



Sponsored by the  
Sisters of St. Joseph of Carondelet (CSJ)

**2014 - 2015**  
**Student-Parent Handbook**  
**and Student Agenda/Planner**

4860 Oregon Street, San Diego, California 92116  
Main Office (619) 297-2266  
Attendance Office (619) 725-9124  
[www.aolp.org](http://www.aolp.org)



Dear Parents and Students,

On behalf of the faculty and staff of the Academy of Our Lady of Peace (OLP), we are pleased to introduce to you the expectations, policies and procedures outlined in this 2014-2015 handbook, which over a period of time, have enabled our school to become an excellent Catholic, CSJ high school community.

We believe that OLP will remain an excellent school to the extent that its community of students, parents\*, faculty and staff strive to realize the goals implied in the school's mission and philosophy. It is our responsibility to assure that the resources of the school community are made available and are wisely used for purposely enhancing the pursuit of our common goals.

Each person comprising the OLP community is expected to cooperate with this common pursuit, and the basic means of cooperation are outlined in this handbook.

It is our further belief that each student enrolled at the Academy of Our Lady of Peace High School has God-given talents. If these talents are used, if they are allowed to mature, and if they are challenged, then our school community continues to achieve its stated purposes. Positive attitudes and behaviors reinforcing the dignity of each person in the school community are essential.

The primary objective of the handbook is to assist students and their families to better understand that OLP is their school community. We request that each student and parent read this handbook carefully and sign the form at the beginning of the handbook to indicate that they have done so. Periodically a revision to the handbook may be necessary. Such revisions will be distributed via the monthly electronic newsletter. We ask that reasonable consideration be given to the inherent values implied in the expectations, policies and procedures stated herein. In this way, all of us associated with the Academy of Our Lady of Peace will continue to take satisfaction in our common pursuit of the ideals found within the mission and philosophy of OLP.

Sincerely,



Lauren Lek  
Head of School

*\*the term "parents" means one (if only one parent has custody) or both custodial parents or "parents" means one (if only one legal guardian has custody) or more legal guardians.*

Academy of Our Lady of Peace  
2014-2015 Student-Parent  
Acknowledgement Form

Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

We have read the Academy of Our Lady of Peace Student-Parent Handbook. We agree to cooperate with all the policies, procedures, and expectations checked below (check all that apply).

\_\_\_\_\_ Rules, policies and procedures of this handbook

\_\_\_\_\_ 2014-2015 Student Technology Policy

\_\_\_\_\_ Statement of Integrity found on the backside of this page

\_\_\_\_\_ Permission to Videotape/Photograph/Record

\_\_\_\_\_ **I do NOT give my permission to the school to videotape/photograph/record my daughter for the purposes outlined on the backside of this page (please check if you do NOT give permission).**

Student's Signature: \_\_\_\_\_  
*Signature Required*

Parent/Guardian printed name \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
*Signature Required*

Date: \_\_\_\_\_

**Students: Please turn in this form to your section teacher by Monday, August 25, 2014. Failure to submit this form to your section teacher will result in an infraction.**



## STATEMENT OF INTEGRITY

### Student

I have carefully read this handbook. I understand that I will compose all of my own writing assignments; that I will cite the source of any information or ideas taken from an outside source; and that I may use study aids but they must be cited. I also understand that I must not misuse the electronic resources provided by the school. Such misuse may come in many forms, but can be viewed as any messages sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues, etc. I understand that I am expected to conduct myself in an ethical manner when I am at school.

### Parent

As the parent or guardian of this student, I have carefully read this handbook. I understand that my daughter will compose all of her own writing assignments; that she will cite the source of any information or ideas taken from an outside source; and that study aids may be used but must be cited. I also understand that my student must not misuse the electronic resources provided by the school, or personal resources brought on school grounds. Such misuse may come in many forms, but can be viewed as any messages sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues, etc. I understand that my student is expected to conduct herself in an ethical manner while at school.

## PERMISSION TO VIDEOTAPE/PHOTOGRAPH/RECORD

I grant the Academy of Our Lady of Peace and/or its agents, permission to videotape/photograph/record/ interview my daughter's likeness and/or voice at the Academy of Our Lady of Peace for the purpose of obtaining live or still images or voice commentary for school publications and/or media productions. The purpose of said efforts would be to demonstrate the qualities of the Academy of Our Lady of Peace, its teachers, students, academic, religious and community Service environment. Productions/ads/publications, etc., would be shown to students, prospective students, parents, supporters, and the larger San Diego Community, and is not intended for commercial resale.

## STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY

### Introduction

Electronic information resources are made available to students and teachers at the Academy of Our Lady of Peace. These resources include access to the Internet, application software, hardware resources (e.g., eReaders, flip cameras, flash drives), online databases, e-mail and other communication technologies. Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

### Scope

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. OLP has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the Academy of Our Lady of Peace.

**Purpose**

In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general, your responsibilities require efficient, ethical, and legal utilization of the network resources. By submitting the 2014-2015 Student-Parent Acknowledgement Form, found at the front of this handbook, you are legally bound and indicate the party (parties) has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

**TERMS AND CONDITIONS OF THIS CONTRACT****1) Privileges**

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer Services, disciplinary action, and/or referral to legal authorities. The systems administrator will close accounts if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrator deny, revoke, or suspend user access to Internet Services.

**2) Expectations**

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed under the guidelines specified by OLP in this document and by OLP staff members.
- b. All users are expected to follow existing copyright laws.
- c. Although OLP has Internet filtering in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or which make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to a teacher without discussing it with other students.

**3) Acceptable Use**

The use of any assigned account must be in support of education, business and/or research and within the educational goals and objectives of OLP. Each user is personally responsible for this provision at all times when using the school's network and technology resources.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret
- c. Sexting is the act of sending pictures or text of a sexual nature between cell phones, or other electronic media such as the Internet. Students found to have been involved in sending or distributing photos or texts of a sexual nature will be dealt with severely. It is the expectation that students who receive any texts or photos of this nature will report it to administration immediately, and may be turned over to the police.
- d. Commercial activities by for-profit institutions are generally not acceptable.
- e. Use of product advertisement or political lobbying, including lobbying for student body office, is prohibited.
- f. Time and bandwidth are costly. All access to the Internet must be in support of the curriculum and mission of OLP.

- g. Illegal activities of any kind are forbidden.
- h. Do not reveal personal information, i.e., home address, phone numbers, password, or social security number; this also applies to others' personal information or that of organizations.
- i. Do not use the network in any way that would disrupt network use by others.
- j. Information taken from the Internet must be cited. Plagiarizing information from the Internet will result in consequences outlined in the section on Academic Integrity.
- k. You may use only your password to gain access to the network.

#### **4) Network Etiquette**

Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

- a. Be polite. Never send, or encourage others to send, abusive or threatening messages.
- b. Use appropriate language. Remember that you are a representative of your school on a non-private system. You may be alone on a computer, but what you say and do can be viewed globally. Never use vulgar or any other inappropriate language.
- c. Remember that other users of the OLP network and the Internet are human beings whose culture, language and humor have different points of reference from your own.

#### **5) E-Mail**

- a. OLP e-mail accounts should be used for educational purposes in support of the mission of the school.
- b. E-mail transmissions, stored data, transmitted data, or any other use of the OLP network Services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- c. All OLP e-mail accounts and all contents are property of the school.

#### **6) Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies that are connected to the network. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

#### **7) Services**

The Academy of Our Lady of Peace makes no warranties of any kind whether express or implied, for the Service it is providing. The Academy of Our Lady of Peace will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or Service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. OLP specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

### **Technology Policy Use of Electronic devices on the Network**

#### **Daily Use**

Students are expected to arrive at school every day with their electronic device fully charged and in good working order. Students are expected to bring their own chargers, adapters and any other accessories they need for use during the school day. All personal equipment should be clearly labeled with the student's name.

#### **Management of Electronic devices**

Students whose devices are undergoing repair may be issued a "loaner laptop" as available, if the repair requires an extended amount of time. Students may NOT loan electronic devices or other equipment to other students. Do NOT borrow an electronic device from another student. Do NOT share passwords or usernames with others.

### **Internet Filtering**

Access to the Internet at school is filtered to prevent student exposure to inappropriate Internet sites. Although these sites are blocked while students are logged on to the OLP network, they may be accessible at home. Parents are responsible for restricting access on their own home networks.

### **Network Drives / Student Data**

It is the responsibility of the student to maintain a current backup of any and all data which they wish to retain.

## **GENERAL ELECTRONIC device RULES**

### **Security**

- The electronic device should be with the student or locked in her locker at all times.
- Unattended devices will be picked up by faculty and taken to the Assistant Principal's Office.
- \* Students should always guard their electronic devices closely. It must not be left on car seats, on benches or anywhere that might be tempting to others.
- Loss or theft of a device on the school campus must be reported to the school administration immediately.

### **Sound**

- Sound will be muted at all time unless permission is obtained from a teacher for instructional purposes.

### **No Loaning or Borrowing Electronic devices**

- Do not loan electronic devices to other students.
- Do not borrow an electronic device from another student.
- Do not share passwords or usernames.
- Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

**Academy of Our Lady of Peace 2014-2015  
Board of Directors**

Lauren Lek, Head of School	Gayle McMahon
Mike Coughlin, Board Chair	Martha McRoskey
Patricia Boer '55	Sister Jill Marie Napier, CSJ
Msgr. Richard Duncanson	Coreen G. Petti
Dr. Nora Faine-Sykes '78	Barbara Picco
Michael Guerrero	Sister Virginia Rodee '53, RSCJ
Susan Hause	Rita Scherrei
Clair Kennedy '81	Antonina R. Sciuto-Morales '76
Damian McKinney	Peg Stehly

**Institutional Support**

Lauren Lek, Head of School  
Jessica Hooper, Assistant Head of School  
Jeanette Handelsman '64, Assistant Principal - Director of Campus Life  
TBA, Assistant Principal of Instruction  
Margot Meier Howard, Director of Institutional Advancement  
Emily Pippin, Director of Communications  
Chris Boyer, Director of Technology  
Dr. Melinda Blade, Director of Athletics  
Tina Martinez, Director of Finance

**Department Chairs**

Computer Science, Chris Boyer  
Counseling, Teri Heard  
English, Kathleen Guerin  
Library, Siobhan DeVore '01  
Mathematics, Eileen Lazar  
Physical Education/Health, Rigoberta Hinkledire  
Religious Studies, Diane Yandell  
Science, Margaret Wiedower '68  
Social Studies, Dr. Melinda Blade  
Visual and Performing Arts, Kathleen Herb Baker '70  
World Languages, Gilberto Moreno

**Counselors**

Department Chair, Teri Heard  
Learning Difference Coordinator, Jill Hicke  
Personal Counseling Coordinator, Monique Muther  
College Coordinators, Teri Heard & Nicholle Wyatt

**Student Leadership Team  
The Council of Ten  
2014-2015**

**Seniors**

Nika Haleftiras  
Isabella Halley  
Bridget Hulburt  
Elizabeth Lumanlan  
Krista Walsh, President

**Juniors**

Elizabeth Hammond  
Alejandra Hernandez  
Emily O'Connor  
Sienna Rohrer

**Important Telephone Numbers**

Main Office	619-297-2266
Admissions	619-725-9118
Alumnae	619-725-9136
Attendance	619-725-9124
Athletic Information	619-725-9140
Campus Life	619-725-9154
Campus Ministry	619-725-9156
Communications	619-725-9153
Counseling	619-725-9134
Fax Number	619-297-2473
Finance	619-725-9127
Institutional Advancement	619-725-9125
Library	619-725-9143
Retreats & Service Learning	619-297-2266
Volunteer & Special Events	619-725-9188

*Teacher and Staff voice mail numbers are listed on the school website directory.*

THE SCHOOL CODE FOR COLLEGE TESTING IS #052820

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## Chapter 1 - About the Academy of our Lady of Peace

### 1.1 History of the Academy of Our Lady of Peace

In 1836, at the invitation of the Bishop of St. Louis, six Sisters of St. Joseph left France to settle in Carondelet, Missouri. In 1870 they were invited to establish a school in the Arizona territory. Seven sisters left Missouri for Tucson in April, 1870, traveling first to San Francisco by train, then down to San Diego by steamer, and overland to Tucson.

While in San Diego, the Sisters met Father Antonio Ubach, pastor of Immaculate Conception parish in Old Town. After this meeting, Father Ubach began his many appeals for Sisters to start a school in his territory. In 1875, Father Ubach built St. Joseph's Church in Horton's New Town and continued to press for a school. Finally on April 18, 1882, the first permanent community of the Sisters of St. Joseph of Carondelet arrived in San Diego and rented two small frame houses at Second and "G" Streets. On May 10 they began their day school in one of the houses with 28 girls and two boys, and on June 13th, the first Mass was said in the Convent Chapel which was dedicated to Our Lady of Peace.

Within two years enrollment increased and the two houses became inadequate, so the Sisters purchased land at Third and A Streets. Academy Hall on Third near B Street and St. Joseph's Boys' School on Second near B Street were built in the next 10 years. By the mid-1920s it was necessary to expand again and in 1924 the Sisters of St. Joseph acquired the former Vandruff Estate at Copley and Oregon Streets. The 20 acres of land overlooking Mission Valley had spacious gardens, a swimming pool and three large buildings begun in 1916. Two had been planned as residences and the third as a scientific laboratory. These buildings were the nucleus of the present day Academy of Our Lady of Peace.

In 1996 construction began on the Academy's Holy Family Event Center: housing a gymnasium / multi-purpose facility, a weight training room, athletics offices, and an auxiliary room. This building was dedicated on October 26, 1997. The Monsignor I. B. Eagen Theater was renovated and dedicated in 1999. The most recent campus improvements were the renovation of Upper Plaza, Lower Plaza, Library Plaza, and the Chapel Courtyard begun in 2003 and completed in 2004.

### 1.2 Sponsorship of the Sisters of St. Joseph of Carondelet (CSJ)

The sponsorship of the Sisters of St. Joseph of Carondelet guides and contributes to all aspects of campus life. Central to this spiritual and philosophical foundation are the school's: dedication to "excellence tempered by gentleness, peace and joy"; focus on Service to the "dear neighbor"; commitment to the furthering of social justice in our world; development of a Peace Education curriculum; and the cultivation of leadership skills.

Special school events also highlight the CSJ heritage that guides the Academy of Our Lady of Peace. These events include:

- St. Joseph Day celebration and awarding of the St. Joseph medals on the feast of St. Joseph;
- Awards recognizing the spirit, Service and leadership of the founding Sisters of St. Joseph and the students who epitomize these characteristics today;
- Sponsorship of special leadership programs for CSJ students at the high school and university levels;

- Establishment of an annual Peace Theme integrated into all classes, events, and Services;
- Commitment to the establishment of “right relations” among all persons, between human beings and all of creation, and between the school and those with whom its community interacts.

### 1.3 Mission Statement

The Academy of Our Lady of Peace is a Catholic, liberal arts oriented, college preparatory secondary school dedicated to the education of young women. As a Catholic school, it is committed to helping its students become active participants in building Christ’s kingdom of justice, love and peace. As a school rooted in the values of the Sisters of St. Joseph, it promotes the cultivation of “gentleness, peace and joy” as we respond to the needs of the “dear neighbor” both in our midst and in our human community. Through its college preparatory program, its mission is to empower its students to become knowledgeable in those skills needed to achieve success in post-secondary studies, and to make informed and values-driven decisions in the context of today’s world. As a result of these endeavors, and working with parents as our educational partners providing a family context of faith-in-action, the Academy of Our Lady of Peace strives to graduate responsible women educated to the needs of society.

