

2010-2011 Handbook Signature Form

Thank you for taking the time to read the revised Garces Memorial Student Handbook. After reading, students should sign this form at the appropriate space below. **Your signature indicates that you are familiar with all stated policies, expectations, and procedures as listed.**

After signing, the student should carefully detach this sheet from the handbook and **bring it to the first meeting of Homeroom on August 16.**

FAILURE TO RETURN THIS FORM WILL RENDER THE STUDENT INELIGIBLE FOR ALL ACTIVITIES UNTIL THE MATTER IS RESOLVED IN ADDITION TO POSSIBLE FURTHER SANCTION.

Last Name (please print) _____

Home Room # _____

Sign below to indicate your understanding of all Handbook Policies:

Student _____

(Rev. 6/10)



**Garces Memorial
High School**

2010-2011 STUDENT HANDBOOK

Garces Memorial High School
2800 Loma Linda Drive
Bakersfield, CA 93305

Phone: (661) 327-2578 * Fax: (661) 327-5427

www.garces.org

School Code: 050215

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



GARCES MEMORIAL HIGH SCHOOL

MISSION STATEMENT

Garces Memorial High School is a Catholic, coeducational, college preparatory high school. Our school educates youth to fulfill the mission of Christ by developing students spiritually, intellectually, and socially. Our mission calls us to instill in every member of the Garces Memorial community respect, integrity, compassion, and courage of faith.

GARCES MEMORIAL HIGH SCHOOL

PHILOSOPHY STATEMENT

Garces Memorial High School is a ministry of the Catholic Church administered by the Diocese of Fresno and supported by the Catholic parishes of Kern County. Our school educates youth to fulfill the mission of Christ. In partnership with parents, each member of our faculty and staff serves as a teacher, a mentor, and a coach in a student-centered atmosphere. Our Christian focus provides an environment where students can develop spiritually, intellectually, and socially, enabling them to recognize their potential as People of God. Garces Memorial offers a rigorous college preparatory curriculum which prepares the students to succeed in a higher academic setting. We instill in every member of the Garces Memorial community respect, integrity, compassion, and courage of faith.

Respect: The graduate is a person who respects and honors God, self, and others.

Integrity: The graduate is a person who practices moral and ethical behavior.

Compassion: The graduate is a person who works for a better life and world and serves the community.

Courage of Faith: The graduate is a person whose faith in God is living, conscious, and active. The graduate acts willingly on his/her convictions no matter what the cost or sacrifice.

Expected School-wide Learning Results

Through our Philosophy,
the Garces Memorial Graduate Will Be:

- **Spiritually Connected**
- **Academically Prepared**
- **Socially Aware**

Garces Memorial High School is fully accredited by
the *Western Association of Schools and Colleges*
and the *Western Catholic Educational Association*.

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GARCES MEMORIAL LEADERSHIP TEAM

Bishop of the Diocese of Fresno

Most Reverend John T. Steinbock, D.D.

Rector of Garces Memorial High School

Reverend Monsignor Michael R. Braun

Chairman of the Garces Memorial Board of Directors

Mr. Dan R. Giordano '66, B.S.

President of Garces Memorial High School

Mr. John L. Fanucchi '68, B.S.

Director of Advancement

Ms. Tonya Abbott

Director of Communications and Alumni Relations

Ms. Lou Ann Durrett, B.S.

Director of Admissions

Mr. Gordon Westhoff, M.Ed.

Principal of Garces Memorial High School

Mrs. Kathleen Bears, M.Ed.

Assistant Principal of Academic Affairs

Mr. Mike Susank, M.A.

Dean of Students

Mrs. Michelle Jackman, B.A.

Chaplain

Fr. Jim LaCasse, S.J.

Director of Campus Ministry

Mrs. Susan Rizo, M.A.

Director of Counseling

Mrs. Debra Sakowski, M.A.

Director of Activities

Ms. Myka Peck, M.S.

Directors of Athletics

Mrs. Lela Steiber, M.A.

Assisted by Mr. Vince Fanucchi '67, B.A.

Board of Directors

The role of the Garces Memorial High School Board of Directors is to assist and advise the Rector and the school's administration with matters dealing with:

- Adherence to school's mission statement and philosophy
- Educational, financial, developmental, and business policies
- Development and evaluation of strategic long-range planning goals
- Public relations
- Other pertinent matters and affairs of the school

The following committees have been established by the Board of Directors to address specific aspects of the school:

- *Advancement/Development*
- *Alumni Relations*
- *Finance*
- *Foundation*
- *Mission and Philosophy*
- *Property and Facilities/Maintenance*
- *Student Life*

The Board's ultimate purpose is to work with the Rector and the Administration to create for the students and their families a Catholic, God-centered college preparatory educational environment. ***It is not the role of the Board of Directors to involve itself in the day-to-day administration of the school, including hiring, terminating, supervision, or evaluation.***

The Board members are appointed by the Rector following consultation with the Board's Executive Committee. They serve three-year terms, renewable once. They are selected for their expertise in the areas listed above and for their association with Garces Memorial, either as current or past parents, as alumni, or as recognized community supporters of the school. All Board members serve at the pleasure of the Diocese of Fresno. Nominations to serve on the Board are welcomed at any time. Presently, five members are current parents, five are past parents, and five are alumni.

All regular meetings of the Board are open to parents of Garces Memorial students, faculty and staff, and other persons invited to attend such meetings by the Rector, Monsignor Michael Braun, or the Chairperson, Mr. Daniel Giordano.

If you wish to address the Board of Directors, you must contact a member of the Board of Directors or the President of the school ten (10) days prior to the scheduled Board meeting to request an invitation. The request must be made in writing, with a detailed outline of the topic(s) to be addressed. The Executive Committee of the Board of Directors will review the request and place the presentation on the agenda for the next meeting. For a list of the Board members and the dates and times of the Board meetings, go to www.garces.org, and on the Menu, under WELCOME, go the "School Board." For more information, you may contact Mr. John Fanucchi at (661) 327-2578, ext. 116 or by email at jfanucchi@garces.org.

CONFIDENTIALITY AND RIGHTS

Confidentiality of Documents and other information

In order to protect the dignity, character, and future of all students, Garces Memorial High School holds all school communications about students and/or school, civic, or home life to be confidential and for the information of proper members of the staff only. This information will not be released to any other individual. Exceptions may be made when release is requested by the student and/or parents or if forced to do so by court order.

Academic information, which includes grades, will be released as the official transcript when the school is requested in written form by the student and/or parents. The school also protects the confidentiality of counselor student discussions whether the counselor is one formally appointed by the school or is a staff member chosen by the student. The school recognizes the staff member, so chosen as a counselor and requires him/her to act as such, professionally and within the guidelines of the school. The school does not recognize the right, morally, of any outside person to inquire or demand to know the content or nature of such counselor student conferences.

Demographic information on students, such as name, address, phone number, occupation of parents, etc. will be used by faculty and staff at the prudent discretion of the Principal. Information including academic standing and test scores may be released to legitimate educational and financial institutions at the discretion of the Administration. Parents wishing to restrict the release of such information should contact the Director of Counseling.

While a student, parent or guardian is at Garces Memorial High School, or participating in a Garces Memorial High School activity, he or she may be photographed, recorded or videotaped by members of the school staff, Garces Memorial student photographers, parents or guardians, and/or others. Garces Memorial may use such photographs, video footage, recordings, and electronic images in whatever way is desired to promote the school in, but not excluded to, all Garces Memorial publications, the Garces Memorial website and by distribution to local media outlets. All photographs and electronic images taken by Garces Memorial staff, Garces Memorial student photographers, or photographers retained by Garces Memorial, remain the sole property of Garces Memorial High School, clear of any claim by students, parents and/or guardians.

Parents or guardians who would like to limit the photographing and videotaping of their student must contact the school in writing. Garces Memorial makes no guarantee to limiting photographs, video footage, recordings, and/or electronic images taken by non-Garces affiliated persons at school sponsored or public events. Please contact the Director of Communication at ext.129 if you have further questions.

GENERAL DIRECTORY

ATTENDANCE	327-2579
MAIN OFFICE	327-2578
PRESIDENT	EXT. 116
PRINCIPAL	EXT. 101
ASST. PRINCIPAL	EXT. 110
CAMPUS MINISTRY	EXT. 185
CHAPLAIN	EXT. 130
DEAN OF STUDENTS	EXT. 132
ACTIVITIES	EXT. 111
ATHLETICS	EXT. 141
ADVANCEMENT (DEVELOPMENT)	EXT. 118
BUSINESS OFFICE	EXT. 102
FINANCIAL AID	EXT. 114
COUNSELING	EXT. 191
COMMUNICATIONS	EXT. 129
REGISTRAR	EXT. 109

NOTABLE EVENTS/HOLIDAYS

2010	2011
August 12: Orientation Day	January 1-3: Christmas Break
August 13: Classes Begin	January 17: MLK Jr. Day
September 6: Labor Day	February 21: President's Day
October 8: Faculty In-service	March 25: School Closed
November 11: Veterans Day	April 18 - 25: Easter Break
November 24-28: Thanksgiving	March 28: In-Service Day
December 20-31: Christmas Break	May 27: Last Day of School

BELL SCHEDULES

G1/2/3 (GREEN)

P1 – 8:00-9:25

B – 9:25-9:40

P3/7/5 – 9:45-11:15

P5/3/7 – 11:25-12:50

L – 12:50-1:30

P7/5/3 – 1:35-3:00

W1/2 (WHITE)

P2 – 8:00-9:25

HR – 9:25-9:35

B – 9:35-9:50

P4/6 – 9:55-11:20

L – 11:20-12:00

P6/4 – 12:05-1:30

C – 1:35-2:30

WA1 (ACTIVITY 1)

P2 – 8:00-9:25

HR – 9:25-9:35

A – 9:40-10:40

B – 10:40-10:55

P4 – 11:00-12:25

L – 12:25-1:00

P6 – 1:05-2:30

C – 2:35-3:15

WA2 (ACTIVITY 2)

P2 – 8:00-9:25

HR – 9:25-9:35

B – 9:35-9:50

P6 – 9:55-11:20

L – 11:20-11:55

P4 – 12:00-1:25

A – 1:30-2:30

C – 2:35-3:15

GOLD

P1 – 8:00-8:35

P2 – 8:40-9:15

HR – 9:15-9:25

P3 – 9:45-10:20

P4 – 10:25-11:00

P5 – 11:05-11:40

L – 11:40-12:15

P6 – 12:20-12:55

P7 – 1:00-1:35

WEL 1/2 (WHITE EXTENDED LUNCH)

P2 – 8:00 – 9:25

HR – 9:25-9:35

B – 9:35-9:50

P4/6 – 9:55-11:20

L – 11:20-12:20

P6/4 – 12:25-1:50

C – 1:50-2:30

G FOG DELAY

P1 – 10:00-11:00

P3/7/5 – 11:05-12:10

L – 12:10-12:45

P5/3/7 – 12:50-1:50

P7/5/3 – 2:00-3:00

W FOG DELAY

P2 – 10:00-11:20

HR – 11:20-11:25

L – 11:25-12:05

P4/6 – 12:10-1:30

P6/4 – 1:40-3:00

No Collaboration

WD1 / 2

P2 – 8:50-10:15

HR – 10:15-10:25

B – 10:25-10:40

P4/6 – 10:45-12:10

L – 12:10-12:45

P6/4 – 12:50- 2:15

C – 2:20- 3:00

ADMISSIONS AND FINANCE

ADMISSION

Garces Memorial High School, mindful of its mission to educate youth to fulfill the mission of Christ, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of educational practices, scholarships and loan programs, athletic and other school-administered programs.

Freshman and transfer student applications for the subsequent year are available in the main office after October 1, 2010. All applications for the class of 2015 are due to the Main Office by 4:00 p.m. on January 7, 2011. Applications submitted after the deadline will only be evaluated on a space available basis. See the application packet for complete details and deadlines.

2010-2011 TUITION AND FEES

FEES

Application fee (non-refundable)	\$75
Registration/Activity/Lab fee (non-refundable)	\$400
Catholic Rate*	\$7,895
Non-Catholic Rate	\$8,195

**To be eligible for the Catholic tuition rate, the information on the Garces Memorial High School 2010-2011 Tuition Contract must be completed. It is no longer necessary to complete a Catholic Verification (CV) Form signed by your pastor.*

OTHER EXPENSES

Books will be purchased by the student. Costs will vary according to the courses taken. Physical Education uniforms must be purchased from the Garces Memorial High School Student Activities Center and Physical Education locks will be provided by Garces Memorial High School (only school-issued locks are allowed).

METHOD OF TUITION PAYMENT

You may choose one of the following methods of payment:

- **Plan 1 (Incentive) – Payment IN FULL**

Full tuition must be received by GMHS before July 1, 2010 to receive a \$100 tuition deduction. Families receiving Financial Aid are not eligible for this benefit.

- **Plan 2 – Payments EACH SEMESTER**

Half of the year's tuition is due on July 1, 2010 and the remaining half on January 1, 2011.

- **Plan 4 - Payments EACH QUARTER**

1st quarter of the year's tuition is due on July 1, 2010; 2nd quarter is due October 1, 2010; 3rd quarter is due January 1, 2011; and 4th quarter is due April 1, 2011.

- **Plan 11 – Payments EACH MONTH**

Payments are due the 1st of each month beginning July 1, 2010 and ending May 1, 2011. There are eleven (11) payments in all.

TUITION ADJUSTMENT POLICY

In the event of a student withdrawal or dismissal from school, any tuition or fees then due and owing shall be immediately payable. In the event that the withdrawal or dismissal occurs during an academic semester, the family will be responsible for tuition payable through the end of the applicable semester. If tuition has been prepaid for any subsequent semester, a refund will be made upon receipt of a written request.

FINANCIAL DELINQUENCY

Payments received later than the 10th day of the month in which they are due will incur a late payment penalty of 10% of the total amount due. Checks returned to the school for non-sufficient funds will be charged a \$25 NSF fee. The school reserves the right to refer accounts 30 days past due to collection, in which event all collection costs and/or attorney fees incurred by the school will be passed on to the account. A simple interest charge of 10% will be applied on the date an account falls into default. **With respect to past due accounts, the school reserves the right to exclude the applicable student(s) from taking midterm or final examinations until the past due amount is paid in full. In addition, students with past due accounts may be subject to Suspension or Recommended Transfer unless a written arrangement concerning the payment of the past due amount(s) is otherwise agreed to by the Controller. All tuition and fees must be paid for senior students by May 1, 2011, in order for the student to participate in all Baccalaureate/Graduation exercises.**

Other Payment Information

- All students will be billed a non-refundable registration/activity fee.
- A late registration fee of \$100 will be imposed on any tuition contract not returned to the Garces Memorial High School Business Office by June 1. An additional \$100 will be charged on any tuition contract not received by August 1. Students without a tuition contract and/or paid registration fee will not be allowed to start academic classes until which time the Business Office receives a contract and/or the fee is paid.
- Tuition payments can be made using Visa, Master Card, or Discover Card. A 2% service charge will be added to payments made by credit card.

- Payments made in full by July 1 will receive a \$100 tuition reduction. If paid by credit card, the 2% service fee will be waived.

FINANCIAL AID

Garces Memorial High School believes that a student's education is one of the most important investments a family can make in a child's future. It is also understood that many families' financial situations make it difficult for them to afford the full cost of tuition. It is for those families that the Garces Memorial High School financial aid program exists.

Financial aid is awarded on the basis of demonstrated financial need. The amount of financial aid awarded will depend on the level of need. No student will receive the full amount of tuition in financial aid.

Financial aid applications for the subsequent academic year are available in the main office after late October 2010. All financial aid applications are due Tuesday, February 1, 2011. All new and returning students must apply or re-apply for financial aid each year; financial aid awards will not be automatically renewed.

STUDENT CONDUCT

Garces Memorial High School students are expected to exemplify, both on and off campus, the Philosophy and Mission of Garces Memorial High School.

This code has two intents: to encourage each student to show Respect, Integrity, Compassion, and Courage of Faith and to equip the school with the tools necessary to implement the discipline code.

EXPECTATIONS OF STUDENT CONDUCT (THIS LIST IS NOT EXHAUSTIVE)

Students are expected at all times to act in a manner that positively reflects the Philosophy and Mission of Garces Memorial High School.

Students are expected to show Christian courtesy to the faculty, staff, fellow students, and guests.

Students are to stand when an administrator, teacher or guest enters the classroom.

At mandatory events (such as assemblies and Masses) students are expected to exhibit respectful behavior appropriate to the requirements of the event. This is particularly true of the school's retreats and liturgical services.

Students are expected to stand reverently during Morning Prayer and flag salute.

Students are expected to be in Garces attire while school is in session AND while conducting school business on campus (Library, Collaboration, and Detention). Please see **Dress and Grooming Code**.

Students are expected to leave campus by 4 PM every day unless participating in a supervised school activity. After 4 PM students should be picked up at the back of the gym in the student parking lot.

Students are expected to avoid public displays of affection while on campus.

The Student ID card shall be carried at all times while on campus or participating in a school function.

Students are expected to remove hats/hoods when inside any school building.

Good table manners and consideration are expected in the cafeteria. This includes bussing your table.

No student is to be in any parking lot during the school day without prior written permission from the Dean of Students.

Students are not allowed to use the copy room. Student organizations wishing to use the copy machine should contact their group/club moderator.

