



**ALVERNO**  
HEIGHTS ACADEMY

# **ALVERNO HEIGHTS ACADEMY**

STUDENT-PARENT HANDBOOK 2018-2019

## **NOTICE OF IMPLIED AGREEMENT**

The contents of this Student-Parent Handbook are to be accepted by the parents and students as essential parts of the contract between them and Alverno Heights Academy. The registration of a student is deemed to be an agreement on his/her part, and on the part of their parents, to comply fully with all policies, rules, and regulations of the School, as outlined in this Handbook. The use of the term parents throughout this document is meant to include a single parent and legal guardians. Regardless of age, all students at Alverno Heights Academy are required to comply with all rules and regulations found in this handbook. The school expects its students to reside with parent(s) while enrolled.

Students are enrolled at Alverno Heights Academy on the basis of a yearly evaluation and acceptance. Alverno Heights Academy reserves the right to dismiss students at any time for infractions of regulations whether on or off campus, unsatisfactory academic or disciplinary standing, or other reasons that affect the welfare of the individual student, the student community, or the School's reputation.

The Leadership Team of Alverno Heights Academy reserves the right to refuse registration or re-registration when it is the opinion of the School administration that parents do not support School policies, and thereby terminating the student's enrollment. Should a parent(s) display an uncooperative or disruptive attitude regarding a school decision, it may become necessary for the student to be dismissed on grounds relating to the actions/attitudes of the parents. Alverno Heights Academy reserves the right to make revisions in this Handbook when and if deemed necessary by the Leadership Team. Observance of any change is expected of all when the change is made known to the school community

## **NON-DISCRIMINATION POLICY**

Alverno Heights Academy admits students of any race, color, racial or ethnic origin, or sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Alverno does not discriminate on the basis of race, color, racial or ethnic origin, or sexual orientation in the administration of its education policies, admission policies, scholarship and financial aid programs, and athletic and other school -administered programs. Alverno Heights Academy will attempt to make reasonable accommodations for students with disabilities.

## **STUDENT/PARENT SUPPORT OF SCHOOL POLICY**

When a student enrolls in Alverno Heights Academy, she and her parents/guardians automatically agree to support the policies, traditions and programs of the school as outlined in the Student/Parent Handbook and other school policy documents. The Student/Parent Handbook is available on the Alverno website.

July 13, 2018

Dear Alverno Heights Academy Students and Parents,

Welcome to the 2018-2019 school year at Alverno Heights Academy! The Board of Trustees, Leadership Team, Faculty, and Staff look forward to welcoming your daughter for another year of *empowering our students to be exactly the person they imagine themselves to be*.

This *Student-Parent Handbook* is meant to be a guide for you into the culture, code of conduct, day-to-day procedures and expectations of Alverno Heights Academy. You will find such things as: the school philosophy, tardy and absence policies, grading scales, e-mail addresses for all faculty and staff, the Alverno Parent Association Board membership, information and forms for a myriad of activities.

Each summer the Leadership Team reviews this document to make sure it is consistent with our school philosophy and that we comply with the education code, college admissions expectations, emergency preparedness guidelines, and with the needs of our students and their families. We strive to create transparency in our communication, to clarify issues that may have arisen, or to establish new policy if necessary. The handbook is regularly reviewed by legal counsel. Annual changes are reviewed with students at the beginning of each school year. *(All students and parents are required to sign a contract acknowledging the fact that they have received, read and are willing to comply with this document)*. Like any good reference guide, we hope that you will keep this handy throughout the year and refer to it frequently.

Another excellent way to keep in touch is to take advantage of other facets of our website: [alvernoheightsacademy.org](http://alvernoheightsacademy.org). The annual school calendar can be found on this site as well as current information. You can also keep abreast of grades and homework through [Alma](#).

I hope that this year will be your best year and the beginning of many, many, more.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julia V. Fanara', with a long horizontal flourish extending to the right.

Julia V. Fanara, M.A. and M.Ed., P '01, P '03, P'05  
*Head of School*

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## **-MISSION AND PHILOSOPHY-**

### **MISSION**

To **EMPOWER** each young woman to be exactly the person she wants to be.

### **PHILOSOPHY**

Alverno Heights Academy is a Catholic, private, college preparatory school for young women dedicated to preparing them to function in a society as informed, knowledgeable persons, who have the requisite skills to make and implement mature decisions about complex problems.

Enlivened by the spirit of its Immaculate Heart Community sponsors, and mindful of the Franciscan roots of its founders, Alverno's program -- academic, spiritual, aesthetic, social, and physical -- is shaped by the staff, trustees, and students in light of the world for which the students are being educated.

Alverno Heights Academy intends to prepare knowledgeable young women of conscience and conviction to function in their world with the courage to take risks in the pursuit of values, and with the ability to apply untried solutions to problems. We also intend to create an environment in which students can develop the humility and humor needed to learn from their mistakes; in which they can experience the joy that comes from behaving with a spirit of generosity; and in which they can grow in the compassion necessary to live as peace-makers in the global community.

Underlying the educational process at Alverno are the following Christian assumptions:

- ❖ That the fundamental dignity of every person is based not on possessions or accomplishments, but on being created in God's image, redeemed by Jesus Christ, and destined for resurrection;
- ❖ That the radical challenges of the Gospel and the social teachings of the Catholic Church call for lives of justice, compassion, and service;
- ❖ That the planet earth and all created beings are a legacy to each generation and thus to be respected, protected, and --where possible -- restored;
- ❖ That consciousness of the Sacred is fostered by a mature understanding of Sacramental meaning and ritual.

For and with our students we seek:

- ❖ To provide a curriculum of academic excellence, encompassing multiple disciplines;
- ❖ To articulate and advance the rights of all women and the oppressed to full and equal participation in a democratic society;
- ❖ To use not only books, but also the arts and technologies to communicate information that leads to an understanding and response as part of the global

- community;
- ❖ To promote cooperation and tolerance as values, and encourage a responsible solution of conflicts;
  - ❖ To foster healthy friendships as the basis of strong community bonding;
  - ❖ To develop and cultivate leadership skills which will advance them in their decision -making both at Alverno and the world of which they are members.

## VISION

We affirm and demonstrate through every action our belief in the value of:

<b>COURAGE</b> to make a difference.	<b>HUMOR</b> to make our lives more joyful.
<b>DIVERSITY</b> to make a better world.	<b>GENEROSITY</b> of spirit, resources and time.
<b>COMPASSION</b> for others and for ourselves	<b>NURTURING</b> to inspire growth through praise and encouragement
<b>CREATIVITY</b> to solve problems and enrich our lives.	
<b>ACADEMIC ACHIEVEMENT AND INTELLECTUAL</b> growth by managing, designing and assessing our own learning.	
<b>WOMEN’S ABILITY</b> and responsibility to positively influence the world in traditional and non-traditional roles.	
The <b>CATHOLIC FAITH</b> , its traditions and practice, and the emphasis on social justice and redemption found in the Gospels.	

## **OUR VISION OF AN ALVERNO HEIGHTS ACADEMY GRADUATE:**

ACTIVE	SOMEONE WITH HIGH	SELF- RELIANT
ASSERTIVE	EXPECTATIONS	A SENSE OF HUMOR
CHARISMATIC	HONEST	SPIRITUAL
COMPASSIONATE	HONORABLE	A STRONG WOMAN
CONFIDENT	INTELLECTUALLY	STRONG WORK ETHIC
ENVIRONMENTALLY	CURIOUS	TOLERANT
AWARE	KIND	SOMEONE WHO THINKS
FOCUSED	OPEN- MINDED	
GODLY	RESPONSIBLE	

## **-ACCREDITATION AND PROFESSIONAL AFFILIATIONS-**

Alverno Heights Academy is accredited by the Western Catholic Education Association (WCEA\*), Western Association of Schools and Colleges (WASC\*\*), and California Association of Independent Schools (CAIS\*\*\*).

In addition, Alverno belongs to the following professional organizations:

American Library Association	Horizon League
Association of Independent School Admission Professionals	Independent School Library Exchange
California Association of the Gifted	National Association of College Admission Counseling
California Association of Private School Organizations	National Association of Independent Schools
California Independent School Business Officers Association	National Association of Secondary Schools Principals
California Interscholastic Federation	National Association of Student Councils
Catholic Library Association	National Catholic Education Association
College Board	National Coalition of Girls' Schools
California Gifted Network	

### **\*WESTERN CATHOLIC EDUCATIONAL ASSOCIATION (WCEA)**

The [Western Catholic Educational Association](#) accredits Catholic elementary and secondary schools in nine western states (26 (arch) dioceses) and the U.S. Territory of Guam. WCEA co-accredits and is in partnership with three Regional agencies (WASC, NAAS, NCA CASI) and two private agencies (CAIS and HAIS). WCEA began in 1957 in San Francisco and has a long and successful history of assisting school improvement through the accreditation process.

### **\*\* WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)**

The Accrediting Commission for Schools, [Western Association of Schools and Colleges](#) (ACS WASC) is one of six regional accrediting associations in the United States. The Accrediting Commission for Schools, WASC, extends its services to over 4,500 public, independent, church- related, and proprietary pre-K–12 and adult schools, works with 16

associations in joint accreditation processes, and collaborates with other educational organizations.

The ACS WASC accreditation process fosters excellence in elementary, secondary, and adult education by encouraging school improvement. WASC accreditation recognizes schools that meet an acceptable level of quality, in accordance with established, research-based WASC criteria.

### **\*\*\*CALIFORNIA ASSOCIATION OF INDEPENDENT SCHOOLS**

The [California Association of Independent Schools](#) is a non-profit organization serving more than 190-member schools and 73,000 students. Founded in 1941, CAIS provides services to member schools including accreditation, conferences and workshops, information and leadership on educational issues. CAIS thanks the Maryland Association of Independent Schools for drafting this statement and making it available to associations.

### **NATIONAL ASSOCIATION OF INDEPENDENT SCHOOLS**

The [National Association of Independent Schools \(NAIS\)](#) is a nonprofit membership association that provides services to more than 1,800 schools and associations of schools in the United States and abroad, including more than 1,500 independent private K-12 schools in the U.S.

Independent schools are non-profit private schools that are independent in philosophy: each is driven by a unique mission. They are also independent in the way they are managed and financed: each is governed by an independent board of trustees and each is primarily supported through tuition payments and charitable contributions. They are accountable to their communities and are accredited by state-approved accrediting bodies.

### **CAIS PRINCIPLES OF GOOD PRACTICE FOR PARENTS AND INDEPENDENT SCHOOLS**

To be successful, every independent school needs and expects the cooperation of parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect. In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents who, in turn, share the important responsibility to become informed members of the school community.

## **PARENTS AND THE BOARD OF TRUSTEES**

In most independent schools, decision -making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating or firing of faculty and staff.

Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole. CAIS encourages parents who are interested in high- level decision making to stay informed about the work of the Board of Trustees by reading school publications, talking to the Head of School, and attending appropriate meetings.

Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school’s review process, but they should not expect the Board of Trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the Head of School.

## **PARENTS AND THE FACULTY AND ADMINISTRATION**

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events. The relationship between parents and the faculty and administration is formally governed by the school’s written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

CAIS encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.

Parent’s best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents in a negative fashion will be viewed by the school as counterproductive.

While parents may not agree with every decision made by the school, the parent and school will find, in most cases, enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

## **THE PARENT ASSOCIATION AND THE SCHOOL**

The Parent Association, in an independent school provides a vital and much- appreciated service to school leadership and the entire school community. Because the Parent Association is so important, and its volunteer activities potentially so wide-ranging, CAIS recommends the following steps to structure and clarify the Association's role.

1. The Board of Trustees, in consultation with the administration, should develop a set of written by-laws for the Association that makes clear its procedures and role as a service organization.
2. The by-laws should clearly state the Association's mission to support the decisions and policies of the Board and administration. The Parent Association neither participates in policy-making by the school nor functions as a lobbying group.
3. The finances of the Parent Association should be supervised and regularly monitored by the school and should be part of the school's annual audit process.
4. The Head of School should be closely involved in the Association nominating process.

Cooperation and teamwork between the Head of School and the officers of the Parent Association are crucial to the health of the school community.

## **PHILOSOPHICAL INCOMPATIBILITY**

Incompatibility is defined as flagrant or consistent defiance of Alverno Heights Academy rules and expectations (i.e. repeated classroom absences, continual tardies, repeated failures to turn in homework, continual dress code violations, and repeated antagonistic, uncooperative or disrespectful behavior toward any member of the Alverno Heights Academy community). Behavior not representing the Alverno mission and vision on campus and in the outside community are examples of philosophically incompatible behavior (i.e. conduct at school, online, and elsewhere), which would reflect adversely on Alverno Heights Academy or the Catholic Church is unacceptable. Incompatible behavior by the student or parent(s)/guardian(s) may be grounds for suspension and or/expulsion.

## **-ACADEMIC PROCEDURE AND POLICIES-**

### **GRADING PERIODS**

#### ***SEMESTER GRADES***

At the end of each semester, final exams are administered and semester grades issued to parents through the mail and through Alma. Only semester marks are entered on the student's official high school transcript. **\*\*NOTE: Senior Transcripts will have the 12th grade Q1 grade on the transcript for all transcripts sent to colleges and universities before December 15\*\***

The primary purpose of academic evaluation is to determine the extent to which a student has achieved success in terms of course objectives. At the beginning of each semester or year-long course, the teacher publishes the list of course objectives for which the student is responsible. Assessments, quarter and semester exams are designed to measure how well a student meets these objectives. Effort and attendance are not enough to ensure a passing grade. Students must demonstrate mastery of certain basic skills. **Thus a grade of a "D" or "F" means a student has not mastered the required skills adequately and she must repeat the course to master those skills. The only exception is in mathematics and world languages; if a student earns a grade of "D" in the first semester and earns a "C-" or higher in the second semester, the material has been mastered and the first semester is not required to be made up. If a student earns an "F" first semester in mathematics or world languages, she must repeat the first semester of the course during the second semester and the second semester of the course during summer school. Please note: any "D" or "F" earned at a semester remains on the transcript.**

#### ***QUARTER GRADES***

After approximately ten weeks of each semester, quarter reports are available on Alma. These grades are mailed in October and March. Quarter grades are not recorded on the student's transcript. However, quarter grades are considered an official marking period for CIF eligibility, government positions, and performing arts eligibility. **\*\*NOTE: Senior Transcripts will have the 12th grade Q1 grade on the transcript for all transcripts sent to colleges and universities before December 15th\*\***

#### ***PROGRESS REPORTS***

Progress Reports are available on Alma to parents approximately five weeks prior to the end of each quarter marking period. Teachers will follow up via e-mail or through Alma Message to the parents of any student who might receive a "D" or "F" mark at the quarter or semester marking period.

## ***GRADE POINT AVERAGE***

A student's grade point average (GPA) may be calculated in the following manner:

1. Assign a numerical value to each letter grade: A-4, B-3, C-2, D-1, and F-0
2. Total the points for all courses taken.
3. Divide by the number of courses in which grades were received.

## ***ADVANCED PLACEMENT AND HONORS COURSES***

Eligibility for Advanced Placement and honors courses is based on academic grades in specific coursework. A grade of a "D" or "F" in another course will require administrative approval upon review.

Advanced Placement and honors level courses taken have weighted GPA credit. Thus, a student who enrolls in such a course receives one point higher for that course grade to be calculated in the GPA.

No weighted GPA credit is issued for grades received of "D" or "F." For the UC and Cal State Eligibility Indexes and private universities eligibility, please refer to the College Counseling section of this handbook.

Alverno offers honors and/or advanced placement courses in all subject areas except Theology.

## ***HONOR ROLL***

Appointment to the Honor Roll is based on the previous semester's grades.

Students earning a 4.0 or above GPA are placed on the Head's Honor Roll.

Students earning 3.50 to 3.99 are placed on the Honor Roll.

A minimum of four academic classes must be taken to qualify for either of the honor rolls.

## **GRADING SCALES**

94-100: A	90-100: A
90-93: A-	
87-89: B+	80-89: B
83-86: B	
80-82: B-	70-79: C
77-79: C+	
73-76: C	60-69: D
70-72: C-	

67-69: D+  
63-66: D  
60-62: D-  
0-59: F

0-59: F

## **TESTING PERIODS**

### ***QUARTER EXAMS***

At the end of the first and third quarters, many classes give tests on the material that has been covered. These are often unit tests, covering the objectives set forth in the classes at the beginning of each semester. These tests are not generally comprehensive in nature. Quarter tests are given during regular school time during a regular school day. No special time is set aside for testing. Grades on the tests are averaged in with the other marks for the quarter.

### ***SEMESTER EXAMS***

Each semester comprehensive final exams are given in all academic subjects during three days set aside for 90-minute exams. Seniors may be on a different schedule for these exams.

Students MUST report at the given time. Students arriving late will receive no additional time. Students who are ill must notify the school immediately and bring a doctor's note in order to reschedule a missed exam. There is a complete rotating schedule with no more than two final exams being taken by a student in any given day. Final exams are cumulative and the student is responsible for demonstrating mastery of all the skills taught from the beginning of the semester to the end.

The grade of the final exam has the value of a range from 10-15% of the final grade.

The only grades that appear on a student's transcript are the final course grades. Neither quarter grades, nor final exam grades are recorded on the student's permanent record.

Students must be present for final exams. Vacations and trips should not be planned for the week of final exams during the fall or spring semester. International students must plan trips home for dates after the conclusion of final exams.

### ***STANDARDIZED TESTING***

Each year, students will do a practice college admissions test in October to measure their critical reading and writing and mathematical skills as well as study habits and career interests. Ninth and eleventh graders take the PSAT/NMSQT while tenth graders take the Pre-ACT. The PSAT is also the National Merit Scholarship Qualifying Test, which is administered by the College Board and cosponsored by the National Merit Scholarship Corporation in the United States.

Test results are discussed with the students and a copy forwarded to parents or guardians for review.

The official SAT or ACT are not administered on campus. Please see the College Counseling section for further details.

## **REQUIREMENTS FOR GRADUATION FROM ALVERNO HEIGHTS ACADEMY**

To qualify for graduation and receive a diploma from Alverno Heights Academy, a student must earn a total of 280 credits with passing grades in all subjects. Semester courses receive 5 credits. Semester grades of Ds and Fs are not eligible for graduation. Below is a listing of the specific courses needed and a suggested timeline. Courses may be taken in other grade levels if needed or appropriate. In addition, enrichment and elective courses are needed. These are listed in the Alverno Course Catalog available on the website. Elective credits may be taken in any discipline.

<b>Discipline</b>	<b>Credits Needed</b>	<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
<b>ENGLISH</b>	40 Units or 8 Semesters	English 9 <i>Standard or Honors</i>	World Literature <i>Standard or Honors</i>	American Literature <u>OR</u> AP English Language	<b>English 12</b> <u>OR</u> AP English Literature
<b>THEOLOGY</b>	40 Units or 8 Semesters	Scripture & Christology	History of Christianity	World Religions & Morality & Social Justice	Christian Lifestyles & Sacramental Theology
<b>SOCIAL SCIENCE</b>	35 Units or 7 Semesters	Global Studies <u>OR</u> AP Human Geography	World History <u>OR</u> Big History <u>OR</u> AP World History	U.S. History <u>OR</u> AP U.S. History	American Government <u>OR</u> AP American Government <u>OR</u> AP Comparative Government (1 Semester Each)
<b>MATHEMATICS</b>	30 Units or 6 Semesters	Algebra I <u>OR</u> Geometry Honors	Geometry <u>OR</u> Algebra II/Trig Honors	Algebra II <u>OR</u> Algebra II/Trig	
<b>SCIENCE</b>	30 Units or 6 Semesters	Physics <u>OR</u> Biology Honors	Chemistry <u>OR</u> Chemistry Honors	Applied Physics and Engineering <u>OR</u> AP Biology	
<b>World LANGUAGE</b>	20 Units or 4 Semesters	Spanish I <u>OR</u> ASL I	Spanish II <i>Standard or Honors</i> <u>OR</u> ASL II		
<b>VISUAL AND PERFORMING ARTS</b>	10 Units or 2 Semesters	AP Studio Art, Advanced Theatre, 2D Art, 3D Art, Theatre I and II, Dance I and II, Drawing and Painting, or Photography.			
<b>PHYSICAL</b>	10 Units or 2	Participation on an Alverno Heights Academy sports team for a season is			

<b>EDUCATION</b>	Semesters	5 units. In addition, elective Physical Education and Dance I or II.
<b>TECHNOLOGY</b>	Digital Literacy	Students must demonstrate digital literacy competency prior to Graduation.
<b>ELECTIVES AND Breadth</b>	65 Units	Students may earn elective credits by selecting courses from any department in which they meet the required prerequisites.

