This handbook of school policies and practical information is for St. Lucy’s Priory High School parents and students. Parents and students are obligated to read and to follow procedures and policies as stated in this publication.

The administration may amend or change school policy and the handbook if situations call for reconsideration of existing policies. Changes will be made known to the groups involved.
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History

St. Lucy’s Priory High School is a private four-year secondary school for girls located at 655 W. Sierra Madre Avenue in the foothills of the San Gabriel Mountains in Glendora, California.

The school was opened in 1962 and was formally dedicated on February 2, 1964, by Cardinal James McIntyre. Continuous growth of the student body has necessitated several renovations and additions. The multipurpose gymnasium was completed in May of 1981 and additional classrooms were completed during the 1996 school year.

St. Lucy’s Priory High School is owned and operated by the Benedictine Sisters who established their priory in Glendora, California, in 1952. Since the founding of St. Lucy’s Priory High School, the staff of Benedictine Sisters and laywomen and men continues to give dedicated service to the students.

Order of St. Benedict (O.S.B.)

Benedictines were among the very first monastic communities in the Western World. St. Benedict founded the monastery of Monte Cassino outside of Rome in the sixth century. The communities that followed him and his twin sister, St. Scholastica, have always tried to answer the needs of the local areas in which they lived. Benedictines have been missionaries, teachers, farmers, librarians, and musicians, and have led lives of peace and prayer over the last fifteen hundred years. The communities came to the United States in the 1800’s to serve the growing immigrant populations of this nation. They continue to minister in communities in order to serve the needs of the local people and the Church.

Accreditation

St. Lucy’s Priory High School is accredited by the Western Association of Schools and Colleges, a regional accrediting association recognized by the California Office of Education and the National Commission of Accrediting. St. Lucy’s was first accredited in 1967 and is presently accredited through 2020.

St. Lucy’s Priory High School is also accredited by the Western Catholic Educational Association.

St. Lucy’s Priory High School is accredited by the Board of Admissions and Relations with Schools of the University of California.

ALMA MATER

Rolling hills, snow-capped mountains
Rustling palms, stately pines
Winding roads, noble buildings,
Alma Mater, Lovely Light!
Light, truth, peace.
Shall ever be our motto.
Blue on blue.
Our pledge of loyal hearts.
Light, truth, peace,
O lovely Alma Mater.
Though we leave
We hold you in our hearts.
Alma Mater, we will return to you.
Alma Mater, Lovely Light!
Philosophy

The Benedictine Sisters founded St. Lucy’s Priory High School based on their traditions of work, worship, community, hospitality, and peace. These traditions continue to guide decision-making and future planning for school governance, curriculum, student life, and resource management.

St. Lucy’s Priory High School, a Roman Catholic girls’ school, teaches the message of Jesus Christ and upholds the beliefs and teachings of the Church. St. Lucy’s invites students to deepen their spirituality and to integrate their faith into an academic curriculum. Students, parents, faculty, and staff live Christian values in a worshipping and ministering community. The school recognizes the many gifts of a diverse student body and challenges the students to think and believe in ways that foster intellectual growth, nurture faith, and motivate action within the school, the larger community and the world.

St. Lucy’s Priory High School is a college preparatory institution providing a curriculum that prepares students for success in higher education. The school promotes academic excellence as well as a commitment to lifelong learning. The school affirms parents, teachers and students as sharing the responsibility for student learning.

As a women’s school, St. Lucy’s enjoys a unique opportunity to cultivate student self-awareness, confidence and leadership. St. Lucy’s students are empowered to be successful women in a global society.

Mission

St. Lucy’s Priory High School, a Roman Catholic private girls’ school, is dedicated to providing a college preparatory education founded in the Benedictine tradition and committed to faith formation rooted in the Gospel of Jesus Christ.

The school community cultivates the values of Christian womanhood and leadership in a safe and diverse environment, empowering students to be spiritual, educated, integrated, and collaborative women.

St. Lucy’s educates students to think critically and communicate effectively in order to positively impact society in the 21st century.

By providing opportunities for faith-centered service, St. Lucy’s engages students in the global community and challenges them to respond compassionately to the needs of others, creating a more just world.

MOTTO

Convinced that the woman of today has a large spectrum of interests as well as power for good, St. Lucy’s Priory High School offers the motto Lux, Veritas, Pax – Light, Truth, Peace; knowing that in each person lies fullness of truth in Christ.

SCHOOL COLORS

Royal blue on light blue

STUDENT BODY SYMBOL

Regents (One who rules)

SCHOOL PATRON

St. Lucy was an early Roman martyr who was killed for her convictions and her faith. The name “Lucy” comes from the Latin lux or lucis, which means light. St. Lucy was a young woman whose very name symbolizes the light of faith, of learning and of knowledge.

In the late 1940’s, Mother Lucy Dooley of Mount St. Scholastic’s convent in Atchison, Kansas, was asked by a community friend, Bishop Charles Buddy, to send sisters to the newly formed diocese of San Diego. In 1952, the community expanded north and worked in the schools of Baldwin Park, Covina, West Covina, Claremont, Azusa, and Glendora. The present priory was purchased in 1952 and named in honor of this woman who was known for her strength, courage, vision, kindness, and humor. St. Lucy’s Priory became independent in 1956.

SCHOOL SEAL

The school seal symbolizes the educational aims of the school. The open book, the classical symbol of institutions of learning, bears the school motto which expresses both the Benedictine heritage and the work of the teaching staff. The lion rampant represents the coat-of-arms of the noble Roman family of St. Benedict and St. Scholastica.
EXPECTED SCHOOLWIDE LEARNING RESULTS

St. Lucy’s Priory High School graduates are...

SPIRITUAL WOMEN who can

exhibit a knowledge and appreciation of the Catholic faith.
apply moral and ethical values to decision making.
act on principles of peace and justice.
articulate a personal spirituality while respecting the beliefs of others.
demonstrate a willingness to minister to one another.
worship with others through prayer, scripture, and liturgical celebrations.

EDUCATED WOMEN who can

exhibit skills and knowledge consistent with a liberal arts, college preparatory curriculum.
use critical thinking skills to work with information and to promote independent, life-long learning.
express themselves creatively, articulately, and effectively.
use technology to obtain, process, and transmit information.
demonstrate an awareness of the social, political and economic challenges that result from an interdependent world.

INTEGRATED WOMEN who can

exhibit self-worth and integrity through personal accountability and self-discipline.
set realistic, attainable goals and develop strategies to achieve them.
utilize successes and failures as means of growth.
develop strong and trusting friendships.
exhibit a sense of respect for self and others.
demonstrate behaviors that promote physical and emotional well being.

COLLABORATIVE WOMEN who can

work in a group setting to accomplish a task.
demonstrate leadership skills, including responsibility, initiative, diligence, and cooperation.
develop and share talents.
relate in a positive manner within culturally and organizationally diverse groups.
exhibit a sense of stewardship over the world’s environment.
Administration

The Prioress of St. Lucy’s Benedictine Community acts as ex-officio head of the school and has final approval in matters of policy.

The Head of School focuses on the Benedictine charisma of St. Lucy’s and guides the overall vision of the school.

The Principal, appointed by the Prioress, is directly responsible for the administration of the school program according to state law as it applies to private schools, Archdiocesan directives in the teaching of religion, the school’s philosophy, and student needs.

The Assistant Principals for Academic Affairs and Student Affairs are appointed by the Principal with the approval of the Prioress. The Assistant Principal for Academic Affairs functions as the general supervisor of academics. The Assistant Principal for Student Affairs is responsible for extracurricular activities and student conduct.

The Athletic Director, Director of Student Activities and Dean of Curriculum also assist in the administration of specific aspects of the school.

The Athletic Director coordinates and supervises the athletic program and coaches in all areas of competition in which the school participates.

The Director of Student Activities serves as A.S.B. Moderator and coordinates all student functions and activities.

The Dean of Curriculum assists with curriculum issues and the supervision of teachers.
WHO WE ARE
In 2010, the Benedictine Sisters of St. Lucy’s Priory established a School Board with the purpose of assisting the high school as it moves into its next fifty years.

This Board is a group of volunteer leaders representing alumnae, current and past parents, grandparents, and community members. Members were invited to serve by the school’s directors. Each Board member shares a common commitment to the success of St. Lucy’s Priory High School and to educating future generations of leaders.

The Board is not responsible for decisions regarding admissions, tuition, or personnel matters. The scope of their work is to share their individual expertise in marketing, communications, advancement, finance, and business management to provide general support and help the school develop and implement a Strategic Plan that will serve as a guide over the next several years.

BOARD MEETINGS
The Board meets on the second Wednesday of September, November, January, March, May and June at 7:00 p.m. in room 110. The Board will conduct official business during meetings held in the months of September, November, January, March, and May. During the alternating months of October, December, February, and April, the Board will meet with their committees. Meetings are usually 90 minutes in duration with an agenda that focuses on issues and tasks relevant to the development and implementation of the school’s Strategic Plan. Meeting dates will be listed on the school calendar and posted on the school website.

All members of the St. Lucy’s community are also welcome to attend monthly Board meetings as an observer. Individuals wishing to address the Board directly with critical issues related to the school must receive prior permission before participating in the ten-minute Public Comment period held at the beginning of the meeting.

All requests to participate in the Public Comment period must be submitted approximately ten (10) days in advance of the meeting to the Board’s Executive Committee for consideration and approval. The Executive Committee reserves the right to postpone all requests to a future meeting should that month’s meeting agenda not be able to accommodate additional agenda items due to time and content. To submit your request, please send an e-mail to schoolboard@stlucys.com.

SERVING ON THE BOARD
Each member of the Board will serve a three-year term, with the opportunity to be re-appointed by the school’s directors for a second, three-year term. At the end of two, three-year terms, Board members will be termed out. Board members are eligible for reappointment after not serving on the Board for one year. Students, employees of the school, and members of a school employee’s immediate family (other than those who serve in ex officio positions) may not sit on the Board.

Recruitment of future Board members will begin in January of each year. The Committee on Board Membership will work closely with the school’s directors to identify potential candidates to replace Board members scheduled to term out in June of that same year.

To learn more about serving on the Board positions or to be considered for a future position, please send an e-mail to schoolboard@stlucys.com.
Standards of Behavior

PARENTAL ATTITUDE AND COOPERATION
When parents enroll their daughter in St. Lucy’s, they agree to read the handbook and to support the school’s philosophy, policies and programs.

The school and parents need to work together for the education and growth of the young woman. If the student is to benefit from the educational program at St. Lucy’s, parental attitude must be positive and supportive. Parental disruption of the educational, philosophical or Christian atmosphere of the school is indicative of the need to seek another educational institution that satisfies parental expectations.

We ask all parents to help monitor their daughter’s social media accounts and to help educate them on the repercussions that pictures, messages, and even “liking” inappropriate messages can have on their current and future selves. St. Lucy’s honors a zero tolerance policy for all methods of bullying which includes harassment and sub-tweeting that takes place on social media forums.

STUDENT RESPONSIBILITY
Each student invited to St. Lucy’s commits herself to a code of conduct based on accepting personal responsibility for her own actions, for cooperating with school rules and regulations, for giving good example to others, and for promoting the good name of the school. Each student is expected to maintain and contribute to high standards of integrity, morality and consideration for others in everyday living.

Each student is expected to be an example of the school’s philosophy and policies at all times and places. Any student who is charged with a crime, arrested, involved in any illegal activity, or is a source of embarrassment to the school or the Catholic Church is subject to suspension or dismissal.

The basis for such student commitment is mutual trust, personal dependability and honesty. It presupposes a continual growth toward maturity. Ideally, disciplinary action is not needed when a student accepts responsibility for her actions. Such accountability makes many demands on a student, but it also enables her to develop qualities of mature Christian womanhood.

DISCIPLINE
When there is failure on the part of the student to be faithful to the expectations of the stated or implied student responsibilities, the administration has the obligation to deal with breaches in student conduct. In order to attain the goal of self-control, a student may need information, guidance, encouragement, and at times, correction.

Discipline at St. Lucy’s Priory High School is considered to be an aspect of guidance and not simply a form of punishment. The purpose of discipline is to promote genuine pupil development, to increase respect for duly constituted authority, to assist in the growth of self-discipline, and to provide a classroom situation conducive to learning.

St. Lucy’s Priory High School accepts the premise that the ultimate objective of discipline is the formation of self-control within the student. To further this end, the school attempts to create an environment that promotes courtesy toward all, respect for differences of opinion and action fitting to young women. St. Lucy’s encourages individual responsibility on the part of the student for her own behavior. Students are held accountable for their choices and actions.