Students are not permitted behind any counter in the Administration Office unless acting as an office aide.

Students are not permitted in any school building without direct adult supervision.

Students are expected to attend any after school conference to discuss a behavior problem or to complete academic work. The instructor can make this request on any class day and does not have to coincide with Collaboration. As long as the teacher has given the student a 24-hour notice, the student must attend.

Students should not participate in activities that interfere with the learning process in the classroom. Letters, personal notes, text messaging, video games, or drawings on any surface are included in this expectation. The instructor may confiscate distracting items.

If a teacher is not present five minutes after the beginning of class, one student should report to the Assistant Principal for Academic Affairs. All other students should remain in front of the classroom and wait for instruction from an administrator.

RESOLVING CONFLICTS

Should a student have a misunderstanding, disagreement, or concern with an instructor or staff member, or if a discipline problem occurs in the classroom, the correct process for resolution is as follows:

- The student will schedule a time to meet with the specific staff member to discuss the problem. Should a resolution not be reached;
- The parent and/or student will request a phone conference or a time to meet with the staff member to discuss the problem. Should a resolution not be reached;
- The student/parent will request to meet with the staff member and their respective supervisor (Department Chairperson, Activities Director, Athletic Director, Dean of Students, or Assistant Principal. Should a resolution not be reached;

- The student/parent will contact the Principal to schedule a meeting where the student, parent, staff member, and supervisor will be present.

CONTACTING INSTRUCTORS

It is recommended that the parent/guardian contact the instructor by email or through the Garces Memorial main office. If a message is left with the main office it will be delivered to the instructor's personal box. Be sure to leave all pertinent information such as name, phone number and a time you will be available for the return call. All instructors have an assigned email address. Instructors are expected to return all messages within twenty-four (24) hours. Should the instructor not respond to this expectation, the parent/guardian is to call the Assistant Principal for Academic Affairs.

GENERAL DRESS AND GROOMING CODE

The purpose of the dress and grooming code at Garces Memorial is two-fold. We want to create an environment where dress and grooming standards minimize distractions from learning. We also hope to deemphasize clothing as a means to define socioeconomic differences within the student body.

Choosing modesty in dress and grooming is considered an important aspect of the school-wide theme of Integrity.

Final Decisions regarding Dress and Grooming are at the discretion of the Dean of Students. Students are expected to be in compliance with the dress code for the entire school day and at all times while in the Library or attending Collaboration or Detention. Failure to follow the uniform guidelines will result in the parent providing appropriate clothing for the student on the day in question or if a parent cannot provide appropriate clothing, uniform clothes will be issued to the student with the expectation that it will be returned at the end of the school day. Uniform infractions will result in disciplinary action.

On all standard dress days, all students are expected to wear school clothing purchased from Norman's Uniform Company (310) 832-8342 www.normansuniforms.com. The Garces Code # is 2800.

STANDARD DRESS - ALL STUDENTS ARE EXPECTED TO WEAR THE FOLLOWING:

Shoes

- Shoes: Tennis or dress shoes that are in good condition.

Please Note: Boots, moccasins, and slippers are inappropriate for this educational setting.

Socks

- Boys and Girls: Visible socks in **solid school colors (navy, dark green, white or black)**; small logos are permitted.
- Girls: Knee Socks: solid white, navy, or black.

Tights: navy, dark green, or black. **No** fishnet or footless styles.

Shirts

- Polo or Oxford style shirts purchased only from Norman's Uniforms.
- All shirts must be tucked in at all times during the school day.
- All clothing worn under the uniform shirt must be solid white.

Pants, Shorts and Skirts

- Tan or plaid, purchased from Norman's Uniforms.
- Pants, shorts and skirts must be worn at the waistline.
- Hemmed skirts must be worn within 1 inch of the top of the knee.
- Hemmed shorts may be no shorter than 3 inches of the top of the knee.

*****Measurement is taken while standing*****

Please Note: Students who repeatedly violate the limits of hem length will be denied the privilege of wearing skirts and/or shorts for the remainder of the semester.

Belts

- All students must wear a belt with their pants/shorts. The belt must have a buckle and no excessive adornment (studs, sequins, etc.)
- White, black, or brown only (may be purchased from Norman's)

OPTIONAL OUTERWEAR

Sweaters, Sweatshirts, and Jackets

- All outerwear must be purchased from Norman's **or** clearly Garces affiliated. The Dean of Students with the assistance of the ASB must approve all exceptions to these limits. Black, blue, or green "Pea" coat style jackets are permitted. Letterman Jackets are encouraged.
- **Seniors** may also wear appropriate college affiliated sweatshirts.

Hats and Scarves

- Only Garces affiliated beanies and scarves will be allowed. (Available from Norman's)

GROOMING AND ACCESSORIES

Boys

- Hairstyles must be moderate and appropriate for a Catholic School; the Dean of Students has full discretion to define these limits.
- Hair must be clean and of natural color. Hair must not cover the top of the ears, fall below the eyebrows, or fall below the top of the shirt collar.
- Young men are expected to be clean-shaven and well groomed.
- Earrings, body rings/piercing and tattoos are not allowed.

Girls

- Make-up and jewelry must be moderate and appropriate for a Catholic School; the Dean of Students has full discretion to define these limits.
- Hair must be clean and of natural color.
- Hairstyles must be moderate and appropriate for a Catholic school; the Dean of Students has full discretion to define these limits.
- Body rings/piercing and tattoos are not allowed.

SPECIAL DRESS DAYS**Formal Dress**

- Boys must wear a tie with the Norman's Uniform oxford shirt. Dress pants/slacks or uniform pants and dress shoes are required.
- Girls must wear a white oxford shirt (available from Norman's) with a skirt, uniform skirt, dress pants, or uniform pants. Dress shoes or dress sandals are required. All dresses and blouses must have appropriate coverage and fit modestly.

Senior Dress

Seniors are permitted Special Dress Days as designated by the Dean of Students. Senior Class Officers will assist the Dean in establishing and enforcing the dress code for these days.

Group Privilege

Members of Garces teams, clubs, or organizations may request the privilege of wearing team/group shirts approved by the Dean of Students to promote their group's activities. The Dean will establish the parameters.

Special Exemptions

The Dean of Students must approve any other exception to the basic Dress and Grooming Code. Individual students who request exceptions must bring to the Dean a written request for the exception, signed by a parent or guardian. If approved, the student will be issued a permission slip for a specified time. This permission slip must be carried by the student at all times, and presented to a faculty member or administrator upon request.

Final Decisions regarding Dress and Grooming are at the discretion of the Dean of Students.

ATTENDANCE POLICY/PROCEDURES

Garces is a "closed campus". Every moment spent on campus is valuable educational time. Non-emergency appointments should be scheduled outside of class time, not during the school day.

The purpose of these policies is three-fold: so that the school can properly account for students during the school day, to ensure that students are not missing class time for frivolous reasons, and to ensure that students who have medical needs are under the care of a physician.

ABSENCES

When a student misses more than thirty (30) minutes of any class it will be recorded as an Absence for that class.

The parent/guardian will be mailed a form letter when the student has accumulated four (4) absences in a particular course.

When absent, students are expected to keep up with their assignments. Upon returning, students must be prepared for class. Students should contact a classmate or teacher to receive the necessary assignments. It is the student's responsibility to get assignments from their teachers.

EXCESSIVE ABSENCE AND COURSE CREDIT

Students who, in any one semester, accrue an excessive number of absences (as determined by the Principal) in any course (Excused or not) are at risk of receiving a grade of "I", Incomplete in that course. In all cases of long term absence, once a student accrues an excessive number of absences in any class the student's parents will be contacted and the student's grade in that class (or classes) will be recorded as an "I" (See ACADEMIC INFORMATION). Parents must meet with the Assistant Principal for Academic Affairs within ten (10) school days of contact or the "I" will be recorded on the official transcript as an "F".

EXCUSED ABSENCES

For an absence to be considered Excused it must be cleared with a phone call or written note from the parent/guardian to the Attendance Office (661-327-2579) or Dean of Students (ext. 132). **E-Mails are not accepted to clear an absence.**

ABSENCE PROCEDURES

- Parents must phone the attendance line (661-327-2579) before 9:15 a.m. each day of an absence. If the attendance clerk is not available, messages should be directed to voice mail. If the parent does not call or send a note, when the student returns, the student will be Unexcused and possibly Truant.
- STUDENTS WHO WISH TO LEAVE CAMPUS FOR ANY REASON MUST EITHER BE SIGNED OUT BY THE PARENT OR MUST HAVE WRITTEN PERMISSION FROM THE PARENT BEFORE THEY WILL BE RELEASED. The only exception to this policy will be in the case of events where the school is providing transportation where a permission slip will be required in advance.
- In the case of an extended absence (three days or longer) parent/guardians should contact the Attendance Clerk, who will make arrangements to get assignments and materials from the student's teachers. Materials will then be available for pick-up at the Attendance Office. Parents should do their best to let the school know when to expect the student back on campus.

- Students returning from an extended illness must present a doctor's note.
- All students returning from suspension must check in with the attendance clerk before returning to class.

Providing a falsified or forged note or message is a serious offense. Please see **Grounds for Suspension.**

ACTIVITY ABSENCES (EXCUSED)

Occasionally students may be invited or expected to attend school related functions as participants or representatives of Garces Memorial High School (Garces counseling appointments, games, retreats, performances, etc.). When a student misses class time for these events the absence will be recorded BUT will not be counted towards the Excessive Absence limit.

If these events are occurring off-campus, a written note will be required to release the student from campus. The exception for this policy will be in the case of events where the school is providing transportation where a permission slip will be required in advance.

UNEXCUSED ABSENCES OR TARDINESS

A student is considered Unexcused when they are either absent from school or tardy without a note or phone call from the parent/guardian and/or the proper school authority, either for a whole day or any part of a day.

Students who fail to provide the appropriate parental clearance within 24 hours of their return to campus will receive after school detention (up to one week) until the parent clears the absence.

TRUANCY

When it is determined that a student was absent from all or part of the school day without the knowledge and consent of the parent/guardian and/or the proper school authority, the student will be considered Truant. Students found to be Truant will serve detention or Garces Work at the discretion of the Dean of Students.

Repeated Truancy is a disciplinary offense punishable up to and including Dismissal.

TARDINESS

A student who enters a classroom after the bell has started to ring will be considered tardy.

Students who are tardy and Unexcused will serve lunch detention the day they are tardy and an after school detention.

TRAFFIC, WEATHER, OVERSLEEPING, ROAD CONSTRUCTION, TRAINS, AND OTHERWISE AVOIDABLE DELAYS WILL NOT BE EXCUSED; EVEN WITH A PARENT NOTE OR PHONE CALL. Transportation arrangements should be made so that students arrive at school

15 minutes before class begins. Students who are late will be excused only in limited circumstances.

TARDY PROCEDURES

- Parents should phone the Attendance Office (327-2579) to notify the school that their student will be late reporting to school and provide the school with an estimated arrival time.
- A student who arrives on campus late for school, for any reason, must report to the Attendance Office for an Admit Slip before being admitted to class.

SIX PERIOD SCHEDULES

Seniors and their parents who have requested a six (6) period schedule will be expected to sign a Free Period Contract before classes begin. During their free period, depending on the schedule, students are expected to be either in the Library or off campus. Please refer to the contract for arrival procedures. Violators may face disciplinary action and/or have this privilege revoked (be enrolled in a seventh class.)

LEAVING CAMPUS

Students are NOT permitted to leave the campus after they arrive in the morning unless they secure an Off-Campus Pass from the Attendance Office. This pass is to be picked up either before school, during break, or during lunch. Upon return to campus, students are to go to the Attendance Office. Failure to follow any of these steps will result in disciplinary sanction. **Any student who leaves campus without a pass (including jumping the fence for any reason) will be suspended.**

OFF-CAMPUS PASSES ISSUED FOR:

- Students whose parents pick them up at the attendance office - Parents must come in to the attendance office and SIGN the student out.
- Verifiable doctor, dentist, or other difficult-to-schedule appointments when the student is driving his/her vehicle and **if the student has a note signed by the parent.**

Off-Campus Passes will not be issued for off-campus lunch, to run errands or shop.

Students must notify the instructor at the beginning of the period affected that they have an Off-Campus Pass.

Students Who Are Ill

Students must report to the office to report any illness to the attendance clerk. Parents may come to pick up their student and sign them out at the Attendance Office.

Attendance and Participation in Extracurricular School Activities

Students who wish to participate in ANY school activity (including sporting events) must be at school/in class for, at least, the three hours of class immediately before their dismissal time (not necessarily school dismissal time). This applies to all practices and contests. Appointments (doctor, physical therapy, dentist, etc.) need to be cleared by the Dean of Students by 10:00 a.m. for after school eligibility. Participation in week-end or "all day" activities and sporting events requires that the student meet the same instructional requirements on the school day immediately prior to the event.

If the school finds that a student who has not met this minimum time requirement participates in a practice and or competition/performance the student may be excluded from the next like event.

Absences sanctioned by the administration (certain school-related activities, unavoidable conflicts such as a funeral, emergency medical appointments, etc.) are exempt from this regulation. Parents are expected to contact the school in advance when the student will be absent given the above conditions.

PARENTS ARE REQUESTED TO DISCOURAGE THE PRACTICE OF STUDENTS STAYING HOME EITHER TO SLEEP-IN OR BECAUSE OF ILLNESS, THEN ARRIVING AT SCHOOL THREE HOURS BEFORE DISMISSAL SO AS TO BE ELIGIBLE TO ATTEND A GAME, PRACTICE OR PARTICIPATE IN OTHER EXTRA-CURRICULAR ACTIVITIES. IF THE STUDENT IS TOO TIRED OR TOO ILL TO BE IN SCHOOL, THEN PERHAPS THE STUDENT IS TOO TIRED OR TOO ILL TO PARTICIPATE IN A GAME, PRACTICE OR ACTIVITY.

CAMPUS MINISTRY PROGRAM

In the spirit of the Gospel, Campus Ministry at Garces Memorial High School exists to support the spiritual growth and moral development of our school community. We are called to fulfill the mission of Christ by:

Providing:

- The structure for students to deepen their faith and spiritual life.
- The opportunities for the school community to live out the gospel values and share their gifts in service to others.

Promoting:

- Respect, Integrity, Compassion, and Courage of Faith
- Participation in our Catholic tradition and practices.
- Participation by our students in their parish and faith communities.

LITURGIES

Liturgy is the heart of the school community at Garces Memorial High School. Mass is offered daily in the Chapel, and monthly for the entire student body. Campus Ministry organizes all monthly Masses. Students are involved in the planning and preparation of the liturgies and serve as lectors, altar servers, gift bearers, and Eucharistic ministers. The Garces Choir and Student Praise Band provide music for our student body Masses.

Reconciliation Services are offered twice a year for our students through Theology classes. Students are given the opportunity for private confession following our communal reconciliation service. Students can also make appointments with our school Chaplain for confession throughout the school year.

RETREATS

Freshman Retreat - "The Tradition Begins"

The freshmen retreat focuses on the spiritual aspect of Garces Memorial. This one-day retreat in October introduces students to the identity of the Catholic school emphasizing the year's theme. Faith sharing, community building, reflection, prayer and liturgy allow for the student to deepen their relationship with God and others.

Sophomore Retreat - "Overcoming Obstacles and Building Bridges"

The sophomore retreat is a one-day retreat at St. Anthony's Retreat Center in Three Rivers, CA. Students have an opportunity to broaden their relationships with each other through community building activities and discussions. Prayer, personal reflection and liturgy allow students an opportunity to deepen their relationship with God.

Junior Retreat - "Who Is the Person God is Calling You To Be?"

The Junior Retreat is an overnight retreat. This retreat is a small group retreat (15-18 students), which lends itself to reflection and self-disclosure. Through personal sharing and prayer students come to an awareness of their God-given gifts and are encouraged to take them out into the world to make a difference in the lives of others.

Senior Retreat - "Friends for the Journey"

The Senior Retreat is an overnight retreat at St. Anthony's Retreat House in Three Rivers, CA. Through private prayer and personal sharing, students reflect on their faith and how they can continue to foster their spirituality as they continue their journey as young adults.

OUTREACH PROGRAMS

Dime-A-Day

During Lent, the Campus Ministry team collects a dime-a-day from the student body, which is then given to help the disadvantaged. Monies donated by Garces students have assisted H.E.L.P.S. International, a mission school in Africa, Tsunami Relief Services, a Russian orphanage, and a mission in the Philippines.

Special People Day

Each spring the entire student body hosts over 500 special education students for a play day. Our students are paired up with special education students and serve as hosts for the day. There are various activities throughout the morning in which our students and their guests can participate: pony rides, petting zoo, game booths, magic show, face painting, etc. The day ends with lunch being provided for everyone who participates.

Canned Food Drive (Thanksgiving)

The entire school works to bring in canned food items during the month of November for the local chapter of the St. Vincent de Paul Society. This collection aids in the support of needy families in our community.

Christmas on Campus (Christmas)

Christmas on Campus is a Christmas party for underprivileged children. Through their Theology classes, students collect toys and candy while the hall is decorated with Christmas decor. There are arts & crafts, games, a magic show, pictures with Santa, and lunch. The day ends with Christmas carols and the distribution of Christmas presents.

