curriculum, corporate work experience, and faith formation that prepares them to graduate from college as men-with-and-for-others who serve their communities and pursue a more just and humane world for all.

### **Vision**

Verbum Dei High School will be the Jesuit Catholic college prep/corporate work experience school that is most successful at preparing young men of color to graduate from college and lead Spirit-filled lives of purpose and meaning.

### **MOTTO**

*Working in the Jesuit Tradition*

### **SCHOOL COLORS**

Blue and Gold

### **SCHOOL MASCOT**

Eagle

### **VERBUM DEI ALMA MATER**

Hail to Verbum Dei, the Word of God, everlasting and true;  
We come to the Nest young and uncertain,  
just as the morning sun that's just beginning to rise.  
The Eagle stands before you wearing your colors: noble gold and blue;  
With love strengthened by unity,  
we'll fight for the rights of all, faith, and liberty;  
We leave you, accepting your challenge:  
"Be strong my sons of Verbum Dei, to face and serve your world."  
Sing hail to Verbum Dei, the Word of God, everlasting and true.

### **VERBUM DEI PLEDGE**

I am a young professional who values education.  
I seek out challenges and opportunities with courage.  
I exceed expectations, because that is the expectation.  
I understand failure is not possible as long as I keep trying.  
I look for God in all things and allow myself to be transformed for the greater glory of God.  
I am an extension of God's love and the good that can happen in this world.  
I am my brother's keeper.  
I am Open to Growth, Intellectually Motivated, Spiritual, Loving, Committed to Doing Justice, and  
Work Experienced.  
I am Verbum Dei.



## IGNATIAN PRAYERS

### *THE EXAMEN OF CONSCIOUSNESS*

(BASED UPON THE SPIRITUAL EXERCISES OF ST. IGNATIUS)

1. God, I believe that at this moment I am in your presence and you love me.
2. God, you know my needs better than I know them. Give me your light and help as I review this day.
3. God, help me now to review the events of this day in order to recognize your blessings and my shortcomings.
4. God, I ask your forgiveness for my failings and I thank you for all your blessings.
5. As I look forward to the remainder of this day (or tomorrow) make me aware that you are with me, show me how to become the person you want me to be.

### *TAKE, LORD, AND RECEIVE* (ST. IGNATIUS OF LOYOLA)

Take, Lord, and receive all my liberty, my memory, my understanding,  
and my entire will.

All I have and call my own.

Whatever I have or hold, you have given me.

I return it all to you and surrender it wholly to be governed by your will.

Give me only your love and your grace and I am rich enough and ask for nothing more.

### *ANIMA CHRISTI* (ST. IGNATIUS OF LOYOLA)

Soul of Christ, sanctify me

Body of Christ, save me

Water from the side of Christ, wash me

Passion of Christ, strengthen me

Good Jesus, hear me

Within the wounds, shelter me

from turning away, keep me

From the evil one, protect me

At the hour of my death, call me

Into your presence, lead me

to praise you with all your saints

Forever and ever

Amen

### *PRAYER FOR GENEROSITY* (ST. IGNATIUS OF LOYOLA)

Lord, teach me to be generous.

Teach me to serve you as you deserve;

to give and not to count the cost,

to fight and not to heed the wounds,

to toil and not to seek for rest,

to labor and not to ask for reward,

save that of knowing that I do your will.

## ST. IGNATIUS, FOUNDER OF THE JESUITS

### Early Life of St. Ignatius

Inigo de Loyola was born in 1491 in Azpeitia in the Basque province of Guipuzcoa in northern Spain. He was the youngest of thirteen children. At the age of sixteen years he was sent to serve as a page to Juan Velazquez, the treasurer of the kingdom of Castile. As a member of the Velazquez household, he was frequently at court and developed a taste for all it presented, especially the ladies. He was much addicted to gambling, very contentious, and not above engaging in swordplay on occasion. For a number of years he went about in the dress of a fighting man, wearing a coat of mail and breastplate, and carrying a sword and other sorts of arms.

Eventually he found himself at the age of 30 in May of 1521 as an officer defending the fortress of the town of Pamplona against the French, who claimed the territory as their own against Spain. The Spaniards were terribly outnumbered and the commander of the Spanish forces wanted to surrender, but Ignatius convinced him to fight on for the honor of Spain, if not for victory. During the battle a cannon ball struck Ignatius, wounding one leg and breaking the other. Because they admired his courage, the French soldiers carried him back to recuperate at his home, the castle of Loyola, rather than to prison.

His leg was set but did not heal, so it was necessary to break it again and reset it, all without anesthesia. Although he was told to prepare for death, on the feast of Saints Peter and Paul (June 29) he took an unexpected turn for the better. The leg healed, but he was left with one leg shorter than the other. For the rest of his life he walked with a limp.

### Conversion of St. Ignatius

During the long weeks of his recuperation, he was extremely bored and asked for some romance novels to pass the time. Luckily there were none in the castle of Loyola, but there was a copy of the life of Christ and a book on the saints. Desperate, Ignatius began to read them. The more he read, the more he considered the exploits of the saints worth imitating. However, at the same time, he continued to have daydreams of fame and glory, along with fantasies of winning the love of a certain noble lady of the court. The identity of this lady has never been discovered but she seems to have been of royal blood. He noticed, however, that after reading and thinking of the saints and Christ he was at peace and satisfied. Yet when he finished his long daydreams of his noble lady, he would feel restless and unsatisfied. Not only was this experience the beginning of his conversion, it was also the beginning of spiritual discernment, or discernment of spirits, which is associated with Ignatius and described in his *Spiritual Exercises*.

The *Exercises* recognize that not only the intellect but also the emotions and feelings can help us to come to knowledge of the action of the Spirit in our lives. Eventually, completely converted from his old desires and plans of romance and worldly conquests, and recovered from his wounds enough to travel, he left the castle in March of 1522.

He had decided that he wanted to go to Jerusalem to live where our Lord had spent his life on earth. As a first step he began his journey to Barcelona. He first proceeded to the Benedictine shrine of Our Lady of Montserrat, made a general confession, and knelt all night in vigil before Our Lady's altar, following the rites of chivalry. He left his sword and knife at the altar, went out and gave away all his fine clothes to a poor man, and dressed himself in rough clothes with sandals and a staff.

### The Experience of Manresa

He continued towards Barcelona but stopped along the river Cardoner at a town called Manresa. He stayed in a cave outside the town, intending to linger only a few days, but he remained for ten months. He spent hours each day in prayer and also worked in a hospice. It was while here that the ideas for what are now known as the *Spiritual Exercises* began to take shape. It was also on the banks of this river that he had a vision which is regarded as the most significant in his life. The vision was more of an enlightenment, about which he later said that he learned more on that one occasion than he did in the rest of his life. Ignatius never revealed exactly what the vision was, but it seems to have been an encounter with God as He really is so that all creation was seen in a new light and acquired a new meaning and relevance, and experience that enabled Ignatius to find God in all things. This grace, finding God in all things, is one of the central characteristics of Jesuit spirituality.

Ignatius himself never wrote in the rules of the Jesuits that there should be any fixed time for prayer. Actually, by finding God in all things, all times are times of prayer. He did not, of course, exclude formal prayer, but he differed from other founders regarding the imposition of definite times or duration of prayer. One of the reasons some opposed the formation of the Society of Jesus was that Ignatius proposed doing away with the chanting of the Divine Office in choir. This was a radical departure from custom, because until this time, every religious order was held to the recitation of the office in common. For Ignatius, such recitation meant that the type of activity envisioned for the Society would be hindered.

He finally arrived at Barcelona, took a boat to Italy, and ended up in Rome where he met Pope Adrian VI and requested permission to make a pilgrimage to the Holy Land. Once he arrived in the Holy Land he wanted to remain, but was told by the Franciscan superior who had authority over Catholics there that the situation was too dangerous. (At the time, the Turks were the rulers of the Holy Land.) The superior ordered Ignatius to leave. He refused, but when threatened with excommunication, he obediently departed.



### The Return to School

By now he was 33 years old and determined to study for the priesthood. However, he was ignorant of Latin, a necessary preliminary to university studies in those days. So he started back to school studying Latin grammar with young boys in a school in Barcelona. After two years he moved on to the University of Alcalá. There his zeal got him in trouble, a problem that continued throughout his life. He would gather students and adults to explain the Gospels to them and teach them how to pray. His efforts attracted the attention of the Inquisition and he was thrown into jail for 42 days. When he was released he was told to avoid teaching others. (In the eyes of Inquisitors, anyone who was teaching and was not ordained was suspect.)

Because he could not live without helping souls, Ignatius moved on to the University of Salamanca. There, within two weeks, the Dominicans had thrown him back into prison again. Though they could find no heresy in what he taught, he was told that he could only teach children and then only simple religious truths. Once more he took to the road, this time for Paris.

At the University of Paris he began school again, studying Latin grammar and literature, philosophy, and theology. It was also in Paris that he began sharing a room with Francis Xavier and Peter Faber. He greatly influenced a few other fellow students directing them all at one time or another in what we now call the *Spiritual Exercises*. Eventually six of them plus Ignatius decided to take vows of chastity and poverty and to go to the Holy Land. If going to the Holy Land became impossible, they would go to Rome and place themselves at the disposal of the Pope for whatever he would want them to do. They did not think of doing this as a religious order or congregation, but as individual priests. For a year they waited, however no ship was able to take them to the Holy Land because of the conflict between the Christians and Muslims. It was during this time of waiting that Ignatius was ordained a priest, but he did not say Mass for another year. It is thought that he wanted to say his first Mass in Jerusalem in the land where Jesus himself had lived.

### The Company of Jesus

Ignatius, along with two of his companions, Peter Faber and James Lainez, decided to go to Rome and place themselves at the disposal of the Pope. It was a few miles outside of the city that Ignatius had the second most significant of his mystical experiences. At a chapel at La Storta where they had stopped to pray, God the Father told Ignatius, "I will be favorable to you in Rome" and that he would place him (Ignatius) with His Son. Ignatius did not know what this experience meant, for it could mean persecution as well as success since Jesus experienced both.

When they met with the Pope, he very happily put them to work teaching scripture and theology and preaching. It was here on Christmas morning, 1538, that Ignatius celebrated his first Mass at the church of St. Mary Major in the Chapel of the Manger. It was thought this chapel had the actual manger of Bethlehem, so, if Ignatius was not going to be able to say his first Mass at Jesus' birthplace in the Holy Land, then this would be the best substitute.

During the Lent of 1539, Ignatius asked all of his companions to come to Rome to discuss their future. They had never thought of founding a religious order, but now that going to Jerusalem was out, they had to think about their future--whether they would spend it together. After many weeks of prayer and discussion, they decided to form a community, with the Pope's approval, in which they would vow obedience to a superior general who would hold office for life. They would place themselves at the disposal of the Holy Father to travel wherever he should wish to send them for whatever duties. A vow to this effect was added to the ordinary vows of poverty, chastity and obedience. Formal approval of this new order was given by Pope Paul III the following year on September 27, 1540. Since they had referred to themselves as the Company of Jesus (in Latin *Societas Jesu*), in English their order became known as the Society of Jesus. Ignatius was elected on the first ballot of the group to be the superior, but he begged them to reconsider, pray and vote again a few days later. The second ballot came out as the first, unanimous for Ignatius, except for his own vote. He was still reluctant to accept, but his Franciscan confessor told him it was God's will, so he acquiesced. On the Friday of Easter week, April 22, 1541, at the Church of St. Paul Outside-the-Walls, the friends pronounced their vows in the newly formed Order.

**SOURCE: LOYOLA UNIVERSITY, CHIC**

## **Profile of the Verbum Dei Graduate at Graduation**

---

In one sense, the graduate is a threshold person: he is on the threshold of adulthood. The world of childhood has been left behind. The movement from childhood toward adulthood has involved physical, emotional and mental development which has brought out strengths, abilities, and characteristics which adults and peers began to appreciate. The adolescent during those four or five years prior to graduation began to realize that he could do some things well and some things very well. There have also been failures and disappointments. Even these, however, have helped the student to move toward maturity.

For descriptors, we chose those qualities which seem most desirable not only for this threshold period, but those which seem most desirable for adult life. These six general categories sum up the many areas of life most in accord with a full adult living of the Christ life. These characteristics are: Open to Growth, Intellectually Motivated, Spiritual, Loving, Committed to Doing Justice, and Work Experienced.

### **Integral Student Outcomes (ISOs) Graduate at Graduation**

Verbum Dei High School ISO's are the educational outcomes students will achieve by graduation. The ISOs set the direction or the school's educational and co-curricular programs.

#### **A Verbum Dei student is...**

##### **OPEN TO GROWTH**

He is inquisitive, remains engaged, and is developing a habit of planning and reflecting on life's experiences.

##### **INTELLECTUALLY MOTIVATED**

He pursues opportunities to expand his intellect and utilizes his talents/gifts to bettering the world and those around him.

##### **SPIRITUAL & LOVING**

He, in active discernment, recognizes God's love for him and shares that love with others.

##### **COMMITTED TO DOING JUSTICE**

He critically analyzes the world around him and acts as an agent of change for himself and society.

##### **WORK EXPERIENCED**

He participates in a professional environment demonstrating effective communication, time management, task performance and decorum.

## **El Perfil del Graduado de Verbum Dei en la Graduación**

---

En un sentido, el graduado es un limítrofe: Él está en el limítrofe de la etapa adulta. El mundo de la niñez ha sido dejado atrás. El movimiento de dirección de la niñez a la etapa adulta ha involucrado desarrollo físico, emocional y mental, lo que ha producido vitalidad, habilidades y características que los adultos y compañeros empiezan a apreciar. Durante esos cuatro o cinco años antes de graduarse, el adolescente comienza a darse cuenta que puede hacer algunas cosas bien y algunas cosas muy bien. También ha habido fracasos y decepciones. Sin embargo, aún estos han contribuido al estudiante a su madurez.

Cómo descriptores, elegimos esas cualidades, las cuales parecen ser las más deseadas no sólo por este periodo de principio, sino por que son muy deseados para una vida en la etapa adulta. Estas seis categorías generales resumen las muchas áreas de la vida que van más de acuerdo con una vida completa adulta de la vida de Cristo. Estas características son: Dispuesto a Crecer, Intellectualmente Motivado, Espiritual y Amoroso, Comprometido a Hacer Justicia, Con Experiencia Laboral.

### **Resultado Integrales del Estudiante (ISOs) Graduado en la Graduación**

Los Resultados Integrales del Estudiante (ISOs) de la preparatoria Verbum Dei son los resultados educativos que los estudiantes lograrán alcanzar al graduarse. Los Resultados Integrales del Estudiante (ISOs) marcan la dirección del programa educativo y co-curricular de la escuela.

#### **El estudiante de Verbum Dei ...**

##### **ESTÁ DISPUESTO A CRECER**

Él es inquisitivo, se mantiene enfocado y desarrolla un hábito de reflexión en las experiencias de su vida.

##### **ES INTELECTUALMENTE MOTIVADO**

Él busca oportunidades para expandir su intelecto y utiliza sus talentos para el mejoramiento del mundo y de los que lo rodean.

##### **ES ESPIRITUAL Y AMOROSO**

Él, en un discernimiento activo, reconoce el amor de Dios para él y comparte ese amor con los demás.

##### **ESTÁ COMPROMETIDO A HACER JUSTICIA**

Él analiza el mundo a su alrededor de forma crítica y actúa como agente de un cambio para él y la sociedad.

##### **TIENE EXPERIENCIA LABORAL**

Él participa en un ambiente profesional demostrando una comunicación efectiva, administración del tiempo, desarrollo de habilidades y decoro.

## TUITION AND FINANCIAL INFORMATION

Verbum Dei High School provides an affordable means of education for deserving young people and their families. By attending Verbum Dei, students automatically receive a sizable amount of financial assistance. The following is an illustration of the approximate cost of educating a student at Verbum Dei High School:

### TUITION AND FEES:

<u>FEE:</u>	<u>AMOUNT:</u>
Tuition	\$2,700/ year
Registration Fee	\$300
Book Rental Fee	\$50
Summer School Fee	Varies
Senior Fee	\$100
Athletics Fee	Varies per sport
Parent Service Hours	

### **\$17,600.00**      **Cost to Educate each Student**

- \$7,000.00	Tuition: Required Student Contribution – CWSP Participation
- <u>\$2,990.00</u>	<u>Tuition: Direct Family Contribution – Tuition and Fees</u>
= \$7,610.00	Amount raised by Mission Advancement/School.

The estimated cost of education for the 2019-2020 school year is approximately \$17,600 per student. Families contribute only \$2,990 of the total cost. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office enable us to provide a very competitive education at a fraction of the total cost.

All students and their families are required to maintain a current account balance for all tuition and fees. In rare cases and under extenuating circumstances, flexible payment plans may be created with the Finance Office at Verbum Dei. Once a payment plan is created, the student and parents/guardians must sign a contract verifying participation in the plan.

### **Book Rental**

Students are responsible for the books issued to them for each course. Students must return the book they were issued or pay for its replacement. Parents/guardians will be billed at the end of each semester for lost books. Severely damaged books will also need to be billed for and replaced. Failure to pay for lost or damaged books will result in ineligibility for that student until the bill is paid.

### **Summer School**

Summer school fees must be paid in full on the first day of Summer School unless prior arrangements have been made through the Finance Office. Summer School grades will not be posted until summer school fees have been paid in full. All fees must be paid by graduation or the student will not be able to participate in commencement.

### **PENALTIES FOR DELINQUENT ACCOUNTS INCLUDE:**

Any student with a delinquent account will be ineligible to participate in athletics, clubs, or other activities. .

Seniors with delinquent accounts will not be permitted to participate in senior activities or attend graduation and will not receive their diplomas until accounts are paid.

Verbum Dei reserves the right to withhold any and all services if tuition payments are not current or if families have not made a reasonable attempt to make a payment plan with the Finance office.

The charge for returned checks is \$35.00. Returned checks are also subject to the additional \$50.00 late fee, and must be repaid with cash, cashier's check, or money order. If two checks have been returned in the same school year, all further financial obligations must be paid with cash, money order or cashier's check. In addition, a late fee of \$50 is due for any returned checks not taken care of within the specified due date. There will be a late fee of \$50 for volunteer hours submitted after the specified due date.

