

Daily Schedule (except Thursday): School begins at 8:00 a.m.

First Bell	7:50 a.m.
First Block (Period A1/B1)	8:00 - 9:35
Break	9:35 - 9:45
Second Block (Period A2/B2)	9:45 - 11:15
Lunch	11:15 - 11:55
Third Block (Period A3/B3)	11:55 - 1:25 p.m.
Break	1:25 - 1:35
Fourth Block (Period A4/B4)	1:35 - 3:05

Thursday Schedule: School begins at 8:45 a.m. (80 minute classes)

Faculty Meetings	7:45 a.m.
First Bell	8:40
First Block (Period A1/B1)	8:50 - 10:10
Break	10:10 - 10:20
Second Block (Period A2/B2)	10:20 - 11:40
Lunch	11:40 - 12:15 p.m.
Third Block (Period A3/B3)	12:15 - 1:35
Break	1:35 - 1:45
Fourth Block (Period A4/B4)	1:45 - 3:05

Liturgy Schedule: School begins at 8:00 a.m. (75 minute classes)

First Bell	7:50 a.m.
First Block (Period A1/B1)	8:00 - 9:15
Break	9:15 - 9:25
Second Block (Period A2/B2)	9:25 - 10:40
Liturgy	10:40 - 11:50
Lunch	11:50 - 12:25 p.m.
Third Block (Period A3/B3)	12:25 - 1:40
Break	1:40 - 1:50
Fourth Block (Period A4/B4)	1:50 - 3:05

Activity Schedule: School Begins at 8:00 a.m. (85-minute classes)

First Bell	7:50 a.m.
First Block (Period A1/B1)	8:00 - 9:30
Break	9:30 - 9:40
Second Block (Period A2/B2)	9:40 - 11:05
Lunch	11:05 - 11:35
Clubs Meet	11:35-12:05 p.m.
Third Block (Period A3/B3)	12:05 - 1:30
Break	1:30 - 1:40
Fourth Block (Period A4/B4)	1:40 - 3:05



**DON BOSCO
TECHNICAL
INSTITUTE**

PARENT-STUDENT HANDBOOK

2009-2010

**Don Bosco Technical Institute
1151 San Gabriel Boulevard
Rosemead, CA 91770-4299**

Phone: (626) 940-2000; FAX: (626) 940-2001

www.boscotech.edu

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Telephone Directory

Area Code (626)

Administrative Personnel

Ms. Sharon J. Morano	President	940-2007
Mr. Gary Catalano	Principal	940-2014
Rev. Mel Trinidad, S.D.B.	Director	940-2024
Mr. Xavier Jimenez	Vice Principal	940-2015
Mr. Robert J. Currie	Dean of Instruction	940-2013
xxxxxxx	Dean of Technology	940-2012
Ms. Trisha McDaniel	Finance Director	940-2005
Ms. Marcia Salvary	Development Director	940-2027
Ms. Monica Carreon	Director of Counseling	940-2009
Mr. Salvino Lewis	Director of Admissions	940-2011
Mr. Jim McDonald	Athletic Director	940-2100
Ms. Marcia Salvary	Alumni Office	940-2027
Rev. Mel Trinidad, S.D.B.	Coordinator of Youth Ministry	940-2024
Mr. Richard Ronan	Registrar (Noon - 4pm)	940-2020

Department Chairpersons

Mr. Jason Quevedo	Computer Science (CS)	940-2058
Mr. Jeff Krynen	Construction (CT)	940-2064
Mr. Luis Garza	Design (DE)	940-2076
Mr. Al Lopez	Co-Chair Electronics (EL)	940-2041
Mr. Ed Sepulveda	Co-Chair Electronics (EL)	940-2039
Mr. Jeff Gaba	English	940-2139
Mr. Robert Currie	Fine Arts	940-2013

Mrs. Antonia Elenes	Foreign Language	940-2124	School Nurse/Health & Safety	Mr. Charles Day	940-2031
Mr. Peter Romero	Graphic Communications (GC)	940-2042	Student Billing	Mrs. Esther Muñoz	940-2018
Mr. Eric Somilleda	Health/Physical Education	940-2105	Student Records & Transcript	Mr. Richard Ronan	940-2020
Mr. Robert Traulsen	Manufacturing (MT)	940-2062			
Mr. James Curiel	Materials Science (MS)	940-2052			
Mr. Terence de Sousa	Mathematics	940-2123			
Mr. Claude Le Blanc	Theology	940-2086			
Mr. Robert Lee	Power & Transportation (PT)	940-2072			
Mr. Xavier Jimenez	Science	940-2015			
Mr. Richard Ronan	Social Science	940-2136			

All teachers may be contacted through the main switchboard at 940-2000 or may be contacted directly at their extension which may be obtained from the main switchboard.

Deans and Counselors

Mr. Xavier Jimenez	Dean of Freshmen	940-2015
Mr. Carlos Plantillas	Dean of Discipline	940-2112
Mr. Paul Ortiz	Academic Counselor	940-2120/21
Mrs. Hilary Preston	Academic Counselor	940-2115
Ms. Monica Carreon	Director of Counselor	940-2009
Rev. Peter Bui, S.D.B., Ph.D.	Personal Counseling	940-2150

Co-curricular Activities

Ms. Darlene Nichols	Director of Student Activities	940-2090
Mr. John Nuñez	Band Director	940-2093

Administrative and Support Staff

Executive Assistant to President	Ms. Susie Camarillo	940-2006
Attendance	Mr. William Nuanes	940-2032
Book Store Manager	Mrs. Kathy Michaud	940-2092
Administrative Assistant	Ms. Diane Johnson	940-2029
Administrative Assistant	Ms. Elia Zavala	940-2028
Accounts Payable	Mrs. Toni Gordon	940-2017
Human Resources	Mrs. Teresa Herrera	940-2026
Parents' Liaison	Ms. Margie Saldibar	940-2147
Maintenance	Mr. James Iaconis	940-2094
Receptionist	Mr. Manuel Gimenez	940-2000

GENERAL INFORMATION

BOSCO TECH COAT OF ARMS



Student Responsibility

When a student enters Don Bosco Technical Institute, it is taken for granted that his purpose is earnest and that his effort and his conduct will bear out this presumption. If, however, he should evidence unbecoming behavior, or should neglect his scholastic duties, the Institute will take such action, as it deems appropriate. Students who fail to make proper use of the opportunities given to them may expect to have their privileges curtailed or withdrawn.

Each student is responsible for acquainting himself with all regulations regarding attendance, conduct, academic requirements, and other matters as contained in this Student Handbook and he is expected to abide by the same.

Any regulation adopted by the Administration of the Institute shall have the same force as a printed regulation in the Parent-Student Handbook and shall supersede, upon publication by official bulletin or by announcement, any ruling on the same subject that may appear in the Parent-Student Handbook or other official bulletins of the Institute.

Notice of Nondiscrimination

Don Bosco Technical Institute admits male students of any religion, race, color, national and ethnic origin, or physical handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. The Institute does not discriminate because of race, color, national and ethnic origin, or physical handicap in the administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered student programs.

Don Bosco Technical Institute does not discriminate because of religion, race, color, sex, national and ethnic origin, or physical handicap in its administration of employee policies as relating to hiring, promotion, and application of benefits accorded to such employees.

Accreditation

Don Bosco Technical Institute is a private, non-profit institution. The Accrediting Commission accredits Don Bosco Technical Institute for the Western Association of Schools and Colleges.

- GEAR** *Symbol of Industrial Technology*
Bosco Tech exists to develop young people for the technological world of today and tomorrow.
- OLIVE** *Symbol of Peace*
BRANCH Bosco Tech educates the youth of today to become the adults of tomorrow whose ideals will lead to peaceful relations in human society.
- SCALES** *Symbol of Justice*
Bosco Tech is fashioning tomorrow's labor-management leadership; for, where true justice reigns in labor-management relations, peace, progress, prosperity, and happiness will result.

Don Bosco Technical Institute conducted its first classes in 1955, through the cooperative efforts of the Archdiocese of Los Angeles, the Salesians of Saint John Bosco, and the industrial leaders of the Greater Los Angeles Metropolitan area.

Located centrally in the San Gabriel Valley, and occupying approximately thirty acres, the Institute has a history of providing facilities and curricula sensitive to social and industrial needs.

In 1963, the Institute was incorporated as a private non-profit California corporation. Today all students earn a high school diploma by taking a four-year college prep program of studies that combines a challenging curriculum of both academic and technical courses.

Who was Don Bosco?

St. John Bosco, or, as he is commonly called, “Don Bosco” (the Don meaning Father), was born at Becchi, a town in the foothills of the Italian Alps, on August 16, 1815. His father died when he was two and his childhood and first years of study were filled with difficulties that included supporting himself while attending school. He overcame this problem by working at various trades, all of which he later taught his students.

Don Bosco entered the seminary and was ordained in 1841. He was stationed in Turin, an industrial center which attracted young people from neighboring towns. There he opened an “oratory” or boys club for them. Although he did not hesitate to extend his priestly services to prisons and reformatories, he gradually came to realize that his mission was to prevent youngsters from falling into crime rather than to rehabilitate delinquents. Because of this insight, he opened his oratory to all boys. Soon, as many as 1,000 boys flocked to his oratory (which was just an open field and a chapel) every Sunday for religious instruction, Mass, sacraments and a full day of fun and games with priests and Don Bosco. Kindness, understanding and endless patience brought these boys close to their faith.

Realizing that many of them needed continuous help, he enlarged the oratory into a boys’ home. There, youngsters could live and either work or attend classes in the city. To prepare boys for skilled labor, Don Bosco turned his mother’s kitchen into a makeshift cobbler and carpenter shop. This was the first Catholic trade school in Italy (1845).

Leading educators soon came to admire his educative style, which he explained as a happy blend of reason and religion. He strove to establish an atmosphere characterized by a sense of understanding between teacher and pupil and an acknowledgment of life's spiritual aspects. Thus, he not only prevented delinquency but also produced leaders for industry and labor, as well as zealous religious and priests.

In 1859, at the insistence of Pope Pius IX, Don Bosco founded a religious congregation of priests and brothers, which he named Salesians, after St. Francis de Sales. This order was officially approved in 1874.

A tireless worker, Don Bosco died on January 31, 1888, in Turin, Italy, at the age of 72. He was canonized in 1934 by his personal friend Pope Pius XI. His feast day is January 31.

The Mission of Don Bosco Technical Institute

Guided by the Salesian educational system of St. John Bosco, Don Bosco Technical Institute is a Catholic high school which offers a rigorous college preparatory curriculum – uniquely integrating academics and technology – to qualified young men of all religious, ethnic, and socioeconomic backgrounds. As a Christian faith community, the School prepares and equips students to be life-long learners who are dedicated men of faith and integrity committed to leading successful lives of distinguished service and social justice.

Expected School-wide Learning Results

A Don Bosco Tech Graduate Practices...Salesian Spirit

1. Demonstrates knowledge and appreciation of the faith, morals, and practices of Catholic Christianity.
2. Demonstrates understanding of Don Bosco’s faith in God and service to others, especially his dedication to youth and invitation to do the same.
3. Articulates a personal spirituality and a vision for its future growth.

A Don Bosco Tech Graduate is...Technologically Competent

1. Acquires a comprehensive overview of a major technical field, including its impact on society.
2. Plans, organizes, and completes a multi-step project, applying industry-standard principles.
3. Demonstrates a high regard for safety in the workplace.
4. Applies technology to solve problems and present ideas.

A Don Bosco Tech Graduate is...An Effective Communicator

1. Is able to research, analyze, evaluate, and logically synthesize information.
2. Presents ideas and information clearly and effectively through speaking, writing, and other media.

A Don Bosco Tech Graduate is...Academically Proficient

1. Exhibits an assimilation of skills and knowledge consistent with a college preparatory curriculum.
2. Demonstrates both creative and critical thinking skills.
3. Demonstrates a variety of successful problem solving strategies.

A Don Bosco Tech Graduate is...A Leader

1. Demonstrates effective work habits including honesty, self-reliance, and time management skills.
2. Acknowledges and respects the contributions and opinions of others.
3. Understands the roles and responsibilities of leadership, including planning, delegating and conflict resolution.

A Don Bosco Tech Graduate is...A Responsible Citizen

1. Acquires habits that lead to physical and psychological well-being, and the maintenance of healthy social relationships.
2. Understands the importance of service to the local, national, and world communities.
3. Demonstrates effective learning strategies that will enable him to become a life-long learner.

RELIGIOUS FORMATION

A central purpose of Don Bosco Tech is to provide religious ideals and principles to the young men who make up its student body. Don Bosco Technical Institute is open to students of all faiths and creeds but it is a religious school founded on the gospel teaching that human happiness in this life depends on love of and service to God and neighbor.

Don Bosco Tech teaches and models the Catholic Christian way of life, which recognizes that man is created by God and, through the merits and teachings of Jesus Christ, is destined to return to God by the proper use of the time and talents God has given him; that man is endowed with intelligence, free will and conscience to guide him in fulfillment of the moral law; that he is responsible for his conduct; that as a religious and social being he has obligations to his Church and society; and, that education, to be complete, must prepare the student for his eternal happiness while at the same time prepare him for a useful career in society. It is to this end that the following religious programs, opportunities, and practices are offered to the student.

Theology Department: All students take a theology course each semester at Don Bosco Tech. These courses seek to go beyond the acquisition of mere religious facts to a deeper understanding of the Christian faith as it is expressed not only in word but also in action. Such an understanding requires that Christian belief be studied as living faith

which has a history of development and which has something to say about how we are to live our lives.

Campus Youth Ministry: Several opportunities exist for students to participate in Campus Youth Ministry, they include.