### 1.4 Expected Schoolwide Learning Results

As a Catholic, liberal arts, college preparatory high school for women, the Academy of Our Lady of Peace and the parents of our students work as partners in the development of Christian values and leadership education inspired by the charism of the Sisters of St. Joseph of Carondelet. Expected Schoolwide Learning Results (ESLRs) characterize an OLP student as:

#### **A Spiritual Leader who is expected to . . .**

1. Develop an understanding of the spiritual and physical needs of self, society and the world as these are guided by the teachings of the Catholic Church;
2. Cultivate a sense of individual accountability, integrity, responsibility, self-esteem and respect toward others with Jesus as her model, Mary as her inspiration, and Joseph as her guide;
3. Make informed and mature moral decisions;
4. Choose to work toward becoming a whole person able to integrate healthful living and attention to mental, physical and spiritual well-being;
5. Cultivate creative abilities through artistically enriching opportunities for self-expression.

#### **An Academic Leader who is expected to . . .**

1. Develop an appreciation of learning as a lifelong pursuit and a willingness to diligently follow those academic pathways that will result in a successful transition to college studies;
2. Set realistic goals and expectations in order to achieve specific and measurable outcomes in a multi-disciplinary curriculum;
3. Demonstrate an ability to think logically, critically, and objectively;
4. Communicate effectively both in speech and in writing;
5. Use technology effectively and ethically to improve the learning experience of OLP and to enhance the community.

#### **A Social Leader who is expected to . . .**

1. Demonstrate an ability to work collaboratively and compassionately in a spirit of friendliness, adaptability, empathy and courtesy;
2. Nurture meaningful interests and participation in co-curricular activities;
3. Foster peace and harmony in interpersonal relationships, and recognize the basic human rights of each person;

4. Assert herself as a young woman with informed and well-supported opinions, and appreciate differing viewpoints through active listening;
5. Acknowledge the world as a globally interdependent society.

**A CSJ Leader who is expected to . . .**

1. Achieve "all of which woman is capable" through the recognition, acceptance, and use of personal talents and goals;
2. Understand the CSJ call to become women of heart (*femmes de coeur*), women of faith (*femmes de foi*), and women of courage (*femmes de courage*);
3. Distinguish herself by example in recognizing and valuing the dignity of the "dear neighbor";
4. Incorporate the CSJ value of community through Peace Education;
5. Embody the CSJ values of excellence tempered by gentleness, peace and joy in furthering the mission of OLP.

## 1.5 OLP Traditions

**Historical Name:** Academy of Our Lady of Peace; *Villa Montemar* ("House on a Hill by the Sea")

**Founding Date:** May 10, 1882

**Sponsorship:** Sisters of St. Joseph of Carondelet (CSJ). The Congregation was founded in Le Puy, France, in 1650; it was refounded as a United States Congregation in Carondelet, Missouri, in 1836.

**Colors:** *Blue and white*

These original school colors changed for a brief time to red and white when "Snoopy, the Red Baron" served as the school mascot. (See explanation of "mascot" below.) It was changed back to the original blue and white at the time of the Academy's 125<sup>th</sup> anniversary.

**Motto:** *Deus Illuminatio Mea* ("God is My Light")

**Mascot:** "*The Pilots*"

The formal establishment of a school mascot did not happen until the emergence of competitive athletics for women, when educational institutions for women were required to identify a school mascot. A verbal agreement was made between the Academy and cartoonist Charles Schultz to use "Snoopy, the Red Baron" as the OLP mascot. After Schultz's death, however, his estate did not renew copyright privileges for use of Schultz's characters and the school needed to select a different mascot. The decision was made to retain the name "Pilots," but to characterize this mascot in a distinct manner. "The Pilots" now characterize the school's goals to cultivate in its students leadership, a spirit of adventure, an ability to navigate their world, and a willingness to achieve "all of which woman is capable."

### **Alma Mater**

*Set on a hill over valley royal, Mountain and sea afar, Built by a love and devotion loyal, Stands Villa Montemar.*

*Though years may pass, Other cares abringing, And you may not be near, Turn back your thoughts, Your hearts are singing to those memories dear.*

*So sing to Villa Montemar, Where our hearts will be always; Sing once more to Our Lady of Peace, Who deserves all our tribute and praise.*

*With your shoulders back and heads up high, And a bright gleam in your eye, Stand and cheer, loyal daughter, For your Alma Mater, With a hail, hail, hail.*

— Ada Nisbet '24

## 1.6 Peace Education Program

Believing that peace is both the heritage and responsibility of every person, the Academy recognizes its particular dedication to Mary, our Mother of Peace. Desiring to make peace an individual and schoolwide choice that would influence all aspects of the curricular and cocurricular life of its learning community, a Peace Education Program has formally existed since 2001.

In addition to the creation of annual peace themes, every academic department also supports learning experiences that aim at the study and cultivation of peace as a developmental issue: **Becoming Persons of Peace** (9<sup>th</sup> grade), **Creating Relationships of Peace** (10<sup>th</sup> grade), **Cultivating Inner Peace** (11<sup>th</sup> grade), and **Developing Leaders for Peace** (12<sup>th</sup> grade).

## 1.7 Fundraising

### Non-Profit Status

The Academy of Our Lady of Peace is a non-profit religious corporation which entitles it to seek voluntary and charitable support. To protect the school's non-profit status, and appropriately cultivate, solicit, and recognize contributions from donors, all fundraising programs are reviewed and approved by the development committee of the Board of Directors and administered by institutional advancement staff. Parents who may wish to assist the school in its fundraising programs are encouraged to volunteer for any number of boards and committees dedicated to a variety of fundraising purposes.

### Philosophy of Fundraising

American society is noted for its culture of citizen-based giving and generosity in terms of time, talent and treasure. The Board of Directors has directed that all fundraising programs be designed to develop and encourage the growth of a culture of philanthropy within the school's mission. Our school therefore espouses the values and virtues of volunteerism, philanthropy and philanthropic practices in fundraising programs and events.

At OLP there is a strong expectation that all parents will contribute to the Carondelet Annual Fund, a special fund that enables the school to provide the highest level of instruction, curriculum, technology, discipline, and support necessary to prepare students for admission into leading colleges and universities.

### Definition of Fundraising

School sponsored fundraising events are appeals to the school community to provide support for resources (money, materials, Services, time) that are not provided within the school's annual operating budget.

## Chapter 2 - Admissions, Registration and Records

### 2.1 Non-Discrimination Policy

The Academy of Our Lady of Peace admits students of any color, race, ethnic origin, or faith to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, ethnic origin or faith in the administration of its educational policies, scholarships, financial aid programs, athletic and other school administered programs.

## 2.2 Admissions Policy

Entrance requirements are not exclusively based on intellectual ability, but on a combination of character, willingness to learn and study, and other related factors. New students may be accepted into sophomore and junior classes if space becomes available and at the discretion of the school administration. All transfer

students must also meet the necessary Academy of Our Lady of Peace graduation requirements. Please see the Course Description Guide for more information on these requirements. It is a rare exception to accept new students into the senior class.

The specific criteria which are considered for determining admission are:

- 1) Completed application, student statement and signed agreement form to complete the program of study at the Academy of Our Lady of Peace
- 2) Completed Recommendation Form or letters of recommendation from a current Math and English teacher, and the student's principal or assistant principal
- 3) Two years of the student's most recent transcripts (7th and 8th grade for a freshman application)
- 4) Two years of standardized test scores from public or private schools
- 5) Student and parent personal interview with an OLP faculty or staff member
- 6) High School Placement Test results (required of all incoming 9th and 10th grade students)

All students who currently have a 504 or IEP plan are required to submit all documentation at the time applications are due. Submission of the student's psycho-educational report will determine whether or not accommodations can be given for the High School Placement Test. If you cannot obtain the psycho-educational report by the deadline we will read it at a later date and cannot guarantee that accommodations will be given for the placement test.

At the time the application is submitted, student applicants must also submit a processing fee with the application. In addition to the criteria for admissions, consideration is given to applicants who are continuing Catholic education, who had a grandmother, mother or sister(s) attend OLP or who are Catholic seeking admission from public school. The admissions process operates independently and is not influenced by the financials of the prospective family. Once accepted, students are expected to maintain good academic and disciplinary standing in their respective schools prior to attending OLP.

## 2.3 Registration Policy

Currently enrolled students are given first choice of course offerings for the next year if the tuition contract and deposit are completed and returned by the specified date determined by the administration. The Academy of Our Lady of Peace operates on a first-come, first-served registration policy. A completed tuition contract and timely tuition payments ensure a returning student space reservation for the next academic year. The school considers a student automatically withdrawn at the end of the current year if the tuition contract and related paperwork and payments are not returned by the specified date.

## 2.4 Tuition and Fees

- 1) A non-refundable tuition deposit is required with the completed tuition contract for all students. Returning students must return their deposit and contract by March 30, 2015. A \$50 late fee will be assessed for students who fail to return the forms and deposit by the March 30th due date.
- 2) Parents may pay the annual tuition to the school in either one annual discounted (up to \$200 savings) payment. A monthly tuition payment plan is available using electronic funds transferred through the FACTS Tuition Management Plan. Tuition payments are withdrawn monthly starting in June of 2014 and

ending in May 2015. It is the parent's responsibility to contact the business office when unforeseen financial problems occur. Failure to fulfill tuition obligations may result in a student's suspension and/or expulsion.

3) Payments that fail to clear the bank are routinely re-deposited. All bank charges are passed back to the family, including those for insufficient funds, stop payments, closed accounts and bank errors. Where the payment was for an activity, as opposed to tuition, and the payment fails to clear twice, the full amount plus all bank charges are added to the family's tuition account. Field trips, sports fees, annuals, proms, dances and award ceremonies are examples of such activities.

4) Pending payment to the school of delinquent tuition and fees, students may be suspended, yearbooks will be held at year-end, and graduating seniors will not be permitted to participate in graduation exercises and their diplomas will be held.

5) Payment of delinquent tuition and fees must be paid by cashier's check, money order or credit card in order to start the next quarter or participate in graduation exercises.

6) Each student has a unique billing code. This code is used to track tuition charges and payments for the student. The code has six characters. The school asks that every tuition payment have the billing code noted on it.

6) Seniors have an additional graduation fee to be collected with the tuition payments.

## **2.5 Financial Aid Information**

The financial aid program at OLP is guided by our belief that parents have an obligation to pay the educational expenses of their children to the extent that they are able. In an effort to promote access for students who will benefit from an outstanding Catholic, college preparatory education and whose contribution in and outside of the classroom will enrich the OLP community, OLP provides financial aid to qualified families. OLP's financial aid policy reflects standards of equity and fairness and embrace OLP's ongoing commitment to access, affordability and socio-economic diversity.

Financial aid is available to families who can document financial need. This assessment is done by an outside Service provider. There is a fee for this assessment. The aid must be applied for each year of enrollment to be considered for allocation. Aid applications must be submitted by February 15th to be followed by the submission of 2014 taxes by February 28th for the school year starting the following August. In order to be considered for the initial priority distribution families must meet the February financial aid deadlines. The committee will take into account the following criteria including, but not limited to:

- 1) Assessment from outside Service provider
- 2) Copies of recent tax returns
- 3) Extraordinary or unique financial circumstances

A financial aid award will be considered only after a current and complete application for financial aid is on file. All information provided to the OLP Financial Aid Committee is treated with the strictest confidence. OLP will not make full financial aid awards for tuition and fees. OLP believes that every family can demonstrate their commitment to their child's education by making some contribution to the cost of the education and OLP reserves the right to withdraw any offer or award of financial aid if it is determined that the application is incomplete, false or includes misleading information. Financial aid awards will not be made if the account carries an unresolved past due balance.

Please note that in the case of a separated or divorced family, absent compelling circumstances, the school will require both parents to complete all of the requirements for applying for financial aid.

OLP expects that all students will in all matters of academic, social and extracurricular life perform to the best of their abilities and OLP will not subsidize sub-standard performance or lack of commitment to the life of the School. In the review of financial aid applications, the committee differentiates between necessary expenses and money spent for lifestyle choices. With respect to the latter, beyond a certain point, OLP will not provide aid to offset "lifestyle" expenditures that could have been directed towards education.

Financial aid decisions are made by a committee and communicated in a manner that allows families to make timely, careful and fully informed enrollment decisions. The committee considers and is guided by the following factors and standards selected by the Board of Directors:

- 1) A GPA of 2.0 must be maintained.
- 2) The awards are made on the basis of financial need.
- 3) Families with multiple tuition bills are given additional consideration.
- 4) Other special financial hardships are given consideration.
- 5) Students continuing Catholic Education will be given priority.
- 6) Tuition account must be current.

If you have any questions about financial aid, please call the school's Business Office.

## **2.6 Information Changes**

Parents are reminded to update school records whenever there is a change in their email address, address, phone number, or work number. It is important that school records are accurate so that communication between the school and families may be done in a timely manner. Please call the school receptionist or attendance office with any changes. Please note that the school's primary form of communication is via email.

## **2.7 Student Records**

In 1974, the Congress passed the Family Education Rights and Privacy Act. This law gives the student, if she is an eligible student, or the student's parents (if the student is not eligible), certain rights regarding student educational records. An eligible student is one who has reached the age of 16 or is attending any school after graduation from high school.

The law requires that schools:

- 1) Allow the parent or eligible students to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a counselor or social worker, which are not shared with anyone but a delegated substitute.
- 2) Give the parent or eligible student the chance to challenge the records in a hearing to make sure they are not misleading or inaccurate.
- 3) Obtain written permission from the parent or eligible student before revealing the records to other persons.
- 4) Notify parents or eligible students of their right under this law.

There are some exceptions to rule #3 above. School personnel may show or turn over records without permission to:

- 1) Other officials of the same school.

- 2) Officials of another school in which the student seeks or intends to enroll.
- 3) Certain federal, state and local authorities performing functions authorized by law.
- 4) Individuals or organizations in connection with a student's application for receiving financial aid.
- 5) Court or law enforcement officials, if the school is given a subpoena or court order.

## **2.8 Transcript Policy**

Transcript information reflects a student's home address, telephone number, courses attempted and completed while enrolled at OLP. Cumulative GPA is based on a weighted grade point calculation on all course work completed in grades 9 through 12. A student's transcript does not contain information about a student's cocurricular activities, test scores or discipline record.

Transcripts may be requested by one of 3 methods:

1. Download the transcript request form, complete the form and submit it and the transcript fee to the main office or registrar. The fee is \$5.
2. Pick up transcript request form from the counseling center, registrar or main office. Complete the form and submit it and the transcript fee to the main office. The fee is \$5.

## **2.9 Transfer Students**

Transfer students have amended requirements when it comes to issues such as courses required for graduation, Service learning hours and courses that may be repeatable for credit. OLP will determine, during the admissions evaluation, which courses from the previous school(s) will be posted on the transcript and accepted for graduation. Courses posted on the OLP transcript and the corresponding grades will be used in calculating cumulative GPA, based on the OLP grade point scale.

# **Chapter 3 - Academic Programs & Policies**

## **3.1. Curriculum**

OLP strives to ensure that the structure of the curriculum will meet the student's present concerns and future needs. Students should select their courses after consultation with their teachers, counselors and parents in order to meet their desires and needs.

The signatures of student and parent on each year's program should indicate careful selection of courses and the intention of remaining in them for the duration of the class. Program adjustments for the entire year will be made initially during the last two weeks of May when schedules are distributed, then only one more time during the first two weeks of the new school year.