No checks—personal or business—will be accepted on any outstanding financial obligations— whether for tuition hold list or for other fees due. Only cash, Visa, Mastercard, American Express and Discover credit cards are accepted for all financial delinquencies.

### **VERBUM DEI TUITION ASSISTANCE**

Parents requesting tuition assistance should contact the Registrar office as soon as possible.

Students receiving aid will be required to:

1. Families must apply for CEF. Application available in the month of November.
2. Maintain the desired GPA (agreed upon)
3. Complete additional Christian service hours (students)
4. Write a thank you letter
5. Complete parent service hours (parent) 40 + hrs

In addition, all students receiving assistance are required to stay on-track for graduation.

Questions regarding tuition assistance should be directed to the Registrar, at x6010.

### **CORPORATE WORK STUDY PROGRAM EARNINGS**

When a student enrolls at Verbum Dei High school, he becomes an employee of the VDHS Work Study, Inc. (CWSP) and is assigned a Sponsoring Organization. By working five full days a month throughout the school year, each student generates a total of \$7,000.00 towards his education. Like any job, a day missed means that the student does not get paid. **Students will be charged \$175.00 for every missed day of work regardless of the reason.** Once an excused absence has been made up, the student is eligible to receive a full \$175.00 tuition credit if made-up before the end of the semester. See "CWSP Attendance" on the following pages for more details.

### **ADDITIONAL EXPECTATIONS**

Verbum Dei High School exists because of money that students earn at their Corporate Work Study Program jobs, tuition paid by students and their parents, and money donated to us by friends of the school. People donate generously to Verbum Dei because they believe in our students. Therefore, we ask that students assist the school in the following ways:

1. Writing thank-you notes to our benefactors.
2. Greeting and answering questions from people who visit our school.
3. Attending fundraising and other events.
4. Remembering that they represent Verbum Dei High School on the job, at school, and in the community, and therefore must always act as responsible gentlemen.

## GRADUATION REQUIREMENTS

Students must meet or exceed all the following requirements in order to be eligible for graduation:

- Have no “F” on the transcript that has not been remedied.
- Complete the specified Christian service hours required for each grade level (See section *Christian Service*)
- No outstanding fees

Verbum Dei High School meets, and in some cases exceeds, the minimum requirements for the UC/CSU system. Below is a chart showing what is required for graduation at Verbum Dei High School, based on the requirements of the Cristo Rey Network and the Archdiocese of Los Angeles:

Category & Subject	Years
History / Social Science	3
English	4
Mathematics (Algebra 1 and higher)	4
Science	3
Language Other than English	2
Visual & Performing Arts	1
Theology*	4
Health/PE	1
CWSP*	4
Elective	1

\*Transfer students are not required to earn Religion, Computer or CWSP credits for the years during which they did not attend a Catholic high school or Cristo Rey Network high school.

### PARTICIPATION IN COMMENCEMENT

Participation in Commencement Exercises is a privilege. A student may participate in commencement exercises with one F on their transcript, although the student is not eligible for a diploma. A student earning two or more failing grades will not be allowed to participate in commencement exercises. In addition to academic achievement, students must also demonstrate behaviors consistent with the *Profile of the Graduate at Graduation*. Therefore, the administration reserves the right to prohibit students from participating in any graduation activities.

### HONORS AT GRADUATION

The Valedictorian, Salutatorian and other honorees are recommended by faculty and administration. Final approval is made by the Principal of Verbum Dei. The Valedictorian normally must have achieved an overall grade point average that is within the top 10% of his class. The Valedictorian also must have demonstrated outstanding achievement in incorporating the Grad at Grad in all aspects of his life. The Salutatorian is to be the graduating senior who is runner-up in the Valedictorian selection process.

Academic Honors normally are conferred upon graduating seniors according to the following standards of excellence in scholastic achievement (Overall Cumulative GPA):

Summa Cum Laude	3.7-4.0
Magna Cum Laude	3.4-3.69
Cum Laude	3.0-3.39

# ACADEMIC DEFICIENCIES AND MAKE-UP COURSES

## Summer School

If a F is earned for a semester grade, the course must be retaken in order for student to fulfill their graduation requirements. Students will be granted permission to remedy courses at approved summer school (including other ADLA schools, UC/CSU approved online courses, JVLA). Students failing to remedy coursework with a C-grade or better will be required to retake the semester course during the following school year. This will be true even if the student only needed on semester of a course. Proof of course completion (final transcripts) must be received by the school before Monday of the first week of instruction of the new school year.

## Academic Probation and Ineligibility

Students are ineligible for all CIF athletics if they have a grade point average below 2.3 for any quarter/ semester grading period. The ineligibility list is communicated to all coaches, faculty, and moderators quarterly. A student remains ineligible until he achieves at least a 2.3 GPA the next quarter. It is at the discretion of coaches and moderators to determine whether or not a student will be allowed to participate in the activity once a student re-gains eligibility. Verbum Dei follows the guidelines as set forth by the California Interscholastic Federation (CIF) and the State of California.

## Academic Dismissal

Students who earn an F grade in three or more subjects in one quarter or more than 4 F grades over the academic career are subject to possible dismissal from Verbum Dei High School.

# CURRICULUM

<b>9<sup>th</sup> GRADE</b>		
	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
<b>Theology</b>	Intro to Catholicism	Hebrew Scriptures
<b>English</b>	English IA	English IB
<b>Foreign Language</b>	Spanish 1A	Spanish 1B
<b>Science</b>	Physics 1A	Physics 1B
<b>Mathematics</b>	Algebra IA or Geometry A	Algebra IB or Geometry B
<b>Physical Education</b>	Physical Education	Physical Education
<b>Corporate Work Study</b>	Business Skills	Business Skills
<b>Health</b>		Health

<b>10<sup>th</sup> GRADE</b>		
	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
<b>Theology</b>	Christian Scriptures	Ethics
<b>English</b>	English IIA	English IIB
<b>Mathematics</b>	Algebra IA, Geometry A, or Algebra IIA	Algebra IB, Geometry B, or Algebra IIB
<b>Science</b>	Biology A	Biology B
<b>History</b>	World History A	World History B
<b>Foreign Language</b>	Spanish 1A Heritage Language Learners or Spanish 1A Non Native	Spanish 1B Heritage Language Learners or Spanish 1B Non Native
<b>Corporate Work Study</b>	Ethics in the Workplace	Ethics in the Workplace

<b>11<sup>th</sup> GRADE</b>		
	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
<b>Theology</b>	Social Justice	Inter-Religious Dialogue, The Pascal Mystery: Suffering, Death, and Dying, or History of the Catholic Church
<b>English</b>	English IIIA	English IIIB
<b>Mathematics</b>	Geometry A, Algebra IIA, or Pre-Calculus A	Geometry B, Algebra IIB, or Pre-Calculus B
<b>Science</b>	Chemistry A	Chemistry B
<b>History</b>	US History A	US History B
<b>Foreign Language</b>	Spanish 2A Heritage Language Learners, Spanish 2A Non Native, or AP Spanish Language A	Spanish 2B Heritage Language Learners, Spanish 2B Non Native, or AP Spanish Language B
<b>Corporate Work Study</b>	Business Math	Business Math
	ACT/SAT Prep	ACT/SAT Prep
<b>12<sup>th</sup> GRADE</b>		
	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
<b>Theology</b>	Senior Synthesis	Senior Synthesis
<b>English</b>	English IVA	English IVB
<b>Mathematics</b>	Algebra IIA, Pre-Calculus A, or Calculus A	Algebra IIB, Pre-Calculus B, or Calculus B
<b>Elective</b>	Ethnic Studies A, Psychology A, Environmental Science A, or AP Spanish Literature A	Ethnic Studies B, Psychology B, Environmental Science B, or AP Spanish Literature B
<b>History</b>	Economics	American Government or AP Government
<b>Visual and Performing Art</b>	Studio Art A, Drama A, Music Appreciation, or Music Performance A	Studio Art B, Drama B, Music Appreciation, or Music Performance B
<b>Corporate Work Study</b>	Life Skills	Life Skills
<b>College Guidance</b>	College Access Period	College Access Period

## **HONORS AND ADVANCED PLACEMENT COURSES**

**The Verbum Dei Honors Program is designed to provide students with a more rigorous and college-level curriculum. These courses are designed to be more academically intensive and faster-paced. Honors courses give the student a weighted GPA for each honors class.**

**Verbum Dei offers the following Honors courses:**

English II, III, IV  
 Geometry, Algebra II and Pre-Calculus  
 World History  
 US History  
 Economics  
 Biology  
 Chemistry

**Verbum Dei offers Advanced Placement (AP) courses:**

AP Government  
 AP Spanish Language  
 AP Spanish Literature  
 AP U.S. History  
 AP Calculus  
 AP English Literature  
 AP English Lang.

Recommended students are given the option to take the Honors or AP course when they make their course requests in the spring. All approvals for Honors/AP courses are tentative until final grades have been calculated. Honors/ AP students may be required to complete a summer work packet in preparation for the Honors/AP course. To qualify for an Honors or Advanced Placement course, a student must meet all of the following criteria:

- A recommendation from their current teacher in the field of study desired. Recommendations are based on grades, student participation in class, behavior and their enthusiasm for the subject matter.
- A grade of B+ or above in previous course

\*If an honors course request has been denied, the student may appeal to the Principal who will make the final determination.

\*\*Students taking AP courses must pay the AP exam fee. A deposit for the AP exam is due by the 2<sup>nd</sup> week of instruction.

\*\*\* Students may take no more than two Honors courses or one AP course unless given permission by the Deans or Chief Academic Officer.



# GRADING

## VERBUM DEI GRADING SCALE

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
F	0-69

## STANDARD GRADE – GPA EQUIVALENT SCALE

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
F	0

## HONORS/AP GRADE – GPA EQUIVALENT SCALE

A	5.0
A-	4.67
B+	4.33
B	4.0
B-	3.67
C+	3.33
C	3.0
F	0.0

Calculation of Grade Point Average (GPA)

- **Weighted (GPA) and Unweighted (UGPA) GPA** – Weighted GPA calculates the GPA with the added points from Honors and AP courses. The Unweighted GPA is calculated using the Standard Grade GPA and is used for determining eligibility, honors and general academic standing within the school.
- **Semester GPA** - includes all courses from the last complete Semester and the transcript.
- **Quarter GPA** – includes all courses from the last complete Quarter only. This is used for sports eligibility but does not appear on transcripts. It may be used to assist a determination for Honors and AP eligibility.

# ACADEMIC RECORDS

## WITHDRAWAL OF STUDENTS

To withdraw a student from Verbum Dei, the parent/guardian needs to fill out a withdrawal form in the Registrar's Office. A student who formally withdraws before the end of a semester will receive no credit for each course within that semester. The withdrawal grades will be forwarded to the student's new school at the request of the parent/guardian. A student who informally withdraws before the end of the semester will receive an "F" grade for each course in which the student is registered at the time of termination.

## Transcripts

Transcripts are the official record of scholarship during a student's time at Verbum Dei. Only semester grades are entered on a student's transcript. The policy for transcripts is as follows:

- Transcripts are issued by the Counseling Office (current students) or Registrar/Finance Office (students who have checked out and alumni).
- Official transcripts are given in a sealed envelope.
- Transcripts and test scores will not be released to colleges or to scholarship programs unless a release form bearing the signature of the parent/guardian is in the student's file.
- Unofficial transcripts are available to parents/guardians upon request.
- Freshmen, Sophomores and Juniors will receive a copy of their transcript coinciding with the distribution of standardized test results and scheduling.

## ACCESS TO STUDENT RECORDS

Access to student records may include not only an oral description by the authorized school official, but permission to read or take away a copy of the original record. Only the Chief Academic Officer can authorize the release of personal information about pupils. Only the following persons may receive such information:

- Those so authorized in compliance with a court order;
- An officer of the United States, the state, the city, or the country seeking information in the course of duty;
- An officer of a guidance or welfare agency of which the pupil is a client

When the school releases student record information to any of the above persons, other than a parent or legal guardian, a reasonable effort is made to inform the parent or guardian of the release.

## TRANSFER OF RECORDS

Whenever a student transfers from one state school district to another or to a private school, or transfers from a private school to a school district within the state, his permanent enrollment and scholastic record (or a copy) will be transferred by the former district or private school upon written request from the district or private school where the student intends to enroll (Education Code 49068). The requirement of Education Code 490611 is not applicable to the transfer of student records to colleges; it pertains to the K – 12 grade levels. Education Code 48904 allows a school to decline to give a student his report card and/or diploma or to refuse to send transcripts to a college or employer if there are outstanding financial obligations.

## PERMANENT RECORDS

When a student transfers or graduates, the school retains the permanent record. Permanent record cards include the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student;
- Test data;
- Transcript of courses;
- Record of withdrawal or graduation and place to which any copy of the record is sent;
- Verification of or exemption from required immunization.

# ACADEMIC POLICIES

(in alphabetical order)

## ACADEMIC AWARDS AND HONOR ROLL

Students are recognized for their academic achievements at the end of each grading period, the semester and at the end of the year. Recognition of academic excellence within a subject is recognized in an awards ceremony twice a year with a certificate.

Honors lists are posted after each grading period. These lists are:

Scholar's Circle	4.0
President's List	3.7-3.99
Chief Academic Officer's List	3.4-3.69
Dean's List	3.0-3.39

## ADDING / DROPPING COURSES

Courses may be added or dropped only through the second Friday of the first semester of the academic year. It is expected that parents/guardians have read the syllabus for each class their son is taking and are aware of the course selections. After the first two weeks, class changes can only be made for extraordinary circumstances. All schedule changes must be done through the office of the Chief Academic Officer.

## ATHLETIC ELIGIBILITY

Students are ineligible to participate in sports (including practices) if their GPA is below 2.3 at any quarter and semester grading period. Students may participate in other extra-curricular activities at the discretion of a moderator and the administration. Once a student regains a 2.3 at a subsequent grading period, it is still at the discretion of moderators and administration whether to allow the student to participate in extra-curricular activities or sports.

## EXTRA CREDIT

Extra credit may be offered at the discretion of the teacher using the following guidelines:

- An extra credit assignment can only be offered as an attachment to a regular assignment and can only be accepted after the regular assignment is completed
- Extra credit may not be used to replace or make up for a regular assignment that was not done. It cannot be used to improve a grade at the end of a grading period.

## FIELD TRIPS

All field trips are educational in nature and related to the curriculum and content of the course of study. Field trips are under the supervision of Verbum Dei faculty/staff. An Archdiocesan Field Trip Release Form is required for every student on every trip. School rules on conduct are enforced on all excursions and field trips. Students will be informed ahead of time whether or not the school dress code will be in effect.

## GRADE REPORTING

Quarterly grades are mailed home. Parents of students not on track for graduation (earning a D or and F in any course) are encouraged to schedule conferences with their son's teachers. Parents will receive a Deficiency Notice at mid-quarter if a student has a D or F in the course. Deficiency Notices and quarterly Report Cards are sufficient notice of the student's academic standing in their courses. Parents can access Ren Web (*see: Ren Web section*) at any time to keep informed of student progress, assignments and grades. Grades are updated in Ren Web every two weeks. Therefore, parents are strongly encouraged to utilize Ren Web to monitor student progress. Should a parent/student have a concern regarding the student's academic standing in a course, the parent/student should contact the teacher directly and in a timely manner.

## STUDENT PLANNERS

Verbum Dei High school students are provided a planner at the beginning of the year. These planners are provided to help the student organize, plan, and record assignments and course information. Students will be required to replace a lost or stolen planner. The cost of a replacement planner is \$6.

## **HOMEWORK**

Successful completion of an academic course requires work beyond the classroom. Every Verbum Dei student is expected to complete homework for all classes. Parents/Guardians are a crucial part of the success of each student and, as such, are responsible to check Ren Web and the Verbum Dei High School Student Planner regularly for assignments.

## **HOMEWORK JUSTICE UNDER GOD (JUG)**

Homework JUGs are written when a student fails to turn in an assignment. The student must complete the missing assignment before leaving school on the day the Homework JUG was issued. Homework JUG assignments generally receive no credit. If a freshmen or sophomore receive 15 Homework JUGs in a single quarter, that student will be ineligible for any student activities. If a junior or senior receive 10 Homework JUGs in a single quarter, that student will be ineligible for any student activities or senior privileges. If a student has 5 or more open Homework JUGs that student will be subject to in-school suspension and 5 demerits until the work is completed.

## **LATE WORK**

Late work is accepted at the discretion of the teacher, within the following parameters:

- No late work is accepted after 5 days.
- No late work is accepted for full value.
- No assignment can be given to 'replace' the late work (see *Extra Credit*)
- A teacher may shorten the time allowed for late work or choose to not accept late work at all.
- The late work policy must be stated on the syllabus for the course.

## **NCAA ATHLETICS**

Students athletes who wish to play collegiate athletics must register with NCAA Eligibility Center and should proactively pursue knowledge and understanding of eligibility. For student-athlete eligibility information visit: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

## **INTERIM/ SEMESTER ASSESSMENTS**

Interim Assessments and Semester Assessments are an important way for students to demonstrate their knowledge of the material. Interim Assessments occur at the end of –quarter 1 and 3. Semester assessments are comprehensive and occur at the conclusion of quarters 2 and 4. Standardized assessments from the Cristo Rey Network are cumulative for the entire course. Final exams may not exceed 20% of the total grade.

## **TESTING**

Students in 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade will participate in standardized testing to help prepare for college. In October, the 9<sup>th</sup> and 10<sup>th</sup> graders will take the ACT's EXPLORE and PLAN and the 11<sup>th</sup> graders will take the College Board's PSAT. For further information about these tests, or the SAT and ACT, please contact the counseling office.

## **THEOLOGY CLASS GRADING**

Students are to be graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. Theology grades indicate comprehension of subject matter and course participation and are not an evaluation of personal holiness, morality or religious practice.