- A. **Liturgy & Worship:** Students are given an opportunity to express their faith through worship. Students participate in periodic worship experiences as part of the Theology program. There are also several student body liturgies throughout the school year. Students also have the opportunity to receive the Sacrament of Reconciliation and to participate in daily prayer. The Tech chapel is available for recollection and private prayer. Students who are interested in providing music as well as technical and sound support for school liturgies are encouraged to participate.
- B. **Retreats:** Students are given the opportunity to reflect on their relationship with God and with others. Throughout the school year, retreats are scheduled for various classes and groups. Upper division students are also offered the opportunity to participate in a four-day retreat experience called *Kairos*. This retreat is held three times a year off campus. It is planned and conducted by students and faculty who have previously made their own Kairos retreat. All students are required to pay an annual retreat fee of \$95.00.
- C. **Christian Service:** Christian Service is an ongoing opportunity for students to participate in the practical charity of Christ toward others. Service includes blood donation drives, mission collections, food/toy/clothing collections, catechist formation programs, visits to shut-in groups and individuals, and liturgical planning groups. Every student is required to complete a minimum of twenty-five (25) hours per year. This is a graduation requirement which involves the approval of the Coordinator of Youth Ministry prior to their inception.

SCHOLASTIC STANDARDS

Good Standing and Probation

High school students are expected to maintain at least a 2.00 (C) GPA to remain in good standing. A student whose semester GPA falls below 2.00 will be placed on academic probation. All students involved in co-

curricular and/or extra-curricular activities (athletic teams, band, club membership, student council, etc.) are required to maintain a minimum GPA of 2.0 for each grading period. Students on probation may also be required to attend various academic and/or technology “help sessions.” The class counselor may require a conference among the student, the student’s parents, and a counselor with a view toward taking a course of action in the student’s best interest. If no improvement is shown, the student’s continued enrollment at Don Bosco Tech will be evaluated. This evaluation may take place at any time during the school year. The scholastic progress and conduct of all students is reviewed at the end of each school year to determine continued enrollment at Don Bosco Tech.

Failures:

Students will not be eligible for admission into the following school year with any failures or incompletes. A dismissal letter will be sent following the final grade of the Spring Semester. Students will be re-evaluated by the Admissions and Standards Committee after summer courses have been completed. Contact your counselor for specific information regarding make-up classes. Bosco Tech offers many make-up classes during the summer for both academic and technological classes.

Seniors with two “F’s” in the eighth semester will be reviewed to determine eligibility for senior activities and may not be able to participate in the graduation ceremony.

Semester Exams:

All exams must be taken during finals week or on the designated make-up day(s). Failure to complete exams within this time limit will result in an “F” for the exam. The Vice-Principal will review special circumstances.

Incompletes:

When a student has done passing work and has regular attendance, but because of illness or other unavoidable circumstances is unable to take a final examination or otherwise complete the course requirements, a grade of “I” is assigned. Missing reports, lab assignments, exams that could/should have been made up during the semester will be assigned an “F” grade. Students are required to make up incomplete grades for college courses within one semester following the issuance of the incomplete grade. A student wishing to make-up an “I” grade must do so under the direction of the instructor issuing the grade or the

department chair in the teacher’s absence (not the registrar). No credit is granted for a high school course unless the “I” grade is cleared. It is the student’s responsibility to contact the teacher as soon as possible and arrange to complete the course requirements.

All “I” grades must be completed during the school year or summer in order to be re-admitted. In cases of student-athletes, the following guidelines applies: *“A grade(s) of ‘Incomplete’ shall not be considered a passing grade under this Bylaw unless, by operation of a school grading policy, said ‘Incomplete’ grade shall become a passing letter grade without further achievement or accomplishment by a student, at a certain time.”* (CIF Southern Section Blue Book)

Students who receive an incomplete grade during their final semester of enrollment at Bosco Tech must complete all course requirements within one year following the last date of enrollment. Course requirements not completed within this one-year period will result in the grade of “I” being converted into a grade of “F.”

Grades, Report Cards and Progress Reports:

The school offers students and parents access to the grades and assignments for each student via the internet. To access grade or assignment information go to the school’s web site, www.boscotech.edu and click on the “Check Grades Online” link in the right column. This link will take a user to the login page for *NetClassroom*. Students and parents should contact their son’s class counselor to obtain their unique login name and password.

Quarter and semester grades are posted four times each year for parent, student viewing, and printing. For semester length courses, the quarter or the mid-semester grade indicates progress for the first portion of the semester course, including any midterm examinations. The semester final grade represents an average of the semester’s work along with the student’s performance on the semester examinations.

Progress reports are also posted on-line during the 5th week and 14th week of each semester and can be accessed in the same way as quarter and semester grades. This progress report is not a report card. Its purpose is to inform the student and his parents of the student’s scholastic progress, his conduct, and/or his attendance.

Besides grades, *NetClassroom* allows students and parents to access information on student homework assignments and class progress at anytime throughout the school year.

Grades and Grade Points

A Excellent, superior work (4 grade points per unit)

(1) Has successfully mastered the objectives of the course. (2) Has completed all assignments. (3) Has consistently produced assignments and tests of outstanding quality. (4) Has actively participated and exercised leadership in learning activities.

B Above Average (3 grade points per unit)

(1) Has successfully mastered the objectives of the course. (2) Has completed all assignments. (3) Has consistently produced assignments and tests of good quality. (4) Has actively participated in learning activities.

C Average (2 grade points per unit)

(1) Has mastered a majority of the course objectives. (2) Has completed all assignments. (3) Has consistently produced assignments and tests of good quality. (4) Has participated in learning activities.

D Below Average (1 grade point per unit)

(1) Has not mastered a majority of the course objectives and/or (2) Has not completed all assignments, and/or (3) Has consistently produced assignments and tests of poor quality, and/or (4) Has taken little part in learning activities.

F Failure (0 points)

Has not mastered any significant part of the objectives of the course.

CR Credit	I Incomplete
NC No Credit	W Withdrew from Course
NM No Mark	

Grade Point Average (GPA)

Numerical values called "grade points" are assigned to each grade received. These grade points are used to calculate the GPA. Each academic class taken is assigned a number of credits that usually is the same as the number of periods per week that the class meets. A GPA is calculated by multiplying the appropriate grade points per unit (see above) by the number of units of the class in which the grade was earned. The total of all grade points divided by the total number of all units taken is the GPA. For students taking high school classes, all classes except PE and Marching Band are included in a student's GPA.

Permanent Records and Transcripts:

Only semester grades are entered on a student's official transcript and recognized as earning credit. The transcript is the official record of all-academic and technology work accomplished during high school.

Semester grades are issued in January and June. A separate transcript records the results of college classes taken by high school students. Transcripts are forwarded to colleges or universities, employers and other agencies or institutions upon request. A \$3.00 fee is charged for each set of transcripts sent by the Records Office.

Withdrawal:

A student who wishes to voluntarily withdraw from Bosco Tech is asked to bring to the Vice-Principal a letter from his parents authorizing the withdrawal. He will be asked to turn in his ID card and be accompanied through a checkout process requiring signatures. Once the signatures have been gathered, the form will be submitted to the Registrar. Information about school records and transcripts can be obtained at that time from the Records Office.

Family Education and Privacy Act:

According to the Family Education and Privacy Act of 1974, all personal information relating to the student which is kept on school records may not be released without the written consent of parents or legal guardians or adult students (18 years or older or high school graduates, except in a few specific cases). All student records are open to both student and parent by appointment with the Dean of Student Personnel Services. The school may release public directory information concerning students unless notified otherwise, in writing, by the parents, legal guardians, or adult student.

Student/Parent Directory:

Directory information includes the student's name, address, telephone listing, date and place of birth, technical major, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates and awards received, and the most recent educational agency or institution attended by the student. If some or all of the above information is not to be released, the school must be notified in writing of the specific information that is not to be released. Such notification must be provided to the School Registrar by August 1 of each year.

Grade Change Guidelines and Policies:

Grades are only changed for a serious or compelling reason. Salesian educational principles require that "reasonableness" be a factor in all

dealings with students; however, it is understood that “reasonableness” includes that students should be guided toward greater maturity and acceptance of their school-related responsibilities. Consequently, grade changes as a result of medical or family emergencies, death in the immediate family, or other such personal crises would be appropriate. Otherwise, “missing reports, lab assignments, make-up examinations that could/should have been made up during the semester should be assigned an ‘F’ grade.” (*DBTI Faculty Handbook*)

Grade changes are not appropriate in such cases as requests to qualify for insurance discounts or to maintain extra-curricular (including athletics) or co-curricular eligibility.

SCHOLASTIC INFORMATION PROGRAM OF STUDIES

Don Bosco Tech offers a college-preparatory academic program along with a program of technological studies.

All first year students take the following classes:

Mathematics:	Algebra 1, 2 or Algebra 3, 4
English:	English 1, 2 - Composition and Literature
Religious Studies:	Catholic Christianity (two semesters)
Social Studies:	World History 1, 2 & Geography (9 weeks)
Other:	Health Education (1 semester), Physical Education or Marching Band, Technology Rotation Courses (4)

All second year students take the following classes:

Mathematics:	Geometry 1, 2; Algebra 3, 4; Algebra 3, 4 with Trig.; or Adv. Algebra & Trigonometry
English:	English 3, 4 - Composition and Literature
Religious Studies:	Scripture (one semester) & Morality (one semester)
Science:	Biology 1, 2; Honors Biology 1, 2
Foreign Language:	Spanish 1, 2 or Bilingual Spanish 1, 2; Japanese 1, 2;
Fine Arts:	Art Appreciation (two sem.) or Music in World Culture (two sem.) or Intermediate Wind Instruments (two sem.)
Technology:	Depending on each Technology Major

All third year students take the following classes:

Mathematics:	Algebra 3, 4; Geometry 1, 2; Algebra 3, 4 with Trig.; Adv. Algebra & Trigonometry or Pre-calculus 1, 2
English:	English 5, 6 - Composition and American Literature or Honors English 5, 6 - Composition and American Literature
Religious Studies:	Church History & Ministry (one sem.)

Science:	Social Justice (one sem.) General Chemistry 1, 2 or AP Chemistry 1, 2
Social Studies:	U.S. History 1, 2 or AP U.S. History
Foreign Language:	Spanish 3, 4; Bilingual Spanish 3, 4; AP Spanish Literature or Japanese 3, 4
Technology:	Depending on each Technology Major

All fourth year high school students take the following classes:

Mathematics:	Business Math; Adv. Algebra & Trigonometry 1, 2; Statistics; Honors Pre-calculus 1, 2 or AP Calculus AB or BC
English:	English 7, 8 - Electives or English 7, 8 - Composition and British Literature (Honors)
Religious Studies:	Christian Lifestyles (one semester) or Elective (one semester)
Science:	Principles of Physics 1, 2; AP Physics; Human Anatomy & Physiology 1, 2
Social Science:	Economics, AP Economics; U.S. Government or AP American Government
Technology:	Depending on each Technology Major

High School Diploma Requirements

All Don Bosco Technical Institute students are required to pass all classes attempted and make-up any classes not passed with a grade of “D” or better.

- Eight (8) semesters of Theology (40 secondary credits) or credits equal to the number of semester or years in attendance at Don Bosco Tech.
- At least 170 secondary credits in academic courses to include the following:
 - 8 semesters of English (40 secondary credits) to include English 1, 2; English 3, 4; English 5, 6; and English 7, 8 or the equivalent honors or AP-level course available at the student’s grade level.
 - 8 semesters of mathematics (40 secondary credits) to include Algebra 1, 2; Geometry 1, 2; and Algebra 3, 4 plus one additional year-long course in mathematics or the equivalent honors or AP-level course available at the student’s grade level.
 - 6 semesters of science (30 secondary credits) to include courses in both the biological and physical sciences including the equivalent honors or AP-level courses available at the student’s grade level.
 - 7 semesters of social sciences (35 secondary credits) to include World History 1, 2; Geography; U.S. History 1, 2; U.S. Government; Economics or the equivalent honors or AP-level course available at the student’s grade level.

- 4 semesters (20 secondary credits) of a language other than English (OTE) of the same foreign language or the equivalent honors or AP-level course available at the student's grade level.
 - 2 semesters (10 secondary credits) of fine arts to include Art Appreciation or Music in World Cultures or Symphonic Band.
 - 3 semesters (15 secondary credits) of physical and health education to include 2 semesters of physical education and 1 semester of health education. Two semesters (one year) of Beginning Band may be substituted to meet the 2-semester P.E. requirement. Requires approval from the Dean of Instruction.
3. Two semesters (10 secondary credits) of Senior Electives.
 4. **CHRISTIAN SERVICE:** All students are required to complete a minimum of twenty-five (25) hours of approved service projects during each year of enrollment.
 5. **TECHNOLOGY:** Six (6) semesters (60 secondary credits) of course work in a student's technology major during the second through fourth years. Up to 20 credits in senior technology optional course work may be used to meet this requirement.
 6. **TECHNOLOGY EXPLORATION PROGRAM (TEP):** The ninth grade academy courses; that is, introductory technology courses and "soft skills" courses are not included in the graduation requirements previously listed. A freshman student who receives a grade below "D" in academy courses is encouraged to remediate the course(s) since these courses are factored in GPA calculations.
 7. Twelfth grade elective classes that are not passed may be made up by taking approved courses in the same discipline. For example, a failure in passing "Human Geography" could be made up by taking an approved course in any social science discipline, or a failure in passing "Creative Writing" could be made up by taking an approved course offered by the English department.
- NOTE:** Parents and students should understand that meeting the above minimum requirements for a four-year high school diploma will not necessarily qualify a student for admission into a four-year college. Additional courses as well as a minimum GPA and standardized test scores (SAT/ACT) are required. Students should consult the section of this handbook which discusses college admission as well as contact the College Counselor for additional information.