Christian Life Community

Christian Life Community (CLC) is the sponsoring organization for small groups (8 to 12) of students with a faculty advisor who meet on a regular basis to share their faith. The purpose of these small groups encourages the students to strengthen their relationship with God and their community by sharing their faith and with prayer. Each group under the leadership of the faculty advisor also continues the mission of Garces Memorial through service projects in the greater Bakersfield community.

ACADEMIC INFORMATION

STUDENTS MUST COMPLETE ALL REQUIREMENTS FOR A DIPLOMA, INCLUDING SERVICE HOURS, TO PARTICIPATE IN ANY GRADUATION CEREMONIES. EXCEPTIONS TO THIS REQUIREMENT WILL BE AT THE DISCRETION OF THE RECTOR WITH CONSULTATION FROM THE PRINCIPAL.

Requirements for a diploma and participation in graduation ceremonies

A student must:

- Complete all **Subject Area Required Courses (see below)**;
- Complete 270 credit units
- Earn a D- or higher in All courses taken during their senior year **(The grade of "I" in any course will be regarded as an "F" for diploma consideration).**

- Fulfill the Community Service Obligation (60 hours at 20/20/20 see below)

All Community Service hours for graduating seniors are to be completed and documented with the Community Service Hours coordinator by the last day of Senior Final Exams.

Graduates must have attended Garces both semesters of his/her senior year. Garces expects that any student who desires a diploma will successfully complete a total of four years in high school. Students who apply as transfers to Garces and wish to receive a Garces Memorial diploma having attended high school for LESS THAN FOUR YEARS will be advised to enroll at another high school or complete the requirements for a graduation/diploma certificate available through the State of California.

Students must complete all additional course requirements as established by the school administration.

Subject Area Required Courses:

- 4 years of Theology
- 4 years of English
- 3 years of Social Studies
- 3 years of Math (minimum of Algebra I, Geometry, Algebra II)
- 3 years of Science
- 2 years of the same Foreign Language
- 2 years of Physical Education
- 1 year of Visual & Performing Art (V.P.A)
- ½ year of Health Education
- ½ year of Computer Competency

Note: The remaining units needed to reach the 270 unit minimum are courses chosen by the student in consultation with their assigned counselor.

1 year = 10 units; ½ year (1 semester) = 5 units; ¼ year (1 quarter) = 2.5 units

Students must remediate, in summer school, all grades of “F” and/or “I” earned in a current school year prior to the beginning of the following school year unless otherwise authorized by the Assistant Principal

SIXTY (60) HOUR COMMUNITY SERVICE REQUIREMENT GUIDELINES

All Garces students are expected to give back to the community in the form of service to others. In addition to the academic requirements, students must complete sixty (60) hours of community service to receive a Garces Memorial diploma. A student who transfers to Garces Memorial will be required to complete seven and one half (7.5) hours for each full semester in attendance.

Students must complete their sixty (60) hours in the following areas:

- **20 Hours for Garces Memorial High School**
 - Hours must serve the Garces community (i.e. Swim meets, Gala, Band Show, Christmas on Campus, Special People Day, etc.). Hours completed for an individual will not be approved towards the service hours requirement.
- **20 Hours for Parish/Church**
 - Students are to be serving in a meaningful way that assists a church or parish community. Serving in a church ministry, assisting in a church fundraiser or assisting with a church service project are all acceptable hours. Service which occurs while fulfilling a student's Sunday Obligation (Altar Serving, Choir, Eucharistic Minister) will be prorated at a ratio of 2:1 (one hour of service equates to thirty minutes of Parish Community Service). Working with a Parish School (OLPH, OLG, St. Francis, etc.) will count for Parish Hours.
- **20 Hours for Community (Non-profit organization approved by the Service Hour Coordinator)**
 - Non-Profit Community service may only be completed through organizations approved by Garces Memorial High School. Please see the Service Hour Coordinator for an updated list of approved organizations.

All service hours must be fulfilled outside of school hours. Completed service hour forms must be properly submitted to the Service Hours Coordinator during the same school year in which they were served or they will be invalidated.

- Service projects are made available and approved by the Service Hour Coordinator
- **Each individual service project will not be considered complete until the service hour evaluation form is submitted with a supervisor's signature indicating the hours served. If a student has signed in on a list it is the student's responsibility to submit their service hour evaluation form and confirm these hours with the Service Hours Coordinator.**
- The completed evaluation form must be returned to the Service Hour Coordinator and retained in the student's Community Service folder for the duration of his/her schooling at Garces Memorial.
- The acceptance of any monetary award for performing the service **will invalidate** the hours earned.
- Hours applied towards the California Scholarship Federation, gold seal requirements will NOT be counted for the Garces Memorial Service Hours graduation requirement.

- The student will not be covered by the school's liability insurance when completing service hours in locations other than the Garces Memorial campus.
- Hours may be earned during the summer vacation and will be credited to the next academic year.
- Service hours are to be done for events or school wide projects not for individuals.
- **The deadline for service hour forms for the current academic year is the last day of the final exams.**
- **STUDENTS WHO FAIL TO COMPLETE THE 5 HOUR PER YEAR MINIMUM IN EACH CATEGORY (SCHOOL, PARISH AND COMMUNITY), WILL BE INELIGIBLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES BEGINNING THE FIRST FULL DAY OF SCHOOL AND WILL BE SUBJECT TO SATURDAY DETENTIONS UNTIL THE REQUIREMENT IS MET.**

NON GRADUATES

Students who fail to complete the Diploma Requirements in the allotted time will only be awarded a diploma if they complete their graduation requirements within three (3) months after the date of their class' graduation.

Students who require additional time MUST meet with the Assistant Principal for Academic Affairs prior to the end of that three month period in order to establish a contract for completing their graduation requirements.

Students who fail to complete their requirements in the three month time period OR who fail to meet the terms of the contract will NOT be awarded a Garces Memorial High School Diploma.

TRANSFERRING TO GARCES MEMORIAL

A student who requests a transfer to Garces Memorial should have a cumulative high school G.P.A. of 2.00 or better, with NO grades of "F", and will have made satisfactory progress in meeting the Garces Memorial graduation requirements. A student may be admitted due to special circumstances at the discretion of the Principal, in which case specific conditions will be stipulated. It is recommended that the application for admission be made at the beginning of the academic year, and if this is not possible, at the beginning of the second semester. Applications at other times during the academic year will be strongly discouraged.

Special consideration will be given to a student who attended Garces, transferred due to the family moving from the Bakersfield area, and wishes to re-apply due to the family returning to the Bakersfield area. When a student transfers to Garces Memorial from an accredited high school, only semester grades and units will be posted on the Garces Memorial Transcript; and, the grades will not be used in computing the Garces Memorial Cumulative GPA or used in determining class rank.

When a student transfers to Garces Memorial during the academic year (other than at the beginning of the 2nd semester), the withdrawal grades and/or marking period (quarter) grades will not be posted on the Garces Memorial Transcript and these course grades will not be averaged with the comparable course grades earned at Garces Memorial. The semester grades assigned by Garces Memorial instructional staff will reflect the students' academic performance (in that course) only while in attendance at Garces Memorial.

ATHLETIC INFORMATION FOR TRANSFER STUDENTS

If a transfer student intends to participate on one of the school sponsored athletic teams, the student's parent should immediately contact the Athletic Director **after he/she has been officially accepted and enrolled**. The student must secure a "C.I.F. Transfer Athletic Eligibility Application" form. This form should be obtained as soon as possible to facilitate an evaluation of the athlete's eligibility. Once the form is completed and returned, the Athletic Director will submit the form to the C.I.F. (See **ATHLETIC ELIGIBILITY**)

GRADING POLICIES FOR ALL STUDENTS

Valid grades that are printed on the grade report and transcript record and **are used in computing the G.P.A.** include: A, B, C, D (including a "+" and "-"), F and I (Any "I", Incomplete, grade will be computed as an "F").

If a student receives a grade of "I" Incomplete, Parents must meet with the Assistant Principal for Academic Affairs within ten (10) school days of contact or the "I" will be recorded on the official transcript as an "F".

Valid grades that may be printed on the grade report and transcript record but **are not used in computing the G.P.A.** include: WP (Withdrew Passing), WF (Withdrew Failing), NG (No Grade) and P (Pass). All must be approved by the Assistant Principal for Academic Affairs.

Grades earned as an Instructional/Attendance Aid are not computed in determining the G.P.A.

The marks for courses other than Honors and AP are weighted as follows:

A+	4.3 points	C	2.0 points
A	4.0 points	C-	1.7 points
A-	3.7 points	D+	1.3 points
B+	3.3 points	D	1.0 points
B	3.0 points	D-	0.7 points
B-	2.7 points	F	0.0 points
C+	2.3 points		

The marks for Honors (H) and Advanced Placement (AP) courses are weighted as follows:

A+	5.3 points	C	3.0 points
A	5.0 points	C-	1.7 points
A-	4.7 points	D+	1.3 points
B+	4.3 points	D	1.0 points
B	4.0 points	D-	0.7 points
B-	3.7 points	F	0.0 points
C+	3.3 points		

Grades for College Prep, Honors and Advanced Placement courses will be assigned according to the following percentages:

A+	100-98	C	76-73
A	97-93	C-	72-70
A-	92-90	D+	69-67
B+	89-87	D	66-63
B	86-83	D-	62-60
B-	82-80	F	below 60
C+	79-77		

“NG” (NO GRADE) GRADING OPTION

A request to change a course from a graded experience to an “NG” WILL NOT be permitted after the third progress report (Progress Report Card #3) of each semester.

The request of an “NG” as a course grade must be approved by the Assistant Principal for Academic Affairs and is at the discretion of the instructor. While an instructor may require additional expectations, the minimum expectations for ANY “NG” grade option are as follows:

- The student will respond to all homework and course expectation to the best of his/her ability.
- The student will respond to all quizzes and examinations to the best of his/her ability.
- The student will respond to all behavior, tardy, and absence expectations and policies as established by the instructor and the school.

The instructor may exercise the option of changing the course to a graded experience should the student not respond to the above expectations. It is the responsibility of the instructor to inform the student of this change as soon as the decision is made.

REPORT CARDS

- Report cards are issued four times per semester.
 - Progress Report Card #1 – Progress Report
 - Progress Report Card #2 – Midterm Grade (End of grading period)
 - Progress Report Card #3 – Progress Report
- Final Report Card – Semester Grade (End of grading period)
- Progress Report #2 and the Final Report Card are used to determine extra-curricular eligibility.
- Semester grades ONLY are posted on the student’s transcript.
- Grades may be recorded using “+” or “-” designations.
- Students who fail to take a scheduled semester exam will receive an “I” (Incomplete) for that course.
- Students who reach an excessive number of absences in any course (as determined by the Principal) and/or fail to meet the expectations of the subsequent Academic and Attendance plan, will receive an “F” incomplete for those courses missed.
- Senior students will not be allowed to participate in any graduation ceremonies until all grades of “I” and/or “F” are remediated
- Non-seniors may be denied promotion to the next grade level until all grades of “I” and/or “F” are remediated.

GRADE CHANGE POLICY

Grade changes submitted to the Assistant Principal for Academic Affairs after the Grade Reports are due from the instructional staff (for any marking period or semester grade) will be accepted only for reasons of clerical or computational error. Such grade changes will be documented and explained in conference with the Assistant Principal for Academic Affairs. This grade change policy is not applicable in those cases in which the student missed the examination due to extenuating circumstances and needs to remove an Incomplete (“I”) grade.

ACADEMIC PROBATION (ELIGIBILITY FOR ACTIVITIES)

The G.P.A. used in determining Academic Probation (and Eligibility) is computed by using the grades on the report card(s) from the most recent grading period(s) (Mid-Term Grade or Semester Grade).

A student who earned a G.P.A. of 1.99 or lower **for two consecutive grading periods** is automatically placed on Academic Probation for the subsequent grading period (nine weeks) and **will be immediately INELIGIBLE** to participate in extra- curricular activities, dances, or athletics. Once the G.P.A. of any subsequent grading period (as described above) is 2.00 or above, the student is removed from Academic Probation and is permitted to participate in extra-curricular activities or athletics.

A student who is on Academic Probation at the end of the 2nd semester may enroll in **prior-approved summer school courses** for the purpose of being removed from Academic Probation for the subsequent Fall term. Such summer

school course work must have **prior approval** from the assigned counselor and Assistant Principal for Academic Affairs.

A student who is enrolled in seven (7) courses during the academic year must pass ("D-" or better) at least six (6) courses (or enrolled in eight (8) courses during the academic year must pass at least seven (7)) in order to remain eligible for activities and athletics. Should a student not pass all courses as described above, **the student is immediately INELIGIBLE for the subsequent nine week grading period.** (See ATHLETICS)

PROMOTION TO THE NEXT GRADE LEVEL

Promotion to the sophomore, junior, and senior year at Garces Memorial is conditional and based upon both academic progress and student behavior. A student who receives a G.P.A. of 1.99 or lower for **two consecutive marking periods**, or does not make satisfactory progress toward receiving a diploma, or has a poor attendance record, or demonstrates inappropriate behavior may be asked to withdraw from Garces Memorial. Should the student not withdraw, the student will be subject to Dismissal.

Students must remediate, in summer school, all grades of "F" and/or "I" earned in a current school year prior to the beginning of the following school year unless otherwise authorized by the Assistant Principal for Academic Affairs.

SUMMER SCHOOL AND ON-LINE COURSE WORK

Only course work completed at Garces Memorial Summer School will be credited towards graduation requirements unless approved by the Assistant Principal for Academic Affairs PRIOR to the beginning of the course.

CONDITIONS UNDER WHICH SUMMER SCHOOL COURSE WORK TAKEN AT A SCHOOL OTHER THAN GARCES MAY BE APPROVED: a) The course requested is not offered at Garces Memorial; b) The course requested is being taken to fulfill a required course that was previously failed at Garces Memorial; c) The course requested cannot be taken at Garces Memorial because the student has an impacted schedule (student is requesting more courses than can actually be scheduled).

Students who successfully complete **prior approved** course work during summer school/on-line must notify their assigned Counselor or the Assistant Principal for Academic Affairs if the course work will affect the schedule of classes for the subsequent semester term.

All summer session courses prior approved by the Assistant Principal for Academic Affairs, regardless of whether they are taken at Garces or not, WILL BE POSTED ON THE GARCES MEMORIAL TRANSCRIPT BUT WILL NOT BE USED IN COMPUTING THE GARCES MEMORIAL CUMULATIVE G.P.A.

ABSENCES AND COURSE WORK

In all cases of absence, the student must assume responsibility for learning all material missed and for obtaining all notes, new class work and assignments. Instructors will not be EXPECTED to “reteach” entire lessons missed due to absence.

MAKING UP MISSED SCHOOL WORK (SHORT TERM ABSENCE)

When absent for consecutive class meetings it is the responsibility of the student/parent to request make up work (materials distributed in class) from the Assistant Principal of Academic Affairs to be completed at home. It is the responsibility of the student/parent to check course assignments posted daily on each instructor’s website. Materials distributed in class (notes, study guides, worksheets, etc.) will be available in the Attendance Office at the close of school the day AFTER they are requested. (The Administration office closes at 4:00 p.m.)

When a student returns from an absence, he/she must contact each instructor to make up missing assignments, tests and quizzes. Students will be expected to follow the course green sheet guidelines distributed by each instructor at the beginning of the school year.

CONDITIONS FOR RECEIVING MISSED SCHOOL WORK IN CASES OF NON EMERGENCY

Excessive absence in any class puts a student at risk of receiving an “I”, Incomplete (See **Long Term Absence**). The following conditions will apply to students who are absent for reasons other than illness or administrative leave:

- Parents must notify the Assistant Principal for Academic Affairs of the impending absence.
- The student must contact each instructor BEFORE the absence to get all assignments and class work for the period of the absence.
- The student must complete all of the above assignments in each class and submit work to each instructor immediately upon returning to school or at a time designated by the instructor.
- All tests and quizzes missed because of an absence must be made up in accordance with department green sheet guidelines. If the work is not made up within the guidelines, the student will receive a zero for the material unless prior arrangements for an extension of time have been cleared with the instructor.

LONG TERM ABSENCE

If a student will be absent from classes for an extended period of time (four weeks or more), it is **strongly recommended** that the student withdraw from Garces Memorial and request home instruction from the public school in the student’s attendance area. It is also **strongly recommended** that the student remain enrolled in the public school until the end of the semester at which time

semester grades can be obtained from the public school should the student wish to return to Garces Memorial.

Should the student/parent request a return to Garces Memorial at a time other than at the end of the semester (when semester grades are available), and should the request for return be accepted, the grades earned at the time of withdrawal from the public school **will not** be used in determining the Garces Memorial subsequent semester grades in completed like course work. The student **will be responsible** for taking the subsequent semester examinations in those courses in which the student is enrolled at Garces Memorial.

LONG TERM ABSENCE ACADEMIC/ATTENDANCE PLAN

If a parent wishes their child to remain enrolled at Garces throughout a prolonged absence the parent can request an Academic and Attendance Plan be adopted. **However, such a plan will almost always be predicated on the school's receipt of a note from the child's physician confirming the times the student was away from school AND a prognosis for future attendance patterns.**

Parents are advised to hire a tutor to teach new material if the absence is more than five (5) days.

When all terms of an agreed-upon Academic and Attendance Plan have been fulfilled to the satisfaction of the instructor(s), they will assign a letter grade to remove the "Incomplete." The new grade(s) will be based on the work completed prior to the absence AND the work submitted in accordance with the Plan.