## **TUTORING**

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. Teachers may not be paid for tutoring students assigned to their classes.

# **ACADEMIC INTEGRITY**

(ADAPTED FROM *BISHOP ALEMANY HIGH SCHOOL HANDBOOK*)

## **WHAT IS PLAGIARISM?**

*Plagiarism, as defined in the 1995 Random House Compact Unabridged Dictionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work".*

(<http://en.wikipedia.org/wiki/Plagiarism>)

Academic integrity means producing original work on papers, projects, exams and homework. Even a partial sentence, copied and slightly modified, is plagiarism. A hallmark of Verbum Dei High School is academic excellence, which is achieved only when a student produces quality work of his own merit.

Therefore students must not:

- copy work from another student or assist another student with copying
- cheat on an exam or quiz
- aid other students during an exam without expressed permission from the teacher
- use any unauthorized aid on exams or assignments
- use, purchase, or plagiarize the work of any other person with or without the expressed permission of the owner of the work

Students who are caught cheating (e.g., plagiarizing a paper, copying homework, or cheating on a quiz or exam) or are involved in academic dishonesty or forgery will be referred to the grade level Dean.

If a student violates the Verbum Dei code of academic integrity, the following procedures apply:

- 1) First offense, the student will receive a zero on the assignment or exam. Students will receive a Saturday JUG. An Administrator or teacher will notify the parent(s) or guardian(s) about the incident. (3 demerits)
- 2) Second offense, the student will receive a zero on the assignment or exam. The student will have a one day suspension. The student and parent(s) or guardian(s) will be required to meet with an Administrator. (10 demerits)
- 3) Third offense, the student will receive a zero on the assignment or exam and will be dismissed from Verbum Dei. (20 demerits)

*A Verbum Dei student may not earn more than three issues of Academic Integrity*

## **STUDENT SUCCESS SERVICES**

### **COUNSELING**

At VDHS students have access to counselors who provide academic guidance, college and career planning, and personal support. The goal of the Counseling Department is to empower each talented student to examine his full potential during the high school years and to set personal and academic goals that will lead to his future success. VDHS counselors support students by implementing a comprehensive school counseling program in which students are encouraged and expected to become participants in their own academic, career, personal and social growth. The counseling program consists of monthly classroom guidance lessons for grades 9<sup>th</sup> – 11<sup>th</sup>, counselors facilitate interrogated academic skills, social/emotional development, and discuss college requirements and the application process. Seniors are enrolled in a college access program. (CAP) Class where they apply for colleges and financial aid with the detailed guidance and support from the counselors, as well as learn post-graduation life skills.

### **TEACHER OFFICE HOURS**

Students must be proactive about their education. We expect our students to go to their teachers for academic matters; for example: if a student is struggling in a course, needs to discuss an assignment, did not understand the class lecture or content, or wants further information on a topic. Verbum Dei teachers are available to meet with students Monday – Friday until 3:45pm, and by appointment. Students are welcome to seek the assistance of any Verbum Dei teacher during this time, regardless if they are the student's teacher for that semester.

### **TUTORING/STUDY HALL: STUDENT SUCCESS CENTER**

The Student Success Center (The Center) is open after school and can be used for the following:

- Homework/Study Space: All students are welcome to use The Center after school to complete homework, meet for group projects, and for independent and group study
- Students enrolled in 7<sup>th</sup> period study hall: All students in this program are required to attend tutoring and gain academic support and study skills every day after school during 7<sup>th</sup> period
- Student Lounge: All students are welcome to use the lounge area to read and study in a quiet and comfortable space.
- Homework/Study Cubicles: There are several individual study cubicles for quiet, focused study space.

Food and drinks are not allowed in The Center, however, students may bring in and consume bottled water. Snacks should be eaten outside the Center.

## **ATTENDANCE REGULATIONS AND PROCEDURES**

Students are expected to make every reasonable effort to attend class. Parents and legal guardians are expected to avoid scheduling appointments, family vacations, college visits, etc. during school time. When students are absent from class for any reason, they are expected to take the initiative to meet with their teachers to arrange make-up work.

In addition, students who were absent for any reason must present a written explanation from a parent/guardian when they return to school. Use the following format:

- Student's name
- Date(s) of absence
- Reason(s) for absence
- Signature of parent / guardian
- Telephone number where parent/guardian can be reached during school hours.

When a student returns to school after an absence(s) he will need to take his note to the Main Office and get a re-admit slip. Students who are absent from school for verifiable medical or dental appointments must bring a statement from the doctor's office noting the time and length of the appointment. Parents are encouraged to schedule such appointments after the regular school day, and not on CWSP workdays. Failure to bring a written explanation of an absence will result in a Behavioral JUG.

**To attend and/or participate in any after-school activity, a student must have attended the entire school day or obtain permission from the Chief Academic Officer prior to the absence.**

A student having an unexcused absence on any day a quiz or test is given or homework is due may receive a zero for that work, or may not be permitted to make up the test/quiz.

**Planned Absences/ Extended vacations** must have prior approval of the Chief Academic Officer. The student and their parent/guardian should communicate this in writing at least two weeks prior to the scheduled absence so assignments may be collected and/or assessments administered.

### **ABSENCE POLICY**

- Students may not miss more than 10 hours of class time each semester. This includes excused absences and absences for Verbum Dei sponsored events. After 5 absences, a letter will be mailed to the parent or legal guardian.
- After 8 absences, a second letter will be mailed to the parent or legal guardian. When a student reaches 11 absences, the student is subject to a grade reduction in the course.
- Exceptions may be made for a major illness, with documentation from the student's health provider.

### **TARDINESS**

All students who are late to school must report to the main office to obtain a tardy slip. Effective August 2018, any student arriving after 7:45 will receive a JUG.

*It is important that students are in class ready to begin their studies on time every day. Students and families should allow extra time each morning for traffic and other unforeseen delays. Tardiness due to over sleeping, missing a bus, or normal traffic is not excused, and notes for these reasons will not be accepted. The Deans and associated staff reserve the right to determine whether any tardy is excused or unexcused.*

### **TARDY POLICIES**

The following procedures for each semester are followed to avoid excessive tardiness (whether excused or unexcused), since this has a detrimental effect on academic achievement:

Tardy Policies:

- Students are allowed a maximum of 10 tardies per semester.
- After 5 tardies a student will be assigned to attend after school homework jug for 30 minutes.
- After 6 tardies, a letter will be mailed to parents or legal guardians.
- After 8 tardies, parents will be contacted by the Dean.
- Once a student has acquired 10 tardies, he will be assigned to Saturday Jug.
- A tardy of more than 20 minutes to any class will be considered an absence.

### **LATE ARRIVAL/EARLY DISMISSAL**

- Parents, legal guardians and students are requested to not miss class time for appointments or travel.
- Late arrival is defined as a student arriving any time after 8:00AM.
- Three early departures or late arrivals will be counted as one full absence.

### **TRUANCY**

A student is considered truant if he is absent from class without expressed permission from an administrator or the current periods' teacher. A student who leaves campus during any part of the school day without appropriate permission by the school is also considered truant. A student who has been truant will receive 5 JUGs for every period missed and/or a Saturday JUG.

### **EARLY RELEASE OF STUDENTS**

Early dismissals are factored into your semester totals for absences. Parents and guardians are strongly discouraged from scheduling doctor appointments, personal business, and the like for students during school/work hours. Students may not leave the campus for any reason during school hours without written permission from their parents. No students will be permitted to leave school early for any reason without completing one of the following.

- Sign out a student by the parent/guardian in the front office.
- Written request submitted to the Chief Academic Officer's office with the following information:
  - Student's name
  - Date for early dismissal
  - Time student will be picked up
  - Reason for leaving
  - Signature of parent/guardian
  - Telephone number where parent/guardian can be reached during school hours.

*Students will be released only to parent/guardian or their designees. Students will not be released to persons not listed on the family emergency release card.*

### **DROP OFF AND PICK UP PROCEDURES**

Students are to arrive to school daily no later than 7:30 AM. Students may enter at the front blue gate of the school or through the rear of the campus. The front blue gate entry is designated for students who walk to school or dropped off from the bus stop. The rear of the campus entry is designated for students who are dropped off via automobile; the car will enter the driveway along 112<sup>th</sup> St. Elementary School and exit the driveway along the railroad tracks. This procedure is followed for both morning drop off and afternoon pick up. Students are not allowed to walk the driveway to enter or exit the campus.

Parents are strongly encouraged to pick up their students in the parking lot after school. The front gate is locked at 3:45pm daily.

# CODE OF CONDUCT

## **JUG (JUSTICE UNDER GOD)**

JUG operates within the framework of the school's commitment to provide moral guidance consistent with the teachings of the Catholic Church and in the Jesuit tradition. Verbum Dei's discipline approaches and practices encourage the growth of self-awareness and faith based moral character.

## **After school JUG (detention)**

Each student is a valuable member of the Verbum Dei Community. As such, it is important that lunch time be used to collaborate/fellowship with students and teachers. As such, Verbum Dei will no longer schedule lunch JUG in response to student behavior. After each consecutive five behavior JUG, students will earn a Saturday detention. Any student missing Saturday JUG without prior arrangements will be assigned additional Saturday JUG for the first offense and a suspension for any subsequent missed Saturday JUG.

## **Homework JUG**

Any students who receives a homework JUG for not turning in their homework will have to stay after school to complete any homework from 3:30 – 4:00pm. All assignments are given to the Dean and not the teachers.

## **PHILOSOPHY OF DISCIPLINE AT VERBUM DEI**

At Verbum Dei, discipline is used to help support students in being open to growth, intellectually motivated, spiritual, loving, and committed to doing justice, while on campus, in the corporate work setting, and throughout their life. Discipline operates within the framework of the school's commitment to provide moral guidance consistent with teachings of the Catholic Church. Verbum Dei's discipline approaches and practices encourage the growth of self-discipline based upon Christian values, promote personal development, work to provide a classroom environment conducive to learning, and strive to ensure a safe and secure campus for students, faculty, staff, and administrators. Discipline is most effective when there is a reasonable degree of acceptance of and cooperation with discipline on the part of students. When this is the situation, the emphasis in discipline falls on finding means to assist students in understanding the ways in which their choices and decisions result in consequences for themselves and others.

## **EXPECTED BEHAVIOR**

1. Be on time
2. Display good work ethic
3. Demonstrate effort
4. Express positive body language
5. Maintain positive energy and attitude
6. Exude passion
7. Be coachable
8. Be prepared
9. Go above and beyond
10. Do all things for the greater glory of God

## **CAMPUS BEAUTIFICATION**

Verbum Dei is an oasis in the urban environment and we take pride in learning and working in a clean and aesthetically pleasing environment. Trash and leftover food is unsightly and detracts from the environment we seek to maintain on campus. As such, students will lose five minutes of their lunch period if during the morning break the campus is left messy by students; further, students will be penalized an additional five minutes after school if the campus is left messy by students during lunch.

## **OUTLINE OF ENFORCEMENT PROCEDURES**

When a student fails to comply with the Code of Conduct, he is subject to consequences and demerits. Consequences include, but are not limited to: JUG, Saturday JUG, suspension, probation, or expulsion, depending



on the seriousness of the offense. A cumulative record of demerits will be tallied for each student, and students that earn an excessive number of demerits will face additional consequences.

1. JUG will be earned for minor infractions of the Code of Conduct.
2. Saturday JUG will be earned for more serious infractions of the Code of Conduct.
3. Suspensions will be earned for serious infractions of the Code of Conduct. With every suspension a parent conference will need to be conducted before the student is allowed to return to class.
4. A student will be Expelled for the most serious violations and/or excessively defying the Code of Conduct.  
**\*\* Please note:** Teachers may also retain students after school. Students who fail to attend this detention will earn an automatic Saturday JUG.

#### **DEMERITS**

For each infraction of the Code of Conduct students will earn a designated number of demerits. Minor infractions will earn student 1 or 2 demerits. Serious infractions can earn up to 60 demerits. When a student accumulates the following number of demerits the following actions will be taken.

**20-30 Demerits** – Student Success Team meeting with the Dean and student is placed on behavioral contract (30 demerits).

**45 Demerits**- 1-3 day suspension

**60 Demerits**- Student will go before the Discipline Review Board for dismissal from the school.

#### **BEHAVIOR JUG**

Effective August 2018, Verbum Dei High School will no longer conduct Lunch JUG. Starting with the 2018-2019 school year, when a student accumulates five Behavioral JUGs, that student will earn a Saturday JUG. **Any student missing Saturday JUG without making prior arrangements will be assigned an additional Saturday JUG for the first offense and a suspension for any subsequent missed Saturday JUGS.**

#### **GROUNDS FOR JUG**

Students are liable to serve JUG for, but not limited to, any of the following infractions:

1. Being out of dress code for school or work. ( 1 demerit)
2. Not being seated in the classroom and ready to work by the second bell. (1 demerit)
3. Throwing anything inside a classroom. (2 demerits)
4. Not following classroom or transportation rules. (2 demerits)
5. Inappropriate language anywhere on or off campus. (1 demerit)
6. Lack of note from a parent excusing an absence. (1 demerit)
7. Inappropriate behavior with peers (3 demerits)
8. Chewing gum on campus (2 demerits)
9. Eating in class (1 demerit)
10. Defiance- refusal to follow teacher instruction (2 demerits)
11. AM tardy

#### **SATURDAY JUG**

Saturday JUG occurs from 8:00-10:00am on Saturdays determined by Administration. Students should bring homework to complete during Saturday JUG. Students reporting out of dress code, or more than 5 minutes late to Saturday JUG will not be admitted, and will earn a second Saturday JUG. Saturday JUG will be held at the convenience of the school. **Saturday JUG is assigned along with most referrals and all suspensions.** This will take precedence over any personal plans the student or family may have made. **Any student missing Saturday JUG will be assigned an additional Saturday JUG or suspension.**

#### **GROUNDS FOR SATURDAY JUG**

Students are liable for a referral from Verbum Dei High School for, but not limited to, any of the following infractions:

1. Talking back or being argumentative with an adult. (minimum 3 demerits)
2. Disrespect in any manner to an adult. (minimum 3 demerits)
3. Being asked to leave class because of any serious or repeated and excessive disturbance. (3-5 demerits)
4. Any CWSP Incident (4 demerits)

5. Any language or act that injures, degrades, or disgraces a fellow student attending the school. (minimum 3 demerits)
6. Throwing anything on campus that could cause injury or damage. (3-5 demerits)
7. Taking or possessing belongings of another student. (3-5 demerits)
8. Any conduct violation for which a student is referred to the Deans.
9. First Incident of Academic Integrity. (3 demerits)

### **SUSPENSION PROCEDURES**

With a suspension, a student will automatically earn a Saturday JUG. Students are ineligible to participate in or attend extracurricular activities during any period of suspension from school. Suspensions are a minimum of one (1) day depending on the severity of the offense. Students will only be suspended on work days when the severity of the offense warrants missing work. Students will be responsible for paying \$150.00 for each missed work days if they are suspended from work. When a student has to be suspended for violating rules and regulations, the Chief Academic Officer will proceed as follows:

- The parents/guardians will be contacted by phone and the student will be sent home.
- The suspended student, along with his parent(s) or guardian(s) must meet with the Deans or Chief Academic Officer.

### **GROUND FORS SUSPENSION**

Students are liable for a suspension from Verbum Dei High School for, but not limited to, any of the following infractions:

1. Fighting or the threat of physical violence. Demerits (10-50 demerits)
2. Possession or use of tobacco on campus or worksite or anywhere within two blocks of the school; smoking at any school function. Demerits (10-25 demerits)
3. Damage to school property (i.e., writing on desks, tampering with locks, etc.). (10-50 demerits)
4. Excessive speeding on or near the campus. (minimum 10 demerits)
5. Cutting class (truancy). (minimum 10 demerits)
6. Leaving campus for any reason without permission from the Deans or Chief Academic Officer. No teacher is allowed to give permission to a student to leave campus without prior approval. (minimum 10 demerits)
7. Second infraction of academic integrity. (10 demerits)
8. 3<sup>rd</sup> incident of classroom disruption/disrespect (10 demerits)

### **GROUND FORS EXPULSION**

Students are liable for expulsion from Verbum Dei High School for, but not limited to, any of the following infractions:

1. Unemployable.
2. Serious or chronic infraction of the rules by a student.
3. Stealing on or off campus; including stealing company time by not being at assigned workstation on time.
4. Forging or using forged notes and/ or excuses.
5. Destruction of school or work property. (i.e. graffiti, vandalism)
6. Flagrant insubordination or disobedience or any word or action that endangers a faculty or staff member, student, or worksite employee.
7. Use or possession of firecrackers or similar devices.
8. Possession of, or being under the influence of, alcohol, hallucinogens, or any other form of dangerous and illegal drugs (i.e., federally controlled), or in possession of what may be construed as drug paraphernalia at school, work, or at any event sponsored by Verbum Dei or another school.
9. Any type of continual or repeated harassment of a verbal and/ or a physical nature, racial or otherwise, toward any member of the Verbum Dei community, regardless of when or where such actions takes place.
10. Membership, active involvement or affiliation in a gang/crew, or group that is responsible for coercive or violent activity.
11. Possessing, handling, or transmitting any object that can reasonably be considered a weapon of any kind: (a) on the school grounds at any time; (b) off the school grounds at any school activity, function, or event; (c) while in route between home, school, or work.
12. Any action that would discredit the principles and/ or philosophy of Verbum Dei High School.
13. Failure to adhere to the guidelines of disciplinary, attendance, or academic probation.
14. Violation of any civil or criminal law.
15. Unacceptable and unauthorized student internet web site publication using Verbum Dei High School.