Placement Process for Selecting a Technical Major:

Technology Exploration:

During their first year, freshmen take introductory courses in four of five technical majors (one per quarter) which form the thematic cores of the five Academies. Scheduling is based on interest surveys students previously completed as part of the application process to Don Bosco Technical Institute. During each quarter, technical instructors will evaluate each student's performance as well as his potential and suitability for that Academy/Technology. Likewise, each student will have the opportunity to evaluate his sampling of programs as he prepares to choose his Academy, which begins in his sophomore year.

At the end of the third quarter, students will be ranked by their Grade Point Average (GPA) based on the first three quarters of academic and technological studies. These GPAs do not include Physical Education, sports and/or marching band, and are not "weighted" for honors classes. It is important that parents insure their son's transcript grades are accurate. During the fourth quarter, each family will receive a letter announcing an appointment time for their son's placement interview in May.

Please note the following:

- Each quarter, parents are required to attend a Technical Information Session (TIS) presented by the technology their son is CURRENTLY enrolled in.
- To be admitted into any of the five Academies, a student must have a favorable evaluation from that technology major, which is part of the Academy he is considering. Computers and Electronics, as well as Materials Science, Engineering and Technology, also have a minimum mathematics requirement.
- Traditionally, most students are placed into the Academy/Technology of their first choice. However, all technical areas have practical limits on their enrollment; therefore, students may be placed on waiting lists if requested.
- All placements are tentative until the final grades for the full year are available.
- All students must be in good standing (attendance, conduct and academics) in order to return to Bosco Tech the following year and either be placed in an Academy, or continue their current academic and technology course work.

Soft Skills Core Foundations:

In conjunction with the *Technology Exploration Program*, all freshmen take four foundational courses designed to help students develop life-long learning skills in such areas as study skills and time management; academic strategies for success; use of computer technology that includes Microsoft Suite and internet research skills, researching educational and career options after Bosco Tech; and basic visual communications using fundamental drafting techniques. Students are expected to complete all soft skills core foundation courses as part of the readmission process to Don Bosco Technical Institute as sophomores.

STUDENT SERVICES

Financial Aid: Students requiring financial assistance to attend the Institute can obtain available information and application forms through the finance office. Needs and circumstances provide a basis for determining the amount and type of aid offered. Some scholarships are available to students who demonstrate financial need and academic capability. Information regarding scholarships may be obtained by contacting the Finance Manager.

Work Permits: Students (under 18 years old) who need a work permit can obtain a work permit application from the school Registrar.

School Store: The store is open every school day from 7:30 to 11:00 a.m. and from 11:30 a.m. to 2:00 p.m. The store carries technology laboratory materials, physical education gear, and a limited variety of school supplies.

Library: Open from 7:30 a.m. until 5:00 p.m. (unless the school schedule is shortened). Its use is a privilege. Students are asked to follow these library policies:

1. Students must work independently without talking.
2. Permission is needed to use the second floor of the library.
3. Student dress and conduct rules apply to those using the library.
4. Food, beverages, or gum are not allowed.
5. Students are to abide and respect the computer policy guidelines.
6. Student ID cards are used for borrowing material. Material may be borrowed for two weeks; then renewed.
7. When material is overdue, notices are posted in the bulletin. If there is no response, disciplinary action is taken. Students will receive a

fine of 25¢ per day, including holidays and weekends, until all late materials are returned. Fines must be paid in full when the material is returned.

The school librarian will determine what unacceptable behavior in the library is and may suspend a student's library privileges.

Guidance and Counseling:

Guidance is a continuing program at the school, and all members of the staff and faculty participate in the program. The school believes it is very important that the student have available to him a well-coordinated guidance program to assist him in his personal, social, educational, and career development.

Personal Counseling – Individual, group, and family counseling services are available on campus to students and their families. Other services include referral to community agencies and parent night presentations. For further information or to make an appointment, contact Fr. Peter Bui at 626-940-2150.

Academic Guidance – Support services are provided for students who are having difficulty achieving at a level consistent with their own abilities or with the minimum academic standards of the Institute. The focus of these services is to assist the student in identifying and removing obstacles to learning and developing the skills necessary for effective performance in school. For further information, contact the appropriate counselor or the department chair(s) for those subject areas in which the student is experiencing difficulty.

College Guidance – Programs and services are offered to assist students in the development of meaningful educational plans that are compatible with their life goals. These services include assistance in selecting a college, selecting a college major, completing applications, etc. In addition, services are provided to assist students and their families in locating scholarships, grants, and other sources of financial aid as students make application to colleges and universities. For further information, contact the College Counselor at 626-940-2009.

Child Abuse Reporting – In accordance with California state law, school staffs are obligated under penalty of fine and/or jail term to report all suspicions of physical, emotional, emotional deprivation,

physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The law mandates that school staff file a report when there is reasonable suspicion of abuse and it stipulates that all investigation of suspected abuse is the responsibility of Child Protective Services and not the responsibility of the school or staff.

Standardized Testing: Students are given the following major tests so that they may know their aptitudes as well as their academic strengths and growth areas:

1st Year Students: High School Placement Test, P.L.A.N. test

2nd Year Students: P.L.A.N. test

3rd Year Students: Preliminary Scholastic Aptitude Test/National MeritScholarship Qualifying Test (PSAT/NMSQT)

Bosco Tech students are required to take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT) at a national test center. Further information and test registration materials are available from the College Counselor. The School Testing number is 053053.

FOUR-YEAR COLLEGE ADMISSIONS

CSU COLLEGES

Eligibility Requirements: You are eligible for admission if you:

1. Have or will have graduated from high school (diploma)
2. Have or will have completed with a grade of C or better the following pattern of courses which total 15 units (a unit is one year of study in high school)
 - a) English – 4 years required.
 - b) Mathematics – 3 years required (algebra, geometry and intermediate algebra).
 - c) History/Social Science – 2 years required (including U.S. History)
 - d) Laboratory Science – 2 years required (one year biological and one year physical).
 - e) Language Other than English – 2 years of the same foreign language required).
 - f) Visual and performing arts – 1 year (1 year-long course in art history, dance, theatre/drama, or music).

- g). Electives – 1 year (chosen from the subject areas listed above or other college preparatory course. Two semesters or 1 year-long course.)
3. Meet the CSU eligibility index requirements. The index has been revised because of recent changes in the SAT and ACT tests. Information on the CSU’s current eligibility index is found at www.csumentor.edu
 - a) Up to eight semesters of honors courses taken in the last two years of high school will be granted additional points (an A in an honors course will receive a total of 5 points; B, 4 points; C, 3 points; D, 1 point).
 - b) If you apply for admission before you graduate from high school, you should compute your GPA using grades earned in courses completed after the 9th grade. Do not include grades you expect to earn in courses during the remainder of 12th grade.
4. You may be required to meet higher admission requirements for impacted programs. For additional information, please refer to any CSU catalogs or to their web site: www.calstate.edu

UC COLLEGES

Eligibility Requirements: Most incoming freshmen students attain UC eligibility in the Statewide Context. To be eligible in the statewide context, you must satisfy the following Subject, Scholarship, and Examination requirements.

1. **Subject Requirements:** You must complete 15 units of high school coursework. A unit is equal to an academic year, or two semesters, of study. At least 7 of the 15 units must be taken in the last two years of high school.
 - a) History/Social Science – 2 years required. Two years of history/social science, including one year of U.S. history or one-half year of U.S. history *and* one-half year of civics or American government; and one year of World History, cultures and geography.
 - b) L/OEnglish – 4 years required. Four years of college preparatory English that includes frequent and regular writing, and reading of classic and modern literature. Not more than two semesters of ninth grade English can be used to meet this requirement.

- c) Mathematics – 3 years required, 4 years recommended. Three years of college preparatory mathematics that includes the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part of this entire requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.
- d) Laboratory Science – 2 years required, 3 years recommended. Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology (which includes anatomy, physiology, marine biology, aquatic biology, etc.), chemistry and physics. Laboratory courses in earth sciences are acceptable if they have as prerequisites or provide basic knowledge in biology, chemistry or physics. The appropriate two years of an approved integrated science program may be used to fulfill this requirement. Not more than one year of ninth grade laboratory science can be used to meet this requirement.
- e) Language Other than English – 2 years required, 3 years recommended. Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading and composition. Courses in language other than English taken in the seventh and eighth grade may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.
- f) Visual and Performing Arts (VPA) – 1 year required. One year-long course in the visual and performing arts chosen from the following: dance, drama/theater, music or visual art.
- g) College Preparatory Electives – 1 year required. One year (two semesters), in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the "e" requirement or two years of another language).

2. **Scholarship Requirement:** The Scholarship Requirement defines the grade point average (GPA) you must attain in the "a-g" subjects and

the scores you must earn in the SAT Reasoning (or ACT) and in two SAT Subject tests to be eligible for admission to the University

- a) Meet the UC eligibility index requirements. The index has been revised because of recent changes in the SAT and ACT tests. Information on the UC's current eligibility index is found at www.universityofcalifornia.edu/admissions/scholarshipreq
- b) Only the grades you earn in "a-g" subjects in the 10th, 11th and 12th grades are used to calculate your GPA. Courses you take in ninth grade can be used to meet the Subject Requirement if you earn a grade of C or better, but they will not be used to calculate your GPA.
- c) The University calculates your GPA in the "a-g" subjects by assigning point values to the grades you earn, totaling the points, and dividing the total by the number of "a-g" course units. Points are assigned as follows: A=4 points, B=3 points, C=2 points, D=1 point and F=0 points.
- d) Honors Courses: The University assigns extra points for up to four units of University-certified honors level and Advanced Placement courses taken in the last three years of high school: A=5 points, B=4 points, C=3 points. No more than two years of UC-approved honors level courses taken in the tenth grade may be given extra points. A grade of D in an honors or Advanced Placement course does not earn extra points.
- e) To qualify for extra points, high school courses must be in the following fields: history, English, advanced mathematics, laboratory science and foreign language, computer science and social science, and they must be *certified as honors courses by the University of California*.
- e) D and F grades in the "a-g" courses must be repeated or validated. Consult your counselor to determine how these grades can be improved and how the University will use them in evaluating your scholarship record. Grades for repeated courses in which you initially earned a grade of C or better will not be used.

3. **Examination Requirements:** You must submit the following test scores:

- a) Either the SAT Reasoning Test or the ACT. The verbal and mathematics scores on the SAT Reasoning Test must be from the same sitting. The ACT composite score must be submitted.

- b) Two SAT Subject tests of your choice. The two tests cannot be in the same field of study. (e.g. World History and U.S. History).

Note: The requirements for the California State University and the University of California are provided for general information purposes. For the most up-to-date information go on the UC system go to: www.universityofcalifornia.edu For the Cal State System, visit: www.calstate.edu

ATHLETICS & STUDENT ACTIVITIES

Don Bosco Tech offers students the opportunity to participate in nine different sports on an interscholastic level. Our fall program involves Football and Cross Country. Winter sports include Basketball and Soccer. Spring sports offer Baseball, Tennis, Track and Field, Golf and Volleyball. Don Bosco Tech is a member of the **California Interscholastic Federation (C.I.F)** and abides all policies (State Bylaw Article 2, Section 222) regarding open enrollment.

Participation in Athletics: To participate in interscholastic sports, a student must fulfill all the requirements of the C.I.F. He must also meet these criteria.

1. **Character:** Any student whose conduct is unsatisfactory may be declared ineligible by the Principal or the Athletic Director for an indefinite period of time.
2. **Appearance:** Participation in athletics involves discipline and sacrifice. Those who wish to participate in interscholastic sports must abide by the dress and grooming standards set down by the Athletic Department.
3. **Physical:** A medical examination is needed and will be kept on file in the Health Office. Athletes will not be allowed to participate in any way until this requirement has been met.

Athletic Eligibility: The Don Bosco Tech athletic program follows all the ideals and standards adopted by the California Interscholastic Federation to which the school belongs. To participate in interscholastic sports a Don Bosco Tech student must fulfill all the requirements of the CIF. Moreover, each student must meet the following academic, athletic, and disciplinary standards set by the school and financial responsibility to the school.

1. Any student who is in violation of the school's academic, disciplinary, and financial policies is not eligible to participate in interscholastic sports at Don Bosco Tech.
2. All athletes must meet the CIF eligibility requirements.

Athletic Eligibility and Grades/Conduct: All students involved in interscholastic athletic teams are expected to maintain a 2.0 GPA for each grading period. Students with a GPA below 2.0 for two consecutive grading periods are not eligible to practice with or play on any interscholastic team.

- Don Bosco Tech will use the "Total GPA" to determine eligibility. This GPA does not include grades earned in PE, Band, or Interscholastic Athletics.
- Following CIF guidelines Don Bosco Tech counts "Incomplete Grades" as Failures when calculating athletic eligibility.

Athletes are expected to conduct themselves in accordance with the disciplinary policies of the school. Students on disciplinary probation may be ineligible to participate in interscholastic sports depending on the severity of their actions. This means student-athletes are to maintain a level of high integrity and positive character befitting of a Don Bosco Tech student.

Dismissal from a team: Athletes may be dismissed from a team when they violate C.I.F. rules, endanger their welfare or that of other team members, when they fail to obey training rules, or when they show a repeated lack of good will or effort.

Athletic Participation Check List: Students who wish to participate in a sport need to follow these steps:

1. Present your clearance receipt and athletic fees to the **Business Office**. The Business Office will give you a receipt.
2. Complete the *white medical card* and *student-athletic contract* (see the AD).
3. Turn the *Business Office receipt*, *white medical card* and *student-athletic contract* in to the equipment manager in the athletic office.

Athletic Participation Fees: Athletes are required to pay a fee of \$115.00 (\$140 for football). This fee helps to support the expenses of the athletic department and is non-refundable. Should a student participate in a second or third sport during the scholastic year the fee is \$95.00 for the

second or third sport.

Athletic lockers are arranged through the athletic department and the bookstore. All freshmen are required to have a locker in the gym area. Those who participate on any interscholastic athletic teams are also required to have a locker in the gym area.