## ***REGISTRATION AND SCHEDULE CHANGES***

Students register for the following year's courses in April through Alma. Preliminary schedules are then available during the middle of July.

Students may request a schedule change during the summer months. The change will be granted at the discretion of the Assistant Head of School for a legitimate academic reason (teacher preference is not considered a legitimate reason) and only if there is room in another course.

## **COURSE ADD/DROP AND COURSE WITHDRAWAL**

All students have ten (10) school days after the beginning of a semester to add or drop a class without penalty. After ten (10) days, any and all schedule changes will be initiated by the Assistant Head of School or a teacher.

Recommendations for changes are to be for academic reasons only. The department chair will then present the list of recommended changes to the Assistant Head of School who will make the final determination in regard to all changes.

Students may request a schedule change for second semester courses the last week of the first semester on designated days only. During the first week of the second semester, the Assistant Head of School or a teacher may initiate schedule changes according to the same procedures as stated for the first semester.

Any student in an Advanced Placement (AP) course who does not complete the summer assignment or is earning a D/F at the first quarter will be dropped from the class.

As a general rule, if a student fails the first semester of a full year course and successful performance in the second semester is dependent upon achieving a particular skill level first semester, the student is subject to rescheduling the course during the Alverno Summer Institute and will be placed in another course for the semester. (In this case, the student must make up the required course and credit in summer.)

## **TRANSFERS/WITHDRAWALS FROM ALVERNO**

Transfer/withdrawal requests must be made in writing or preferably through a personal appointment with the Director of Enrollment and Student Engagement, at (626) 355--3463 x. 235 or [smccarthy@alvernoheights.org](mailto:smccarthy@alvernoheights.org). Once a parent/guardian has requested a student's transfer, they will be required to settle all academic, athletic and financial accounts before an official transfer can take place. All families who choose not to return to Alverno will be

expected to complete an official *Withdrawal Survey* or complete an *Exit Interview* with the Director of Enrollment and Student Engagement.

Failure to comply with this process will delay transcripts being sent to the receiving school.

## **TRANSCRIPT REQUESTS**

The transcript is the official record of scholastic work completed by the student during her high school education. Transcripts are forwarded to colleges and universities upon written request from the student. All transcripts must be mailed or submitted electronically by the Registrar or Director of College Counseling in order to be considered official copies.

Release of this information requires the signature of a parent if the student is 17 years of age or younger. Final transcripts are automatically sent to the final college choice a student lists on their Naviance account unless otherwise noted in writing to the college counselor on or before June 1.

Students who have transferred to Alverno from another high school must contact their previous school for a transcript. Alverno does not forward transcripts from other schools to colleges/universities.

Each transcript request made after graduation carries a \$5 fee. All requests for transcripts should be directed to the Registrar.

## **CREDIT FROM OTHER SCHOOLS**

No summer school credits will be accepted by the Studies Office from other private or public schools as credits towards graduation without the student first receiving written permission from the Assistant Head of School to enroll in the summer course(s) for credit. Students, who attend the Alverno Summer Institute for enrichment, do so for their own benefit and may not apply these credits toward graduation without prior written permission from the Assistant Head of School.

## **CLASS PARTICIPATION**

An important part of academic evaluation is the student's participation in class, which can be oral or digital. All students are expected to contribute to class discussions by asking questions, raising relevant issues and commenting on the contributions of others.

Recognition of the developmental aspects of education and the skills taught at each academic level leads to differentiation of grading percentages for class participation. In addition, the objectives for mathematics and sciences are different from objectives in humanities departments. Therefore, in all classes participation becomes a percentage of the grade for all students to be determined by each department ranging from 5-15 percent. Specific percentages per class are outlined in the syllabus for each course.

## **TEXTBOOKS**

Every student is responsible for having her own set of textbooks as required for each course in which she is enrolled. Students may purchase new/used books or e-books if they are available and approved by the school. **Textbooks for both semesters must be ordered by August 1 in order to have them for school.** In some courses, a course/lab fee is collected for materials distributed during the course. Under no circumstance will the school lend books to students. New and replacement books can be ordered through the online book service at <https://ahs.shelfit.com/>. Due to the expense of texts/devices and the difficulty in securing another if it is lost or misplaced after the semester has begun, students should exercise extreme care in the handling and storing of their textbooks/devices. All students must personally identify each textbook/device. **The school is not responsible for texts lost or stolen during the school year. Students must replace lost or stolen textbooks/devices within 10 days.**

## **TUTORING**

Short-term tutoring is available to all students in all subject areas. Each teacher sets her/his own tutoring hours. The teacher may schedule tutoring periods before school, during lunch periods, and/or at the conclusion of the school day. These tutoring periods are designed to be a resource for students who recognize that they are having difficulty in a subject area. It is expected that the student will go to the next scheduled tutoring period in her subject the day after she experiences difficulty with class work or homework.

**Tutoring will be available to students during office hours once a month on Wednesdays during the normal day. Teachers may also set longer hours for tutoring sessions outside of this designated period.**

It should be noted that tutoring provided by teachers is “short-term.” If a student needs long-term, consistent tutoring in a subject area, the school may recommend that a private tutor should be engaged for the student. Alverno teachers are not permitted to be hired as long-term tutors for their Alverno students.

## **PLAGARISM**

*Webster’s New Collegiate Dictionary* defines plagiarism in this way: “To steal and pass off as one’s own, the ideas or words of another; to use a created production without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.” Plagiarism is inconsistent with the school philosophy and is considered a form of cheating; therefore it will be dealt with in like manner (See Honor Code and Major Disciplinary Violations). Alverno utilizes [Turnitin.com](https://www.turnitin.com), a service that scans student papers for plagiarism. Students must register and submit their work through this service.

Information will be given to students by teachers assigning papers (See Honor Code and

Major Disciplinary Violations). Creating or use of unauthorized copies of software or music from the Internet or original software recordings is considered a major breach of integrity.

## **CHEATING**

Cheating in any way or form is inconsistent with the philosophy of Alverno Heights Academy and thus will not be tolerated. Cheating includes copying homework, copying directly from books or the Internet, and cheating on or allowing someone to copy papers, quizzes or tests. Cheating also includes assisting another student in any of these activities. Disciplinary action to be taken in any case of cheating is outlined in the student conduct section of this Handbook (See Honor Code and Major Disciplinary Violations).

## **ELIGIBILITY**

To hold any student government office, participate on any sports team, attend domestic or foreign trips, participate in the fall play or spring musical, be a cheerleader, or participate in any off-campus group or production, a student must meet the minimum activity participation requirements:

- ❖ 2.5 GPA during the previous quarter or semester with no F's for student government
- ❖ 2.0 GPA during the previous quarter or semester with no F's for athletics, play/musical, domestic/foreign trips, cheerleading, and off-campus activities
- ❖ A clear disciplinary record
- ❖ A satisfactory attendance record

Ninth graders and transfer students accepted on "conditional status" are eligible to participate in all activities provided all other eligibility requirements are maintained.

Students who have a "D" in a course may still participate in an activity but they will be considered on probation. As terms of their probation, they will have until the next grading period to raise their grade to a "C." Those who fail to raise their grade within that time period will be removed from their activity.

A student may be deemed ineligible if she has excessive disciplinary violations for offenses including, but not limited to: dress code, gum chewing, tardiness, inappropriate language, excessive detentions or a suspension.

In addition:

- ❖ Any student who received an "F" or had a GPA below 2.5 during the previous quarter or semester is ineligible. As per Horizon League rules: athletes must be eligible when the season of play begins and may not be added to the team roster at a later date.
- ❖ Any student who receives an "F" or has a GPA below 2.5 in a quarter or semester marking period becomes ineligible and is removed from the activity.

Summer Institute grades are computed with the second semester grades of the academic year prior to the Summer Institute. Therefore, a student may become eligible for fall activities at the conclusion of Summer Institute. If a student repeats the SAME course during summer, that grade replaces the F for purposes of eligibility; if a student takes a DIFFERENT course to makeup credits, the new course grade is averaged with the preceding semester's grades.

Once a student becomes ineligible during a season or activity, she remains ineligible for the duration of the season or activity. Participation in activities and student government requires signatures of certain faculty members and/or administrators.

**IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF HER ELIGIBILITY STATUS.**

**ACADEMIC PROBATION POLICY**

***ACADEMIC WARNING***

Students who earn two or more D's in any quarterly or semester marking period will be placed on academic warning. They will not lose government, team, or drama privileges, but must intensify their efforts to bring up those grades. Tutoring with teachers of those courses is an absolute necessity. Students who have two or more D's for two marking periods in a row (excluding progress reports) will be placed on academic probation.

***ACADEMIC PROBATION***

Students who earn two or more D's for **two** marking periods in a row, students who earn an F, and students whose GPA falls below 2.0 will be placed on academic probation. These students may forfeit their government position, lose team eligibility, roles in drama productions, **and possibly have their variable tuition rescinded**. Their sole focus during academic probation must be to improve their grades. Students on academic probation for two semesters in a row are subject to dismissal.

***GRADUATION CEREMONIES***

No senior may participate in the Baccalaureate Mass or in the Graduation Ceremony if:

- ❖ She is more than 10 units short of the required units.
- ❖ She incurs any major discipline violations.
- ❖ There is money owed on her tuition/fee account.

Diplomas, which are granted at Graduation, will be withheld for the following reasons:

- ❖ Failure to return library books or to pay fines.
- ❖ Detentions not served.
- ❖ Failure to return uniforms or costumes issues by the school.
- ❖ Late return to the bus after Grad Nite.

- ❖ Inappropriate behavior at school graduation activities (e.g. bullhorn blown at Graduation).
- ❖ Failure to meet any Alverno Heights Academy requirements.

She will not receive a diploma from Alverno Heights Academy until these matters have been cleared.

Students must abide by the provisions stated in the senior graduation bulletin, which is distributed at the required *Senior Parent Meeting* in the fall of each year. All students graduate at the discretion of the Head of School.

### **TEACHER APPOINTMENTS/ TELEPHONE CONTACT**

If teachers are asked to return telephone calls from parents/guardians, they will do so during the school day. Teachers are not expected to make phone calls in the evening or during the weekend. When a parent wishes to confer with a teacher about his/her daughter, the school policy is that the parent should make an appointment with the teacher, AND that the student be present at the conference. The presence of the student is not only desirable, but necessary since it is the student's work or behavior that is in question. Appointments may be made by calling the teacher or through e-mail. E-mail addresses and phone extensions are published in the front of this Handbook.

## **-COUNSELING PROGRAM-**

### **COLLEGE COUNSELING**

In keeping with Alverno's philosophy of empowering students "to make mature decisions about complex problems," the goal of the college counseling program is to help the student assess the college/career opportunities best suited to her needs. To this end, the student is encouraged to consult with the college counselor and college representatives, and to learn as much as possible about the requirements and offerings of the COLLEGE COUNSELING PROGRAM.

The following is a concise summary of the college and career counseling program at Alverno. The philosophy of our college- prep high school refers to empowering young women and the college admission process presents an excellent opportunity for increased responsibility and preparation for the demands of university life. The college counseling process includes both students and parents and begins in 9th grade.

#### ***9TH GRADE AND 10TH GRADE:***

- ❖ Students
  - PSAT Testing (Preliminary SAT Testing) for 9th grade
  - Pre-ACT Testing ( Preliminary ACT testing ) for 10th grade
    - Students receive the results in groups and in individual college counseling sessions.
  - Academic advisory groups will review transcripts for course selection and GPAs
  - College counselor will set up each Alverno student with a Naviance/Family Connection Account to be used throughout high school.
  - College counselor and academic advisors will assist each student in building their resume starting in freshman year.
- ❖ Parents:
  - There is an informational meeting for 9<sup>th</sup> and 10<sup>th</sup> grade parents in March to review the entire college admissions process, which begins to build in freshman year.
  - Pertinent information regarding courses, GPA, testing, internships and summer programming, socialization, and more will also be given at this meeting.
  - The College Counselor and Assistant Head of School will hold a separate event in the January to discussion all standardized testing for grades 9,10, and 11.

#### ***11<sup>TH</sup> GRADE***

- ❖ Students
  - PSAT/NMSQT testing is in October.
    - Test results are returned to students during junior state meeting and can be discussed at length in an individual appointment with the college counselor.
  - Students meet in one-to-one meetings with the college counselor beginning in September

❖ Parents:

- The Junior Parent College Information Night in the spring offers comprehensive details on the college application process including: testing dates, campus visits and college representatives at Alverno.
- Fall: The Financial Aid Workshop is led by a university financial aid officer who explains the overall financial aid process (including the FAFSA and GPA verification for Cal Grants). This individual also shares excellent information on how to prepare a successful financial aid application.
- The College Counselor and Assistant Head of School will hold a separate event in January to discuss all standardized testing for grades 9,10, and 11.
- Parents are encouraged to schedule a family college counseling meeting with the college counselor beginning the first semester of junior year.

## 12<sup>TH</sup> GRADE

❖ Students

- Seniors attend a general session in the fall regarding the college application process.
- Students then arrange individual appointments with the college counselor to finalize their college application plan.
- Workshops are offered on applying to the University of California, California State University, and independent colleges and universities.
- Workshops are held on weekends in the fall to work on writing essays, preparing for interviews, and filling out college applications.
- Seniors attend a general information session regarding financial aid, which includes pertinent information for the completing the FAFSA and CSS profile.
- Seniors will participate in a Senior Seminar period held every Tuesday by the college counselor. This class is designed to aid in the college application process, applying for financial aid, and test preparation. The class includes information regarding college visits, demonstrated interest, and interviews; time is provided during the class for seniors to be actively working on their applications and essays.

❖ Parents:

- Fall: Parents attend the *Senior Parent Meeting*, which includes a review of the application process, timelines, and an important question and answer session.
- Fall: The Financial Aid Workshop is led by a university financial aid officer who explains the overall financial aid process (including the FAFSA and GPA verification for Cal Grants). This individual also shares excellent information on how to prepare a successful financial aid application.
- For a listing of complete graduation requirements, please see “Requirements for Graduation from Alverno Heights Academy” in this Handbook. Additionally, they may be viewed on the Alverno website under “Academics” by clicking on “Curriculum Guide.”
- For the [University of California](#) system requirements, please visit their website.
- For the [California State University](#) system requirements, please visit their website.

- For independent colleges and universities, please visit their individual websites.
- For the requirements for all other colleges and universities, please refer to your Family Connection page in Naviance as well as the individual college or university websites.
- Naviance is a college and career readiness software provider that Alverno works with to provide students with college planning, career assessment tools, scholarship search, and college application process support. Naviance is a tool that is used throughout four years at Alverno and each grade level will work with the college counselor in group and one to one meetings to learn how to navigate the website and effectively use Family Connection/Naviance to support the pursuit of their future goals.

## **ACADEMIC ADVISING**

When a student begins her 9th grade year, she is assigned an academic advisor along with approximately 10 other girls and remains with that advisory group for four years. The purpose of Academic Advising is to give each student an adult advocate who will guide them through their academic and social experiences throughout their four years at Alverno. It also provides a stable peer group to learn from and share with over the course of their time together.

Academic Advising meets each quarter at the progress report time for two 40-minute sessions to review current grades as well as discuss course selection and updating student's resumes on Family Connection. Parents have an opportunity to meet their daughter's academic advisor at Back -to- School Night. Parents can also contact their daughter's academic advisor through email or phone for questions regarding grades, current academic progress, and any other concern regarding their daughter's overall success at Alverno.

## **INCLUSION**

Alverno Heights Academy is committed to providing a college preparatory education to all students who are accepted into our community. We recognize that not all students learn the same way. To that end, the leadership team and faculty have made a concentrated effort to differentiate the curriculum in order to meet the various learning styles of the students in our classrooms. The vehicle in place for identifying and following up on these students is the STEP process (Support Team Educational Plan) along with the SST (Student Support Team). This is a formalized program established through the Department of Catholic Schools which supports students, parents, and faculty with a student's educational plan. The SST process allows the student, her parents, advisor, and teachers to make sure that her time here at Alverno is successful. The Assistant Head of School supervises the Inclusion Program.

## **ACCELERATED HONORS ACADEMY FOR GIFTED GIRLS**

The Accelerated Honors Academy for Gifted Girls allows qualified students entering the

sixth, seventh or eighth grade to bypass the remainder of their middle school studies and attend Alverno Heights Academy as full -time high school students. It also allows typical age gifted girls to move through the curriculum at an accelerated pace as needed. The AHA was created to provide an engaging environment for advanced and gifted students who are ready for a rigorous college -preparatory curriculum. **The Director of the Accelerated Honors Academy for Gifted Girls oversees the program.**

## **PERSONAL COUNSELING**

Outreach Concern, Inc. is a 501(c) (3) nonprofit agency providing a complete program of pupil personnel services to school children and their families. Alverno Heights Academy strives to provide its students, families and faculty members with as much supportive help as possible, and is aware that today’s stressful lifestyles make that support more and more necessary. By enlisting Outreach Concern’s services, students at Alverno experiencing academic, behavior or personal problems, have access to trained counselors on campus, where and when they might need them.

Outreach Concern counselors enter the program with a wide variety of experience, including graduate, post-graduate, doctoral and professional backgrounds. Because the counselors are “intern -counselors” every counselor works under the supervision of a licensed clinician with whom they meet weekly to discuss their cases, in addition to on-going supervision from Outreach Concern and their university programs. All of the counselors practice in accordance with the teachings of the Catholic Church, upholding the same values as the school and family.

All counseling provided by Outreach Concern is confidential. Records are retained by Outreach Concern and do not become part of the student’s school file. Although it is essential to protect each student’s confidentiality, the goal of counseling is not to shield important information from the parent, but rather to involve the parents and to help bring the student to an understanding of the importance of that involvement in a confidential setting that makes them feel safe and understood. Please note: in the case of danger to self or others, or the reasonable suspicion of child abuse, the counselors are mandated by law and by the ethics of the counseling profession to take all reasonable steps necessary to protect the student, including informing the appropriate authority

If the student is under the age of 18, a consent form must be signed by parents and returned in order for her to use the counseling services. Please note: students are not solicited for counseling, but only seen if the parent, student or the school Administration deems it necessary.

Students are referred for counseling in three ways—by a school faculty member or official, by the parents, or by the student. It is a mark of the effectiveness of the program that over 60% of the students are self- referred, seeking out the counselors on their own. If parents wish to make a referral to have their daughter seen, they should speak to one of the personal counselors in the counseling office, or ask for a referral form in the counseling office.

Outreach Concern also provides parents and students with a 24-hour Crisis Hotline, 1-800-4-CONCERN, allowing them to contact a trained counselor when one is most needed. The Crisis Line handles about 300 calls per month, and operates 24 hours a day, 365 days a year including summers and weekends.

Individual and family counseling is available in Outreach Concern main office in Santa Ana. Appointments may be made by calling the main office at (714) 547--1163. Day and evening appointments are available. If a problem requires on-going therapy and a counselor closer to home is needed; referrals can be made to a Service Associate staff, licensed mental health practitioners who have agreed to work with Alverno's families on a sliding fee scale.

## **-ACADEMIC AWARDS AND SCHOLARSHIPS-**

### ***CALIFORNIA SCHOLARSHIP FEDERATION (CSF)***

The California Scholarship Federation is a statewide organization which honors tenth, eleventh, and twelfth grade students with high scholastic achievement. The purpose of CSF is to give recognition for scholarship to those students who maintain an excellent grade point average.

Membership in CSF is not automatic; applications obtained from the Studies Office must be submitted each semester. Membership is based on semester grades and the points these grades merit. Only five courses may be used to calculate eligibility. Courses are categorized and points must be earned in a specific manner outlined on the application. An "A" is awarded three points; a "B" is awarded one point. To qualify for membership, a student must earn at least 10 points in five classes. Any "D" or "F" disqualifies a student.

Freshmen may apply for associate membership at the beginning of their second semester. To qualify for CSF life membership (CSF Seal Bearer) a student must have earned membership for four semesters during the sophomore, junior or senior years, with at least one semester's membership in the senior year. Life members may wear a gold cord at graduation.