16. Possession or distribution of pornographic materials, including inappropriate materials accessed over the internet or electronically transmitted. Taking, possessing, or distributing inappropriate pictures of any member of the Verbum Dei community.
17. Third infraction of academic integrity.
18. 60 demerits.
19. Student's parent, guardian, family member, or guest that engages in any action deemed by VDHS administration to be in contradiction to the values of Verbum Dei High School.
20. SEXUAL HARASSMENT - Although difficult to define precisely, sexual harassment may include, but is not limited to the following:
  - making unsolicited sexual advances and propositions;
  - using sexually degrading words to describe an individual or an individual's body; telling inappropriate or sexually related jokes
  - innuendo or sexual talk;
  - suggestive comments

**Verbum Dei High School reserves the right to review the conduct and actions of Verbum Dei students regardless of when or where such actions take place if they are of a nature to bring discredit to the school or if they conflict with the Christian values for which Verbum Dei stands. A serious conflict may result in expulsion.**

#### **ACADEMIC/ DISCIPLINE REVIEW BOARD**

Whenever a student's conduct makes him liable to be dismissed from school, the school will invoke the Discipline Review Board to review, discuss, and decide on a course of action to recommend to the Chief Academic Officer, whose decision is final. In addition, the school may ask the Board to meet to advise her in certain other cases which may not involve grounds for dismissal. The school will inform the Chief Academic Officer and President of an impending Review Board meeting.

The Discipline Review Board consists of five voting members: the Dean, a CWSP representative, two faculty members elected by the faculty, and one faculty member elected by the ASB Council. The faculty members elected by the Faculty serve two-year terms, and the faculty members elected by the students are elected each academic year.

After being informed by the Dean of an infraction or an accumulation of demerits which subjects the student to possible dismissal, the student involved will have **twenty-four (24) hours** to inform the Dean that he wishes to appear before the Discipline Review Board to present his case. **Failure to supply such a notice will result in the student's automatic dismissal from Verbum Dei High School.** The student's parents may submit a letter in support of the student to the Board on the day which the board convenes. The Dean is the chair of the Discipline Review Board. The Dean will present the facts of the case, including a recommendation for disciplinary action. The student will be present for as long as the Board needs his presence to discuss the case; he will not be present during the Board's deliberations.

The deliberation of the Discipline Review Board is essential to the process of determining a student's status when his conduct has made him liable to be dismissed from the school. Because of the nature of the discussions of the Discipline Review Board, those discussions are confidential. The Chief Academic Officer has the responsibility to inform the President and the Faculty of her decision. The decision will be subject to review by the President of Verbum Dei *only* upon presentation of previously unrevealed circumstances or evidence.

#### **ANNUAL REVIEW OF STUDENTS**

The annual review process regarding academics, ongoing disciplinary matters, or ongoing work issues begins in March. Parents/guardians of students who are of concern are notified in writing in April. Following second semester grades, students are evaluated according to their academic progress, disciplinary record, CWSP performance, attendance/tardy record, and parental commitment to the financial agreement. Notification of each student's standing is mailed in mid-June; parents/guardians of students who are dismissed also receive a phone call.

#### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

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

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

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

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

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

#### **DISRUPTION/ DISORDER BY PARENTS OR GUARDIANS**

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

Any parent/guardian, or other person who insults or abuses the Chief Academic Officer 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 Chief Academic Officer 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.

#### **RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE**

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

In such a case, it is imperative that the opinion of the Chief Academic Officer regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

## STUDENT DRESS CODE & PERSONAL PROPERTY

The uniform dress code stresses neatness and proper grooming and their importance in creating a proper work and learning environment. Students are to be in Verbum Dei Dress Code at all times on campus, unless the student is participating in a Verbum Dei approved activity which warrants being out of dress code. Parents are encouraged to ensure students are in proper dress each morning.

1. **SHIRTS:** Students are required to wear white dress shirts every day. The shirts may have short or long sleeves and must be buttoned and tucked into their pants at all times. Shirts must be neatly pressed. **Undershirts** are to be short sleeve solid white with no logos or designs.
2. **TIES:** Students must wear navy blue or black conventional ties. Bow ties are not allowed. All ties must be properly tied throughout the day. Talon club members will be allowed to wear special ties. These ties can be purchased in the student store.
3. **PANTS:** Students must wear solid-colored black or navy blue slacks or Dockers-style pants. No corduroy or jean style pants may be worn. All slacks must fit properly, hemmed properly, and be worn above the hips and secured by a belt. No Dickies style pants.
4. **BELT/BELT BUCKLES:** Students must wear a solid black leather belt. Belt buckles must be professional and smaller than a dollar bill that has been folded in half. (no logo belts or belts with adornments).
5. **SOCKS:** Students must wear only navy blue or black dress socks. Dress socks must be worn at all times.
6. **SHOES:** Students must wear dress shoes/loafers that are black only. Shoes must be polished and properly laced, when applicable.
7. **JACKETS AND SWEATERS:** Students may only wear official Verbum Dei jackets, sweaters, and sweater vests. All jackets and sweaters must be worn so that the tie is visible at all times. Student athletes are permitted to wear the official Verbum Dei athlete jacket.
8. **SWEATSHIRTS:** Only the approved Verbum Dei Athletics sweatshirt is allowed on campus.
9. **HAIR:** Verbum Dei appreciates natural/curly hairstyles but maintains those hairstyles must be neat and manicured at all times. Students may not come to school without properly moisturizing, shaping, and manicuring their hair. Verbum Dei appreciates the comb over hairstyles but maintains that those hairstyles must be neat and manicured at all times. Students may not come to school without ensuring the hair is properly gelled. Hair can be 3-inches long.
10. **FACIAL HAIR:** Students must be clean shaven, or trim facial hair (no greater than a #1 guard) in a neat and clean manner. Shaved eyebrows are not permitted.
11. **HATS AND CAPS:** Students may only wear official Verbum Dei hats or caps on campus, and hats or caps are not to be worn in the classroom or in any school building.
12. **JEWELRY:** Earrings may not be worn during the school day. Earrings will be confiscated and returned at the end of the school year. Students must refrain from getting piercings during the school year. All piercings must be removed during the school day. Overall, jewelry is to be modest or not worn at all during school and at school-related functions.
13. **HYGIENE:** Students are expected to come to school groomed and maintain proper hygiene.
14. All clothing should be laundered regularly and should be worn in good taste and in good condition, that is, free of holes, stains, etc.
15. Cell Phone clips or related cell phone accessories are not to be visible during school hours.
16. Tattoos may not be visible during school hours. VDHS athletes must also cover up tattoos when participating in any VDHS sporting event.
17. **Ultimately, the administration reserves the right to have a student remove or correct any items that are deemed unacceptable and inappropriate by the administration.**

### MODIFIED DRESS DAY REGULATIONS

Students may earn the privilege of modified dress days during the school year. Students will not be allowed to attend school or school related activities (including but not limited to dances, games, and field trips) if their clothing and/or bodies display clothing, jewelry, tattoos, obscene messages or words, or other objects or images deemed objectionable or offensive according to the spirit of the school's philosophy. Students must observe the "theme" of a particular modified day (i.e. College Sweatshirt Friday, blue/gold or sports). Students who dress out of dress code and choose not to observe the "theme dress day" will be subject to disciplinary action. The Deans and/or Chief Academic Officer reserve the right to determine appropriate and inappropriate dress.

### PERSONAL PROPERTY

1. **BOOKS & MATERIALS:** Once books and materials are issued to a student, they become a student's responsibility. Students are responsible for covering all textbooks. Students will be charged for damaged, defaced and lost or stolen books. Lost books may be found in the front office.

2. **PREPAREDNESS:** Students are required to attend class prepared, with books, paper, and any other required materials.
3. **LOCKERS:** Lockers are provided to each student for the convenience of storing books and other school-related items. It is suggested that students refrain from giving their lock combinations to other students. **Each student is responsible for making sure his locker is secured at all times.** If there is a problem with a lock or locker, see the Front Office.
4. **GROOMING:** Combs, brushes, and other items for grooming are prohibited in classrooms and are to be stored in the students' lockers.
5. **ATHLETIC BAGS:** Students who carry athletic bags to class must follow the individual teacher's policy on their storage in class. All students' bags and materials are subject to administrative and faculty inspection at all times.
6. **CELL PHONES:** Cell phones may not be seen or heard on school campus from 7:30AM to the end of the school day. During the school day, students may use their phone inside the lobby of the Main Office.
7. **VEHICLES:** Students who drive cars or other motor vehicles to school do so at their own risk. Students are strongly encouraged not to bring cars equipped with expensive stereos, rims, or other paraphernalia to school. Students' vehicles must be parked in assigned spaces. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR DAMAGED, LOST, OR ALLEGEDLY STOLEN VEHICLES OR PERSONAL PROPERTY ITEMS KEPT THEREIN.**
8. **OTHER:** Students are not permitted to ride bicycles, skateboards, scooters, razors, skates, etc. on campus, even in the parking lot where there is the risk of damaging parked cars or causing injuries.

**DURING SCHOOL HOURS: ITEMS NOT PERMITTED**

- Electronic devices (including laptops, tablets, electronic notebooks, smart watches) should not be seen during school hours without prior permission from a VDHS faculty or staff member. If such items are seen on campus (including phones), they will be confiscated and kept in the Deans' office. Each confiscated item carries a fine. Upon the first offense a \$20.00 fine will be assessed. For every offense thereafter a \$40.00 fine will be assessed. Fines can be paid in cash or by money order at the time of retrieval, no checks or credit cards will be accepted; all monies collected will support Verbum Dei student activities.
- Ear phones, ear buds, Beats should not be visible or used on campus without express permission from a VDHS faculty or staff member. If seen, these items will be confiscated and kept in the Deans' office until the end of the semester.
- Personal items that are not required for completing studies are to be kept at home, (i.e. excessive or expensive jewelry, clothing, hats, or sunglasses).
- **The school assumes no responsibility for the loss of any of these personal items.**

## **OTHER POLICIES**

### **RESTROOMS**

Restrooms located at the end of the 100-Wing corridor are designated for students. Use of the restroom during class time is left to teacher discretion. No more than one student at a time may leave a classroom to use the restroom.

### **GRAFFITI**

In order to discourage graffiti on school property, the Chief Academic Officer will have it removed immediately whenever it appears. If possible, a picture of the vandalized area will be taken before the graffiti is removed. All penalties related to the willful defacing of school property pertain to graffiti as well, including restitution and the possibility of expulsion.

### **PARKING**

Parking is a privilege only for licensed and insured drivers. Students who drive to school must observe the following guidelines:

1. Students must have a VHDS parking permit to park on campus; which includes: parent/guardian permission, a valid and current driver's license, proof of registration, and proof of insurance. Parking permits are issued by the Chief Academic Officer.
2. Students are allowed to park only in the parking stalls located against and opposite the playing field fence.
3. Students cannot park in areas reserved for the handicapped, visitors, and staff.
4. Students are to drive carefully and cautiously, especially when entering and exiting the campus. Obey all posted traffic signs.
5. Students who abuse the privilege of driving and parking on campus, including but not limited to: unsafe or reckless driving, speeding, loud music, will have their privilege revoked and may be subject to disciplinary action.
6. Students may not loiter in the parking lot before or after school; further, students are not allowed to be in the parking lot during school hours.

## SENIOR PRIVILEGES

**Modified dress code:** Seniors may be allowed to wear colored ties, polo shirts, and/or senior jackets. The senior class ASB representatives must petition for this right in a letter to the Chief Academic Officer.

**Senior Dance:** No serious or chronic disciplinary problems prompting a review board during the school year and/or 40 or more demerits. No termination from CWSP job placement. G.P.A. above 2.0. No more than one incident of academic integrity. No behavior or academic probation.

**Prom:** Have no more than 10 absences or 10 tardies in any one class per semester. No serious or chronic disciplinary problems during the school year and/or 30 or more demerits. **No truancy** from school or work throughout the year. No unexcused absence from school or work. No termination from CWSP job placement. G.P.A. above 2.0. No more than one incident of academic integrity. No behavior or academic probation

**Grad Night:** Have no more than 10 absences or 10 tardies in any one class per semester. **No truancy** from school or work throughout the year. No serious or chronic disciplinary problems during the school year. No more than 30 demerits. No termination from CWSP job placement. No more than once incident of academic integrity. Lastly, student must meet all academic graduation requirements. G.P.A. above 2.0. No more than one incident of academic integrity. No behavior or academic probation.

**Baccalaureate Mass and Awards Ceremony:** All students are encouraged and expected to participate regardless of previous ineligibility.

**Commencement and Diploma:** A student is not eligible for a diploma or participation in Commencement if he has more than one F grade on his transcript.

## STUDENT SPIRITUAL FORMATION

*“For Jesuit high schools, Christian formation is an integral part of the educational process. Indeed, it must not be an isolated element of the program, but rather a vital influence that affects every facet of the schooling experience.”*

--Teaching for the Kingdom  
Jesuit Secondary Education Association

**Campus Ministry** is made up of the Campus Ministry team, led by the Director of Campus Ministry. It is responsible for administering to the spiritual and religious needs of the school community and for providing opportunities for personal and spiritual growth and development. Campus Ministry offers unique and challenging opportunities through which students can deepen their understanding of themselves and others as human persons deeply loved by God.

Campus Ministry is sensitive to the religious and moral growth of all students of all faiths. We hope to enable each student to develop a deep and lasting relationship with God and a commitment to the **Ignatian vision of “men with and for others.”**

### Campus Ministry Student Team

The Campus Ministry student team, known as the JEDIS (Jesuit Educated Disciples in Service), is a select group of juniors and seniors who collaborate with the Campus Ministry adult team to plan and lead spiritual formation activities on campus. Applications come out near the end of each school year to select the JEDIS for the following year.

### Campus Ministry Program

- All seniors will participate in 2 night retreat.

- All juniors will participate in the 3-night Kairos retreat
- All freshmen and sophomores participate in a day long class retreat
- Spiritual guidance is available from the Campus Ministry team at any time
- Daily morning prayer led by students over the public address system
- Monthly school liturgies in which all students participate
- Prayer Services
- Quarterly School-wide Examen
- Father/Son and Mother/Son Prayer Brunches
- Reconciliation Services (with option of personal confession)
- Campus Ministry club, Legion of Believers, open to all students
- Social Justice club open to all students
- Other optional spiritual formation activities throughout the year
- Students are always welcome to suggest new ideas for Campus Ministry!



## CHRISTIAN SERVICE PROGRAM

### Mission Statement

Christian Service at Verbum Dei is for the spiritual formation of our students as persons with and for others. The service program is meant to support their growing in Gospel values by having them do direct service with marginalized people.

### Christian Service Requirement

Verbum Dei requires all students to complete a minimum number of hours each year (freshmen and sophomores) or semester (juniors and seniors). Theology teachers may set interim deadlines as well. Failure to meet deadlines will affect the student's theology grade.

Grade	Required Hours
Freshman	20hrs
Sophomore	20hrs
Junior	30hrs
Senior	30hrs

*All hours must be properly documented through MobileServe. Students will receive instructions on how to use Mobile Serve in their theology course. See below for detailed requirements for each grade level.*

### Grade Level Requirements

- Freshmen and Sophomores need to complete 5 hours of service each quarter, for a total of 20 hours during the year. All hours must be direct service and of the type of service required for the student's theology instructor. In addition freshmen will be required to complete 6 hours of service with Urban Compass. More information will be given in theology courses.
- Juniors and Seniors need to complete 15 hours of service each semester, for a total of 30 hours during the year. All hours must be of the same type of service. More information will be given in theology courses.

*If there are any questions, please discuss with your theology instructor.*

### Direct Service

All students are required to do direct service to people in need. "Direct service" means you must have some interaction with the people you serve.

Some examples of direct service include:

- Serving food to the homeless
- Visiting the elderly, tutoring young children (through an organization, such as a convalescent home, school, day care center, etc.)
- Being a positive male role model for children as a coach or big brother
- Working with people who are developmentally disabled or physically disabled in some capacity that directly serves them

Some examples of service that are NOT direct service:

- Pick up trash
- Filing in an office
- Cleaning or grading for a teacher
- Setting up or cleaning up for an event

*Note: The only exception to the direct service policy is service at a local community garden.*

If you are not clear about what direct service means, ask the Campus Ministry Office.

### Service Location

All service must be completed at or through an official organization (not someone's house). A family member may not be a student's supervisor for his service hours.

## CHRISTIAN SERVICE OPPORTUNITIES

Below are some places students can go for Christian service that would meet direct service requirements.  
Be sure to call ahead – you cannot simply show up to most of these places!

### **Missionaries of Charity**

*Serving the Homeless*  
1316 S. Westlake Avenue  
Los Angeles, CA 90006  
(213) 380-5225

### **St. Francis Center**

*Serving the Homeless*  
1835 S. Hope Street  
Los Angeles, CA 90015-4101  
(213) 747-5347 ext.100  
[Volunteer@sfcla.org](mailto:Volunteer@sfcla.org)

### **Hippie Kitchen**

*Serving the Homeless*  
821 E. 6<sup>th</sup> St.  
Los Angeles, CA 90021  
(213) 614-9615

### **St. Joseph's Center**

*Serving the Homeless*  
204 Hampton Dr.  
Venice, CA 90291  
(310) 396-6468 ext.326

### **Midnight Mission**

*Serving the Homeless*  
601 S. San Pedro Street  
Los Angeles, CA 90014  
(213) 624-9258 ext.1242  
[volunteer@midnightmission.org](mailto:volunteer@midnightmission.org)

### **Union Rescue Mission**

*Serving the Homeless*  
545 S. San Pedro Street  
Los Angeles, CA 90013  
(213) 347-6300 ext.1149  
[acornejo@urm.org](mailto:acornejo@urm.org)

### **Los Angeles Mission**

*Serving the Homeless*  
303 E. 5<sup>th</sup> Street  
Los Angeles, CA 90013  
(213) 629-1227 ext.337

### **Willowbrook Community Garden**

*Community Garden*  
647 E 121st St.  
Los Angeles, CA 90059  
[willowbrookcommunitygarden@gmail.com](mailto:willowbrookcommunitygarden@gmail.com)

### **From Lot to Spot**

*Community Garden*  
2003 E. 1<sup>st</sup> St.  
Los Angeles, CA 90033  
(323) 573-0129

### **Miracle League Los Angeles**

*Coaching Children with Special Needs*  
5401 Highlight Pl.  
Los Angeles, CA 90016  
(213) 283-7047  
*\*Begins in September. Would need to make a commitment each Saturday morning for 8 Saturdays.*

### **L.A.'s Best**

*Tutoring*  
(213) 978-0801

### **Urban Compass**

*Tutoring*  
11100 S. Central Avenue  
Los Angeles, CA 90059  
323-564-6651 ext. 8800  
*\*Sign up ahead of time in their office by the vending machines near the parking lot*

### **Immersion Trips / Service Plunges**

One Spring Immersion Trip to Utah (week-long)  
Multiple Service Plunges (weekend trips)  
*\*Apply for these in the Campus Ministry office*

### **Additional Suggested Service Sites**

- Tutoring or coaching at your former elementary school or middle school
- Helping at a local daycare center

# EXTRA-CURRICULAR ACTIVITIES

## EXTRA-CURRICULAR INVOLVEMENT

Verbum Dei High School students are expected and encouraged to participate in extracurricular activities. Students maintaining a minimum of a 1.5 gpa will be allowed to participate in extracurricular activities (excluding athletics). Participation in school events including, but not limited to, dances, performances, competitions, outings, and other club related events are contingent on the following:

- No more than 35 demerits and/or no serious or chronic disciplinary or academic problems
- No unexcused absence from school or work.
- No termination from CWSP job placement.