Athletic Dress Code: Athletes are required to wear a collared dress shirt and tie and/or DBT team polo, dress pants, and dress shoes on days of athletic competition. Failure to do so may jeopardize their participation with their team that day. Formal Dress days require all students to be in shirt and tie.

Athletic Uniforms and Equipment: Depending on the sport, each athlete will be given, on loan from the athletic department, equipment/uniforms proper to that sport. It is the athlete's responsibility to care for that equipment/uniform for the duration of that sport. At the time the equipment/uniform is issued, the athlete will be asked to sign a form that states the description of what has been issued. When the athlete signs this form, he agrees that he will return this equipment/uniform, clean and in good shape, at the end of the season. If the athlete does not have the equipment/uniform at the end of the season, he will be required to pay the current replacement price for those items he was issued. The days and times to turn in these items will be communicated to students by the coach. No semester tests may be taken until the equipment/uniforms are returned.

Communicable Disease Precautions: The California Interscholastic Federation (C.I.F.) has established directives aimed at minimizing the possibility of transmitting infectious disease during a high school athletic team practice or contest. One of these directives requires that a player who is bleeding, or has an open wound or has any blood on his uniform leave the game for appropriate treatment.

Athletic Varsity Letter: Students who participate in interscholastic athletic programs may earn the recognition of a Varsity Letter if they fulfill the requirements for such an award as established by the Athletic Department.

Spectator Sportsmanship: Don Bosco Tech expects fans in attendance at

athletic events to exhibit exemplary sportsmanship. We encourage students and fans to support our teams by their presence at games if they are able to abide by these guidelines. The school expects that fans:

1. Cheer positively for their team, never negatively against another team. Avoid cheers that state the opponent's name, colors, symbols, mascots or the names of individual players or coaches.
2. Avoid the use of provocative, vulgar or obscene language or gestures.
3. Avoid taunting players, fans, coaches, or game officials.
4. All posters must display a positive message and must not use provocative words against an opponent.
5. Stay off the playing surface until the end of the competition. No parents, friends or relatives of athletes may be on the sidelines or the bench area during a game. Students may not go to an opponent's rooting section during a game.
6. Do not bring inappropriate items to a game. Naturally these include artificial noisemakers, alcohol, drugs, weapons, etc.

Associated Student Body (ASB): All students enrolled at Don Bosco Tech are members of the Associated Student Body. The Board of the ASB, known as The Student Council, is made up of elected members from each class as well as members elected from the entire student body. Students wishing to run for office as elected representatives of the ASB may do so by applying at the Office of Student Activities.

1. The executive officers of the Student Council are ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer, and ASB Public Relations. Executive Officers are chosen by vote of the entire student body. For any of the executive positions of the Associated Student Body, candidates must have and maintain a cumulative grade point average of 3.0 or better.
2. Each class (Freshmen, Sophomore, Juniors and Seniors) is represented on the Student Council by class officers. Class officers are Class President, Class Vice-President, and Class Secretary/Treasurer. Candidates for class office must have and maintain a cumulative grade point average of 2.75 or better.
3. The elected members of the Student Council are assisted by members who are appointed for certain tasks. These members must have and maintain a cumulative grade point average of 2.0 or better.

The Responsibilities of all those serving on the Student Council are:

1. Class service projects, fundraisers, and class social events or mixers.

2. Assistance at all regular school dances, the Freshmen Picnic, and Open House.
3. Staffing and maintenance of the Student Activities Center during lunch **and** after school one day per week.
4. Staffing and assistance at all School Spirit Assemblies and some school liturgies.
5. Participation in all Homecoming Events.
6. Attendance at all meetings of the Student Council and the Class Cabinet.
8. Additional duties that support the operation of the Student Activities Center.

FINANCE OFFICE

Registration: The Registration Form is a legally binding contract between the school and the family for enrollment at Don Bosco Technical Institute.

Current families must return the completed and signed Registration Form along with the registration fee no later than April 10, 2008. If the Registration Form is not returned to the school by that date, the student's space may be offered to another applicant. All financial obligations to the school for prior academic years must be met prior to the student being permitted to register for the next academic year.

The registration fee is non-refundable and non-transferable.

DBTI must be notified in writing, postmarked no later than August 1, 2009, for cancellation of the Registration Form. On or after August 1, 2009, cancellation carries the full obligation to pay the tuition for the entire school year. As stated in the registration form, the obligation is fixed and irrevocable. **There are no exceptions to this cancellation policy.**

It is understood that students are enrolled for the entire school year or such portion as may remain after the date of entrance. The fact that the school fees are paid in two or more installments does not constitute a fractional contract.

Payment of Tuition: There are three tuition plans available:

1. **Annual** payment is due and payable on June 1, 2009.

2. **Semester** payment is made in two installments; 50% tuition is due on June 1, 2009 and 50% tuition is due on November 1, 2009.
3. **Monthly** payments are eleven consecutive installments due on the first of the month beginning June 1, 2009 and continuing through April 1, 2010.

Tuition statements will be mailed approximately one week before their due date. Families who do not receive their statement are still obligated to pay the tuition due. All payments are due on the first of the month and considered late, and subject to a late fee, on the tenth of the month. If a payment plan is not chosen at the time of signing the Registration Form, families will be billed under the annual payment plan. If a family wishes to change its payment plan at any time during the school year, a written request must be submitted to the Finance Office. The individuals signing the Registration Form are solely responsible for payment of tuition, fees, and all incidental charges. The school will not attempt to collect payment from any other source. Duplicate tuition bills may be sent to extended families for the convenience of the parents; however, the school will not "split" a student's charges.

The Finance Office reserves the right to require that payment be made in the form of cash, money order, or cashier's check. Repeated failure to make timely tuition payments may result in the forfeiture of the privilege to use an installment payment method in future academic years. *If financial obligations are not maintained, student may be suspended from class, school functions, and activities. Students that are suspended from class will not be allowed to participate in scheduled testing and will receive an "I" (incomplete) grade for the semester. Students with "I" grades may be dismissed from the school until they are financial cleared to take their final exams.*

Fees and Charges: Other school related charges (retreat fees, athletic fees, missed bingo obligations, etc.) may be posted to family's tuition account for collection. Fees will be charged on the date service was incurred. Families will receive a monthly statement showing account activity.

Finance Charges: All accounts will be charged 1.5% per month on the total outstanding balance on the 10th of each month. All checks made payable to Don Bosco Technical Institute that does not clear the bank for any reason will be charges a \$25.00 fee per check.

Financial Aid: Students requiring financial assistance to attend Don Bosco Technical Institute (DBTI) can obtain available information and application forms by downloading the forms from the school web site (www.boscotech.edu) or through the Finance Office at DBTI. Needs and circumstances provide a basis for determining the amount and type of aid offered.

Financial Aid: The Application Process

1. Each family must reapply for financial aid each year.
2. To complete the financial aid process, two applications must be completed; the DBTI Financial Aid Application and the School and Student Services Parents' Financial Statement (PFS). It is important that all forms are returned in a prompt and accurate manner.
3. All parents must furnish the school with a copy of their current tax return with all the schedules and the accompanying W-2's.
4. Non-custodial parents must submit a separate PFS form along with their tax returns and all schedules and W-2's directly to the school.
5. Late applications will only be considered if funds become available in the future.

Forms are available in November and are expected to be filed by February 13 for the following year. A student who is not maintaining standard academic progress will not normally be awarded financial assistance.

Don Bosco Technical Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or sexual orientation in administration of its educational policies, financial aid programs, and athletic and other school-administered programs.

Graduation Fee: Fourth year students are required to pay a Graduation Fee of \$130.00 in November 2009.

Student Parking Permits and Vehicle Registration: Designated student and parent parking areas have been set up in both the North and the South parking lots. In order for students to park in these areas during the school week or on weekends, they must register with Don Bosco

Technical Institute security personnel and obtain a parking placard at the student store. Placards cost \$40.00 for the school year and are neither refundable nor transferable. Replacement placards are \$10.00.

Documents Required for Campus Student Parking: All students who are authorized to park in designated areas on campus are expected to observe the driving and parking regulations of the school. Proof of the following documents must be provided to security personnel before issuance of a parking placard.

- 1) Valid California driver's license
- 2) Vehicle registration form
- 3) Proof of insurance (minimum of liability, pursuant to California DMV regulations)

ATTENDANCE POLICIES

24 HOUR ATTENDANCE LINE (626) 940-2002

Expectations/Standards:

1. Students are expected to be present and on time for all school days and all classes throughout the year.
2. Students must carry school I.D at all times for attendance purposes.
3. Until a student graduates, regardless of age, he needs his parent's/guardian's written permission for all legal matters involving school activities, school records, and attendance.
4. Illness and family trips or family commitments are not exempt from a student's total allowed absences per semester.

Bosco Tech reserves the right to question the reason for an absence and ultimately deem it to be unexcused even with a note from a parent or guardian.

Absences:

1. **Call the Attendance Office - (626) 940-2002** and leave a message on the attendance answering service before 10:00 a.m. The parent/guardian calling must state the following:
 - a) The student's name, year, and ID#.
 - b) The reason for the student's absence
 - c) A phone number where the parent/guardian may be reached during the day.
2. Prepare a **written note** for the absent student to bring to school stating:
 - a) The reason for the absence
 - b) The date(s) of the absence.
3. If the student was treated by a physician, **arrange for a note from the doctor** to the school nurse stating:
 - a) The diagnosis and date of return to school
 - b) Any restrictions upon participation in PE, sports or technology.

The first day a student returns from an absence, the **Student must:**

1. **Bring a written note** prepared by his **parent/guardian** and if necessary any note from his attending **physician** to the attendance office.
2. **Be in the attendance line by 7:40** (8:20 when school begins later) or he will be marked tardy for his first period of class. The student will

be issued a Re-Admit slip. *A student is not allowed to enter class without that slip.*

3. **Present his Re-Admit slip to each teacher** whose class the student missed while he was absent and get this slip signed by each teacher whose class he missed. There is a \$0.25 surcharge for lost slips.
4. **See the teacher for assignments missed.**

Excused Absences: Absences due to the following situations will be considered acceptable excuses for a student missing a portion of or the entire school day:

1. Illnesses
2. Medical or dental appointments (must be accompanied by a physician's note)
3. Legal appointments (must be accompanied by a note from the Court)
4. Death in the family
5. Religious observances
6. Certain family excursions
7. Extraordinary family situations

Unexcused Absences: The following infractions will cause an absence to be considered unexcused and will result in disciplinary action:

1. **No phone call** on any day when the student is absent.
2. **No note** on the first day the student returns to school. (Even though a detention was assigned, a note must be submitted the following day).
3. **Truancies and forgeries** (including cutting class or leaving school grounds without authorization).
4. **Personal absences without approval** of the Vice-Principal.
5. **Not obtaining a readmit slip** from the attendance office.
6. Any abuse of the pre-planned absence system.
7. A student has one (1) school day to clear an unexcused absence with the attendance officer before it is considered truancy.

Excessive Absences: Ten (10) absences per semester (or five unexcused absences) are the maximum allowed before semester credit can be lost for a class. After the tenth absence, a parent conference will be required with the student's class counselor.

Personal Absences: Absences or early dismissals for personal reasons are always questionable. The Vice-Principal must pre-approve all personal absences. The school **may or may not** recognize the following

reasons for absence or early dismissal as legitimate:

1. accompanying a parent/guardian to any function.
2. baby-sitting a younger sibling.
3. attending a vacation with the family/friends who follow another school's vacation time.
4. any function recognized by the school as non-educational.

Tardiness: A student is tardy to school if he is not in his assigned place when the bell rings to begin first period. If so, he must obtain a late slip from the Dean of Discipline within the first 15 minutes of Block 1. The student will report to his dean at lunch. If a student is tardy when returning to school after an absence, he must go to the Attendance Office. **All "first period" tardies must report to the deans at lunch time.** A note from a parent/guardian or poor road conditions does not assure the student an excused tardy. Disciplinary action will be taken if the tardy is not recognized as legitimate. **Tardies to Class (Blocks 2, 3 or 4):** A student should be in his assigned place when the second bell rings; if not, he may be listed tardy by his teacher and receive a minimum of an after-school detention. **In extreme circumstances a student that received an unexcused tardy may be excused at the discretion of the Dean of Discipline.**

Every quarter unexcused tardies will result in the following:

Any unexcused tardy over 20 minutes to first block truant
1st unexcused tardy verbal warning
2nd and 3rd lunch detention
4th and 5th after school detention
6th thru 8th Saturday School
9th or more Attendance Probation

Truancy: Truancy is defined as an "unexcused absence" from school without the knowledge and consent of the parent/guardian and/or the proper school authority for a whole day or any part of a day.

1. Cutting any class constitutes truancy and results in disciplinary action – even if the student is on campus, but not in class.
2. Students who have been truant will not be allowed to make up any missed work during the time of truancy.
3. The disciplinary consequence of a truancy is no less than one Saturday School.
4. **This policy does not sanction a senior ditch day.**

Attendance Probation: Students are placed on attendance probation when they have an excessive number of tardies or absences. During this period, the student and parent are under an agreement with the school in which concerted efforts will be made to adhere to the attendance policies of Don Bosco Technical Institute, especially those pertaining to tardies and absences. The agreement will stipulate those consequences that may involve disciplinary action including the student being asked to withdraw from Don Bosco Technical Institute. Parents will be notified by the student's dean in writing and a parent conference will be requested.

Late arrival to school and participation in after-school activities: A student who is not in school by 11:00 a.m. is unable to participate in or attend any after-school activity (i.e. athletic contests, practice, play, awards ceremony, etc.). The Vice-Principal is the only administrator to grant exceptions.

Early Dismissals: Valid reasons for an early dismissal include appointments with a doctor, dentist, or counselor; court appearances; and the funeral of a family member.