### ***NATIONAL HONOR SOCIETY (NHS)***

The National Honor Society honors nominated students who show creative and excellent scholarship and the willingness to cooperate and serve the school and community as future leaders in society. Students must maintain a minimum 3.2 GPA, be nominated by the Awards Selection Committee of the school, have demonstrated service to their school and community, be of good character, and have demonstrated leadership. Sophomores, juniors and seniors are eligible to be nominated to the organization. Students who have the required grade point average may complete an information form for the Selection Committee to explain their co-curricular, leadership, community, and work activities. Completion of the form does not guarantee selection but provides information only.

To earn full NHS membership, a student must be named to NHS during 11th or 12th grade. Tenth grade students are named only as probational members. Life members may wear a blue cord or stole at graduation. Students attaining life membership in both NHS and CSF are entitled to wear both the blue and gold cords/stoles at graduation.

### ***NATIONAL ART HONOR SOCIETY (NAHS)***

In 1978, the National Art Education Association began the National Art Honor Society program to inspire and recognize students who have shown an outstanding ability and interest in art. The NAHS strives to aid members in attaining the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school

and community.

Students must maintain a minimum 3.2 GPA; be nominated by the Awards Selection Committee of the school, be of good character, and have demonstrated sufficient talent and commitment to the visual arts. Students who attain life membership in NAHS are entitled to wear a rainbow cord at graduation.

**ALVERNO HEIGHTS ACADEMY SUPPORTS AND ENFORCE THE RULES AND REGULATIONS OF NAHS, NHS AND CSF REGARDING MEMBERSHIP. THESE ARE THE ONLY CORDS THAT MAY BE WORN IN GRADUATION CEREMONIES.**

### ***DEPARTMENT HONOR SOCIETIES***

Eligible students will be considered for membership in the Science National Honor Society and Mu Alpha Theta Honor Society (Math). These students will be recognized at the Awards Ceremony and the graduation program; however, they may not wear cords for these honor societies during the Baccalaureate Mass or graduation.

### ***VALEDICTORIAN***

The graduate holding the highest number of grade points based on the University of California A through G requirements (See Academic section), having demonstrated outstanding service to the school and class for four years of high school, three years minimum at Alverno, and having been selected by the Awards Selection Committee of the school is the Valedictorian of the year.

### ***SALUTATORIAN***

The Salutatorian is the graduate holding the second highest number of grade points in the class and who meets all of the above-mentioned criterion for Valedictorian.

### **DEPARTMENT AWARDS**

Individual departments recognize outstanding performance and general academic excellence of students in various department courses. These awards are presented to seniors at the graduation ceremonies and to 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades at the annual Awards Ceremony in the spring.

### ***VILLA DEL SOL D'ORO AWARD***

Established in 1986 by the Alverno Parents' Association, this award is given to further the education of a senior going on to college who has matured and grown in her own special way during her years at Alverno. The candidate must have a GPA of at least 2.8, a clear disciplinary record, and must have attended Alverno for at least two years. Applications are given to eligible seniors in the spring and are judged by a blind committee of APA

members. The award is presented at Senior Farewell.

### **VARIABLE TUITION**

To be considered for variable tuition, a family must have achieved the following general requirements: the required GPA, completed student Christian Service hours, completed parent service hours, current tuition account and completed fundraising obligations, and a clean disciplinary record.

### ***VARIABLE TUITION***

Variable tuition awards are available for students in need of tuition assistance. Persons interested in applying are advised visit [alvernoheightsacademy.org](http://alvernoheightsacademy.org) for information. Only students with a current grade point average of 2.0 or above and completed financial aid form will be considered for variable tuition. Variable Tuition Applications must be sent to **FAST Tuition for Alverno Heights Academy** and tax returns and W--2 forms must be submitted to FAST (1-866-315-9264) by **March 1, 2019**. Priority will be given to those families who abide by these deadlines and have met all of the necessary requirements.

### ***ALVERNO BOOK SCHOLARSHIP***

Sponsored by the Alverno Parents' Association (APA) this one-time book scholarship is awarded to a student based on financial need and academic ability.

### ***ALVERNO SPIRIT TUITION ASSISTANCE GRANT***

Established by the Alumnae Association, this tuition assistance grant is awarded to students who demonstrate financial need, but may not qualify for other scholarships based on GPA requirements. GPA's below 3.0 are eligible for consideration. This scholarship is eligible for renewal.

### ***ANITA CASPARY, IHM, ACADEMIC PROMISE SCHOLARSHIP***

Anita Caspary, IHM, was a founding member and first President of the Immaculate Heart Community. Anita played the integral role in providing the positive leadership needed for the new Community. Her wisdom, courage, foresight, and deep spirituality were recognized by all who knew her. Anita passed away in October 2011. In her memory, Alverno has established this scholarship to award to incoming freshmen who demonstrate a commitment to academic excellence, service, and leadership. This scholarship is eligible for renewal.

### ***ANN M. GILLICK SCHOLARSHIP***

Named in honor of former Head of School, Ann M. Gillick, this scholarship is awarded to an incoming freshman based on financial need and academic ability. Preference is given to

students with an interest in the visual and/or performing arts. This scholarship is not renewable.

### ***ANONYMOUS SCHOLARSHIP***

Established by an anonymous foundation, this scholarship is awarded to deserving minority students on the basis of scholarship and financial need. This scholarship is eligible for renewal.

### ***BRADLEY SCHOLARSHIP***

Sponsored by alumna Karen Walker Bradley '79, and her husband Mark, this scholarship is awarded to a student based on financial need and academic ability. The student should have plans to attend a four--year university after graduation and preference is given to a single--parent household. This scholarship is not renewable.

### ***CARRIE ESTELLE DOHENY FOUNDATION SCHOLARSHIP***

Sponsored by the Carrie Estelle Doheny Foundation, this scholarship fund is used to retain students or attract students who could not otherwise financially afford to attend Alverno. Qualifications include outstanding character, leadership skills, academic ability and financial need. This scholarship is eligible for renewal.

### ***CELESTE FREY SMITH MERIT SCHOLARSHIP***

Established by Celeste Frey Smith, Ph.D., former Board of Trustees member, this scholarship is awarded to incoming freshmen based on academic achievement and promise. This scholarship is eligible for renewal.

### ***RON HUTSON MEMORIAL SCHOLARSHIP***

Established by the Hutson family and the Sierra Madre Rotary Club to honor the memory of Ron Hutson, this scholarship is awarded to an incoming freshman based on merit and financial need. Preference is given to Sierra Madre residents and scholarship recipients are encouraged to join the Interact Club, a service club sponsored by the Sierra Madre Rotary Club. This scholarship is eligible for renewal.

### ***IMMACULATE HEART COLLEGE CENTER SCHOLARSHIP***

This scholarship, sponsored by funds donated following the closure of Immaculate Heart College, provides a scholarship award to an incoming freshman based on academic achievement and promise. This scholarship is eligible for renewal.

### ***ROSE HILLS FOUNDATION SCHOLARSHIP***

The Rose Hills Foundation established this scholarship fund to be awarded to incoming 9<sup>th</sup> graders based on merit and need. A limited number (1-6) of Rose Hills Scholarships will be awarded so that the grant award is meaningful and will provide significant financial support to the scholar. This scholarship is eligible for renewal.

### ***JENISE ELLIS MEMORIAL SCHOLARSHIP***

Established to honor the memory of an Alverno alumna, this scholarship is awarded to students based on academic merit and financial need. Preference is given to students with an interest in and appreciation of English literature. This scholarship is eligible for renewal.

### ***IMMACULATE HEART COMMUNITY SCHOLARSHIP***

This scholarship fund, sponsored by the Immaculate Heart Community, provides one-time scholarship awards to incoming freshmen based on academic achievement and promise.

### ***CAROL LADERER MEMORIAL SCHOLARSHIP***

Created to honor the memory of a long-time member of the Alverno community, this one-time scholarship award is awarded based on academic merit, service, and leadership.

### ***GEORGE H. MAYR FOUNDATION SCHOLARSHIP***

Established by the George H. Mayr Foundation, this scholarship is awarded to deserving, needy and worthy students. Mayr Scholars must be permanent residents of California. This scholarship is eligible for renewal.

### ***FRANKIE RUSSO MEMORIAL SCHOLARSHIP***

Established in memory of Frankie Russo, our dedicated coach and friend, this scholarship is awarded to a current Alverno student who has a solid academic record and who is an active participant in co-curricular activities. The candidate must have a strong sense of sports personship and integrity, as well as an appreciation of her culture and heritage... and Frankie would also want her to have a good sense of humor!

### ***GLEND A ULFERS MEMORIAL TUITION ASSISTANCE GRANT***

Established to honor the memory of an Alverno benefactor, this tuition assistance grant is awarded to students, based on financial need, who may have a cumulative GPA below a 3.0, but who demonstrate academic promise and leadership skills. This scholarship is eligible for renewal.

## ***LINDA REFFNER MERIT SCHOLARSHIP***

Created to honor a long-time member of the Alverno community, this scholarship is awarded based on merit and need. Scholars must maintain a 3.5 GPA and preference is given to students from a single--parent household. This scholarship is eligible for renewal.

## ***DEBRA ANN WILLIAMSON MEMORIAL SCHOLARSHIP***

This scholarship was established to honor the memory of Debra Ann Williamson, a graduate of St. Luke Catholic School, who earned college degrees in Business Administration and established her own accounting business as a Certified Public Accountant. It is awarded to an incoming senior who has completed the previous three years at Alverno, has a 3.5 GPA, has financial need, and whose qualifications include leadership skills, plans to attend an institution of higher learning and major in Business Administration with an option in accounting.

## ***FACTS TUITION MANAGEMENT***

Alverno Heights Academy uses [FACTS Management Company](#) to manage tuition payments for families. Every Alverno family is provided with a FACTS account where they can view their account balance and payments, update banking or credit card information, and update their demographic information. In addition to tuition, FACTS is also used to collect some incidental fees including athletics, leadership, lab, drama, etc.

Please note that if your daughter has a variable tuition agreement, that amount will be deducted from your account balance. To be considered “current” on tuition, your monthly balance must be paid by the fifth of each month.

For questions regarding your [FACTS Tuition Account](#), please contact the Alverno Business Office at (626) 355--3463 x. 225 or [businessoffice@alvernoheights.org](mailto:businessoffice@alvernoheights.org).

## ***VARIABLE TUITION***

Alverno uses the Independent School Management’s [FAST Financial Aid Application](#) to determine a family's eligibility for variable tuition. All families wishing to apply for variable tuition must complete a FAST application. Please send your application, current tax return when available, and current W--2 with the required fee to FACTS Grant and Aid no later than March 1, 2019. Tax returns and W--2 forms may be mailed to:

*Independent School Management  
Attn: FAST Processing  
1316 North Union Street  
Wilmington, DE 19806*

If all of the materials of the financial aid application are not received by March 1, 2019, Alverno will be unable to consider your family for financial assistance.

## **-ATTENDANCE POLICIES-**

### **ATTENDANCE POLICY**

The Attendance Policy begins on the first day of school or the first day of student enrollment at Alverno.

Good attendance is an important factor in achieving academic success in school. Please encourage your daughter to be at school daily . However, if your daughter is ill, keep her home. She cannot return to school until she has been without a fever and/or vomiting for 24 hours. Parents/legal guardian must call the front office to inform the school of absences. Students cannot call in their own absences. When a student returns, she must have a note signed by a parent/legal guardian or doctor. Any student who is absent from school may not participate in an after school activity (games, practices, rehearsals, performances, etc.). If a student is sick, it is important she stay home to get healthy.

Students enrolled at Alverno Heights Academy are required to be in attendance and are subject to the State Laws on Compulsory Full-Time Education. In addition, all students and parents should note that course credit is based on academic achievement **AND** regular attendance in class. For these reasons, parents and students should consider absence from school as a serious matter.

### **EXCESSIVE ABSENCES**

If a student is absent from school beyond a fifteenth hour (14 days) in a course during a semester marking period, the student is subject to one or more of the following actions dependent on the number of hours absent in excess of 15:

1. Mandatory parent and student meeting with Alverno Leadership
2. Course grade may be dropped one or more letter mark steps.
3. Credit for the course may be denied.
4. The student may be dismissed from Alverno.

Both “excused” and “unexcused” absences are included in the student’s attendance record and count in her tally subjecting her to any of the above actions. Prior to her fifteenth hour of absence, the student and her parents will be notified by letter after the tenth hour of absence indicating to the parents that the student’s absence record is approaching “excessive” and the student may be subject to credit reduction/loss or dismissal.

The following absences are exceptions to this Attendance Policy: doctor appointments or doctor mandated absence with a note, funerals/death of family members, participation in a school activity (i.e. field trip, retreat, etc.), and pre-approved college visits.

### **MAKING UP ABSENCES AND CLASSWORK (for any reason)**

All missed classwork, exams, or projects must be made-up within a week of returning to school.

Students will be required to make up any hours missed after school immediately upon returning to school. The consequence could mean missing a sport practice or game, theater or dance practice or performance.

If you have any questions regarding our Attendance Policy, please feel free to contact the Dean of Students.

## **TARDY POLICY**

When a student reaches her fourth tardy for the semester she will be placed on tardy probation and must sign-in at the Front Office by 7:45 a.m. for thirty consecutive school days. If a student is late during the probationary period, she will serve a ten-minute detention for each minute she is late. If a student receives no tardies during the thirty (30) day probationary period, she will be released from tardy probation. However, one tardy following the end of this probation will place the student back on tardy probation. There may also be a meeting between the parents, the student and the Dean of Students.

Continued violations will result in loss of privileges and possible dismissal from Alverno.

## **LEAVING CAMPUS**

No student may leave the school campus during the day without the permission of parents and the school. Parents are asked to cooperate with the school by not requesting off campus permits except in cases of emergency. Medical, dental, and orthodontic appointments should be scheduled outside of school hours whenever possible. The school reserves the right to refuse off campus permit requests whenever a request seems unwarranted. In all cases, requests must be accompanied by a signed note from the parents/guardians before permits will be issued. Parents or a person designated on the emergency form must SIGN a student out.

## **ILLNESS DURING SCHOOL DAY**

If a student becomes ill during the school day, for safety purposes she must report to the front office immediately and the Receptionist will contact the student's parent(s)/guardian(s). Students should not contact their parents/guardians from their cellphones to pick them up during school hours. A student may stay in the front office for no more than one class period. After that time, the student must return to class or go home.

The student's parent(s)/guardian(s) will be contacted by the school receptionist and arrangements made for the student to leave school and go home. A parent or a person designated on the student's emergency card must sign the student out. For this reason, emergency cards must be complete and current. No student should leave campus because of illness without first reporting to the school office. Students leaving campus due to illness without notification will be considered "off campus without permission" and disciplinary action will be taken as referenced in the "Major Violations" section of the "Student

Conduct” portion of this handbook. Leaving school due to illness will be counted by the number of hours missed that day.

## **ATTENDANCE AND EXTRACURRICULAR ACTIVITIES**

Students absent from school for more than two class periods due to illness may not participate in after school or evening activities of either a social or athletic nature, including student retreats. Students doing so are subject to disciplinary action. **Students must be present in class for a minimum of four classroom hours to participate in or attend any form of school activity, including field trips.** If the activity takes place during an entire school day (e.g., field trip), the student must be present in class for a minimum of four classroom hours the day prior to the event. The student’s participation in the field trip will be at the discretion of the Dean of Students.

**IMPORTANT NOTE: To participate in the Winter Formal a student must be in class all periods the school day prior to the formal. For the Junior/Senior Prom, all seniors must be here for all classes the day before, and all juniors must be in class all periods on the day of Prom. If Prom or Winter Formal occurs on a Saturday, students must be present in all periods on the Friday prior to the event.**

## **EXTENDED ABSENCE FOR REASONS OTHER THAN ILLNESS OR EMERGENCY**

Parents are cautioned against removing their daughters from school for reasons other than illness and emergencies since students are subject to State Laws on Compulsory Education and excessive absence can have significant bearing on a student’s academic performance. Family vacations and special activities should be planned during school holiday periods and not during school days, especially exam days.

All absences from school, whether pre-arranged or not, due to legitimate illness are counted in the student’s total days absent record. Should a situation occur that demands the student’s removal from school for a period of time for reasons other than illness, the parents/guardians should contact the Assistant Head of School immediately.

For any prearranged extended absence, parents must complete an *Extended Absence Form* obtained from the Assistant Head of School **PRIOR TO THE ABSENCE** outlining the reason for the upcoming absence. The Assistant Head of School will evaluate the proposal, and if approved, will sign the request. The student will then ask each of her teachers to sign the letter and the student will return it to the Studies Office. **ONLY** when this procedure is followed will assignments be credited to the student.

## **-UNIFORMS AND DRESS CODE-**

Alverno Heights Academy uniforms are available only through [CKW Uniform Company](#). CKW Uniforms is the only vendor who is allowed to provide uniforms worn at Alverno Heights Academy. If you have questions about the uniform, please contact the Dean of Students at [mhoover@alvernoheights.org](mailto:mhoover@alvernoheights.org).

### **FORMAL UNIFORM**

The Alverno Heights Academy Formal Uniform is worn on Liturgy Days, Mondays for student involved in Government and for Ambassadorial duties such as Open House as well as any other formal events announced.

The Formal Uniform consists of:

- ❖ Gray Skirts
- ❖ White Oxford Blouse (must be tucked in if wearing the Oxford with shirt-tails)
- ❖ Blazer with Alverno Seal (Pins may be worn as they are awarded)
- ❖ White Knee- High Socks
- ❖ Loafers (black, brown or burgundy are acceptable. Heals must be 2- inches or lower. **Ballet flats, Mary Janes and/or Moccasins are not an acceptable part of the uniform**).

If a student is not in correct Formal Uniform, she will be required to serve a double uniform detention.

### **REGULAR UNIFORM**

The uniform skirt: (gray, plaid, **or khaki skirt (Classes of 2019, 2020, and 2021 only)**) from *CKW Uniforms*

- ❖ Must be no shorter than 1 -inch below fingertips; with arm and fingers fully extended
- ❖ Must be in good repair at all times and NOT ROLLED at the waist
- ❖ **Khaki skirt may only be worn by students in the Classes of 2019, 2020, and 2021**

The uniform slacks: (Khaki slacks from *CKW Uniforms*)

- ❖ Must be hemmed at a length to avoid dragging on the ground
- ❖ Must be in good repair at all times

The uniform blouse/polo:

- ❖ Must be a white oxford style collared blouse with the Alverno logo (short or long sleeves) OR a navy blue or white Alverno polo (from *CKW Uniforms*)
- ❖ Oxford style blouses come in two styles; straight hem and shirttail hem. The shirttail hem must be tucked in the skirt, slacks, or shorts at all times;
- ❖ A plain white turtleneck may be worn under the school blouse (*long sleeved blouse only*)

#### Socks:

- ❖ Must be navy blue, white, or gray knee socks or ankle socks; socks must be a minimum of 1 inch above the ankle bone.
- ❖ **Socks with emblems may be worn with the exception of ELITE style socks.**
- ❖ May **not** be worn over any socks or tights of a different color.
- ❖ May match state sweatshirt; solid colored socks in the state color (sweatshirt must be worn at the same time)

#### Shoes:

- ❖ **Loafers** : brown, burgundy, or black (**NO ballet flats, NO laced or moccasin style loafers, NO Mary Janes; heels no higher than 2"**); may be worn with the regular uniform, **must be worn with the formal uniform.**
- ❖ **Athletic Shoes** : may be solid white or solid navy blue; lace-ups or slip-ons in either solid color are permitted. The white shoes must have white laces. The navy blue shoes may have white or navy blue laces. Athletic style shoes must have soles no higher than 1 inch. High-tops permitted if sock is clearly showing above the shoe. Slip-on shoes may not have lace grommets. (**No Crocs or Toms style shoes.**)
- ❖ **All Shoes:** should be clean and in good repair at all times, may not be written on or adorned AND may not be "squished" down in back; No platforms. All shoes that are not loafers must be Athletic style.

## **OPTIONAL UNIFORM OPTIONS**

#### Shorts:

- ❖ Must be navy or khaki walking shorts from *CKW Uniforms* only
- ❖ Must be no shorter than 1-inch below fingertips; with arm and fingers fully extended
- ❖ May not be worn with tights; may be worn with ankle or knee socks only
- ❖ May be worn all year long.