### Athletics

Basketball  
Football  
Soccer  
Track and Field  
Cross Country  
Baseball

### Clubs\*

Associated Student Body  
Athletics & Competitions  
Drum Line  
Film Club  
Present Dei News Paper  
National Honor Society  
Robotics  
Student Ambassadors  
JEDIS  
Black Student Union (BSU)  
Anime  
Social Justice Club  
Latino Student Union (LSU)  
Anime Club  
Health Sciences Club  
Campus Ministry Club  
Writing Club  
Art Club  
Engineering Club  
Eagle Advancement

### Activities\*

African-American History Month  
Dances & Socials  
Hispanic-Latino Heritage Month  
Homecoming  
Pep Rallies  
Spirit Week  
Various lunch time activities

\*Students are encouraged to propose new clubs and activities. To do so, there must be a minimum five VDHS students and one Verbum Dei adult moderator in place. .

## CLUB DESCRIPTIONS

### **ASSOCIATED STUDENT BODY (ASB)**

The Associated Student Body Council (ASB) of Verbum Dei High School is a student directed council that provides a wide range of services and programs for Verbum Dei High School students and faculty. ASB members help plan school dances, pep rallies, homecoming, lunch time activities, fundraising activities, and leads the student congress.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is recognition of outstanding accomplishments in the areas of scholarship, character, leadership and service. Additionally, NHS members must maintain a minimum 3.0 GPA. The NHS mission is to fully prepare students for post-secondary academic success and to work toward the improvement of the school and greater community.

### **ROBOTICS CLUB**

The Verbum Dei Robotics Team is a robotics program whose aim is to spread awareness and raise interest within our school and our community about science and technology through robotics. We work side-by-side with professionals in the engineering fields to compete in robotics competitions.

### **VDHS FILM CLUB**

The purpose of Film Club sponsored by Underground Films is to introduce Verbum Dei students to the fundamentals of filmmaking: screenwriting, producing, shooting, directing and editing. Aside from viewing groundbreaking films, going on exciting field trips and meeting important industry professionals, Verbum Dei students have the opportunity to create and screen their own student film!

### **DRUM LINE**

Drum line functions as the beat behind most Verbum Dei sporting events and pep rallies. Members learn how to play bass, tenor, quads, and snare drums at their own pace and have fun doing it.

### **BLACK AND LATINO STUDENT UNIONS**

The purpose of the Black Student Union (BSU) and Latino Student Union (LSU) is to promote activities of common interest, as well as cultural and educational benefits for every student. The unions will strive to unite and educate students about their cultural heritage, by promoting leadership and stressing academic excellence.

### **STUDENT AMBASSADORS**

A Verbum Dei High School Student Ambassador is a resident representative of his school. The ambassador provides guidance and support to inner – city elementary and middle school students regarding their educational plans.

### **VIDEO GAME DESIGN CLUB**

The VDHS Video Game Design Club provides an opportunity for students to explore the many facets of Video Game Design, through working independently and in groups with various projects, utilizing aspects of Math and English to create exciting games. Throughout the year, the club also has professionals in the Video Game industry speak to students about the various approaches to attaining the degrees needed to become Video Game Designers.

### **THE PRESENT DEI ONLINE NEWS SOURCE**

*The Present Dei* Online News Source is a student-produced and edited online publication that serves Verbum Dei High School, its benefactors, and the community-at- large with timely, relevant, and spirited reporting. As the intended audience is our school community, emphasis is consistently placed on the happenings, the achievements, and the spirit of the Verb. Students serve as editor-in-chief, section editors, staff writers/reporters, photographers, and in technical support positions.

### **JEDIS**

JEDIS (Jesuit Educated Disciples in Service) are a select group of junior and seniors who apply and are chosen to be faith-based leaders on campus. Their leadership increases the spiritual vitality of the school by planning and implementing campus-wide liturgies..

### **SOCIAL JUSTICE CLUB**

Verb in Action is the social justice club on campus. Students can join at any time. Students work to bring about more awareness to injustices in our society, both locally and globally, and to take action against those injustices.

### **ANIME CLUB**

Anime Club celebrates members' shared love of Japanese Pop Culture. At weekly meetings, anime enthusiasts share food and fellowship while screening Anime movies or television episodes. The group organizes Anime-related trips, including AnimeCon and Little Tokyo. This coming year, Anime Club hopes to expand its activities to include Anime-themed service projects with Urban Compass.

## **LEGION OF BELIEVERS**

The goals of the Campus Ministry Club are to: Deepen the spiritual growth of our students through small group faith discussions, Ignatian Spirituality and prayer services. Form student leadership by facilitating training and opportunities for students to develop a more vital role in the school wide ministry and incorporate the lived experience of our students into their faith journey (Faith and culture).

## **ATHLETICS & COMPETITIONS**

A little physical activity and friendly competition in the middle of the night might be exactly what you need to help you refocus on classes. Members enjoy indoor soccer and basketball pick-up games. Members also play football, lacrosse and participate in competitions as simple as running laps around the field.

## **WRITING CLUB**

Students are provided a platform to publish images and words through their own unique experience and insight. Students will develop perspectives and means of expression including photography and the written word crafted for a sprawling and diverse audience. Students contributing content will receive personal recognition and online publication of their work

## **WEIGHT TRAINING CLUB**

We believe in health and wellness in all aspects of life: mind, spirit, and the body- the temple. The weight training club helps students learn safe weight lifting for strength, fitness and overall conditioning. Attention is paid to nutrition as well.

## **DEBATE CLUB**

This club provides students the chance to learn how to debate, construct and argument, reason logically, argue respectfully and civilly, and how to speak persuasively. Students will fall in love with logic, debate and sound arguments.

## **ART CLUB**

Art club provides a space and opportunity all Verbum Dei students who want to develop their knowledge and skills in drawing, painting, photography, printmaking and sculpture. Students learn the fundamentals of visual arts as well as experience with tools, materials and techniques for making their own profound pieces of art.

## **EAGLE ADVANCEMENT**

The Eagle Advancement Club is a group of students that serve as Mission Advancement student representatives. Being a valuable member of the team, students are offered a unique opportunity to build and strengthen communication skills, learn the nuances of networking and continue to develop work experience in different capacities.

## **ENGINEERING CLUB**

The goal of the engineering club is to educate students and promote interest in the engineering field. Students explore engineering concepts; build projects, view demonstrations, and host engineering speakers. Students receive help pursuing internships and scholarships to help progress their engineering education.

## ACTIVITIES DESCRIPTIONS

### **HERITAGE MONTH CELEBRATIONS**

There are two large heritage month celebrations each year. The first celebration, honoring Latino heritage, occurs every October. The second, honoring African American heritage, occurs every February. Students participate in lectures, music/dance presentations, and field trips all designed to educate students on the history of the Latino and African American culture. At the end of each month students are treated to a potluck provided by the parents and the Parent Association.

### **DANCES**

Eligible Verbum Dei students are invited to attend VDHS dances. Verbum Dei's dances are held for the enjoyment of its students and their invited guests.

Dance Regulations - In order to guarantee a safe and enjoyable time, the following rules must be followed:

1. Students must attend the full day of school the day of (Friday dance), or day prior to (Saturday dance), a Verbum Dei dance.
2. Doors are open to all Catholic high school students and female public high school students with a current school ID card and to public school students with VDHS guest pass and a current high school ID. Guest passes must be purchased by a VDHS student prior to the night of the dance. All visitors to the Verbum Dei High School campus must follow the dance regulations. **VDHS reserves the right to refuse admittance to any individual and will dismiss any person from the**

**dance who is not behaving properly.** Anyone who attends a Verbum Dei dance must present a valid high school I.D. No other form of identification will be accepted.

3. Dancing in a sexually explicit manner is prohibited.
4. Dances are normally scheduled from 7:00 p.m. to 11:00 p.m. Admission to dances is from 7:00 p.m. to 9:30 p.m. The gates will be closed at 9:30 p.m. and will be re-opened 15 minutes before the conclusion of the dance. All students must be picked up no later than midnight.
5. **ZERO TOLERANCE POLICY: STUDENTS USING OR POSSESSING CIGARETTES, ALCOHOLIC BEVERAGES, OR DRUGS BEFORE, DURING, OR AFTER A DANCE** are in violation of Verbum Dei's Zero Tolerance policy and will be expelled.
6. Faculty and staff members, off-duty police officers (L.A.P.D.), and security guards have full authority to admit, refuse to admit, or dismiss any person attending a school dance.
7. Students who bring a pre-approved guest(s) to any school dance will be held responsible for their own behavior and that of their guest(s).
8. The dress code for all dances:

**Gentlemen:** Casual dress. Plain t-shirts of any color are not allowed. Slacks or jeans are permitted but must be worn in good taste. No excessively baggy jeans, slacks, or shirts allowed. No head gear of any kind is permitted. No gang attire of any kind is permitted.

**Ladies:** Casual dress. No short shorts are permitted. No bare midriff, backless, or low cut tops allowed. Jeans are permitted but must be worn in good taste. No head gear of any kind is permitted. No thong shoes are allowed. No gang attire of any kind is permitted.

#### **USE OF SCHOOL'S NAME**

The school's name may not be used to publicize, promote, or otherwise support any activity without the President's written consent.

#### **STUDENT PUBLICATIONS**

The Chief Academic Officer is the publisher and has the legal responsibility for the student newspaper, yearbook, and all other student publications. All publications must observe copyright laws.

The Chief Academic Officer may appoint a moderator who exercises necessary control over material submitted for publication. The moderator should review all material. Additionally, the moderator will:

1. Establish a clear understanding of the purpose of the publication and of the limitations on the authority of the editor.
2. Establish the principle that topics are to be treated in a way that is respectful of the rights and feelings of others; is in good taste; and is constructive.
3. Establish the principle that material must comply with Catholic teaching.
4. Ensure that students avoid personal attacks.
5. Require students to check facts carefully before publishing a story.

## ATHLETICS

### VERBUM DEI ATHLETICS PHILOSOPHY

It is the mission of Verbum Dei High School to teach values based on the teachings of Jesus. To this end, Verbum Dei provides programs of excellence that develop and harmonize the intellectual, the spiritual, the emotional, and the physical characteristics of individual students.

The ultimate goal of this integration is to give our students the means to translate Christian values into action. Since Verbum Dei first opened its doors in 1962, athletics have played a vital role in the formational process which enables this translation to take place.

The Verbum Dei athletic philosophy is centered on the educational foundations outlined in the JSEA document "The Graduate at Graduation," which are the educational outcomes students will achieve by graduation. In unison with the Verbum Dei ISO's (Integral Student Outcomes: A Verbum Dei student is...OPEN TO GROWTH, INTELLECTUALLY MOTIVATED, SPIRITUAL & LOVING, COMMITTED TO DOING JUSTICE, AND WORK EXPERIENCED) the "Grad-at-Grad" expectations set the direction of the schools educational and co-curricular programs including athletics. Through participation in athletics, Verbum Dei students mature and learn to take responsibility for his *growth as a person* by developing the following characteristics: 1. Competitive Greatness (Fight with Integrity), 2. Team Spirit (Commitment, Loyalty, Cooperation, and Self Control), 3. Condition (Optimum Physical Condition to compete which breeds Discipline, Poise, Confidence, and Skill), and 4. AMDG ("Ad Majorem Dei Gloriam," which means "For the Greater Glory of God). The Verbum Dei student-athlete will compete and strive for victory for the love of God, Self, and Teammates.

An evident characteristic of the "Grad-at-Grad" is reflected in how sports teams promote the need to *move beyond self-interest*. Team-centered activities enable our athletes to *share their God-given talents for the betterment of others* -- rather than their own glory. Also, as athletes take their individual skills and apply them toward achieving team goals, a *strong understanding of the importance of leadership naturally evolves*.

The *commitment to justice* outlined in the "Grad-at-Grad" and "ISOs" come to light in our athletic program through the ideals of good sportsmanship. The concepts of fair play and sportsmanship require forethought, maturity, respect, generosity and integrity. By actively promoting these values, Verbum Dei students learn to take them beyond the sports and into their everyday lives.

Athletics success at Verbum Dei is ultimately determined by how well our community, which includes parents, coaches, students and fans, adhere to these standards and utilizes them in the process of becoming the "Grad-at-Grad". In seeking to produce graduates who will be leaders in action, modeled after Christ. We are ultimately asking our coaches and athletes to do more than simply win games. Although winning is certainly a by-product of holding our students to higher standards, it is not our primary goal.

### CATHOLIC ATHLETIC ASSOCIATION GUIDELINES: STUDENT ATHLETES

- Players must serve as positive examples by exercising self-control and good sportsmanship.
- Players must accept both victory and defeat with pride and compassion. This may be demonstrated in pre and post-game handshakes.
- Pray before and after each competition.
- Never cheer when a player on the opposing team gets hurt, makes a mistake, or does not score.
- Offer a hand to help a fallen player to get up off the floor or field.
- Do not respond disrespectfully to negative behavior displayed by any member of the opposing team or any spectators. The provocation may not be noted by officials, however, your reaction may be noted by officials and result in critical penalties for you and your team.
- The school administration reserves the right to take disciplinary action upon students who do not meet the student athletes' responsibilities listed above.

## **EXTRA-CURRICULAR ACTIVITIES/CIF INELIGIBILITY AND GRADING**

As with academic expectations, extracurricular eligibility standards exceed the minimum requirements of the CIF. Students are ineligible for all extra-curricular activities, practices, meetings, skill sessions, scrimmages, and games if they have a GPA below 2.3 for any quarter/ semester grading period. The ineligibility list is communicated to all coaches, faculty, and moderators four times a year. A student remains ineligible until he achieves at least an Academic 2.3 GPA in a subsequent grading period. It is at the discretion of coaches and moderators to determine whether or not a student will be allowed to participate in the activity once a student re-gains eligibility.

At the end of each grading period the Athletic Director will meet with any student who falls below a 2.3 to discuss eligibility there will be a letter given to each student who falls into one of the three categories: Academically ineligible, in risk of becoming ineligible and now eligible.

Ineligible students may practice on a limited basis (1 hour) at the discretion of the head coach. Ineligible students may not travel off campus to any practices, games, or team functions.

### **GENERAL ATHLETIC GUIDELINES:**

- No student athletes are allowed in locker room, weight room or gym without a coach or teacher to supervise.
- All athletic spirit gear may be worn for games and practices but NO athletic attire is allowed during school day, unless expressly approved by administration.
- All athletes must have a physical based on the school year (as opposed to the calendar year) .
- All parents of athletes are to attend the student-athlete parent meeting prior to each season of sport. Fall sports meeting usually in August, Winter Sports meeting usually in November, Spring Sports meeting usually in February.

### **CATHOLIC ATHLETIC ASSOCIATION GUIDELINES: FAN BEHAVIOR**

- Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are the responsibility of cheerleaders/pep squad organizations and therefore must be approved by the appropriate adult at the school.
- Promote pre-game interest and activity; the athletic program is shared by all.
- Be a good host or guest in relationship to the other school. Treat them as you would wish to be treated. Be respectful during the playing of the anthem, pre-game ceremonies, half-time activities, and the singing of the alma mater.
- Follow the directions of the cheerleaders and security personnel. Stay away from the visiting school's fan section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.
- Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will subject the student to severe disciplinary action.
- Stay out of playing areas until the athletic event is completed.

### **Verbum Dei competes in the following sports and leagues:**

#### **SEASON**

Fall  
Fall  
Winter  
Winter  
Spring  
Spring

#### **SPORT**

Football (Varsity and JV)  
Cross Country (Varsity and JV)  
Basketball (Varsity and JV)  
Soccer (Varsity and JV)  
Track and Field (Varsity and JV)  
Volleyball (Varsity)

#### **LEAGUE**

South Catholic League  
Santa Fe League  
Santa Fe League  
Santa Fe League  
Santa Fe League  
Santa Fe League



## **COMMITMENT**

Student-Athletes and parents sign contracts for each sport and commit to practice, games, and other required activities as scheduled by the Athletic Department and Head Coaches. Not complying with this commitment can result in loss of playing time and/or being suspended as well as being dismissed from the team at the coaches discretion.

Student-Athletes that start an official In-Season Practice (i.e. Fall - Cross Country – July 31<sup>st</sup>) and quits before the end of the season will not receive a refund for any fees and will not be allowed to participate in the next official season (i.e. Fall – Football student-athlete started practicing but quit before the season ended will not be allowed to participate in the next official season. Winter – Soccer or Basketball). The next season that participation would be allowed would be the Spring – Track season. This can carry over from one academic year to the next.

## **COSTS AND FEES**

<u>SEASON</u>	<u>SPORT</u>	<u>FEES</u>
Fall	Football (Varsity and JV)	\$100 + \$100 for Insurance (\$200)
Fall	Cross Country (Varsity and JV)	\$75
Winter	Basketball (Varsity and JV)	\$100
Winter	Soccer (Varsity and JV)	\$75
Spring	Track and Field (Varsity and JV)	\$75

Each team will also participate in mandatory fundraising to be announced by each coach. Fundraising commitments are separate from the Fees.