When a student needs an early dismissal, the **Student must:**

1. **Submit a written request** from the parent/guardian to the Attendance Office between 7:40 and 7:55 a.m. If he cannot make it through the line by 7:55, he should go to his first period class and return at morning break or lunch to pick up his early dismissal pass. It is the student's responsibility to get to class on time. Picking up an early-dismissal note is not an excused tardy.
2. Bring a written note from his parent/guardian upon returning from an early dismissal. If the appointment was with a doctor, dentist, lawyer, or court then **a stamped note on office stationery from the doctor, dentist, lawyer, or court** must be brought to school on the day the student returns.

When a student needs an early dismissal, **Parents must:**

1. **Prepare a written request** for the early dismissal. (A parent/guardian may appear in person to request an early dismissal; however, the school reserves the right to ask for proper identification.)

2. **Write a note** explaining the absence and have their son bring it to the Attendance Office when he returns to school.
3. **Unless pre-approved by the Vice-Principal**, early dismissal will not be granted for the day of Marian Games or for the day of St. Joseph Relays. **See section on "Special Schedule Days"**.

Pre-Planned Absence: Under rare circumstances, the school may grant permission for a short or extended absence. Students below a 2.0 GPA are encouraged not to miss any school days. Pre-planned absences **must be arranged** in the following manner:

1. Pick up a **pre-planned absence form** from the Attendance office at least three (3) days prior to the absence.
2. See the **Vice-Principal** for G.P.A. check and initial signature authorizing consideration of the pre-plan absence.
3. The form must be signed by the student's parent/guardian.
4. The form must be signed by all teachers (with all assignments listed).
5. The form must then be signed by the Vice-Principal before submitting to the attendance office.
6. Must return the form to the Attendance Office at least one (1) day prior.

Prolonged Absences: An Absence of three (3) consecutive days requires that the parent contact the student's counselor to arrange for homework to be picked up at the switchboard. A note from a doctor may be required by the school nurse on the day the student returns to school.

Special Schedule Days: Students are expected to attend school on days having special schedules (i.e. Open House, Marian Day Games, St. Joseph Relays, Prom days, Standardized Testing Days, Liturgy days, and days designated as "special" by the administration.) **Each unexcused absence on such a day will without exception result in a Saturday School.**

School Attendance and Class Assignments/Tests: All academic or technical work missed because of excused absence or tardiness must be made up within a reasonable amount of time. If a student finds it difficult to make up his assignments, he should speak to his class counselor and his teachers. Make-up tests or quizzes will not be administered in cases of unexcused absences or tardies (truancy).

Student Passes: If a student is out of class for any reason, **he must carry a pass issued by his teacher.** If he does not have a pass, he may be considered truant and be referred to his Dean. Students are not allowed to go to the attendance office, nurse's office, cafeteria, counseling office, administrative or extracurricular offices, student activities, or visit any class while in session during block periods. If there is a need to go to any of these places, a student must go first to his class and obtain a pass from his teacher. Passes are not required during breaks or lunch.

HEALTH & SAFETY

The 24 Hour Policy: If your son was ill with symptoms including fever of 100 degrees + or vomiting, he must remain out of school at least one full day free from these symptoms before returning. If in doubt, please contact the school's nurse for clearance before your son's return to school or he may be sent home.

Physician's Diagnosis and Clearance: Anytime a physician is consulted, students must bring a note from the doctor stating his diagnosis and restrictions along with authorization of the student's return to school.

Contagious Illnesses: Students with contagious illnesses such as strep throat, pink eye (conjunctivitis), chicken pox, etc. will not be allowed to return to school until a physician has seen them. As noted above, students must have a note from the doctor that includes an authorization to return to school and also states the physician's diagnosis and restrictions.

Injuries: Any student who is injured on campus or at any school activity regardless of the day or hour, must report the injury to the school nurse immediately or when the office opens the next school day (if the injury took place outside office hours). Students who are injured at home or away from school and in ways not related to school activities, must provide a note from the doctor or hospital in order for the school nurse to determine if restrictions are needed from school activities or classes, or if special assistance is required.

Insurance and Insurance Forms: All registered students are covered for injuries related to school and school activities. This policy is secondary to

personal insurance that a student may have. School insurance forms may be requested through the school nurse. The school's insurance policy does not cover injuries that are not officially reported to the School.

Prescription Medication: Students on prescription medication from their physician must bring the medication in its original prescription container to the Health Office, where they may take it at the appropriate times. No medication (prescribed or over-the-counter) of any kind may be in the student's possession at any time! This does not include inhalers.

Restriction from Physical Education: Requests for restriction from physical education or sports must be submitted to the school nurse for review. A school restriction form will be completed and will be filed in the student's health record. The same applies to any release from the restriction. Requests for restrictions may not exceed three days in length. P.E. teachers and coaches cannot restrict students.

Medical Examinations: Incoming students and all those who participate in our athletic programs or in clubs that involve athletic activity are required to have a physical examination. Specific forms to document this exam are available from the school nurse. Students must see their specific health care provider for physicals, as Don Bosco Technical Institute does not provide this service.

Immunizations: Students admitted to Bosco Tech are required to supply the health office up-to-date student inoculation records. Students with incomplete or missing immunization records will not be allowed to attend class until their records are complete. Information regarding what is required is provided to all incoming students.

Emergency Information Card: All students are required to have up to date *Emergency Information* on file with the School Nurse. This is especially important in the event of an earthquake or an emergency in which we will not have access to our computerized data. In the case of an actual earthquake or fire, students will be released from school only to a family member or to the person named in our *emergency information* database.

AIDS Policy: In accord with Roman Catholic teaching, any student found to be infected with the Human Immunodeficiency Virus (HIV)

which leads to Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC) will be treated with respect and dignity. The Principal will decide the type of educational services to be provided to a student based on the presence of the AIDS/ ARC virus in consultation with the student's physician, counselor, and the student's parents or legal guardians. The school nurse and public health personnel may also be brought into the decision-making process. For most infected students, the benefits of an unrestricted environment will be given priority in the decision-making process. The Principal shall periodically review the circumstances of the case to see if the student's situation has changed sufficiently to warrant a reexamination of the decision. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student. The school will make an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS).

Fire Drills: Routes of evacuation from school buildings are posted in every classroom and technical area. When the fire alarm sounds, students are to leave buildings in silence according to the designated routes, leaving books and materials behind. Teachers will close classroom doors and take roll books with them. At the all-clear signal students return to class. **Silence is to be maintained at all times** from the moment the alarm is sounded. False fire alarms are a serious safety hazard to the school community. Violators will face disciplinary action as well as possible civil penalties or prosecution. Lockdown drills and drills to practice the procedures necessary to respond to earthquakes will also be held periodically.

Earthquake and Fire: In the case of an earthquake or a fire, students will be released from school only to a family member or to the person named in our emergency information filed with the school's Health Office.

Lockdown Mode: Events such as the presence of a dangerous intruder, person(s) with firearm(s), a nearby threat from an off-campus sniper, or hazardous/toxic conditions in the environment, may require that the school enter into a lockdown mode. When this mode is entered, students will be directed by their instructors to lie flat on the floor, face down, and observe silence. If the emergency is in response to a bomb/explosive threat or an environmental threat/disaster, students and personnel will be evacuated from the immediate area(s) of concern and await a safe

course of action. Where it is deemed necessary, local authorities and emergency personnel will be notified.

Students who compromise the safety of the school community through intentional misrepresentation of a situation leading to a lockdown will face the fullest measure of the law as well as dismissal from Don Bosco Tech. Students who do not cooperate with lockdown procedures and so compromise the safety of the school community will face disciplinary action that may lead to dismissal from Don Bosco Tech.

DON BOSCO HONOR CODE

The honor code of Don Bosco Technical Institute seeks to foster a spirit of trust and respect among the students and faculty. The Don Bosco Honor Code requires that no member of the Don Bosco Tech community take an unfair advantage of any other member.

CONDUCT AND DISCIPLINE

The purpose of the conduct and discipline code is to promote individual growth, develop Christian values, and foster a respect for authority. These goals are aimed at providing an atmosphere that is conducive to student learning at Don Bosco Technical Institute. The disciplinary regulations espoused in this handbook are not designed to be punitive; rather, they are guidelines that teach students to take responsibility for their actions and to accept the consequences of the actions they take.

Classroom Conduct: The following directives are provided here as basic guidelines for student classroom conduct:

1. Students are to be properly dressed, on time, ready for class and be in their seats at the starting bell.
2. Students are to be respectful toward faculty, staff and fellow students. At all times, the title "Father," "Brother," "Mister," "Ms.," "Mrs.," or "Miss" are to be used when addressing faculty and staff members.
3. Students are to speak or act only with the teacher's permission and direction. Students may not leave their desks, or throw things into the wastebasket from their seats. Students are to follow directions and use class time wisely.
4. Students must assume proper posture in classrooms, lecture halls, and work areas. Slouching in the seat or sleeping are not permitted.

Proper respect for the teacher as well as the need to learn self-control makes these rules imperative.

5. Students are expected to know and abide by each of his class' rules and regulations. This will enable the student to make the most of what each instructor has to offer him.
6. Students are to use the locker rooms and rest rooms only during established breaks. Students may not leave their classrooms during class without the written permission of the teacher.
7. Students are expected to maintain a clean and neat desk or laboratory area. Trash is not to be left in desks or on the floor of classrooms or laboratories. Students must not write on or otherwise damage classroom desks in any way.
8. No food or drinks are allowed in the classroom or laboratories. Eating and drinking are confined to designated lunch areas only. **Gum chewing is not permitted at any time or at any place on campus.**

Driving on Campus:

1. Drivers must operate vehicles in accordance with the California motor vehicle code, and with good judgment, caution, and courtesy. Drivers must always yield the right of way to pedestrians. The speed limit is 5 m.p.h. on school grounds, which includes all parking lots and connecting roads. Improper or inappropriate operation of any motor vehicle on campus will not be tolerated. Reckless driving, speeding and/or any other action which endangers the safety or property of others may be cause for serious disciplinary action.
2. Drivers and their parents are liable for any injuries caused when transporting passengers (c.v.c. 17000).
3. Bosco students who are picked up or dropped off by drivers other than Bosco students will be held responsible for the conduct of these drivers. Parents are asked not to pick up students in the front administration parking lot; instead they are asked to use the South parking lot to pick up and drop off students before and after school. Parents and other drivers are reminded to observe the "No parking" areas in front of the school, including the bus stop and designated emergency vehicle zones marked in red.
4. Parents are **not** enter the campus to drop off or pick up students near the gym.
5. Warning: Vehicle speeds on San Gabriel boulevard are monitored by the California Highway Patrol. Officers often post themselves in front

of the school before school. They cite drivers who drive too fast or make illegal "U" turns in front of the school.

Parking on Campus:

1. All commuting students who drive or park on school property must be registered through Don Bosco Technical Institute's security personnel. The driver registration fee for parking on campus is \$40.00 per year and may be purchased through the Student Store. This fee is non-refundable and non-transferable. As proof of registration the student will receive a numbered parking placard. Parking placards are issued for each student driver and must be visible at all times while the vehicle is on school property. Replacements for lost or stolen placards are \$10.00 each. Non-registered vehicles may not be driven or parked anywhere on campus during school days and on weekends. To obtain a permit to park on campus, the following documents must be provided to the school's security personnel for verification prior to purchasing a parking placard:
 - a. current and valid driver's license
 - b. current vehicle registration form
 - c. proof of insurance (minimum of liability, pursuant to California DMV regulations)
2. Registered student drivers must park in designated areas of the north parking lot which is reserved for student and guest parking. When parking, do not back your vehicle into the parking space as this may damage the concrete curb and possibly your vehicle. Students are never allowed to park in areas designated as parking for staff, the spaces reserved for immediate school business marked "V," the basketball court areas, and the areas around the gymnasium. Parking in areas reserved for special needs and emergency vehicles (designated as blue or red zones) is absolutely forbidden and will result in the towing of the vehicle at the owner's expense. Students who require accommodations in parking may obtain this through the school's security personnel only.
3. Bosco Tech is not responsible for damage or theft to vehicles parked on school grounds.
4. All rules of the road must be followed. The maximum speed limit on campus is 5 mph. Loitering or gathering around parked vehicles is not permitted. Drivers and their parents are liable for any injuries or damage caused when student drivers transport passengers (c.v.c. 17000).

5. Vehicles without a parking placard properly displayed or improperly parked may be fined and/or towed away at the owner's expense. Vehicles that are parked in prohibited areas are in violation of these regulations and may be fined and/or towed away at the owner's expense. Violations will result in a warning, a minimum \$25.00 fine and/or disciplinary action. Repeated violations will result in loss of parking privileges without refund as well as further disciplinary action. Fines are to be paid to the Business Office within five calendar days of the citation. Proof of payment must be shown to the Vice-Principal. Students who fail to do so may be subject to further disciplinary action and the possible loss of parking privileges.

Campus Computer Use: Don Bosco Technical Institute (DBTI) is pleased to provide its faculty, staff and students with computer resources, Internet access and e-mail services. Use of these services at DBTI is a privilege. In accepting this privilege, students commit themselves to these guidelines.

1. Computer resources, Internet access and e-mail services are provided for educational purposes only. Failure to abide by these guidelines may result in the suspension of these privileges and/or disciplinary action. Each user is expected to exercise good judgment at all times abiding by the school's Salesian values and standards.
2. In the use of computer resources, Internet access and e-mail:
 - a. Do not attempt to or log in as another computer user.
 - b. Do not attempt to or access files that are restricted to the school administration, faculty or staff.
 - c. Do not access, alter or delete computer files that are not your own.
 - d. Do not harm, alter, or destroy the data of another user, computer, the Internet, or any school network that is connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 - e. Do not disclose your personal data (address, phone number, etc.) or the personal data of another person (including, but not limited to other students and teachers/staff).
 - f. Do not install or run software programs without authorization.
 - g. Do not move, remove, disconnect or alter computer equipment without authorization.
3. Do not bring food and drink into any of the campus' computer areas.
4. When using e-mail services:

- a. Use appropriate language. Avoid language that is vulgar, impolite, obscene, threatening or slanderous. The transmission or reception of threatening, harassing, obscene, or pornographic material is prohibited.
- b. E-mail is not guaranteed to be private and may be monitored.