A student may drop a course within the first 2 weeks of the semester without academic penalty. After the 2 week time period a student who chooses to drop a semester course will receive a W on their transcript. All requests for changes will be given consideration dependent upon space in requested classes and the policy of the school to balance numbers in classes as much as that is possible.

Courses with insufficient enrollment will be dropped.

## **3.2. Graduation Requirements**

Students must complete a minimum of 240 credits for graduation. Each subject completed at the Academy with a "D" grade or higher is equivalent to five credits per semester. If the credits are not

repeated for a class that the student failed, the student is ineligible to be promoted to the next academic level.

The following course of studies is required for graduation:

<b>SUBJECT</b>	<b>CREDITS/UNITS</b>
English	40
Math	30
Physical Education	10
Religious Studies	40
Science	20
Social Studies	30
Visual and Performing Arts	10
World Languages	20
Health	5
Speech and Communication	5
Electives	30
<b>Total</b>	<b>240</b>

In addition, each student is required to perform 85 hours of community Service to the community and complete a Senior Service Learning Project before May of the year of graduation. A minimum of 25 hours must be completed yearly. Transfer students from other schools shall be required to successfully complete graduation requirements proportionate to the time of attendance at OLP.

### 3.3. Grading Scale

The grading scale is as follows:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% & below

It is important that both students and parents understand the different ways in which individual academic departments reflect learning progress. In all cases, assessment practices are developed to reflect learning characteristics of that particular discipline. At the beginning of every academic year (for courses that are two semesters in length) and semester (for courses that are one semester in length), each teacher provides written explanations of grading practices in that class. Students should refer to this syllabus for specifics with regard to: grading scales, make-up test procedures, homework policies.

#### **Incompletes**

If a student has been absent due to a serious illness or hospitalization during the semester, a teacher may assign a grade of incomplete so the student has the opportunity to make up the assignments that were missed. The incomplete must be made up within three weeks after report cards are received. It is the responsibility of the student to find out what work must be completed. The grade of incomplete will automatically become an "F" if another grade is not submitted by the teacher at the end of the three-week period.

### 3.4 Grade Point Average

The four-point system per unit is used in computing the grade point average for the semester.

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

All courses are included in the GPA. Advanced Placement and Honors level courses carry one additional grade point (A = 5, B = 4, C = 3, D = 2; grades below D earn no credit). The number assigned to the grade is multiplied by the number of credits for that course. These numbers are added together and divided by the number of credits attempted.

### 3.5 Grade Reporting

The school year is divided into two semesters, each of which is composed of two quarters. At the end of the first and third quarter, progress reports are issued. If necessary, during the middle of each quarter, students receive progress reports indicating that deficiencies exist in their academic progress. These reports are prepared by the instructor and mailed to the parents of the student in order to formally alert both parties that an academic deficiency exists and that there is danger of the student receiving a below average or failing grade in the subject. Formal deficiency notices are to be signed by the parent and returned to the student's teacher within a week of the date issued. Both students and their parents can review academic progress at any time using the school's online grading program.

#### Report Cards

Report cards are mailed at the end of each semester and include the following information: academic grades for each subject, credits for each subject and teachers' comments. See *Transcript for additional information*.

#### Class Rank

The class rank is made each semester and is based on the cumulative GPA. The rank informs the student where she stands in comparison to her classmates.

### 3.6 Grade Review Request

A student who wishes to challenge a semester grade may do so by requesting a formal grade review by the Administration. All challenges must be made in writing within two weeks of the grade issuance. Grade Review Request forms are available in the office of the Assistant Principal. The review process calls for a written rationale, the response of the teacher who originally issued the grade, and a decision for the grade to either remain as submitted or be changed by the Assistant Principal.

### 3.7 Advanced Placement Program

The Advanced Placement Program at OLP offers a college/university level curriculum for high school students. An AP course at OLP will assess students by college/university level standards. It is expected that college/university level projects and activities that span a wide range of intellectual tasks will be assigned to students. Students who sign up for AP courses must be highly motivated and will make the AP course and exam a priority. Students should carefully consider the level of difficulty that an advanced placement course, or courses, present and plan their schedule wisely.

Please note that there is a separate test fee for the AP exams. Those fees are not included in tuition. For those families facing financial hardship, there is a test fee waiver form that can be accessed from the Counseling offices.

### 3.8 Honor Roll and Honor Societies

#### HONOR ROLL

Honor roll status is granted at the end of each semester grade reporting to students as follows:

1. Principal's Honor Roll includes GPAs of 4.0 and higher.
2. First Honors includes GPAs of 3.67 to 3.99.

Honor Societies Sponsored by the Academy of Our Lady of Peace:

- California Scholarship Federation: To be eligible for membership, students must earn 10 points each semester from five subjects certified on a list as qualifying subjects for CSF. A grade of "A" merits three points, while "B" merits one point. Freshmen may become associate members during their first semester if they have held membership in the Junior CSF in the 8th grade, and during their second semester if they meet the regular membership requirements. A gold cord is worn at graduation. See specific award information in the subsequent section.
- National Honor Society: The John F. Kennedy Chapter of the NHS was established at the Academy in 1965. Students of the sophomore, junior and senior classes who have a minimum scholarship of "B," or 85%, are invited by letter to consider applying for NHS membership. Final election of members is made by a faculty committee on the basis of written application as well as verifiable leadership, Service and scholarship as evidenced most specifically on campus. The purpose of this organization is to create enthusiasm for scholarship, to render Service, to promote worthy leadership and to encourage character development. Final selection is based upon a student's demonstration of these four qualities. A blue honor cord is worn at graduation.
- National Art Honor Society: This was established at the Academy in 1984. It recognizes those students who excel in art scholarship, character and Service. Applicants must have a 3.0 average or above in all art classes taken in high school, must have taken at least one semester of art at the Academy, and be voted on by the faculty.
- Rho Kappa Dorothy Day Chapter: Rho Kappa is the National Social Studies Council Honor Society. This Honor Society recognizes students who have demonstrated excellence in the field of Social Studies within their school. Students must have taken four semesters of Social Studies with at least a "B" average in all classes.

### 3.9 Academic Awards

The following are Academic Awards presented to students at Graduation:

- Valedictorian and Salutatorian Honors: The senior student who earns the highest cumulative grade point average after seven semesters of coursework is designated as Class Valedictorian. The student who earns the second highest cumulative grade point average after seven semesters of coursework is designated as Class Salutatorian. To earn either of these academic distinctions, a student must have completed at least six semesters of study at the Academy of Our Lady of Peace, and have not missed more than 8 days of classes each year. To be named a Valedictorian or Salutatorian, a student must have also demonstrated exceptional standards of behavior (no serious disciplinary record) and respect for school mission and traditions.
- Academic Letters & Bars: Letters of achievement are awarded to students who earn a 3.67 grade point average for four semesters, beginning with the second semester of the freshman year. Bars are awarded for subsequent additional semesters.
- Ada Nisbet Alumnae Award: This award is presented to a graduating senior nominated by alumnae faculty members. The basis for this selection is determined by the student's characteristics of the ideal Academy student: Christian commitment, loyalty, generosity, Service to school and/or larger community and friendliness to all. The student's name is placed on the alumnae plaque in the main hall.

#### California Scholarship Federation Awards:

CSF is an organization whose purpose is to foster high standards of scholarship, Service and citizenship. Its motto is "Scholarship for Service." These honors are signified by the following awards: the official CSF Life Membership Lamp pin, the Federation Chapter Seal on the diploma, permanent record and transcript, and the gold tassel and honor cord for graduation. There are four types of membership:

- Associate Membership: Any student in the second semester of the 9th grade or first semester of the 10th grade whose grades meet CSF requirements, or any student in the first semester of the 9th grade who was an Honor Member of the CJSF in her elementary or junior high school, can apply for associate membership. Membership is based on scholarship and citizenship only. Membership is for the semester following the one in which the qualifying grades were earned. Application must be made each semester; it is neither automatic nor retroactive. Grades earned in the second semester of the 12th grade will count toward Life Membership.
- Semester Membership: Any student in the 12th, 11th or second semester of the 10th grade who has met the required eligibility standards can apply for semester membership.
- 100% Membership: Recognition is given to those seniors who have been members for all of the last six semesters of high school.
- Sealbearer or Life Membership: Any student maintaining membership in the California Scholarship Federation (CSF) for four semesters of her last six (one of which must be in her senior year) becomes a life member or sealbearer.

#### ACADEMY OF OUR LADY OF PEACE AWARDS

- Academic Awards: The Academy recognizes outstanding students in each of its academic departments at an honors assembly at the end of the second semester. Students in grades nine through twelve are awarded honors in: Religious Studies, English, French, Spanish, Social Studies, Life Science, Physical Science, Mathematics, Computer Science, Physical Education, Art, Music, Dance, and Athletics.
- Special Community Awards: Special series of awards honor both the Sisters of St. Joseph who were part of the Academy's past history and the OLP women who are making Academy history today. Given in the areas of Leadership, Service and Spirit, these awards are presented each year: the Fontbonne Awards for outstanding OLP Seniors; the Generosa Awards for outstanding OLP Juniors; the Mother Catherine Awards for outstanding OLP Sophomores; and the Mother Margaret Awards for outstanding Freshmen.
- St. Joseph Day Awards: These awards are given by the faculty to the seniors who most exemplify the qualities of St. Joseph: diligent work for the school and/or class over her four years at the Academy, generous Service to faculty and students, and a quiet and unassuming manner in helping others. The virtues of gentleness, peace and joy are emphasized.
- Sports Awards: Individual team sports annually recognize their Most Valuable, Most Improved and Most Inspirational players. Also presented are the Rookie of the Year, Senior Scholar Athlete, and Athlete of the Year.
- A.S.B. Awards: The Associated Student Body annually recognizes student officers who excel in: Leadership, Dedication and Spirit.

### 3.10 Christian Service Learning Program

As members of the OLP community, each student offers Christian Service as evidence of her part in the building of Christ's kingdom of justice, love and peace. It is, therefore, a requirement for graduation to complete **85 hours** of volunteer Service.

A minimum of 25 hours of Service must be completed each of the freshman, sophomore and junior years. The requirement also extends to the completion of Service hours within specific grade-level categories. Students are encouraged to go above and beyond the 25 hour Service requirement and may turn in all hours completed; however, the required minimum of 25 hours must be completed within the designated category. Senior year students are required to complete a total of 10 hours at one, official non-profit by the end of January their senior year.

Students may begin accumulating Service hours for the next grade level upon completion of their second semester; they are encouraged to utilize the summer vacation to participate in meaningful Service experiences.

#### **Verification of Service**

Students are required to submit a letter from their direct supervisor detailing their Service experience. The letter must be on the **nonprofit's official letterhead**. The verification letter should include the exact number of hours completed along with the dates of the Services experience. The letter may **not** be written or signed by any family member, especially by parents. Verification letters can be turned into the Service Learning Coordinator throughout the year. They must be turned in by the Service hour turn in day in April.

#### **Freshman year**

Freshmen are assigned to focus on **Community Awareness** while completing their 25 hours of Service. Community Awareness includes any volunteer Service completed within an **official non-profit organization**. Freshmen are encouraged to seek Service experiences that are new to them and which will help them develop an awareness of the variety of volunteer opportunities available in their communities. Please note that participation in charity walks as a fundraiser/walker is not an acceptable form of Service, however, students may assist the organization in the actual production of the walk.

#### **Sophomore year**

Sophomores are assigned to focus on **Social Service** hours. Sophomores need to complete a minimum of 25 hours of **direct Service**. **Direct Service means that volunteers are working directly with those for whom the Service is offered**. Students should seek opportunities which serve the most vulnerable of our human communities.

##### **Social Service:**

- Children (except day care centers and other privileged institutions)
- Elderly (except retirement homes)
- Hungry, Homeless, and Housing
- Hospital Volunteers
- Disabled
- Crisis Centers

#### **Junior year**

Juniors are assigned to focus on **Concerns of Science** Service hours. Juniors need to complete a minimum of 25 hours of Service. **Concerns of Science** consist of any hours which are served in the act of research, learning and/or action regarding matters of the environment, animals, nonprofit health or behavioral Services, biological sciences or in individually approved cases pertaining to political sciences.

##### **Concerns of Science:**

- Ecology/Environment
- Animal Care
- Recycling
- Work with nonprofits that address behavioral health
- Research with an organization that works with

the ethical issues of biological sciences.

### **Senior year**

Seniors must complete ten hours of Service at **ONE** officially recognized nonprofit organization to be verified by a letter from one's supervisor on the official letterhead of the nonprofit. **This Service experience must take place between Saturday, June 2, 2014 and Friday, January 30, 2015.** The purpose of creating a commitment to one organization is to encourage students to fully understand the mission of the organization and establish worthwhile relationships within the organization. Students are encouraged to choose an organization that reflects their career interests in some way. Reflections on their Service learning experience will take place in all senior level religion courses.

Inappropriate choices for Service may include the following: babysitting for free, working for free in any place of business (e.g., restaurant, family business, hotel, private physician or law offices), working for family members, and assisting sports teams in other high schools

Please remember, the goal of community Service is not to give free labor. The goal is to provide support in the spirit of peace and justice to persons already performing Christian Service who would ordinarily be limited in such Service without volunteers.

### **Consequences for failure to complete Community Service Hours and yearly deadlines include:**

1. Recording of an "F" on grade reports and transcripts;
2. Ineligibility to attend end-of-year activities;
3. Withholding of yearbooks/diplomas.

Failure to complete the Service requirement by the deadline posted for each academic year will be treated as a failure to comply with academic promotion and graduation requirements. The student bears the responsibility of discussing this situation with their Assistant Principal, and must complete the necessary hours before her return to school for the next academic year (grades 9-11) or graduation from the Academy (grade 12).

## **3.11 Academic Integrity Policy**

As a community that affirms the traditions and values of Christianity and the Catholic faith, the Academy of Our Lady of Peace demands academic integrity and ethical conduct in all areas of school life.

Students, parents, teachers, staff and administrators must work together to maintain and enforce an atmosphere of honesty and respect for each other's work and ideas in all areas of campus life. All academic work prepared at home and at school should always be the product of the student's own reflection, analysis and research.

Academic dishonesty includes, but is not limited to:

**Plagiarism.** Plagiarism is defined as the theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work and sources taken from the Internet and/or other electronic resources.

**Cheating.** Cheating is defined as using unauthorized notes, materials, and/or resources of any type (calculators, the help of another student, looking at another paper, etc.) on any exam, quiz, paper, and/or homework assignment. Allowing another student to cheat from one's own exam, paper, and/or homework is also considered cheating.

Consequences will be appropriately assigned to any student who gives the impression of academic dishonesty by word and/or action.

The Academy, therefore, supports the belief that academic integrity demands individual accountability with regard to the submission of all student work. Plagiarism of any kind is cheating and constitutes a breach of the spirit of honor and mutual trust at OLP, and will not be tolerated within the OLP community or wherever a student represents OLP. Such actions will result in loss of academic credit and disciplinary action. An honor code reflecting these standards of honesty and integrity is attached to all Final Exams reflecting the student's acknowledgment that she neither gave nor received information relative to the test before, after or during the examination.

As a means of guiding student understanding of the correct manner of source citation, all departments promote accurate and honest academic research. Instruction with regard to how sources should be cited, when they should be cited, and consequences of incorrect citation is given at all grade levels.

### **Plagiarism**

A student who submits as her own, the word, facts, or ideas of another source is guilty of plagiarism.

According to OLP policy:

1. The student will not receive credit for the assignment/paper nor will she be allowed to make up the work by another assignment.
2. If the student is a freshman or a sophomore, she will participate in a meeting with both her teacher and parents in order to assist her in understanding the meaning and severity of plagiarism.
3. A copy of the plagiarized work with a report of the incident will be submitted by the teacher to the Discipline Board.
4. The student will be sent directly to the Discipline Board and be held accountable for her actions if an incidence of plagiarism is repeated a second time.