Spirit pack and Hoodie costs vary from team to team but will be disclosed at the start of each season. Spirit Pack and Hoodie cost is separate from the Fees. All Spirit packs and Hoodies will be pre-paid before being ordered.

**ALL STUDENT-ATHLETES ARE REQUIRED TO PAY THE SPORT FEE BY THE FOLLOWING DATES:**

**FALL SPORTS – JULY 31, 2018**

**WINTER SPORTS – NOVEMBER 2, 2018**

**SPRING SPORTS – FEBRUARY 1, 2018**

**STUDENT-ATHLETES WILL NOT BE ALLOWED TO PRACTICE OR COMPETE IN GAMES UNTIL THE SPORT FEES ARE PAID IN FULL.**

# TECHNOLOGY

## COMPUTER USAGE POLICY

Verbum Dei is committed to providing its students with technological resources and equipment that a contemporary college preparatory education requires. The school spends considerable funds to enhance the computing systems, and to provide an up-to-date network for student, faculty and staff use. The behavior policies stated below are intended to ensure that all members of the school community have adequate access to the equipment, network and internet resources; that the equipment is maintained and in working condition for all users; and that ethical issues involving the technology are understood and observed by all. Since access to these resources, to the Internet, and to the local area network is a privilege - and not a right - inappropriate use may result in the revocation of the user privilege and also may result in further disciplinary action. All of the policies, rules and guidelines in the Student and Parent Handbook apply to computing activities on campus and at student work sites. Inappropriate use of the Internet outside the school may also result in disciplinary action.

**At the beginning of the school year, the Computer Network User Agreement and Parent Permission Form need to be signed and returned to the school before a student will be allowed to use any school computer equipment. The forms must be signed by the end of the first week of classes.**

## COMPUTER USAGE REGULATIONS

1. The use of computer resources must be consistent with the educational objective of Verbum Dei. Use of computer resources for any other purpose is prohibited.
2. To transmit or receive any materials in violation of any United States, California, or local law or regulation is prohibited. This refers, but is not limited to, the following categories: copyrighted materials; threatening, harassing such as cyberbullying, pornographic or obscene materials; material protected by trade secret; material for which ownership or right to use is not held by the user. See section 5 of the Electronic Communication Policy in the appendices for more detailed information.
3. Use of these resources for commercial purposes is generally not acceptable. Use for product advertising and political lobbying is prohibited.
4. Respect the integrity of the computer resources. Intentionally developing or activating programs that harass other users or degrade the system, or destructively altering the hardware or software components of the system is prohibited. Typical of this type of activity, but not limited to this list are: viruses; forging email; impersonation; hacking; spamming; attempting use of threatening or derogatory messages.
5. Tampering with the computing system or any of its parts is prohibited and is deemed willful destruction of school property. Typical of this type of activity, but not limited to the list are: altering connection cables and network connections; removing hardware components including stealing mice or mice balls; switching keys on keyboards, installing unapproved software programs; manipulating monitor orientation, erasing installed programs or shortcuts to programs; dismantling system components.
6. Since system security is a high priority, any attempt to gain unauthorized access to the system or alter the user privileges is prohibited. Data messages and email are always accessible to those administrators with legal right to access.
7. Students cannot use Verbum Dei computers for on-line chatting, or for storing music and videos.
8. Students must be authorized by the administration to bring personally-owned laptops, tablets and E-readers to school. Verbum Dei takes no responsibility for any damage, theft or misplacement of such devices.
9. Students may use a specifically designed wireless network for authorized, personally-owned laptops, tablets and E-readers. Access to the wireless network must be approved by the administration for any/all personally-owned student laptops, tablets and E-readers. In addition, authorized devices must be specifically identified and logged by the Information Technology (IT) Dept. to gain access to the student wireless network.
10. Access to any school network resources outside of what is specifically designed and authorized for student usage is a violation of Verbum Dei's Technology Usage Policy and subject to disciplinary action.

## COMPUTER/NETWORK/INTERNET USAGE RULES

1. When using the school's technology resources, be courteous and considerate of the needs of other users.
2. Use the system only for educational purposes. If there is doubt about particular usage, ask a teacher or administrator for clarification. In particular, the installation of software is prohibited without the approval of the Technology Director.
3. All food and beverages (including water) must be kept away from all computers.
4. Assign correct sources for all materials used in school projects completed on the computer. Contact the teacher if you have any questions relating to this.

## CELL PHONE USAGE RULES

1. Students may only use their cell phones, smartphones or other electronic communicative devices before school or after school, or during school hours when specifically authorized by a teacher or administrator for either educational or emergency purposes only.

2. Students must store their cell phones, smartphones or other electronic communicative devices in their backpacks or school lockers when not in use. All devices should either be off or on silent mode.
3. Cell phones, smartphones or other electronic communicative devices may not connect to the school's wireless networks for connectivity purposes.
4. Appropriate disciplinary action will be taken if any of the above rules or regulations is violated.

#### **UNAUTHORIZED STUDENT INTERNET WEB SITES**

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

#### **Electronic Communication Policy**

To the extent to which the school will communicate through email the reasonable amount of time within which responses may be expected is 72 hours while the school is in session. See the appendices in the back for a more detailed description of the Archdiocese Electronic Communication Policy which contains more details in certain cases on the above regulations and rules. If you have any questions, please contact the Verbum Dei High School Information Technology Services office.

#### **Internet Safety Policy**

Verbum Dei High School has an Internet Safety Policy in place. The Internet Safety Policy follows the guidelines of the Children's Internet Protection Act (CIPA) which is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. If you wish to see this policy, please contact the Information Technology Services office.

#### **Electronic Communication Policy and Best Practices**

Primary electronic correspondence with students and parents is conducted through the school's student-assigned email accounts (Microsoft 365) and our School Information System (SIS – RenWeb). Students are expected to use and maintain their MS365 Accounts for all electronic communication regarding school-related events and curriculum. Parents are required to provide personal email addresses to the school as a means to communicate all school-related matters and/or emergencies. School-related information/emergencies can also be texted to parents through primary smartphone numbers provided by parents.

To the extent to which the school will communicate through email the reasonable amount of time within which responses may be expected is 72 hours while the school is in session. See the appendices in the back for a more detailed description of the Archdiocese Electronic Communication Policy which contains more details in certain cases on the above regulations and rules. If you have any questions, please contact the Verbum Dei High School Information Technology Services office.

Email best practices must be followed at all times. Best practices require students to be diligent regarding emails attachment and links from unknown senders. Students are expected not to click on any links or attachments to emails sent by unknown users. Rather, it is recommended that students delete any/all email received unexpectedly from unknown users. We encourage a skeptical approach to all unexpectedly received emails. They should not be read or opened.

# **VDHS WORK STUDY, INC.**

## **CORPORATE WORK STUDY PROGRAM**

### **Program Overview**

VDHS Work Study, Inc. is the legal name of the Corporate Work Study Program. The Corporate Work Study Program (CWSP) provides students with real world job experiences. It is an integral part of their educational experience at Verbum Dei High School. Although students do not receive cash-in-hand for their participation in CWSP, students contribute towards the cost of their education. While CWSP strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude and behaving in a mature manner while participating in the program. A positive attitude and a commitment to high standards of responsibility and behavior are integral to the success of the Corporate Work Study Program.

Students are assigned to work with Corporate Partners five (5) days each month. Their class schedules at Verbum Dei High School are structured so that each student is available one day each week, plus one Friday per month, without missing any instructional time. Students gain valuable experience in a work setting while interacting with adults in a professional atmosphere.

Through their Corporate Work Study experience, students enhance and strengthen the following skills:

1. Judgment - The ability of the student to make decisions wisely and responsibly
2. Work Efficiency - The ability of the student to complete projects quickly and accurately
3. Reliability - The extent to which the student is punctual
4. Willingness to Learn - The ability of the student to accept constructive feedback
5. Adaptability - The ability of the student to retain previously taught skills
6. Initiative -The extent to which the student is self-motivated
7. Enthusiasm - The extent to which the student is eager to succeed
8. Professionalism - The extent to which the student's behavior and appearance demonstrate respect for authority and the work environment
9. Teamwork & Collaboration - The extent to which the student is willing to cooperate with others and develop positive working relationships
10. Communication - The ability of the student to engage with peers and supervisors

Verbum Dei students mature into confident young men prepared for college internships and future jobs. Networking and communication are just two of the many skills learned over their 4-year internships in the Corporate Work Study Program. Students graduate with a strong resume and learn the importance of being dependable and responsible workers. They are work experienced when they graduate from Verbum Dei.

### **Expectations**

Parents/guardians are required to support students in following these rules and meeting these expectations. Requests for clarification of any part of this Handbook should be addressed to the Director of the Corporate Work Study Program, Chief Academic Officer, or President of Verbum Dei High School. Verbum Dei reserves the right to change or alter this Handbook at any time. Changes or modifications to this Handbook will be made in writing to the parents/guardians and students.

### **Cost of Program**

Corporate Partners pay a yearly fee for each student intern placed at their site. The fee subsidizes the cost of education for that student, therefore allowing the school to charge lower tuition. All families in need are encouraged to apply for financial aid to assist with tuition. Soliciting monies from Corporate Partners to pay for tuition and fees or other non-Verbum Dei activities is grounds for immediate dismissal. Corporate Partners may not pay for student tuition and fees.

### **VDHS Work Study, Inc. is the employer**

Students are employees of VDHS Work Study, Inc. As such, VDHS Work Study, Inc. handles the processing of I-9 and W4 forms, as well as work permits. All work-eligible students will participate in CWSP Readiness Course the summer prior to attending Verbum Dei High School and upon successful completion of it, will be enrolled for the following fall semester. This course is mandatory for all freshman and transfer students. Students must list VDHS Work Study, Inc. as their employer on resumes, social networking sites and job applications. Students are not to list their Corporate Partner as the employer.

Employees of the Corporate Partner may be eligible for certain benefits or perks from their employers; Verbum Dei students are not eligible for these same benefits or perks. In some instances, a Corporate Partner may include the student worker in receiving benefits or perks; however, students should never presume their inclusion in such benefits or perks.

### **CWSP Readiness Course**

CWSP Readiness is a mandatory summer program for all incoming students. It is designed to help students develop the job training skills necessary for their work study placement. The focus of the workshops is on soft skills (i.e., first impressions, accountability, etc.). Sessions also include the mandated Department of Labor workshops on office safety, harassment, and labor laws. Students are will develop their typing skills in a daily computer class. A skills lab gives students an opportunity to complete practice assignments and tasks similar to those given at various work study placements. The skills lab allows students to not only complete assignments but engage in asking questions for clarification, taking initiative, and learning from mistakes.

### **Employability**

Employability in the Corporate Work Study Program requires students to follow through with assigned tasks while maintaining a positive attitude and demonstrating growth. Students must also exhibit the qualities listed below at their CWSP placement. Students not demonstrating these qualities at their CWSP placements may be deemed unemployable and subsequently may be dismissed from the school.

The employable student

- Follows direction
- Takes instruction
- Demonstrates motivation
- Communicates – verbally and in writing
- Reads (basic skills)
- Demonstrates willingness to learn
- Listens
- Has basic skills needed to complete tasks
- Initiates
- Demonstrates attention to detail
- Possesses a good attitude
- Is honest and trustworthy

### **Corporate Partner Placements**

VDHS Work Study, Inc. is the legal employer of the students; the Corporate Partner is not the legal employer of the students. The Corporate Work Study Program department determines all Corporate Partner placements, removals and replacements for students. CWSP staff reserves the right to move students to other jobs. CWSP staff will make student placements based on compatibility and successful completion of CWSP Readiness Course. Corporate Partner placement changes may be considered after a request is made by the student to his CWSP program coordinator and will be evaluated on a case-by-case basis. When a student is assigned to a particular Corporate Partner, he will receive a job description, when available, address information, supervisor’s name and telephone number. Students should keep a copy of this information.

Although each Corporate Partner enforces different rules, CWSP policies and rules supersede those of the Corporate Partner.

### **Background / Drug Testing**

Some Corporate Partners require background and/or drug testing of employees; VDHS Work Study, Inc. reserves the right to test any and/or all students at its discretion. Positive results may be grounds for expulsion from Verbum Dei High School.

### **Communicating with Corporate Partner Supervisors / Co-workers**

VDHS Work Study, Inc. is the legal employer of the students; the Corporate Partner is the placement site. Parents/guardians are not permitted to contact the student’s supervisor directly. If the student or parent/guardian has any questions or would like any information regarding the Corporate Partner or supervisor, she/he should contact the student’s program coordinator in the Corporate Work Study Program office.

For students’ safety and that of supervisors/co-workers, students may not communicate with supervisors/co-workers using personal cell phones, personal email accounts, social network sites (i.e., Facebook, Instagram, Snapchat, Vine, etc.), blogs (this includes chat websites) or text messaging. Students and supervisors/co-workers may not “friend” or follow each other on social networking sites while the student is enrolled at Verbum Dei High School.

### **CWSP Transportation Policy**

CWSP transports each student to and from his work placement. The student is responsible for being on time to morning and afternoon transport. Students may not drive themselves to or from work. Under no circumstances will any student be dropped off at any location other than Verbum Dei High School and the scheduled CWSP drop off and pick up sites. Bus assignments and schedules will be distributed before students start their jobs.

A Release Form must be filed with CWSP department when a student is to be dropped off or picked up by a parent/guardian. Suitable disciplinary action will follow should a Release Form not be filed in a timely manner. Students are required to complete a full day of work prior to getting picked up.

If a student misses morning transportation, the parent/guardian will then be responsible for transporting the student to work. If no parent/guardian is available to transport a student, CWSP will transport the student at a rate of \$50.00 per trip.

### **CWSP Tardy Policy**

Students and/or parents/guardians are expected to contact the front office when the student will be tardy to morning roll call. Students must first report to the front office for a tardy slip. A student is assumed absent unless proper notification is made by parent/guardian. If a student is tardy to the bus or van in the afternoon the student may earn a Saturday JUG.

### **CWSP Attendance**

Students must report to roll call no later than 7:30 AM. On the day a student is assigned to work, he is expected to work a full day. Students are expected to start as soon as they are dropped off at their worksite and conclude work at 4:30 PM. Each student will be notified of his specific work schedule when he receives his job assignment.

If a student misses his assigned work day, a \$175 tuition reimbursement fee will be charged to his account. If the student makes up his missed day by the end of the semester in which the absence occurred, \$125 is credited to his account. The \$50 balance is a non-refundable fee.

An absence note is due to a CWSP staff member no later than 5 school days after the absence. The same Attendance/Tardy Procedures and Regulations of VDHS apply to CWSP. Regularly scheduled medical or dental appointments, vacations, or other extra-curricular and co-curricular activities should never be scheduled on a work day.

The following apply to all students who are absent on their workday:

- All absences must be made up, regardless of reason.
- FIRST and SECOND absences may be excused of the \$50 processing fee by CWSP staff.
- THIRD absence is unexcused by CWSP staff, requires a \$175 workday replacement fee be paid.
- FOURTH absence is unexcused by CWSP staff, requires a \$175 workday replacement fee, the student loses his job, and automatic Review Board at which point all fines are due.

Exceptions may apply and are at the discretion of CWSP staff.

Missed work days cannot be made up on days in which the student is in class. Missed work days may be made up during school holidays and must be scheduled at the convenience of the supervisor and student. The student will be responsible for finding his own transportation to and from work. The student must complete the Absence Make-Up Form as evidence that the absence has been made up and forward it to his program coordinator.

If a student is removed from his job and has incurred absences prior to his firing, the days can no longer be made-up; therefore, the student must pay the \$175 workday replacement fee per missed workday.

Seniors with multiple unresolved absences jeopardize participation in senior activities, including but not limited to Prom and Grad Night. All work day absences and fees must be made-up prior to seniors receiving their cap and gown.

All checks should be made out to VDHS Work Study, Inc. and should be paid in CWSP office.

### **CWSP Corporate Partner Holidays**

A Corporate Partner may have a business holiday or meeting day when a student is not required to report to work. In this event, the parent will be notified in advance. A make-up day is not required.

### **School Holidays**

Often, schools and businesses do not share holidays. Students may be required to attend work even when there are no classes scheduled for that day. Further, early dismissals and minimum days do not apply to students who work on these days. Students should assume that they have work each and every week of the year unless they are notified otherwise.

## CWSP Calendar of Work Holidays

Students begin work at Corporate Partner sites in August. The Corporate Work Study Program and its Corporate Partners recognize the following holidays (non-CWSP, non-workdays). These days may be used as absence make-up or extra pay work days.

September	Labor Day	February	President's Day
November	Veteran's Day	March	Cesar Chavez Day Observed
November	Thanksgiving	March/April	Easter Break
Dec - Jan	Christmas Break	May	Memorial Day
January	MLK, Jr. Day		

### Holiday / Summer work

Students may be invited to work during school holidays and/or summer break at their Corporate Partner placements. Only students with a GPA of 2.0 or above and in good behavioral standing will be permitted to work. Additionally, students must be enrolled for the semester / school year following the break for which they were invited to work. Students with outstanding fees (i.e., CWSP fees, book fees, sports fees, tuition, etc.) that are not cleared prior to the first day of work will have those fees deducted from their paycheck.

Students are expected to honor their holiday work agreement.

All students working must complete a W4 and parents must sign a parent agreement. Students will receive a timecard and dates to submit timecards for timely payment. All payments will be made in the student's name and he will receive a W2 for the amount of money that he earned.

### Illness at Work

Student health is important. If a student is ill in the morning he should not go to work. However, if the student reports to work and the Corporate Partner determines that he is ill, the supervisor must call the school. CWSP will arrange transportation. The day will be recorded as an absence and the student will be accountable for making up the day.

### Work-Related Activities

Corporate Partner may take the student off site for a work-related activity during the work day. A permission slip must be signed by the parent / guardian authorizing the student to leave the Corporate Partner work site for such activity.

Corporate Partners may invite students to their office's special events. If the student has classes scheduled that day, he may be granted permission to miss specific classes if he is in good academic and behavioral standing. Students must first get teacher and dean approval using the Activity Card. A permission slip must be signed by the parent / guardian.