Minor acts of misconduct affecting classroom discipline are controlled by the teacher. A student who refuses correction, impedes instruction or disrupts learning may be sent to the Assistant Principal for Student Affairs.

Parents are notified of serious misconduct. Report cards, phone calls and Disciplinary Referrals are used for this purpose. A copy of any referral is placed in the student’s guidance file. Parental conferences may be arranged as soon as possible after a student’s serious misconduct. The Principal has the final decision in all disciplinary matters.

DISCIPLINARY PROBATION
A student may be placed on probation because of a serious incident or an accumulation of poor conduct reports or grades. Any further cause for disciplinary action will result in suspension or withdrawal from school.
SUSPENSION, EXPULSION AND REQUESTED WITHDRAWAL

A student may be suspended, asked to withdraw or be expelled for acts listed below. Infractions may be related to school activity or attendance, which occur at times including, but not limited to, while on school grounds, while going to or coming from school, during school or tri-school sponsored activities, and while going to or coming from said activities. Any conduct, statements, pictures, etc. that reflect negatively on the school community, learning environment and/or Christian values are subject to disciplinary action, whether they occur in or outside the school and its activities. Such negative actions include the use of the Internet or social media.

The intent of disciplinary action is to serve as an opportunity for growth. Policies and actions are at the discretion of the administration.

Areas of misconduct that warrant student dismissal and/or suspension, probation or requested withdrawal are:

1. Theft, vandalism, property damage or use of graffiti.
2. Sale, possession or use of narcotics, drugs, or alcoholic beverages on campus or at any school function; possession or use of drug paraphernalia.
3. Smoking, possession or use of tobacco on campus or at any school sponsored function, such as dances, games, field trips, etc.
4. An insubordinate attitude toward teachers, staff or parents.
5. Verbally abusive behavior towards other students, teachers, staff, or parents.
6. Hazing, harassment, intimidation, any type of physical threats or physical violence directed towards any student, teacher, staff member, or parent chaperone.
7. Membership or active involvement in a gang or group that may be responsible for coercive, criminal or violent activity.
8. An abortion or public, overt breaches of Catholic moral teaching.
9. Possession of harmful weapons or materials, which can be used as weapons. This includes stunguns, pepper spray, etc.
10. Violation of any civil law.
11. Disruptions of the learning atmosphere or community spirit.
12. Unexcused absence from class; excessive absence and/or tardiness.
13. Forging or using forged notes or excuses; claiming to be another person on the telephone.
14. Consistent abuse of uniform regulations.
15. Cheating or plagiarism.
16. Habitual use of profanity or vulgarity.
17. An accumulation of offenses.
18. Use of any media or electronic device to ridicule, harass, or threaten any administrator, teacher, school employee, parent, or student.
19. Acts of inappropriate conduct or behavior even though not listed here.

Any serious infraction can result in immediate suspension and/or expulsion. Parents are then notified of action.

A student may be suspended while any serious charges are being investigated. A student will be dismissed for any criminal behavior. Only the Principal or Assistant Principal may suspend a student.

A student accused of a serious wrong, committed inside or outside of school, may be placed on a home study program pending the outcome of an investigation. A student may be suspended or dismissed for actions committed outside of school or a school activity if these actions negatively reflect on the school, the Catholic Church or members of the school community.

In certain instances, a student incurring suspension may be reinstated on probation after a parental conference. The student must be able to acknowledge freely the seriousness of the violation, express a willingness to comply with school regulations, including any sanctions the school imposes, and understand that subsequent infractions merit a request for withdrawal or expulsion. Make-up work during a suspension is determined on an individual basis.

Serious or continual offenses of school regulations are reviewed by members of the administration and the parents of the student concerned in an attempt to reach a just decision regarding the good of the student as well as the good of the entire school community.

Any other breach in student conduct not listed here is dealt with by school personnel. Any student who fails to act in accordance with the spirit of the school’s philosophy may be expelled, asked to withdraw, or may not be invited to return the following year, even though she may not be charged with any specific violation of rules.
HARASSMENT POLICY

St. Lucy’s Priory High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited and will not be tolerated. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status, progress or participation in an activity.
2. Submission to or rejection of such conduct by a student is used as the basis of academic status or other decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:
1. Making unsolicited sexual advances and propositions.
2. Using sexually degrading words to describe an individual or an individual’s body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually related jokes.
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

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

It is the student’s responsibility to:
1. Conduct herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating or harassing.
3. Consider immediately informing anyone harassing her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal or Assistant Principal for Student Affairs.
5. If informed she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.
COMPLAINT FILING AND INVESTIGATION PROCEDURES

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

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, Assistant Principal for Student Affairs, or to a teacher who will report it to the Principal, or to the Prioress of St. Lucy’s Priory if the Administration is the subject of the allegation.

2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

4. Once the facts of the case have been gathered, the Principal and/or Assistant Principal for Student Affairs will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment, and can include all disciplinary actions up to and including immediate termination.

5. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

STUDENT HARASSMENT OF FACULTY OR STAFF

This same harassment policy will also hold if a student is charged with harassment of a teacher, coach or any other employee of the school. A student will be subject to disciplinary procedures, including suspension and expulsion, depending upon her involvement and seriousness of the offense.

HAZING, BULLYING AND INITIATION

No student may engage in hazing, bullying, initiation or commit any act that publicly embarrasses, injures, degrades, or disgraces a fellow student or person attending the school. These actions may be committed personally, written or through electronic means.

STUDENT THREATS

All verbal, written, electronic, or graphic threats that inflict serious harm to self or others will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Principal or Assistant Principal for Student Affairs. The school may ask for the aid of the local police department in investigating and assessing all threats.

COMPUTER ACCESS

Students have use of computers for educational purposes. Any use of computers for access to inappropriate or controversial materials is a matter for disciplinary action. Students may not use school computers for social or negative purposes of any kind.

Computers are available for student use in both instructional and less supervised settings. Some of these computers may have access to a wide range of educational materials by means of computer networks and online services. Parents need to be aware that individual monitoring of all information that students may be able to access, download or transmit is impossible. It may also be impossible for the school staff to completely prevent access to inappropriate or controversial materials.

The school recommends that parents discuss the dangers of social networking sites with their daughters. It is imperative that parents monitor their daughter’s use of these sites. St. Lucy’s recommends that parents sign up for these sites and see what their daughters are posting online.

The accessing, saving or distribution of any inappropriate or controversial materials will not be tolerated. The accessing, saving or distribution of such material may result in the student’s loss of computer use at school and may also result in other disciplinary action by the school.

USE OF ST. LUCY’S NAME

It is unacceptable to use St. Lucy’s Priory High School’s name, initials, logo, or pictures of staff, students, the school, or school activities with anything that is degrading, lewd, threatening, or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action, including expulsion. St. Lucy’s name is a registered trademark with the State of California and may not be used for personal reasons without the permission of the school Principal.
SUBSTANCE ABUSE
It is St. Lucy’s policy to keep the campus as free as possible from narcotics, hallucinogenic drugs, intoxicants, and other substances that have harmful effects on the lives of students.

Any student who possesses, furnishes, uses, or sells narcotics, hallucinogenic drugs, intoxicants, or other drugs on school premises or any location during school hours, or attends a school function under the influence of alcohol or drugs, shall be subject to suspension, expulsion, arrest, or other disciplinary action.

Each case of a student under the influence of, or in possession of, narcotics and/or other dangerous drugs shall be considered an individual problem requiring a unique decision by the administration.

A firm disciplinary policy relative to substance abuse will be maintained. Student lockers, grounds, facilities, and persons may be subject to search.

If a student is suspected of being under the influence of, or in possession of, drugs, narcotics or alcohol, she is to be taken immediately to the Principal or Assistant Principal for Student Affairs. If, in the opinion of at least two staff members, the student is deemed possibly to be under the influence or in possession of illegal and/or dangerous substances, the student will be suspended and the parents notified. The Principal (or administrator in charge) will make a determination at that time whether law enforcement agencies shall be notified. If the student is arrested, the school will attempt to notify the parents.
ACCESS TO STUDENT RECORDS
Parents of currently enrolled students have the right of access to records relating to their daughters. Parents may request to review records through an advance appointment made with the Principal.

ANONYMOUS LETTERS, TELEPHONE CALLS OR E-MAILS
The school administration makes every effort to be available to the parents and the local community. Anonymous letters and telephone calls cannot be recognized or acted upon for obvious reasons. Without knowledge of the source of the message, no credence can be given to the issues that might be raised. School personnel makes every effort to develop an atmosphere of trust and respect for the benefit of all parties. All credible concerns will be given serious review by the school administration. The administration does not respond to e-mail. Personal contact is requested.

ARRESTS AND COURT ORDERS
Students may be arrested or subpoenaed as witnesses without parental knowledge or permission. The school makes every effort to notify the parents of the action and/or the whereabouts of the student as soon as possible.

CAMPUS HOURS
Students are allowed to be on campus between 7:00 a.m. and 4:00 p.m., or 45 minutes after an early dismissal. School personnel are present a half hour before and after school. St. Lucy’s assumes no responsibility or risk beyond these hours. Students who are on campus before or after hours must be supervised by a designated faculty member or coach in a school activity such as athletic practice, drama rehearsal, musical practice, journalism, yearbook, etc.

CHANGE OF FAMILY INFORMATION
If family information (address, phone numbers, e-mail addresses, etc.) changes during the school year, the Main Office MUST be notified by phone, e-mail or through our school website.

CHILD ABUSE
All teachers and administrators are legally responsible for reporting any known or suspected abuse of any child under the age of 18. The proper authorities must be notified if there is any evidence of:
1. Physical or psychological abuse
2. Indications of child neglect such as failures to provide food, clothing, or shelter, even when there is no physical injury
3. Indication of sexual abuse, sexual assault and child molestation

DEMONSTRATION OR DISTURBANCE
In the event of a disturbance, disorder, demonstration, picketing, unlawful assembly, or walkout, on or adjacent to school sites, whether by individuals or by groups, a request to return to class immediately is issued by lawful authority. Failure to comply with this request within two minutes of announcement constitutes willful disobedience and unexcused absence from class, and may result in suspension or expulsion of students.

Students are notified by a public announcement of their suspension and are asked to leave the campus immediately. Suspended students who remain on campus are subject to arrest.

DISMISSAL TIME
If the normal dismissal time is changed, it is noted on the school calendar, by written notice or by previous e-mail announcement.

In serious or emergency situations, the Principal may permit a minimum day dismissal without previous notification to parents. Students who are picked up by car pools will be supervised until their regular transportation arrives. To accommodate certain campus activities, faculty meetings, weather conditions, etc., students may be dismissed five to twenty minutes early without previous notification.
LEGAL AGE POLICY
The school regards any 18-year-old student emancipated if she is still in her parents’ home and/or financially dependent upon parents for her schooling. The school continues to report grades, discipline and other correspondence to the student’s parents and requires parental permission. The unemancipated youth, even if over 18 years of age, may not write her own excuse of absence or sign release forms.

MARRIED STUDENTS
Central to the philosophy of St. Lucy’s Priory High School is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student’s educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries will not be allowed to attend St. Lucy’s Priory High School.

PARENTAL VISITATION
Unless there is a family emergency, parents normally do not visit their daughters during school hours. If a parent does not live with the student, but has visitation rights, he or she is asked to see the student at a time that is not disruptive of the learning atmosphere of the school day.

It is the responsibility of the custodial parent to inform the school of any court restrictions. Copies of documents must be filed in the office or it is presumed that a parent has the right to see his or her daughter.

PUBLIC MEDIA
The Head of School and/or Principal are the only designated persons to make public statements in the name of St. Lucy’s Priory High School.

STUDENTS NO LONGER LIVING WITH THEIR PARENT/GUARDIAN
Central to the philosophy of St. Lucy’s Priory High School is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student’s educational process. A student not living in the home of a parent or guardian may not be allowed to attend St. Lucy’s Priory High School.

STUDENT PREGNANCIES
If a student is found to be pregnant, the school counsels the student and her parents, and helps the family seek support if necessary. Out of concern for the student and the child she is carrying, the school and the student mutually agree on a date when she withdraws from school.

Should a student desire to resume classes after she has had her child, she is free to ask for re-admittance. The school reserves the right to refuse admittance. In some cases, professional counseling may be required. Each case is handled individually as the situation and circumstances demand.

Since St. Lucy’s Priory High School supports the Catholic Church’s position on the sacredness of human life, obtaining an abortion or assisting another student in obtaining an abortion, is deemed cause for dismissal.