DBTI is not responsible for any damages you suffer because of the school's computer resources, Internet access or e-mail services. Use the information you obtain from the school's computer resources, Internet access and e-mail services at your own risk.

Closed Campus: Bosco Tech is a closed campus between the hours of 8:00 a.m. to 3:05 p.m. or 8:45 a.m. to 3:05 p.m. (when school starts later), and on days where a "special schedule" is called by the administration. Once a student has arrived at school, permission to leave campus must be obtained from the Principal, Vice-Principal, Dean of Discipline, or the Nurse. Students from other schools may not enter the school grounds during school hours without proper authorization.

Students may not sell, purchase or trade any goods, products, or personal merchandise unless written permission is granted by the Vice-Principal or the Deans.

Bosco Tech students may not visit another school unless the Vice-Principal grants permission. All students must carry their school ID cards with them at all times including attendance at school-related events. Students are required to present them when requested by teachers, school employees, or anyone representing the school.

Failure to produce a school ID card when requested will result in disciplinary action. If an ID card is lost or misplaced, a replacement must be obtained from the Dean of Discipline at a cost of \$10.00 (payment of which is made to the Finance Office).

Courtesy and Cooperation: Students should realize that any teacher, administrator, staff member or security personnel has the authority to correct student misconduct at all times including after-school events on our campus and at school events hosted on other school campuses. A deliberate refusal to obey a reasonable request made by school personnel, or a response by the student that is quarrelsome or argumentative, may subject the student to disciplinary action by the

school. If a student feels unfairly treated, he should nonetheless surrender his ID card and comply with the directive of the teacher, administrator, or staff member. The student may then address his grievance to his Dean, the Vice-Principal, or the school Principal, all of whom will be willing to listen to the student's side of the story.

Safety: Behavior that compromises the well-being of students or staff members will result in the immediate removal of the student from the classroom, laboratory, or shop until such behavior is corrected. This includes any violation of safety regulations with regard to clothing or equipment.

Safety and Compliance. In order to ensure student compliance with the guidelines set out for student dress and behavior, members of the school administration will periodically visit classrooms, technology shops, laboratories, locker rooms, and campus parking lots. These visits will be unannounced and may include the examination of student possessions including book bags, athletic bags, school lockers, and on-campus items. These visits may involve the use of animals trained to detect the presence of items that are never allowed on campus. Reasonable cause will be the litmus test that warrants such an examination or search.

Academic Dishonesty

Academic dishonesty (including cheating or plagiarism) involves a student's attempt to display a level of knowledge or skill that he does not possess. Instructors have the responsibility for supervising all student work in order to encourage honest individual effort and for taking appropriate action where instances of academic dishonesty are discovered. *Any action of academic dishonesty may lead to severe disciplinary action as well as expulsion from school.* Honesty is the responsibility of each student. Instances of academic dishonesty are considered voluntary acts for which there can be no acceptable excuse. (Please read the "school honor code".)

Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to the following:

1. Copying the homework of another and handing it in as if it were one's own work. All parties involved may receive equal punishment.

2. Using notes or aids or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor.
3. Obtaining copies of an exam or answers without permission of the instructor.
4. Copying from another student's test or examination.
5. Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor.
6. Altering or interfering with grading procedures (such as changing an answer after the work has been graded and presenting it as improperly graded).

Plagiarism is defined as the act of taking ideas, words or specific substance of another and offering them as one's own, without giving credit to the source. Acknowledgment of the original author or source must be made through appropriate references and cited properly using either MLA or APA format.

Examples of plagiarism include, but are not limited to the following:

1. Submission of another person's written work, part or in whole.
2. Failure to give credit in a footnote for ideas, statements, facts, images or conclusions which rightfully belong to another.
3. Failure to use quotation marks when quoting directly from another, whether it is a sentence, a paragraph, or even a part thereof.
4. Failure to properly cite source or reference.
5. Close and lengthy paraphrasing of another's writing.

An instructor who is convinced by evidence that a student has plagiarized will inform the student's counselor and dean and may take one or all of the following courses of action:

1. A requirement that the work be repeated.
2. A reduction of the grade earned on the work in question.
3. A failing grade for the specific work in question.
4. All above violations are subject to at least a Saturday School.

Participation in Athletic and Social Events:

1. Students who bring friends to Don Bosco Tech events are responsible for their friends' conduct. All Don Bosco Tech students as well as visiting students from other schools are required to present a **student photo I.D.** card at the time of ticket purchase and/or at the time of admission.

2. Don Bosco Tech Personnel (faculty and staff members) have full authority to admit, refuse admission to, or dismiss any student from an event.
3. Participants are to be courteous and polite. School regulations apply both at Don Bosco Tech and at off-campus events and games.
4. All events will be scheduled at the discretion of the President, Principal, Vice-Principal, Director of Activities or Athletic Director.
5. Students are not to loiter on or near campus after school events. At events at other sites the same rule applies.
6. Students may be casually dressed if in accord with Christian principles.
7. Students with alcohol on their breath or who exhibit behaviors or symptoms indicating drug use will be refused admittance. Parents will be contacted and/or local law enforcement agency to attend to the situation.
8. Smoking is **not** permitted at any school-sponsored event.

School Dance Policy:

Don Bosco Tech is committed to providing its students, their guests and students from other Catholic schools with opportunities to develop social skills, strengthen friendships, and to make new friends. School dances are one of these opportunities.

1. All students need a valid high school photo ID card to be admitted.
2. **All students who attend non-Catholic high schools** need a guest pass. Students attending Catholic high school do not need a guest pass.
3. In order to participate in a school dance, students must have been in school the day of the dance. Partial or full absence from school forfeits a student's privilege of dance attendance.
4. No one will be admitted to Bosco Tech dances after 10:00 p.m.
5. No one will be allowed to leave until 11:00 p.m. Students leaving the dance will not be allowed to return. Dances end at 11:30 p.m.
6. Students are not allowed to loiter on the school campus or parking lots.
7. Students altering their clothing once admitted to the dance will be asked to leave and will not be permitted to return.
8. All students are subject to search by security personnel upon entering the campus.

9. Any student violating Don Bosco Tech's policy on dance behavior and decorum will be removed and/or asked to leave the school's premises.

Dance Behavior: As a Catholic school, all dance participants conduct themselves in accord with the following expectations.

1. Participants at a school dance will act with respect and courtesy toward other students and all adult chaperones.
2. Participants will avoid all sexually explicit dancing such as freaking, grinding, or any other type of dancing which could be construed as vulgar or provocative.
3. No grabbing, touching, or rubbing of another person's bottom or genital area; or in a way that is distasteful or unwanted.
4. Participants may "breakdance" as part of the performance part of the evening. For safety reasons dance moves that could endanger the performers – i.e. head or neck spins – must be avoided.
5. The **consequences** for students engaging in sexually explicit dancing:

1st Warning: Student's ID card will be taken.

2nd Warning: The student will be asked to leave the dance.

Students who fail to abide by these guidelines may be prohibited from attending future school dances and will be subject to further disciplinary action.

Guest Passes for School Dances: All students who attend non-Catholic high schools need a guest pass. Students attending a Catholic high school does not need a guest pass. To obtain a guest pass, a DBT student must see his Dean and must provide his guest's name, address, phone number and high school. A fee of \$1.00 per person is charged for each pre-sale guest pass. Students must accompany their guests to the dance.

Guests will not be admitted without the Tech student who sponsors them. Bosco Tech students are responsible for the behavior of their guests. If the guest becomes a behavior problem, the hosting Bosco Tech student will be subject to disciplinary action and come in on Saturday to help with after-dance clean up.

Dress Code- Male: Shirts including plain white t-shirts must be tucked in. Jeans or pants must be clean and in good condition (no tears/rips). Athletic shoes in good condition may be worn. The following are **not allowed:** all oversized clothing, shorts, overalls, hats, du-rags, beanies,

caps, visors, oversized bags, and pins, ripped or torn style clothing, chains, and spikes. Long coats must be checked in. Further information on dress limitations for school dances is available from the Office of Student Activities. **Dress Code- Female:** Girls are expected to dress modestly and appropriately. Clean jeans or pants in good condition (no tears/rips) may be worn with athletic shoes. Blouses and dresses must cover the shoulder and not be low-cut. The following are **not allowed:** bare-midriff, see-through/mesh, spaghetti straps, tube, or halter tops; skirts above mid-calf, excessively tight, or with slits that extend above the knee; stiletto heels. **Also prohibited are** low rider jeans or skirts, all oversized clothing, shorts, overalls, hats, du-rags, beanies, caps, visors, oversized bags, pins, ripped or torn style clothing, chains, and spikes. Long coats must be checked in. Further information on dress limitations for school dances is available from the Office of Student Activities.

STUDENT DRESS CODE

Bosco Tech believes that adherence to a dress code is an important aspect of a student's overall social and educational development. This code is based on the school's desire to:

1. Help instill in the student a sense of appropriate attire and grooming for various occasions and circumstances.
2. Reflect respect for themselves, one another, the faculty and staff, and the educational goals of the Institute.
3. Create a sense of identity among the students.
4. Prevent students from identifying with, or feeling threatened by, attire or grooming associated with disruptive or negative influences.
5. To establish a level of professionalism that will enable students to transition into the work force as adults.

Parental Responsibility: It is the responsibility of parent(s) to see that their son complies with the dress and grooming policies listed in this Handbook. Students are expected to be in Ordinary Dress Code from 7:00 a.m. to 3:05 p.m. during school days, whether they are in class or not, unless otherwise designated by the school. *Clothing must be neat, clean and in good condition (not worn or torn).* Items listed in #9 of the Dress Code are never allowed on campus. Clothing and/or items that do not adhere to school policy can be confiscated and may be returned at the end of the school year.

Specific items of clothing and grooming are mentioned as examples only. Any form of dress or appearance violating the basic norms of neatness or decency is deemed unacceptable. Some interpretation and judgment in these matters are obviously necessary. The Vice-Principal will be the final judge of what is not acceptable school wear and grooming.

HAIR - GROOMING - ACCESSORIES

Hair:

1. Extreme or "faddish" hairstyles or colors are not permitted.
2. Hair cannot touch the eyes, ears or the top of the collar.
3. If hair is worn spiked, it may not be more than one inch in length.
4. Step hair cuts and shaved heads are not permitted.
5. Hair must be neat and evenly tapered .
6. All hair code violations will result in full suspension of the student from classes until the hair style/color is corrected.

Grooming:

1. All students must be clean shaven every day. Seniors are given the privilege of wearing a neatly trimmed moustache. Goatees of any kind are not permitted.
2. Sideburns may not extend below the ear or be flared.
3. Unshaven students will be required to purchase a razor from the Deans' office and will shave before admittance into class.
4. Body piercing is never permitted nor may they be camouflaged with bandaids.
5. Earrings or studs are never allowed nor may they be camouflaged with bandaids.

Accessories:

1. Students may not wear extreme or faddish jewelry.
2. At no time may a hat or bandana of any kind be worn indoors. However, authorized Don Bosco Tech head gear with the visible logo may be worn outdoors. This includes baseball caps and beanies.
3. At no time during school hours and athletic or extracurricular activities are tattoos to be visible.
4. Wallet chains are not allowed.
5. Students may not wear make-up of any kind.

Violations of the above items will result in no less than an after school detention. Flagrant violations may result in full suspension from school.

STUDENT DRESS FOR 2009-2010

Regular School Dress:

Regular school dress for students is a school approved polo shirt with pants or shorts. Approved polo shirts, pants and shorts can be purchased through *aUniform*. *aUniform* can be contacted at (626) 205-3860; FAX: (626) 638-3213, or e-mail: akusnier@auniform.com. *aUniform* also offers approved sweatshirts, bookbags and other items for Bosco Tech students.

Several of the school's booster groups and clubs also have approved polo shirts, sweatshirts, and jackets that students can purchase and wear for regular school dress.

1. Collared Shirts:

- a) A polo shirt with an approved Bosco Tech Logo
- b) All shirts must be tucked-in at all times while indoors.

2. Pants:

- a) Pants (black or khaki/tan) with an approved Bosco Tech Logo sold by *aUniform*.
- b) Pants must be properly sized for length and waist.
- c) Pants must be worn with a belt of solid color that does not contain any spikes or studs. Detachable buckles cannot exceed one inch in diameter.

3. Shorts:

- a) Shorts (black or khaki/tan) with an approved Bosco Tech Logo sold by *aUniform*
- b) Shorts must be properly sized for length and waist.
- c) Shorts must be worn with a belt of solid color that does not contain spikes or studs.

4. Sweatshirts and Sweaters:

- a) Sweatshirts with a Bosco Tech logo or mascot are allowed.
- b) Plain solid black or gray sweatshirts without a logo are allowed.
- b) A collared uniform shirt must be worn and be visible under the sweatshirt.
- c) Hoods on sweatshirts may be worn outdoors. Hoods may never be worn inside buildings, even during inclement weather.

5. **Jackets:**

- a) Jackets with a Bosco Tech logo or mascot are allowed.
- b) Plain solid black or gray jackets without a logo are allowed.
- c) Military, fatigue or jackets made of denim are not allowed.
- d) Pins, patches or graffiti markings are not allowed on jackets unless they are approved by the school (Lettermen patches, etc.)