### Athletics and School Activities

Student participation in team sports, clubs, and activities is strongly encouraged. In the event that any sporting event or school activity conflict with a student's work schedule, the student's first responsibility is to his job. A student may not miss work in order to participate in athletics, extra-curricular or co-curricular clubs or activities, except in pre-approved playoff and championship games. Students must work a full day in order to participate in athletics or activities that evening. Students may not ask their supervisor for an exception under any circumstances.

Students who make up an anticipated absence for athletics or activities forfeit their right to miss that scheduled work day if the student becomes ineligible. Multiple anticipated absence make-ups are not allowed.

### CWSP General Behavior

Participation in CWSP is both an extension and integral component of Verbum Dei High School. While all school policies and procedures, rules and regulations are applicable to CWSP, there may be times when CWSP will require students to follow additional rules. Students are expected to follow these rules which are designed to ensure the success and integrity of the program for the benefit of its students, the school and the Corporate Partners.

### CWSP Dress Code

The uniform stresses neatness, proper grooming and professional appearance, which are important in establishing a proper work and educational environment. Students are required to adhere to the following dress code and parents/guardians are responsible for enforcing the dress code policy before the student arrives to school:

1. **SHIRTS:** All students are required to wear a solid color dress shirt on their work day. The shirts may have short or long sleeves and must be buttoned and tucked into their pants at all times. Undershirts are to be short sleeve and solid white with no logos or designs. Seniors are permitted to wear conservatively striped, button-down dress shirts. CWSP reserves the right to grant permission to students to wear company or VDHS polo shirts.

2. TIES: Students must wear ties that are professional in color and design. All ties must be properly tied before entering campus and the Multi-Purpose Room.
3. PANTS: Students may wear black, navy blue, grey, or tan solid colored slacks or Dockers-style pants. All slacks must fit properly, be hemmed properly, and be worn above the hips and secured by a belt. No Dickies-style pants are allowed.
4. BELT/BELT BUCKLES: Students must wear a solid black or brown leather belt. Belt buckles must be professional and smaller than a dollar bill that has been folded in half (no logo or rhinestone belts / buckles, belt buckles with letters or belts with adornments).
5. SOCKS: Dress socks must be worn at all times.
6. SHOES: Students must wear dress shoes/loafers that are black or brown only. Shoes must be polished and properly laced, if applicable. Tennis shoes may not be worn while at work unless permitted by CWSP.
7. JACKETS AND SWEATERS: All students are encouraged to wear the Verbum Dei button down sweater or vest. Students may wear official Verbum Dei jackets or solid black or brown conservatively-styled jackets. All jackets must be worn so that the tie is visible at all times. Hooded jackets and hooded sweatshirts cannot be worn at any time. Verbum Dei sports apparel is not allowed.
8. HAIR: Students must be well groomed at all times. Hair in the back must be above the top of the collar, and the hair in the front must be above the eyebrows. The actual length of the hair may not go over the ears. Shaved heads are not permitted; further, students cannot have designs cut into their hair. Students with excessively short hair or designs will be suspended until their hair grows out. No heavily gelled hair and/or spiked hair. No dread or dread locks. Afros should be maintained; no Mohawks; no ponytails. No dyed, bleached hair. No braids, hair caps, wave caps, doo-rags, or combs will be allowed in the hair. **Hair clippers will be on hand in the Dean of Students office. Students will be required to utilize the hair clippers before leaving for work. If student chooses not to use the hair clippers he will be sent home and will be charged the \$175 tuition reimbursement fee. Administration reserves the right to deem a haircut professional.**
9. FACIAL HAIR: Students must be clean shaven, or trim facial hair (no greater than a #1 guard) in a neat and clean manner. A shave kit is on hand in the Dean of Students office. **A shaving kit will be on hand in the Dean of Students office. Students will be required to utilize the shave kit before leaving for work. If the student chooses not to use the shave kit he will be sent home and will be charged the \$175 tuition reimbursement fee.**
10. HYGIENE: Students are expected to come to school showered, groomed and maintain proper hygiene.
11. HATS AND CAPS: Students may wear their Verbum Dei beanie to and from work, but may not wear them while at work. Students cannot wear non-Verbum Dei beanies or hats.
12. JEWELRY: Piercings may not be worn at any Verbum Dei affiliated activity (work, school, en route to and from work, etc.); earrings will be confiscated and returned at the end of the school year. Necklaces are to be worn underneath the shirt and tie. Overall, jewelry is to be modest or not worn at all during work or work related functions.
13. CELL PHONES: Cell Phones, cell phone clips or related cell phone accessories are not to be visible on campus nor during work hours. CWSP staff is aware that cell phones are at times needed for safety purposes, but phones are to be silenced and not used during work hours. Phones will be confiscated from students in violation of this policy.
14. ELECTRONIC DEVICES: iPods, hand-held games, and other electronic devices are not allowed on campus or at work. Confiscated items will be turned over to the Dean of Students and available for pick up from the Dean the next day. Each confiscated device carries a \$20.00 fine for the first offense and \$40.00 for each offense thereafter.
15. LAP TOPS/TABLETS: Students are not permitted to take lap tops or tablets to their CWSP placement. Lap tops will be confiscated from students in violation of this policy.
16. HEADPHONES: Oversized headphones (that cover the ear) are not allowed on the days students are scheduled to work in CWSP. Ear-buds may be used en route to and from work. Oversized headphones will be confiscated and turned over to the Director of CWSP and are available for pick-up the next day. Each confiscated item carries a \$20.00 fine for the first offense and \$40.00 for each offense thereafter
17. BACKPACKS/BAGS: Backpacks/bags, regardless of their size or shape, are not allowed on the students' work days. All lunch bags are subject to search. Students with backpacks at roll call or in the afternoon transportation will receive a Saturday JUG. Backpacks will be confiscated and returned to the student at the end of the school year.
18. WATCH: We encourage all students to use a watch, conservative in style, to keep track of time.

All clothing should be laundered regularly and should be worn in good taste and in good condition, that is: free of holes, stains, etc. Students will not be allowed to go to their CWSP placement if they fail to meet the dress code expectations.

#### **Incidents on the Bus / Van**

For the safety of all students, incidents of misbehavior on the bus/van will be taken seriously. Each incident will be dealt with on individual basis by CWSP staff and/or the Dean of Students. While waiting for the bus/van, students are expected to follow all school and CWSP rules for promptness, behavior and show respect for other students and the general public. While riding on the bus/van, students must remain seated and obey all chaperone/driver instructions. Seatbelts must be worn at all times. Objects should not be thrown from a window and students' heads, arms, and legs should never extend out of the windows.

Students will be financially responsible for any damages done to bus/van.



## **Incidents on the Job**

The Corporate Work Study Program expects that all Corporate Partners will treat their students with respect. A student should report any incidents of poor or inappropriate behavior or treatment at the Corporate Partner's workplace by co-workers, supervisors or others to a CWSP staff member. Matters involving disrespect, sexual harassment, discrimination or other inequitable treatment of students based on ethnicity, gender, sexual preference, race, culture or religious beliefs are serious and will be treated accordingly and confidentially.

The Corporate Work Study Program has a vested interest in the success of its students and their work experience. CWSP staff will act as mediator in sensitive situations between worksite and the student. Upon notification of negative treatment, the student may be pulled from his worksite and not return until the matter is resolved. During the time of mediation/investigation, the student will work in CWSP office. Parents/guardians must work with CWSP and Verbum Dei High School staff when dealing with any Corporate Partner-related issues.

The student is expected to conduct himself in a professional manner, including adherence to the Verbum Dei High School Code of Conduct. The student is a representative of the Corporate Work Study Program and Verbum Dei High School, and his actions and demeanor not only reflect on him personally but also reflect on the school. Any student behavioral problems occurring at work will be dealt with on an individual basis and in accordance with the Code of Conduct.

Students are held to high standards of honesty and integrity. Use of a Corporate Partner's telephone, office equipment, office services, internet access, or other office materials without a supervisor's approval is equivalent to stealing and may lead to suspension and/or dismissal from Verbum Dei High School. Extended breaks, unapproved late arrivals, or leaving work early will be treated as truancy per the Code of Conduct.

## **Removal or Firing of a Student from a Partnering Site**

Verbum Dei Work Study, Inc. reserves the right to remove a student from a worksite. If a student is fired or removed due to behavioral or disciplinary issues or poor performance, students will either proceed through a course of disciplinary action in accordance with the Code of Conduct and/or begin a process of employment re-training. Students who begin the process of employment re-training will:

1. Sign a CWSP probation contract
2. Serve up to two Saturday JUGs
3. Follow guidelines to complete a PowerPoint presentation about his experience
4. Re-train at Verbum Dei High School
5. Not earn higher than a C in the semester he was fired

The students' future Corporate Partner assignment will depend on the successful completion of the employment re-training. Completion of the employment re-training does not guarantee reemployment.

If a student is removed or is fired from his job and has incurred absences prior to his firing, the days can no longer be made-up; therefore, the student must pay the \$175 workday replacement fee per missed workday.

Seniors who are fired from their job placement, risk consequences such as revocation of senior privileges, including, but not limited to Prom, Grad Night, and Graduation.

## **CWSP Team Performance Review Meeting**

Whenever a student's CWSP performance causes him to be fired from work, CWSP Director will schedule a Performance Review Meeting to discuss and decide on the student's employability based on the facts presented by both the Corporate Partner and the student. This meeting is essential in determining a student's standing when his performance has caused him to be fired from work and made him liable to be dismissed from the school. CWSP Performance Review Meeting discussions are confidential.

The following staff members will participate in CWSP Performance Review Meeting: the CWSP Director, Program Coordinators, and various members of the school's administrative team. The Chief Academic Officer has the responsibility to inform the President and the Faculty of his/her decision. The decision will be subject to review by the President of Verbum Dei at his/her discretion.

Parents/guardians will be notified by CWSP staff, in a timely fashion, of any student work-related incidents. A student who is fired twice during his four years at Verbum Dei High School is subject to dismissal from the Corporate Work Study Program and expulsion from Verbum Dei High School.

If a student is removed or is fired from his job and has incurred absences prior to his firing, the days can no longer be made-up; therefore, the student must pay the \$175 workday replacement fee per missed workday.

Seniors who are fired from their job placement, risk consequences such as revocation of senior privileges, including, but not limited to Prom and Grad Night.

## **Performance Reviews**

Part of the learning experience for students in the Corporate Work Study Program is that they will be reviewed like employees of the organization. The students are evaluated in a number of areas including attitude, willingness to work and take direction, self-motivation, willingness to ask questions, quality of work, and respect for co-workers and property. Two performance reviews will be conducted during the year. Students are encouraged to view their evaluation with their supervisor and/or his CWSP program coordinator. The performance reviews assist the students in gauging their performance, identifying areas in which they excel, and allowing them to further improve their performance. The reviews will be completed by the student's supervisor at the end of each semester and mailed home.

The performance review constitutes a portion of the student's overall CWSP grade each semester. It is also used by CWSP staff to determine whether a student is employable. If a student is not employable, he is subject to dismissal from the Corporate Work Study Program and expulsion from Verbum Dei High School.

## **CWSP Grading and Credit**

Students receive a grade for each successfully completed semester in the Corporate Work Study Program. Grades are based on CWSP attendance/tardy record, appropriate participation in the morning roll call assembly, successful completion of CWSP assignments, and individual performance reviews from Corporate Partner supervisors. CWSP assignments vary by grade level.

9<sup>th</sup> grade – CWSP Readiness review

10<sup>th</sup> grade – Ethics in the Workplace

11<sup>th</sup> grade – Money Smart (part 1)

12<sup>th</sup> grade – Money Smart (part 2)

# **VDHS Work Study, Inc. Programa de Estudio Laboral Corporativo**

## **Sinopsis del Programa**

*VDHS Work Study, Inc.* es el nombre legal del Programa de Estudio Laboral Corporativo. El Programa de estudio Laboral Corporativo (CWSP) provee a los estudiantes experiencia laboral del mundo real. Es una parte integral de su experiencia educativa en la preparatoria Verbum Dei. A pesar que los estudiantes no reciben dinero al contado por su participación en CWSP, los estudiantes contribuyen hacia el costo de su educación. Mientras que CWSP se esfuerza para crear un ambiente para el progreso de sus estudiantes, los estudiantes deben tomar responsabilidad personal para lograr un éxito individual al proyectar una actitud positiva y actuar de una forma madura mientras que participan en el programa. Una actitud positiva y un compromiso de altas expectativas de responsabilidad y comportamiento son esenciales para el éxito del Programa de Estudio Laboral Corporativo.

Los estudiantes son asignados para trabajar con Socios Corporativos cinco (5) días por mes. Sus horarios de clases en el Colegio Verbum Dei están estructurados de tal manera que cada estudiante está disponible un día por semana, más un viernes por mes, sin faltar a ninguna hora de enseñanza. Los estudiantes adquieren experiencia invaluable en un ambiente laboral mientras interactúan con adultos en una atmosfera profesional.

A través de su experiencia en el Programa de Estudio Laboral Corporativo, los estudiantes mejoran y fortalecen las siguientes estresas:

1. Juicio – La habilidad del estudiante de tomar decisiones sabia y responsablemente
2. Eficiencia Laboral – La habilidad del estudiante de completar proyectos rápidamente y de forma precisa
3. Confiabilidad – La medida en la que el estudiante es puntual
4. Disposición para Aprender – La habilidad del estudiante de aceptar crítica constructiva
5. Adaptabilidad – la habilidad del estudiante de retener destrezas previamente enseñadas
6. Iniciativa – La medida en la que el estudiante se motiva a sí mismo
7. Entusiasmo – La medida en la que el estudiante está dispuesto a triunfar
8. Profesionalismo – La medida en la que el comportamiento y apariencia del estudiante demuestran respeto a la autoridad y al ambiente laboral
9. Trabajo en Equipo y Colaboración - La medida en la que el estudiante está dispuesto a colaborar con los demás y a desarrollar una relación laboral positiva
10. Comunicación – La habilidad del estudiante de interactuar con sus compañeros y supervisores

Los estudiantes de Verbum Dei llegan a ser jóvenes maduros y seguros de sí mismos, preparados para prácticas colegiales y futuros empleos. La creación de contactos y la comunicación son sólo dos de las muchas destrezas aprendidas a lo largo de la práctica laboral de 4 años en el Programa de Estudio Laboral Corporativo. Los estudiantes se gradúan con un fuerte currículum y aprenden la importancia de ser empleados confiables y responsables. Ellos tienen experiencia laboral al graduarse de Verbum Dei.

## **Empleabilidad**

La empleabilidad en el Programa de Estudio Laboral Corporativo requiere a los estudiantes a realizar asignaciones laborales, mantener una actitud positiva y demostrar crecimiento. Los estudiantes también deben demostrar las cualidades listadas debajo en su lugar laboral asignado por CWSP.

El estudiante empleable

- Sigue la instrucciones
- Toma en cuenta la instrucción
- Demuestra motivación
- Se comunica – verbalmente y por escrito
- Lee (destrezas básicas)
- Demuestra disposición para aprender
- Escucha
- Tiene las destrezas básicas requeridas para completar trabajos
- Inicia
- Demuestra que pone atención a los detalles
- Posee una buena actitud
- Es honesto y confiable

### **La Asistencia en CWSP**

Los estudiantes deben reportarse a donde se pasa lista a las 7:30 de la mañana. El día en que se le asigna al estudiante ir a trabajar, él debe trabajar un día completo. Los estudiantes deben empezar a trabajar tan pronto como son dejados en su lugar de empleo y concluir su labor a las 4:30 de la tarde. Cada estudiante será notificado sobre su horario específico de trabajo cuando él reciba su asignación laboral.

Si un estudiante falta el día de trabajo asignado, se le hará un cobro de \$175 a su cuenta de matrícula. Si el estudiante recobre el día que faltó antes que termine el semestre en el que la ausencia ocurrió, se le acreditarán \$125 a su cuenta. El saldo de \$ 50 es un cargo no reembolsable.

Un aviso de ausencia debe ser entregado a un miembro del personal de CWSP antes que se cumplan 5 días escolares después de la ausencia. El mismo proceso y regulaciones de Asistencia/Llegada Tarde de VDHS aplica a CWSP. Normalmente citas medicas y dentales, vacaciones, u otras actividades extra-curriculares y co-curriculares nunca deben ser hechas el día de trabajo.

Lo siguiente aplica para todo estudiante que falte el día que le toque trabajar

- Toda las ausencias deben ser recuperadas, sin importar la razón
- LA PRIMERA y LA SEGUNDA ausencia pueden ser excusadas del recargo por proceso de \$50 a cargo del personal de CWSP
- LA TERCERA ausencia es inexcusable por el personal de CWSP, lo que requiere un recargo de \$175 por faltar al trabajo.
- LA CUARTA ausencia es inexcusable por el personal de CWSP, lo que requiere un recargo de \$175 por faltar al trabajo, el estudiante pierde su trabajo, y hay una junta de evaluación, momento en el que todo recargo debe ser pagado.

Excepciones puede aplicar y se hacen a la discreción del personal de CWSP

Las ausencias a días laborales no se podrán recobrar, o sea trabajar otro día, en los días que el estudiante asiste a clases. Las ausencias a días laborales pueden ser recobrados en días feriados de la escuela y deben ser planeados de acuerdo con la disponibilidad del supervisor y del estudiante. El estudiante será responsable de encontrar transportación al trabajo y de regreso. El estudiante debe completar el formulario de recuperación de un día laboral por ausencia como evidencia que la ausencia previa ha sido recuperada y enviarla al coordinador del programa.

Si un estudiante es removido de su empleo y ha tenido ausencias previo a su despido, los días ya no podrán ser recuperados; por lo tanto, los estudiantes deben pagar los \$175 de remplazo de día laboral por cada día que no haya ido a trabajar.