#### Sweaters:

- ❖ **Must be an Alverno navy blue, khaki, or red (seniors only) sweater (v-neck pullover, crew, cardigan, or vest) from CKW Uniforms**

#### Sweatshirts:

- ❖ State, athletic, and activity (iGEM and musical) sweatshirts may be worn on any school day except formal uniform days
- ❖ Students may wear the official Alverno Heights Academy sweatshirt, pullover or zip up, on any school day except formal uniform day. Students must wear the appropriate uniform oxford or polo under the sweatshirt or they will be given one detention. Sweatshirt must be the one purchased from the Front Office or CKW Uniforms.
- ❖ Students participating in another high school's theatre production may wear that sweatshirt during the weeks of the performances only with the Alverno uniform.

#### Tights:

- ❖ White, navy blue or gray tights
- ❖ If socks are worn with tights, they must be the same color as the tights.

#### Scarves/ Gloves:

- ❖ Students may wear only navy, white, or gray scarves and/or gloves. A combination of navy, white and/or gray is permitted.

#### Coats:

- ❖ Navy puffer jackets and athletic jackets from CKW Uniforms, solid navy and gray coats, and Alverno letter jackets may be worn throughout the school day in cold weather.
- ❖ Denim jackets are not permitted.
- ❖ Any coat or jacket which does not fit this description must be stored in the locker during the school day by the ring of the first bell.

#### Warm-ups:

- ❖ Official Alverno sports warm-ups may be worn on free dress days and on game days for the sport a student plays. The warm-up jacket may be worn with the uniform any school day except formal uniform days.
- ❖ No alterations may be made to the warm-ups.

#### Letter Jackets:

- ❖ Alverno letter jackets may be worn on all days with the exception of formal uniform days.
- ❖ Cheer letter jackets from other schools (i.e. St. Francis High School, Don Bosco Tech, and Cathedral High School) may be worn only on game days and must belong to the Alverno student (i.e. no friends or boyfriends) wearing them.

#### Spirit Wear

- ❖ Items purchased from BSN Sideline Sports may only be worn on Alverno Gear or Free Dress Days.
- ❖ T-shirts including those for athletic teams, clubs, government, and other campus organizations may only be worn on Alverno Gear or Free Dress Days.

## **SENIOR UNIFORM PRIVILEGES**

The signature senior color is “Alverno Senior Red” and all red items must be of this particular shade of red (no lighter, darker or burgundy reds permitted). If you are not sure if the shade is correct, please ask!

#### Sweaters:

- ❖ Seniors are NOT required to purchase a red sweater; this color was chosen to give the seniors a "mark" that distinguishes them from other classes/states. If the red sweater is worn, it must be purchased from CKW Uniforms and may be a long-sleeved pullover, a cardigan or a sleeveless vest.

Scarves/Gloves:

- ❖ Seniors may wear red scarves/gloves. A combination of red, navy, white and/or gray is permitted.

Socks/Shoelaces:

- ❖ Seniors may wear solid red socks; must be a minimum of 1-inch above the ankle bone
- ❖ Seniors may wear white knee high socks with a solid red stripe near the top
- ❖ Seniors may wear red shoelaces in their athletic shoes

Shoes:

- ❖ Seniors may wear solid red tennis shoes; lace-ups or athletic slip-ons (No Toms or Croc style shoes) are permitted. Athletic style shoes must have soles no higher than 1 inch. High -tops are permitted if sock is clearly showing above the shoe. Slip on shoes may not have lace grommets.

## **HAIR COLOR, MAKEUP, JEWELRY**

Moderation is the guiding principle. Hair color must be a natural color. No extreme two-tone coloring (chunking) of hair; some modest highlights are acceptable.

Makeup must be in natural tones. Hairstyles and makeup must be in moderation.

Pierced jewelry may be worn in the ears only; brow, nose, tongue and lip piercings are not permitted. **Brow, nose, tongue and lip piercings are not permitted and students with such piercings must wear a clear stud in them during school hours.** Students may not have visible tattoos.

## **FREE DRESS**

On designated school days when “free dress” is permitted, the following guidelines must be observed:

- ❖ **all shirts and dresses must have sleeves that cover the shoulder; no tank tops, no spaghetti straps**
- ❖ all shirts and dresses must fully cover the stomach, sides and back; no bare midriffs of any sort
- ❖ dresses, skirts or shorts must be 1 -inch or longer below the fingertips; with arm and fingers fully extended (even after walking across the room). **Rompers are not permitted.**
- ❖ leggings may be worn only if a shirt provides full coverage of a student’s backside and the shirt is of **equal length** around the entire body. Leggings, yoga, and athletic style pants must be opaque and not see through.
- ❖ **no cutoffs or frayed clothing; shorts, shirts, or jeans**
- ❖ no pajama pants or boxer shorts
- ❖ jeans cannot be torn or ripped

- ❖ shoes must have support around the heel—no flip-flops, strapless sandals, or platform shoes; **heels, platforms, and wedges must be 2 inches or lower**; no slippers and no moccasins
- ❖ no sweaters or jackets with emblems or names of clubs other than those recognized by Alverno
- ❖ clothing may not advertise any illegal substance, alcohol, or anything that opposes the philosophy of Alverno Heights Academy
- ❖ Clothing may not contain political slogans or political affiliation

On Theme Dress Days, at least 50% of the outfit must follow theme and all free dress guidelines. On Alverno Gear Days, 50% of the outfit must be Alverno- specific gear.

### **DRESSY FREE DRESS**

Dressy Free Dress is called for at certain school sponsored events, including, but not limited to: Ring Ceremony, Mary’s Day Liturgy, and at other announced times.

Dressy free dress excludes all of the above listed in the Free Dress Guidelines AND jeans, jean style pants, jean jackets, jean skirts, sweats, flannel shirts, uniform shorts, rompers, winter or Ugg -style boots and tennis shoes. Additionally, all skirts and/or dresses worn at dressy free dress events must be longer than 1 inch below the fingertips; with arm and fingers fully extended (even after walking across the room). Sleeveless dresses are permitted; however, tank and spaghetti straps are not allowed unless a cover or jacket is worn at all times. Students found in violation of this rule will be required to serve detention, regardless of whether the event happens outside of normal school hours.

Please see guidelines for attire at formal dances in the Student/Parent Handbook. **If you are not sure, don’t wear it!**

### **CONSEQUENCES OF BREAKING FREE DRESS OR DRESSY FREE DRESS RULES**

Students who violate the free dress guidelines will receive a detention and not be allowed to enjoy free dress on the next available free dress day. A student who violates the guidelines for a second time will lose their free dress privileges for the remainder of the school year.

### **BUYING UNIFORMS**

Visit the [CKW Uniforms](#) website and type in “Alverno Heights Academy.”

You may also visit the CKW Uniform Company store, which is located at the location below:

CKW Uniform Company  
9400 E Las Tunas Drive  
Temple City, CA 91780

## **-TEXTBOOKS-**

### **ED TECH**

Class schedules will be mailed in the middle of July and the final version will be available to be viewed in Alma in the middle of August.

Books are available through: [ahs.shelfit.com](https://ahs.shelfit.com)

Once inside the bookstore, you will want to follow the directions below for ordering your textbooks:

1. Click on “Store” on the left-hand side of the screen.
2. Select a “Department” from the dropdown menu (i.e. English, Math, etc.)
3. Select a “Course” from the menu on the left-side. PLEASE MAKE SURE THAT THE COURSES YOU SELECT MATCH THE ONES ON YOUR SCHEDULE.
4. Choose the books you would like to add to your cart. You may purchase new or used textbooks but used workbooks are not permitted. Students may also choose to rent their books.
5. Check out with the books you wish to purchase in your cart.

If you are having trouble with textbooks or questions regarding EdTech, please contact Hoku Janbazian, Librarian, at (626) 355--3463 x. 233 or [hjanbazian@alvernoheights.org](mailto:hjanbazian@alvernoheights.org).

**CAUTION: ALVERNO CAN ONLY ASSIST WITH REFUNDS OR EXCHANGES IF BOOKS WERE ORDERED THROUGH EDTECH. BOOKS BOUGHT THROUGH OTHER DEALERS ARE THE RESPONSIBILITY OF THE STUDENT/PARENTS.**

### **USED TEXTBOOKS**

If you buy second-hand books from another student or vendor (i.e. Amazon.com, textbook.com, etc), PLEASE make sure that they are the correct edition with the correct ISBN number, and that they are indeed being used for the next school year.

**NOTE: WORKBOOKS WITH ANY WRITING IN THEM WILL NOT BE ACCEPTED FOR ANY SUBJECT AND WILL BE INSPECTED ON THE FIRST DAY OF CLASS.**

### **E-BOOKS AND PERSONAL DEVICES**

Starting with the Class of 2018, Alverno has converted to using eBooks for some classroom textbooks. We would like to make sure all students are comfortable learning on these devices as soon as possible. After some experimentation, we have ensured these guidelines to help teachers deliver content, work, and instructions appropriately to student devices. These recommendations will help those students who have eBooks and want to get a head start on integrating them into their learning process.

## New eBook Technology Guidelines and Requirements:

- ❖ For incoming freshmen, students will be required to have a laptop (PC or Mac).
- ❖ eBook Readers are acceptable for viewing your textbooks; however these devices have limited functionality and cannot be used in lieu of a full tablet or laptop device.
- ❖ Laptops should be able to last the entire day on a single charge. While a particular brand or model is not required, all student's devices must be able to last all day and be durable enough for constant use. Students are responsible for charging their laptop/tablets before school with a full charge. **Cell phones will not be allowed to be used in place of laptops.**
- ❖ PLEASE remember to charge your device at home. Alverno does not have the electrical capability for all students to have their devices plugged-in in the classroom. The battery needs to be capable of lasting all day on a single charge.
- ❖ Any device needs a minimum operating system of Windows 9, Windows 10, or IOS 11.
- ❖ **Teachers may at anytime conduct a "technology check" in the classroom to insure that students are bringing their devices to school.**

Questions or specific recommendations can be directed to the Director of Technology at [technology@alvernoheights.org](mailto:technology@alvernoheights.org).

## **-CO-CURRICULAR PROGRAM-**

The Alverno co-curricular program is designed to give students opportunities to form healthy relationships while working on projects that complement their experiences in the classroom. Students develop self-esteem as they learn the skills needed to work creatively and harmoniously with others to accomplish the goals set by the group with the guidance of its moderator.

### **ALVERNO HEIGHTS ACADEMY'S VISION OF SERVANT-LEADERSHIP**

One of the goals of Alverno is to encourage the development of leadership skills and to provide opportunities to exercise leadership. Alverno believes that leadership goes beyond planning, management, communication and interpersonal skills.

Alverno has chosen the model of servant-leadership as exemplified by Jesus in his life, teachings, and as expressed in the Gospel. To be a leader in Campus Ministry, ASU, clubs, classes, school and Christian Service projects is to serve. Servant-leadership should permeate every aspect of a student's education at Alverno. Alverno recognizes that each student is gifted in different ways. The hope is that each may discover and acknowledge the many gifts, talents, and abilities that God has given each person and to develop and utilize these for the empowerment of self, others and the greater community.

### **ARTS PROGRAM**

In addition to the strong college preparatory arts curriculum, students at Alverno have the opportunity to participate in a range of experiences that go beyond the classroom. These co-curricular activities put on by the VPA department include two theatrical productions, the Fall Play, and the Spring Musical.

The Drama Club and Dance Club are co-curricular clubs that use performance art to inspire others.

There is one choir, the Alverno Singers, who perform at the Harvest Fest, Candlelight Celebration (on years where it occurs), and the Spring Song Fest. These performances feature choral music, soloists, and musicians. The Drama Club and Drama Department annually participate in the Fullerton College Theatre Festival held in March each year on the Fullerton College campus. This activity requires a permission slip and annual fee.

The dance program at Alverno is featured during Arts at Lunch. This event features dancers, musicians and singers.

The visual arts department includes Art Club as a co-curricular activity. The Visual Arts Department features several art exhibits on campus throughout the year including Week of the Arts, A.P. Art Exhibit, and Robert Graham Memorial Exhibit at the Cathedral of Our Lady of the Angels. By participating in these performances, clubs and activities students

develop professionalism, commitment, and dedication to their art.

Auditions for dramatic productions take place six to eight weeks before the performance. Students must maintain a 2.0 grade point average in order to participate in any of the productions. Grade checks will be administered throughout rehearsal times.

Students who are involved in athletics and an arts co-curricular program (i.e. the fall play or spring musical) must receive permission from both moderators in order to participate. A student who quits a graded co-curricular activity is not allowed to participate in a graded co-curricular activity for one year. If a student is dismissed from a production or activity for academic issues, she may audition or join an activity during the following semester if she meets the grade requirements. Attendance for four classroom hours or three periods is required for participation in rehearsals or productions and athletic games and practices.

## **STEM PROGRAM**

In addition to the strong college preparatory STEM curriculum, students at Alverno have the opportunity to participate in a range of experiences that go beyond the classroom and lab. These co-curricular activities overseen by the department include the SEAL (Solar Energy Activity Lab) and iGEM (International Genetically Engineered Machine) teams, as well as the Honors Independent Research in Science course.

Students who are involved in athletics/theater productions and STEM must receive permission from both moderators/teachers in order to participate. A student who quits a graded co-curricular activity is not allowed to participate in a graded co-curricular activity for one year. If a student is dismissed from an activity for academic issues, she may join an activity during the following semester if she meets the grade requirements. Attendance for four classroom hours or three periods is required for participation in STEM activities outside of school hours.

## **CAMPUS MINISTRY**

### ***CAMPUS MINISTRY/CHRISTIAN SERVICE CLASSES***

Campus Ministry and Christian Service carry out the teaching mission of the Catholic Church to proclaim the Good News of the Resurrection. Specific activities planned throughout the year are designed to celebrate our relationship with God and to add a spiritual dimension to our theology program. These classes also plan and facilitate community service opportunities for members of the Alverno and local community throughout the school year.

### ***LITURGICAL CELEBRATIONS***

The Alverno community comes together to celebrate the major Catholic liturgical seasons in Advent and Lent, feast days (St. Francis of Assisi), Alverno traditions (Social Justice Liturgy and Mary's Day), and Baccalaureate. These celebrations are prepared and led by

students under the guidance of the campus minister, the campus ministry team, and the priest celebrant.

### ***STUDENT RETREATS***

Retreats are scheduled and planned by students and faculty in conjunction with Campus Ministry. Freshman and sophomore retreats are one day experiences designed to deepen the students' faith and sense of belonging to the Alverno community. The retreat for the junior state is a two--day, on-campus, experience that concentrates on interpersonal relationship skills and prayer as communication and action. The three--day, off-campus, senior retreat encourages students to reflect on their high school experience and on their future life journey.

### ***PRAYER SERVICE***

A variety of prayer services are held throughout the academic year in response to the community's expressed need for celebration, solace, or reconciliation.

### ***REQUIRED SERVICE HOURS***

Community Service is an integral part of Alverno Heights Academy and all students are required to complete Christian Service hours for graduation. The following is a minimum requirement for all students:

- ❖ 20 hours in freshman year
- ❖ 30 hours in sophomore year
- ❖ 40 hours in junior year
- ❖ 50 hours in senior year

There are two deadlines for submitting Christian Service Hours to the Campus Minister. Half of student service hours must be completed by the end of the first semester. Service hours turned in by the deadline will be included in service awards and scholarships. The number of service hours completed is documented on the transcript.

### ***SERVICE AWARDS***

**The Francis of Assisi** award is given to qualified students who double their required hours in a given school year.

**The Teresa of Calcutta** award is given to qualified students who triple their required hours in a given school year.

**The Fr. Joaquin Masmitja Service Award** is given to qualified students who over the four years at Alverno Heights Academy have a minimum of 420 verifiable community service hours and write a reflective essay describing the effect of service on their lives. Students wear a gold tassel at graduation in recognition of receiving this award.

**The Archdiocese of Los Angeles Christian Service Award** is given to one student from the graduating class who most exemplifies the spirit of service within the Alverno community, and is recognized at a ceremony at the Cathedral of Our Lady Queen of Angels.

## ***SERVICE OPPORTUNITIES***

Christian Service hours may be met by one or more of the following:

1. During junior year, all students complete a comprehensive Christian Service Project during their Morality and Social Justice class that encompasses research, field work and opportunities for continued connection with a chosen organization.
2. Within clubs, states, academic advising groups and government— Student groups are encouraged to sponsor Christian Service projects.
3. After school and summer projects— Christian Service hours may be accumulated during after school hours, weekends, and during summer vacation. Summer projects, if approved, will be credited toward the upcoming year’s requirement.
4. Students may only receive 8 hours of service hours towards their required hours for working school events (i.e. Open House, Gala, Alumnae events, etc.) but may receive credit for additional hours worked once they have achieved the minimum. For example, a 9th grader may use only 8 hours of school event service hours towards her 20 hours; however, she may use additional hours to go above and beyond the school requirement.

## **CLUBS**

In addition to government positions, students can participate in clubs and organizations on campus. These clubs are formed and run by students to explore different areas of interest. All clubs must adhere to the Alverno Constitution and the philosophy of the school. Each year clubs change depending upon student interest. See the Alverno website for a current list of clubs.

## ***FORMATION OF CLUBS***

To form a new club, a student must complete a “Club Formation Petition,” available on the website under the “Student” tab, and then present it to Congress. Students must ask a faculty member to moderate the club before presenting it to Congress. All petitions passed by Congress must be approved by the Administration.

## ***SCHEDULING STUDENT EVENTS***

Groups or individuals, including moderators, wishing to plan and calendar an event must use the following procedure:

Submit a bill in draft form to the appropriate legislative body. This bill must contain the

following information:

- ❖ The name of the sponsoring group
- ❖ The signature of the group moderator
- ❖ The time and place of the event, which is approved and initialed by the Assistant Head of School, Dean of Students, Director of Enrollment and Student Engagement, and Director of Facilities
- ❖ The purpose of the event
- ❖ Who is to be included in the event
- ❖ The cost of the event
- ❖ The disposition of the proceeds if it is a fundraising event
- ❖ Submit an Activity Event Form obtained through the Director of Enrollment and Student Engagement

NOTE: Failure to obtain time and place approval may result in the cancellation of the event by the Administration. In addition, failure to involve at least 50% of the sponsoring group's membership may result in the activity being canceled.

The bill must be approved by the proper governmental body and returned to the sponsoring group before any action by the group can be taken.

## **ACTIVITY APPAREL**

Any sweatshirt or t--shirt must be approved via a Resolution through Congress and the Alverno Administration. Once approved, spirit apparel must be used for three years before another can be approved.

### ***STATE SWEATSHIRTS***

The overall appearance of State sweatshirts—the sweatshirt logo and wording—must represent the school philosophy. It must be positive in nature; it must promote good spirit among the members of the state. If the Alverno school logo is used, it may not be altered in any way

FORMAT: Only long-sleeved sweatshirts are permitted. The color must be solid and may not duplicate any current state color. Red may be used by seniors only. Design may be on back, front, and sleeves.

### ***PROCEDURE***

When ordering sweatshirts, States should:

- ❖ Design a sweatshirt, including fabric and ink colors
- ❖ After design is chosen and approved by the state, the state governor must submit the design to the Director of Enrollment and Student Engagement for approval;
- ❖ Sweatshirts must be ordered through a designated school vendor by the Director of Enrollment and Student Engagement;
- ❖ After obtaining approval from the Leadership Team, the state must present the

design, number of each size and color choice to the Director of Enrollment and Student Engagement of the state for ordering.

The only states who are allowed to order group sweatshirts are the freshmen and seniors. No sport teams, clubs, classes or others may order sweatshirts without presenting a resolution to Congress and the Administration. The resolution must be approved by both groups.

## ***ACTIVITY JACKETS***

Letter jackets may be purchased from Neff Jacket Company by any student in athletics or activities who qualifies. Requirements include:

- ❖ The student must have paid all fees and have a clear financial record with the school, and be carrying an approval slip from the moderator and the business office.
- ❖ The student must have completed 100 hours of active participation in the same organization. These hours may be completed in one to four years.
- ❖ The student must follow guidelines already established for the letter jacket. The jacket may be solid navy blue or having contrasting white sleeves.
- ❖ A student who is dismissed or quits an activity prior to completion of the activity loses all credit for hours that year.
- ❖ The moderator for the activity is responsible for maintaining accurate records in order to substantiate the awarding of a letter. The advisor must provide a list of qualified students to the Director of Enrollment and Student Engagement after students have completed the necessary 100 active participation hours.