6. **Shoes:**

- a) A student's footwear must comply with one of the following criteria
 - of a solid dark color
 - two-tone colors
 - solid white or black athletic-type shoe
- b) Shoes must be worn with socks and be laced with laces tied.
- c) When wearing walking shorts, socks must be worn between the ankle and mid-calf.
- d) Two-toned Converse®-type footwear are not permitted.
- e) Combat-type or checkered-type shoes are not permitted.
- f) Students may wear athletic shoes which are clean and in good condition.
- g) Bedroom slippers, sandals, flip-flops, or open-weave styled shoes may not be worn.
- h) Multi-colored shoes are NOT permitted.

7. **Backpacks, Bags, and Sports bags**

- a) Must be clean, neat, and free of graffiti, patches and pins.
- b) Must be left inside classroom during assembly/liturg.

8. **Baseball Caps and Beanies**

- a) Only Bosco Tech Logo Baseball Caps and Beanies are allowed on campus and must be worn correctly (with the bill facing forward).
- b) Head coverings are never to be worn inside buildings and/or classrooms.

9. **Items that are never allowed on campus:**

- a) Oversized clothing, military fatigues, overalls, sweatpants, non-Bosco Tech buttons or pins, earrings, bandanas, cosmetics, body piercing paraphernalia, chains, leather wrist bands, fire arms of any design, tobacco, incendiary devices, lighter fluid, permanent markers, alcoholic beverages, narcotics or controlled substances, fireworks (legal/illegal), toy munitions, and any sharp item that can be used or construed as a weapon.

- b) Clothing that is worn/torn or violates the standard of decency or good taste (including references to violence, drugs, racism, sex and/or alcohol.)

PLEASE NOTE: Riding skateboards on campus is never allowed.

The administration of Don Bosco Technical Institute will determine what appropriate or inappropriate dress is and may send a student home for the school day or its balance if it deems that a student is not adhering to the school's grooming or dress code.

Formal Dress Code:

The Administration may ask the student body to dress formally on certain school days for special school events (i.e. liturgies). Besides adhering to the dress code, students must wear dress shoes (or a solid black tennis shoe with laces; includes loafers), school approved pants (black or khaki/tan) with a belt, a button down solid color or pin-striped dress shirt, and an appropriate tie. Students may be required to be in Formal Dress for disciplinary infractions including failure to adhere to the Dress Code.

Relaxed Dress Code:

A relaxed dress code may be designated for special days or worn after school for athletic or extra-curricular events.

- a) Students may wear: T shirts, shorts, jeans.
- b) Students may not wear: Athletic shorts, oversized clothing, tank tops, pajamas, clothing that is worn/torn or violates the standards of decency or good taste (including references to drugs, racism, sex and/or alcohol.
- c) Students may not wear/bring: Items listed in #9 of the dress code.

PLEASE NOTE: Belts are optional.

Cell Phones:

Students will not under any circumstances activate ("Turn on") their cellular phone on school property between the hours of 8:00 a.m. to 3:05 p.m. Monday through Friday, and 8:50 a.m. to 3:05 p.m., Thursday. Cellular phones may be brought on campus and used during the above stated hours only with permission from the following school personnel:

- a) Attendance Officer
- b) School Nurse

- c) Dean
- d) Class Counselor
- e) Vice-Principal
- f) Principal
- g) President

POLICY ON HARASSMENT

Consequences for students violating guidelines for cellular phone will be:

- 1st violation – Confiscation of the phone to be claimed by a parent/legal guardian from the Vice-Principal after 24 hours
- 2nd violation – Confiscation of the phone until the end of the semester and/or a **\$15.00 fine imposed on the student**. The fine is payable to the finance office; the phone may be claimed from the Vice-Principal
- 3rd violation – Confiscation of the phone until the end of the semester with loss of privilege to bring a cellular to school for the remainder of the school year.

Consequences for any violation of cellular phone use will result in at least one after school detention. **All cellular phones will be registered on contracts before being allowed on campus. By signing the cellular phone contract, student and parent(s)/legal guardian(s) agree to adhere to the conditions stated therein. No appeals will be heard for any violation to these policies.**

Electronic Devices:

- 1. The following devices are not to be brought to school from home:
 - a) laptop computers
 - b) I-pods
 - c) MP3 players
 - d) electronic games (Game Boy®, X-Box®, etc.)
 - e) handheld gaming devices (PSPs)

Exceptions may be made to use these devices by either the deans or vice-principal for educational purposes only.

Warning: Don Bosco Tech is not responsible for the safety or security of any electronic device brought on campus.

Don Bosco Tech is committed to provide a learning environment that is free from harassment in any form. Harassment of any individual by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Individuals found to have filed false or frivolous charges will also be subjected 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 because of the individual's race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment can occur any time on this school campus or during school related activities. It includes, but is not limited to, any or all of the following:

1. Verbal Harassment: Derogatory comments or jokes; threatening words; verbal commentaries about an individual's body; degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
3. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
4. Cyber Harassment: The use of Internet, cellular telephone or digital devices to send or post text or images to hurt or embarrass an individual.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, as it relates to one's academic status or progress;

2. Submission to or rejection of such conduct is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances or propositions;
2. Using sexually degrading words to describe an individual or their body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Reprisals, made or implied, following a negative response to sexual advances.

It is the responsibility of Don Bosco Tech to:

1. Implement this policy through regular meetings of all administrators ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself in a positive manner.
2. Avoid activity that is discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the student's dean.
5. If informed that he is perceived as engaging in harassing behavior toward another individual, he will be advised to discontinue that conduct immediately.

Complaint Filing and Investigation Procedures:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, the student's dean, or to a teacher who will report it to the dean, or to the President if the Principal is the subject of the allegation. Additionally, in the case of

sexual harassment allegations, the student is free to raise the issue to another administrator if he so prefers.

2. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed. He or she will have explained to them the nature of the allegations as well as the name of the person bringing the allegations. This person will be asked to provide a formal written response to the allegations. If appropriate, the alleged harasser will be placed on administrative leave (adult) and/or placed on suspension (student) during the course of the investigation.
4. In the case of adults, once the facts have been gathered, the Principal, in consultation with the President, will decide what, if any, disciplinary action is warranted. In the case of students, once the facts have been gathered, the deans in consultation with the Vice-Principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination (adult) or dismissal (student) from the school.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.
6. If necessary, the local law enforcement authorities and/or child protection service agencies may be called if deemed appropriate given the seriousness of the situation.

DRUG AND ALCOHOL POLICY

This policy is fundamental to ensuring a safe school environment. The policy is designed to achieve a balance between the individual rights of the students and the welfare of the school community.

Goals of the Policy: To encourage healthy lifestyle choices by all members of the school community by providing and maintaining a school environment in which the welfare of all school community members is paramount.

1. To set forth the role of the school in drug education and prevention.
2. To document the school position on, and accepted procedures for dealing with, drug and alcohol-related incidents and problems, including consequences.
3. To be fully compliant with State and Federal law.

Definitions:

1. *Drug*: The World Health Organization defines a drug as any substance with the exception of food and water, which, when taken into the body, alters its function physically and/or psychologically. This definition includes all drugs. Examples include (but are not limited to) analgesics, alcohol, tobacco, cannabis (marijuana), amphetamines, narcotics, chemical solvents, and designer drugs.
2. *The Don Bosco Technical Institute Community and Environment*: For the purposes of this policy, the school community is defined as the following (a) students attending Don Bosco Technical Institute; (b) employees of Don Bosco Technical Institute; (c) visitors including parents and siblings of students at Don Bosco Technical Institute; contractors conducting activities at the school; volunteer workers; former students; guest speakers and other visitors.
3. For purposes of this policy *the school environment* is defined as the following: (a) The school property; and (b) Any school-related or sponsored event or activity, wherever located.

Policy Statement: This policy applies to all members of the school community as follows:

1. **Students:** The school does not permit students while on school premises, at any school function, activity, field trip or event to:
 - a) smoke and/or possess tobacco products;
 - b) deliberately inhale volatile substances (solvents);
 - c) possess and/or use pharmaceutical drugs for non-medical purposes;
 - d) possess and/or use drug related equipment, such as syringes, bongs or pipes (except in the case of lawful medical use);
 - e) possess and/or use and/or provide illicit drugs;
 - f) consume and/or possess alcohol.
2. **Employees:** The school requires employees, while on school premises or attending approved school activities, not to engage in any activity (b) to (e) above. Activities (a) and (f) require the prior specific approval by the Principal.

3. **Visitors:** The school requires visitors while on school premises or attending school activities, not to engage in an activity (b) to (e) above. Activities (a) and (f) require prior specific approval by the Principal.

Zero Tolerance Policy: Don Bosco Technical Institute has adopted a zero tolerance policy for certain behaviors deemed a threat to the moral and physical welfare of the Bosco Tech community. Any student directly involved in, associated with, or conspiring in any of the following activities will be expelled from Don Bosco Technical Institute:

- a) Gang or tagging crew affiliation
- b) Bringing a firearm or a weapon onto or near the Bosco Tech campus or to any of its functions; exceptions include security personnel employed by Don Bosco Technical Institute
- c) Possession of drugs or controlled substances on or near the Bosco Tech campus or to any of its functions
- d) Serious threat of physical violence to any member of the Bosco Tech community (student, faculty member, staff member, administrator, parent, volunteer, or guest of the school)
- e) Serious damage to property belonging to any member of the Bosco Tech community (student, faculty member, staff member, administrator, parent, volunteer, or guest of the school)

Zero Tolerance and Employees: The school requires its employees, while on school premises or attending approved school activities, not to engage in any activity mentioned in Don Bosco Tech's Zero Tolerance Policy. Violators may be prosecuted to the fullest extent of the law.

Zero Tolerance and Visitors: The school requires all visitors while on school premises or attending school activities, not to engage in any activity mentioned in Don Bosco Tech's Zero Tolerance Policy. Violators may be prosecuted fully to the extent of the law.

Implementation Strategies:

1. **Prevention Education and Support:** Drug education is taught as part of a compulsory health education program and in other courses insofar as the topic relates. The outcomes of this program include:
 - a) the development of the whole person. It assists students to develop positive attitudes towards personal health, safe behaviors, and physical activity and seeks to contribute to the individual's emotional, mental, physical and social well being.

- b) the development of a wide range of personal and interpersonal communication skills and experiences that enable students to work effectively as individuals and as team members in all aspects of life.
 - c) helping students make informed decisions about their lifestyle, based on positive choices, which also take into account the values of the family, culture and religion to which they may belong.
2. The school provides support and guidance for students seeking or requiring assistance with health and drug related issues. The school counselors provide a strictly confidential counseling service for students aimed at prevention, education and support in relation to drugs.
 3. The school is committed to the development and implementation of effective drug and health programs. These programs may include parents' awareness sessions, visits from community groups and a variety of publications including the school news bulletins.

Response to incidents of drug use by students:

1. The adult who first becomes aware of the problem should:
 - a) establish and respond to the student's immediate safety.
 - b) inform the Vice-Principal or Dean of Discipline as soon as practicable.
 - c) escort the student to that person in part (b).
2. The school reserves the right to search the possessions of a student at school or at any school function or activity.
3. The Vice-Principal with the support of the Dean(s) of Discipline will:
 - a) establish and validate the facts by interviewing relevant staff and students;
 - d) contact parents and the local police authority (e.g. Temple City Sheriff's Department).
 - c) keep the Principal informed of the situation
 - d) make recommendation to the Principal regarding appropriate consequences;
 - d) if appropriate call a meeting of the Disciplinary Review Board to respond to the situation.

Non-Students Subject to this policy:

1. The incident should be reported to the Principal or Vice-Principal or as soon as possible.

2. Principal or Vice-Principal will decide on an appropriate course of action and implement it.

Consequences: Consequences may vary considerably depending on the details of the incident, including the substance involved, the behavioral history of the person identified as having a part in the incident and the immediate and potential impact on others. All cases will be dealt with on a strictly individual basis. *However, the school has an absolute zero tolerance policy for dealing drugs. Any person found to be dealing drugs shall be expelled or discharged for cause.*

Disciplinary Action: against the offender may include:

1. Students: warning interview, conditions for ongoing attendance, suspension, expulsion, legal action.
2. Staff: warning interview, note on file, demotion, dismissal, legal action.
3. Visitors: warning, request to leave the premises, legal action, further action at the discretion of the Principal.

Awareness Raising and Support Strategies: Awareness raising and support strategies for the student who is provided with a second chance to stay at the school could include:

1. compulsory sessions at a specialist drugs counselor;
2. compulsory sessions with a school counselor;
3. use of appropriate outside agencies;
4. drug testing (arranged and paid by the parents) with results provided to the school for a period of time;
5. referral to a school counselor who in consultation with the student and parents, will determine the most effective therapy, or referral to outside agencies where necessary.

*To ensure that the school campus is as safe as possible, the school does employ an outside service that uses trained canines for the purpose of finding controlled substances/contraband (e.g. illegal drugs, alcohol, and/or firearms) on the school campus and its adjoining parking lots. Canine visits are unannounced. When a canine detects the presence of controlled substances/contraband, it will "alert" its handler. In these instances when the dog "alerts," the school will abide by the following procedures:

1. The student owning or in possession of the “alerted” item is discreetly called from class.
2. The student and the item are taken by the school’s deans and/or school security personnel to a private location not readily visible to other students (e.g. an office).
3. The handler will then reiterate to the student what the dog is able to detect.
4. The item (e.g. school bag, locker, car) will be searched for controlled substances/contraband in the presence of the student.
5. A parent or guardian will be notified by one of the deans of the situation by no later than the end of that school day.
6. If no controlled substances/contraband is found, the student will be allowed to return to class.
7. If controlled substances/contraband is found, then action will be taken in accordance with the school drug policy.

DISCIPLINARY ACTIONS & CONSEQUENCES

It is the philosophy of Bosco Tech to approach the student with the **reasonableness** of each rule. Every rule has a reason, and every reason ultimately benefits the student. Punishments are never administered out of anger or retribution; they are meted out reluctantly, after cool consideration, with the intention of teaching the student to be a responsible citizen who must adhere to the laws of God and society.