Los estudiantes del 12º grado que tengan múltiples ausencias sin resolver ponen en peligro su participación en actividades del 12º grado, incluyendo pero no limitado a *Prom* y Noche de Graduación. Toda ausencia de día laboral y recargos deberán ser recuperadas y/o pagadas antes que el futuro graduado pueda recibir su atuendo de graduación (birrete y toga)

Todos los cheques deben hacerse a nombre de VDHS Work Study, Inc. y deben ser pagados en la oficina de CWSP.

### **Evaluación del desempeño**

Parte de la experiencia de aprendizaje para los estudiantes en el Programa de Estudio Laboral Corporal es que ellos tendrán una evaluación como un empleado de la organización para la que trabajan. Los estudiantes son evaluados en varias áreas que incluyen: la actitud, la disposición para trabajar y seguir instrucciones, la auto-motivación, la disposición de hacer preguntas, la calidad del trabajo

y el respeto hacia los compañeros de trabajo y hacia la propiedad. Se harán dos evaluaciones del desempeño al año. Se les recomienda a los estudiantes que repasen su evaluación con su supervisor y/o su coordinador del programa de CWSP. La evaluación del desempeño le ayuda al estudiante a calibrar su desempeño, al identificar áreas en las que tuvo éxito, y al permitirles mejorar su desempeño. Las evaluaciones serán hechas por el supervisor del estudiante al final de cada semestre y serán enviadas a casa.

Las evaluaciones del desempeño constituye una porción de la calificación total que CWSP otorga al estudiante cada semestre. También es usada por el personal de CWSP para determinar si el estudiante es empleable. Si algún estudiante no es empleable, está sujeto a ser despedido del Programa de Estudio Laboral Corporativo y expulsado de la preparatoria Verbum Dei.

## **PARENT ASSOCIATION**

All parents/legal guardians are encouraged to participate in the Verbum Dei Parent Association. The purpose of the organization is to give parents an active role in supporting the education of their child and work cooperatively with the teachers and administrators. The Parent Association serves various functions, including, but not limited to, assisting in fundraising; advising the formulating of school policies and procedures; advancing the public relation interest of the school; providing volunteer support for school activities; promoting the school to potential students and their parents; and representing the interests of the school in the community at large. Parent Association meetings are held on the second Tuesday of each month please check your monthly school newsletter to verify the dates.

### **PARENT/ GUARDIAN SERVICE REQUIREMENTS**

Successful students are supported and nurtured by active, caring, and supportive parents. Parental involvement in the school is a major component of that support. Verbum Dei relies on parental support and seeks it in a minimum level of service hours to the school. Verbum Dei requires 30 hours of service (\$10 per un-served hour) of each family offer to the school per student. Service hour opportunities are publicized at Parent Association meetings, in the monthly newsletter, and via the Main office staff.

## **SCHOOL FACILITIES**

### **SCHOOL FACILITIES**

All Verbum Dei school facilities can only be used under the supervision of a Verbum Dei employee and with the expressed permission of the Chief Academic Officer or President.

#### **EMERGENCY PROCEDURES**

Fire Drills: All students must evacuate quietly and promptly in an orderly manner to the athletic field. For safety purposes, maps of the school grounds, basic information, and instructions are available to school personnel.

Earthquake Drill Emergency Procedures: The school has developed a building disaster plan, which outlines the roles, responsibilities, policies, and procedures for students, faculty, and staff in order to maintain the safety of the school community. Maps of the campus and evacuation information are posted in each classroom and office on the premise.

Lockdown: In the event of serious police activity in the immediate area or chemical/biological threat a lockdown will be called. In the event of a lockdown, the office staff will announce over the PA system that the school is in lockdown. Upon notice, teachers will close and lock all classroom doors and windows. Students who are out of class at this time will report directly to the main office until the lockdown is concluded.

### **CLOSED CAMPUS**

To preserve the academic environment and school security, Archdiocesan/ parish high schools are designated as “closed campuses”. No person may enter the campus unless authorized by the school administration. Students must remain on the school grounds at all times during the school day, except when special permission is granted.

### **VISITORS**

All visitors are required to report immediately to the Main Office upon arriving to campus. The school’s receptionist or security will issue a “Visitors Pass” when appropriate. Visitors are not allowed on campus at any time without knowledge and permission of the school’s administration. Student visitors are not allowed on campus unless it has been authorized by the Chief Academic Officer.

### **STUDENT ILLNESS AND ACCIDENT PROCEDURES**

The parent(s)/guardian(s) of any student who becomes ill or is injured will be notified immediately. Only basic first-aid applications will be made for students; no secondary treatment, such as changing or removing bandages, may be administered. No medicine of any kind may be given to students at any time by school administration, faculty, or staff. In the event of an illness, students will be sent to the Main Office for parent/guardian contact. Students will remain in that office until the parent/guardian or adult designee can pick them up. If the parent/guardian is unable to pick up the student, the school will inform the parent/guardian or an adult designee that we will hold the student in the office until the end of the school day and then release him to go home.

Students who are injured while on campus will be administered basic first aid. If the need arises for emergency medical attention and treatment, the local paramedics will be called. If emergency care is not required, but further medical attention is advised, the parent(s)/guardian(s) will be advised by school personnel to transport the student for further medical care.

### **SCHOOL SEARCHES**

A student's legitimate expectation of privacy in their 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 or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school Chief Academic Officer conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his 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 backpack, 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 the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a 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 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 police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the Chief Academic Officer 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 possession at the time it was found.

## ADDITIONAL ARCHDIOCESAN POLICIES

### CONTROVERSIAL ISSUES

Under this heading are understood topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing and/or conflicting positions taken by recognized theologians, moralists, social scientists, politicians and scientists. With due regard for the Catholic environment of Verbum Dei High School and its commitment to the teaching authority of the Catholic Church, students will be introduced to controversial issues as they relate to course subject matter. They will be covered comprehensively and opposing views will be presented with objectivity and fairness. Advocacy for positions in direct conflict with Catholic teaching will not be permitted except in the course of open class discussion or a debate staged as a pedagogical instrument. In other areas, free discussion is encouraged.

### HARASSMENT

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, allegations of harassment that are substantiated by evidence will result in disciplinary action, up to and including dismissal. Anyone filing a false and frivolous charge will be subject to disciplinary action, up to 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 impending 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.

Verbum Dei is committed to providing a learning environment that is free from harassment in any form by anyone toward anyone. The school will treat all allegations of harassment seriously and will review and investigate such allegations promptly, thoroughly, and confidentially.

### HARASSMENT COMPLAINT FILING AND INVESTIGATION PROCEDURES

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

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

**BULLYING** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional

exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

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

#### **RESPONSIBILITY OF VERBUM DEI HIGH SCHOOL:**

- 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/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**

- 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 Chief Academic Officer or teacher.
- As appropriate, the students 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.

#### **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 the pastor, Chief Academic Officer, or a teacher. The Chief Academic Officer should notify the police immediately. The Department of Catholic Schools should also be notified.

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

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

The decision to re-admit a student who has made a threat should be made by the Chief Academic Officer and Pastor on a case-by-case basis.

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

#### **VERBAL/WRITTEN CONFIDENCES POLICY**

All school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

#### **VERBUM DEI HIGH SCHOOL STUDENT 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. Decision 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.

#### **DOCUMENTATION OF NON DISCRIMINATION**

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax exempt. Schools must demonstrate the existence of this policy by annually publishing a statement of nondiscrimination.

By October first of each year, each archdiocesan school must complete a form stating its nondiscriminatory policy. This form is sent to the Department of Catholic Schools and is kept on file there. For parish schools, the pastor will publish the nondiscriminatory policy statement in the October issue of the parish bulletin. The school retains a copy of this issue of the parish bulletin in the school file. The statement of nondiscrimination is published each year in the Staff Handbook, Parent-Student Handbook and also in the admissions materials.

#### **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 Chief Academic Officer to implement the STEP or MAP process.

#### **WORK PERMITS**

No minor under eighteen (18) years of age and over sixteen (16) years of age who is required to attend school and no minor under sixteen (16) years of age may work without a permit. Work permit applications may be obtained from Verbum Dei High School. To obtain a permit, students must present a request for a work permit form to the Director of the VDHS Corporate Work Study Program. Please note: Work permits used for VDHS Workstudy, Inc (doing business in the CWSP Program) may not be used for other work placements.

#### **STUDENTS NO LONGER LIVING WITH THEIR PARENTS**

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 secondary school.

The Chief Academic Officer is expected to confer with the Regional Supervisor before making any final decision.

#### **EMMANCIPATED OR 18 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.

#### **PREGNANCY**

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is a temple to the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of a marriage, the total school community must offer support to the pregnant students and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. To insure the best interests of the student, parents and the school community, the school administrators will implement certain procedures. When school personnel learn of a student identified as a father-to-be, the Chief Academic Officer must meet with him and the parents and require that he be involved

in a counseling program. He will also be referred to his pastor for advice and counseling. Without jeopardy to the above guidelines, the school shall retain the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

#### **ABORTION: ADMINISTRATIVE 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 Chief Academic Officer, 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 Coordinator of Religious Formation 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.

#### **STUDENTS INFECTED WITH 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.

General Principles: 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. The schools 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.

Evaluating Students Who are Infected with HIV/AIDS: HIV infection is not transmitted casually; therefore, it is not in itself a reason to remove a student from the school. If the Chief Academic Officer is notified that a student is infected with HIV, the Chief Academic Officer will determine whether a student infected with HIV has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. This is a medical question, and the Chief Academic Officer will answer it by consulting with the infected student's physician, a qualified public health official who is

responsible for such determinations, and the infected student's parents or guardians. The Chief Academic Officer will also determine whether or not the student's behavior could be a danger to others. This group will also discuss ways that the school may help anticipate and meet the needs of the infected student. If the student's behavior poses no danger, and there is not secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Chief Academic Officer will not alter the educational program of the infected student. However, the Chief Academic Officer will periodically review the circumstances of the case to see whether or not the situation has changed sufficiently to warrant a re-examination of the decision. If a student's behavior poses a danger to others, or there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Chief Academic Officer will consult with the physician, public health official, and the infected student's parents or guardians. Other persons may be consulted if this is essential for gaining additional information, but the parents or guardians of the infected student must approve of the notification of any additional persons who would know the identity of the infected person (*Chapters 1.11 and 199.20 of the California Health and Safety Code*). When the Chief Academic Officer makes a decision about the specific case, the parent or guardian of the infected student may appeal the decision to the pastor in the parish-school setting or the superintendent of schools in the secondary school setting. All concerned will observe utmost confidentiality throughout this process.

Informing Persons of the Identity of a Student with HIV/AIDS: The people who know the identity of a student who is infected with HIV/AIDS are those who will, with the infected student's parents or guardians, determine whether the student has a secondary infection that constitutes a medically recognized risk of transmission in the school setting. They are the Chief Academic Officer, the personal physician of the infected student, and a public health official. The decision-makers listed above and the infected student's parents or guardians will determine whether additional persons need to know that an infected student attends the school. Other persons may not know the name of the infected student without the written consent of the infected student's parents or guardians. Additional persons may be notified if the decision makers feel that this is essential to protect the health of the infected student, or if additional persons are needed to periodically evaluate or monitor the situation. Written consent for notifying these additional persons must be given by the infected student's parents or guardians.

Keeping Records: All persons shall treat all information as **highly confidential**. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation notes, telephone conversations, proceedings, and meetings shall be kept by the Chief Academic Officer in a locked file. The infected student's parents or guardians shall be advised that this file, containing only information relevant to the HIV/ AIDS infection, is being kept separately from the student's other records. Access to this file will be granted only to those persons who have the written consent of the infected student's parents or guardians. To further protect confidentiality, names will not be used in documents except where it is essential.

Infection Control: The school will follow the guidelines established by the United States Centers for Disease Control for prevention of the spread of HIV. These are:

- careful and frequent hand washing by staff and children;
- soiled clothing from children should be placed in a sealed plastic bag to be sent home and washed with detergent, bleach, hot water, as that will kill HIV;
- use of disposable gloves is required for the cleaning of a bleeding injury, and blood contact should be followed by immediate washing with soap and water;
- washing off areas where blood, urine, feces, etc., have spilled should be done with one cup of household bleach diluted in one-half gallon hot water;
- when changing wet or soiled clothing, staff should pay particular attention to hand washing - if soiled clothing contains blood, staff should wear disposable gloves;
- disposable diapers and disposable gloves should be placed in a plastic bag to be disposed of in a covered container;
- housekeeping personnel need to be instructed to provide for careful disposal of bloodied material.

Penalty by Law: Any person whose willful or negligent disclosure of the results of an HIV test that results in economic, bodily, or psychological harm to the affected student is guilty of a misdemeanor and can be imprisoned and/or fined up to \$10,000 for each disclosure. Current law further provides for a civil penalty of up to \$5,000 for each willful disclosure of a person's test results, and \$1,000 for each negligent disclosure (*Chapter 1.11 of the California Health and Safety Code*). Any violation of confidentiality by a school employee will be referred to a special committee composed of the Chief Academic Officer, the Pastor if it is a parish setting, the regional supervisor, and the superintendent of schools. Any school employee who becomes aware of a breach of confidentiality must report that immediately to the Chief Academic Officer, and, in turn, maintain confidentiality.

Position of the Archdiocese: **It is the position of the Archdiocese that any person, whether employed by the Archdiocese or not, who breaches confidentiality in any way regarding the disclosure of the name of a student who is HIV infected shall be liable as an individual for this breach and individually responsible for any penalties that may be levied. The school will not provide any defense or liability coverage for any acts that are in contravention to these confidentiality laws mandated by the State of California.**

#### **COMPLAINT REVIEW PROCESS FOR ARCHDIOCESAN AND SCHOOL PARENTS AND STUDENTS**

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

Purpose: The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Personal Conduct: All those participating in the Complaint Review Process are responsible to-

- Strive towards reconciliation.
- Act in good faith.

#### **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA**

As a member of the Cristo Rey Network, **Verbum Dei High School** participates in programs in which students' personally identifiable information, such as social security numbers, are disclosed to school officials for purposes of tracking alumni throughout college. This data enables Cristo Rey Network schools to better serve their alumni and informs discussions that take place at each school about curriculum and instruction.

The release of student information is made pursuant to The Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. **Verbum Dei High School**, "a Cristo Rey Network school," is obligated to inform students and parents of their rights under this law. The following explains the rights of parents and students over 18 under FERPA:

- 1) You have a right to inspect and review your education records within 45 days of making a written request of the specific records you wish to inspect to your school Chief Academic Officer. Parents or eligible students should submit to the Chief Academic Officer of the Cristo Rey Network school a written request that identifies the record(s) they wish to inspect. The Cristo Rey Network school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) You have the right to request an amendment or change of your education records if you believe them to be inaccurate. The request should be in writing and should specify the part of the record you want changed. Parents or eligible students may ask the Cristo Rey Network school to amend a record that they believe is inaccurate. They should write to the Chief Academic Officer of the Cristo Rey Network school and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Cristo Rey Network school decides not to amend the record as requested by the parent or eligible student, the Cristo Rey Network school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) You have the right to consent to disclosure of personally identifiable information contained in the student's education records, except FERPA does permit disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Cristo Rey Network school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Cristo Rey Network school's Board; a person or company with whom the Cristo Rey Network school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the Cristo Rey Network school; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by a Cristo Rey Network school to comply with the requirements of FERPA.  
The name and address of the Office that administers FERPA is:

THE FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education/400 Maryland Avenue, SW/Washington, DC 20202-5901

**NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION**

In fulfillment of the Cristo Rey Network school's obligations to parents and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of the Cristo Rey Network school's FERPA policy and parents' and eligible students' rights under the Act.

FERPA is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of parents and eligible students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents and eligible students also have the right to file a complaint concerning any alleged failure of a Cristo Rey Network school to comply with the Act. Complaints may be addressed to:

THE FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education/400 Maryland Avenue, SW/Washington, DC 20202-5901

**Designation of Directory Information.** Parents and eligible students are advised that notwithstanding the above, the Cristo Rey Network school has designated certain information contained in the education records of its students as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended.

**Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information.** Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the proper school official. A parent or eligible student may initiate a hold on the release of directory information at any time. This may be done in writing to the [insert proper school official]. If the parent or eligible student submits the request to the Chief Academic Officer, it becomes effective on the day it is entered by the Chief Academic Officer.

Parents and eligible students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the parent or eligible student initiated hold) may contain directory information as it was consented to before the request for limited disclosure.

Once the parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, parents and eligible students are encouraged to review their demographic data periodically.

In the event that no restriction is filed, the Cristo Rey Network school will assume that the parent or eligible student does not object to the release of directory information.

**Disclosure of personally identifiable information.** Under FERPA, the Cristo Rey Network school may disclose personally identifiable information such as a student's social security number to school officials and from time to time may choose to contract individuals or organizations to act as school officials to assist the school in tracking its alumni throughout the college. Unless a parent, student or former student files a notice to prevent disclosure as described above, a student's social security number may be released for the purposes described herein.

Definitions: The person referred to as the responsible official in the process is the person designated by the Archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the Chief Academic Officer and/or the President of the school.

Process: The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved. The responsible official reviews the facts presented and facilitates a thorough discussion of the problem. The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response. If the complaint is not able to be resolved at the school level, the person bringing the complaint states it in writing and the specific resolution sought. Copies of this written complaint are sent to the responsible official and the Regional Supervisor of the Department of Catholic Schools. The Regional Supervisor will review the

complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties. However, if no agreement can be reached, the Regional Supervisor makes a determination concerning the resolution of the complaint based on the application of Archdiocesan and school policies and/or regulations. The Regional Supervisor will then communicate the final determination in writing to all parties. There is no appeal beyond the regional supervisor.

Effects of Complaint Resolution: The determination concerning a complaint is applicable to that complaint only and is not binding authority for the disposition of any other complaint. School policies, rules, regulations contained in the Faculty Handbook, Student & Parent Handbook, employment agreements, Archdiocesan Administrative Handbook, and the like are binding and not subject to reversal or abrogation because of the decision reached in a Complaint Review Process.

## **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/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the Chief Academic Officer 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 Chief Academic Officer, 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/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, Chief Academic Officer 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 (Global Archdiocesan)**

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/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.