STUDENT SEARCHES
If there is reasonable cause, the administration may search a student’s purse, book bag, pockets, lockers, etc.

TEMPORARY GUARDIANSHIP
If parents or legal guardians leave their daughter with other relatives or friends for a short period of time, they need to notify the school. The school cannot accept signatures, absence calls, emergency releases for illness, etc. if a written notice has not been sent to the school. FAXES are not accepted.

UNAUTHORIZED VISITATION
Unauthorized organizations, agencies or persons may never be allowed to assume custody of any pupil on school premises during school hours, or immediately before or after school, unless the assumption of custody is explicitly authorized by the parent or guardian.

VISITING ANOTHER CAMPUS
Students may not go to another school campus during the school day unless they have business there or have been invited to an activity. Most schools have a “closed campus” policy and all visitors must report to the school’s administrative offices when they are on campus.
Academic Procedures

ST. LUCY’S GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Req. Total Units</th>
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<tbody>
<tr>
<td>Religion</td>
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<td>10</td>
<td>10</td>
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<td>English</td>
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<td>10</td>
<td>10</td>
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<td>Foreign Language (Levels I &amp; II)</td>
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<td>Science</td>
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<td>Visual &amp; Performing Arts</td>
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<tr>
<td>Physical Education</td>
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<td></td>
<td>10</td>
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<tr>
<td>Electives</td>
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<td></td>
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<td></td>
<td>20</td>
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<tr>
<td>TOTAL UNITS REQUIRED</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>280</td>
</tr>
</tbody>
</table>

Two hundred eighty (280) units are normally earned by the student graduating from St. Lucy’s. Under certain circumstances, the administration may allow a student to have up to 10 fewer units or to make substitutions for required classes. All such decisions, however, are made after an administrative review of the student’s individual circumstances.

Course descriptions and specific departmental requirements and electives are found in the Course Description Guide published annually.

ACADEMIC DISHONESTY

Academic dishonesty refers not only to cheating on classroom exams, but also to any behavior that violates academic standards, such as plagiarism, copying homework or misuse of technology. The usual penalty for academic dishonesty is to receive zero credit on the test or assignment. In certain cases, further disciplinary measures may be implemented. Students need to be aware that colleges will expel students for cheating and plagiarism.

ACADEMIC DISMISSAL

A student may be dismissed for academic reasons. A student needs to demonstrate her ability to achieve average grades of a "C" in academic classes each quarter in order to progress toward graduation. A student who receives two “F’s” in any grading period is subject to academic dismissal.

ACADEMIC PROBATION

A student incurs probation when she is unable to maintain a 2.0 G.P.A., has an “F” in any class, or more than one “D” in any quarter. Incoming freshmen may be placed on Academic Probation at the time of admission. All new students are considered to be on probation during their first semester.

BACK TO SCHOOL NIGHT

An evening is scheduled in August to give parents the opportunity to meet teachers and to be informed of class expectations.

CLASS SCHEDULE CHANGES

Students qualify for courses by meeting prerequisites. Normally, no student or parent-initiated requests will be considered after ten (10) school days of the semester have elapsed. Class schedule changes are based on subject difficulty levels; a choice of teacher is not a valid reason and will not be considered.

CLASSES TAKEN AT OTHER SCHOOLS

All students attending St. Lucy’s must take a minimum of seven classes every year. Core curriculum and required classes taught at St. Lucy’s must be taken at St. Lucy’s, including required colleges preparatory courses for graduation and/or college admissions; e.g., English, science, mathematics, social science, religion, language, visual and performing arts and physical education courses.

Courses taken at other schools may be sent to St. Lucy’s and added to the student’s transcript, but these grades and credits do not substitute for the grades or units required by St. Lucy’s. Students must still take 280 units of classes at St. Lucy’s. Required courses and core curriculum classes must be taken at St. Lucy’s as part of the minimum 280 units needed for graduation.

Students may not use chemistry or third year foreign language classes taken online or at another school as the prerequisite for the fourth year of foreign language or other courses at St. Lucy’s.

The core courses of Chemistry, a third or fourth year of foreign language or other core curriculum classes are considered central to the curriculum that must be taken at St. Lucy’s. Should a student choose to take the core course elsewhere, the student must send that transcript directly to the colleges; these grades will not be entered on the St. Lucy’s transcript.
Online courses are often taken to make up for a deficient grade in a required course. In these cases, the grade will be entered on the back of the transcript. The University of California, however, will not accept an original credit or make-up online course from the high school transcript. The student planning to attend a UC campus must have an original transcript from the online provider sent directly to the UC of choice.

Before registering for classes at another high school, online provider or community college, students should consult with their guidance counselor, since these decisions often impact college admission.

**COURSE REGISTRATION**

Course Description Guides are distributed and requirements are discussed with the students during an orientation session in April. Registration packets are given to all students. Forms must be completed and submitted with the appropriate fees by the published deadline date.

- Scheduling preference is given to academic core class selections and electives are the lowest priority. Class schedule conflict or class size limits may influence students’ final schedules.
- Students registering for AP/Honors classes must complete a placement form for each AP/Honors class desired.
- Some electives require teacher approval to enroll.
- All tuition and fees must be current to register for next year’s classes.
- The completed and signed registration form and fee must be turned in by the due date.

Choosing an appropriate program of studies is an important part of each students' high school responsibilities. Students are required to take seven (7) classes each semester. Counselors and the Assistant Principal for Academic Affairs will closely monitor a students choice of courses to make sure all prerequisites are met and to avoid the student becoming overloaded in her academic curriculum.

A detailed explanation of courses that are offered can be found in the Course Description Guide which is posted online.

**WITHDRAWAL FROM A COURSE**

All requests to change or drop a course must be submitted on an Add or Drop Request Form.

If a student drops/changes a course within the first (10) ten days of the semester, the grade from the original course will transfer with a 5% weight. After the tenth day, grades will transfer from the original to the new course with a percent weight based on the remaining time in the quarter.

These changes would only be approved if the criteria (see above) is met. However, if a student drops a course after the first ten (10) days of any semester a “W” (withdrawal) will appear on the student’s report card.

Submitting an Add or Drop Request Form does not guarantee the change will be approved.

**ADDING AND DROPPING CLASSES**

Careful consideration should be taken when selecting classes. Although it is possible to drop a class once the semester has begun, it is often very difficult to add a class without causing conflicts in the schedule and without negatively impacting the student academically.

**How do I drop or add a class?**

1. Complete an Add or Drop Request Form.
2. Obtain all necessary signatures (student, parent, counselor, teacher). Incomplete forms will not be processed and will be returned to the student.
3. Return the Add or Drop Request Form.
4. Request will be reviewed and processed (approved or denied).
5. Student will be notified. If denied, form is returned with reason: if approved, student will be notified with a new schedule.

**DIPLOMA AND GRADUATION**

A student may be excluded from participation in graduation exercises for reasonable cause. Participation in the ceremony is a privilege, not a right. Only students who are currently attending school and who have earned a diploma may take part in graduation ceremonies.

A St. Lucy’s diploma is awarded after the completion of the required units.

Diplomas are not granted at the conclusion of the first semester. St. Lucy’s only grants a diploma to a student who is currently enrolled in the school’s academic courses.

The school’s tradition is that all students are congratulated at graduation. No one is recognized as a valedictorian and salutatorian, although the top two students are named. Four semesters of academic work at St. Lucy’s is required to be eligible for the top two graduate honor.
Diplomas may be withheld until students or parents satisfy their financial obligations and fulfill educational or disciplinary responsibilities.

**FINAL EXAMS**
School calendars are published in advance and students are required to attend the legal number of days in order to receive credit. Semester exams are not administered earlier than scheduled. If a student will be absent for exams, parents must contact the Principal who will arrange for the administration of the exams. There may be a fee assessed for late exams as personnel must be assigned to proctor the tests if they are not taken at assigned times.

**GRADE EQUIVALENTS**

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Additional Grading Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (93-100)</td>
<td>Excellent</td>
</tr>
<tr>
<td>A- (90-92)</td>
<td></td>
</tr>
<tr>
<td>B+ (87-89)</td>
<td></td>
</tr>
<tr>
<td>B (83-86)</td>
<td>Good</td>
</tr>
<tr>
<td>B- (80-82)</td>
<td></td>
</tr>
<tr>
<td>C+ (77-79)</td>
<td>Average, Satisfactory</td>
</tr>
<tr>
<td>C (73-76)</td>
<td></td>
</tr>
<tr>
<td>C- (70-72)</td>
<td></td>
</tr>
<tr>
<td>D+ (67-69)</td>
<td>Below Average, Passing</td>
</tr>
<tr>
<td>D (63-66)</td>
<td></td>
</tr>
<tr>
<td>D- (60-62)</td>
<td></td>
</tr>
<tr>
<td>F (Below 60)</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Physical Education is not considered in the academic G.P.A. St. Lucy's follows the University of California policy for weighting Honors and AP classes; therefore, Honors Chemistry and all AP classes receive the extra grade point.

**HOMEWORK**
It is expected that students perform an adequate amount of study outside school hours. At least three to four hours of daily homework may be required in the academic studies. Homework may be assigned each night. If an extension of time is needed for long-range research papers, projects or supplementary readings, the student must make arrangements with the teacher before the assignment is due.

**HONOR ROLL**
The purpose of the Honor Roll is to encourage every student to measure up to her full academic potential. The requirement is as follows:
3.5 grade point average and above - Honor Roll

A student must take at least four academic classes to qualify for the Honor Roll. Also, a student who has an (Unsatisfactory) “U” in effort or conduct, a “D” OR “F” in any subject, or two or more (Needs Improvement) “NI’s” on a quarterly report is not eligible for honors.

**HONORS AND ADVANCED PLACEMENT (AP) COURSES**
Students who have earned a 3.5 or better each quarter are encouraged to challenge themselves academically by enrolling in honors or advanced placement courses. In addition to the 3.5 G.P.A., classes may have other prerequisites. These courses are more challenging than the regular courses, cover the material in greater depth and demand from the student a high level of self-discipline, creativity and involvement. Students in advanced placement classes prepare for exams in May that, if passed, can result in college credit. Students enrolled in AP classes are required to take the Advanced Placement Exam. Students enrolled in Honors Chemistry and AP classes receive an extra grade point in their St. Lucy’s G.P.A. for grades of “C” or better.

Students seeking to enroll in an AP course must meet the prerequisites stated in the Course Description Guide and follow the prescribed approval and procedures set by each department. Students who do not meet prerequisites will not be enrolled in an AP course. Enrollment in the class is at the discretion of the teacher and the administration.

*Download AP/Honors Placement Form from stlucys.com.*
INCOMPLETE GRADES
Grade "I" (Incomplete), is assigned to a student who has failed to complete all the assignments or who has missed the final examination. With the approval of the teacher, a student may complete the work no later than three weeks after the end of the quarter. The student is then assigned the grade based on her quarter work and the performance in the examination. If after the three weeks the “Incomplete” is not removed, the grade automatically becomes an “F.”

LEARNING PROBLEMS AND DISABILITIES
Although the school does not have the resources or personnel to assist students with serious learning disabilities, every feasible effort is made to accommodate students with identified learning disabilities. Parents who know or suspect that their daughter may have a learning disability should contact her counselor during freshman year or as soon as possible. Classroom accommodations must be in place for four months prior to requesting assistance in standardized testing. The first standardized test is in October of sophomore year.

MAKE-UP GRADES/LATE TESTS
Make-up grades for a failure on an assignment or a test can never be higher than a “C.” When a student is absent from school, she is responsible for notes, assignments, quizzes, and tests. Late assignments do not receive full credit.

PARENT CONFERENCES
A parent conference night is scheduled either in October or November. If additional meeting time is needed, a conference can be scheduled by appointment at a convenient time for both parents and the teacher. Parents are asked to consult the school secretary by telephone or written request. No teacher is free during class hours or while serving in any supervisory capacity.

REPORT CARDS
Semester reports are mailed to parents or guardians; dates and times are announced in the school mailings. Report cards are normally issued seven to eight days after the end of each semester. Online grade reports will also be available.

Quarter grades serve as progress reports and do not appear on the permanent record. Quarter grades are available online seven to eight days after the end of the quarter. Semester grades are final and appear on the transcript (permanent record).

A final semester grade of an “F” in a required course means that the course must be repeated. Two or more failures received in any one quarter may bar the student from readmission to the school.

A final semester grade of “D” in a course required for college admission must be repeated so that the student remains eligible for college admission.

STUDENT/PARENT PROTOCOLS FOR ADDRESSING ACADEMIC CONCERNS
Communication and mutual respect help make the high school experience a pleasant one for everyone involved. As a college preparatory high school, St. Lucy’s strives to empower our students to handle their own academics.