### **Academic Code of Honor**

Every student is asked to sign an academic code of honor when she hands in any semester exam.

Included on this code are the following words:

- "As a student of the Academy, I am educated to be a woman of honesty, integrity and responsibility."
- "**Honesty** is a value that compels each person to be truthful and to uphold the truth. **Integrity** is a firm commitment to shared values, whether alone or in the presence of others. **Responsibility** involves being accountable for one's actions and for accepting the consequences of those actions."
- "I affirm that I have completed this academic task with honor, integrity and responsibility. I did not give or receive any assistance that was not permitted."
- "I understand that my signature is an acceptance of OLP's Honor Code. If I do not abide by our Honor Code, I will accept the consequences as set out in the *Student Handbook* for my actions. Such consequences include loss of academic credit and disciplinary actions."

### **3.12 Academic Review Process**

As a college preparatory school, the Academy of Our Lady of Peace provides those courses and learning experiences that are necessary for a student's admission into college. Included in this program is a policy that expects each student to earn a minimum grade of "C" in every course attempted. Any student who earns two or more "D" grades or one "F" grade will participate in an Academic Review Process.

The Academic Review Process involves a mandatory meeting with the student, and her academic counselor to discuss the causes for her academic performance. Parents are encouraged to attend the meeting, or in lieu of attendance at the meeting, will discuss the plans with the counselor.

In the case of a student receiving an "F" grade, the meeting will be mandatory for the parents, student and her academic counselor. Discussions will include study habits, curricular and co-curricular activities, and the student's plan for improving her academic record. Failure to improve grades will either mean the student's placement on Academic Probation, or recommendation of non-continuation at OLP.

When a student earns an "F" grade in their senior year it results in certain **consequences**.

1) If the "F" grade is earned at the conclusion of the first semester of a year long elective course then the student will be removed from the second semester of the course.

2) An "F" grade is not granted academic units. If a student does not have extra units to replace the missing 5 units then she will not meet graduation requirements.

3) If the "F" grade is earned in a required course then the course must be repeated prior to graduation to satisfy graduation requirements.

Students who do not meet graduation requirements will not be granted a Diploma until all requirements have been met.

### 3.13 Academic Probation

Students are placed on Academic Probation for a period of one semester when any one of the following conditions are met:

- Students earning below a 2.0 Semester GPA
- Students who receive one or more semester "F" grade(s)
- Students who receive two or more semester "D" grades
- Students are prevented from enrolling in a required course due to a missing prerequisite
- Students who are deficient in total number of units required for graduation

Once placed on Academic Probation, the student will be required to meet with her counselor. A course of remedial action will be prepared by the counselor regarding the deficiency. While on Academic Probation, the following will apply:

- Placement on Academic Probation will constitute revocation of a student's work permit.
- Placement on Academic Probation will make a student ineligible to participate in athletics at OLP.

### 3.14 Academic Disqualification

A student will be academically disqualified from further attendance at the Academy of Our Lady of Peace if

she receives two or more semester F grades during a given semester, or if the student fails to meet the terms of academic probation.

### 3.15 Academic Renewal or Refreshment

Semester "D" grades, while considered passing in the secondary California high school system, do not support a student's transition into the next phase of learning. In addition, neither "D" nor "F" grades meet

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**Comment [1]:** Per a discussion with John I added draft content here. Hopefully someone can take a look and edit as they see fit.

the admission standards at most colleges and universities. Students who earn a semester “D” or “F” are, therefore, encouraged to repeat the class.

A student *may* renew (or refresh) a grade of “D” or “F” if the same class is repeated on the OLP campus or if it is repeated at another institution (online or traditional school) provided that the repeated course has UC/CSU approval.

Priority seating in all OLP classes, however, is given to students enrolled in the class for the first time. Students repeating a class for renewed academic credit are enrolled only if space allows. Students are highly encouraged to immediately make up a class during summer school (at OLP or another approved institution). Counselors are available to assist families in finding approved courses and institutions.

### Reporting Repeated Courses on the Transcript

To obtain academic credit, the student must earn at least a “C” grade or higher in the repeated course. The original “D” grade remains on the student’s OLP transcript, but, once successfully passed, the units are changed to “0” (the D grade is removed from the GPA calculation). The repeated course is recorded on the transcript and now carries the academic units (the new grade is now used to calculate the GPA).

Please note that a semester grade of “F” *must* be repeated in order to meet OLP graduation requirements. In the case of an original “F” grade, the original “F” remains on the transcript and *does* impact the student’s overall GPA. The repeated grade is added onto the student’s transcript and is averaged into all other credits earned.

Upon completion of the course(s), the student must submit an official transcript to the Counseling Department and Registrar (no later than October 1st of the new school year).

### 3.16 Academic Enrichment Policy

The Academy of Our Lady of Peace encourages students to explore areas of academic interest. In cases where OLP does not offer an academic subject of interest, a student may take the course off campus. This course will be recorded on the OLP transcript (if desired) only if the student took a UC/CSU approved course that is not currently offered by OLP. We will allow a student to report up to two enrichment courses on the OLP transcript. Upon completion of the course, the student must submit an official transcript to the Counseling Department and Registrar.

### 3.17 Off-Campus Fulfillment of Course Requirements

All required courses are ordinarily taken on the OLP campus. In rare circumstances, students may fulfill graduation requirements off campus. Students wishing to request this permission must individually consult their Assistant Principal before a decision is made. In all cases, the off-campus institution/program must show proof of offering an approved UC/CSU course. A syllabus review will need to be provided to the Assistant Principal to ensure the course is similar to the Academy’s graduation requirements.

When permission is given to take a required course off campus, the student is still responsible for taking an alternative course on campus during that semester in order to complete 30 credit hours. Upon receipt of the official transcript for the off-campus course, academic credit will be added to the student’s official transcript. Only grades of “C” or higher will transfer.

THeard 4/30/14 10:31 AM

**Comment [2]:** Previously we only allowed a student to repeat 2 semester courses. This is not stated here. Is this an oversight? Or are we changing that policy?

Ilek 5/4/14 8:54 PM

**Comment [3]:** Teri, This was never listed in the handbook. It might have been past practice but it never said two. We were reticent to put a limit on this when ultimately we want students to remediate poor grades. Maybe you and John could talk more about your shared thoughts on this.

THeard 5/5/14 11:20 AM

**Comment [4]:** I agree. I didn’t create the policy so I am open to the change.

Thank you for the clarification.

Teri

### 3.18 Medical Waiver for Physical Education

A student who is unable to fully participate in PE class must bring a note from a physician to their Counselor and the PE Department Chairperson, who will determine whether the student may safely participate in an adaptive PE program. Students who are excused from participation in PE may be required to participate in a make-up program. A student who does not complete the specified activities may be denied academic credit for that semester. Students who have a long-term medical condition (exceeding but not limited to one quarter) which excuses them from the regular PE program should request a PE waiver from the PE Department Chairperson.

### 3.19 Summer School

Students may choose to take a course during the summer at either OLP or another institution for either enrichment or refreshment. In some cases, these courses can be added to the official OLP transcript. All courses taken off campus will be identified by a “\*” on the transcript. Review Section 3.16 for submission of a non-OLP course.

### 3.20 Field Trips

Field trips sponsored by OLP serve the purpose of enhancing the classroom curriculum. All participating students will submit a signed parental permission form that clearly states the education purpose of the activity and the day’s schedule. The classroom teacher and an appropriate number of chaperones will supervise trips. Please be aware that all school trips require a parent/guardian signed permission slip and are due a minimum of three days before the scheduled event.

## Chapter 4 - Student Activities

### 4.1 Leadership Development Program

It is a long-standing tradition at the Academy to foster the leadership development of its students through its curricular offerings and its co-curricular programs including student government, Campus Ministry, Peer Leadership, Cheerleading, Athletics, Carondelet Circle, Link Crew, Spring Sing and Drama.

#### Student Government

The purpose of student government at the Academy is to develop the leadership potential of its students, to promote their involvement and participation in school activities, and to give the members of the Associated Student Body a democratic means of government. Any enrolled student of the Academy of Our Lady is eligible to participate in the election of students who will represent them in all matters and who will coordinate and provide for the activities of the Associated Student Body. Students may be elected to the Council of Ten by the vote of the student body, to Class Council and Section Council by members of their class, appointed as a Freshman Representative by the Freshman Class Moderator, or appointed as an A.S.B. Historian by the A.S.B. Executive Council. These elected and appointed officers comprise the Student Council.

To be eligible to run for the Student Council, a student must meet the following requirements:

1. **Academic Requirement:** Have a cumulative GPA of 2.5 and a third quarter GPA of 2.5 with all “Cs” or above at the time of application.
2. **Conduct and Discipline Requirement:** Must present a record which exhibits that the student conducts herself in a respectful and honorable manner; she may not be on Disciplinary Probation. No student may have any unsatisfactory marks in either citizenship or conduct on her latest report card

(Comment Codes which would make a student ineligible include: Conduct Needs Improving, Attitude Needs Improving, Rude and Discourteous).

4. **Attendance Requirement:** Have an absentee record of no more than eight days in the year of application, and no more than three tardies in the year of application.

5. **Service Hour Requirement:** Have completed the required number of Service Hours for their grade level.

Any student who fails to meet the stated requirements may submit a letter of appeal and show cause for obtaining an eligibility waiver to the Assistant Principal and Director of Campus Life.

Candidates elected must maintain the qualifications listed above through the fourth quarter of the school year in order to serve for the following school year. If qualifications are not maintained, the office will pass to the next qualified candidate for that same office.

Once elected, student leaders must also maintain the qualifications listed above during the year of their term of office. Failure to meet eligibility requirements more than once during the year of their term in office will result in permanent removal from office.

The school reserves the right at all times to determine the eligibility of any student who is seeking election to a student government position.

#### **Carondelet Circle**

A school-wide Service organization consisting of students who officially represent the Academy at formal community events, serving as OLP ambassadors. Named after the title of the first American foundation of the Sisters of St. Joseph, Carondelet Circle members act as school ambassadors for visitors on campus, and as speakers who are eager to share with guests the history of OLP and their personal experience of campus life.

## **4.2 Traditional OLP Annual Activities**

**Father-Daughter Night:** A dinner dance held for seniors and their fathers in the fall.

**Mother-Daughter Luncheon:** An afternoon event held for seniors and their mothers in the spring.

**Grandparents Day:** A day when grandparents join their granddaughters on campus.

**Candlelight Procession:** An Advent celebration featuring living tableaux of the Gospel story of the Nativity and the singing of Christmas carols.

**Miss OLP:** A recognition of those students who most represent themselves as CSJ women of faith, courage and heart. Parents traditionally present their daughters at a formal assembly on campus, followed by a semi-formal dance for all students.

**Spring Sing:** A musical extravaganza featuring each of the classes in a song, dance and dramatic presentation of a selected theme. Class competition results in the awarding of ribbons and the coveted plaque for the performance deemed best by a panel of judges.

**St. Joseph's Day:** Special celebration in honor of St. Joseph, the patron of the Sisters of St. Joseph, and the co-patron of the school. The seniors who most epitomize the gentle, peaceful and joyful spirit of St. Joseph are recognized.

**Parish Days:** Special days when the priests and youth ministers from all churches in which the students are registered are invited to share prayer and a meal with their OLP parishioners.

**Community Day:** A day set aside in the spring for prayer (traditionally called "Mass on the Grass"), community-wide celebration, competitive games and outdoor lunch. Proceeds support both local and foreign missions

**Evening of Excellence:** A special ceremony to recognize students from all grade levels for outstanding levels of academic achievement as well as Service to the school and community.

### **4.3 OLP & St. Augustine Co-Curricular Activities**

Eager to expand its co-curricular program, OLP shares a special activities calendar with St. Augustine High School. Joint opportunities include: dramatic and musical productions, leadership activities, coordinated faith and Service events, and social events. Such activities are generally coordinated through each school's Campus Life Program or respective Administrator.

### **4.4 School Events**

A "School Sponsored Event" or "Event" is one which has been approved by the school and for which the school provides supervision. All School Sponsored Events have a specified starting and ending time. We are partners with parents in their children's education. We will notify parents of concerns about student life or behavior even when questionable activities occur off campus, especially if these negatively affect either the reputation of another student or of the school.

### **4.5 Dance Policy**

Each year the Academy sponsors the "Miss OLP Dance," and co-sponsors the "Senior Prom" and the "Junior Boat Dance" with Saint Augustine High School. The Miss OLP Dance is open to all students of the Academy in good standing. The Senior Prom is open to all 12th grade students in good standing. The Junior Boat Dance is open to all 11th grade students in good standing.

Academy students are also invited guests at dances with St. Augustine High School on their campus. These dances are open to all students from the Academy and St. Augustine High School. These dances generally start at 7:00 p.m. and end at 10:00 p.m. The group sponsoring the dance, under the direction and supervision of the faculty moderator, is responsible for organizing and providing: music, decorations, publicity, chaperones and security guards (if required). A minimum of one chaperone for every fifty students is required. Chaperones must be at least twenty-five years of age. A list of the chaperones must be submitted to the Class/Activity Moderator one week before the dance.

The purpose of these guidelines is to promote a safe, clean and fun environment at dances. All rules pertaining to discipline and dress are in effect at sponsored dances, including the following:

1. Chaperones: Faculty members and other designated chaperones have the full authority to admit, refuse entrance to, or dismiss any student from a dance. The chaperone will contact the parent/guardian of any AOLP student who is asked to leave the dance. At all times the instructions of any chaperone and/or supervisor must be followed.
2. Informal Dances: All informal dances generally begin at 7:00 p.m. and end at 10:00 p.m. No student will be admitted after 7:30 p.m. or will be allowed to leave before 9:30 p.m. Exceptions to this rule are made when special circumstances warrant and a note of explanation from the student's parent/guardian must be submitted to the Assistant Principal and Director of Campus Life in advance of the dance. No exceptions will be made at the time of entrance to the dance. Students leaving any dance early will not be readmitted.
3. Formal Dances: The Academy sponsors two formal dances. The Miss OLP Dance sponsored by the ASB is a winter formal that is open to all students at the Academy. The Senior Prom, co-sponsored with Saint Augustine High School, occurs in May and is open to members of the Senior class. Students must complete a Dance Pass, available from the Assistant Principal and Director of Campus Life, which requires information and signatures from the AOLP student and her escort. The completed Dance Pass must be presented at the time when a bid to these

dances is purchased. Students must arrive at the Dance/Prom at the time specified on the Dance Pass. A parent/guardian will be notified if their daughters do not arrive by the specified time. Students who arrive after the specified time may not be admitted to the Dance/Prom and will be subject to disciplinary action.