In classes where a student fails to meet all of the terms of the Academic and Attendance Plan the "I" will be recorded on the official transcript as an "F".

Please Note: It is possible that a student may require accommodations that the school cannot meet. Under these unfortunate circumstances it will be the recommendation of the school that the family Withdraw the student. Students who are not Withdrawn are subject to Recommended Transfer. (See School Discipline)

ACADEMIC HONESTY POLICY

ALL INCIDENTS OF POTENTIAL VIOLATION OF THE ACADEMIC HONESTY POLICY ARE THE DOMAIN OF THE ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS.

If a student is found to be in violation of the Academic Honesty Policy at ANY time over their time at Garces Memorial:

First Offense—The student will receive a grade of zero on the assignment/exam/project. The Assistant Principal for Academic Affairs will notify the parents of the incident by mail and a phone call and explain what future course of action the school will take should the student be found again in violation.

Second Offense—The student will receive a grade of zero on the assignment/exam/project, will be suspended for two days and will be on Behavioral Probation for the remainder of the academic year. The Assistant

Principal for Academic Affairs will notify the parents of the incident by mail and with a phone call and explain what future action the school will take should the student be found again in violation.

Third Offense—The student will be called to a formal hearing of the **Behavior Review Board** for possible dismissal from Garces Memorial. The student will receive a grade of zero on the assignment/exam/project.

These procedures are cumulative throughout the student's stay at Garces Memorial. Any offense and subsequent offense becomes part of the student's behavioral file for the entire term of his/her enrollment at Garces Memorial, irrespective of the time period between offenses. In each case the Assistant Principal for Academic Affairs will notify the Dean of Students, counselor and course instructor of the incident and resolution. Violations of the Academic Honesty Policy do not become a part of the student's permanent transcript record.

Students who dispute the findings of the Assistant Principal for Academic Affairs may request an informal hearing of the Behavior Review Board. At this meeting the student and Assistant Principal will have the opportunity to present. The Dean of Students shall chair the Review Board in this circumstance.

Should the student, parent or instructor filing the accusation not accept the verdict, any appeal will be made to the Principal.

ACTS OF ACADEMIC DISHONESTY INCLUDE:

Cheating: The use of any unauthorized means or method that could result in an unearned elevation of academic scores for yourself or another student, especially for tests, quizzes, homework, and class projects.

Plagiarism: Representation or Allowance of one person's words or ideas as the words or ideas of another person and not properly giving proper credit to the author of those words or ideas. Even cases involving only one copied word or one copied idea, insufficiently cited COULD result in a ruling of Academic Dishonesty.

While it is not feasible to provide a catalogue of every conceivable form of academic dishonesty, the following list is provided as a guide. All examples involve an attempt to deceive others in an effort to gain results from academic accomplishments without the application required to earn these results ethically.

- Possession or Use of the Teacher Edition of any textbook or workbook.
- Copying material from someone's work without footnoting it as a source.
- "Padding" a bibliography or work cited page with citations never read.
- Any falsification or invention of sources, citation or data in any academic exercise (including tests, homework and projects)
- Submitting a paper that was written all or in part by another person.

- Knowingly allow another student to use your work and represent it as their own.
- Writing a paper or any portion of a paper on behalf of another student.
- Using the same paper to fulfill requirements in two different courses without the prior approval of the instructors involved.
- Giving answers, access to answers or unauthorized suggestions to another student(s) during an exam, test or quiz.
- Copying from a quiz, test or exam of another person with or without the person knowing it.
- Having an unauthorized reference/memory device in one's possession during test administration whether or not the instructor observes its use, including but not limited to "cheat sheets", writing on hands/clothing/objects etc., cell phones, and programmable calculators.
- Getting questions or receiving answers from someone who has already taken the same test.
- Changing or adjusting answers on a returned test and then claiming the instructor improperly graded the test.
- Talking during any testing time, including quizzes.
- Impersonating another student to assist the student academically or having another student impersonate the student for the same reason. (This is directed at computerized testing, but can be applied to any test circumstance.)
- Putting one's name on a group project in which the student did not participate in a meaningful way.
- Putting one's name on a group project that contains evidence of Academic Dishonesty, whether said dishonesty was known to the student or not.
- Giving an oral presentation or turning in a project that is the work of another individual.
- Intentionally interfering with the scholastic work of any student or instructor, such as damaging, stealing and/or corrupting computer files, lab experiments, homework assignments or library materials
- Any theft of instructional materials.
- Unauthorized use of instructor computer programs, files and grading applications whether on-site or via electronic transmission. (***The penalty for the Third Offense automatically applies regardless of the number of previous offenses.***)
- Not following additional guidelines for academic honesty as defined by any instructor or department.
- Students having personal knowledge of a violation of the Academic Honesty guidelines and not notifying an appropriate member of the Garces Memorial faculty, staff or administration.

COURSE SCHEDULE CHANGE POLICY

Students requesting course schedule changes must pick up the necessary form from the Counselors, read the instructions, complete the form in detail, and return to the Counselors. The student **will not make the actual course change(s) until the new course schedule is picked-up the following day** from the assigned Counselor.

Course Schedule Changes may be requested as soon as possible after the beginning of the first semester. Course Schedule Change requests will be processed in the following order: a) a student has been incorrectly scheduled in a course; b) a student who needs to repeat a required course; and c) all others.

A Course Schedule Change requesting a particular instructor will be considered as the lowest priority and will only be carried out if it improves the balance of the Master Schedule and ONLY before the Add/Drop date.

Course Schedule Changes are to be requested as soon as possible after the beginning of the first semester and **no later than the Add/Drop date for the semester**. Should a Course Schedule Change be requested **after the Add/Drop date**, the course(s) that was “dropped” **will appear** on the grade report and the Garces Memorial transcript record and a grade of “WP” (withdrew passing) or “WF” (withdrew failing) **will be posted** on the permanent transcript record.

Should the student “drop/add” from a course to another same course, the grade **from the “dropped” course will follow to the “added” course.**

ACADEMIC AWARDS AND HONORS

- The Valedictorian will be that senior who has attained the highest grade point average (computed to three decimal points) based on seven semesters of course work completed at Garces Memorial High School, during the regular academic year. Course work taken during summer school and/or at another institution **will not** be computed in determining the student’s grade point average, although said course work may be considered for fulfillment of Garces’ graduation requirements. This student will address commencement guests on behalf of the senior class. Prior to addressing the graduating class at commencement, the commencement address must be approved by the Garces Memorial administration.
- If ties exist relative to the above calculation each student will be recognized at graduation as Valedictorian. However, only one student will address commencement guests. To select this speaker each valedictorian will present an outline of the proposed speech to the Awards Committee Chairperson by March 31. The Awards Committee will review the outlines submitted. The Awards Committee may make a selection or it may have each Valedictorian prepare and present the entire speech before the Awards Committee no later than April 30. The Awards Committee will make a final selection following this presentation.
- The Salutatorian will be that senior who has attained the second highest grade point average (computed to three decimal points) based

on seven semesters of course work completed at Garces Memorial High School during the regular academic year. Course work taken during summer school and/or at another institution **will not** be computed in determining the student's grade point average, although said course work may be considered for fulfillment of Garces' graduation requirements. This student will open the commencement exercises with an invocation for classmates, parents and friends. The invocation will be prior approved by the Garces Memorial administration.

- If ties exist each student will be recognized at graduation as Salutatorian; however, only one student will present an invocation at the commencement exercises. To select the speaker, each candidate will present a draft of the presentation to the Awards Committee Chairperson by April 30. The Awards Committee will review each draft and make its selection.
- The other three major awards presented at graduation are The Bishop's Awards (one for a male and one for a female), Jim Burke Leadership Award and the Garces Award. These awards are selected by the Awards Committee based on recommendations from the senior class, faculty and administration.
- The Master/Mistress of Ceremonies (emcee) of the Senior Awards Assembly will oversee and direct this event. The student will be responsible for organizing the evening, with input from the Chairperson of the Awards Committee. Selection of this senior will be according to the following procedure:
 - Any senior may apply for this opportunity.
 - Candidates who want to be considered must indicate their intentions in writing to the Awards Committee Chairperson by Friday of the week prior to the ASB elections in April.
 - All students whose names are submitted will appear on a list to be voted on by the seniors at the senior meeting the day of the ASB elections.
 - All seniors will be asked to vote for their top three choices.
 - The Awards Committee will receive and tabulate the results.
 - The top five candidates will appear before the Award Committee at a time to be decided, to present the highlights of their speech and their plan for the evening.
 - The Awards Committee will make its selection as soon as possible after the candidates have presented their plan.
 - The student selected will meet with the Awards Committee Chairperson to coordinate a plan for the evening.

ACADEMIC EXCELLENCE AWARDS BY GRADE LEVEL

The top student (and all ties) in each grade level is determined by computing to three (3) decimal places, the cumulative G.P.A. for courses completed **only at** Garces Memorial, and only during the regular academic year. All Honors and Advanced Placement courses are computed using the weighted grading system described earlier.

HONOR ROLL

- All honors are based on the student's grade point average (G.P.A.) as determined by academic year semester grades.
- A weighted G.P.A. is used to determine the Honor Roll. Students achieving a weighted G.P.A. of 3.50 and above will be recognized.
- A "D" or "F" in any subject disqualifies a student from the Honor Roll.
- Instructor/Attendance Office Aides and NG grades **are not** computed in the G.P.A.
- The Honor Roll is posted two times a year based on first semester and second semester grades.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

The California Scholarship Federation is an academic service organization recognizing academic excellence each semester. Eligible students must apply for membership at the end of each semester. The requirements for eligibility are determined by the state and are outlined on the application as well as posted on the CSF bulletin board. Only student members in good standing during four of their last six semesters (one of these must be during the senior year--freshman year does not count toward gold seal status) will receive a gold pin, a gold seal on their diploma, and lifetime CSF membership upon graduation. Members who also complete an additional twelve CSF service hours (none of which may count towards the Garces Memorial Community Service graduation requirement) will also allow a gold stole/tassel to be worn at graduation. In place of a gold pin, these members will be awarded a gold medallion to be worn during the graduation ceremonies.

- Retroactive membership is not allowed unless the student transferred into Garces and was not present for our application process.
- Applications are due each year in September and January (see school calendar for exact dates) and the deadlines are strictly enforced.
- CSF membership is based on 10 academic points. This is explained in detail on the application. Students pay a \$3.00 membership fee if they turn in their report card with the application. The cost is \$20.00 if the grades must be looked up.
- Typical CSF service projects include: tutoring Garces Memorial students after school; judging science fairs; tutoring academic decathlon students from feeder schools; summer service with the Assistance League of Bakersfield. Students are encouraged to organize other CSF service projects. **All CSF service hours must be pre-approved by the CSF moderator.**
- Seniors are sent two updates (October and February) to keep them informed of their academic and service status.
- All CSF service hours must be completed prior to April 15 in order to be counted for that Academic Year.

COUNSELING

The Garces Memorial counseling program is an integral part of the school's mission to educate the entire person. All Freshmen students are assigned to the counselor that works exclusively with Freshmen. Sophomore through Senior students are assigned alphabetically to their counselor's. All counselors provide individual and/or group counseling to assist students with Academic, College, and Personal/Social development. Personal counseling is voluntary and students may select the counselor of their choice.

In addition to these counseling services Garces Memorial has an Intervention Specialist on campus twice a week for group counseling sessions.

Please be aware that California Education Code Section 49600 and 49602 summarizes that the school (Garces Memorial) is prohibited from informing parents of student initiated personal counseling. As a matter of practice, Garces Memorial would refuse to discuss the content of any counseling session or whether counseling sessions have occurred with the student's parents or others. Exceptions to the confidentiality rule are:

1. The student discloses possible child abuse
2. The student discloses potential or actual harm to self
3. The student discloses potential or actual harm to others
4. The student gives the counselor permission to disclose information shared during counseling

SERVICES

Academic Advising:

- Course selection
- Schedule Changes
- Advise on grade level testing
- Transcript Evaluation
- Remediation (D/F)
- Summer School
- Recommend/Nominate students for leadership opportunities
- Athletic Eligibility
- Parent/Teacher Conferences

College Advising:

- Individual Parent/Student meetings
- Career Personality Inventory
- College Search Tools
- Application Workshops
- Personal Statement Workshop
- College Visits by Admissions Reps
- Scholarship Opportunities
- Financial Aid Information
- Personalized Recommendation Letters
- College Center: College Resources Available

CALIFORNIA CHILD ABUSE REPORTING LAW

Consistent with the laws of the State of California, all members of the school faculty and staff are required to report child abuse cases. This means that if the school employee has a reasonable suspicion that abuse, as defined by law, is occurring, they must and will report it to the proper officials. This is to protect all persons concerned. Child abuse, as defined by law, is any act of omission or commission that endangers or impairs a child's physical emotional health and development. This includes:

- Physical abuse or corporal punishment resulting in a traumatic condition.
- Emotional abuse.
- Emotional deprivation.
- Physical neglect and/or inadequate supervision.
- Sexual abuse and/or exploitation.

ATHLETICS

GARCES MEMORIAL PURSUING VICTORY WITH HONOR

Garces Memorial High School's Athletic Program embraces the Garces Mission by striving to create experiences which instill Christian values and aims to build respect, integrity, compassion, and courage of faith. In partnership with the C.I.F., Garces is committed to the ideal of "Pursuing Victory with Honor."

The essence of "Pursuing Victory with Honor" is exemplified through the building of character and ethics in sport. Essentially character building and ethics in C.I.F. sports encompasses the concept of sportsmanship and the "Six Pillars of Character": trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

By embodying the Garces Mission and emulating the "Six Pillars of Character," the student-athlete will achieve the highest expectation in sport which is ultimately the pursuit of "Victory with Honor."

Special Notice to players and parents: PROPANE HEATERS AND PORTABLE BBQs AND NOT PERMITTED ON CAMPUS AT ANY TIME. THIS INCLUDES ALL SPORTING EVENTS.

CODE OF CONDUCT AND ELIGIBILITY

Goals of the Garces Memorial Athletic Department

- To provide athletic opportunities that will help fulfill the Philosophy and Mission of the school.
- To attract and involve as many students as possible.
- To instill in athletes self-discipline, responsibility and commitment to personal excellence.

- To insure that Garces athletes represent their school, their team and themselves in a positive manner.
- To help Garces athletes attain the proper balance between athletics and their educational pursuits.
- To have Garces athletes and their parents assume the responsibility to comply with the following regulations.

Athletic Eligibility

A student is eligible to compete in Interscholastic Athletics if a G.P.A. of 2.00 or better is received (C.I.F. Policy) **and** has passed at least five (5) instructional courses if enrolled in six (6) for seniors enrolled in six (6) courses, six (6) instructional courses if enrolled in seven (7) courses and seven (7) courses if enrolled in eight (8) (Garces Memorial Policy). **If the student is either an Instructor or Office Aide, the student must pass the remaining instructional courses.**

A student may compete if the student has a G.P.A. below 2.00 at the most recent grading period, **IF** the student had a G.P.A. of 2.00 or better in the grading period preceding the most recent grading period. However, the student will be on Athletic Probation and must earn a 2.00 G.P.A. or better at the next grading period to remain eligible to compete.

The G.P.A. is determined from the following grading periods: Progress Report Card #2 and Semester Report Card. The Second Semester G.P.A. may be affected by summer courses (requires Administrative Approval) as stipulated in C.I.F. Policy.

Ineligibility will go into effect the day the grades are officially posted. The Athletic Director will contact athletes who are ineligible to participate in sports for the current season. Athletes who anticipate gaining eligibility following mid-term or semester exams, may practice with their teams from the end of the exam period until the grades are posted. If after the posting of grades they are indeed eligible, they will be informed by the Athletic Director. If not, they remain ineligible.

Any student who attends Summer Session for the purpose of establishing athletic eligibility will not be permitted to participate in any practice sessions until the Summer Session grades have been submitted by the student to the Assistant Principal for Academic Affairs **and** they have been calculated with written approval being submitted to the Athletic Director.

Eligibility Situations

- **The student had two or more consecutive grading periods with a G.P.A. of 1.99 or lower.** The student is immediately **ineligible** to compete until a 2.00 G.P.A. or better is earned at a subsequent mid-term or semester grading period.
- **The student had a G.P.A. below 2.00 at the most recent grading period, but the previous grading period G.P.A. was 2.00 or better.** The student is on **athletic probation** for the current grading period but is

eligible to compete. However, the student must have a G.P.A. of 2.00 or better at the next regular grading period to continue to be eligible.

- **The student had a G.P.A. of 1.99 or lower at the previous grading period; however, the student has a G.P.A. of 2.00 or better at this most recent grading period.** The student is immediately ELIGIBLE to compete.
- **The student did not pass five (5) of their six (6), six (6) of seven (7), or seven (7) of eight (8) classes at the most recent grading period.** The student is immediately ineligible.
- **An eligible student with a current “F” in any course will not be allowed to miss class in that course, during the school day, to participate in any extracurricular activity.**
- Any student who has not met all attendance requirements for a given day may not participate in any athletic event (practice included) for that day. (See **Attendance Policies/Procedures**).

Athletic Information for Transfer Students

There can be no specific discussion of participation in athletics until AFTER a transfer student has submitted a Transfer Application (See **STUDENTS TRANSFERRING TO GARCES MEMORIAL**).