Student concerns should be addressed in the following manner:

Students need to talk to their classroom teacher regarding an assignment, grade, etc. If it is not resolved after the student has met with the teacher the following steps are to be followed:
1. Parent may call or email the teacher (has the option of scheduling a meeting). Please allow 48 hours for teachers to respond.
2. If the concern is not resolved after contacting the teacher, call or email your daughter’s counselor.
3. If the concern has not been resolved after the teacher and counselor have been contacted, the Assistant Principal may be contacted.

NOTE
Most concerns usually are resolved at the classroom level. Please follow the steps or you will be redirected to do so.

CONTESTING STUDENT GRADES
Students and/or parents who wish to contest a grade must contact the teacher within two weeks of the publication of the grade.

NOTICE OF RACIALLY NONDISCRIMINATORY POLICY
St. Lucy’s Priory High School admits students of any racial or ethnic origin to all the rights, privileges, programs and activities available at the school. The school does not discriminate on the basis of racial or ethnic origin in the administration of its education policies, scholarship programs, and athletic or other school administered programs.
Admissions Procedures

ADMISSION REQUIREMENTS
Students are admitted into St. Lucy’s Priory High School by invitation only; this policy holds for new as well as returning students.

The general requirements for incoming freshmen are:

1. Application, accompanied by fee
2. High School Placement Test (HSPT): students who test at St. Lucy’s are given priority for admission.
3. Student evaluation from the previous school’s administrator or counselor, and English and Math teachers
4. Transcript of grades from current school
5. Review of disciplinary and attendance records
6. Attendance of parents and student at a meeting after acceptance
7. Completion and return of all required forms by specified dates
8. Approval by Admissions Review Board
9. Payment of required registration fees by specified dates
10. Successful completion of eighth grade with acceptable grades and conduct.

The general requirements for transfer students are:

1. Application, accompanied by fee
2. A minimum grade of “B” in academic classes and a “C” grade or better in all other classes
3. Student evaluation from the previous school’s administrator or counselor, and English and Math teachers
4. Transcript of grades from current school
5. Review of disciplinary and attendance records
6. Private conference with school personnel
7. Completion and return of all required forms by specified dates
8. Approval by Admissions Review Board
9. Payment of required registration fees by specified dates
10. Admission interviews take place after final grades are received

All students are required to enroll in religion classes and attend school liturgical services. Preference is given to Catholic students if there are more qualified applicants than can be accepted.

Students are admitted for a one-year period. All new students are considered to be on academic probation for the first semester of the year.
Athletic Programs

St. Lucy’s is a member of the California Interscholastic Federation (CIF) and the Baseline League. The Regent athletic program has established a tradition of excellence on the field of play as well as a high level achievement in the classroom. Members of the Baseline League are Chino Hills, Damien, Etiwanda, Los Osos, Rancho Cucamonga, St. Lucy’s, and Upland high schools. For all sports schedules go to www.stlucys.com. Each of our sports pages have a link to access their respective schedules.

DEADLINES FOR 2016-2017 ATHLETIC CLEARANCE
All forms must be completed and submitted to the Athletic Office in the gym, prior to the season, by the following dates:

Fall Sports: August 1, 2016
Winter Sports: October 6, 2016
Spring Sports: January 9, 2017

Please consult the ATHLETIC PAGE at www.stlucys.com for the necessary forms, directions and dates of mandatory parent meetings.

ELIGIBILITY
All students must meet the CIF and St. Lucy’s Eligibility Requirements for Extracurricular Activities in order to participate in the Athletic Program. Eligibility is determined at the end of the quarter and semester, and is based on the following criteria:

1. All student athletes must meet the general eligibility requirements as stated in Article 2 of the California Interscholastic Federation, Southern Section Bylaws, Sections 200 through 229.
2. All students must maintain a 2.0 grade point average. The 2.0 grade point average will be based upon all subjects that the school normally includes in the G.P.A. The 4 point scale is used: A=4; B=3; C=2; D=1; F=0. Physical Education is not included.
3. No student is eligible if she receives a quarter “F” in any subject.
4. No student is eligible if she receives two or more “D’s” in any one quarter.
5. Freshman students will not begin eligibility under this provision until the completion of the first quarter of their freshman year. Freshmen admitted to St. Lucy’s on Extra-Curricular Probation are not eligible for any extra-curricular participation (including athletics) during their first semester. Second semester eligibility will be contingent upon the student meeting the outlined eligibility requirements at semester one grades.
6. Student athletes who enter from another school district or a school within the district will be eligible under CIF rules and have the next quarter to become eligible under St. Lucy’s Priory High School rules. Any student-athlete who transferred to St. Lucy’s after their freshman year is not eligible to play on any team until the proper CIF Transfer Clearance Forms are completed and filed with the Athletic Director, and approved by CIF-SS.

7. A list of those ineligible shall be circulated to the moderators and coaches, and the students affected shall be notified that they must terminate their active participation in that activity or sport. Eligibility is usually not re-established until the next quarter/semester grading period.
8. A summer school course, which is failed or passed with a “D,” does not qualify a student as eligible for extracurricular activities.

Other Conditions of Eligibility
1. No student may receive more than two “Needs Improvement” in Conduct.
2. No student may receive two or more “Unsatisfactory” in Conduct and/or Effort in different classes.
3. No student may receive an “Unsatisfactory” in Conduct in combination with any other “NI’s” (Needs Improvement) in Conduct from another class.
4. In order to participate in practice or a contest the student must have been in classes for the minimum of half a day. Any exceptions will be cleared by the Athletic Director or Moderator before the day in question.
5. All students are responsible to make up any homework, activities or tests for any day not in class due to an event.
6. Student-athletes are responsible for submitting all assignments and taking any test/quiz prior to leaving for a game or match.
This policy governs all school extra-curricular activities such as athletics, Dance, Drama, Associated Student Body Offices, Regiment, etc. Students must meet any higher requirements already established by school policy. After they have such a position, they must maintain the general policy for all school activities.

CIF TRANSFER POLICY AND ELIGIBILITY
Parents of student-athletes who have transferred to St. Lucy's from another high school may find assistance in understanding the “transfer eligibility” standards and the process that CIF member schools use in determining “transfer eligibility.” This information is available at www.cifss.org. You may download the PARENT GUIDELINE HANDBOOK FOR UNDERSTANDING THE TRANSFER ELIGIBILITY PROCEDURE.

ENROLLMENT POLICY STATEMENT REGARDING ATHLETICS
St. Lucy’s Priory High School has established enrollment policies in concert with the California Interscholastic Federation rules with the following conditions:
1. St. Lucy’s is a private Catholic all-girl high school whose philosophy and mission is based on the call of the United States Catholic Bishops, “To Teach as Jesus Did.”
2. St. Lucy’s accepts students on a space available basis.
3. St. Lucy’s charges tuition for its educational services.
4. St. Lucy’s has admissions requirements pertaining to academic standards and behavior.
5. If a student has not changed her address, she is not immediately eligible to participate at the varsity level (See Athletics section).

CLEARANCE
In order for a student to participate in a sport, students must complete and submit the online Athletic Clearance Forms. Please visit http://stlucys.com/athletics-forms for detailed instructions on how to register for and complete the online athletic clearance process. In addition, there are three (3) forms that must be submitted to the Athletic Office in the gym to finalize your daughter’s athletic clearance:
1. Physical Exam & Clearance form with original physician signature (MD or DO only) and office stamp.
2. Transportation & Liability form, and
3. Consent to Participate form

No FAXES or COPIES are accepted.

All pertinent parent or guardian insurance and physician information must be on file with the Athletic Office before a student may try out or practice. Athletic Clearance Forms completed during the summer are valid for the 2016-2017 school year.

Other Conditions
• Payment of $120.00 athletic fee, per sport (included in the team fee)
• All previous athletic equipment returned or charges paid
• All tuition and fees must be current to participate

CIF AND BASELINE SPECTATOR REGULATIONS
All signs, cheers and comments are to be of a positive nature and directed towards the home team and not the opponent. No body paint or noisemakers are permitted at CIF contests.

1. Accept all decisions of officials. No booing or heckling.
2. Assist cheerleaders by only giving positive school yells. Do not indulge in name-calling or use disrespectful, derogatory yells or chants.
3. Treat competition as a game, not a war.
4. Encourage people around you to display only sportsmanlike conduct.
5. Refrain from displays of anger or use of profanity during a game.
6. Refrain from blaming the loss of contest on officials, coaches or participants. Leave with a positive attitude.
7. Spectators who do not promote CIF, League and School expectations of good sportsmanship may be prohibited by the Principal and Athletic Director from attending St. Lucy’s athletic competitions.

DISMISSAL TIMES FOR ATHLETIC EVENTS
Dismissal times are predetermined before an athletic event by the Athletic Department. Most home contest dismissals are set for 2:20pm and most away contest dismissals are set for 1:40pm. All dismissal times are on the daily Fact Sheet.

FUNDRAISERS
All student athletes participate in a fundraiser for their sport. Teams are also expected to promote the annual St. Lucy’s Golf Classic Tournament as the funds are used to assist the athletic program.

HAZING, BULLYING AND INITIATION
No student may engage in hazing, bullying, initiation or commit any act that publicly embarrasses, injures, degrades, or disgraces a fellow student or person attending the school. These actions may be committed personally, written or through electronic means.
LETTER JACKETS
Letter jackets are optional. An athlete earns the right to wear one by participating on a varsity team for a minimum of one year. Information for ordering a letter jacket is available in the athletics section of our website (under the Letter Jacket & Letter Information tab).

NCAA ELIGIBILITY CENTER
Junior athletes who plan to participate in NCAA Division I or II sports in college must complete the following:
• Download a transcript request form from the St. Lucy’s website (www.stlucys.com) and have it signed and completed by a parent. Give the completed, signed request to the Registrar in the Main Office.
• Register with the NCAA Eligibility Center form online to NCAA (See www.ncaaeligibilitycenter.org).
• For NCAA, a student must register with the Eligibility Center and then request her transcript on the eligibility center site. It will automatically show up on Naviance.
• See NCAA Transcript Request Handout that is available in the Guidance room.

THE ABOVE PROCEDURES CANNOT BE DONE UNTIL THE END OF JUNIOR YEAR.

PARENTAL SUPPORT
Parental support is greatly appreciated and parents are reminded that all cheers or comments are to be of an encouraging and positive nature. Negative comments are not to be directed towards any official, competitor or coach. The school reserves the right to restrict a parent’s attendance or student’s athletic participation.

PHYSICAL EXAM
An annual physical exam is required for a student to participate in interscholastic competition. Forms are available at www.stlucys.com. The physical exam is obtained from the student’s own physician (MD or DO only) and must include the physician’s signature and office stamp. No student may practice or try out for a team until all forms are completed and conditions met.

SCHOOL ATTENDANCE
Any student who is absent from school (for two blocks or more, or four blocks or more on the PAX Schedule) on the day of a tryout, practice or competition may NOT attend or participate in the athletic event. Any exceptions must be cleared by the Athletic Director at least one (1) day in advance. Student athletes are responsible for any class work they miss.

SPORT BANQUETS
All sport banquets will take place either in the St. Lucy’s gym or amphitheater.

SPORTSMANSHIP
Students who participate in athletics are expected to be outstanding examples of St. Lucy’s students. Actions, language and attitudes towards the contest, other competitors, officials, coaches, and parents are expected to be exemplary. Athletes and fans should treat opponents with respect. Athletes must abide by the rules of the contest. Respect must be shown at all times by cooperating with officials, coaches and fellow participants to promote a fair contest.

SUMMER SPORTS
The summer sports program is a vital part of the tryout procedure. Athletes who participate in the summer program make great advances in building their skills, learning plays and getting in shape for their season. The participation in the summer program gives the athlete a definite advantage at tryout time. St. Lucy’s offers a variety of summer sports. Incoming freshmen may participate in the summer program after completion of their eighth grade. Additional information may be obtained from the Athletic Office at (626) 335-3322 (press “2”).

TRANSPORTATION
The normal means of student transportation to athletic events is by bus. In some cases, students may be transported to authorized off-campus competitions by school vans driven by coaches or private automobiles driven by parents. The Athletic Director’s or the Principal’s permission is required in all such instances. Parents must provide written permission for their daughter to be transported in such cases via the Student Transportation and Liability Form (of the Athletic Clearance packet). Students are responsible for their own transportation to practices.