4. Student I.D.s: All students must show a Catholic high school I.D. to gain entrance into an Academy or St. Augustine High School on campus dance.
5. Substance Usage: Anyone possessing, using, or found to be under the influence of alcohol or other drugs will be held and released only to parents. The school policies and procedures for use of alcohol and/or other drugs will be implemented on the first school day following the dance.
6. Transportation: Students who require parent/guardian transportation must not only arrive by the specified time, but must be picked up at the specified time at the conclusion of the activity. For on-campus dances, all arranged rides must arrive for pick up at 10:00 p.m. Students whose transportation home from the dance does not arrive by 10:15 p.m. will be subject to disciplinary action by their respective schools and will not be allowed to attend the next dance. An authorized adult will remain at the activity site until all students have been released to their parents/guardians.
7. Dress: Students must dress appropriately. Dance attire cannot be revealing and midriffs are not to be exposed. For informal dances, no strapless, spaghetti strap or halter tops may be worn at any time, even with a jacket covering them. Tank tops with straps less than 2 inches wide may not be worn. Plunging necklines are not acceptable. Skirts and shorts are to be of modest length. The Dress Code for the Miss OLP Ball and the Senior Prom will be listed on the Dance Pass for those particular events. Any student dressed inappropriately will be refused entrance into the dance and/or may be reported to the Assistant Principal and Director of Campus Life. A parent may be telephoned and the student will be removed from the dance. The Academy reserves the right to determine what is appropriate attire.
8. Inappropriate Behavior: The following is considered inappropriate dance behavior and will result in a report to the Assistant Principal and Director of Campus Life, notification of a parent and removal from the dance: dance moves that are sexually provocative, freaking, twerking, or dirty dancing and front to back dancing. The Academy reserves the right to determine what is appropriate dance behavior.
9. Non-OLP Students: Any student who no longer attends the Academy will not be admitted to any school event sponsored by the Academy or co-sponsored with St. Augustine High School.

## Chapter 5 - Athletic Program

The Academy participates in CIF competition in track, softball, soccer, tennis, volleyball, basketball, cross country, swimming, golf, and gymnastics. Varsity, J.V. and 9th Grade tryouts are held at the beginning of each season. Team membership is determined by athletic ability, and academic and disciplinary standards.

### 5.1 Eligibility

All students participating in CIF Sports program must maintain at least a 2.0 academic average as stated by the rules of the California Interscholastic Federation (C.I.F.) and the San Diego City Conference. Eligibility for participation in fall sports is determined by the semester GPA of the June report card. Winter sports eligibility is determined by the GPA of the 1st quarter progress report. Spring sports eligibility is determined by the semester GPA of the January report card. Cumulative GPA is not a factor in determining eligibility, nor are weighted GPAs.

If a student's GPA falls below 2.0, or if she receives an "F" in any course at the quarter or semester, or one or more Ds, or is placed on Academic Probation, she is ineligible to participate in sports, and, if on a team, will be removed from the team. No student who receives one or more "Ds" on her report card will be permitted to try out. Placement on Disciplinary Probation will result in suspension from the team during the period of probation. No student may have any unsatisfactory marks in either citizenship or conduct on her latest report card (Comment Codes: Conduct Needs Improving, Attitude Needs Improving).

The student must have an absentee record of less than five days in the year of participation and a satisfactory tardy record. Students trying out must have a current physical report on file that is less than one year old from the date of tryouts and must be in effect for the entire season of sport.

## 5.2 Informed Consent

Parents and students need to be aware of the potential dangers of participation in interscholastic athletics since there is a risk of being injured in all sports. The risk of injury may be severe, including varieties of fractures, sprains, contusions, brain injuries, paralysis, or even death. Risk of injury may be somewhat reduced through parent insistence upon student-athletes following carefully all of the guidelines given by the coaching staff and school regarding training rules, safety procedures, proper use of equipment, legal and safe playing techniques, and any and all other safety procedures. As part of the Athletic Packet that all students must submit in order to participate, students and parents will acknowledge the risks inherent with athletic competition and will receive guidelines on concussions as well as follow up treatments and protocols if a student is diagnosed with a concussion.

## 5.3 Code for Athletes

1. In order to participate in all athletic activities at the Academy of Our Lady of Peace, students must adhere to all regulations and training rules set up by the OLP Athletic Department, California Inter-Scholastic Federation, the San Diego Section of CIF, and the City Conference.
2. Athletes are expected to show the highest standards of sportsmanship during all practices and competitions. Inappropriate behavior on or off the competitive field will not be tolerated.
3. Athletes are to share in the responsibility for the conduct of their teammates and supporters of their team by controlling their behavior.
4. Athletes must accept the decision of an official. Any questions regarding a call or calls are to be directed to the official by the coach or team captain.
5. Athletes should show cordial courtesy to visiting teams and officials.
6. Any complaints that the athletes have should go to the head coach, Athletic Director and finally the Head of School.
7. Athletes shall be responsible for all equipment issued and will pay for equipment not returned.
8. Athletes must keep up their academic performance to continue to participate on a team.
9. Athletes are to avoid all use of alcohol, drugs and tobacco and avoid all connections with their usage.
10. Any violation of the OLP *Student Handbook* or Code for Student Athletes will be handled in an appropriate manner.

## 5.4 Sportsmanship Code

### SPORTSMANSHIP CODE FOR SPECTATORS

1. Spectators are required to maintain a high degree of sportsmanship during athletic contests.
2. Spectators must, at all times, remain in the designated seating areas while a contest is in progress.

3. No spectator is allowed to confront an official, coach or player before, during or after an athletic contest.
4. Spectators suspected of throwing any objects onto the playing surface of an athletic contest will be immediately ejected from the premises.
5. The actions of spectators, detrimental to the playing of the game, may cause forfeiture of that contest.

#### **SPORTSMANSHIP CODE FOR CHEERING SECTIONS**

1. There shall be no antagonistic or deprecating yells directed at the opposing school.
2. No noisemakers of any kind shall be permitted at any athletic contest.
3. Only organized bands may play (before the contest, during the time-outs, quarter breaks and half time).

### **5.5 Student Athletic Contract**

In order to participate in all athletic activities at the Academy of Our Lady of Peace, students agree to obey the following regulations and training rules set up by the OLP Athletic Department, the OLP Coaching Staff, California Inter-Scholastic Federation, the San Diego Section of C.I.F., the City Conference, and all other guidelines provided.

#### **Eligibility:**

An athlete must maintain a 2.0 GPA. Any athlete whose GPA falls under 2.0 at a quarter or semester marking period will be removed from the team. Any athlete receiving an "F" or one or more "Ds" on a quarter or semester marking period will be removed from the team.

#### **General Information:**

1. All student-athletes must have a completed student-athlete eligibility packet on file prior to trying out for a sport.
2. All athletes must have parental permission to play on a team.
3. All athletes must pay the participation fee.
4. All athletes must pay the uniform deposit fee.
5. Lost equipment must be paid for by the athlete.
6. If a player quits or is dropped from a team, she cannot participate in another sport for the remainder of the year. Once the roster has been finalized, a player is allowed to miss three excused practices during the season of the sport. (Excused absences include: prolonged illness, injury, A.S.B. meetings.) After three absences, the player may be dropped from the team upon the discretion of the Athletic Director and coach. If a player is home ill, it will not be counted against her.
7. All athletes are expected to attend practices of the team unless at home ill. If a player is injured but is able to attend school, she will attend practices. A coach must be notified by the athlete if a practice or game is to be missed.
8. An unexcused absence from practice will result in a player not playing in the next game.
9. A player must attend all games, even when injured.
10. A player must attend school the day of a contest or expect not to participate. (Athletes must be in school for at least two blocks of instruction to be eligible to play.)
11. A player must attend practice the day before a contest or expect not to participate in the contest.
12. A player must attend the entire contest unless other arrangements have been made with the coach. Not being present for an entire contest may impact an athlete's ability to letter.

13. Letters are awarded based on established criteria determined by the coach and approved by the Director of Athletics. Letters will be awarded only for CIF sports that are sanctioned by the Academy and are monetarily funded by OLP.

14. A player agrees to keep herself in good health and physical condition by getting proper rest and diet, avoiding use of cigarettes, alcohol and other drugs. The use of any of the last three will result in the dismissal of the student from participating in the current sport.

15. A player will remember that she represents OLP, at all times showing respect to officials, other players and to coaches.

16. A player is committed to the team for the entire season once team selections are made. This includes all play-off games.

17. Student-athletes and parents should refer to the Parent-Coaches-Athletes Handbook for further policies and expectations.

## **5.6 Medical Requirements**

Every student choosing to participate in a school designated sport must provide evidence of the following:

1. A physical examination by a medical practitioner in order to satisfy CIF, NCS, and OLP athletic regulations. Physical examinations are valid for one calendar year. Such evidence is to be turned in to the Athletic Director prior to the beginning of practice for the athlete's sport.
2. A complete medical release form signed by the parents.
3. Current medical insurance; this information must be recorded on the medical release form.

Please note that after an injury which requires medical attention, a release in writing must be obtained from a doctor before a player may resume participation. This is for the protection of the player, coach, and school.

## **5.7 Outside Competitions**

According to CIF rules, no student may participate for an outside team and a school team in the same sport during the same season; i.e. Club and OLP Team. OLP also fields club teams that are not sanctioned CIF sports. The Surf team and Sand Volleyball teams are open to students who wish to participate in those two sports. All Club team tryouts and eligibility requirements are identical to those of sanctioned CIF sports. Please see above for all prerequisites.

Athletes are not obligated to attend any meeting when the sport is not in season or when the athlete is still a member of another school team. Athletes shall request their coach's permission to attend organizational meetings of another OLP sport, especially if it would involve missing a practice time.

## **5.8 Transfer Eligibility Rules**

1) Only students regularly enrolled in CIF member schools, grade 9-12, shall be permitted to participate in interscholastic competition. Students shall not participate nor practice on any team if they attain their nineteenth birthday prior to June 15.

2) A student who first enters the ninth grade of any school following his/her completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight semesters. This eligibility must be used during the first eight semesters of attendance at that school or any school. Enrollment and/or attendance for fifteen (15) days or more, or participation in one or more inter-school contests shall count as one of the eight semesters.

3) A student who transfers from one school to another without a change of address on the part of the parents or legal guardians shall will have to participate in a Sit Out period for each season they previously participated in and plan on participating in. Start dates following a sit out period are determined by the local CIF-Section office. Students may practice with the team during the Sit Out period. If students choose to play at the sub Varsity level they will not be eligible to play in the Varsity level after the Sit Out period ends. The Sit Out period may one be used by a student who is transferring for the first time since their initial enrollment in the 9th grade at any

## 5.9 Cheerleading

Cheerleaders support both OLP and St. Augustine High School athletics, and serve as leaders of their school. A student wishing to tryout for cheerleading must observe the following:

1. **Academic Requirement:** Have a 2.0 cumulative grade point average and a third quarter 2.0 average and no more that 1 "D" or any "F's" at the time of application and be a registered student for the following school year.
2. **Conduct and Discipline Requirement:** Must present a record which exhibits that the student conducts herself in a respectful and honorable manner; she may not be on Disciplinary Probation.
3. **Attendance Requirement:** Have an absentee record of less than five days in the year of application and a satisfactory tardy record.

Incoming freshmen who wish to try out for Junior Varsity cheerleading must satisfy all of the following eligibility requirements:

- (1) they must have been officially accepted to the Academy,
- (2) they must be in good standing academically,
- (3) all financial obligations to the Academy must be current.

Once elected, cheerleaders must maintain the following eligibility requirements during the year of cheerleading.

1. **Academic Requirement:** Maintain a semester and quarter 2.0 grade point average each quarter with no "Fs" and no more than one "D." If a student fails to meet this requirement, she will be suspended from the squad for the subsequent quarter and will not letter.
2. **Conduct and Discipline Requirement:** Must present a record which exhibits that the student conducts herself in a respectful and honorable manner; she may not be on Disciplinary Probation. If a student fails to meet this requirement, she will be suspended from the squad for the term of the disciplinary probation or for a period of nine weeks of cheerleading participation, whichever is longer.
3. **Attendance Requirement:** Have an absence record of less than five days during the school year and a satisfactory tardy and absence record from cheer events that does not exceed the guidelines stated in the cheer handbook. If a student fails to meet this requirement, she will be suspended from the squad for one quarter and will not letter.
4. **Cheer Handbook Requirement:** Must meet all requirements as stated in the Cheer Handbook.

Eligibility will be renewed each quarter by completing an eligibility form which can be obtained from the Cheerleading Moderator.

Failure to meet eligibility requirements more than once during the year of cheerleading will result in dismissal from the squad and forfeiture of the right to try out for the squad again for a period of one year from the next scheduled tryout.

## Chapter 6 - Parents

### 6.1 Policies Affecting Parents

Parents are expected to uphold the mission, goals and policies of the school; nevertheless, a situation could arise in which the uncooperative or disruptive attitude and/or the actions of parents might so diminish the effectiveness of the school that continuation of the student in the school could be morally impossible.

1) Any parent, or other person who upbraids, insults or abuses any teacher or administrator of the school, in the presence or hearing of a student, is guilty of a misdemeanor. (California Education Code-Section 44811)

2) Further, any parent, guardian or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or at some other place, if the teacher is required to be at some other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars. (California Education Code-Section 44812)

### 6.2 Student: Eighteen Years Old

All school procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in the school. The school shall continue to direct all official correspondence and other matters to parents/guardians concerning their student's grades, disciplinary status, permission slips, tuition statements, graduation privileges, and so forth.

### 6.3 Back to School Night

Back to School Night is held early in the first quarter of school. Close cooperation and ongoing communication between home and school are essential to excellence in education. The faculty and staff recognize the very important role of parental responsibility in the education of students and depend on parental support to ensure that students receive the full benefit of the quality education offered at the Academy of Our Lady of Peace.

Back to School Night provides the opportunity to be informed of the teacher's plans and objectives for the year, to ask questions, and to meet the faculty, administration and other parents.

### 6.4 Student-Parent-Teacher Conferences

Student-Parent-Teacher conferences are scheduled in the first and third quarter. Teachers are available for meetings with parents and the student, to discuss the scholastic standing of the student. Appointments at times other than this scheduled week can be made by telephoning the school receptionist during the school day and leaving a message on the teacher's voicemail or by emailing the teacher directly.

## Chapter 7 - Counseling Services

The Counseling Services of the Academy are an integral part of the caring, Christian community. Each student has an assigned counselor, but every member of the department is available for personal consultation.

### GUIDANCE AND COUNSELING DEPARTMENT ASSIGNMENTS 2014-2015

Department Chairperson	Mrs. Teri Heard
Academic/College Counseling (Grades 9-10, A-M)	Mrs. Jill Hicke
Academic/College Counseling (Grades 9-10, N-Z)	Ms. Monique Muther
Academic/College Counseling (Grades 11-12, A-M)	Mrs. Nicholle Wyatt
Academic/College Counseling (Grades 11-12, N-Z)	Mrs. Teri Herd

The basis for counseling may be a self-referral, teacher-referral, parent-referral, administrator-referral or a request-referral on the basis of observation or testing. The nature of the consultation may be due to personal problems, academic difficulties, vocational plans, or assistance in application for SAT/ACT and/or applications for college admissions and scholarships. The follow-up of the consultation may be a consultation with teachers for a better understanding of relationships with students in/out of classrooms, a parental consultation, or referral to special agencies.