Once a student has been officially enrolled, the student must obtain a “C.I.F. Transfer Athletic Eligibility Application” form. The form is to be completed and returned, the Athletic Director who will submit the form to the C.I.F. The C.I.F. will then determine a student’s athletic eligibility.

NCAA Initial-Eligibility

The NCAA Initial-Eligibility Clearinghouse has on file the list of courses offered at Garces for the purpose of determining intercollegiate eligibility. The NCAA policy is such that no course work/grades completed as self-paced studies, independent studies, correspondence courses, or courses challenged by exam will be accepted under any circumstances for purposes of determining eligibility.

IN-SEASON RULES FOR ATHLETES

- Athletes will follow all rules set by the coach.
- Athletes will attend all practices and contests, as designated by the coach. The coach must approve excused absences **prior to** the missed practice or contest.
- Detention takes priority over all athletic events including practices and contests. Athletic teams count on the support of each member of the team for every competition and therefore members of athletic teams must avoid committing violations of the **Expectations of Student Conduct** that will result in detention. Should an athlete have detention on the day of a competition the athlete will be expected to compete but will serve one (1) additional day of detention. Athletes will serve detention on all practice days even if this results in their missing all or part of that practice.

- **Any athlete who accumulates four (or more) after school detentions to serve will be suspended from activities until all these detentions are successfully completed.**
- **An instructor, in consultation with the coach, may request that a student stay after school to discuss a behavior problem or to have the student complete academic work before attending a practice. Athletes who do not fulfill these academic or behavior responsibilities may be withheld from a practice or game.**
- Athletes are responsible for school equipment issued to them and will return it at the time designated and in the condition it was issued.
- Parents will be billed for replacement costs if a student fails to return or damages athletic equipment. The athlete's privilege to continue participation in Garces athletics may also be limited or denied.
- Once notified, athletes will be assessed a late fee of \$5 per day until the missing equipment is returned.
- Athletes will follow the school dress code at all home and away contests. Individual coaches may choose to require a stricter dress code for their athletes.
- Athletes will travel to and from off-campus contests on school transportation, when school transportation is provided, unless prior arrangements are made with the coach and Athletic Director. Athletes who will not return to Garces on school provided transportation must submit a written note to the coach, signed by the parent, stating that the athlete will return with an adult. Athletes may not leave the site of an athletic contest with another athlete's parents without written parental permission.
- Students will not be allowed to join a team after the third week of practice without the permission of the coach and Athletic Director.
- Athletes who quit a team will not be allowed to participate on another team until the first team's entire season is completed unless there is a prior agreement between the two coaches involved and the Athletic Director.
- **Junior Varsity athletes, participating in the next season of sport, will be allowed to move up to varsity for one (1) week of playoff activities. After the first week, these athletes must attend practices/games for their next sport, unless they have earned a playing role on the varsity.**
- Athletes who violate in-season rules may be suspended or removed from the team by the coach, in consultation with the Athletic Director.
- Athletes will always conduct themselves in a manner that reflects positively on Garces Memorial. This includes language, demeanor, and sportsmanship.
- As a general rule, student athletes may only compete on one team during each season. Individual requests for multiple participation in sports during the same season will be handled on a case-by-case basis by the coaches involved and the Athletic Director.

CONFLICT RESOLUTION

If there is a conflict or question of playing time, conduct, enforcement of rules, etc. between a coach and a player, these steps should be followed until there is a resolution:

- The player speaks with the coach.
- The player and/or the player's parent(s) speak with the coach.
- The player and/or parent(s) speak with the Athletic Director.
- The Athletic Director speaks with the coach.
- The player, parent(s), and coach meet with the Athletic Director.
- All appropriate parties meet with the Principal.

ATHLETIC LETTERING

- The requirements for earning a letter will be established by the coach in each sport, in consultation with the Athletic Director.
- Athletes who quit or are removed from a team for academic or disciplinary reasons will not be eligible for a letter or other awards in that sport.
- Athletes promoted to the varsity from underclass teams during playoffs will not be eligible for a varsity letter, but they may receive other varsity acknowledgments; for example, championship patches, team pictures, etc.
- All decisions concerning lettering will be made by the coach of the team, in consultation with Athletic Director.

ATHLETIC AWARDS

In addition to team awards, the Athletic Department also presents three major awards at the end of each school year. The Dante Alighieri Award honors the outstanding male and female scholar-athletes in the senior class, based on their performance throughout their high school career. A second award honors the outstanding male and female athlete in the senior class, again based on performance during his/her high school career. The last major award recognizes the top male and female athletes from the junior, sophomore and freshman classes.

In addition to these school awards, there are a number of honors presented by various organizations or businesses in the community. Nominees for these awards will be chosen by the coaching staff, the Athletic Director and/or the school's awards committee, in consultation with the Principal of the school.

The Athletic Department will provide each athlete who completes his/her season with a certificate acknowledging his/her participation in that sport. The department will also provide the athlete with his/her first varsity chenille letter. Lower level (i.e. Frosh-Soph, J.V.) chenille letters will not be issued.

FUND RAISING GUIDELINES

Special Events/Fund Raising Activities

All special events and/or fund raising activities are coordinated through the Advancement Office. Individuals and/or Garces clubs and organizations (i.e.

sports teams & extra-curricular clubs) are not to conduct any fund raising activities without prior approval from the Director of Advancement.

Receipt Of In Kind Gifts And/Or Services

The Advancement Office shall be notified of any donations received in the form of services or products to ensure proper donor recognition. The team/club/department which receives such gifts is asked to provide the Director of Advancement with the following information:

- Name of donor
- Company Name (if applicable)
- Company Contact (if gift from business)
- Address
- Complete list of item(s) donated, or donated services (if a “no charge” invoice was provided by donor, the value of the donation should be estimated and a copy of said invoice should be provided to the Advancement Office)

The Internal Revenue Service requires non- profit organizations to provide written receipt to a donor for any cash gift of \$250.00 or more.

Campus Improvement Projects

Individuals expressing an interest in contributing to any type of campus improvement (i.e. building improvements, landscaping projects, equipment donations,) should be directed to the Director of Advancement.

Tuition Reduction

Tuition reductions will not be provided to any current family providing in-kind services or products to Garces Memorial.

Printing

All printing (tickets, programs, posters, etc.) with regard to any fundraising activity or event is to be approved by the Director of Communications and/or Director of Advancement.

Advertising/Press Releases

All advertising/promotional copy must be pre-approved by the Director of Communications.

EXTRACURRICULAR ACTIVITIES

Student Body Cards will offer students many cost saving benefits. All home athletic (non-playoff) games are free when the valid student body I.D. card is presented at the ticket booth. The student body I.D. cards must be carried at all

times. If a student body I.D. card is lost or stolen, there is a \$5 replacement charge. See the Director of Activities for a replacement.

ELIGIBILITY

- The Academic Assistant Principal will inform students/parents of eligibility status.
 - A student who maintains a G.P.A of 2.00 or higher **and** successfully passes six courses of seven is eligible to participate in extracurricular activities at Garces Memorial High School.
- A grading period is defined as the grade posted on Progress Report Card #2 (issued in October and March) of either semester, or the Semester Report Card (January and May). Only grades from these grading periods will be used for purposes of determining academic probation and eligibility for activities.
- A Student whose G.P.A. falls below a 2.00 at the end of a grading period is placed on Academic Probation. The student may continue to participate in extracurricular activities during the subsequent NINE-WEEK grading period.
- If at the end of the next regular grading period, the student has a G.P.A. below 2.00, s/he will be INELIGIBLE for the duration of the subsequent nine week grading period for the following extracurricular activities: Athletics, Cheerleading, Student Government, Drama, Forensics, Mock Trial, Link Crew, **Winter Formal, Prom, and any out-of-season workouts.**
- The period of ineligibility will commence on the day grades are posted.
- The period of ineligibility will continue until the student receives a G.P.A. of 2.00 or higher at the end of a subsequent, nine-week or semester grading period.
- Students involved in activities other than those listed may continue to participate in those activities. However, parents are encouraged to limit participation in those activities if it is apparent that a student's academic standing is being compromised.

STUDENT DANCES

Garces hosts a number of on campus student dances throughout the school year. Students are required to be inside the designated dance area no later than one half-hour after the starting time and will not leave the dance until closing time. This rule also applies to all guests.

The Winter Formal this year will be held ON CAMPUS from 8 P.M. – 11 P.M.; all other school dances will be held from 7:30 P.M. - 10:00 P.M. or as otherwise designated by the Administration.

In almost all cases the school does not sponsor any dance held off campus, with the exception of the Junior-Senior Prom which will be held from 6 P.M. – 11 P.M., location TBA. Students will be expected inside by 6:30 P.M. and **at this dance only students will be allowed to leave after 10 P.M.**

Admission to Dances

- Garces Memorial students must show their Student Body Card.
- An admission price is established for each dance.
- Garces students must have attended school on the day of the dance (or, in the case of a Saturday dance, on Friday) in order to be admitted. (See **Attendance Policies**)
- For formal dances, the sponsoring class or club, with the approval of the Administration, determines the price of the bid. Every attempt will be made to keep the bid price reasonable.
- Students from other schools, as invited guests of a Garces student, must be registered prior to the dance with the Dean of Students. The guest must comply with all Garces Memorial policies. A failure to do so may result in consequences for both the guest and the Garces student.
- GUEST REQUEST FORMS MUST BE SUBMITTED FOR APPROVAL TO THE DEAN OF STUDENTS BY THE ESTABLISHED DEADLINE. ONLY ONE GUEST PER GARCES STUDENT IS PERMITTED.
- Only high school students will be admitted unless pre-approved by the Dean of Students.
- The guest list is checked at the door. Guests not registered in advance will not be admitted.
- The Garces dress code regulations will apply to all guests.
- Any student smoking, under the influence of alcohol or drugs, in possession of alcoholic beverages, tobacco or drugs, or fighting, will be removed from the dance and proper disciplinary action will be taken. Parents will be notified immediately. (See **Grounds for Dismissal**)
- **If one student is found to be under the influence of a drug or alcohol, the other members of the student's arriving party may be tested for drugs or alcohol.**
- Girls must check their purses at the designated check area.
- Hats are not permitted at school dances.

SCHOOL DISCIPLINE

DISMISSAL

Dismissal is the complete and final removal of a student from Garces Memorial High School. The Principal has final discretion on all matters involving Dismissal.

In all cases of Dismissal, before a final decision is rendered by the Principal, a conference shall be conducted by the Principal to review the situation. The student's parents or guardians, the student if appropriate, and all relevant

school personnel shall be invited to this conference. At the discretion of the Principal the student may be suspended until this conference is held.

At this conference the Principal shall review the findings of the school and any new information provided by the family. Within three (3) days after the conference the Principal shall inform in writing the parents of his/her decision. If the student is allowed to remain enrolled the Principal shall determine any other actions or requirements as conditions for the student's continued enrollment.

Students who are Dismissed will not be eligible for readmission to Garces Memorial High School and will have the Dismissal noted in their student file.

Grounds for Dismissal

- Behavior on or off the campus that is in clear conflict with the Christian values for which Garces Memorial High School stands.
- The illegal use or possession of any intoxicant including but not limited to alcohol, illegal performance enhancing drugs, controlled substances, prescription drugs, "Illegal Drugs" or "drug paraphernalia" while on campus, at any school function, or while traveling to or from any such event.
- Distribution or sale (intent or actual) of any amount of the above mentioned substances.
- Possession or use of knives, guns or other devices reasonably construed as a weapon while on campus, at any school function, or while traveling to or from any such event.
- Any behavior that can be construed as posing a physical threat to any member of the Garces Community.
- Serious and/or multiple Violations of the GMHS Technology Acceptable Use Policy (AUP)
- Violation of the conditions of Behavioral Probation.
- Multiple Suspensions (Academic or Activity) in one Academic Year.

VOLUNTARY WITHDRAWAL

In cases involving Dismissal the school MAY extend the opportunity of Voluntary Withdrawal. In cases where the opportunity of Voluntary Withdrawal is offered and accepted, no reason for withdrawal shall be placed on the student's permanent record and the student will retain the right to reapply to Garces Memorial. **However, no guarantee of readmission should be inferred from that right.**

All students who Voluntarily Withdraw and wish to reapply to Garces Memorial must abide by the **Readmission Policies** outlined in this handbook.

RECOMMENDED TRANSFER

Recommended Transfer is not a disciplinary action. A Recommended Transfer is the school's decision to permanently remove a student from the school without the stigma of a formal Dismissal.

In all cases of Recommended Transfer, before a final decision is rendered by the Principal, a conference shall be conducted by the Principal to review the situation. The student's parents or guardians, the student if appropriate, and all relevant school personnel shall be invited to this conference. At the discretion of the Principal the student may be suspended until this conference is held.

At this conference the Principal shall review the findings of the school and any new information provided by the family. Within three (3) days after the conference the Principal shall inform in writing the parents of his/her decision. If the student is allowed to remain enrolled the Principal shall determine any other actions or requirements as conditions for the student's continued enrollment.

Grounds for a Recommended Transfer

- The student will not profit from continued attendance (e.g. severe academic deficiency, emotional instability, etc). In cases of severe academic deficiency, the school may only impose a Recommended Transfer after having previously placed the student on Academic Probation.
- The student's continued attendance will make demands upon the school, which the school cannot meet.
- The student's parents or guardians have failed to cooperate with the school staff and have not complied with the school's policies, practices, or programs (e.g. interfering with the school's administrative functions or disciplinary actions, etc).
- The student's parents or guardians have failed to meet their obligations to the school, which they accepted upon enrolling their child (e.g. failure to meet their tuition commitment as contracted with the school, etc).
- Any other circumstance deemed appropriate by the Principal.

A written record of the procedures followed in the Recommended Transfer process shall be kept.

NON-PROMOTION

Promotion to the sophomore, junior, and senior year at Garces Memorial is conditional and based upon both academic progress and student behavior. The school reserves the right to withhold promotion for any student but particularly those students who finish the academic year under Academic or Behavioral Probation. (See **Academic Information**) Students who are denied promotion due to behavior will be given the option of a Voluntary Withdrawal. Students who refuse the option of Voluntary Withdrawal will be Dismissed.

BEHAVIORAL PROBATION

Students are placed on Behavioral Probation when a pattern of poor judgment is emerging. Terms and lengths of Behavioral Probation are at the discretion of the Dean of Students. The Dean of Students will notify the parent in writing of the lengths and terms of the Probationary period. A student on Behavioral Probation is expected to immediately demonstrate an improvement in behavior. Continuation of a prior behavioral pattern or any other serious incident that confirms a pattern of poor judgment by the student may result in Dismissal. Students who finish the academic year under Behavioral Probation regardless of the length of probation are also subject to **Non-Promotion**.

Grounds for Behavioral Probation

- Students who have been suspended (Academic or Activities)
- Students who are referred to the Dean of Students for repeated violations of the expectations of student conduct
- Any other serious violation of the discipline code as determined by the Dean of Students

ACADEMIC SUSPENSION

Academic Suspension will be at the discretion of the Dean of Students and will vary from one to five days. It may be held on campus or off campus depending on the nature of the offense. A student who has been placed on Academic Suspension will not be allowed to attend classes at Garces Memorial High School until the period of suspension has expired and the student has met with the Dean of Students to arrange for readmission to classes. Students on Academic Suspension are automatically suspended from activities for the period of the suspension but are not considered to be under **Activities Suspension**. Activities Suspension is a separate sanction.

For all students who are members in leadership organizations (ASB, Link Crew, etc) disciplinary violations that result in Academic Suspension may also result in their permanent dismissal from these groups. Please refer to the guidelines of these groups for further information.

Upon their return to classes students will be assigned three (3) consecutive days of JUG (Justice Under God) for every one (1) day of suspension. Practice, meetings, games, performances or other school activities will not excuse a student from these JUGs.

Grounds for Academic Suspension

- Fights or the threat of physical violence (can be suspension or dismissal)
- Bullying, harassment, racial slurs or discrimination (can be suspension or dismissal)
- Defiance and/or Gross Insubordination
- Violations of the GMHS Technology Acceptable Use Policy (can be suspension or dismissal)

- Theft
- Repeated failure to attend any Detention.
- Falsification of any document, note, message, or phone call.
- Vandalism and/or destruction of school property or the property of others
- Use or possession of firecrackers or similar devices
- Possession and/or use of matches or cigarette lighters on campus
- Gambling
- Leaving campus for any reason without permission
- Second Offense for Academic Dishonesty
- Repeated Truancy
- Any other serious violation of the Minimum Expectations of Student Conduct as determined by the Dean of Students.

DAYS MISSED WHILE A STUDENT IS SUSPENDED FROM CLASSES (ON OR OFF CAMPUS) **WILL COUNT TOWARDS THE EXCESSIVE ABSENCE LIMIT** (See **Attendance Policy/Procedure**) FOR CREDIT IN A CLASS. IT IS THE RESPONSIBILITY OF THE SUSPENDED STUDENT TO OBTAIN ALL CLASS MATERIALS FROM THEIR INSTRUCTORS IMMEDIATELY UPON THEIR RETURN FROM SUSPENSION.

ACTIVITIES SUSPENSION

Activities suspensions will vary in length from one (1) to twelve (12) weeks. During this period the student is ineligible to attend as a spectator or participant in any extracurricular event (including but not limited to any: scrimmage, game, performance, dance, outside-of-class activity, or competition) in which Garces Memorial High School is a participating school.