UNIFORMS
Uniforms provided by St. Lucy’s are distributed through the coach and must be returned to the athletic office at the end of the season. Students are not cleared for grades until uniforms are returned. Students purchase their own personal equipment. Athletic team sweatshirts that have been approved by the Athletic Director and the Activities Director may be worn ONLY after school, at practice or at games.
Directions to
Baseline League Schools

Chino Hills
16150 Pomona Rincon Road, Chino Hills
(909) 606-7540
(71 Freeway south /exit Soquel Canyon Rd./West to Pomona Rincon Rd/left, school on right)

Etiwanda
13500 Victoria Ave., Etiwanda
(909) 899-2531
(15 Freeway to Baseline Ave. West onto Baseline Road, right onto East Avenue, right onto Victoria Street)

Los Osos
6001 Miliken Ave., Rancho Cucamonga
(909) 477-6900
(210 Freeway, exit Milliken and go north)

Rancho Cucamonga
11801 Lark Drive, Rancho Cucamonga
(909) 989-1600
(210 Freeway, exit Milliken and go south, turn left onto Kenyon Way and left onto Lark Drive)

Upland
565 West 11th Street, Upland
(909) 949-7880
(10 Freeway, exit Mountain and go north, right onto W. Arrow Hwy, left onto N. San Antonio Avenue)

Other locations for sporting events

Azusa Greens Golf Course
(210 Freeway to Grand Avenue. Go north, left onto Sierra Madre Avenue).

Damien
2280 Damien Ave., La Verne
(909) 596-1946
(210 Freeway East/exit Foothill Blvd./right to Damien Ave.)
ABSENCE DEFINITION
Missing more than 20 minutes of any class is considered an absence.

PROCEDURE FOR HANDLING ABSENCE
Parents must call the school Attendance Office at (626) 335-3322 (press "1"), prior to 9:00 a.m.

TYPES OF ABSENCES
Excused Absences: An excused absence is one in which the student is absent for a legitimate reason. Only the following are considered legitimate causes for excused absences: illness of student, professional services of doctor, dentist (verification required), etc., death in the immediate family. According to state law, each student must be in school for a minimum of 180 days per year. Student is allowed to make up class work.

Unexcused Absences: An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience to herself or her family (trips, work, driver’s license, etc.). Teachers will not be required to reteach the material and student will be allowed to make up classwork.

Educational Absence: An educational absence is one in which the student is excused from her regular class to participate in a school sponsored activity (field trips, CCD Youth Day, etc.). Such absences are not counted.

Excessive Absences: If a student is absent for more than 15 days in any class during a semester marking period, she will not receive credit in that class.

RETURN AFTER ABSENCE
• A student who has been absent must report to the Attendance Office before 7:50 a.m. the day she returns.
• The student must have a written note signed by a parent explaining the absence. Parent’s original signature is required.
• The student is issued an Absence Admission slip which is presented to the first period teacher.
• Student returning without parent verification of absence will not be excused. If the absence is not cleared within 48 hours, the absence will be considered a truancy.

EARLY DISMISSAL
A student who must leave school before the official end of the school day, must obtain an Early Dismissal slip from the Attendance Office before 7:50 a.m. The student must have a written notice signed by a parent stating the reason and time for the early dismissal. Early dismissals are not usually granted through telephone messages.

Students may not call their parents because they want to go home. All calls are made by school personnel.
No student may leave without authorization from the Attendance Clerk.

When leaving, the student presents an “Early Out” slip to the teacher and student signs “OUT” in the Main Office. The student waits for her ride in the foyer. Students returning to school must sign “IN” in the Main Office, and go to the Attendance Office for a “Class Admission” slip.

TARDY POLICY BEFORE THE FIRST BLOCK
If the student arrives on campus after the morning warning bell, she must report to the Attendance Office for a Tardy Admission slip. Tardiness due to traffic will not be excused unless for a major accident. The Attendance Office reserves the right to determine whether a student is excused or unexcused in the tardiness.

TARDINESS DURING THE SCHOOL DAY
A student is considered tardy if she is not in the classroom when the final bell rings. Students who are more than 20 minutes late to class will be given an absence for that period. If the student is detained from the beginning of a class period, by a teacher, counselor or administrator, she must obtain a note from them and give it to her teacher.

TARDY DETENTION
A student who accumulates four (4) tardies warrants a 1/2 hour detention (8 tardies = 1 hour). Any further tardies warrant disciplinary action. In such cases, probation or suspension may be in order. Students may be asked to do light cleaning and other service tasks during their detention period.
ATTENDANCE AT SCHOOL EVENTS
Any student who is absent from school (for two blocks or more, or four blocks or more on the PAX Schedule) on the day of a school event (practice, game, dance, dance competition, cheer, etc.) may NOT attend or participate in the event. The student must be in school on Friday to participate in any activity on the weekend. Student exceptions are approved by the school administration. The students’ education takes priority over any social activities.

CHRONIC CONDITIONS
Any long term illness or injury requires a phone call to the Assistant Principal for Student Affairs and a doctor’s note upon return to the Assistant Principal for Student Affairs and Attendance Clerk.

EXTENDED ABSENCES
Any student who is going to be absent for three or more days because of family trips, vacations or other personal reasons must notify the Attendance Office in writing at least one week in advance. The student must inform each of her teachers of her absence at least two days before the absence begins. It is the student’s responsibility to make up any work, tests, etc.

COLLEGE VISITATIONS
Students should plan college visits when St. Lucy’s is not in session. Summers before the junior and senior year provide excellent opportunities for college visits.

NOTE: During the 3rd and 4th quarter grading period at St. Lucy’s, students may not be excused for college visits.

COMMUNICABLE DISEASES
A student who is absent from school because of a reportable communicable disease must notify the school and have a physician’s release to be re-admitted to school.

ATTENDANCE AWARDS
Awards for attendance are given at the end of the school year. No absences and not more than four (4) tardies during the school year are required for perfect attendance.
A major goal of St. Lucy’s is to encourage each student to grow towards mature Christian womanhood. The school provides opportunities for spiritual growth.

COMMUNITY OF FAITH
This page on the St. Lucy’s website articulates monthly school-wide and classroom opportunities and activities for parents and the greater community.

PRAYER
The A.S.B. Vice President reads the first formal prayer of the day over the P.A. The prayer reflects the liturgical season or a particular intention of the school on that day. All classes begin with daily prayer and prayer before lunch is read over the P.A.

PRAYER ROOM
The school maintains a Prayer Room with the Blessed Sacrament in reserve. This room is open every day and is available to students before and after school, and during break and lunch. It is also used by individual classes for group prayer. Students may write in the Book of Prayer Intentions and the Book of the Names of the Dead, both of which are available in the Prayer Room. They are brought to the altar during each of the school Masses.

LENTE PROJECT
A school-wide monetary collection for a charitable organization during the Lenten Season which fosters an awareness to the Regent community of the greater needs in the world.

LITURGICAL MINISTRIES
Students are given the opportunity to be gift bearers, lectors and Eucharistic Ministers at Mass and prayer services.

LITURGICAL WORSHIP
Throughout the course of the school year, Mass is celebrated monthly and on special occasions. For example, sophomores receive their St. Lucy’s medals and juniors receive their class rings at all-school Masses.

COMMUNION SERVICE
Communion Services are celebrated every Friday before school. Daily communion services are offered during Advent and Lent.

RECONCILIATION
Opportunity for individual confession is offered during Advent and Lent.

RETREATS
The retreat program is an integral part of life at St. Lucy’s. St. Lucy’s provides a series of mandatory, full day class retreats for freshmen, sophomores and juniors in order to foster their spiritual growth and to build community. Students serve as retreat leaders.

KAIROS
Kairos is a voluntary senior retreat held at Mater Dolorosa Retreat House in Sierra Madre. This four-day retreat provides students with the opportunity to continue developing and deepening their relationship with self, others and God. Information regarding Kairos is mailed to all Senior parents. Sign-ups take place in the fall for all retreats. The fees and permission slips are due prior to each retreat.

CHRISTIAN SERVICE
St. Lucy’s encourages students to participate in Christian Service activities. Many classes contain a Service Learning project component as part of the curriculum. St. Lucy’s students put their faith into action through school-sponsored works of compassion, peace and justice as well as activities sponsored by their local churches and other worshipping communities. They are also involved in activities sponsored by their local communities, hospitals and convalescent homes, service clubs, etc.

CHRISTIAN SERVICE AWARDS
At the end of each year, students are recognized for their Christian Service efforts at an all-school awards ceremony. A minimum number of hours at each grade level is required for recognition.
Extracurricular Activities

A variety of social events, publications and clubs offer the student a choice of extracurricular activities with which to enrich her academic program. Participating in extracurricular activities is a privilege, not a right of every student. An extracurricular record is a very important supplement to a scholastic record. Students and parents are kept informed of school activities through school mailings and the school website.

SCHOLASTIC ELIGIBILITY AND CONDITIONS FOR EXTRACURRICULAR ACTIVITIES

Eligibility is determined at the end of quarter and semester, and is based on the following criteria:

1. All students must meet the general eligibility requirements as stated in Article 2 of the California Interscholastic Federation, Southern Section Bylaws, Sections 200 through 229.
2. All students must maintain a 2.0 grade point average. The 2.0 grade point average will be based upon all subjects that the school normally includes in the G.P.A. The 4 point scale is used: A=4; B=3; C=2; D=1; F=0. Physical education is not included.
3. No student is eligible if she receives a quarter “F” in any subject.
4. No student is eligible if she receives two or more “D”s in any one quarter.
5. Freshman students will not begin eligibility under this provision until the completion of the first quarter of their freshman year. Freshmen admitted to St. Lucy’s on academic probation are not eligible for any extracurricular participation (including athletics) during their first semester. Second semester eligibility will be contingent upon the student meeting the outlined eligibility requirements at semester one grades.
6. Student athletes who enter from another school district or a school within the district will be eligible under C.I.F. rules and have the next quarter to become eligible under St. Lucy’s Priory High School rules. Any student-athlete who transferred to St. Lucy’s after their freshman year is not eligible to play on any team until the proper CIF Transfer Clearance Forms are completed and filed with the Athletic Director, and approved by CIF-SS.
7. A list of those ineligible shall be circulated to the moderators and coaches, and the students affected shall be notified that they must terminate their active participation in that activity or sport. Eligibility is usually not re-established until the next quarter grading period.
8. A summer school course, which is failed or passed with a “D,” does not qualify a student as eligible for extracurricular activities.

Other Conditions of Eligibility:

1. No student may receive two or more “Needs Improvement” in Conduct.
2. No student may receive two or more “U” (Unsatisfactory) in Conduct and/or Effort in different classes.
3. No student may receive an “U” (Unsatisfactory) in Conduct in combination with any other “NI’s” (Needs Improvement) in Conduct from another class.
4. In order to participate in practice or a contest, the student must have been in classes for the minimum of half a day. Any exceptions will be cleared by the Athletic Director or Moderator before the day in question.
5. All students are responsible to make up any homework, activities or tests for any day not in class due to an event.
6. Student-athletes are responsible for submitting all assignments and taking any test/quiz prior to leaving for a game or match.

All tuition, fees, raffle tickets, and Parent Club mandatory obligations must be current in order for students to try out for extracurricular activities, run for office, etc.

This policy governs all school extra-curricular activities such as athletics, Dance, Drama, Associated Student Body Offices, Regiment, etc. Students must meet any higher requirements already established by school policy. After they have such a position, they must maintain the general policy for all school activities.

ATTENDANCE AT SCHOOL EVENTS

Any student who is absent from school (for two blocks or more or 4 blocks or more on a PAX schedule) on the day of a school event (game, dance, etc.) may NOT attend or participate in the event. If a student is absent on a Friday, she may not participate in the event during the weekend. Exceptions are approved by the Director of Student Activities.
OFF-CAMPUS ACTIVITIES
Field trips and other off-campus activities are privileges afforded to students and are not absolute rights. Students may not be permitted to attend co-curricular activities if they do not meet the academic or behavior requirements. St. Lucy’s Field Trip Permission Forms are required and must be presented by the deadline. All school rules and policies, including dress code and grooming, are to be followed when students are attending off-campus activities. Students who miss classes for such activities are personally responsible for all class work and assignments. Students may be asked to pay the cost of travel and activities.

NON-UNIFORM DRESS
Proper clothing is to be worn during any school related practice or any weekend campus activity. Students must wear outfits in keeping with good taste.

Admission to a dance or activity may be denied if dress or grooming is in violation of guidelines. Students may also be required to serve detention for abuse of dress and grooming guidelines. Students may be asked to do light cleaning and other service tasks during their detention period.