## ***SCHOOL RINGS***

Students may purchase Alverno rings at their own expense during the sophomore year through the designated school ring company. **Jostens is the only company authorized to produce the Alverno ring.** Rings must be ordered from Jostens and are delivered to students at a formal ring ceremony in the spring of the student's sophomore year. Students must have paid all fees, have a clear financial record with the school, and have an approval slip from the business office to purchase a school ring.

## ***WARM-UPS POLICY***

Sports warm-ups will be provided to all Alverno athletes through the Spirit Pack. Warm-ups may be worn over the sports uniforms during all athletic seasons. The warm-ups consist of a jacket and pants. The jacket may be worn with the regular school uniform (the pants may not be worn with the regular school uniform). The full warm-up may be worn on free dress days and Alverno Gear Days. The full warm-up may be worn on game days for the sport a student plays. No alterations to the warm-ups may be made without the approval of the Director of Enrollment and Student Engagement.

## **GOVERNMENT**

On March 20, 1987, twenty-three Alverno students signed a document of Declaration of Suspension and Reconstruction of the nationally traditional ASB Constitution. They rejected the ASB model of government because as they wrote: “it is not consistent with the lofty ideals of Alverno’s Mission Statement.” Therefore, they determined “to break the bonds of a philosophically unsound constitutional structure” and to establish a new government process based on the United States of America constitutional model. Based on the Alverno Student Union Constitution, this model consists of two levels of government.

## ***PURPOSE***

All students registered at Alverno Heights Academy are considered citizens of the Student Union and of their state, with all of the rights and responsibilities this membership incurs. Citizens are issued an I.D. card at the beginning of the school year.

## ***ELECTIONS***

In order to run for office, a student must have a 2.5 GPA, with no D’s or F’s at a marking period, be in good disciplinary standing, and must be registered for the following school year. Students interested in running must complete the appropriate petition form available from the Director of Enrollment and Student Engagement and the website under the “Students” tab and obtain the requisite signature.

## ***FEDERAL NOMINATING PROCESS***

Sponsored for the first time in Spring 1995, the ASU Nominating Convention is scheduled in the spring semester as a vehicle for students grades 9--11 to nominate their candidates for the ASU President and Vice-President for the following school year. The convention model closely simulates the United States political party conventions held prior to national elections every four years.

To begin the process, political parties identify campaign issues. Parties meet to prepare for Convention Day by electing a party chair, delegates to the convention, and selecting campaign mottos, symbols, etc.

On Convention Day, the two political parties meet first in separate conventions to conduct party business: adopt and/or revise their party platform, hear candidate speeches, and nominate the candidates (Presidential/Vice Presidential ticket) they wish to support for office. Following these two-party conventions, the entire student body meets in General Assembly to hear nomination acceptance speeches and publicly demonstrate support for their candidates. Students wishing to run for the office of ASU President / Vice President, who do not receive a Party nomination, may run as “third party” candidates through a petition process.

The ASU Cabinet then is chosen after the main union election. The President and Vice -

President Elect will interview prospective cabinet members and make their decisions.

## ***STATE***

Students wishing to run for state office should complete the correct petition available from the Director of Enrollment and Student Engagement. The state elections are held after the federal elections and cabinet appointments.

Any available seats in the fall will be filled according to each state's constitutional guidelines.

## **ALVERNO STUDENT UNION**

The Alverno Federal Government consists of members from all states working for the betterment of the whole school. There are three branches: Executive (ASU), Legislative (Congress) and Judicial (Supreme Court).

### ***ASU***

The President and Vice-President appoint their cabinet, which the Congress approves. Some cabinet positions may have two representatives.

Recording Secretary	Secretary of Commerce	Secretary of Internal Affairs
Treasurer	Secretary of Communications	Secretary of the Press
Secretary of Activities	Secretary of Fine Arts	Secretary of State
Secretary of Athletics	Secretary of the Interior	Secretary of International Affairs
Secretary of Campus Ministry	Chief of Domestic Protocol	

## ***CONGRESS***

The Congress is comprised of three members from each state that serve for a one year term. They propose and pass legislation.

## ***SUPREME COURT***

The Supreme Court is comprised of nine members who serve a "life term" of four years. They review and determine the constitutionality of proposed bills and resolutions, as well as mediate state conflicts.

## ***STATE GOVERNMENT***

State Government consists of two branches: Executive (Executive) and Legislative (Assembly).

There are four states in the Union: Freshman State, Sophomore State, Junior State, and Senior State.

## ***EXECUTIVE***

The Executive Branch consists of:

- ❖ Governor
- ❖ Lieutenant Governor
- ❖ Recording Secretary
- ❖ Treasurer
- ❖ Sergeant--At--Arms (Depending on State Constitution)

## ***ASSEMBLY***

The assembly for each state consists of nine members of the state to enact legislation and make decisions regarding that particular state.

## **DANCES AND SOCIAL EVENTS**

Alverno's dance guidelines apply to all dances and social events held by Alverno.

Chaperones have full authority to refuse admission or request departure of any student who in their opinion exhibits inappropriate behavior for a dance or social activity.

Only high school students with a valid I.D. card will be admitted to Alverno events.

## ***WINTER FORMAL DANCE***

The Winter Formal is a semi--formal dance held in the Villa del Sol d'Oro and sponsored by Alverno Heights Academy exclusively for full--time Alverno students and their guests. **Students may bring one guest to three guests. Alumnae and students who have previously attended Alverno are not permitted to attend Winter Formal.** No limousines are to be hired for the event. Students must bring their dress and shoes for approval to the Dean of Students two weeks prior to the dance. Pictures of the student wearing the dress and shoes may be accepted for dress approval if arranged with the Dean of Students ahead of time. Students dressed inappropriately or arriving in limousines will not be admitted to the dance. Students arriving late will not be admitted and parents will be called.

## ***PROM***

The Junior/-Senior prom is sponsored by Alverno Heights Academy exclusively for full-time Alverno juniors and seniors and their guests. **Each student may bring one to three guests.** All guests must be under 21 with approval of the Dean of Students. Freshmen, sophomores, alumnae, and students who have previously attended Alverno are not

permitted to attend the prom. Full -day attendance (all scheduled periods) the day prior to the prom is required in order to attend the prom for seniors. For juniors, full- day attendance is required the day of prom.

Juniors and Seniors planning to attend prom must bring in their prom dress and shoes two (2) weeks prior to the prom for a dress check conducted by the Dean of Students. Dresses are expected to follow the dressy free dress rules as listed above in the handbook. Pictures of student wearing the dress and shoes may be accepted for dress approval if arranged with the Dean of Students ahead of time. Students with inappropriate dresses will not be allowed to wear that dress to the prom. A secondary dress check will be done the day of prom prior to boarding the bus. Students who change their dress after approval will not be allowed to get on the bus for prom.

Students and guests attending prom are required to ride both directions on the school-approved transportation (bus or van) for the evening.

**Questions regarding Prom dress code should be directed to the Dean of Students prior to the prom.**

### ***GUIDELINES***

- ❖ Alverno students and guests must arrive no later than the time indicated on the dance contract.
- ❖ Alverno students and guests are required to remain at the dance until *after the crowning*, which begins at approximately 10:30 p.m.
- ❖ Late arrival/early departure requests must be approved by the Dean of Students 48 hours in advance.
- ❖ Dress Code for Male Guests: Winter Formal and Prom are formal events and modest and formal attire is required. Examples of attire allowed include: tuxedo, suit, slacks, tie, formal jacket, dress shoes, etc. Items not allowed: hats and flip-flops.
- ❖ Dress Code for Female Guests: *Please see the below “Dress Check Guidelines” for specific requirements.* Each student/female guest must try on the dress being worn at the dance, take a picture of both the front and back of the dress while wearing it and email it to [mhoover@alvernoheights.org](mailto:mhoover@alvernoheights.org) by the deadline indicated on the dance contract. It is strongly advised that dresses be e-mailed as soon as possible, to avoid last minute alterations and shopping. Flip-flops are not permitted for Winter Formal or Prom. Sandals may be worn but must follow the free dress guidelines.
- ❖ All Alverno Students and female guests must submit a picture for approval (see above instructions). If the dress is questionable, an in--person dress check on campus will be required. After an in--person dress check, the student may need to alter the garment or replace the dress with a new one. To avoid an in--person dress check, an alternative dress may be submitted via e-mail. School administration reserves the right to make the final decisions on student/guest dress based on appropriateness and good taste.
- ❖ Alverno Students and guests may not drink alcohol or consume drugs under any

circumstances. If an Alverno student and/or guest is/are found under the influence of alcohol or drugs, the parent(s)/guardian(s) will be called and there will be serious repercussions.

- ❖ The drug dog will be checking all students and their guests upon arrival at the dance. Students should report any suspicious behavior, smoking, possession of a substance, or anyone they believe may be “under the influence,” to a staff member immediately. There will be no smoking at the dance.
- ❖ Dancing must be a reflection of the values and respect for self encouraged by the Alverno philosophy and mission. Students performing dances that do not meet these criteria will be asked to leave the dance and their parent(s)/guardian(s) will be notified. Dancing commonly referred to as “dirty dancing” or movements which are sexually suggestive or are a distraction will not be allowed. Physically dangerous dancing or movements, such as “slamming,” “moshing,” or break dancing are not allowed.
- ❖ Overzealous public displays of affection are not allowed.
- ❖ Alverno Students: Any behavior at the dance that reflects badly on Alverno could result in the Alverno student’s withdrawal from school, or non-participation in future Alverno events; including but not limited to, Mary’s Day and graduation activities.
- ❖ Guests: Any behavior by guests that reflects badly on Alverno will be reported to that student’s school administration
  - The Alverno student is responsible for her guest(s), and will take responsibility for his/her actions.
  - All guests must obtain a dance contract and guest pass from the dean of students and have it filled out appropriately and turned in by the deadline as stated on the contract.
  - **A guest cannot be a former Alverno student.**
  - All guests must have their ID with them at all times. There are no exceptions.
- ❖ Once a student/guest leaves the event, (s)he may not return.
- ❖ Any student or guest needing to retrieve something from a car or to step out for any reason must be escorted by a chaperone.
- ❖ Students must stay within the confines of the dance area, restrooms and photography areas. They are not to loiter outside or in other areas of the facility.
- ❖ Students should take any rumors or overheard conversations regarding potential problems seriously, and report the rumor to a staff member.
- ❖ Guests of AHS students must conduct themselves as if they are AHS students, and are subject to all of the rules and regulations of AHS, no matter how old they are.
- ❖ Violation of these rules will result in a phone call to parents/guardians and removal from the dance.
- ❖ **No refunds will be granted for students asked to leave the dance for any reason by Alverno faculty or administration.**
- ❖ **Alverno student accounts must be current and/or have Business Office clearance in order to attend.**

## ***BASIC FORMAL DRESS GUIDELINES***

- ❖ Dresses must be modest and must be one inch or longer below the longest fingertip, even after a walking across the room
- ❖ Dresses may not have midriffs exposed, including both the front and sides.
- ❖ **Dresses with shorts in the front and a train in the back are not permitted.**
- ❖ Undergarments should not be visible.
- ❖ **Dresses may not utilize see--through fabrics, such as (but not limited to) tulle, netting, or “illusion,” below the bust-line (may not expose décolletage below the intersection of the shoulder and top of the armpit) including the legs.**
- ❖ Dresses may not dip below the natural waistline in the back.
- ❖ Dresses may not show décolletage (cleavage) any lower than at the intersection of the shoulder and top of the armpit.

## **TRAVEL**

### ***CLOSE--UP PROGRAM***

Alverno participates in the Washington, D.C., program sponsored by the Close-Up Foundation, a nonpartisan, non-profit forum for the involvement of youth in government. The program includes a week’s stay in Washington, D.C., and gives students an intensive six days of seminars, speakers, workshops, and sharing about politics, government, and issues with students from all areas of the country, under the supervision of the Close-Up staff in Washington, D.C.

This program is specifically educational in nature. Students are exposed to issues of domestic and international importance and are encouraged to examine information, reflect on its importance and ramifications, and most of all to question and explore. Perhaps the biggest plus is the increased knowledge and enthusiasm for government that students have when they return home, which often serves as a vitalizing force for the students in their history and government classes. All present juniors and seniors who meet the criteria are eligible to participate. The cost of the program is paid by the student, and all tuition and fees must be current. Students must have a 2.0 GPA with no F’s at the first quarter, and must maintain this eligibility. Student grades are re-checked prior to Christmas vacation.

### ***FOREIGN COUNTRIES***

There may be opportunities for Alverno sophomores, juniors, and seniors to travel internationally with Alverno teachers. The cost of the program is paid by the student, and all tuition and fees must be current. The school does not subsidize the costs of any foreign travel for students or teachers, nor is fundraising for this purpose permitted. Students must have a 2.0 GPA with no F’s at the first quarter, and must maintain this eligibility. Student grades are re-checked prior to Easter vacation.

## ***SENIOR TRIPS***

Any travel arrangements initiated by parents and/or students for senior trips is beyond the province of Alverno's responsibility and liability. The school does NOT sponsor, and in fact, discourages, senior trips. Alverno faculty do not chaperone any post -graduation trip that seniors may organize.

## **-ATHLETICS-**

The purpose of athletics at Alverno Heights Academy is to provide an opportunity for all students to participate in co-curricular physical activity. This activity promotes school spirit and unity while developing within each individual self-discipline, self-confidence, perseverance, and leadership. The program at Alverno abides by all standing California Interscholastic Federation (C.I.F.) rules and regulations as well as those set forth by the Catholic Athletic Association (C.A.A.), Horizon League and the Victory with Honor Code.

As a member of any school team, athletes are examples of the school's character and must conduct themselves as such at all times. Failure to do so may result in dismissal from the team. Athletic competition requires commitment and dedication; therefore, athletes are expected to fulfill their responsibilities to the team while still maintaining academic priorities.

### ***ATHLETICS ELIGIBILITY***

To participate on any sports team a student must meet the minimum activity participation requirements:

- ❖ 2.0 GPA during the previous quarter or semester with no F's
- ❖ A clear disciplinary record
- ❖ A satisfactory attendance record

Ninth graders and transfer students accepted on "conditional status" are eligible to participate in athletics provided all other eligibility requirements are maintained.

Students who have a "D" in a course may still participate in athletics but they will be considered on probation. As terms of their probation, they will have until the next grading period to raise their grade to a "C." Those who fail to raise their grade within that time period will be removed from the team.

A student may be deemed ineligible if she has excessive disciplinary violations for offenses including, but not limited to: dress code, gum chewing, class tardiness, inappropriate language, excessive detentions or a suspension.

In addition:

- ❖ Any student who received an "F" or had a GPA below 2.0 during the previous quarter or semester is ineligible. As per Horizon League rules: athletes must be eligible when the season of play begins and may not be added to the team roster at a later date.
- ❖ Any student who receives an "F" or has a GPA below 2.0 in a quarter or semester marking period becomes ineligible and is removed from the activity.

Summer Institute grades are computed with the second semester grades of the academic year prior to the Summer Institute. Therefore, a student may become eligible for fall

activities at the conclusion of Summer Institute. If a student repeats the SAME course during summer, that grade replaces the F; if a student takes a DIFFERENT course to makeup credits, the new course grade is averaged with the preceding semester's grades.

Once a student becomes ineligible during a season or activity, she remains ineligible for the duration of the season or activity. Participation in activities and student government requires signatures of certain faculty members and/or administrators.

**IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF HER ELIGIBILITY STATUS.**

***GRADE CHECKS***

Students participating in activities and athletics will have their grades checked bi-weekly through Alma by the teacher in charge of the activity or team. The purpose of these grade checks is to make sure that academics are not suffering as a result of co-curricular involvement.

***SPORTS' POLICIES***

See *Student Athlete Handbook*, which is distributed at the mandatory parent meeting at the beginning of each season and is available on the Alverno Heights Academy website.

***TRAINING RULES***

The coach of each sport sets training rules designed to protect the health and strength of the athletes. Any athlete who places her health or team discipline in jeopardy by failing to observe these rules is subject to suspension or dismissal from the squad.

***ATTENDANCE AT PRACTICE AND GAMES***

An athlete who quits one team is not allowed to try out for another sport for one year. If an athlete is cut or dismissed from one of the teams, she may go out for another sport the following season. Attendance for four classroom hours or three periods is required for participation in practice or a game on the same day of the event.

***BEHAVIOR AT GAMES***

It is expected that any athlete participating in intramural or interscholastic games will conduct herself in a manner that would elicit praise from the coach or other players and observers. No matter how heated the competition gets within any sport, any Alverno student who loses her temper, uses objectionable language, or in any way demonstrates inappropriate behavior is subject to dismissal from the team. For further explanation, see "Courtesy" under the "Student Conduct" section of this Handbook on page 51.

## ***OBSERVERS AT GAMES***

Alverno students who attend games are expected to behave in a way that shows pride in the Alverno team. Any student who “boos” the opposing team or officials, or acts in any way that reflects poor spirit will receive a Horizon League yellow card and is subject to disciplinary action by Alverno Heights Academy. Parents and guests are held to same, if not higher, standards as Alverno students. Violations of these rules may result in not being able to attend future games.

## ***CHEERLEADING***

Alverno students may belong to cheerleading squads of neighboring schools as long as the student meets the minimum eligibility requirements (as listed above) as verified by the Assistant Head of School, and the student obtains permission from her parent/guardian to participate in cheerleading.

## ***TRANSPORTATION***

Athletes may not ride to sports events with other students. See *Student Athlete Handbook* for transportation regulations.

## ***DISMISSAL FROM TEAM***

An athlete may be dismissed from a team for behaviors contrary to the spirit of athletics and competition at Alverno. These behaviors include: failure to obey training rules, attitude and conduct detrimental to the welfare of the team, insubordination, etc. The coach may also exercise his/her judgment in determining that participation in a particular sport would be dangerous for an individual.

## ***HORIZON LEAGUE MEMBER SCHOOLS***

Alverno Heights Academy

Bishop Conaty-Our Lady of  
Loretto High School

Holy Family High School

Ramona Convent Secondary  
School

Sacred Heart of Jesus High  
School

San Gabriel Mission High  
School

## **-STUDENT CONDUCT-**

### **PHILOSOPHY**

Students are considered the representatives of the distinctive character and philosophy of Alverno Heights Academy, and their behavior is, at all times, a reflection of their willingness, or lack thereof, to participate as cooperative and contributing members of the school community. Daily conduct in accord with these principles and support of the disciplinary and behavioral policies is thus expected at all times from all students. Any disruption of the educational process is unacceptable.

Disciplinary action at Alverno Heights Academy is considered an aspect of guidance and not simply a form of punishment for violation of school rules. The purpose of discipline at Alverno is to promote genuine student development of responsibility for behavior in a communal setting; to increase respect for duly constituted authority; to help students recognize that there are higher motives to self-discipline than punishment; and to provide a classroom and campus environment conducive to learning. It is understood that adolescents in a high school setting are struggling to develop a sense of self in relation to their peers and the community in which they live. Therefore, every effort is made to assist the student before punitive systems and sanctions are invoked for violations of school rules.

In all their endeavors, Alverno students are expected to act with integrity. Students are encouraged to make wise, responsible, and ethical choices and to accept the consequences of their choices, both good and bad. Students are also encouraged to reflect upon how their choices, and how the choices of their peers, impact other students, the school community, and the community-at-large.

### **ALVERNO HEIGHTS ACADEMY HONOR CODE**

The Honor Code of Alverno Heights Academy is based on the premise that students are taught to value honesty and integrity. Honorable behavior and honesty form the foundation of respect for oneself and for others. Alverno students are responsible for vigorously upholding the ideals stated in the Philosophy and Mission statement of Alverno Heights Academy.

As a Catholic academic institution, we believe that intellectual honesty and integrity are essential to the school community. At the beginning of each school year, each student affirms her acceptance of the

#### *Honor Code:*

*"I will act in an honorable and ethical way in all that I do in upholding the values expressed in the Philosophy/Mission statement of Alverno Heights Academy. I will not lie, steal, or cheat, nor will I tolerate the actions of those who do."*

Students are expected to follow this Honor Code in all that they do. This Honor Code will appear on all semester exams and projects. On other assignments, the student may, in lieu of writing the entire text, indicate her adherence to the code by signing the abbreviated

pledge, "I abided by the Honor Code."