Suspension from activities results in the permanent loss of any elected or appointed leadership role (team captain, president, etc.). It also renders the student ineligible for school-sponsored “end of season” awards in that activity (Coaches awards, MVP, etc.).

For all students who are members in leadership organizations (ASB, Peer Counseling, etc) disciplinary violations that result in Activities Suspension may also result in their permanent dismissal from these groups. Please refer to the guidelines of these groups for further information.

Grounds for Activities Suspension

- Violation of any portion of the Special Discipline Policies listed in this handbook
- Any offense listed under Grounds for Academic Suspension where an Activities Suspension is judged likely to bring about an improvement in student behavior.

Return to Full Participation after Suspension

In cases of Activity Suspensions greater than two weeks, a student may begin to practice with his/her group during the last week of the suspension, as long as all other requirements of the suspension have been fulfilled. There is no guarantee of “playing time” even after these conditions have been met. Students who, because of the Activities Suspension, voluntarily remove themselves from a team will be subject to the sanctions listed in the **In-Season Rules for Athletes** section of the Athletics section.

GARCES WORK/“SATURDAY” DETENTION

Hours and days for Garces Work will depend on the needs of the school and will be scheduled at the discretion of the Dean of Students. Missing Work may result in further disciplinary action up to and including Dismissal.

Grounds for Garces Work

- Any student who is ineligible due to missing service hours will serve a Saturday Work Day until hours are caught up for the prior year. **Work Day hours served will not count towards the service hours expectation.**
- Any other moderate violation of the Expectations of Student Conduct and/or truancy (any absence from school that is not cleared) as determined by the Dean of Students.

DETENTION/JUSTICE UNDER GOD (JUG)

After school detention (JUG) takes priority over any school activity including games or performances. JUG may be assigned by any member of the faculty or staff and will be served Monday through Friday. The JUG list will be posted every day on the doors of the attendance office. **Any student who accumulates four detentions to serve will be ineligible to participate in any Garces activities until all of these detentions are completed.** Detention will vary from quietly sitting in a supervised classroom to cleaning the campus.

Detention will begin 15 minutes after the end of school or collaboration and will last for 60 minutes.

Grounds for Detention (JUG)

- Any violation of the Expectations of Student Conduct
- Tardiness, either before school or during the school day**Please note: Traffic, weather, and other delays that result in a student being late for school will not be acceptable excuses for tardiness**
- Absences that are not excused by phone call or note within 24 hours
- Excessive speed on or near the campus
- Not displaying the proper parking placard on the vehicle
- Missing lunch detention
- Other infractions at the discretion of any faculty or staff member

Lunch Detention (Lunch JUG)

Lunch detention may be assigned at the discretion of any member of the faculty or staff. Lunchtime detention will be served Monday through Friday for minor violations of the expectations of student conduct. Lunch JUG may include cleaning up the cafeteria and/or other parts of the campus. Students serving lunch detention will report to the administrator in charge in the cafeteria *at the very beginning of lunch*. Students who miss or are late for lunch detention may be assigned additional sanctions.

ITEMS NOT PERMITTED ON CAMPUS DURING THE SCHOOL DAY

- Radios
- *i-pods* or other small music players
- Portable stereos
- Skateboards
- Roller-blades
- Mini scooters

Cell phones and other portable electronic devices must be kept silent and hidden. During the school day cellular phones may be used only in the main office. Phones, electronic equipment, or messaging devices that, in any way distract students in the classroom setting or are visible during school hours will be confiscated.

ALL OF THE ABOVE ITEMS WILL BE RETAINED BY THE DEAN OF STUDENTS UNTIL CLAIMED BY THE PARENT. STUDENTS WILL RECEIVE (2) AFTER SCHOOL DETENTIONS FOR EACH OFFENSE. MULTIPLE OFFENSES MAY RESULT IN FURTHER DISCIPLINARY ACTION. THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY OF THE ABOVE ITEMS WHICH ARE LOST OR STOLEN.

PROHIBITED USE OF ELECTRONIC SYSTEMS

In addition to the Technology Acceptable Use Policy, Garces Memorial prohibits the use of all electronic systems (as defined in Diocesan policy 3630) to create, generate, retrieve, receive or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including, but not by way of limitation, any information which contains items of an offensive sexual nature, racial slurs, derogatory gender-specific comments, or any other communications that are disrespectful or discriminatory towards a person's age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability, or any characteristic protected by federal of California law. Prohibited use of any electronic systems will be taken seriously and may result in disciplinary action up to and including Dismissal.

If a student's use of technology while off campus disrupts or jeopardizes the safety of the campus environment, the student may be subject to disciplinary action up to and including dismissal.

SPECIAL DISCIPLINE POLICIES

The following policies are specifically addressed because of the nature of the offenses and because they are, in addition to being Grounds for Dismissal, potential violations of both local and federal law.

For the purpose of all of these policies "on campus" is any area within a two (2) block radius of any school function. A "school function" is any event supported by any of the following: Garces Memorial High School, the California Interscholastic Federation, or any school regardless of that school's affiliation with Garces Memorial. "Possession" includes such possession in, about, or on the student's person, clothing, car, locker or backpack.

INVESTIGATIONS OF SPECIAL DISCIPLINE VIOLATIONS

When reasonable suspicion has been established it is understood that in the process of gathering physical evidence, the Dean of Students shall be entitled to conduct searches of a student's person, locker, backpack, and auto.

SEARCHES AND TESTING

A search of the student's person shall be undertaken only with appropriate like-gender supervision and with a like-gender witness from the faculty or staff. A student may be required, at the family's expense, to submit to a drug test. Drug testing will be performed by an independent, qualified testing laboratory or medical facility selected by Garces. The only exception to this policy is in the case of alcohol where a Breathalyzer test may be administered by either the Dean of Students or another, appropriate administrator.

Before drug testing and/or searching any student, an attempt shall be made to contact the student's parent or guardian. At their request, a parent or guardian will also be permitted to either accompany, along with a Garces staff member, the student to the laboratory or be present if the sample collection or search is conducted at Garces. However, if accommodating such a request will likely compromise the accuracy of the test, the request may be denied.

Drug testing and/or a Personal Search are the student's opportunity to establish their non-use/possession of contraband. The refusal to submit to a timely drug test or search will be considered contrary to the school's mission to provide a safe and healthy environment for all students and subjects the student to further sanctions up to and including Recommended Transfer.

POSSESSION/ABUSE OF CONTROLLED SUBSTANCES

The illegal use, sale, distribution or possession (including being under the influence) of any intoxicant (alcohol, narcotics, designer or synthetic drugs, illegal performance enhancing drugs, or other controlled substances, or drug paraphernalia (collectively "Illegal Drugs")) by a student, while on campus or

at any school sponsored or related event or activity, constitutes grounds for Dismissal. The Principal has final discretion on all matters involving Dismissal.

TOBACCO (ANY FORM)

If a student, regardless of age, is in possession of or has used tobacco on campus or at any school function, the MINIMUM penalty will be:

1st Offense

- Five (5) days of after school detention
- Six (6) hours of Garces work (one Saturday detention)
- Three (3) week Activities Suspension
- Possible Referral to Legal Authorities

2nd Offense

- Five (5) days of after school detention
- Twelve (12) hours of Garces work (two Saturday detentions)
- Seven (7) week Activities Suspension
- Behavioral Probation for an academic year
- Possible Referral to Legal Authorities

OVER-THE-COUNTER/PRESCRIPTION MEDICATIONS

Students may use an inhaler for bronchial asthma or allergy problems. All other prescription medications are to be on file with the Attendance Clerk and distributed through that office. The appropriate form can be obtained from the Attendance Office. Non-prescription medications will not be dispensed without written permission from the parent/guardian.

The legal use by a student of controlled substances, such as prescription medicines prescribed by a licensed physician, or over-the-counter medications, is not prohibited by this policy. However, if the student's use of a prescription drug or other medicine substantially interferes with his or her ability to participate in academic or other school activities, or endangers the health and safety of the student or other students, the student may be required to take a leave of absence from school until such time as the student is no longer required to take such drug or medication or until it is determined that the circumstances resulting in the leave of absence no longer exist.

STUDENT THREATS, BULLYING, AND HARASSMENT

Garces Memorial High School will investigate fully all allegations of this nature involving students, staff members, or, when appropriate, other members of the Garces community. Investigations will be handled in a timely, discreet, and thorough manner.

A charge of harassment or threatening behavior shall not, in and of itself, be sufficient to bring disciplinary action against a student. However, substantiated acts of harassment or threatening behavior will result in disciplinary action up

to and including Dismissal and may also be referred to the appropriate legal authorities.

Students filing false or frivolous charges of harassment or physical threats will also be subject to disciplinary action up to and including Dismissal.

Student Threats

Garces will take seriously all threats to inflict serious harm to self or others including practical jokes or off-hand comments. The school administration will respond immediately to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff or others, and any weapon possession. If any person becomes aware of a threatening situation, that person should immediately report it to a school staff member.

Bullying

Bullying is defined as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. If bullying does occur, students are expected to inform any member of the school's staff as soon as possible.

Harassment

Harassment is to annoy, pester, tease or belittle another person or groups of people. Harassment can be in the form of verbal or written statements, sexual or non-sexual connotations. Harassment results in pain and distress to the victim. If a student believes that he/she has been harassed the student is expected to inform any member of the school's staff as soon as possible.

Diocesan Policies

3610 Harassment

The Diocese of Fresno is committed to providing a school environment free from illegal harassment. The Diocese will not tolerate verbal, physical, or visual conduct that unlawfully harasses another employee, volunteer, or student. Illegal harassment may occur between employees, between employees and volunteers and/or students, between volunteers, between volunteers and students, or between students.

Discrimination: The Diocese prohibits unlawful harassment because of race, religious creed, color, national origin, ancestry, physical handicap, mental condition, marital status, age, or any other basis protected under federal, state, or local law (See policies 3211 and 4110).

Sexual Harassment: The Diocese specifically prohibits unlawful sexual harassment. Types of conduct which may constitute unlawful sexual harassment include, but are not limited to unwelcome sexual advances, requests for sexual favors, and/or other verbal, physical, or visual conduct of a sexual nature when any or all of the following occurs:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, advancement, or participation in programs or activities;
- B. Submission to or rejection of such conduct by an employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student;
- C. Such conduct has the purpose or effect of unreasonably interfering with an employee, volunteer, or student's performance or creating what a reasonable person would consider an intimidating, hostile, or offensive working or learning environment.

Sexual harassment that involves a child may fall into the category of child abuse (see policy 4710 and PGB).

Violation of this policy will result in disciplinary action, up to and including the discharge or expulsion of the harassing person. Disciplinary action will also be taken against administrators and/or supervisors who are aware of harassment and fail to act to prevent or remedy this situation (see policy 3295ff).

3611 Harassment Procedures

A. Notification Of Suspected Illegal Harassment

- 1. Any employee or volunteer who experiences or observes harassing behavior should:
 - a. When possible, confront the harasser and ask him/her to stop. The harasser may not realize that his/her behaviors are offensive. Sometimes a simple confrontation will end the situation.
 - b. Advise a school site supervisor, file an oral and written complaint or grievance with the school administrator, file an oral and written complaint with the Superintendent of Catholic Schools, or any combination of the above. Employees or volunteers should report observed harassment even though they were not the subject of the harassment.
- 2. Any student who experiences or observes harassing behavior should contact any school administrator, teacher, or counselor.

B. School Response

- 1. Upon receipt of a notification of suspected illegal harassment, the school administrator shall either promptly, thoroughly, and confidentially investigate the complaint and submit documentation of his/her investigation to the Superintendent of Catholic Education or direct the complaint to the Superintendent for his/her response. The school administrator shall carefully follow the "Response Actions" listed below.

2. If the notification of suspected illegal harassment is directed towards the actions of the school administrator, the complaint shall be directed to the Superintendent.

C. Diocesan Response

Upon receipt of a notification of suspected illegal harassment, the Superintendent shall either promptly, thoroughly, and confidentially investigate the complaint and submit documentation of his/her investigation to the Vicar General of the Diocese of Fresno or direct the complaint to the Diocesan Sensitive Claim Team for its response.

D. Response Actions

All allegations of harassment shall be taken seriously and promptly investigated. If child abuse is suspected, the reporting requirements of state law shall be followed (see policy 4710 and PGB).

The local or diocesan investigating agent upon receiving notification of suspected illegal harassment shall take the following steps:

1. The investigating agent shall confer with the complainant in order to obtain a clear understanding of the complaint.
2. The complainant alleging harassment shall be asked to complete a formal, written complaint by the investigating agent.
3. The claim shall be investigated thoroughly by the investigating agent. The investigating agent shall meet with any person reasonably believed to have relevant knowledge concerning the complaint.
4. Confidentiality shall be maintained as much as possible.
5. The investigating agent shall meet with the charged party in order to obtain a response to the complaint.
6. The charged party shall be directed:
 - a. Not to communicate with the complainant with regard to any of the charges;
 - b. Not to associate with the complainant at any time without supervision until the complaint is resolved; and
 - c. Not to take any actions that may be interpreted to be retaliation.
7. If deemed appropriate, the investigating agent may suspend or place on administrative leave the alleged harasser during the course of the investigation in accordance with policies 3296ff.
8. During investigations of sexual harassment, at the request of any person interviewed, an adult of the same gender shall be present and conduct the interview.
9. Giving due and reasonable consideration of all factual information and the circumstances (including the nature of the complaint and the context in which the alleged conduct occurred), the investigating agent may:

- a. Attempt to resolve the matter informally through conciliation;
 - b. Impose any disciplinary action deemed appropriate, up to and including termination of employment or volunteer service, or expulsion in accordance with policies 3295ff and 4900ff.
10. If harassment occurred, the investigating agent shall:
- a. Take reasonable steps to protect the complainant and others from retaliation or further harassment;
 - b. Notify the complainant or, in the case of the harassment of a minor student, the parent or guardian of the minor student that disciplinary action has been imposed.

COMPLAINT AND INVESTIGATIVE PROCEDURES

Students who have been subjected to harassment and/or threatening behavior will be asked to make a written statement describing the event(s) and naming all individuals involved. The Dean of Students or other appropriate administrator will then attempt to substantiate the claim through investigation and interviews of all persons connected to the event. Depending on the nature of the allegation and the evidence presented, the alleged student(s) MAY be suspended pending the outcome of the investigation.

All reasonable steps will be taken to respect the privacy of all individuals involved in the incident.

BEHAVIOR REVIEW BOARD

The Principal has final discretion on all matters involving student discipline. However, a Behavior Review Board exists to advise both the Dean and the Principal in cases of serious disciplinary action. The Behavior Review Board is made up of faculty members. In cases of Dismissal or very serious disciplinary sanctions the Dean of Students may convene the Review Board to act in an advisory role.

In cases where the Behavior Review Board was not convened to advise the Dean of Students, a formal Behavior Review Board Hearing can be convened at the request of the Principal to review and advise the Principal on any disciplinary action. This review may only be requested by the Principal and only in extreme circumstances.

BEHAVIOR REVIEW BOARD HEARING

Upon the Principal's request for a formal hearing, the acting chairperson will advise the student and family of the date and time of the hearing which shall occur within three (3) school days of receipt of the request.

At the Behavior Review Board hearing, the Dean of Students will present the findings of the school. The student and family will also be given the opportunity to present any factual evidence that would show the student had not been given grounds for serious disciplinary action. After reviewing the facts and circumstance of the case as presented by all parties, the Review Board will meet privately to begin their deliberations. Because of the nature of the

discussions of the Behavior Review Board, these discussions are confidential. Upon conclusion the Review Board shall make its recommendation to the Principal concerning student discipline.

The Principal retains full discretion on final decisions regarding all disciplinary actions.

APPEAL PROCESS

The appeal of any serious disciplinary action shall only occur after meeting with the Principal. Any such appeal shall be made in writing and shall be based only on new facts, circumstances or evidence not previously presented to the Principal. The written appeal shall be delivered to the Rector by registered or certified mail within three (3) school days of the Principal's decision.

During the appeal process, a Dismissal may be postponed, but the student may be suspended as determined by the Principal.

If the Rector decides in favor of the student's appeal the student shall remain enrolled, however, further sanctions may still be imposed.

If the appeal is denied by the Rector the next level of appeal is the Diocesan Superintendent of Catholic Education. Such an appeal shall be made in writing and shall be based only on new facts, circumstances or evidence not previously presented to the Rector. The written appeal shall be delivered to the Superintendent by registered or certified mail within three (3) school days of the Rector's decision.

READMISSION POLICIES

A student who has accepted the school's offer to voluntarily withdraw from Garces for discipline reasons will be given an opportunity to reapply for admission to Garces after a sufficient Withdrawal Period at the discretion of the Principal but **NO GUARANTEE OF READMISSION SHOULD BE INFERRED EVEN AFTER THE PASSAGE OF THE WITHDRAWAL PERIOD.**

All students who wish to re-apply will follow the process outlined in the Academic Information section of this handbook under the heading: **Students Transferring to Garces Memorial.**

THE DECISION TO READMIT ANY FORMER STUDENT MAY BE CONDITIONED UPON THE STUDENT'S COMPLIANCE WITH SUCH STATED TERMS AND CONDITIONS THAT THE PRINCIPAL MAY IMPOSE AT HIS/HER DISCRETION. SUCH TERMS AND CONDITIONS MAY INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO, MAINTENANCE OF A STATED MINIMUM GRADE POINT AVERAGE, COMPLETION OF A STATED NUMBER OF ADDITIONAL HOURS OF COMMUNITY SERVICE, SUBMISSION TO PERIODIC OR RANDOM SEARCHES AND DRUG TESTING, MANDATORY PERSONAL AND/OR FAMILY COUNSELING SESSIONS, COMPLIANCE WITH A BEHAVIORAL PROBATION CONTRACT OR ANY OTHER TERMS OR CONDITIONS DEEMED APPROPRIATE BY THE PRINCIPAL.