GUIDELINES FOR ALL DANCES
For students and their dates:
1. Dances are usually held from 7:30 p.m. to 10:30 p.m. No student is admitted later than 9:00 p.m.
2. No student is admitted without the school A.S.B. card and ticket.
3. A St. Lucy’s student must invite a male guest to any “couples” dance. No junior high school students allowed. No one 21 years of age or older may attend any tri-school dance or activity.
4. Seniors are permitted to leave a half-hour before the end of a St. Lucy’s dance with the permission of faculty supervision. In case of an emergency, a student or her guest may leave early after notifying the Director of Student Activities. No one is to be readmitted once she or he has left the event.

Alcohol/Drugs
1. No alcoholic beverages are permitted on the grounds. No student is to be under the influence of alcohol, narcotics or drugs at any school event.
2. No smoking is allowed including e-cigarettes and/or vaporizers.

Conduct
1. Students are to conduct themselves as mature, responsible individuals. Courtesy to chaperones, school officials, adult guests, and other students is expected at all times.
2. Undesirable or improper conduct or violation of school policies by a student at a school sponsored event results in the loss of A.S.B. card, notification of parents, and/or disciplinary action by the administration.
3. All dancing must be appropriate. Students may not dance in a manner that is sexually suggestive.
4. Excessive display of affection or distasteful conduct will not be allowed.
5. No defiant or belligerent behavior or abusive language will be allowed.
6. St. Lucy’s students are responsible for the dress, condition and behavior of their dates. All students and their dates are to conduct themselves as mature and responsible individuals.

Dress Guidelines for all School Related Activities
The attire of St. Lucy’s students must be modest and appropriate at school or school functions. Admission may be denied for any dress, attire or appearance that is deemed inappropriate by St. Lucy’s staff. The enforcement of dress guidelines rests with the Director of Student Activities or designee.

STUDENTS MAY NOT WEAR THE FOLLOWING
· clothing or belongings that advertise illegal substances or activities
· clothing or belongings that suggest gang affiliation
· clothing that reveals bare backs, shoulders, or waists
· anything that covers the face: scarves, masks, hats, scarves, visors, hoods or forehead bands
· shorts or skirts shorter than three inches above the knee
· halter, tube, strapless, spaghetti strap or backless tops
· low cut tops, blouses, or sweaters
· low cut pants, skirts or shorts
· jeans not in good condition, faded or torn
· leggings or leotards unless worn under approved skirts or pants
· ragged, cut-off shorts or pants
· sweatpants, pajamas or thermals
· military or camouflage clothing
· visible undergarments
· shirts printed with double meanings
· slippers, boots, bare feet, heels or shoes that are not sensible
· anything deemed inappropriate by the Administration
**Grooming**

Students/dates are required to look neat and attractive at all times and anything that could be considered excessive by way of skirt length, make-up, hairstyles, hair length, hair color, inappropriate or gaudy jewelry, visible tattoos, fingernails, or lack of refinement in dress are indicative of poor taste. Students/dates may not wear curlers, rollers, head coverings, scarves, forehead bands, etc.

- **JEWELRY** - may not be worn in nose or parts of the face or body other than in the ears; body-piercing jewelry and plugs are not permitted.
- **BODY PAINT/TATTOOS** - Students may not use/wear facial or body paint or tattoos to school or at any school related activity.
- **HAIR COLOR/STYLES** - Extreme hair colors such as paint red, pink, green, etc. are not acceptable. Bleaching, unnatural streaking of hair or extreme hair styles are not permitted. Multi-colored or two-toned hair is not permitted.

**DANCE PICK-UP**

1. ALL students must be picked up on first level by the Resource Center no later than 10:45 p.m. $20.00 will be charged for each half hour or part of a half hour after the conclusion of any dance that a student needs supervising.
2. Parents may start lining up to pick up students at 10:15 p.m. when the gates are reopened.
3. Students may not be picked up on Sierra Madre Avenue at any time after dances.
4. When leaving the dance, parents will be directed by the police to make a right turn only onto Sierra Madre.

**FRESHMAN & SENIOR FATHER-DAUGHTER DANCES**

All freshman and seniors and their fathers are invited to attend the Freshman Father-Daughter Dance, held during the first semester and the Senior Father-Daughter Dance is held the second semester. Dances are held in the St. Lucy’s gym from 7:30-10:30 p.m.

**SENIOR GRAD NIGHT**

Senior Grad Night is usually held at Disneyland the week prior to graduation. Grad Night is for seniors ONLY and their guests. No freshman, sophomore or junior students may attend Senior Grad Night. No one 21 years of age or older may attend. All seniors and their guests must complete a permission form and pay the required fee prior to attending. All seniors and their guests must abide by the Extracurricular Activity Guidelines as stated in the St. Lucy’s Parent/Student Handbook.

**MUSICAL**

The St. Lucy’s Musical is presented each spring in the school amphitheater. Regent families and friends are invited to picnic on campus and enjoy the two-act showcase of song and dance. Students of all grade-levels and abilities are invited to audition and perform. For more information, please visit www.stlucysmusical.blogspot.com or www.stlucys.com (student life/musical). A participation fee is required.
Parents agree to pay the tuition, fees and charges scheduled herein on or before the due dates, and to abide by the terms and conditions of the “Conditions for Admission” form into which this contract is incorporated. No grades, credits, report cards, diplomas, and/or transcripts are processed or recorded until all financial agreements are met.

Parents should refer to Smart Tuition for payment options. The contract, school calendar and general remarks through school correspondence should serve as sufficient reminders regarding financial obligations to the school.

Parents who have a son attending Damien High School may qualify for a family tuition rate. See the Financial Contract.

The yearly registration fees, parent service hours, donations to Boutique and BASH dinner-auction (monetary and/or in-kind), and the sale of BASH raffle tickets are part of the tuition contract.

TUITION

Tuition is paid through Smart Tuition Management Company. Plans include monthly, semi-annual and yearly payment. Tuition increases each year as operational costs increase.

For bookkeeping purposes, all families must enroll in Smart Tuition. Payments are due on the first of each month for the plan chosen. Choice of payment plan must be made at the time of registration. Registration fees are non-refundable.

2016–2017 Academic Year Fees

<table>
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<th>Item</th>
<th>Amount</th>
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<tr>
<td>Application/Testing Fee</td>
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<td>Tuition</td>
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<td>Registration Fee</td>
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<td>Uniforms (approx.)</td>
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<td>Books (approx.)</td>
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<tr>
<td>Yearbook Fee (optional)</td>
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<tr>
<td>Athletic Fee per Sport</td>
<td>$120</td>
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<td>(if accepted to the team)</td>
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Additional team fee may be included.

FUNDRAISING OBLIGATIONS PER FAMILY

To assist in maintaining a reasonable tuition rate, all families are required to meet the following fundraising obligations each year that their daughter is enrolled at St. Lucy’s. Donations may be made monetarily or with goods.

**Christmas Boutique**

$40 in goods or a monetary donation

**BASH Dinner & Auction**

$150 in goods or services or a $75 monetary donation

**BASH Raffle Tickets**

$100 in raffle tickets (10 per book) sold (per daughter)

PARENT SERVICE HOURS

Parents are obligated to work 20 service hours per year (10 hours for single parents). At the end of the school year, parents will be billed for unfulfilled hours at $20 per hour.

GROWING FOR YOU FUND

Each family is asked to make a 100 percent tax-deductible gift ($4,050 over 4 years) to invest in our future at St. Lucy’s.

GENERAL REGISTRATION FEE

A registration fee is required of all students and is payable at the time of course registration in the spring. The school’s acceptance of the yearly registration fees does not automatically presume acceptance for the following year. All presently enrolled students’ conduct and grades are reviewed each year and students are invited to return to St. Lucy’s on a yearly basis. If a student is not invited to return the following year the registration fees are returned to parents.

LATE FEES

It is the parent’s obligation to notify the school of any serious reasons for delay in payment.

There is a fifty dollar ($50.00) charge for any checks that do not clear the bank. If two checks do not clear the bank, the school will request that all future payments be made by cash or money order.
FINANCIAL CLEARANCE
Students must be cleared financially in order to take quarter and semester exams. All tuition, fees, raffle tickets, and Parent Club mandatory obligations must be current in order for students to try out for extracurricular activities, run for office, etc. A late fee will be added to Boutique and BASH donations if not paid by the specified deadline.

If parents do not meet financial obligations, students may not register for the up-coming academic year.

TUITION ASSISTANCE
PSAS: St. Lucy’s utilizes Private School Aid Service (PSAS), one of the nation’s leading scholastic financial aid consulting firms, to determine financial aid eligibility and distribution amounts for all need-based financial aid awards. Information regarding our financial aid program is available on our school website (www.stlucys.com) under the Parent section. If you are applying for financial aid, please note that all completed financial aid forms for the 2016–2017 school year must be returned to Private School Aid Service. PSAS will not accept late applications. The school’s authorization code for parent application is 7378.

WITHDRAWAL
Prepaid tuition will be refunded for the quarters not begun. The General Registration Fee and other fees in general are not refundable. The cost of the yearbook will be refunded.
The administration, faculty and staff of St. Lucy’s recognize the importance of providing effective personal, career and college guidance for each student. Various programs in these areas are provided in an effort to meet student needs.

St. Lucy’s extends opportunities for both individual and group academic guidance to all students. Extensive personal counseling is not within the scope of the school’s program. If a student is in need of consistent professional help, the counselor may be of assistance in suggesting possible alternatives to parents.

The guidance staff is available to all students and parents. Students and parents are encouraged to arrange counseling appointments as needs arise.

St. Lucy’s utilizes the many features of Naviance, a web-based comprehensive guidance tool. Students are introduced to Naviance as freshmen and will continue to use this site for all their guidance needs—career, college search and college applications. Parents are encouraged to register on Naviance as well.

STUDENT CONFIDENCES
Guidance counselors, teachers, retreat leaders, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

LEARNING PROBLEMS AND DISABILITIES
Although the school does not have the resources or personnel to assist students with serious learning disabilities, every feasible effort is made to accommodate students with identified learning disabilities. Parents who know or suspect that their daughter has a learning disability should contact her counselor during freshman year or as soon as possible. Counselors will inform teachers as to the nature of the disability and provide suggestions for assisting the student’s learning. Classroom accommodations must be in place for four months prior to requesting accommodations in standardized testing. The first standardized test is in October of sophomore year.

TESTING
St. Lucy’s tests and evaluates students prior to acceptance as freshmen. The Guidance Department makes information concerning required college entrance tests available to students when needed.

High School Placement Test (HSPT)
All eighth grade students seeking admission to St. Lucy’s take the HSPT, which measures ability and achievement in reading, language and mathematics. These test results are used in conjunction with elementary school achievement, teacher evaluations and the student’s personal desire to attend St. Lucy’s when determining acceptance into St. Lucy’s as a freshman.

Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
The PSAT/NMSQT is administered to all sophomores and juniors each October. This test is a variation of the College Board SAT, one of two aptitude tests required by most four-year colleges and universities. This test measures ability in critical reading, mathematics and writing skills. The PSAT helps students prepare for the SAT that is usually taken in the junior and/or senior year. The PSAT/NMSQT is required of all juniors who wish to seek recognition and financial awards through the scholarship program administered by the National Merit Scholarship Corporation.

SAT Subject Tests
The College Board administers the SAT Subject Tests, which are achievement tests in a variety of academic disciplines used by some highly selective colleges for admission purposes and/or placement. The University of California (UC) recommends, but does not require, the SAT Subject Tests. Subject tests may be taken in American history, world history, biology, chemistry, physics, mathematics (level II), literature, French, Spanish, German, Modern Hebrew, Italian, and Latin. Information concerning these tests is available at www.collegeboard.com.

SAT
Most four-year colleges and universities require SAT, a college entrance examination administered by the College Entrance Examination Board. The test is used in conjunction with the high school record, extracurricular activities, and teacher and counselor recommendations in
determining college admission. The SAT is administered at various local testing centers on Saturdays throughout the year. Information concerning times and locations of testing is available at www.collegeboard.com. For UC schools the optional writing section of the SAT is required. For CSU, students may take the SAT without writing.

American College Test (ACT)
Colleges and universities accept the ACT with Writing in lieu of the SAT Reasoning Skills as a partial fulfillment of their entrance requirements. This test measures ability in English, mathematics, natural sciences, reading, and writing. Information for the ACT is available at www.act.org. For UC schools the optional writing section is required. For CSU, students may take the ACT without writing.

School Code
The school code for SAT Reasoning Skills, SAT Subject Tests and ACT is 051075. It is important to include the school code when registering for the tests.