A student's adherence to the Honor Code is pivotal to Alverno's success in creating women of substance and value. Failure to comply with the Honor Code is a serious offense which will be dealt with by the Administration.

## ***PLAGARISM***

*Webster's New Collegiate Dictionary* defines plagiarism in this way: "To steal and pass off as one's own, the ideas or words of another; to use a created production without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source." Plagiarism is inconsistent with the school philosophy and is considered a form of cheating; therefore, it will be dealt with in like manner (See Honor Code and Major Disciplinary Violations). Alverno utilizes Turnitin.com, a service that scans student papers for plagiarism. Students must register and submit their work through this service.

Information will be given to students by teachers assigning papers (See Honor Code and Major Disciplinary Violations). Creating or use of unauthorized copies of software or music from the Internet or original software recordings is considered a major breach of integrity.

## ***CHEATING***

Cheating in any way or form is inconsistent with the philosophy of Alverno Heights Academy and thus will not be tolerated. Cheating includes copying homework, copying directly from books or the Internet, and cheating on or allowing someone to copy papers, quizzes or tests. Cheating also includes assisting another student in any of these activities.

## **DISCIPLINARY PROCEDURES**

The Administration oversees the disciplinary code. They have discretionary powers in its interpretation. Dismissal of a student is the sole prerogative of the Head of School.

In implementing and enforcing the disciplinary code of Alverno Heights Academy, the Administration will make every reasonable effort to:

- ❖ Educate a student to self-discipline;
- ❖ Encourage a student to develop a sense of personal responsibility for her behavior;
- ❖ Balance justice with mercy;
- ❖ Implement decisions based on the common good of the entire faith community;
- ❖ Exercise discipline with consideration for individual circumstances.

## ***MINOR VIOLATIONS***

The following are some examples of minor violations for which demerits, fines, or detentions may be issued:

- ❖ Eating/drinking out of designated areas
- ❖ Use of inappropriate language/gestures
- ❖ Chewing gum
- ❖ Loitering in a closed area or the property of neighboring homes or businesses
- ❖ Littering or throwing food any place on campus
- ❖ Minor disturbance/disruption to the educational process or community
- ❖ Cafeteria disturbances
- ❖ Tardies to class
- ❖ Failure to return library books
- ❖ Illegal parking

## ***DEMERITS***

Demerits are issued by faculty, staff, or Administrators for any minor infraction of school rules. A student who receives two demerits within two calendar weeks will be assigned a detention. During the last two weeks of school any single violation will result in immediate detention.

## ***DETENTION FOR MINOR VIOLATIONS***

Detention for minor violations is assigned if a student receives two demerits within a two-week period or three demerits of a similar nature in a quarter. The student and parent/guardian will be notified with a detention notice. All slips need to be signed by the student and the parent and turned in at the time the student serves the detention. All detentions must be served before grades/transcripts will be issued.

## ***DETENTION FOR UNIFORM VIOLATIONS***

Uniform detentions will be issued to students who are found with a uniform violation during the beginning of school. These detentions must then be served at lunch that same day. A student who is found to be out of uniform in the afternoon will be required to serve detention the following day at lunch.

## ***FINES***

Fines may be issued for late library books, illegal parking, cell phone usage, and other violations as seen fit by the Dean of Students. All fines must be paid before grades/transcripts will be issued.

## MAJOR VIOLATIONS

Any violation on this list will result in a consultation with the student and parents/guardians. Disciplinary action taken will depend on the severity of the offense and/or existing disciplinary record. The Administration oversees the disciplinary code. They have discretionary powers in its interpretation. Dismissal of a student is the sole prerogative of the Head of School.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Defacing Student Desks/Chairs	Student will clean the desk/chair during detention(s). If the desk/chair cannot be cleaned thoroughly, the student will be responsible for the full costs of repair, and if necessary, replacement of the desk/chair.		Suspension or Subject to Dismissal
Absence from Class or School Without Permission	Detention Forfeit of credit for day's work Disciplinary Probation	Suspension	Subject to Dismissal
Falsifying a Note, Phone Call, or Electronic Communication	Detention Disciplinary Probation Counseling	Suspension	Subject to Dismissal
Plagiarizing or Cheating on Tests, Homework, or Course/Class Work	Detention Academic Probation Counseling  No Credit for Work In Question	Suspension Subject to Dismissal	Subject to Dismissal
Stealing Any School or Personal Property	Restitution Detention Disciplinary Probation Possible Suspension	Suspension Subject to Dismissal	Subject to Dismissal
Vandalism; Destroying or Defacing Property; Tampering with Another's Locker	Restitution Detention Disciplinary Probation Possible Suspension	Subject to Dismissal	
Smoking on Campus or Off Campus in Uniform	Detention Disciplinary Probation	Suspension	Subject to Dismissal
Tampering With Fire Alarms or Equipment	Suspension Disciplinary Probation	Subject to Dismissal	
Electronic Device Misuse* (Using device during class time when not instructed to do so; using device for non-task or non-educational purposes during instructional time i.e., texting, Facetime, all social media, etc.)	24- Hour hold \$40 Fine	For each offense, the hold and fine doubles from the previous offense	
Serious Disrespect Toward Students/Adults (Harassment/Bullying/Hazing/Threat)**	Detention Disciplinary Probation Counseling Suspension Subject to Dismissal	Suspension  Subject to Dismissal	Suspension  Subject to Immediate Dismissal
Violation of Digital Citizen	Restricted Access to	Suspension	Possible Dismissal

Agreement Form	Alverno's Computer Network/LAN and WiFi Detention		
Cyberbullying/Sexting**	Detention Disciplinary Probation Counseling Suspension	Suspension Subject to Dismissal	Suspension  Subject to Immediate Dismissal
Scandalous and Immoral Action In Speech (e.g. Lying, Posting on Websites, Handwritten Notes, Electronic Communication)	1-2 Detentions Disciplinary Probation	Detention Suspension Disciplinary Probation Possible Dismissal	
Alcohol/Drug Possession or Use; Attending School or School- Sponsored Activity Under the Influence	Counseling Suspension Disciplinary Probation	Immediate Dismissal	
Alcohol or Drugs; for sale or distribution	Immediate Dismissal		
Firearms or Weapons of Any Kind	Immediate Dismissal		

\*Students will be required to relinquish their handheld electronic devices at the beginning of each class period (cell phones, smart phones, iPods, etc.). Teachers will collect the devices at the beginning of the period and return them at the end of the period. In the event that the device is needed for educational purposes during class, the teacher will return them at that time and then collect them again when the activity is complete. Students are at all times subject to the Device Misuse Policy above; even if the teacher does not collect the devices. Alverno highly recommends that students mark/identify their handheld electronic devices for easy identification and pick-up.

\*\*See policy on Harassment, Bullying, Hazing and Threat on page 51.

### ***DISCIPLINARY PROBATION***

Disciplinary probation is reserved for serious or repeated violations of school rules. Students are placed on probation for a specific period of time varying from one month to one year. The length of probationary period is exclusively at the determination of the Administration. The student on probation may be denied participation in school activities, athletic teams/contests, special events, ASU or state office. The action is dependent upon the severity of the violation promulgating probation and/or the effect of the violation on the community. Any violation of school rules during probation can result in suspension or dismissal.

### ***DISCIPLINARY SUSPENSION***

At the discretion of the Administration, students are suspended from classes for a serious violation of the disciplinary code. Suspension will last from one to five days, during which time the student's disciplinary record is reviewed and, in some cases a conference is

arranged with the student, and her parent(s)/guardian(s). In all cases of suspension, parent(s)/guardians are notified by phone and/or mail.

### ***CAUSES FOR DISMISSAL***

A student is subject to dismissal from Alverno for cases including, but not limited to:

- ❖ An incident or pattern of behavior inside or outside the classroom which is seriously disruptive to the community;
- ❖ An incident or pattern of defiance, disobedience, insubordination, or non-compliance with school rules;
- ❖ Violation of probationary terms and/or agreements;
- ❖ Serious violation of school rules (as outlined in the “Major Violations” section of this Handbook.)
- ❖ Conduct at school or elsewhere, which would reflect adversely on Alverno Heights Academy or the Catholic Church;
- ❖ Absence of 15 total hours per semester, from a course or continued tardiness to school;
- ❖ Failure to maintain satisfactory academic standing (as outlined under the “Academic Program” section in this Handbook).

### ***PHILOSOPHICAL INCOMPATIBILITY***

**Acting in any way that is incompatible with Alverno’s philosophy off campus is subject to disciplinary procedures.** Incompatibility is defined as flagrant or consistent defiance of Alverno Heights Academy rules and expectations. Repeated classroom absences, continual tardies, repeated failures to turn in homework, continual dress code violations, missing detentions, and repeated antagonistic, uncooperative or disrespectful behavior toward any member of the Alverno Heights Academy community or not representing the Alverno mission and vision in the outside community are examples of philosophically incompatible behavior. Conduct at school or elsewhere, which would reflect adversely on Alverno Heights Academy or the Catholic Church is unacceptable. Incompatible behavior by the student or parent(s)/guardian(s) may be grounds for suspension and or/expulsion.

### ***HARASSMENT, BULLYING, HAZING & THREATS POLICY***

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

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

charges will also be subject to disciplinary action up to and including dismissal.

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

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

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

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

- ❖ Sending inappropriate text, e-mail, or instant messages
- ❖ Posting inappropriate pictures or messages about others in blogs or on web sites
- ❖ Using someone else's username to spread rumors or lies about someone

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

### ***THREATS BY STUDENTS/PARENTS/GUARDIANS***

All threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat should immediately report it to the Head of School or Assistant Head of School. The Head of School should notify the police immediately.

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

immediately.

- ❖ A student who has made the threat shall be suspended until the investigation by the police and school has been completed and at that time may face other disciplinary sanctions, up to and including dismissal from school.
- ❖ Any decision to re-admit a student who has made a threat, or whose parent/guardian has made a threat, will be made by the Head of School on a case-by-case basis
- ❖ Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.
- ❖ This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

### ***RESPONSIBILITIES OF THE SCHOOL AND STUDENTS***

It is the responsibility of the school to:

- ❖ Establish practices and provide staff development training and age- appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
- ❖ Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- ❖ Remain watchful for conditions that create or may lead to a hostile offensive school environment
- ❖ Once harassment, bullying or hazing has been reported to the Head of School, Assistant Head of School, or a teacher, review and investigate such allegations in a prompt, confidential and thorough manner; confidentiality will be maintained as much as possible

It is the student's responsibility to:

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

## **EXPECTED STUDENT BEHAVIOR**

### ***CARE OF CAMPUS***

All students are expected to participate in the general care and upkeep of the campus. Students should place all of their refuse in the trash bins and utilize recycling bins provided around campus. Specified eating areas, classrooms, and the locker area should remain clean and free of trash. Eating and drinking in classrooms, with the exception of water, is allowed only in the event of special meetings, or by specific permission of the faculty or Administration.

### ***COURTESY***

Throughout the day, students are expected to demonstrate courteous behavior: to say “please” and “thank you”, etc. Students are expected to say “excuse me” when interrupting someone or passing in front of someone in the hallway or a doorway; to move without being asked if blocking a doorway or passage; to knock on closed doors and wait to be invited in before entering.

At assemblies or formal gatherings, students are expected to come to order and give their attention to the speaker; to avoid all hooting and yelling (enthusiasm should be expressed with vigorous applause); to wait to be dismissed; and to leave without crowding or pushing.

At Alverno events where family members and friends are in attendance, they are also expected to display the same courtesy to guest speakers, administration, faculty and staff, etc. as their daughters. This especially includes Baccalaureate Mass and Graduation where the use of air horns, bullhorns, and other noisemakers are strictly forbidden. Use of these items may prevent your daughter from being issued her diploma.

## **-COMMUNICATION-**

### **PUBLICATIONS**

The following pertain to all Alverno Heights Academy publications:

- ❖ The audience for all school publications is the entire school community, comprised of the students and faculty, their families, the alumnae, and feeder schools.
- ❖ The school is the publisher of all school publications, and as such maintains editorial control.
- ❖ All of the school's general rules and behavioral expectations apply to written and visual expression in school publications. All publications, including flyers, must be approved by the Administration.
- ❖ If an article expresses an attitude or uses language not normally condoned by the school, the publication's editorial board and its moderator must jointly decide that the expression is justified and its publication is warranted. The final decision rests with the Administration.
- ❖ The moderator must read thoroughly and approve the final version of any publication before it is printed and distributed.
- ❖ The manner and time of the distribution must be cleared with the Administrative Assistant.

### ***LITERARY MAGAZINE***

*Calliope* is an annual publication of poetry, fiction, and art collected and published by a staff of students interested in creative writing and visual arts. This magazine is not subject to government jurisdiction. The Lit Mag group also sponsors annual Coffee Houses where students can present original work.

### ***THE TROUBADOUR (YEARBOOK)***

*The Troubadour* is the annual school yearbook published in May by the yearbook staff which meets as a scheduled class, and is not under government jurisdiction.

### ***THE PUBLIC ADDRESS SYSTEM***

*Student announcements are made during homeroom a few days a week by members of KATV Broadcasting, and in the afternoon by the office staff and members of ASU. (These announcements are to be brief and must be approved and signed by the appropriate moderator or his/her delegate prior to the announcement being read.)*

### ***POSTERS***

Signs/posters advertising Alverno events, including an individual's campaign publicity, must be done in good taste and with care and approved by the Director of Enrollment and Student Engagement prior to being posted. All paper flyers that are 8.5 x 11 inches must be hung in a plastic sheet protectors and may only be hung in designated areas with blue painters tape on all four corners. Larger posters should be laminated, when possible, before being hung. Individuals

and clubs are responsible for removing signs/posters for events, campaigns, etc. within two school days of the activity.

**Any sign/poster for an Alverno event open to the community must include an Alverno Heights Academy logo and must be approved by the Director of Enrollment and Student Engagement.**

Banners for such personal events as birthdays are not school events; therefore, students are prohibited from posting these on school property without permission from the **Director of Enrollment and Student Engagement**. Posters are within the area of state or federal jurisdiction. Poster materials for school events may be obtained from the **Director of Enrollment and Student Engagement** in the ASU room.

## **-CAMPUS-**

Alverno's Campus is one of our greatest assets. It fosters a community feel with all of the classrooms opening up to a central terrace where many school activities take place. On its thirteen acres, it also holds a beautiful chapel and Stations of the Cross, meditation grounds, and many places for students to learn, socialize, and grow. The following are general policies about the campus:

### **CARE OF CAMPUS**

All students are expected to participate in the general care and upkeep of the campus. Students should place all refuse in the trash and recycling bins provided around campus. Specified eating areas, classrooms, and the locker area should remain clean and free of trash. Eating and drinking in classrooms is allowed only in the event of special meetings, or by specific permission of the faculty or Administration.

### **CLOSED CAMPUS**

Alverno Heights Academy is a closed campus. Permission to leave the campus must be obtained from the School or the student will be considered "absent without permission." When parents or carpools drop students off in the morning, they must remain on campus and may not leave to go to neighboring stores, homes, or restaurants. Likewise, visitors are not permitted on the campus at any time during school hours unless conducting business with office personnel or permission has been granted by a member of the administrative staff. Alverno students are not permitted to visit another school unless permission is granted by the Head of School. Students trespassing on another school's campus during school hours are subject to disciplinary action by Alverno.

### **FOOD/DRINKS/LUNCH AREA**

The cafeteria is open during break for snacks and during lunch for service to faculty and students. Service in the cafeteria is on a first come, first served basis. Vending machines with snacks and drinks are located in the cafeteria. **Microwave ovens are available for student use in the cafeteria and on microwave carts throughout the terrace.**

Students may eat lunch in the cafeteria or on the terrace. No students are permitted in any other area of the campus at lunch or at break. Students are not permitted to carry food or drink into classrooms unless permission is granted. Students are asked to abide by these regulations to keep insect (ant) invasion under control and to maintain a clean campus.

**Students may not order food to be delivered to the campus and parents/friends/guests may only bring food for their student and not others. We do not allow lunches to be brought to campus for special events. If a parent must bring lunch to their daughter, they must walk the lunch into the Front Office and sign-in.**

## **GUESTS**

A student who wishes to bring a guest on a school day should follow this procedure:

- ❖ Bring a letter from her parent(s) / guardian(s) giving their permission for the guest's visit, a letter from the guest's parent(s) giving permission for the visit and a daytime phone number in case of emergency.
- ❖ Have the guest form signed by the student's teachers.
- ❖ Present the parent's letter to the Assistant Head of School for approval at least 24 hours before the guest's visit.
- ❖ Prospective students should arrange for visits with the Director of Enrollment and Student Engagement. Classroom teachers and administrative personnel reserve the right to deny a guest's visit at any time for any reason.

If guests wish to visit after school, they must sign-in in the front office and receive a guest pass from the receptionist. Guests must have a person to visit and who will be responsible for them while they are on campus. All guests must leave campus by 4:00 pm (unless otherwise advised). Guest passes can be revoked at any time for any reason.

If a student has a guest often, their parents/ guardians will be notified.

## **LOST AND FOUND**

The "lost and found" is located in the Learning Technology Center. Please check with the Librarian for access. Purses may not be left attended at anytime; purses left in open areas will be taken to the Lost and Found. There is a \$1 fee (\$5 for purses and backpacks) for access to the Lost and Found. All proceeds go to charity. Although students will be assisted in the recovery of lost articles, the school is not responsible for any personal possession lost on the campus. The student is considered exclusively responsible for her own personal items. Blazers and sweaters, and all textbooks should have the student's name marked inside them. Suspected thefts should be reported immediately to the Assistant Head of School.

## **PHONES**

Students must come to the Front Office if they are ill before calling their parent(s)/guardian(s). It is for the health and safety of the student that she must be in the presence of the office staff if she is ill.

Students may use their cell phones before school, at break, at lunch, and after school. During class, cell phones should be turned off and placed in the front of the classroom. Please do not call or text your daughters during class hours. Students who are found using their cell phones during class, activities, assemblies, mass, etc. will be subject to disciplinary procedures.

Students should have something on their phone that personally identifies it and should be locked with a password. Parent(s)/guardian(s) should be able to access "Find My Phone" or

a comparable app in the event that your daughter misplaces her phone while on campus.

## **PARKING**

Students must register any/all cars that may be driven to school. Registration forms and placards are available in the front office. Students must show a valid driver's license and proof of insurance before a permit will be issued. Parking is provided for students in the Wilson Street lot. The Michillinda lot is reserved for faculty and guest use only. Students are asked not to park on the neighboring streets as a courtesy to the families in the school's neighborhood. Failure to park in designated spaces can result in disciplinary action or a fine.

Students should follow safe driving procedures on the school driveways, in the parking lot, and on neighboring streets. The campus speed limit is 5 mph. Parking in the Wilson Parking Lot is "first come, first served." At no time may a spot or area be reserved (except if designated by a school installed sign).

The school reserves the right to search any car on school property at any time, for any reason.

Students are not permitted to go to their cars during lunch or break without permission from the supervising faculty member.

Students should be dropped off in either the Michillinda or Wilson lots, not on any of the neighboring streets or outside the Alverno gates.

The Wilson Avenue gates are locked from 8:30 a.m. to 2:30 p.m. Mondays--Thursdays and from 8:30 a.m. to 1:30 p.m. on Fridays. During these times, the Michillinda Avenue entrance is the only available entrance to campus.

## **LEARNING TECHNOLOGY CENTER**

The Learning Technology Center (LTC) at Alverno serves as a resource for both faculty and students and plays an active role in the school curriculum. LTC materials are selected by the librarian in consultation with the Administration, faculty, and students, utilizing the knowledge of the principles of librarianship. The librarian follows established selection procedures including review and community recommendation to supplement the numerous volumes already housed within the school collection. These materials include books, magazines, videos/DVDs, and e-books.

The LTC is open from 7:30 a.m. until 4:00 p.m. Monday through Thursday and from 7:30 a.m. until 1:00 p.m. on Fridays.

Computers, a lounge area, open tables, and individual conference rooms provide a quiet and productive environment for students to study and read for class and fun. Once a week, the library provides a time for students to study in groups using a multitude of resources.

Alverno students should feel comfortable using the library, as well as librarian, for academic support and success.