STUDENT SERVICES

ANNOUNCEMENTS

- Opening and closing prayer are recited daily over the PA system.
- Daily announcements are read over the public address each day. They are also posted on the Garces Website.
- Announcement requests must be submitted to the office before 1:00 p.m., the day BEFORE the announcement is to be read.
- Announcement request forms may be obtained in the main office. All announcements must be approved by signature from an Administrator, Activities Director, or faculty representative.
- Students SHALL NOT use the PA system without administrative approval.
- Students will be notified over the PA at the end of each school day if they have messages in the main office.

CAFETERIA & LUNCH

- Students eating in the cafeteria have the responsibility for cleaning up after they have finished with lunch. Disposal containers are provided for this purpose. This includes emptying trays and placing the trays in the designated area in the cafeteria.
- TRAYS ARE NOT TO BE REMOVED FROM THE CAFETERIA.
- No birthday parties or other celebrations where candles are used will be permitted.
- ***OFF CAMPUS LUNCH DELIVERIES ARE PROHIBITED. GUESTS ARE NOT ALLOWED ON CAMPUS WITHOUT PRIOR APPROVAL FROM THE DEAN OF STUDENTS.***

- Classroom parties, clubs or any other campus organization lunches must be cleared by the Dean of Students at least two days before the event. The receptionist or other school personnel may not accept pizza delivered without prior approval.

LIBRARY

- The Garces Library is open from 7:00am until 4:00pm Monday through Thursday, and from 7:00am until 30 minutes after the end of class/collaboration on Fridays.
- Students must present their student I.D. in order to check out library materials. They may check out 3 books at a time (Honors/AP students, 4 books), providing they have no outstanding library fines. Fines will be charged for overdue materials at the rate of 10 cents per book per school day, with a limit of \$5.00 per book. Lost books must be paid for at their current replacement cost. The library also has a copier and two printers that students may use for a small per-page fee.
- Thirty-seven computers are available in the library for students to use for school work only. Students and parents/guardians must sign an Acceptable Use Policy (AUP) before the student receives access to any school computer. Student computer privileges may be revoked—temporarily or permanently—if the student does not abide by the AUP at all times. More serious offenses may warrant sanctions up to and including Dismissal.
- Students are expected to cooperate in maintaining a quiet atmosphere that is conducive to learning. No gum, food, or drinks are allowed, and the school dress code will be enforced. Failure to abide by these rules may result in loss of library privileges and/or disciplinary action.

LOST AND FOUND

- Students and teachers will turn in all articles found in the classroom or on campus to the administration office.
- Students who have lost articles/books, etc. should identify and claim them in the administration office.
- Books that are not claimed within a reasonable length of time will be turned over to the bookstore.
- Unclaimed clothing and personal items may be given to the St. Vincent De Paul Society.

MESSAGES

- Only urgent telephone messages will be delivered to students through the Attendance Office.
- Flowers/gifts, balloons, etc., delivered to students will be kept in the Administration Office and can be picked up by students at the close of school that day.
- Students WILL NOT be permitted to carry flowers, balloons, gifts, etc., with them throughout the school day.

OFF-CAMPUS LUNCH

Parents are discouraged from taking their sons/ daughters off campus for lunch. Parents who persist must call for an “off campus pass” in advance. Only the parent’s child will be allowed to leave campus for lunch. Other students/friends will not be released for an off campus lunch.

ONLINE BOOKSTORE

All textbooks for Garces Memorial High School classes are available for purchase online from ESCO Books, on the web at www.garcesmemorialbooks.com. Students should order their textbooks in time to receive them by the time classes convene in August. The Garces Student Store does not sell textbooks nor will they coordinate returns to ESCO Books.

OTHER PUBLIC ADDRESS SYSTEMS

Use of portable public address systems, microphone and amplifiers, or the P.A. systems, either in Msgr. Leddy Hall or the gymnasium, must be approved in advance by the Dean of Students.

P.E. LOCKER-SHOWER ROOMS

Doors to the locker rooms are kept locked except when a faculty member is present. A duly appointed adult manager of an athletic team may represent a faculty member and allow team members to use the locker and shower rooms. Being in the locker room, weight room or any other physical education facility without supervision will be reported to the Dean of Students.

“Clowning”, fooling around, rough or boisterous behavior has no place in physical education classes. Give encouragement rather than ridicule: put downs are not allowed. Foul language, obscene gestures, and insulting behavior will not be tolerated at any time. No physical or verbal violence will be allowed. Participation in this type of behavior is a disregard for the safety of others and will be dealt with in a stern manner by all instructors and reported to the Dean of Students.

No matter how minor, all accidents must be reported immediately to your physical education teacher.

Locker room and shower room facilities are for the use of the Physical Education classes and athletic teams, only. The school does not provide these facilities for those playing privately organized games in the gym or outdoors.

Books, lunches and other materials not required for physical education activities are not to be kept in the gym lockers. You are responsible for safeguarding your personal belongings. Always use your lock and never bring large amounts of money or articles of substantial value into the physical education area. Only those materials required immediately following the physical education activity may be kept in the locker room and, then, only during that period.

Use of any Garces athletic facilities by any student without on-site supervision by a coach or other designated school personnel is strictly prohibited. Use of weight room, locker room, etc., by non-Garces students is prohibited.

All lockers are to be cleaned by the end of school on the last day of spring semester finals, or the contents will be confiscated.

POSTERS

- Before being posted, all signs and posters must be approved by either the Dean of Students or Activities Director.
- Posters/signs may be posted at the following locations: gymnasium walls, ASB office wall, and rest room walls.
- Posters/signs WILL NOT BE allowed at the following locations: exterior classroom walls, administration building, Chapel walls, cafeteria, and wire fences.
- All posters and tape must be removed at the conclusion of the event. The student and/or sponsoring group is responsible for any damage to wall surfaces.

SCHOOL INSURANCE

- Should a student get hurt during school activities, Garces provides insurance to help with the cost of medical treatment not covered by other insurance the student may have. Garces insurance is provided by Allianz Life Insurance Company of North American through Myers-Stevens & Co., Inc. The phone numbers for Myers-Stevens are (949) 348-0656 or (800) 827-4695 and their fax number is (949) 348-2630.
- Any student sustaining an injury requiring medical treatment must obtain a claim form from the Dean of Students as soon as possible. No payment will be made unless a claim is submitted within thirty days of the injury.

REPORTING OF AN ACCIDENT

Any student injured on campus during school hours or at a school sponsored activity **must immediately** report the accident or injury to the teacher or individual in charge. The individual or instructor in charge will obtain the "Report of Accident" form from the Dean of Students.

STUDENT LOCKERS

At the beginning of the school year a locker (with a lock) is assigned to each student. Students may not change lockers or use another locker without the permission of the Dean of Students.

Lockers are the property of the school and their use is a privilege granted to the student by the school. It is appropriate for the administration to inspect the lockers under their jurisdiction and to prevent their use in illicit ways or for illegal purposes.

Lockers must be kept neat and in a useable condition. Stickers or decals are not permitted in or on the lockers. Students are held responsible for all damages and defacing of their assigned lockers. Students will be fined for damage to lockers and sanctions will be invoked. Only school locks are allowed on lockers. All others will be removed.

The student store is located just off the main quad in Room 11. Students may purchase limited school supplies and materials, PE clothing, spirit supplies and sweats.

STUDENT TRANSCRIPTS

- Students requesting a transcript of coursework completed are to fill out a "Request for Transcript Form" in the Administration Office and give it to the Registrar.
- Each unofficial transcript is \$2.00 and each official transcript is \$5.00.
- Transcripts will be available the day **AFTER** the request.
- Contact the Registrar at ext. 109 with any questions.

STUDENT VISITORS TO CAMPUS

Student visitors are those students who are currently contemplating a transfer to Garces Memorial High School. Any student wishing to bring a visitor on campus must pick up a student-visitor form in the Attendance Office. Both the student sponsor and visitor forms must be completed and turned in to the office before the visitor is allowed to attend any classes. A student wishing to bring a visitor on campus must also have a parent contact the Dean of Students TWO school days before the visitor is to arrive on campus to verify that all proper forms have been obtained.

- The student sponsor and visitor must report to the Attendance Office prior to the beginning of the school day to obtain the visitor's pass. The guest must also bring the completed visitor's form advising Garces that the visitor has the parent's permission to visit the campus on the scheduled day.
- Visitors are expected to meet the dress standards.
- Students may bring only one guest at a time.
- Visitors are to remain with their designated student sponsor while on campus.
- The student sponsor is responsible for the visitor at all times.
- If driving a car, the visitor will use the front parking lot.

TRANSPORTATION AND PARKING

- All cars and motorbikes or mopeds must be registered with the Business Office. A permit will be issued for each vehicle registered. Garces will issue a parking permit that can be purchased from the Business Office for \$20. These permits should be placed in the lower right hand corner of the front windshield with the numbers facing out. Motorcycles and motor bikes must have the parking permit displayed in a prominent place.
- All cars and motorbikes are to be parked in the student parking lot. Evening or overnight activities may be the only exceptions.

- The student parking lot has a designated area *for faculty and seniors only*. The upper parking lot is for faculty and seniors. All other drivers (freshmen through juniors) will park in the lower area closest to the stadium entrance and the varsity softball field. All students driving to campus *must* purchase a parking permit and *must* park in the student parking lot.
- Anyone with a moped type vehicle or bicycle should see the Dean of Students.
- The privilege of driving to school may be revoked for speeding or careless driving on or near the campus.
- The speed limit in the student parking lot is five (5) miles per hour.
- Loitering in the student parking lot is prohibited.
- Students are encouraged to keep their cars locked and to place valuable items in the trunk. *Garces Memorial High School is not responsible for theft, accidents or damage to vehicles parked on campus.*
- Any student who is parked illegally (parking decal not visible or parked in an illegal area) will be issued detention and/or \$20 fine for each infraction. Fines will be added to the student's tuition. Student's who do not pay these fines may have their yearbooks withheld, and may be withheld from taking midterm or final examinations.

Parents or guardians driving students to school are to drop off and pick up their students in the front parking lot. If picking students up after 4PM, please use the student parking lot as front gates may be closed.

WORK PERMITS

- Work permit applications may be picked up in the Attendance Office.
- Once the work permit application is returned to the school, the work permit card may be picked up the next day in the Attendance Office.

PARENT INFORMATION

PARENT CLUB

Membership in the Parent Club is open to all parents/guardians of a current Garces Memorial student. Officers are elected and several individuals are selected to serve as Class Representatives for each of the four classes. Hospitality Representatives are also selected to be responsible for specific events hosted by the Parent Club that are not covered by the designated Class Representatives. The Parent Club meets (3) times a year on campus. The first hour of the meeting is set aside for Parent Club business. All can attend this portion of the meeting. The remainder of the allotted time features a guest speaker making a presentation on a school matter of mutual interest. All parents are invited and encouraged to attend the informational segment of the Parent Club meetings. Please see the school calendar for meeting dates.

The Parent Club has four main goals:

- To enlist the spiritual, education and social resources of the home and school to provide the best Catholic education possible at Garces Memorial High School.
- To promote a broader appreciation of the mission, goals and ideals of Catholic education.
- To foster the integration of families into the life of the school community.
- To provide a forum of exchange for parents/guardians on matters of mutual interest.

CAMPUS SPIRITUAL SUPPORT GROUP (CSSG)

The CSSG is a Standing committee of the Garces Parent Club. The CSSG meets (3) times a year on Campus. All parents/guardians are welcome to attend these meetings and participate in the activities that are planned throughout the year. Please consult the school calendar for meeting dates.

The CSSG has four (4) main goals:

- To provide support for the students, parents and staff to continue to grow in the Catholic faith.
- To have a deeper understanding of community development and the strength that comes through God.
- To support our students in their quest to have a more personal relationship with God.
- To support the goals of the Parent Club.

MOM'S IN TOUCH INTERNATIONAL

Mom's In Touch International during the academic year. Garces mothers join together for one (1) hour to pray for each member's students, in addition to the faculty, staff, school activities and the needs of the Garces community. Please contact the Parent Club President for meeting information.

BOOSTER CLUB

The Booster Club supports all extra-curricular activities and works to enrich the Garces student community by providing financial support and exhibiting "Ram Pride" while at Garces events and out in the community. Membership to the Booster Club is open to all parents and supporters of Garces Memorial. For more information, please go to the Garces web site or email boosters@garces.org

FUND RAISING

All development activities are approved and coordinated by the Director of Advancement.

The Garces Memorial Advancement Office is committed to a professional, organized fund raising approach that minimizes expenses and ensures that the greatest amount of funds raised goes to benefit the student body.

For a copy of the Advancement Office Policies and Procedures, please contact the Director of Advancement.

SPECIAL EVENTS

Garces hosts a number of special events throughout the year including the Fall BBQ, the Garces Gala, and the Msgr. Leddy Golf Classic. A special invitation is extended to parents to attend these events. Those interested in volunteering to help with the planning and production of these events should contact the event chair or the Advancement Office.

SCHOOL CALENDAR

Each family will receive a school calendar. Families are encouraged to keep the calendar available for reference throughout the year. This information is also available on the Garces web-site.

PARENT/STUDENT DIRECTORY

Each family will receive a Parent/Student Directory. Families are encouraged to keep the directory available for reference throughout the year.

GARCES MEMORIAL NEWS

A parent newsletter is published five (5) times a year. Each issue contains important information about school services, deadlines and an updated school calendar. Parents and students are strongly encouraged to read each newsletter. If the parent does not receive the newsletter, please notify the Advancement Office

MISSION MAGAZINE

Mission, Garces Memorial High School's magazine for alumni and friends, is published bi-annually.

FACILITY RENTAL

Any use of the Garces campus/facilities must be scheduled prior to the event or meeting. All meeting rooms and facilities (including athletic facilities, playing fields, and Monsignor Leddy Hall) must be reserved at least three (3) weeks in advance. A deposit and rental fee may be required. Please call ext. 124 for more information about Msgr. Leddy Hall and athletic facilities.

TRAVEL DIRECTIONS

SOUTHEAST YOSEMITE LEAGUE HIGH SCHOOLS

East H.S. - East on Columbus. Turn right (south) on Mount Vernon to Quincy Street (on left). 2200 Quincy Street, Bakersfield, 93306.

Foothill H.S. – East on Columbus Street to Mt. Vernon Avenue. Right on Mt. Vernon Avenue to Niles Street. Left on Niles Street to Park Drive. Right on Park Drive to school. 501 Park Drive.

Highland H.S. - East on Columbus. Turn right on Auburn Street. Go past Oswell to Tartan Place (1 block before Fairfax) and turn left to the school. 2900 Royal Scots Road, Bakersfield, 93306.

North H.S. - North on Union. Veer left on Manor Street. Continue north to China Grade Loop and turn left. Proceed past Chester to Stockton Avenue and turn right. Go one block to Galaxy Avenue. Turn left to school. 300 Galaxy Avenue, Bakersfield, 93308.

OTHER BAKERSFIELD HIGH SCHOOLS

Bakersfield H.S. - South on Union, turn right on California and go west. One block west of "H" Street (on right). 1241 "G" Street, Bakersfield, 93304.

Bakersfield Christian H.S. - South on Union Ave. and turn right on 24th St. Continue past Hwy. 99 to Coffee Rd. (approximately 4 miles past Hwy. 99). and turn left. Go to Stockdale Hwy. and turn right. Go 2 miles to school (on the left). 12777 Stockdale Hwy. 93311.

Centennial H.S. - South on Union. Right on 24th Street past Highway 99 on Rosedale Highway to Coffee Road. Go right to Hageman Road, then left to the school (at the end of the street). 8601 Hageman Road, Bakersfield, 93312.

Frontier H.S. – North on Union Ave. Veer left onto Manor St. Continue north to E. Norris Rd. and turn left. Stay straight to go onto Golden State Hwy. Turn left onto Snow Rd. Go 4 miles and turn left onto Allen Rd. 6401 Allen Rd., Bakersfield, 93314.

Golden Valley H.S. - South on Union Ave. Turn right on Hosking Ave. 801 Hosking Ave., 93307.

Independence H.S. – South on Union Ave 5 miles to Panama Road. Turn right a go 5 miles to Old River Road. Turn left and go one mile to school. 8001 Old River Road, 93311.

Liberty H.S. – West on Rosedale Hwy. to Coffee Road. Turn left on Coffee Road and proceed to Brimhall Road. Turn right on Brimhall Road and proceed to corner of Brimhall Road and Jewetta Ave. The school is on the southwest corner. 925 Jewetta Ave., Bakersfield, 93312.

Mira Monte H.S. – South on Union Ave. 2 miles to Hwy. 58. Go East 4 miles on Hwy. 58 to Fairfax Road. Turn right and go one mile to school. 1800 South Fairfax Road, 93307.

Ridgeview H.S. - South on Hwy. 99, exit Panama Lane and go right (west) to Stine Road, go left (south) and the school will be on your right. 8501 Stine Road, Bakersfield, 93313.