## 7.1 General Services

1. Personal and academic counseling Services;
2. Library and resource materials including college catalogs, computer software, and career and college reference books and videos;
3. Family Connection provides the following: interest inventory, personal profile, career assessment and career profiles, college search tool, and a scholarship search tool
4. Scheduled visits by representatives from various colleges and universities
5. Career Day and Career Symposium Workshops held every other year
6. Support Groups
7. College Fair every year and College Night every other year

### Ninth Grade

- Introduction to Family Connection
- Individual meeting with Freshmen and Counselor to develop a 4-year plan
- PLAN Test and interpretation
- Freshman advice Panel Workshop
- Interest Exploration workshop
- Study skills workshop
- Academic appointments as needed

### Tenth Grade

- PSAT administration and interpretation
- Individual college appointments (Spring)
- Individual appointments as needed
- College visit workshop
- College and career workshop
- Family Connection
- CSU Mentor Program
- Maximizing campus visits
- Recruited Athlete Workshop
- Career Assessment Program
- PLAN Test Administration (optional)
- AP Exams

### Eleventh Grade

- PSAT administration and interpretation
- Individual College Appointments (required)
- Family College Appointments (optional)
- Stress Management Workshop
- College Orientation Workshop
- College Essay Workshop (Private College & UC Essay)
- Common Application Workshop
- Selective College Admission
- Scholarship Workshop
- College Fair

- Letter of Recommendation Workshop
- College Values Workshop
- CSU Mentor Program
- How to Make the Most of College Visits
- Resume Workshop
- NCAA Workshop
- Family Connection
- College Night (every other year)
- College advice Panel
- PLAN Test (optional)
- AP Exams
- Summer College Camp

### Twelfth Grade

- Individual College appointments
- Family College appointments
- Senior College Workshop
- Senior College Night
- College Fair
- Alumnae Panel
- Scholarship Bulletin Board
- Senior Challenges & Transition Workshop
- Scholarship Coordination for Local & National Scholarships
- UC/Cal State Application Workshops
- UC Essay Writing Workshops
- College Visits
- Transitions Beyond High School Workshop
- CSU Mentor Program
- Private School Essay Workshop
- Financial Aid Night
- Common Application Workshop
- Community College Planning
- AP Exams
- Senior Awards Ceremony

### Tutorial Assistance

Individual tutorial Services are available to students who have need of special help for a particular subject.

1. Subject teachers are available during most cocurricular blocks, lunch hours, and after school by appointment.
2. Peer tutoring, which is arranged through the Counseling Department, is available and provided by fellow students in many subject areas when the degree of academic support is coaching in nature and does not require the skills of a professional or credentialed tutor.
3. Off-campus professional tutoring referrals are made available through the Counseling Department.

## 7.2 Web-Based Counseling Services

### NAVIANCE - FAMILY CONNECTION

The Counseling Department provides a college/career counseling web-based Service called *Family Connection*. This program offers students and parents a comprehensive website for college and career decision making purposes. All students and parents are assigned a username and password in the freshman year in order to access this Service from any computer at any time.

Family Connection allows students to build a resume, manage timelines and deadlines for college admissions, research colleges, compare their academic profiles to past OLP students who have been admitted to that particular college, sign up for college visits to OLP, and search for scholarships. Family Connection is used during individual college counseling appointments with sophomores and juniors in the spring and with seniors in the fall. Freshmen are introduced to Family Connection during the fall Freshman Exploration Workshop. A personality/career interest inventory can also be accessed through Family Connection and will be administered by the Counseling Department to all sophomores.

### CSU MENTOR PROGRAM

In addition to the Family Connection program, sophomores and juniors participate in an annual CSU Mentor Workshop. CSU Mentor is an online resource managed by the California State University system. The website allows students to research individual campuses, plan for higher education financing, ensure their high school courses meet CSU subject requirements, and apply for admissions. OLP sophomores and juniors are trained on how to use the High School Planner component of CSU Mentor, which allows students to track their progress toward CSU eligibility.

At the workshop, students enter their courses and grades earned to date on the Planner, then the program matches their courses against CSU-accepted course lists and CSU subject requirements. The Planner informs students how many courses they need to fulfill each subject area (English, Mathematics, Social Sciences, Science, College Preparatory Electives, Foreign Language) for CSU eligibility. Students receive their own password and username to access their personal Planner at any time in order to update their grades and check their progress toward meeting basic CSU admission requirements. If students update their Planner each semester, by the start of their senior year over 80 percent of the CSU application will already have been completed. Juniors are trained on CSU Mentor in mid-November, and sophomores are trained in late March.

## Chapter 8 - Discipline

Discipline in a Catholic School is to be considered an aspect of moral guidance and not simply a form of punishment. The purpose of discipline is to promote genuine character development, to increase respect for duly constituted authority, to assist the growth of supernatural motives for self-discipline, and to produce a classroom situation conducive to learning.

We believe that discipline is most effective when it is self-motivated. It should be an unobtrusive system organized by the school community as a whole, and put into the hands of the students with the expectation that they will live up to the standard of behavior set forth. If this does not happen, they will then accept the consequences of their own actions and decisions.

Teachers need not be imposed upon to be the judges or the arbitrators of justice. They are asked instead to be the consistent record-keepers of a student's own decision to be uncooperative with the rules agreed upon. Each and all infractions of the rules must be recorded by the staff.

The responsibility for the student's actions falls on the student herself. If she chooses not to follow a rule, she is held accountable, and she accepts the consequences. The correction of behavior falls to the student and her parents.

### 8.1 Nonviolence Policy

As a Christian community dedicated to the cultivation of peace and meaningful human relationships, persons are expected to treat one another with respect and compassion at all times. Any use of words, gestures or behaviors that diminish the human person in any way are, therefore, to be avoided. When such actions occur, intentionally or unintentionally, the values of compassion and reconciliation call members of the community to work together toward healing injuries and cultivating nonviolence. Such are the Gospel values of forgiveness to which we are called, and the CSJ values of peace and justice toward which we strive. In the case of more serious injury, however, or when such injury is threatened, the response of the administration will be swift and serious.

#### VERBAL AND WRITTEN THREATS

"Defamation is that which tends to injure the reputation, or to diminish the esteem, respect, goodwill or confidence in which a person is held" (*Black's Law Dictionary*, p. 375). Any action that excites adverse, derogatory or unpleasant feelings or opinions against another is defamatory in nature. Such actions include: participating in intense arguing; disregarding school policies and procedures; saying untrue things about another which injure that person's reputation; writing derogatory information about another person; making fun of another person using gestures, pictures, or symbols; and communicating information about another person through electronic media like a website. Even if the information communicated is true, when the purpose of sharing is to damage the character or emotional well-being of another, it is defamatory in nature and will not be tolerated.

#### **PHYSICAL THREATS**

Behaviors that threaten the safety of another person or of the school in general will not be tolerated at any time. Such actions include but are not limited to: vandalizing students'/teachers'/school property; stealing; getting involved in physical confrontations and altercations; bringing weapons to school; causing or threatening physical harm to oneself or another.

#### **INTERNET-BASED VIOLATION OF NONVIOLENCE POLICY**

Cyber-bullying is of particular concern at OLP whenever a student's use of Internet websites like Facebook, MySpace and Xanga results in the posting of texts and/or images that are not in keeping with the Academy's mission, its values, and its policies. While the school cannot limit a student's access to such sites from at-home or off-campus computers, the school will take disciplinary action whenever an OLP student is involved in posting information that is derogatory, offensive or threatening with respect to another OLP student or to the Academy of Our Lady of Peace. Such activity is damaging to the other's reputation, and is in violation of the school's faith-based stance on human respect and the cultivation of Christian community.

Within the internet violation policy is videotaping, cell-phone picture taking, and use of any other digital picture taking device inside a classroom without permission of the teacher, and taking electronically transmittable images of other students without their knowledge and permission.

The Academy further calls upon all OLP parents/guardians to monitor their daughters' at-home computer activity, and to discuss with them the potential consequences and dangers associated with these activities. The Academy will, in turn, make such education part of its orientation programs, counseling sessions, and disciplinary procedures for all students. These programs will include, when necessary, collaboration with educational psychologists, with law enforcement officers, and with families and students who believe themselves victims of such activity.

Online activity, both on-campus and off-campus, which will result in disciplinary action includes but is not limited to the following:

1. Making denigrating comments about another OLP student or about the Academy of Our Lady of Peace;
2. Using vulgar language that shows disrespect for the Christian values taught at the Academy;
3. Posting images of oneself or of other students suggesting evidence of alcohol use, drug use, or vulgar gestures;
4. Identifying oneself or another student as a member of the OLP community in the contexts of objectionable texts and/or images (e.g. posting images of oneself or others wearing the OLP uniform, or making references to persons or places associated with the OLP campus).

It is an important component of the Academy's Ethics I and II courses to emphasize that a person's reputation and that of an institution is hurt by comments which ultimately cause emotional, social or physical harm. It is equally important that students understand that such information, whether it is true or false, whether shared intentionally, inadvertently, or humorously is either a means of building community or a means of tearing the community apart. The Academy stands as an institution that aims to preserve relationships between persons at all times, and will not tolerate violation of this basic moral mission.

#### **PROCEDURES IN RESPONSE TO STUDENT THREATS**

It is the policy of the Academy to respond to any act which threatens another's physical, mental or emotional well-being swiftly and seriously. Procedures may include:

1. Immediate reporting of any and all student threats to self or others to the administration.
2. Referral to appropriate law enforcement agency.
3. Notification of the student's parent/guardian.
4. Suspension of the student who has made the threat pending full evaluation of the situation.
5. Possible dismissal from the Academy.

## **8.2 Harassment & Bullying**

All students must be allowed to learn in an environment free from unwelcome and unsolicited harassment of any type. This may include but is not limited to harassment regarding race, appearance, or sexual orientation. Behavior or comments that are offensive and/or of an offensive nature will not be tolerated.

The Academy of Our Lady of Peace defines harassment and bullying as any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (using information or devices such as texting/instant messaging, site postings, photos, or video-“cyberbullying”), whether these actions occur on or off campus. These behaviors will not be tolerated. Conduct that has the purpose or effect of unreasonably interfering with an student's academic performance or of creating an intimidating, hostile, or offensive educational environment is considered harassment.

#### **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal comment or conduct of a sexual nature when any or all of the following occurs:

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

#### **Sexual Harassment Examples**

1. **Verbal Harassment:** Epithets, derogatory comments or slurs. Examples: name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an individual's anatomy and/or dress, sexually oriented noises or remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal comments about the body.
2. **Physical Harassment:** Assault, impeding or blocking movement, or any physical interference with normal movement, when directed at an individual. Examples: touching, pinching, patting, grabbing,

brushing against or poking another person's body, hazing or initiation that involves a sexual component, requiring an individual to wear sexually suggestive clothing.

**3. Visual Harassment:** Derogatory posters, cartoons or drawings. Examples: displaying sexual pictures, writings or objects, obscene letters or invitations, staring at an individual's anatomy, leering, sexually oriented gestures, mooning, unwanted love letters or notes.

**4. Sexual Favors:** Unwanted sexual advances which condition an individual's benefit upon an exchange or sexual favors. Examples: continued requests for dates, any threat to an individual if sexual favors are not given, making or threatening reprisals after a negative response to sexual advances, propositioning an individual. It is impossible to define every action or all words that could be interpreted as sexual harassment. The examples listed above with the state definition of sexual harassment are not meant to be a complete list of objectionable behavior.

This policy prohibits students, faculty, staff, or volunteers from harassing a student whenever it is related to a school activity or attendance and occurs at any time including but not limited to, any of the following: while on school grounds; while going to or coming from school; during, or while going to or coming from, a school sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Students who feel aggrieved because of conduct that may constitute harassment should directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop. If the students do not feel comfortable doing this or are unable to do so they shall direct their verbal complaint to a counselor, or the appropriate assistant principal. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of confidentiality. The designee receiving the complaint will act in a prompt and timely manner to ensure that the alleged harasser be informed that the offensive behavior must stop. Failure to comply will lead to suspension and the possibility of expulsion. If the harassment is severe the police will be contacted.

It is the student's responsibility to conduct herself in a manner which contributes to a positive school environment; not to commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

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

### **Sexting**

Sexting is the act of sending pictures or text of a sexual nature between cell phones, or other electronic media such as the Internet. It is a violation of acceptable use of technology, as well as against the law. Students found to have been involved in sending or distributing photos or texts of a sexual nature will be dealt with severely. It is the expectation that students who receive any texts or photos of this nature will report it to administration immediately.

## **8.3 Substance Abuse Policy**

We recognize the many problems that challenge students and their families. The problem of alcohol and drug abuse/misuse is a serious one. We make every effort to assist students who are motivated and

interested in working to solve this problem. Strict confidentiality is observed in providing assistance, and every effort is made to enable students, who are actively seeking help for themselves or others, to continue their education at the Academy of Our Lady of Peace. To emphasize and uphold those beliefs, the Academy of Our Lady of Peace adheres to a zero tolerance policy concerning the use of illegal substances.

In order to provide adequate public notice to the OLP community regarding this policy, it is stated in the following school publications: *Athlete Agreement Contract*, *Coaches Handbook*, *Parent-Athlete Agreement Contract*, *Parent-Athlete-Coaches Handbook*, and the *Parent-Student Handbook*

Illegal substances shall be defined as, but not limited to, the following: Alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, steroids, or any other non-medically prescribed controlled substance. Additionally, no drug paraphernalia is allowed on campus.

To preserve a drug-free campus, the following guidelines have been implemented: any student found to be in possession of an illegal substance on campus, at a school-sponsored event, or in personal possession in close proximity to the campus may immediately be suspended. A student who is with others in violation of this policy may also be held accountable. Furthermore, the student may be remanded to police custody.

The Academy Discipline Board or Administrative Review Board will convene within 24 hours or the closest school day of the alleged incident to meet with the student and her parents. The assigned Assistant Principal will oversee the disciplinary consequences to follow.

Any student that shows evidence of having consumed, or is reasonably suspected to be in possession, involved in the sale or exchange, or under the influence of controlled or illegal substances, is subject to an investigation. Any student requiring possession of/use of a prescription medication during the school day should only have the required dosage for the day and must have a notice on file with the attendance office.

- "Reasonable suspicion" is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that a student has drugs and/or alcohol in her blood system and/or on her person."
- "Showing evidence of" includes any behavior or conduct observed by an adult, which might be indicative of the use of alcohol and other drugs. This may be based upon specific observations concerning behavior, speech, body odors, or circumstances which indicate that a student at school or school event is not in a sober and reliable state, free from the influence of drugs and/or alcohol.
- "In possession" includes participation in the use of, being in the presence of drugs, or possession of drugs or drug paraphernalia, while going to and from school, on campus, or at any school activity.
- "Drugs" includes, but is not limited to, all that is commonly understood in the context of the problem, for example: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana (including medicinal marijuana), and federally controlled substances including prescription medications.

The investigation may require the student to submit to searches and/or testing for controlled substances and may also include the filing of a police report or a request for police investigation. Refusal to submit to

searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student will be suspended pending completion of the investigation by the administration. The Disciplinary Board may be convened to consider the student's return to the Academy of Our Lady of Peace. Parents will be notified when students are required to undergo an alcohol/drug assessment. Possible disciplinary consequences may include, but are not limited to, expulsion, disciplinary probation, and exclusion from school activities such as clubs, athletics, social events or graduation exercises for a specified period of time.

#### CONSEQUENCES

- Students found to have sold or intending to sell controlled substances will be expelled.
- Students found to have possessed or to have used controlled or mind altering substances will be suspended.
- Upon return to school, the student will be required to submit to assessment by a school-approved community agency.
- The assessment results must be submitted in order for a student to continue her enrollment.
- There must be communication between the agency and counselor that the student has fulfilled all recommendations of the assessment; continued enrollment at OLP is contingent upon the student's completion of the recommendations.
- Students will be removed from all co-curricular activities for 35 days, the length of one quarter. Those co-curricular activities include, but are not limited to, the following: any elected student body office, any appointed student body office, Carondelet Circle, any OLP sports team, Cheerleaders, Peer Counselors, Thespians, OLP Choral Ensemble, and club activities.
- Possible consequences of the assessment may include, but are not limited to, random drug/alcohol testing and assessment, education, counseling, inpatient or outpatient treatment.
- The assistant principal will review the behavioral expectations with the student and parents.
- A repeat offense will result in expulsion.
- Failure to comply with the assessed consequences will result in expulsion.
- Failure of parents to cooperate and support the conditions for their student's continuing enrollment at OLP may result in the school's request that the parents withdraw their student.