To enter the LTC during class, students should contact the Librarian to inform her of a student's arrival. As the primary purpose of the LTC is to provide a quiet atmosphere for study, students are asked to be respectful and refrain from the following behaviors: loud speech, physical distraction, and other disruptive behaviors. Students should also take special care to be mindful of the property of the LTC when working there. Students will be fully responsible for reimbursing at full replacement cost any damaged or destroyed books or furnishings.

Alverno students are encouraged to and welcome to check out books from the LTC for both academic and enjoyment purposes. When using the LTC, students should remember that the books and materials belong to the entire Alverno community and should return books in a timely manner in the condition they were checked out in. Students, who return a book after its due date or with damage, will be fined. LTC fines are \$0.25 per day past the due date. Reference and reserve materials may only be checked out overnight and should be returned to the LTC before class the following morning. Fines for reference materials are \$1.00 per hour after the due date. Any books that are lost or damaged will be charged to the student. Each student must have a clear LTC record in order to take final exams.

In addition to the books and reference materials of the LTC, Alverno students also have access to a copy machine inside the LTC. Student organizations, clubs and departments, which require copy materials, should contact their faculty advisor for these services and duplication costs will be charged to their account.

## **LOCKERS**

Every Alverno student is granted two lockers for the school year to store textbooks, school supplies, athletic equipment, etc. A student's locker should remain locked at all times for the safekeeping of personal items and textbooks. Alverno is not responsible for items stolen from lockers. As with other parts of the Alverno campus, students should care for their locker as if it was their own personal property. Students should keep the inside of the space clean and the outside free from tape, posters, and other clutter. In order to keep campus looking clean and to keep your personal items safe, students may not place items on top or underneath the lockers—without warning these items may be thrown away or placed in Lost and Found at the student's expense.

If materials are being hung on the outside of the lockers, students must use blue painter's tape that can be borrowed from the Assistant Head of School. Materials must be taken down after the event, holiday, birthday, etc. in a timely manner.

If at the end of the school year, a student is found to have a locker that has been damaged she will be charged for its repair.

Alverno maintains the right to inspect the lockers at any time, for any reason, and to

prevent their use in illicit ways or for illegal purposes. Police and other authorities may only inspect lockers with a proper search warrant and/or an accompanying administrator.

## **ROLLER SKATES/SKATEBOARDS**

Roller skates and skateboards are not permitted on school grounds at any time.

## **IDENTIFICATION CARDS**

The student identification card is the student's official identification card for school and school-related activities and should be carried by the student at all times. I.D. cards are issued to the student at the beginning of the school year. Replacement identification cards can be obtained from LifeTouch Photography. The identification card must be returned to the Registrar if a student withdraws from school prior to graduation, or in the case of a lost card, pay a \$25 fee.

## **ANIMALS**

In compliance with the State of California Health Regulations, students are never permitted to bring any kind of animal to the school campus unless specific prior permission has been granted by the Administration.

## **-SAFETY POLICIES AND PROCEDURES-**

### **IN CASE OF EMERGENCY**

In the case of emergencies, students will be held on campus by school personnel until called for by a parent or person(s) deputized by the parent on the student emergency form.

During an earthquake or fire where students are evacuated to the safety zone, parents are able to have access to their daughters by parking on Wilson Avenue, presenting themselves to the faculty or staff member at the northern most gates and waiting for their daughter to be escorted to them. Students are encouraged whenever safe, to bring their cell phones with them in the event of an emergency.

Parent(s)/guardian(s) will be notified by e-blast, text message, or telephone in the event of an emergency, provided that technology is available.

### **EMERGENCY PROCEDURES**

#### ***FIRE***

Fire drills and earthquake drills will be conducted periodically during the school year as required by California State Law. When the alarm sounds for fire, students should cease work immediately, stand and exit their class in a silent and orderly manner following established exit routes. Silence is expected from all students during the entire drill including arrival at the collection point and during taking of roll. When all students and personnel have been accounted for, an administrator will dismiss participants to return to their classrooms.

#### ***EARTHQUAKE***

The warning for some emergencies is the beginning of the disaster itself, such as the shaking of the earth in an earthquake. If an earthquake should occur during class time or a drill is called, students and teachers should stay in the classroom and drop to the floor, using the desks as shields whenever possible. If an earthquake occurs during break, lunch or between classes, all persons should move away from all buildings and then drop to the ground for protection, shielding the body from any falling objects. At the end of an earthquake or emergency drill, further instructions will be given over the P.A. system or by notice sent to the classroom.

### ***SAFE-SCHOOL PROCEDURES***

In the event of an unsafe situation, students and teachers will be notified over the P.A. system or by a special coded message.

- ❖ All doors should be locked.

- ❖ Students should sit on the floor in silence, and follow the procedures for that particular classroom at the direction of the instructor.
- ❖ Students on the terrace should report to the nearest open classroom or office and sit on the floor. Students in or near the cafeteria should report to the kitchen, storage room, or Drama office in the cafeteria.
- ❖ All clear announcements or further instructions will be given over the P.A. system.

## **SUPERVISION OF STUDENTS OUTSIDE OF SCHOOL DAY**

Supervision of students on school grounds begins at 7:45 a.m. and ceases 30 minutes after dismissal. If a student is on campus before or after that time for school -sponsored events (e.g., choir, yearbook, sports practice, detention), the teacher or coach in charge supervises that particular group until the activity is over. Parents or guardians are expected to pick their daughter up in a timely fashion (within the half--hour) at the end of the school day or scheduled activity. Students who are on campus before or after school hours should wait in the cafeteria. Parents should pick their daughter up in the cafeteria after 3:30 pm. No school personnel will be supervising outside 30 minutes after dismissal. Security personnel have staggered schedules and cannot always be present.

## **SEARCH AND SURVEILLANCE POLICY**

The safety and well--being of all students, faculty, and staff is of foremost concern. If circumstances warrant, Alverno has the right to search classrooms, lockers, backpacks, or electronic correspondence when reasonable suspicion arises. In addition, Alverno retains the right to search vehicles, packages, purses, briefcases, lunch boxes, and other possessions that are brought onto the campus or to off-site school events, when circumstances warrant and reasonable suspicion arises. Finally, Alverno retains the right to conduct either open or undercover surveillance if reasons of security and safety call for such surveillance.

Impact Detection Canines are contracted to patrol the school randomly to prevent drug use on campus. The canines are trained to smell for all illegal drugs, alcohol, some prescription medications, as well as firearms.

## **-GENERAL POLICIES-**

### **CALIFORNIA STATE LAW IN PRIVATE SCHOOLS**

Alverno Heights Academy adheres to the educational codes of the State of California as they pertain to private school education within this state.

### **STUDENT/PARENT SUPPORT POLICY**

When a student enrolls in Alverno Heights Academy, she and her parents/guardians automatically agree to support the policies, traditions and programs of the school as outlined in the *Student-Parent Handbook* and other school policy documents. Initial copies of the *Student-Parent Handbook* are available on the web page as well as in the front office for a nominal fee.

### **CHILD ABUSE LAWS**

Alverno Heights Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protection Services.

### **VIRTUS TRAINING**

In accordance with the office of “Safeguard the Children” of the Archdiocese of Los Angeles, all faculty, staff, and parent volunteers are VIRTUS® trained. Parent volunteers who have not been trained must attend the training session at Alverno or provide proof of training at a local parish or school.

**VIRTUS® Protecting God's Children Adult Awareness Session** is a three-hour training with a monthly update thereafter that helps clergy, staff, volunteers and parents to understand the facts and myths about child sexual abuse; how perpetrators operate; and how caring adults can take five important steps to keep children safe. The parent session also stresses monitoring of computers, cell phones and other technology that perpetrators use to gain access to children and young people.

### **STUDENT COMPLAINT PROCEDURES**

Alverno Heights Academy seeks to “empower students” by their “acquisition of skills of...reflection...and effective action” and “to promote cooperation as a valued behavior and ... the creative resolution of conflicts” (Philosophy/Mission Statement).

If a student is faced with a situation in which she finds herself in disagreement /conflict with a peer or an adult on campus, the following steps are recommended as an effective way to come to a resolution of the situation:

1. The student will speak to the person with whom she is experiencing a problem. It is

- hoped this will be sufficient to come to a mutually agreed upon solution.
2. If for some reason, the student does not feel that the dialogue resulted in a mutual solution, she may then engage another appropriate party (e.g. Academic Advisor, Department Chair, Dean of Students, Outreach Counselor, Assistant Head of School, Head of School) to explore further courses of action.
  3. If a complaint cannot be resolved by these steps, the Head of School becomes the mediator.

The parents may become involved at any stage of the situation. If the matter is brought to the teacher or an administrator by a parent, the parent will be helped in going through this process.

### **NOTICE OF NON-DISCRIMINATION POLICY**

Alverno Heights Academy admits students of any race, color, racial or ethnic origin, or sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Alverno does not discriminate on the basis of race, color, racial or ethnic origin, or sexual orientation in the administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Alverno Heights Academy will attempt to make reasonable accommodations for students with disabilities.

### ***HARASSMENT, BULLYING, HAZING & THREATS POLICY***

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

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

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

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

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

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

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

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

### ***THREATS BY STUDENTS/PARENTS/GUARDIANS***

All threats to inflict serious harm to self or others, or to destroy property, will be taken seriously.

Whoever hears or becomes aware of any threat should immediately report it to the Head of School or Assistant Head of School. The Head of School should notify the police immediately.

- ❖ The person who has made the threat should be kept in the school office under supervision until the police arrive. The parents or guardians of a student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.
- ❖ A student who has made the threat shall be suspended until the investigation by the police and school has been completed and at that time may face other disciplinary sanctions, up to and including dismissal from school.
- ❖ Any decision to re-admit a student who has made a threat, or whose parent/guardian has made a threat, will be made by the Head of School on a case-by-case basis.
- ❖ Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.
- ❖ This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

## ***RESPONSIBILITIES OF THE SCHOOL AND STUDENTS***

It is the responsibility of the school to:

- ❖ Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
- ❖ Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- ❖ Remain watchful for conditions that create or may lead to a hostile offensive school environment
- ❖ Once harassment, bullying or hazing has been reported to the Head of School, Assistant Head of School, Dean of Students or a teacher, review and investigate such allegations in a prompt, confidential and thorough manner; confidentiality will be maintained as much as possible

It is the student's responsibility to:

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

## **HARASSMENT (BULLYING)**

At Alverno we publicly hold the point of view that each person has inherent dignity and the equal and unalienable rights of all members of the human family.

Alverno Heights Academy is committed to providing a learning environment free of unlawful harassment. School policy prohibits harassment of any kind, including sexual harassment, or harassment based on race, religious creed, color, national origin, ancestry, physical handicap, medical condition, or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful and inconsistent with school philosophy. The school's anti-harassment policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by members of the Alverno community, including students, faculty, staff and Administration, as well as by any person doing business with or for the school. Harassment includes, but is not limited to, the following behaviors:

- ❖ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- ❖ Visual conduct such as derogatory and/or sexually-oriented posters, photography,

- ❖ cartoon, drawings or gestures;
- ❖ Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- ❖ Threats and demands to submit to sexual requests as a condition of continued attendance or to avoid some other loss, and offers of benefits in return for sexual favors;
- ❖ Retaliation for having reported or threatened to report harassment.

If you believe yourself to be a victim of sexual harassment, here are some guidelines to follow:

- ❖ Document the incident as soon after as possible. Write down exactly what happened, where and when.
- ❖ Tell your teacher, Dean of Students, Assistant Head of School, or Head of School about the incident. The ensuing conversation will help clarify the situation, further the process of documentation, and may produce new information,
- ❖ If the situation is not corrected, a formal complaint should be filed.
- ❖ If the school fails to respond, or its response proves inadequate, a complaint may be filed with a state or federal regulatory agency.
- ❖ If it is determined that a student has been harassed, the possible consequences for the offender are:

STUDENT OFFENDER	ADULT OFFENDER
Parent Conference Apology to the Victim Suspension Referral to Police	Disciplinary Action Suspension from Job Grievance Hearing Recommendation for Termination Referral to Police

Reprisals, threats, or intimidation of the victim will be treated as serious offenses that could result in expulsion. In every case, a high degree of confidentiality will be maintained to protect both the victim and the offender. All efforts will be made to preserve the victim’s sense of control in the situation.

**SUBSTANCE ABUSE**

Alverno Heights Academy abides by the laws of the United States and State of California. Alverno Heights Academy does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the enunciation of the school’s policy regarding alcohol and drugs, an official interpretation of that policy.

Any student showing evidence of having consumed, or in the possession of drugs, and/or alcoholic beverages at any time while under the authority of Alverno Heights Academy, is subject to any or all of the following consequences: suspension, probation, and/or dismissal.

“Showing evidence of” ...includes any behavior observed by an adult which might be indicative of the use of alcohol and/or drugs.

“In possession of” ...includes participation in the use of, or being in the presence of the use or storage of alcohol and/or drugs. This includes the presence of alcohol and /or drugs in automobiles, student lockers, purses, backpacks, etc., or elsewhere on campus.

“Drugs”...includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.

“While under the authority of Alverno Heights Academy”...means any time when the student is on the school campus for whatever reason or in its immediate vicinity; and whenever she is attending, participating in, or being transported to or from a school-sponsored function. Dances, plays, social events, and athletic events held at and /or sponsored by other schools are considered school- sponsored functions.

Violators are subject to severe school discipline, including dismissal, and to the laws of the State of California.

Realizing the seriousness of the problem of alcohol and drug abuse/misuse, Alverno will make every effort to assist students and their parents to seek counseling and professional help with the problem. Strict confidentiality will be observed whenever possible and every effort will be made to enable students who are actively seeking help for themselves to continue their education at Alverno Heights Academy.

Alverno Heights Academy, when confronted with observations and/or evidence of alcohol/drug use by a student, may require an alcohol/drug assessment by an approved facility.

Parents will be notified immediately. Parents are expected to cooperate fully with the school recommendations, and are financially responsible for all assessments, counseling, and any other requirement of the school. Continued enrollment is contingent on the student’s completing the recommended follow up care.

The distribution or sale of any quantity of illegal drugs/alcohol or drug paraphernalia is not permissible on the school premises, school vehicles, or at off site school -sponsored activities (see above). Violators are subject to immediate dismissal, and to the laws of the State of California.

## **PRESCRIPTION DRUGS/HOMEOPATHICS**

All students who must take prescription drugs during the day must have a note from their parents and must turn the prescription in to the front office for safekeeping. Prescriptions must be in the original bottle.

At no time should a student give another student medications or homeopathics. Alverno Heights Academy is unable to administer prescription and non-prescription medicines, including topical medications.

## **FAMILY EDUCATION AND PRIVACY ACT OF 1974**

According to the Family Education and Privacy Act of 1974, parents, students 18 years of age and older, and college students may review their own school records. Release of information to colleges, prospective employers, or other appropriate agencies requires the signature of a parent for students 17 years of age or under, or of the student herself if she is 18 years old. Arrangements for the review of a student cumulative file must be made with the Assistant Head of School, and the file must be viewed in the presence of the Assistant Head of School.

It is assumed that students enrolled in Alverno and their parents implicitly authorize the release of non--confidential information unless parents notify the school in writing to the contrary. Appropriate release of this “directory information” according to our procedures would be limited to no more than the following:

- ❖ Name, address, and telephone (to parents and faculty organizations only.)
- ❖ Date and place of birth
- ❖ Grade level
- ❖ Attendance dates
- ❖ Recognized activities and sports
- ❖ Awards received
- ❖ Height and weight (team information)
- ❖ Previous schools attended
- ❖ Grade Point Average

## **COMMUNICABLE DISEASES**

When issues of a student's health arise that involve a communicable or non-communicable disease, it may be necessary to require the student to secure a permit from the Public Health Department, a physician or a nurse before she is readmitted to school. To address the potential issue of a student becoming HIV / AIDS positive, Alverno reviewed and accepted the United States Bishops' statement, "[The Many Faces of AIDS: A Gospel Response.](#)" Any decision will take into account Christian concern and compassion, community health and well-being, and individual privacy and needs. Decisions about any changes in the educational program of a student who is infected with a communicable disease shall be made on a case-by-case basis.

## **PREGNANCY**

The members of the Alverno community are concerned about the issue of adolescent pregnancies. Adolescents who are involved in sexual relationships are willfully ignoring the possibility of a death sentence imposed by sexually transmitted diseases. In addition,

they may be putting the life of an innocent unborn child under the same sentence.

A student who is pregnant has changed her status as a student and thus some of her obligations, responsibilities, privileges, and priorities. The school seeks to respond to these changed needs through a program of counsel with the pregnant student as well as the parents. Because we support the stance of the Catholic Church, Alverno administrators will meet with the pregnant student and her parents to consider each individual student's academic situation and options for her education. Every effort is made to assist the pregnant student to complete her high school education, possibly through a referral to programs through [Catholic Charities of Los Angeles](#). Counseling efforts notwithstanding, there may be reasonable cause for a student's dismissal from school, such as a defiant or uncooperative attitude toward the ethical and moral position of the school. If the school becomes aware that a student has had an abortion she will be automatically dismissed.

## **HOME STUDY**

It must be understood that Alverno Heights Academy does not have a "home study" program, nor do we have the personnel to design programs for the specific needs of the homebound student. Further, it must be duly noted that all the academic policies in relation to attendance, final exams, etc., and all other policies cited in this *Student-Parent Handbook*, apply to all students in terms of their presence on campus and their advancement to graduation.

## **WORK PERMITS**

Alverno recognizes the necessity and benefits of student part-time employment. At the same time, we view the student's "job" at this time to be the successful completion of high school course work and participation in co-curricular activities. Therefore, we encourage students to work no more than 20 hours per week.

State labor laws limit full-time students to four hours of work on a day before a school day and no more than 8 hours before a non-school day. Students may not work after 10 p.m. on a day before a school day.

A student who wishes to obtain a work permit can pick up an application in our front office. The student should then fill out the application, have parents and employer fill out their respective sections, and bring the completed application back to Alverno with proof of age (e.g., birth certificate, driver's license.)

## **ANONYMOUS COMMUNICATIONS**

Anonymous communications via phone, letter, e-mail or social media fall under the category of rumor and innuendo and ethically cannot be validated by a response.

## **INTERNET ACCEPTABLE USE POLICY**

Any person accessing this network agrees to the terms and conditions outlined in the operating rules below.

- ❖ This network is established for the educational and professional use of students, faculty and staff. The use of this network must be in support of learning, education, research goals and objectives, whether the learning is self-directed or is part of a structured class experience. By providing this service to students, faculty and staff, Alverno Heights Academy intends to promote educational excellence through resource sharing and collaboration.
- ❖ The school connection provides direct access to the Internet. Through the use of the Internet, we expect students and staff to be able to communicate and share information with individuals and groups throughout the world, access and use information sources from remote locations and significantly expand their knowledge base.
- ❖ Connections to computers and people all over the world can allow material that is without educational value to be accessed. It is the user's responsibility to use the Internet in an ethical and legal manner. Users (and parents of students who are users) must understand that it is impossible for the school to monitor all the data that is available. Some of the information available is controversial, and may be inappropriate or offensive as deemed by Alverno Heights Academy's published philosophy. The school does not condone the use of such materials.
- ❖ Users may encounter material, which may be controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network, it is impossible to control effectively the content of data, and an industrious user may discover controversial material. Electronic mail use while on campus may be using any ethical and legal purpose.
- ❖ Personal academic websites and chat rooms may in no way defame the school or any member of the school community. The school name, address, or phone number may not be used on your social networking site.

## ***ACCEPTABLE USES***

- ❖ The use of the Alverno Heights Academy network must be for education and research activities, and be consistent with the educational objectives of Alverno Heights Academy. Students are expected to adhere to the same standards which they are held to elsewhere in the school community.
- ❖ Exercise good judgment in visiting sites. Do not visit sites, which appear to contain objectionable material. Ask a teacher if you are unsure if the site is appropriate.
- ❖ Be polite and use appropriate language on all online communications. Avoid using jokes or statement that might offend people.
- ❖ Ensure personal privacy by not giving out names, addresses, or phone numbers. Respect the privacy of others by never trying to access other people's file or mail.
- ❖ Never delete or change any application or file belonging to the network or another person.