South H.S. - South on Union past the Fairgrounds. Turn right (west) on Planz Road. Go past South Chester Avenue. The school is on the left. 1101 Planz Road, Bakersfield, 93304.

Stockdale H.S. - South on Hwy. 99 to White Lane. West (right) on White Lane to Buena Vista Road. The school is on the corner of Buena Vista and White Lane. 2800 Buena Vista Road, Bakersfield, 93311.

West H.S. - South on Union Avenue to California. Turn right (west). Proceed past Hwy. 99 and past Stockdale Hwy. At this point, California becomes New Stine Road. Go 4 blocks and the school is on the left, next to Patriots' Park. 1200 New Stine Road, Bakersfield, 93309.

HIGH SCHOOLS OUTSIDE OF BAKERSFIELD

Arcadia H.S. - Approximate distance: 100 miles. Approximate travel time from Garces: 2 hours. Take I-5 south to Los Angeles Freeway 134 East (Pasadena). East on 134 to Pasadena. East on 210 Freeway to Santa Anita Drive exit. South (away from mountains) on Santa Anita Drive to Campus Drive. Right on Campus Drive to school.

Arvin H.S. – approximate distance: 22 miles. Approximate travel time from Garces: 30 minutes. Take Union Ave. south to Hwy 58 East. Go 9 miles to Comanche Drive. and turn right. Go 9 miles to Varsity Ave. , turn left and go one block. 900 Varsity Ave. , Arvin, 93203.

Buchanan H.S. (Clovis) - Approximate distance: 121 miles. Approximate travel time from Garces: 2 hours and 10 minutes. north on Hwy 99, 103 miles to Hwy 41 North (Yosemite). Go north on Hwy 41 for 3 miles and merge onto Hwy 180 East (Kings Canyon). Go 1 mile and merge onto Hwy 168 East (Clovis/Huntingron Lake). Go 7 miles to the Herndon Ave. exit and turn left. Go to N. Villa Ave. and turn right. Go to N. Minnewawa Ave. and turn right and proceed to the high school. 1560 N. Minnewawa Ave, Clovis, 93611.

Carpinteria H.S. - Approximate Distance: 140 miles. Approximate travel time from Garces: 3 hours. South on Hwy. 99 73 miles to Hwy. 126 West (Ventura) exit. Go 41 miles to Hwy. 101 North exit. Go 20 miles to Casitas Pass Rd./Hwy. 224 exit and turn right. Go 1 mile to Foothill Rd./Hwy. 192 and turn left. 4810 Foothill Rd., Carpinteria, 93013.

Central Valley Christian H.S. (Visalia) - Approximate distance: 76 miles. Approximate travel time from Garces: 1 hour and 30 minutes. North on Hwy. 99 to Hwy. 198 East (Visalia) exit. Go east to Akers Rd. and turn right. Go to Tulare Ave. and turn right. 5600 W. Tulare Ave., Visalia, 93277.

Clovis H.S. – Approximate distance: 115 miles. Approximate travel time from Garces: 2 hours. North on Hwy 99. Take Hwy 41 exit and proceed north. Exit on Shaw Avenue and proceed east to Fowler Ave. Turn left on Fowler Ave. and proceed to corner of Fowler and Barstow Ave. 1055 Fowler Ave., Clovis, 93611.

Clovis East H.S. – Approximate distance: 112 miles. Approximate travel time from Garces: 2 hours. North on Hwy. 99 to Fresno. Take Clovis Ave. exit, go right on Clovis Ave. and go to Shaw Ave. Turn right, go to DeWolf Ave. and turn right. The campus is located at the corner of DeWolf and Gettysburg. 4300 N. DeWolf, Clovis, 93612.

Clovis North H.S. – Approximate distance: 123 miles. Approximate travel time from Garces: 2 hours. North on Hwy. 99 to Fresno. Take Hwy. 41 North exit and go 3 miles to merge onto CA-180 East. Merge again onto CA-168/Exit 60A. Go 4 miles to Shaw Ave. and turn right onto E. Shaw Ave. Go to Willow Ave., turn left and go 5 miles to E. International Ave. Turn left and go to campus. 2770 E. International Ave, Fresno, 93730.

Clovis West H.S. - Approximate distance: 110 miles. Approximate travel time from Garces: 2 hours. North on Hwy 99 to Fresno. Take Hwy 41 north to Herndon and go to the right (East). Go two stop lights and turn left (north) on Millbrook to corner of Teague Street. School is on the corner of these two streets. 1070 E. Teague, Fresno, 93710.

El Diamante H.S. (Visalia) – Approximate distance: 75 miles. Approximate travel time from Garces: 1 hour and 15 minutes. North on Hwy. 99. Take Exit 94 toward Ave 280/Caldwell Ave. and merge onto Drive 88. Turn right onto Ave. 280 and go 2 miles to S. Akers St/Road 100. Turn left and go to W. Whitendale Ave. Turn right and go to campus. 5100 W. Whitendale Ave, Visalia, 93277.

Exeter H.S. – Approximate Distance: 68 miles. Approximate travel time from Garces: 1 hour and 20 minutes. North on Hwy. 65 (Porterville Hwy.) 60 miles to Exeter. Turn right on Rocky Hill Drive. The school is on both sides of the street. 505 Rocky Hill Drive, 93221.

Granite Hills H.S. (Porterville) – Approximate distance: 54 miles. Approximate travel time from Garces: 1 hour. North on Hwy. 99 and exit north on Hwy. 65 to Porterville. Go east (right) on Hwy. 190 to S. Plano St. and turn left. Go 1½ miles to E. Morton St and turn right. Go 1½ miles to N. Connor St. and turn right. Go to E. Putman Ave. and turn left then go ½ mile to campus. 1701 E. Putman Ave., Porterville, 93257.

McFarland H.S. - Approximate distance: 26 miles. Approximate travel time from Garces: 30 minutes. North on Hwy 99 and exit left (west) on Sherwood Avenue. The school is on the left just past freeway and McFarland Park. 259 Sherwood Avenue, McFarland, 93250.

Mission Oak H.S. (Tulare) – Approximate distance: 65 miles. Approximate travel time from Garces: 1 hour and 10 minutes. North on Hwy. 99 to Bardsley Ave/Exit 86. Turn right a go 2 miles to campus. 3442 E. Bardsley Ave. Tulare, 93274.

Monache H.S. (Porterville) - Approximate distance: 50 miles. Approximate travel time 1 hour: North on 99. Exit Highway 65 and go north to Porterville. Exit at Henderson Street. Go right on Henderson one mile to Newcomb. The school is on the corner of Henderson and Newcomb. 960 N. Newcomb, Porterville, 93257.

Porterville H.S. - Approximate distance: 56 miles. Approximate travel time from Garces: 60 minutes. North on Hwy. 99 and exit north on Hwy. 65 to Porterville. Exit on Olive Drive and turn right (east). Go approximately 1 mile to the school (located on the right side of the street). 465 W. Olive, Porterville, 93257.

Redwood H.S. (Visalia) – Approximate distance: 75 miles. Approximate travel time from Garces: 1 hour and 17 minutes. North on Hwy. 99 to Hwy. 198 and go East to Visalia. Take Mooney Blvd exit and proceed on Noble Ave. to Giddings Ave. Turn left and proceed to campus. 1001 W. Main St, Visalia, 93291.

Reedley H.S. - Approximate distance 90 miles. Approximate travel time 1 1/2 hours: North on Highway 99 to Manning Ave. Go right (east) approximately 12 miles to Reedley. Turn right on Reed Street and left on North Avenue. The school is on the left. 675 W. Manning, Reedley, 93654.

Sanger H.S. - Approximate distance: 105 miles. Approximate travel time from Garces: 2 hours. North on Hwy. 99 toward Fresno. Exit at Jensen Street and turn right (east). Travel 20 minutes into Sanger. Go past the first stop (Bethel) to Greenwood and turn right. Go 6 blocks to 10th Street. The school is on the left. 1705 10th Street, Sanger, 93657.

San Joaquin Memorial H.S. (Fresno) - Approximate distance: 110 miles. Approximate travel time from Garces: 2 hours. North on Hwy. 99 to Hwy. 41 and continue to go North for approximately 2 miles. Exit on McKinley Avenue and go right (west) to Fresno Street. Go left to the school on the left side of the street. 1406 N. Fresno Street, Fresno, 93703.

San Luis Obispo H.S. - Approximate Distance: 139 miles. Approximate travel time from Garces: 3 ½ hours. North on Hwy. 99 to Hwy. 46 (Wasco) exit. Turn left and go 90 miles to Hwy. 101 South on-ramp. Go 28 miles to Monterey St. exit and turn right. Go to California Blvd. and turn left. 1350 California Blvd, San Luis Obispo, 93401.

Shafter H.S. - Approximate distance: 24 miles. Approximate travel time from Garces: 30 minutes. North on Highway 99 to Lerdo Hwy. West 8 miles to Shafter. Just before railroad tracks, turn right on Mannel Avenue and proceed 4 blocks to school. 526 Mannel Avenue, Shafter, 93263.

Sunnyside H.S. (Fresno) – Approximate distance: 110 miles. Approximate travel time from Garces: 1 hour and 45 minutes. North on Hwy. 99. Take Clovis Ave/Exit 124, merge onto S. Clovis Ave. and go 5 miles to E. Jensen Ave. Turn left and go one mile to S. Peach Ave. Turn right and go 2 miles to campus. 1019 S. Peach Ave., Fresno, 93727.

Taft H.S. - Approximate distance: 40 miles. Approximate travel time from Garces: 50 minutes. South on Hwy. 99 to Taft-Bakersfield Hwy (Hwy. 119). West on Hwy. 119 approximately 35 miles to city of Taft. Just north of Taft, veer right on Harrison Street which turns into 6th Street. Turn right on San Emidio Street and go 2 blocks to Taft High School (adjacent to Taft College). 29 Emmons Park Drive, Taft, 93268.

Tehachapi H.S. - Approximate distance: 46 miles. Approximate travel time from Garces: 45minutes. East on Highway 58 to Tehachapi. Go through town

past the airport. Turn right on Dennison Road. Turn right on Anita Drive to Tehachapi High School. 711 Anita Lane, Tehachapi, 93561.

Tulare Union H.S. – Approximate distance: 65 miles. Approximate travel time from Garces: 1 hour and 10 minutes. North on Hwy. 99. Take CA-137/Tulare Ave. exit (Corcoran ramp). Turn left onto Tulare Ave. and go ½ mile to campus. 755 E. Tulare Ave., Tulare, 93274.

Tulare Western H.S. – Approximate distance: 68 miles. Approximate travel time from Garces: 1 hour and 10 minutes. North on Hwy. 99. Take Paige Ave. exit and stay left to remain on Paige Ave. Go 2½ miles to S. West St. and turn right. Go 2 miles to W. Cross Ave. and turn right. Go to N. Sacramento St. and turn left. Go to W. Maple Ave., turn right and go to campus. 824 W. Maple Ave, Tulare, 93274.

Wasco H.S. - Approximate distance: 34 miles. Approximate travel time from Garces: 40 minutes. North on Hwy. 99 to Hwy 46. West on Hwy. 46 approximately 10 miles to Wasco. Go through town. Turn left on Palm Avenue and go 6 blocks to school. 7th and Palm, Wasco, 93280.

OTHER LOCATIONS FOR SPORTS EVENTS

Bakersfield College - Approximate distance: 2 miles. Approximate driving time from Garces: 5 minutes. East on Columbus Street. Turn left (north) on Mount Vernon Avenue. 1801 Panorama Drive, Bakersfield, 93305.

Bakersfield Country Club - East on Columbus Street to Auburn Street and turn right. Turn right on Oswell Street to Country Club Drive and turn left. The Country Club is on the left.

BASA Softball Fields – North on Union Ave. to Manor St. Continue on Manor St. to Roberts Ln. Go west on Roberts Ln. to Olive Dr. and turn left. Go to Coffee Rd. and turn left. Go to Hageman Rd. and turn right. Go to Jewetta Ave. and turn left. 3635 Jewetta Ave, Bakersfield, 93312.

Beach Park – South on Union Ave. and turn right on 24th St. Go to Oak St. and turn left. Go one block and turn right.

Buena Vista Golf Course - South on Highway 99 to Taft Highway (119). Go west, past Interstate 5 to Golf Course Road. Turn left to the course.

Cal State University Bakersfield - South on Union and turn right on 24th Street. Continue past Highway 99 to Coffee Road (approximately 4 miles past Hwy. 99). Turn left to Stockdale Highway and turn right. The entrance of the university is 1/2 mile on the left. 1901 Stockdale Highway, Bakersfield, 93311.

Dan Gamel Tennis Club (Fresno) – Approximate distance: 115 miles. Approximate driving time from Garces: 1 hour and 55 minutes. North on Hwy. 99 103 miles to CA-41 North. Go 5 miles to Ashlan Ave. exit and turn left onto E. Ashlan. Go to N. Blackstone Ave., turn right and go 1 mile (club is on the right). 4774 N. Blackstone Ave., Fresno, 93726.

Greenacres Park – South on Union Ave. to 24th St. and turn right. Proceed past freeway onto Rosedale Hwy. and go to Calloway Dr. Turn left and go ¼ mile to park. 2014 Calloway Dr., 93312.

Hart Park - East on Panorama Drive to Mount Vernon Avenue. Just past Bakersfield College turn left onto Alfred Harrell Highway. Go approximately 5 miles. The park is located on both sides of the highway.

Jefferson Park Pool - East on Columbus and turn right on River Blvd. Go to Bernard. The pool is on the corner of River and Bernard.

Kern County Soccer Park - East on Hwy. 178 toward Lake Isabella. Go approximately 5 miles east of Bakersfield and turn left on Alfred Harrell Hwy. Go approximately 5 miles. Complex is on the right.

Kern River Parkway – South on Union Ave. to Truxtun Ave. and turn right. Go 3 miles to Parkway (on the right).

Lake Ming - East on Hwy. 178 to Alfred Harrell Hwy. Left on Alfred Harrell Hwy. to Lake Ming Rd. Right on Lake Ming Rd to Lake Ming.

McMurtrey Aquatics Center (Downtown) - South on Union Ave. to Truxtun Ave. and turn right. Go to Q St. and turn left. Pool is on the right, behind the Holiday Inn Select parking lot.

Mount San Antonio College (Walnut) - Approximate distance: 150 miles. Approximate driving time from Garces: 3 hours. South on Hwy. 99 to I-5. Go East on the San Bernardino Fwy. (Hwy. 10). Go approximately 23 miles and turn right (south) on Grand Avenue. Proceed 3 miles to Temple Street. The school is at the corner of Temple and Grand. 1100 North Grand Avenue, Walnut, 91789.

North Kern Golf Course - North on Union Avenue. Veer left on Manor Street. Continue north as Manor Street becomes Seventh Standard Road. Go past the airport. Turn right (north) on Hwy. 65 and go approximately 5 miles to Lerdo Hwy and turn left. Proceed 1 mile to turn off for the North Kern Golf Course. Turn right into the course.

North Rosedale Park – South on Union Ave. to 24th St. and turn right. Proceed past freeway onto Rosedale Hwy. and go to Jewetta Dr. Turn right and go 1/2 mile to park. 3635 Jewetta Dr., 93312.

Rio Bravo Country Club - East on Hwy. 178 approximately 10 miles. Just past the small airport, turn right and follow signs to the club house.

River Lakes Golf Course - South on Union Ave. to 24th St. and turn right. Continue past Hwy. 99 to Coffee Rd. (approximately 4 miles past Hwy. 99) and turn right. Go to Hageman Rd. and turn left. Go to River Lakes Dr. and turn right. Go to golf course on the right.

Sam Lynn Ballpark - West on Columbus St. to Chester Ave. and turn left. Go one hundred yards; entrance on the right.

Selland Arena (Fresno) – Approximate distance: 109 miles. Approximate driving time from Garces: 1 hour and 45 minutes. North on Hwy. 99 102 miles to CA-41 North. Go to Van Ness Ave. exit (Civic Center) and turn left onto Van Ness. Turn right onto Inyo St. Turn right onto M St. 700 M St., Fresno, 93721.

Seven Oaks Golf Course - South on Hwy. 99 to Ming Avenue. West on Ming approximately 5 miles. The course is just past Old River Road on both sides of the street.

Stockdale Country Club - South on Union Ave and turn right (west) on Brundage Lane (becomes Stockdale Hwy as it passes west of Hwy. 99). Go past Ashe Road. The entrance to the club is approximately 1/2 mile on your left.

Sycamore Canyon Golf Course (Arvin) - South on Union Ave. to Hwy. 58 East. Go 9 miles to Comanche Rd. exit and turn right. Go 9 miles to Bear Mountain Blvd. And turn left. Go one mile to S. Derby St. and turn right (Derby becomes Tejon Hwy.). Go 2 miles to Kenmar Ln and turn left. 500 Kenmar Lane, Arvin, 93203.

Woodward Park (Fresno) - Approximate distance 120 miles. Approximate driving time 2 hours and 15 minutes. North on Highway 99 to Fresno. Take Highway 41 north to Friant Road (last turn off in Fresno). Go right two blocks (2nd stop), then left to the park. Entrance is approximately 1/4 mile.

For additional addresses/directions to other CIF Central Section (Valley) schools go to www.cifcs.org and click on School Directory or School Directions.