#### 8.4 Minor Infractions

If a student receives three minor infractions, she must report for one hour of detention. The Discipline Board will notify the student when and where the weekly detention will take place. If a student fails to attend an assigned detention, the hours required will be doubled. If the student begins to develop a pattern of minor infractions, that is, three or more detentions per quarter, her parents/guardians will be notified by letter. The signed letter must be returned to the Discipline Board acknowledging receipt. Excessive minor infractions will result in a Discipline Board meeting.

The following are examples of minor infractions of school rules when they occur on the school campus or at school-sponsored activities:

1. Rudeness
2. Out of uniform
3. Disruptive behavior
4. Repeated tardiness to school/class
5. Chewing gum on campus at any time
6. Using Vill-Inn during class time
7. Eating in the building (unless during announced rainy-day schedule or with a faculty member present)
8. Cutting classes

9. Profanity
10. Using cell phones in the classrooms and on campus during school hours
11. Other inappropriate behavior unbecoming a Christian student

## 8.5 Major Infractions

If a student receives a major infraction, the teacher first fills out the major infraction form and, whenever possible, informs the student that a referral is being made to the Board of Discipline. This report goes immediately to the Chairperson of the Board of Discipline and the parents are notified of a meeting with the Board.

At this meeting, the report of the major infraction, as well as other minor infractions, are reviewed with the student and her parents. The Board reviews the infraction submitted by the faculty member and asks the student about the events which led to the major infraction in order to determine student responsibility in that particular case. As a result of this determination by the Board, the student will receive a consequence deemed by the Discipline Board to be consistent with the major infraction. The consequences may include, but are not limited to, the following: a recommendation for dismissal from the Academy, placement on probation, placement on In-School suspension, work hours, or any other consequence considered appropriate by the Discipline Board. The Head of School is the final arbitrator of all decisions.

An additional major infraction during a student's enrollment at the Academy may result in a recommendation by the Board that the student withdraw from the Academy of Our Lady of Peace. If the parents do not wish to withdraw the student, the student may be expelled.

The student/parent has the right to appeal to their designated Assistant Principal by filing a letter of appeal within 24 hours of the initial decision. This letter must present new information not available at the time the decision was made. The Head of School is the final arbiter of the appeal.

In some circumstances the major infraction report is sent directly to the assigned Assistant Principal for administrative review. The Assistant Principal reserves the right to notify the parent/guardian of a major infraction and to schedule a meeting, with the student, parent/guardian and appropriate school personnel.

The following are examples of major infractions of school rules when they occur on the school campus or at school-sponsored activities:

1. Forging parent or guardian's name
2. Forging passes or excuses
3. Making or having someone else make a telephone call in which the caller falsely claims to be a parent or guardian
4. Stealing
5. Plagiarizing
  - a. Copying work or homework, or lending the same to another student to be copied
  - b. Representing any work as your own that is not, i.e., any of the following without complete citation:
    - i. work copied in whole or in part from any other source,
    - ii. work taken from another source, paraphrased, and turned in as the student's own,
    - iii. misrepresenting or misquoting or failing to credit the source used.
6. Talking/communicating, personally or digitally, in any way with other students during a test
7. Having any test-related material on or near the student's desk during a test
8. Cheating
9. Collusion: knowingly or intentionally helping another student perform any act of cheating or plagiarism
10. Possession or use of alcohol, tobacco or drugs

11. Truancy from one or more classes or a designated school activity
12. Defiance towards persons or school regulations, sassing, lying
13. Fighting
14. Misbehavior or any action which brings discredit to OLP in public places while in uniform and/or when representing OLP
15. Willful defacement of property
16. Other inappropriate behavior unbecoming a Christian student

## **8.6 Board of Discipline**

The Board of Discipline is composed of three to five faculty members, an Assistant Principal and a Counselor who meet regularly to coordinate the discipline of the school and to meet parents and students when necessary. They have the authority to outline procedures, to notify parents and students of a necessity to meet, to make a determination of student responsibility in a given situation, to impose warnings, work hours and probation, and to recommend suspension and/or withdrawal of the student. Members serve for one school year, and are appointed by the Assistant Principals and Head of School.

## **8.7 Probation**

A student is placed on disciplinary probation by the school administration or by the Board of Discipline for a period of one quarter or one semester or its equivalent. While on probation a student may not participate in any co-curricular activities at OLP and may not represent OLP publicly. This includes Spring Sing, dances, team sports, cheerleading, student body affairs, and the holding of a student body office, class office, club office or dramatic production. In addition, the term of probation may include hours of school duty to be determined by the Board. The chairperson or members of the Board of Discipline will notify the teachers responsible in those areas. At the end of the probationary period, if the terms of probation have not been met, the student is ineligible to remain at the Academy. Once a student completes the terms of disciplinary probation, subsequent earning of disciplinary referral(s) will constitute dismissal from the Academy

## **8.8 Causes for Suspension, Expulsion and Recommended Transfers**

A student is placed on suspension by the school administration or Board of Discipline for a serious offense of school policy or rules including failure to appear for Discipline Board Meetings. During this time she may not attend school or any school activity and must remain at home until a meeting between the student, her parent(s) and a member of the administration takes place. School work missed may not be made up.

Any of the offenses listed and committed by students under the jurisdiction of the school, while at school, while participating at a school-related activity, and while on the way to and from school, are reasons for suspension, expulsion and/or probation.

Students who have been expelled, suspended, or transferred based upon school recommendation may not attend cocurricular events on school grounds or at school sponsored events. In addition, they are not allowed to visit the school campus at anytime.

Disciplinary causes for expulsion without warning are:

- A. Hazing (California Education Code - Section 32051)

- B. Use, sale, distribution or possession of narcotics, dangerous drugs, drug paraphernalia, alcoholic beverages or other substances. This includes being under the influence of alcohol or other drugs and/or narcotics at any school-sponsored event
- C. Extreme insubordination
- D. Theft
- E. Willfully cutting, defacing, or otherwise injuring in any way, any property, real or personal, belonging to the school or to persons
- F. Assault or battery, or any threat of force or violence, directed against anyone
- G. Use or possession of dangerous weapons
- H. Encouragement of illegal demonstrations
- I. Harassment
- J. Extreme violation of the Student Guidelines for Acceptable Use of Technology Resources

Disciplinary causes leading to suspension and expulsion are:

- A. Truancy (cutting classes)
- B. Unexcused absence from class
- C. Continued and willful disobedience
- D. Open or persistent defiance of authority or disrespect to any school employee
- E. Forging or using forged notes or excuses
- F. Smoking or possessing tobacco
- G. Persistent violation of dress regulations
- H. Habitual profanity or vulgarity
- I. Violation of disciplinary probation
- J. Unapproved visits to other school campuses while those schools are in sessions (California Education Code Section 32211)
- K. Misuse of electronic information resources as outlined in the electronic information resources contract and the Student Guidelines for Acceptable Use of Technology Resources
- L. Repeated violation of the Academic Integrity Policy

Some offenses, which may not be directly school related, are reason for suspension or expulsion:

1. Violations of the law whether as an individual or as a member of a group
2. Actions or attitudes directly contrary to the mission of the Academy of Our Lady of Peace

Non-disciplinary causes for suspension, expulsion, or recommended transfer are:

1. Non-compliance with academic requirements as published by the school
2. Severe psychological problems
3. Uncooperative or disruptive attitude of parents
4. Failure to fulfill tuition obligation
5. Failure to return emergency card, health records or immunization records to the attendance office prior to the opening of school

### **In-School Suspension**

A student may be placed on a one-day-only suspension by the school administration or the Board of Discipline for a serious offense. During this time the student is excluded from classes and does her class work supervised by a faculty member. During this time she cannot have contact with other students during the school day until the suspension is terminated. A student may also be assigned to a modified In-House suspension held during the lunch block for a period of time determined by the Board of Discipline.

## 8.9 Cell Phone Policy

OLP recognizes the significance of technology as a tool to enhance and augment student's learning. To prevent disruption in class, and mitigate off-task behaviors, students may not use cellular telephones during school hours. Teachers may deem any electronic device as an acceptable education tool during class time. In order to provide a safe learning environment for all students, any electronic device can be searched at any time by a school administrator.

Any student found using unapproved electronic devices during a test will receive a zero on that assignment and is subject to disciplinary action. Unauthorized use of an electronic device during school hours, outside of a teacher's direction, will be subject to disciplinary action.

## Chapter 9 - Attendance Rules and Procedures

Regular daily attendance is expected of students attending the Academy of Our Lady of Peace.

### 9.1 Absence

An absence is considered to be missing more than 40 minutes of an 80-minute class, 50% of time on a special schedule day. This would include time missed for non-school related activities at the start of a period or at the end of a period. Co-curricular activities are part of the holistic OLP experience. Student attendance is expected on special school activity days even when regular classes are not held. Students are expected to attend and participate (Ex: St. Joseph's Day, Community Day, Career Day, etc.).

If a student is to be absent for any reason a parent must telephone the school before 7:30 AM on each morning of the absence. Please call the attendance office at (619) 725-9124 and speak to a school representative or leave a message. E-mails and/or faxes are not acceptable substitutes for a call. Students returning to school without parent contact will be admitted to school and receive an infraction; parent contact will still be necessary.

Students are expected to be present on all test days. Upon return from an absence, students are responsible for checking with each teacher regarding make-up work and/or tests. Please refer to department policies on making-up missed assignments/tests.

### 9.2 Excessive Absence

Attending class is essential for student success. Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities. Students absent **15 or more days** in the course of the school year fail to meet the attendance requirements of the Academy, and may be required to repeat the school year or attend summer school. **Absence of 8 days** or more in a semester may result in a loss of an entire semester of credit.

The student's assistant principal may also have a conference with the student and ask the student to explain her absences and explain why she should receive credit. At the conclusion of the process, a decision will be rendered.

Extended absences due to serious illness or hospitalization are handled through the office of the student's Assistant Principal in consultation with the counseling office. These cases are evaluated on an individual basis. When possible, the school will work in partnership with the teachers, students, parents

and hospital to coordinate an individualized learning plan, allowing the student to continue academic progress. Failure to meet the terms of the individualized learning plan will result in incomplete credit.

### 9.3 Excused Absence

An absence is considered excused ONLY for the following reasons: medical or dental appointments, personal family matters, court appearance, illness of the student, serious illness of a family member, death in the family, or Department of Motor Vehicles license appointments. Medical or dental appointments should be scheduled during vacations or after school whenever possible. A doctor or dentist slip must be submitted when the student returns to school from a medical or dental appointment. Absences extending beyond 5 days are considered an excessive absence (see section 11.2).

### 9.4 Unexcused Absence

Absences which have the consent of a parent, but are for other than the above reasons, are considered "unexcused." Credit may be withheld for class work or tests missed during the period of an unexcused absence. It is the responsibility of the student to make up all work missed for ANY absence.

### 9.5 Tardy

A tardy at the start of the school day is defined as arriving at the attendance office after the 7:45 am bell and before 8:50 AM. Absences are defined as arriving at the attendance office later than 8:50 AM on regular school days or after 50% of class time has passed on special schedule days.

- 1) Late car pools, vehicle problems, traffic difficulties or other transportation problems will not be accepted as reasons for excused tardies.
- 2) Students who are tardy to school must report to the attendance office to sign in for class. If the tardy is due to a doctor's appointment, the tardy may be cleared with a written note from the doctor.
- 3) Students who are in line at the attendance office when the first period of the day bell rings are considered tardy.
- 4) The **sixth** time a student is tardy to the first period of the day a warning will be given.
- 5) After **nine** tardies students will have one week of early morning check-in. A student must report to the designated Disciplinary Board member no later than 7:30 am. Failure to comply with early morning check-in will result in an assigned detention for each check-in missed.
- 6) After **twelve** tardies a student will be given an additional week of early morning check-ins. Beyond twelve tardies, a student and her parent will be required to attend a Board of Discipline meeting.
- 7) Each time a student is tardy to a class other than first period, she will receive a tardy, and be required to check-in at the attendance office.
- 8) A student who is consistently tardy to a class, including first period, may be denied credit for that class.
- 9) Tardiness to a zero period class is subject to the same tardy policies outlined above.

### 9.6 Absence and Activities

A student who misses any part of the school day will not be allowed to participate in or attend cocurricular activities on that day. In addition, if the absence occurs on a Friday, the student may not attend or participate in weekend cocurricular activities. It is the student's responsibility to contact teachers about assignments and work missed due to absence. Exceptions to this will only be granted with the explicit permission from the Assistant Principal - Director of Campus Life.

### 9.7 Anticipated Absence

While not advised, there may be an occasion when a student will be absent for a reason planned in advance. In such cases where a student will miss one or more days of classes, the student should present a parent's note to her assigned Assistant Principal and obtain an Anticipated Absence Form. The

Anticipated Absence Form must be completed by her parents, teachers, counselor and Assistant Principal. The form allows the student to obtain assignments from her teachers, and to submit all work due during the days of absence prior to her last day of attendance. In the case of missed tests and/or quizzes, department policy always takes precedence.

If a student will be absent due to a school related activity (retreat, field trip, athletic competition, etc.), it is the student's responsibility to obtain a copy of the form from the Teacher/Moderator. The form should be completed in advance of the planned absence to notify the teachers of the anticipated absence.

### **9.8 College Visitation Days**

- 1) Juniors are allowed two college visitation days during the school year to visit colleges.
- 2) Each senior may take three college visitation day between the first and third quarter to visit colleges.
- 3) Prior to this visitation day, the student obtains the designated form from her Assistant Principal. The college visitation form is signed by each of the student's classroom teachers and counselor and turned in to the attendance office at least one day before the college visitation.

### **9.9 Truancy**

Truancy or "cutting classes" is defined as any absence from school without the prior knowledge and consent of parents/guardians and/or the school for part or all of the day. Cutting classes may result in no academic credit being given for work missed, plus appropriate disciplinary action. Cutting class is subject to disciplinary action.

### **9.10 Illness at School**

A student who is too ill to remain in class is to report to the attendance office and a call will be made to the parent/guardian to pick up the student.

### **9.11 Early Dismissal**

A student must bring a note signed by a parent/guardian or a parent phone contact must be made stating the reason and the time it will be necessary to leave school. This information should be presented to the attendance office by 7:35 AM and an early dismissal slip will be issued. This slip should be presented to the teacher from whose class the student will be leaving and then presented to the Attendance Office for dismissal. Leaving school grounds without informing the attendance office will result in a major infraction being issued.

### **9.12 Absences During Finals Week**

Any student who is absent during final exam week, other than those students who do not have final exams for certain classes, must have her absence verified by a doctor's note. Students are not allowed to miss final exams for any reason other than a medical illness or an extreme extenuating circumstance. Any student who anticipates that she may miss school during final exam week must contact her Assistant Principal at least one month prior to the final exam week.

### **9.13 Emergency Cards**

In case of accident or serious illness, the school is unable to get medical help for a student without the proper authorization signed by the parent or guardian. Emergency cards are kept on file in the Attendance Office. Parents should inform the school if there is a change in telephone numbers where they can be reached in case of emergency.

## Chapter 10 - Appearance Code

Students are expected to demonstrate good taste and modesty in their appearance, as appropriate to an educational environment. Guidelines for both uniform and non-uniform dress are listed below.

All clothing must be modest and appropriate for school wear. Students found to be in violation of the dress and grooming code will receive an infraction and/or be sent home to change. This applies to uniform dress as well as non-uniform dress.

### 10.1 Uniform Code

Please note that Mills Uniform is the approved school uniform provider. All uniform dress should be purchased directly from them. OLP approved Spirit wear items, purchased from the on-campus or online store may also be worn on non-formal uniform days.