CAREER GUIDANCE
The school encourages each student to begin an evaluation of her special interests and abilities through Career Days, testing, the resources of the guidance room (200B), and Internet resources (especially https://connection.naviance.com/slhs and www.collegeboard.com). This evaluation generally helps the student discover those careers that best suit her talents and enhances the college/school selection. Counselors act as resource guides to students in their career exploration. In their sophomore year, students are introduced to the Naviance career exploration program. Students have ongoing access to this program until graduation.

GUIDANCE CENTER
Room 200B serves as the guidance room and contains publications such as career brochures and college catalogs. All students are encouraged to make use of the guidance room to research colleges, careers, scholarships, and summer programs. Other resources relating to teen issues and self-help are also available.

COLLEGE INFORMATION
Counselors provide individual and group guidance with regard to the college admission process. Each week during the first semester, counselors visit each senior religion class to provide information on applications, testing, scholarships, college speakers, etc. Each senior is scheduled for an individual appointment with her counselor prior to the end of November. In late September, the Guidance Department hosts an evening meeting for senior parents to review the college application process. Students are encouraged to make their college plans on Naviance.

Community Colleges
A student may wish to continue her education in a community college upon completion of high school. Various two or three-year training programs are available at the community colleges to prepare the student for employment in specific occupational fields at the community colleges. These colleges vary in the training programs they offer. The student needs to check college catalogs for the programs available in specific community colleges. Many students begin their four-year college education in a local community college.

Trade/Technical
The greater Los Angeles area has many private schools that prepare students for specific career areas. Usually, the training time in such schools is less than that required in a four-year college. Business colleges and art institutes are examples of such schools. The student must investigate the individual school’s requirements for acceptance. Many of these schools’ catalogs are available in the guidance room.

California State University
There are 23 California State University campuses. Those in Southern California are: Northridge, Los Angeles, San Marcos, Dominguez Hills, Long Beach, Fullerton, Cal Poly Pomona, San Bernardino, Channel Islands, and San Diego. The Central and Northern California schools include: Bakersfield, Fresno, Cal Poly San Luis Obispo, Stanislaus, San Jose, East Bay, Sacramento, San Francisco, Sonoma, Chico, Humboldt, Monterey Bay, and CSU Maritime Academy.

The University of California
The ten (10) campuses of the University of California system include: Davis, Berkeley, San Francisco (for upper division and graduate students in medical field only), Santa Cruz, Santa Barbara, Los Angeles (UCLA), Irvine, Riverside, Merced, and San Diego.

Subject Requirements
The University of California and the California State University systems have the following subject requirements, which must be completed with a “C” or better:
A) History: 2 units - One of World History and one of U.S. History or U.S. Government (CSU allows any social science in place of World History.)

B) English: 4 units college preparatory English combining composition and literature

C) Mathematics: 3 units college preparatory mathematics, which includes Algebra I, Geometry, and Algebra II (4 units recommended)

D) Laboratory Science: 2 units laboratory science courses chosen from Biology, Chemistry, Physics, Physiology or AP Biology. (3 units recommended). CSU allows Physical Science in place of Chemistry or Physics.

E) Foreign Language: 2 units Levels I and II of the same language; (3 units recommended)

F) Visual & Performing Arts: 1 unit course in the same discipline.

G) College Preparatory Electives: 1 unit in addition to those required in "A" through "F" (listed above), to be chosen from one of the following subject areas: history, English, advanced mathematics, laboratory science, foreign language, social science, and visual and performing arts. (In general, elective courses should involve considerable reading and should aim to develop a student’s analytical and reasoning ability and skill with written and oral exposition.)

Scholastic Requirements
In both systems, the student’s G.P.A. is determined through required subjects in grades 10 and 11. UC requires a minimum 3.0, CSU a minimum 2.0. Due to the overcrowding in the state systems, acceptance is often also based on supplemental criteria and is not necessarily to the first choice campus or major. Students must also meet the specific scores for standardized tests as described in the University Eligibility Index.

Examination requirement of the University of California and the California State University is: one aptitude test, either SAT with Writing or ACT with Writing (for CSU, the student may take the tests without the writing.

Private Four-Year Colleges and Universities
Each private college or university has its own set of requirements for freshman admission. It is important to check the individual college catalogs, Naviance or websites for specific high school course requirements. The College Handbook, available in the school guidance room and the Regent Resource Center, also lists required subjects. In general, meeting either the California State or U.C. requirements will qualify students for most private colleges. G.P.A. requirements vary widely.

Common course requirements among private colleges include:

- English: Four years
- Foreign Language: Two or more years
- Mathematics: Three or more years of college preparatory mathematics
- Laboratory Science: At least one, usually two or more years
- Social Sciences: Two or more years
- Academic Electives: Five-six semesters

Additionally, specific classes may be required for acceptance in certain departments. As an example, two or more years of high school mathematics may be required of the potential art major. Two or more years of laboratory science may be required of the student seeking admission to a pre-med program. Most private colleges and universities also require the student to take either the SAT or ACT prior to acceptance.

COLLEGE APPLICATION PROCEDURES
Each college, university or specialized vocational school has its own unique application procedures that must be followed by the student seeking admission. St. Lucy’s students must use Naviance to track their college applications. On Naviance they can access the Common Application as well as UC, CSU, etc. Many colleges send representatives to St. Lucy’s to discuss requirements for admission as well as procedures for filing applications.

Numerous college bulletins that specify a school’s application procedures are available in the Guidance Center. College application deadlines for fall acceptance are set and published in the fall of a student’s senior year.

All published deadlines must be met in order to qualify for acceptance. St. Lucy’s counselors sponsor grade-level parent meetings in the evening during each of the four years to help guide parents and students through this process. Counselors hold group sessions and see every student individually every year, and more often by request.

LETTERS OF RECOMMENDATION
Many colleges require letters of recommendation as a part of their admission procedures. A student who wishes a faculty member to write a recommendation should first ask the teacher using the paper request form provided by the Guidance Department and then formally request a
recommendation from that teacher on Naviance. The
teacher will receive an e-mail request and will complete the
recommendation. That recommendation will accompany
every application that the student submits via the
Common Application, as well as any other private college
or scholarship applications that the student designates.
The students must allow a minimum of two weeks for the
teacher or counselor to complete the first letter. A list of
the student's interests and activities ("brag sheet") is also
required. At the end of junior year, students are to do both
the "brag sheet" and a resume on Naviance as well as upload a copy of their personal statement to the Journal on
the "About Me" tab of Naviance.

TRANSCRIPTS
Transcripts for seniors are ordered on Naviance by clicking
on "Request Transcripts" in the "Colleges I Am Applying
To" section of the Colleges tab. A general parental release
and a one-time fee of $15 are required at the start of the
senior year so that individual transcripts and updates may
be sent in a timely manner. Seniors are asked to allow a
minimum of three working days before their deadline as the
Registrar will often have many requests on the same day.

Freshmen, sophomores or juniors requiring transcripts
should obtain a parental release form from their counselor,
the St. Lucy’s website, or the Registrar. This form requires
a parent signature and a small fee of $3. Please allow three
days for processing.

FINANCIAL AID AND SCHOLARSHIPS
STATE OF CALIFORNIA GRANTS
Cal Grant A: Assists low and middle income students with
tuition/fee costs. Grant winners are selected on the basis
of financial need and grade point average.

Cal Grant B: Provides a living allowance for very low-
income students for the first year of college. In subsequent
years it provides tuition help as well.

Cal Grant C: Helps vocational students with tuition and
training costs. Recipients must be enrolled in a vocational
program at a community college, independent college or
vocational school in a program of study from four months to
two years in length.
Cal Grants do not have to be repaid.

FEDERAL GOVERNMENT
Pell Grant: Pell Grant, the largest federal aid program, is a direct grant
for low-income students funded and administered by the
federal government. This aid is not repaid.

Supplemental Educational Opportunity Grants (SEOG):
SEOG is a federal government fund administered by
the college for students with financial need. SEOG
is not repaid.

College Work-Study:
College work-study is a federally supported program
offering students an opportunity to earn financial aid
through work. The student is responsible for applying
earnings to college expenses.

Perkins Loans:
Perkins Loans are long-term, low interest loans funded by
the federal government and administered by the Financial
Aid Office. They must begin to be repaid nine months after
graduating or leaving college.

Direct Loans:
Direct Loans are long-term, low interest loans designed
to provide students with additional funds for college. They
must begin to be repaid six months after graduating or
leaving college. Direct loans are available with and without
federal subsidy of interest.

Parent Loans for Undergraduate Students -
(PLUS Loans):
PLUS loans do not require proof of financial need.
Borrowers must begin repayment within 60 days
of the last disbursement of the school year.
Students are encouraged NOT to take out “alternative
loans,” which do not have the safeguards that are built into
the government loans.

FINANCIAL AID APPLICATION
Application for college financial aid is made through the
Free Application for Federal Student Aid (FAFSA). By
checking the appropriate boxes, the student applies for all
federal and state aid as well as all need-based aid provided
by the colleges themselves. Some private colleges also
require the CSS Profile. Both forms are available online.

FAFSA is available starting October 1 of senior year at
www.fafsa.ed.gov; Profile is also available October 1
of senior year at www.collegeboard.com. Due to many
"scams" on the web, St. Lucy’s cautions students to beware
of any other websites for their financial aid applications.
The FAFSA and Profile require the student and parent(s) to provide information regarding income and assets. The financial aid processor will then estimate the amount that both the student and parents can contribute to meeting college expenses. NEED, the difference between the anticipated expenses and the contributions of student and family, is the basis for the Financial Aid Eligibility determined by the financial aid officer at each college. Complete financial aid application information is provided to the student and her parent(s) at an evening meeting held at St. Lucy's. If the college of a student's choice accepts the student, the college will arrange a “Financial Aid Package.” Such “packages” frequently include Pell Grant/Cal Grant monies along with a Work-Study award, loans and college grants or scholarships.

SCHOLARSHIPS
Scholarships are frequently made available to students by unions, fraternal organizations, businesses, and various associations of the colleges the student wishes to attend. The counselors inform students of private scholarships through the daily Fact Sheet as they become available during the year. They are also published on Naviance and at times through e-mails. College bulletins frequently list scholarships available through their school. It is important to meet the filing deadline for these awards. Parents should also check with the companies for which they work regarding scholarships for children of employees. Books are available in the Regent Resource Center as well as public libraries for further research by the student. The most complete resource for scholarships is www.fastweb.com, which can be accessed through Naviance. Parents and students should be wary of anyone who charges for financial aid services.

COLLEGE COSTS
All college catalogs provide information concerning tuition, fees and on-campus living expenses. If the student is considering a private school, she should be aware that the cost of attending private colleges varies greatly. Complete information is found on the college's website.
State and County Health Department regulations strictly limit the extent to which school personnel may treat students who are ill or who have been injured. Medical care of the individual student is considered the responsibility of the home. Therefore, only first aid is administered in the school.

ILLNESS
Students who become ill while in school are sent to the Health Room, except in cases where immediate first aid is needed. The student who is ill must check into the Health Room either through Health Room personnel or through the Main Office. The student must also check out of the Health Room before returning to class. If the injury or illness is of a serious nature, the parent or guardian is notified immediately. No student is allowed to go home unless the parent or another designated adult takes responsibility for the student. No student is allowed to leave the school for any reason without permission from the Attendance/Health Office or her representative. It is the responsibility of school personnel to contact the parents.

INJURY
Students who are injured while in school are sent to the Health Room, except in cases where immediate first aid is needed.
Any accident or injury to a student that takes place on the way to school, at school or on the way home from school must be reported immediately to the Main Office. Failure to notify the school can cause the student to be ineligible for coverage under school insurance.

MEDICATIONS
Non-prescription medication: Students are permitted to carry and monitor their own non-prescription medications.
Prescription medication: Students are permitted to carry and administer their own prescriptions medications. Prescription medications may also be taken to the Health Room in the original labeled container.
Dispensing of medication: School personnel are not allowed to give any medication without written parental permission.

PHYSICAL DISABILITY
Any disability or physical disorder should be made known to the Health Room Coordinator for proper handling and care. Exemptions from physical education must be written by the family physician and presented to the Assistant Principal for Student Affairs.

IMMUNIZATIONS
It is mandatory that every student show documentation of required immunization before admission to classes. The Health Room Coordinator issues warnings to students who do not have their immunization records completed after the opening of school. After proper warning, students cannot attend classes until immunization is complete.

TB Test Requirements - Students who have never attended a California School must present written evidence of a Mantoux (PPD) Skin Test.