## ***UNACCEPTABLE USES***

- ❖ Illegal and unethical behavior is prohibited, and is not consistent with the goals and philosophy of Alverno Heights Academy. The following behaviors are specifically prohibited: Slander and libel, vandalism, invasion of privacy, theft, copyright violations, harassment, inappropriate access, chain letters, and commercial activities.
- ❖ It is unacceptable to use the Alverno Heights Academy name, initials, logo, uniform, or pictures of staff, students, the school or school activities without express permission of the Administration or to post anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion and legal action.

## ***MONITORING/CONSEQUENCES***

Alverno Heights Academy reserves the right to limit, suspend, or terminate access privileges to any user at any time. Alverno Heights Academy reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. Any user violating these rules is subject to a loss of network privileges and any other disciplinary action deemed appropriate by the school.

Students and Parents are required to sign an annual *Digital Citizen Agreement* available on the school website.

## **PUBLICITY RELEASE POLICY**

Photos, videos, academic, artistic, athletic, and literary accomplishments may be used in school promotions when parental permission has been given via in the Enrollment Contract.

## **-PARENTS-**

### **PARENT'S RESPONSIBILITY**

Alverno Heights Academy educators function as professionals in their particular areas of academic expertise to complement/supplement the parents/guardians' desire for college preparatory classroom work for their daughter.

Alverno's philosophy and mission statement is a clear presentation of the perspectives and values that are paramount in our educational process. It is, then, essential that parents/guardians take seriously our philosophical and educational mission that is publicly stated in this publication and other materials.

Parents are the primary educators of their daughters. We at Alverno recognize this and want to build a strong relationship that will benefit the students at Alverno by providing a united and comprehensive system of support for them.

### ***EXPECTATIONS OF ALVERNO'S PARENTS/GUARDIANS***

Alverno parents are expected to continue to be the primary educators in their daughter's lives and thus we ask them:

- ❖ To allow their daughters to take charge of their school lives;
- ❖ To facilitate communication between their daughter and the appropriate Alverno adult: teacher, advisor, Dean of Students, Assistant Head of School, and Head of School;
- ❖ To make sure their daughter's education takes priority at this time in her life—meaning that dating, weekend activities, babysitting, jobs—are always secondary to her academic life;
- ❖ To be sure and clear that parental values are in stated agreement with the school's stated values;
- ❖ To participate in the Annual Giving Campaign
- ❖ To contribute service hours to various activities or pay in lieu of service (20 hours or \$500.00 /two parents; 10 hours or \$250/one parent). Reminder: Parents who have a student receiving financial aid or a need-based scholarship must complete their service hours—payment for service hours will not be accepted.
- ❖ To be physically present at school events;
- ❖ To participate in fundraising activities, including the Gala and Student Fundraiser
- ❖ To serve on APA committees;
- ❖ To call the APA board members with ideas for parent activities so they put parent(s)/guardian(s) in touch with the appropriate APA councilmember.

### ***STUDENT/PARENT SUPPORT OF POLICY***

When a student enrolls in Alverno Heights Academy, she and her parents/guardians automatically agree to support the policies, traditions and programs of the school as

outlined in the *Student-Parent Handbook* and other school policy documents. Initial copies of the *Student-Parent Handbook* are available on the web page as well as in the front office for a nominal fee.

## **ALVERNO PARENTS' ASSOCIATION (APA)**

The Alverno Parents' Association supports the school financially and through service. All Alverno parents are members of the APA. The APA provides service during the year for activities such as Back-to-School Night, Junior Ring Ceremony, Graduation, and a variety of other events. Parents support the school by performing school services to help keep expenses down, and also provide funding for the school by sponsoring fundraisers.

### ***APA STRUCTURE***

The board consists of the president, 1st vice-president, 2nd vice-president, a treasurer, an athletics representative, secretary, communications coordinator, parliamentarian, service hour coordinator, parent representative for each State, and members-at-large.

### ***MEETINGS***

The council meets monthly on campus from 7:00 p.m. to 9:00 p.m. on specific dates (see Calendar). All council meetings are open to any parent who wishes to attend. Involvement with the APA activities and projects demonstrates to your daughter that you recognize the school's importance in her life.

## **DEVELOPMENT AND FUNDRAISING PROGRAM**

As an independent Catholic high school, which receives no funding from the Archdiocese, Alverno has established a Fundraising Program to help us meet the needs of the school. The full participation of our school community in fundraising reflects the strong spirit of philanthropy and culture of giving that is evident on Alverno's campus. All fundraising efforts are coordinated through the Development Office in order to avoid scheduling conflicts. Alverno's fundraising activities for the school year are outlined below:

### ***THE ALVERNO FUND CAMPAIGN***

Tuition covers approximately 80% of the actual cost of educating each student on our campus; therefore the [Alverno Fund](#) is Alverno's most important fundraising activity. This Fund helps support the operating budget by providing unrestricted income to Alverno and it is supported by the alumnae, trustees, current parents, past parents, faculty, staff, and friends.

In an effort to help families meet obligations and maintain consistent participation among all of our school families, new guidelines and dates have been instituted for fundraising obligations. All current parents are expected to make a tax-deductible donation of \$500 minimum to the Alverno Fund. Gifts made to the Fund may be matched by a donor's

employer, often doubling or tripling the size of the gift. Participation is the key to a successful Alverno Fund and our goal is to reach 100% parent participation. The foundation support that Alverno receives is enhanced by high participation in the Alverno Fund, as foundations tend to support schools where annual giving support is strong.

The first half of your annual gift is due by December 31, 2018 and the second half will be due by April 30, 2019. If the above-listed responsibilities are not completed by their due date, your daughter will not be eligible to participate in co-curricular and extracurricular activities including student government, drama productions, prom, winter formal, grad night, and others until the responsibility has been met. Additionally, families who receive financial aid and scholarship support will not be considered for award renewal until obligations have been met.

The fiscal year begins July 1. Gifts are solicited throughout the fiscal year and all donations and pledge payments must be received by April 30.

## ***ANNUAL GALA***

The Annual Gala and Auction is held each spring. The event includes a dinner dance and both live and silent auctions. Each family is expected to:

1. Sell or purchase two tickets to the event.
2. Make a donation, either in the form of cash or a gift card (with activation receipt attached). This amount is due by December 31, 2018 and will increase if not paid by the due date.

If the above-listed responsibilities are not completed by their due date, your daughter will not be eligible to participate in co-curricular and extracurricular activities including student government, drama productions, prom, winter formal, grad night, and others until the responsibility has been met. Additionally, families who receive financial aid and scholarship support will not be considered for award renewal until obligations have been met.

## ***STUDENT FUNDRAISER***

Alverno only has one student fundraiser for each school *The Student Fundraiser* provides students with three different options to raise money – Jaguar Drawing Tickets, World’s Finest Chocolate, and/or a Tax-Deductible Donation. Each student is expected to raise \$150 for the school. Special prizes are given to those students who meet or exceed their quota.

Ten percent of the net proceeds are donated to charity. Of the remaining revenue, 40% is allocated among the four state governments, with the remaining money allocated to the school’s operating budget.

## **FOUNDATION AND CORPORATE SUPPORT**

Alverno's Development Office is responsible for raising funding through foundation and corporate support. This funding is usually restricted for specific purposes which are outlined in the proposal; past projects have included scholarship support, Villa restoration, technology, and campus improvements. This year Alverno will continue to focus on those projects, as well as others which fit with the mission and goals of our school. Many proposals are considered for funding due to personal contacts. If you have personal or business contacts with a foundation or corporation who may be interested in supporting Alverno, please notify the Development Office. This is an ongoing, year-round process.

## **-WHERE TO GO FOR INFORMATION-**

There are several ways to keep informed of what is happening at Alverno Heights Academy. The list below includes some of the resources for both students and parent(s) to be up-to-date with Alverno Heights Academy information.

### **ALMA/EDMODO**

Alma is Alverno Heights Academy's new student information system for the 2018-2019 school year. Alma may be used to check grades, homework, and daily announcements and notifications. All families will receive login instructions for their account at the beginning of the school year. Students and parents/guardians will have one account for their four years at Alverno. Questions regarding Alma should be directed to the Assistant Head of School at [kirvin@alvernoheights.org](mailto:kirvin@alvernoheights.org) or Dean of Students at [mhoover@alvernoheights.org](mailto:mhoover@alvernoheights.org).

[Edmodo](#) is another online classroom platform that may be used by faculty and staff to communicate with students for both classes and activities. Edmodo is accessible through [alvernoheightsacademy.org](http://alvernoheightsacademy.org).

### **ALVERNOHEIGHTSACADEMY.ORG**

The [Alverno Heights Academy website](#) is the “go-to” place for the most current information at the school; including the [calendar](#), *Student-Parent Handbook*, and [curriculum guides](#). Additionally, families may view photos, read news, learn about events, and other information through the website. Important information on donating to Alverno Heights Academy and participating in campus events are included on the school website. [Detailed information on CKW Uniforms](#) and other Alverno merchandise are also available on the school website.

### **CALENDAR**

The Alverno Heights Academy calendar is available on [alvernoheightsacademy.org](http://alvernoheightsacademy.org) under the “Calendar” tab at the top right of the website. The calendar includes the main school calendar as well as an athletic and activities calendar. This calendar is regularly updated—it is extremely important that families regularly check the calendar for changes.

### **E-BLASTS**

Weekly e-blasts, sent through MailChimp, are sent to all Alverno families to relay current and crucial information about school life and events. If you are not receiving these e-newsletters or need additional information, please contact the Director of Enrollment and Student Engagement at [smccarthy@alvernoheights.org](mailto:smccarthy@alvernoheights.org).

### **E-MAIL**

All Alverno Heights Academy students will receive an “alvernoheights.org” e-mail

address. Only these e-mail addresses will be used by faculty/staff to communicate with students and all other school correspondence. Additionally, these e-mails will serve as the login for Alma. Students should commit to checking their [alvernoheights.org](http://alvernoheights.org) e-mail addresses at least once a day.

### **ALVERNO PARENTS' ASSOCIATION SERVICE HOUR WEBSITE**

The Alverno Parents' Association (APA) maintains a service hour website (located under the "Parents" tab on the Alverno website) which allows all current families to regularly check the number of service hours they have completed and utilizes "SignUp.com" for families to sign-up for events. As a reminder, families are expected to contribute 20 service hours during the school year or 10 hours for single-parent homes. Families who do not complete their service hours will be billed \$25 per hour.

Families who have a variable tuition agreement with Alverno are not eligible to pay off remaining hours. Hours that are not completed at the end of the school year will be added to the following year's service hour requirement and may affect your daughter's award eligibility. Families receiving financial aid or scholarship support from Alverno must complete half of their hours by December 31 in order to be considered for award renewal.

## -FREQUENTLY ASKED QUESTIONS-

<b>My daughter is absent, who do I call?</b>	Receptionist, Extension 221
<b>I have a question about my daughter's grade.</b>	The specific teacher for that course.
<b>My mailing address and phone number have changed.</b>	Registrar, Extension 236
<b>I have a new e-mail address.</b>	Registrar, Extension 236
<b>I need to complete my parent service hours.</b>	APA Service Hour Coordinator, <a href="mailto:parentserviceworkhours@alvernoheights.org">parentserviceworkhours@alvernoheights.org</a>
<b>I have a question about my tuition.</b>	Business Office, Extension 225
<b>Are we having a game today? Where is the game?</b>	Receptionist, Extension 221
<b>What time is lunch?</b>	Receptionist, Extension 221
<b>Can my daughter wear that?</b>	Dean of Students, Extension 229
<b>What is Mary's Day?</b>	Director of Enrollment and Student Engagement, Extension 235
<b>I have a question about my daughter's upcoming field trip.</b>	The teacher who is moderating the trip.
<b>I have a question about Winter Formal and/or Prom.</b>	Director of Enrollment and Student Engagement, Extension 235
<b>I have a question about my daughter's academic record.</b>	Registrar, Extension 236
<b>I have a question regarding textbooks.</b>	Librarian, Extension 233
<b>I have a question regarding computers, technology, Alma, Edmodo, or school e-mail addresses.</b>	Director of Technology, Extension 237 or 303
<b>I have a question about student service hours.</b>	Campus Minister, Extension 304
<b>I am not getting the school e-blasts.</b>	Director of Enrollment and Student Engagement, Extension 235
<b>I need help with the website or social media for Alverno</b>	Director of Enrollment and Student Engagement, Extension 235
<b>I have a question about the calendar</b>	Director of Enrollment and Student Engagement, Extension 235

## -CONTACT INFORMATION-

### LEADERSHIP TEAM

NAME	TITLE	EXT.	E-MAIL
Julia V. Fanara	Head of School	223	<a href="mailto:jfanara@alvernoheights.org">jfanara@alvernoheights.org</a>
Kari Irvin	Assistant Head of School & Social Studies Department Chair	224	<a href="mailto:krivin@alvernoheights.org">krivin@alvernoheights.org</a>
Megan Hoover	Dean of Students & Director of College Counseling	229	<a href="mailto:mhoover@alvernoheights.org">mhoover@alvernoheights.org</a>
Sara McCarthy '05	Director of Enrollment and Student Engagement	235	<a href="mailto:smccarthy@alvernoheights.org">smccarthy@alvernoheights.org</a>
Cam Werley-Gonzales	Director of the Accelerated Honors Academy	221	<a href="mailto:cgonzales@alvernoheights.org">cgonzales@alvernoheights.org</a>

### STAFF

NAME	TITLE	EXT.	E-MAIL
Sue Behrens '78	Administrative Assistant & Office Manager	223	<a href="mailto:sbehrens@alvernoheights.org">sbehrens@alvernoheights.org</a>
Lee Ann Bechthold	Business Manager	225	<a href="mailto:lbechthold@alvernoheights.org">lbechthold@alvernoheights.org</a>
Andrea Bertollini '91	Director of Facilities & Development Office Assistant	239	<a href="mailto:abertollini@alvernoheights.org">abertollini@alvernoheights.org</a>
Melissa Campos '08	Director of Alumnae Affairs and Advancement	232	<a href="mailto:mcampos@alvernoheights.org">mcampos@alvernoheights.org</a>
Wendy Finch-Burk	Director of Development and Institutional Advancement	227	<a href="mailto:wfinch@alvernoheights.org">wfinch@alvernoheights.org</a>
Megan Hoover	Dean of Students & Director of College Counseling	229	<a href="mailto:mhoover@alvernoheights.org">mhoover@alvernoheights.org</a>
Liz Grace	Receptionist & Attendance Clerk	221	<a href="mailto:lgrace@alvernoheights.org">lgrace@alvernoheights.org</a>
Michelle Gray	Registrar	236	<a href="mailto:mgray@alvernoheights.org">mgray@alvernoheights.org</a>
Hoku Janbazian	Librarian	233	<a href="mailto:hjanbazian@alvernoheights.org">hjanbazian@alvernoheights.org</a>
Maria Jones	Director of Finance	230	<a href="mailto:mjones@alvernoheights.org">mjones@alvernoheights.org</a>

Nina Lopez	Maintenance		<a href="mailto:nlopez@alvernoheights.org">nlopez@alvernoheights.org</a>
Sara McCarthy '05	Director of Enrollment & Student Engagement	235	<a href="mailto:smccarthy@alvernoheights.org">smccarthy@alvernoheights.org</a>
KC Merchant	Director of Technology	237	<a href="mailto:technology@alvernoheights.org">technology@alvernoheights.org</a>
Outreach Concern	Student Counseling	241	1-800-4-Concern

### ENGLISH DEPARTMENT

NAME	TITLE	EXT.	E-MAIL
Cynthia Cales	English Teacher	119	<a href="mailto:ccales@alvernoheights.org">ccales@alvernoheights.org</a>
Eileen Cameron	English Teacher	109	<a href="mailto:ecameron@alvernoheights.org">ecameron@alvernoheights.org</a>
Deanne Carnighan	English Department Chair	107	<a href="mailto:dcarnighan@alvernoheights.org">dcarnighan@alvernoheights.org</a>

### WORLD LANGUAGES DEPARTMENT

NAME	TITLE	EXT.	E-MAIL
Giselle Grams	Spanish Teacher & World Languages Department Chair	118	<a href="mailto:ggrams@alvernoheights.org">ggrams@alvernoheights.org</a>
Lindsay Weishaar	American Sign Language Teacher	109	<a href="mailto:lweishaar@alvernoheights.org">lweishaar@alvernoheights.org</a>

### MATH DEPARTMENT

NAME	TITLE	EXT.	E-MAIL
Yasmine Balkis	Math Teacher	121	<a href="mailto:ybalkis@alvernoheights.org">ybalkis@alvernoheights.org</a>
Lisa Primero-Solano	Math Department Chair	121	<a href="mailto:lsolano@alvernoheights.org">lsolano@alvernoheights.org</a>
Phyllis Vandeventer	Math Teacher	115	<a href="mailto:pvandeventer@alvernoheights.org">pvandeventer@alvernoheights.org</a>

### SCIENCE DEPARTMENT

NAME	TITLE	EXT.	E-MAIL
Suzy Ares '93	Science Department Chair	112	<a href="mailto:sares@alvernoheights.org">sares@alvernoheights.org</a>
Monica Barsever	Science Teacher	114	<a href="mailto:mbarsever@alvernoheights.org">mbarsever@alvernoheights.org</a>
Alexandra Grimstad '03	Science Teacher	116	<a href="mailto:agrimstad@alvernoheights.org">agrimstad@alvernoheights.org</a>

### SOCIAL STUDIES DEPARTMENT

NAME	TITLE	EXT.	E-MAIL
Kari Irvin	Assistant Head of	224	<a href="mailto:kirvin@alvernoheights.org">kirvin@alvernoheights.org</a>

	School and Social Studies Department Chair		
KC Merchant	Social Studies Teacher	103	<a href="mailto:kmerchant@alvernoheights.org">kmerchant@alvernoheights.org</a>
Mike Sifter	Social Studies Teacher	105	<a href="mailto:msifter@alvernoheights.org">msifter@alvernoheights.org</a>
Lindsay Weishaar	Social Studies Teacher		<a href="mailto:lweishaar@alvernoheights.org">lweishaar@alvernoheights.org</a>

### THEOLOGY DEPARTMENT

NAME	TITLE	EXT.	E-MAIL
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Mike Sifter	Theology Teacher	105	<a href="mailto:msifter@alvernoheights.org">msifter@alvernoheights.org</a>

### VISUAL AND PERFORMING ARTS DEPARTMENT

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Lisa Edwards	Choir Teacher	221	<a href="mailto:ledwards@alvernoheights.org">ledwards@alvernoheights.org</a>
Tim Lewis	Visual and Performing Arts Department Chair	145	<a href="mailto:tlewis@alvernoheights.org">tlewis@alvernoheights.org</a>

### ATHLETICS DEPARTMENT

Athletics may be reached by calling the school office and leaving a message with our Receptionist at extension 221.

NAME	SPORT	EXT.	E-MAIL
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Lucinda Buchan	Varsity Softball	221	<a href="mailto:lbuchan@alvernoheights.org">lbuchan@alvernoheights.org</a>
Melissa Campos '08	Varsity Basketball Junior Varsity Volleyball	232	<a href="mailto:mcampos@alvernoheights.org">mcampos@alvernoheights.org</a>
Gary Campos	Junior Varsity Basketball	221	<a href="mailto:mcampos@alvernoheights.org">mcampos@alvernoheights.org</a>
Alexandra Grimstad '03	Varsity Cross Country Varsity Track	116	<a href="mailto:agrimstad@alvernoheights.org">agrimstad@alvernoheights.org</a>
Gabe Grimstad	Varsity Cross Country Varsity Track	221	<a href="mailto:agrimstad@alvernoheights.org">agrimstad@alvernoheights.org</a>
Akil Lewis	Varsity Soccer	221	<a href="mailto:alewis@alvernoheights.org">alewis@alvernoheights.org</a>
Godwin Mordi	Varsity Volleyball	221	<a href="mailto:gmordi@alvernoheights.org">gmordi@alvernoheights.org</a>

## **-ALMA MATER-**

Alma Mater stands in glory  
E'er to all, the guiding light  
Tower of strength, Alverno High,  
Pride of youth e'er shining bright  
Alma Mater, we sing your praises;  
May our lives enrich your name.  
Through the years, we shall remember  
The ideals that you proclaim.  
Through the years, we shall remember  
The ideals that you proclaim.

Mem'ries twine around your name;  
Friendships born to live always.  
Life's true wealth for us to hold—  
Fleeting dreams and hopes that stay.

Alma Mater, we sing your praises;  
May our lives enrich your name.  
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