Classroom Discipline: Individual teachers are encouraged to establish their own class rules in addition to general school regulations. Different courses require different atmospheres, and therefore the school administration supports each faculty member's efforts to establish a productive class or laboratory environment. It is the student's responsibility to learn and live up to these individual class rules. **When a student violates a class or lab rule, the teacher may take the following steps:**

1. 1st offense: teacher will give a verbal warning or conference with the student.
2. 2nd offense: teacher will notify parents and at his/her discretion assign a consequence.
3. 3rd offense: a parent/teacher conference is required.

4. 4th offense: the teacher will forward a disciplinary referral with the appropriate documentation regarding the 1st, 2nd, and 3rd offenses to the Dean.

School Discipline: Failure to cooperate with the discipline code will be handled by a loss of privileges, detentions, suspension, disciplinary probation, and request for withdrawal or expulsion. The student or his parents may appeal to the Administration if they feel that the disciplinary action is unwarranted.

Detentions: The Dean will issue a student a work detail during a portion of his lunch period or after school for an infraction of the school’s attendance, dress code, grooming, or disciplinary policies. Failure to report to a detention assignment will result in further disciplinary action.

Lunch Work Detail: Students assigned to lunch work detail are to report to a dean ten minutes after lunch period begins. Lunch work detail involves cleaning up the lunch areas.

After-School Work Detail: Detention will be held after school on Tuesday, Wednesday, and Thursday of the week. Students on after-school detention are required to report to room 601 by 3:15 p.m. The detention period is not to exceed one hour.

Saturday School: As deemed necessary by deans, students may be assigned work detail in Saturday School. Saturday School is in session from 9:00 a.m. until 12:00 p.m.

Minor Violations:

1. Attendance:
 - a) Unexcused tardy to 1st period (first 20 minutes)
 - b) Tardy to class without a pass
 - c) Not calling the Attendance Office by 10:00 a.m. if absent
2. Grooming and Dress Code:
 - a) Violations which can be corrected immediately.
3. Other Minor Violations:
 - a) Chewing gum anywhere on campus
 - b) Littering (i.e.- leaving trash in the lunch area)
 - c) Unprepared, wasting time, sleeping or not following directions in class

Major Violations:

1. Attendance:
 - a) No note following an absence
 - b) No note from a doctor, dentist, or court appearance/lawyer/counseling appointment
 - c) Unexcused tardies to 1st period
 - d) Unexcused tardies to periods 2 through 4
 - e) Failure to report to a Lunch-area detention
 - f) Failure to possess a school ID card
2. Grooming and Dress Code:
 - a) Dress code violations which can be corrected if parents bring the appropriate item(s) to school (i.e., improper shirts, sweatshirts, jackets, pants, shoes, no socks)
 - b) Wearing or having in possession items listed in #9 of the Ordinary Dress Code (e.g. hats, earrings, etc.)
 - c) Exaggerated hair styles that can be corrected immediately with parent notification. (See section on grooming)
3. Other major violations:
 - a) Illegal parking by a student in the administration parking lot or in the fire lane behind the academic buildings or near the gym.
 - b) Gang-style writing on bookbag, books, notebooks, etc.
 - c) Inappropriate language
 - d) Crossing the mall
 - e) Repeat violations: double the detention with possible Saturday School.
 - f) Three detentions in a week = one Saturday School.

Serious Violations:

1. Attendance:
 - a) Failure to report to a detention = Saturday School
 - b) Unexcused absence on designated "special schedule days"
 - c) Forged notes and truanancies
 - d) No note for absence/appointment by the 2nd day following the absence
2. Other serious violations (may include a parent conference and disciplinary probation):
 - a) Disrespect or willful disobedience to staff, faculty, visitor
 - b) Defacement of school property
 - c) Misconduct on school or public transportation

- d) Possession, creation, or access by electronic means of pornographic pictures or objects
- e) Smoking or possession of tobacco or tobacco-related products or paraphernalia on campus or any school-related activity
- f) Student-student conflicts (including fighting)- both parties will be suspended from school pending completion of an investigation
- g) Speeding and/or unsafe driving on school lots or adjacent streets
- h) Cheating or plagiarism
- i) Theft: the taking, tampering, or relocation of another student's personal belongings without his knowledge or permission.
- j) Harassment (see *Policy on Harassment*)
- k) Violations of the school's computer and Internet use policy.

Suspension: The Vice-Principal upon recommendation of his dean issues a student, who, because of behavior, forfeits being a part of the school community, a suspension from school. This suspension may be in school or full. So as not to lapse in academic progress throughout the duration of suspension, a student will be given course work. A suspension may not exceed a period of three school days.

In-school Suspension: A student who has been issued an in-school suspension will not be allowed to attend class or participate in any function (athletic or extracurricular) on the suspension day(s). The student will report to his dean before the first period bell and will remain under the direct supervision of a school official until the end of the school day. The dean or vice-principal will be the direct supervisor of the suspended student. Students under in-school suspension will not loiter on or near campus before or after suspension. Students are required to bring a sack lunch and eat in a designated area determined by the dean. Prior to reinstatement, a parent conference will be arranged and take place with the student and his dean. This conference will focus on a disciplinary plan aimed at assisting the student in making decisions that will benefit him.

Full Suspension: A student who has been issued a full suspension may not attend any block period of class or be on school property for the day(s) indicated. In addition, the student will not be allowed to participate in any function (athletic or extracurricular) on the day(s) of their suspension. Prior to reinstatement, a parent conference will be arranged and take place with the student and his dean. This conference

will focus on a disciplinary plan aimed at assisting the student in making decisions that will benefit him.

Expulsion is the complete and final removal of a student from the school. The Disciplinary Review Board reviews cases of potential expulsion from Don Bosco Technical Institute. Recommendations for expulsion are directed from the Board to the Principal.

Violations Warranting Possible Expulsion: Students may be expelled for these reasons:

1. Failure to comply with the conditions of disciplinary probation.
2. Lying to the Principal, Vice-Principal, or Deans or withholding relevant information.
3. Committing any of the following flagrant violations:
 - a) Persistent, willful disobedience or public defiance and/or disrespect to any school authority, faculty member, or visitor
 - b) Theft or damage to property belonging to the school, a member of the faculty or staff, a student of the school or a campus visitor. Theft or damage committed at another school.
 - c) Disorderly, lewd, obscene or offensive conduct which is detrimental to the moral/spiritual welfare of others or the school.
 - d) Distribution of pornographic pictures/objects.
 - e) Assault or battery, abuse, or any threat of force or violence directed toward another student, a member of the faculty, staff or campus visitor, or their property.
 - f) Any action which threatens the health or safety of others (e.g., violation of safety procedures, excessive rough play, weapons possession).
 - g) Obstruction of disciplinary procedures, classes, administrative business and/or authorized school activities.
 - h) Membership or active involvement in a gang or group that is responsible for coercive or violent activity.
 - i) Any form of serious academic dishonesty.
 - j) Repeated harassment violations.
 - k) Abuse of the school's computer technology.
 - l) Violations of the school's Drug Policy.
 - m) Continued disregard for school policies

Note: Specific types of behavior are mentioned here only as examples. Any behavior violating the basic norms of Christianity and citizenship is

deemed unacceptable. Some interpretation and judgment in these matters is obviously necessary. The School administration will be the final judge of what is not acceptable behavior.

Violations Warranting Automatic Expulsion: Automatic Expulsion is the complete and final removal of a student from the school without the involvement of the Disciplinary Board. Violations of this nature may also result in the involvement of the Los Angeles County Sheriff Department. Students may be automatically expelled for these reasons:

1. Violations of the school's drug policy
2. Use, possession, distribution of firearms.
3. Use, possession, distribution of any object that may be used as a weapon.

Disciplinary Probation: When a student fails to comply with assigned punishments, fails to correct a pattern of misbehavior, or breaches a school rule considered serious by the school, the student may be placed on disciplinary probation until the end of the school year or until some time in the following school year. If the student continues in a pattern of misbehavior or commits a serious infraction while on probation, he may be asked to leave the school. Disciplinary probation may include the loss of the privilege to participate in sports, in social activities or in other school events.

The Disciplinary Team: The Disciplinary Team consists of the Vice-Principal and the Deans of Discipline. This team reviews all disciplinary situations to determine the severity of the incident and the appropriate action to be taken. It is the responsibility of the Disciplinary Team to investigate incidences and situations in which students are suspected of participating in activities that violate the policies and guidelines of this handbook. Their investigations may involve interviews with students, teachers, and anyone else with the aim of determining the truth about the situation or incident. These investigations are intended to insure the health and safety of our school community and will be carried out in a spirit of professionalism, Salesianity, and due process.

Disciplinary Review Board: When a student's actions make him liable to be dismissed, he will be suspended and the Disciplinary Review Board will meet. The purpose of this board will be to review the actions already taken by the Vice-Principal and the Deans and to recommend to the

Principal suitable disciplinary action. The Board will include the following individuals:

1. Vice-Principal (who chairs this board)
2. One or both of the Deans for Discipline
3. The student's Class Counselor
4. A student-selected Advocate from among the faculty
5. Coordinator of Youth Ministry
6. Dean of Technology
7. Designated Faculty Member

The Disciplinary Review Board will make its recommendation to the Principal. The decision of the Principal will then be communicated to the student and his parent/guardian.

The Admissions and Standards Committee: If the student and his parent/guardian wish to appeal the decision of the Principal, they may appeal *in writing* and request a meeting of the Admissions and Standards Committee.

The purpose of the Admissions and Standards Committee is to:

1. Provide an appeal hearing for the student.
2. Review the actions/recommendations of the Disciplinary Board.
3. Accept or revise the decision of the Principal.

The decision of this committee is final.

The Committee will consist of the following individuals:

1. Principal (who chairs the meeting)
2. Vice-Principal
3. Director of Counseling
4. Dean of Instruction
5. Designated Faculty Member

VISITORS TO DON BOSCO TECH

Don Bosco Technical Institute is a closed campus. Permission to enter the school proper must be obtained from administration. In order to accomplish this, all guests are to register their name with the receptionist indicating the purpose of the visit, to include either name or title of the Bosco Tech staff member being visited. The guest will be issued a pass that is to be worn and made visible throughout the duration of the visit. Upon completing business with the school, guests are asked to sign out

and surrender the pass. A guest is any person who is not a student actively enrolled at Don Bosco Technical Institute or a current employee. Don Bosco Technical Institute reserves the right to question the purpose of any guest's visit and deny access onto the campus.

THE ROLE OF PARENTS

Parents are encouraged to take an active role in the education of their sons, to keep themselves informed by reading school publications (Parent Newsletter, web site, and mailings), attending school events, and participation in the Parents' Association and the school's various Booster Associations. Parents are encouraged to take an active role in the academic progress of their sons by communicating with teachers and counselors (NetClassroom, phone, e-mail, etc.), attending parent-teacher conferences, and encouraging their sons to take full advantage of the opportunities offered them.

When parents have concerns or questions, they are encouraged to speak directly to the teacher or staff person who can best answer their question or handle their concern. Professional courtesy requires that relationships between parents and faculty and/or staff be courteous and free of abuse or insult. California law also protects teachers and administrators from abuse or insult in certain situations (Educ. Code: 13559, 13560). Under normal circumstances, a student will not be deprived of the opportunity to attend Bosco Tech or to participate in an activity on grounds relating to the actions or attitudes of his parents or guardians. A situation could arise, however, in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the educational process that continued participation of a student in a sport, in an activity or in the educational program of Bosco Tech would be impossible.

HIGH SCHOOL DIPLOMA REQUIREMENTS

(APPLICABLE TO THE GRADUATING CLASS OF 2013

AND

SUBSEQUENT CLASSES)

Theology- Forty (40) credits (8 semesters) or credits equal to the number of semesters in attendance at Don Bosco Technical Institute.

English- Forty (40) credits (8 semesters) to include English 1, 2; English 3, 4; English 5, 6; and English 7, 8 or the equivalent honor or Advanced Placement -level course available at the student's grade level.

Mathematics- Forty (40) credits (8 semesters) to include Algebra 1, 2; Geometry 1, 2; and Algebra 3, 4 plus one additional year-long course in mathematics or the equivalent honors or Advanced Placement-level course available at the student's grade level.

Science- Thirty (30) credits (6 semesters) to include courses in both the physical and biological sciences including the equivalent honors or Advanced Placement-level course available at the student's grade level.

Social Science- Thirty-five (35) credits (7 semesters) to include World History 1, 2; Geography; U.S. History; U.S. Government; and Economics or the equivalent honors of Advanced Placement-level course available.

Foreign Language (OTE)- Twenty (20) credits (4 semesters) of the same foreign language other than English, or the equivalent honors or Advanced Placement-level course available at the student's grade level.

Fine Arts- Ten (10) credits (one year-long course) to include Art Appreciation or Music in World Cultures or Symphonic Band.

Health Education & Physical Education- Fifteen (15) credits to include Health (one semester) and P.E. (two semesters). Note: Up to two semesters of Beginning Band may be used to meet the two-semester P.E. requirement

Electives- Ten (10) credits (two semesters) of "senior electives."

Technology- Sixty (60) credits (six semesters) in a student's technology

major during the sophomore through senior years. Up to twenty (20) credits in senior technology optional course work may be used to meet this requirement.

CHRISTIAN SERVICE- All students are required to complete a minimum of twenty-five (25) hours of approved service projects during each year of enrollment.

NOTES

1. All students are required to pass all classes attempted (except as noted below) and make up any classes not passed with a grade of "D" or better.
2. Senior elective classes that are not passed may be made up by taking approved courses in the same discipline. For example, a failure in "Human Geography" could be made up by taking an approved course in any social science discipline and a failure in "Creative Writing" could be made up by taking an approved course in English.
3. Freshmen academy courses; that is, introductory technology and "soft skills" courses are not included in the diploma requirements listed above. Students are encouraged, but not required to remediate these classes.

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