**Skirts:** Only the Mills gray, the Mills navy blue plaid box-pleated skirt, or Mills navy blue skirt may be worn. The hem of the skirt must fall at the top of the knee or below. Skirts must sit on waists and be buttoned and zipped at all times.

**Shorts:** Only the navy blue or khaki Mills walking shorts may be worn. The length of the shorts follows the same length guidelines as those for skirts.

**Pants:** Only the Mills navy blue or Mills khaki pants may be worn.

**Blouses and Polo Shirts:** The all-white, tailored uniform blouse may be long or short sleeved, but it must have a button-down front and a collar. The Mills long or short-sleeved white, navy blue or gray polo shirt all with the OLP insignia and/or logo may be worn. Turtlenecks may be worn under the blouse or polo shirt and must match the color of the outer blouse/polo shirt. When worn with the OLP sweater-vest, the blouse/polo shirt must be tucked in.

**Sweaters:** The navy blue Mills sweater with the OLP insignia (pull-over or cardigan), the sleeveless sweater vest with the OLP insignia is required. The grey Mills cable cardigan is an optional sweater that can be worn on non-formal uniform days.

**Sweatshirts:** Only the OLP Athletic Department sweatshirt, the Mills OLP sweatshirt, or OLP approved spirit wear items may be worn. CIF athletes may wear their school-issued team sweatshirt during their season of play. Sweatshirts may only be worn on non-formal uniform days.

**Jackets:** The Mills navy blue, thermopac jacket, windbreaker, the previously purchased Mills navy blue wool jacket, or the OLP athletic/cheer jacket may be worn as outerwear and in the classrooms. The school-issued team uniform jacket may be worn during the team's season of play. After the season of play, the light-blue athletic sweatshirt may also be worn. Non-uniform jackets, sweaters and sweatshirts may not be worn in the classrooms and halls during the day.

**Shoes:** Any ALL black shoe, including all black tennis shoes, (i.e. with no other added colors) that has a soft sole, soft heel, a back or back strap and cut below the ankle bone may be worn. Heels and soles on shoes can be no higher than one inch measured at any point. Only white soles, white shoe laces, or white accents on tennis shoes are permitted.

**Tights/Leggings:** Students are allowed to wear navy blue/black leggings or tights underneath their skirt.

Any item of apparel not included on the list above is not part of the uniform and *may not* be worn as part of the uniform.

The Academy reserves the right to confiscate any items or possessions a student may bring to school which violate the school dress code or rules. Said items or possessions will be returned to the student at the end of the school day or to the parent at the discretion of the Administration.

## 10.2 Formal Assemblies/Liturgies

For formal assemblies and/or liturgies, students must be in complete formal uniform. Students must wear a Mills issued white blouse or OLP polo shirt, the uniform, blue long-sleeve sweater/cardigan with the OLP logo or the blue sweater vest with the OLP logo and either the gray, blue or blue plaid skirt. No pants, shorts, school sweatshirts or letterman jackets may be worn. The formal uniform must be worn for the entire day of the Formal Assembly / Liturgy.

## 10.3 Non-Uniform Dress

On special occasions, including the day designated to celebrate their birthdays, students are allowed to wear non-uniform attire. Such non-uniform dress should be in keeping with the academic nature of the classroom, and should reflect good taste and appropriateness to a school setting. The following items **may not be worn** on non-uniform dress days:

- Non-uniform shorts
- Blue denim jeans
- Spaghetti, strapless or halter tops (even with jackets covering them)
- Hats
- Leggings on their own
- Jogging attire: jogging suits, shorts, warm-up suits or jackets
- Tank tops
- Bare midriff tops
- Backless dresses
- Form-fitting tops
- Low cut dresses or tops
- Frayed or torn clothing
- Sandals (flat shoes with heels and toes uncovered)
- Backless shoes
- Shoes with heels higher than two inches (measured at any point)

Any item of clothing bearing initials, names, symbols or advertisements representing any organization that contrasts the mission of OLP is not considered appropriate school wear.

### JEANS DAYS

A "Jeans Day" is a special non-uniform dress day when only jeans pants may be worn as an alternative to the school uniform. All other guidelines for non-uniform dress must be followed on these days.

## 10.4 Additional Uniform Guidelines

1. Hair must be neat, clean, and combed, of a shade that approximates each girl's natural hair color and may be only one shade throughout. Shaved hair is not allowed.
2. Make-up, hairstyles and jewelry are to be moderate and in good taste.
3. Pierced jewelry may be worn only on the earlobes. Only one piercing per ear is permitted.
4. Tattoos and inappropriate nail or lip color are not allowed.

The school reserves the right at all times to determine whether or not a student is appropriately dressed and groomed.

## Chapter 11 - Student Services

### 11.1 Textbooks

ESCO is the approved textbook provider for the Academy of Our Lady of Peace. All students will be provided with a copy of their class schedule in June to facilitate the online purchase of required class resources.

### 11.2 Cars and Parking

Students are required to register with the front office Secretary the license number of any car they drive to school. Parking lot availability is determined at the beginning of the school year. Students may not go to their cars, whether they are in the Senior Parking Lot or off-campus, without checking-out with the Front Office when they leave and when they return. Failure to check-out will result in a "cut" from class, and a major infraction.

### 11.3 Closed Campus Policy

The Academy of Our Lady of Peace is a closed campus. Any visitor to campus is required to check in with the Front Office, and to obtain a Visitor's Pass indicating her/his destination on campus. The pass must be worn at all times. Passes are turned back into the Front Office following the visitor's scheduled appointment.

Students of other schools are allowed on campus only to attend certain specific activities open to visitors. These events include: dramatic performances, special educational meetings, and athletic games.

### 11.4 Business Office

The Business office is open for walk up business Monday to Friday, from 8 am - 3 pm. Payment for tuition can be made in the business office along with any questions concerning tuition and tuition assistance.

### 11.5 Lost and Found

Valuable articles and/or large sums of money should not be brought to school as the school cannot assume responsibility for missing articles. Students are advised not to leave purses, wallets, personal electronic devices or books unattended. The loss of any valuable article should be reported to the Attendance Office. Articles can be claimed in the Attendance Office.

### 11.6 Flowers/Balloons

Floral bouquets and balloons of no more than three balloons will be available for students to pick up during break or lunch. All others may be picked up in the school office after school.

### 11.7 Insurance

OLP participates in a Student Accident Plan. Students are covered while attending school, school-sponsored activities, or participating in athletics. Claims are submitted first to the group insurance plan of the parent, then to the school's insurance carrier. Injuries and accidents must be reported to the Business Office immediately (within 24 hours). Claim forms are available in the Business Office.

## **11.8 Assigned Lockers**

Every student is issued a locker at the beginning of the school year. Lockers remain the property of the school and should be kept in order and locked at all times. Students are advised not to give their locker combination to anyone. Locks are issued by the school. Personal locks will be removed. According to Federal law, student lockers may be searched under serious circumstances by the administration. A \$5.00 fee is charged for all lost or damaged locks.

## **11.9 Posters**

Any poster for display on campus or handouts issued by the students to the student body (or to the public) must be approved by the Assistant Principal - Director of Campus Life.

## **11.10 Water Bottles and Recycling**

In support of the Catholic Social Teaching theme of care for God's creation, the Academy has installed a water purification system so that refillable water bottles may be used.

## **11.11 Work Permits**

Under the labor laws of both the nation and state, students under 18 years of age must possess legal working permits. Students needing permits should request the necessary forms from the Front Office Receptionist. Placement on Academic Probation, or an academic record that indicates that insufficient time is being spent on one's studies, will result in the revocation of the work permit.

## **11.12 Library/Media Center**

The Library/Media Center is open Mondays through Thursdays from 7:00 a.m. to 5:00 p.m., including breaks and lunch, on regular schedule days. Hours for Fridays and early dismissal days begin at 7:00 a.m. and end thirty minutes after the last bell. A student wishing to go there during a class period must get permission from her classroom teacher for that purpose. The student then signs the daily log when entering the Library/Media Center, and signs out when leaving.

Library books, encyclopedias, reference books, and periodicals may all be checked out. Audiovisual materials may be used in the Library/Media Center or checked out overnight. A student who borrows library/media materials assumes responsibility for their return on time and in good condition. Students will be charged the replacement value for lost books, and fines for overdue materials. Students who have not paid for or returned all their library materials will be ineligible to receive their yearbooks until their library account is cleared. Food, drinks and chewing gum are not allowed in the Library/Media Center. Students are to remember that the library is a place for quiet study.

# **Chapter 12 - Communication with the School**

## **12.1 Campus Hours**

The campus will open at 6:40 AM for zero period classes. General campus hours are 7:00 AM - 3:30 PM. The school library is open each day until 5:00 PM. A student on campus outside of these hours must be part of an approved and supervised activity.

## 12.2 Dropping off Students

There are two designated drop off areas for students. We encourage families to maximize Circle Drive in the mornings to alleviate traffic congestion. Families are also allowed to drop off students at the corner of Oregon and Collier. At all times, parents and students are expected to adhere to traffic support personnel.

## 12.3 Picking up Students

There are two designated pickup areas for students. Circle drive is available for afternoon pick-up along with the section in front of Collier Street and Oregon Street.

The front lobby is open until 3:30 PM and the library is available until 5:00 PM or one hour following early release days. Please note that on early release days for faculty/staff meetings, the library is not available to students.

## 12.4 Calling the School

The main office reception is open from 7:00 AM until 3:30 PM on school days and from 8:00 AM until 3:00 PM on non-school work days. When telephoning the school, please refer calls to the appropriate office and/or arrange an appointment through the appropriate secretary.

Telephone messages for students can be accepted only on an emergency basis and only from a parent or other person listed on the student's emergency card. During the school day students will not be allowed to contact parents via cell phone without adult supervision.

## 12.5 Contacting School Personnel

Parents and/or students often have questions or concerns and are unsure as to whom they should contact

at the Academy of Our Lady of Peace. While everyone at OLP is willing to be of Service to you, the following chart may be of help in connecting you to the person who can be most effective in meeting your needs. We encourage you to contact us whenever you have a concern. If you are unclear or need further clarification, the receptionist can assist you at our main number, (619) 297-2266.

### **Academic Progress in a Particular Class or Grading Questions**

1st: Teacher of the Class                      2nd: Counselor                      3rd: Student's AP

### **Admissions Referrals**

1st: Assistant to Admissions                      2nd: Director of Admissions                      3rd: Head of School

### **Advanced Placement Program**

1st: Counselor                      3rd: Student's AP                      3rd: AP Instruction

### **Alcohol/Other Substance Abuse Concerns**

1st: Counselor                      2nd: Student's AP

### **Attendance Policies**

1st: Attendance Office                      2nd: Counselor                      3rd: Student's AP

### **Athletics**

1st: Your Coach/ Head Varsity Coach                      2nd: Athletic Director                      3rd: Student's AP

### **Behavior/Discipline in a Particular Class**

1st: Teacher of the Class                      2nd: Counselor                      3rd: Student's AP

### **Calendar & Communication**

1st: Receptionist                      2nd: Student's AP                      3rd: Director of Comm.

### **Club Activities**

1st: Faculty Moderator in Charge                      2nd: AP (Campus Life)                      3rd: Assistant Head of School

### **College Placement Exams**

1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
<b>College Selection/Post Secondary Plans</b>		
1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
<b>Counseling for Personal Issues, Other Needs</b>		
1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
<b>Course Selection/Placement</b>		
1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
<b>Daily Class Schedule for Students</b>		
1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
<b>Facilities</b>		
1st: Receptionist	2nd: Executive Assistant to the Head of School	3rd: Head of School
<b>Online Gradebook Access Questions/Problems</b>		
1st: Receptionist	2nd: Director of Technology	3rd: Student's AP
<b>Parent Organizations</b>		
1st: Institutional Advancement	2nd: Director of Institutional Advancement	3rd: Head of School
<b>Public Relations/Media</b>		
1st: Director of Communications	2nd: Assistant Head of School	3rd: Head of School
<b>Security</b>		
1st: Receptionist	2nd: Student's AP	3rd: Assistant Head of School
<b>Student Organizations/Cocurricular Activities</b>		
1st: Advisor/Moderator	2nd: AP (Campus Life)	3rd: Assistant Head of School
<b>Summer Programs</b>		
1st: Summer School Director	2nd: Counselor	3rd: Student's AP
<b>Teacher Concerns</b>		
1st: Teacher of the Class	2nd: Department Chairperson	3rd: Student's AP
<b>Transcript/Student Records</b>		
1st: Registrar	2nd: Counselor	3rd: Student's AP
<b>Tuition Assistance</b>		
1st: Business Office	2nd: Director of Finance	3rd: Head of School
<b>Tuition or Other Fees</b>		
1st: Business Office	2nd: Director of Finance	3rd: Head of School
<b>Volunteer Opportunities/Fundraising</b>		
1st: Institutional Advancement	2nd: Director of Institutional Advancement	3rd: Head of School

*If there are other questions or concerns, ask the receptionist to direct you to the appropriate staff member.*

## 12.6 Visitors to the Academy of Our Lady of Peace

The Academy of Our Lady of Peace is a closed campus. All visitors, including alumnae, must obtain an approved visitors pass from the Main Office immediately upon entering the school or grounds. In accordance with California Education Code, sec. 32211, any person who is not a student at OLP, is not a parent of a student, or is not an employee will be asked to leave the school and is expected to do so promptly. Failure to comply will result in police contact.

## Chapter 13 Health and Safety

### 13.1 Accident Forms

Accident report forms are available in the attendance office. A report must be completed and filed in the attendance office for every accident that occurs on campus or during a school sponsored event.

### **13.2 Emergencies and Disaster Preparedness**

Emergency cards must be filled out and returned to the attendance office prior to the first day of each school year. In the event of an emergency (i.e. major earthquake) while students are under school supervision, students will be released ONLY to the persons designated on the Emergency card. An alternate person must be designated on the form in the event you are unable to pick up your daughter. Identification is required for picking up students. The school maintains an emergency preparedness plan that includes procedures for earthquakes, fire, internal/external threats, lockdowns, etc.

### **13.3 Immunization**

Each student is to file a report of her immunization against polio, measles, rubella, diphtheria, tetanus and pertussis prior to first admission to high school in California. Forms are sent to all incoming students and must be on file in the attendance office before the student begins attendance at the school. Any student without an immunization record may be suspended from school until such time the record is on file and in the attendance office.

### **13.4 Prescription Medication**

If a student requires the use of prescription medication while at school, parents must notify the Attendance Office in writing either from the parent or physician with the name of the student, the medication, amount for each dose, and amount in a student's possession.

### **13.5 Leaves of Absence**

When, for emotional and/or physical reasons, a student's health and well-being may necessitate a leave of absence, the school will determine the necessity and duration of the leave in conjunction with all those involved. Such circumstances will be reviewed on an individual basis to ensure the welfare of the student. The student's Assistant Principal will consult with counselors on all such issues. The decision to grant the leave of absence will be at the discretion of the Assistant principal.

### **13.6 Physical Examination**

All (fresh & transfer) students must file with the attendance office reports of a recent (within one year) physical examination. Students who play sports must file with the Athletic Director of a physical examination each year to be eligible to play. Physicals for athletes are valid for only ONE calendar year. No facsimiles of physical exams will be accepted. Students who do not have a physical on file with the attendance office will not be allowed to participate in their Physical Education class and may lose credit for the time they miss from class activities. Students unable to participate in Physical Education classes due to chronic or congenital health problems need to have a physician's note on file with their counselor and assistant principal.