INSURANCE
A Student Accident Insurance Program is provided for all students attending St. Lucy's. This limited program is to assist with medical expenses incurred due to accidental bodily injury sustained by a student while attending school, traveling to or from school, or while participating in a school sponsored and supervised activity.
If parents have medical insurance, it is considered to be the primary coverage and all charges must be submitted to the primary company before the student coverage policy is claimed.
The Attendance/Health Office must be informed of all accidents and injuries as soon as possible. Treatment of any injury must begin within thirty days of the reported accident. The Attendance/Health Office Coordinator sends claim forms to the parent(s). The forms must be completed and filed promptly as instructed.

EMERGENCY INFORMATION FORM
The Emergency Information Form, with current telephone numbers for home and work, must be completed and filed in case of serious injury or illness. In addition, parents are asked to sign a release for treatment at Foothill Presbyterian Hospital for emergencies.
EMERGENCY RELEASE FORM
Parents must complete an Emergency Release Form stipulating those persons authorized to pick up their daughter in cases of emergency.

HIV/AIDS INFECTION
The California Health and Safety Code mandates that the school’s knowledge of any employee’s or student’s test results for Acquired Immune Deficiency Syndrome (AIDS) must be held in the strictest confidence.

T-DAP (Whooping Cough immunization)
As of fall 2011, the State of California requires that all students have the T-DAP Pertussis immunization before they can start school. (Assembly Bill 354 California Law).
The Regent Resource Center (RRC) of St. Lucy’s Priory High School offers a service to the student body and faculty members by actively participating in the school curriculum, supporting the school program, and attending to the instructional needs of the students, faculty and staff.

STUDENT BEHAVIOR
The RRC is intended for the purpose of research and study. Quiet must be observed at all times. Students may tutor each other or work on group projects with permission from the RRC Coordinator. Eating and drinking is not permitted. All materials and furnishings of the RRC should be treated with respect. Students who willfully damage any property will forfeit RRC privileges.

HOURS AND SERVICES
The RRC is open before and after school. The RRC is closed during school-sponsored activities. Students may make special arrangements with the RRC Coordinator if more time is needed after school.

Students may request the Coordinator to make copies of materials for classroom use for a nominal fee.

Computers are available for student use. A small fee is charged for printing.

If materials are damaged, the student is fined accordingly. This fine and payment is at the discretion of the RRC Coordinator.

CITRUS COLLEGE LIBRARY
Each year, Citrus College permits St. Lucy’s students to use its library facilities. Students may apply for a library card through St. Lucy’s and, if granted, they are expected to conform to Citrus College rules and regulations. Citrus College librarians reserve the right to limit circulation.
ART CLUB
The Art Club is a community of artists and art lovers that join together to learn and discuss the many different expressions of art. Each meeting we learn about a different art movement or medium and the artists that create them. During the year we have a Coffee House where anyone can submit their poems, short stories, or films to be viewed by their peers. Near the end of the school year we have our Lets Talk about Art School meeting in which we will analyze the opportunities and difficulties of applying to an art school.

BENEDICTINE BOOK BRIGADE (BBB Club)
Our mission as the Benedictine Book Brigade is to read the books that we love and to serve our community through book drives, fundraisers, and literacy programs. Through reading books and discussing them with each other, we are being educated and collaborative women. By serving God and our community through spreading literacy to those who are in need, we are being spiritual and integrated women. We, the Benedictine Book Brigade, will help light up your life with books.

CALIFORNIA SCHOLARSHIP FEDERATION - C.S.F.
The St. Lucy’s Chapter of the California Scholarship Federation is affiliated with all C.S.F. high school chapters throughout the state, and is under the control of the Board of Directors of the statewide federation. Membership in C.S.F. is based on the number of points achieved in each semester as outlined by the C.S.F. Board of Directors. “Scholarship for Service” is the C.S.F. motto. At the time of graduation, the Chapter Seal is embossed on the diploma of all students who have qualified for life membership. The names of graduating Sealbearers are noted on the commencement program.

CAPTAINS’ COUNCIL
Captains’ Council is a board of representatives from 15 teams dedicated to educate the St. Lucy’s athletic community on the importance of leadership, team work, and good character. The mission is to further advance the leadership skills necessary to be a highly effective captain. Our goals are to promote all athletic contests to our school community and to encourage sportsmanship across our athletic teams, school body and spectators.

COMEDYSPORTZ
The ComedySportz High School League® is competitive, improvisational comedy in which two teams compete for the audience’s laughter by performing scenes and various improv games with a referee facilitating each match. The ComedySportz High School League® is the largest teen improv program in the country. Players are trained to be quick-witted and comfortable in front of an audience. ComedySportz encourages individuality, showmanship, and sportsmanship.

DRAMA CLUB
The Drama Club is open to all students who have an interest in the performing arts, whether or not they are enrolled in the acting classes. Members learn to work as team players while preparing for successful productions, and gain an appreciation of the importance of stage and property management. Those who prefer to be audience members or technicians are equally welcome in the club.

INTERNATIONAL THESPIAN SOCIETY
The purpose of Troupe 2527 is to promote interest in theatre arts. Students must earn points by working on theatre productions in order to become members. National conventions and competitions are part of the program.

GIRLS WHO CODE
“Girls Who Code” is a national nonprofit organization launched in the Spring of 2012 and works to provide young girls with the skills to pursue a college major, future job in computer science, or merely explore their interests. This club will allow students to learn the specifics of coding and actively participate in building real world software, mobile apps, and games.” Girls who Code” offers monthly project based activities and allows students to learn new skills and apply them collaboratively with other peers. http://girlswhocode.com.

SPEECH & DEBATE
The purpose of Speech and Debate is to offer opportunities for critical thinking, research skills, ethical argumentation, advocacy, analysis, persuasion, oral presentation, listening, organization, teamwork, group problem solving, citizenship, and leadership.
KIWIN’S
KIWIN’S is a community service club sponsored by the City of Glendora Kiwanis and St. Lucy’s Priory High School. Its purpose is to promote a spirit of individual responsibility for assistance in all aspects of life. KIWIN’S members volunteer their services to the school, the City of Glendora, and international and local fundraising activities. Scholarships, based on academics and service, are provided by the club, Kiwanis Club, Kiwaniannes Club, and the KIWIN’S district level.

KIWIN’S provides opportunities for students to take on leadership roles and experience the satisfaction of serving their school and community. KIWIN’S is a district of Key Club International and is structured on the Club, District, and International levels, each led by a group of student officers. The KIWIN’S organization includes California, Nevada and Hawaii (Cal-Nev-Ha).

FOREIGN LANGUAGE CLUB
The mission of the foreign language club is to promote education of worldly cultures through the knowledge of their music, food, and traditions. In doing so, members will immerse themselves into universal understanding of society as a whole.

SPANISH CLUB
The Spanish Club promotes the culture and history of Spanish speaking nations. Members also participate in community service activities.

RECYCLING CLUB
Recycling Club is open to all students of St. Lucy’s. The club’s main focus is to better the environment and the St. Lucy’s community. Members think of various ways to fundraise money in order to purchase items that make the campus more green. Recently, the club was donated green recycling bins that students were able to put cans and bottles in. They hope to raise additional money to invest in ways to conserve water on the campus.

REGENT AMBASSADORS
The Regent Ambassadors are a group of dedicated juniors and seniors who represent St. Lucy’s. They travel to various middle schools to speak with 7th and 8th grade students and their parents. They give formal presentations and answer questions about St. Lucy’s. They conduct personalized campus tours of St. Lucy’s and host students for Shadow Visits.

SISTERS IN SONG
To provide every student of the St. Lucy’s Priory High School Community the opportunity to share her musical talents with her Regent Sisters in order to enhance the musical and spiritual life on campus.

NATIONAL HONOR SOCIETY - N.H.S.
The St. Lucy’s Chapter is affiliated with 11,000 other chapters of the National Honor Society and is under direct control of the National Association of Secondary School Principals, a department of the National Education Association. Membership in the school chapter is restricted to those students who maintain a cumulative 3.5 average in sophomore, junior and senior years, have positions of leadership, are involved in school and community service, and who are approved by the faculty for membership. Membership in the chapter is based upon scholarship, service, leadership, and character.

SCIENCE CLUB
Members discuss and explore various activities and topics related to the sciences. Typical activities include guest speakers, traveling to lectures and presentations, science fairs, visiting sites of interest, environmental service projects, and encouraging other students to join in science related activities.

SOCIAL ISSUES CLUB
This organization makes students aware of international human issues of personal rights, dignity and freedom. The students are informed of issues such as prisoners of conscience throughout the world and often send letters to the heads of state or the United Nations. Students are also involved in local human rights issues and support many organizations and causes. Students actively participate in Christian services activities that promote the dignity and rights of all people.
Tri-School Activities

The tri-school community is composed of St. Lucy’s, Pomona Catholic and Damien High Schools. St. Lucy’s students are to follow the rules of the host school when they attend dances or activities on another campus. Disciplinary action may be taken by St. Lucy’s for any student’s misconduct at a tri-school event. Appropriate dress is always expected of St. Lucy’s students. All students are to follow guidelines at all tri-school activities.

DAMIEN DRAMA
St. Lucy’s students are invited to audition for Damien drama productions. Once selected, students must maintain scholastic eligibility every quarter. All other requirements are published at the time of tryouts. Information is provided in the Fact Sheet.

DAMIEN MOUNTAIN BIKING TEAM
St. Lucy’s students are offered the opportunity to participate with the Damien High School Mountain Biking Team. This team is part of the SoCal High School Cycling League. Practices begin in early December and are at least three days a week with races starting in February.

ROBOTICS CLUB
St. Lucy’s students are invited to participate in Damien’s Robotics Club. Robotics Club gives students the opportunity to design and build cutting edge robots. They learn valuable engineering skills, and having fun doing it. The Damien Robotics Club participates in various robotics competitions at the local, state and national level. This club combines the excitement of engineering and the fun of technology in a competitive academic setting.

SPARTAN SPIRIT SQUAD
The Spartan Spirit Squad is responsible for promoting and upholding team spirit. Members of the Spartan Spirit Squad will cheer at Damien Football and Basketball games, and for other requested sports. The Spartan Spirit Squad will perform at spirit rallies.

SPORTS MEDICINE
St. Lucy’s students are invited to apply for Damien’s Sports Medicine Club. Selected applicants will participate in the Athletic Training Room (ATR) after school for a minimum of 3 days a week for several sporting events throughout the school year. They get to work with Damien’s Certified Athletic Trainer’s, Team Physician and University athletic training students with the treatment of the various athletic injuries that may occur.

JUNIOR-SENIOR PROM
The Prom is a tri-school activity and is sponsored by the junior class. All juniors and seniors are invited to attend the dance. St. Lucy’s sophomores may attend the Prom if they are invited by a junior or senior from Damien. No freshmen from any high school may attend the Prom. All students are expected to follow the special guidelines published for the Prom. All St. Lucy’s students attending the Prom must complete a permission form before buying a bid. St. Lucy’s juniors and seniors must invite a male guest to the Prom. No junior high school students are allowed to attend Prom. No one 21 years of age or older may attend. No single bids are sold. Photos are available and will be denied because of inappropriate behavior or dress.

Formal dress is required of all students and escorts. No dresses above the knee will be allowed. Dresses must follow the regulations established by the administrations of all three schools. Dresses may not be low cut in the front or back and may not have a bare waist. Everyone must follow dress guidelines to be admitted to the Prom. The dance guidelines are also in effect. (See Extracurricular Activities)
HOMECOMING DANCE
All students may attend Damien’s Homecoming Dance. St. Lucy’s students may invite male dates currently in high school (any high school). Boys who have graduated may not be 21 years of age or older. All students must complete a permission form before buying a bid. No single bids are sold. Photos are available and will be denied because of inappropriate behavior or dress.

Dress for Homecoming is semi-formal. Dresses must be no shorter than knee-length. Everyone must follow dress guidelines to be admitted to the Homecoming Dance. The dance guidelines are also in effect. (See Extracurricular Activities)
Parents are vital to the success of the school. All parents of St. Lucy’s students are automatically members of the Parent Club and are invited to become active participants. The Parent Club assists in providing social, spiritual, educational, moral and financial support to St. Lucy’s Priory High School. The involvement of parents helps to develop a spirit of Christian community and mutual support among the parents, staff, faculty, and students. Parents support school activities and assist in raising supplementary funds to augment school needs. All Parent Club funds will be used for the benefit of the school and for the operating expenses of the club.

All parents are encouraged to attend Parent Club meetings. The meeting schedules are published in the monthly calendar and are held throughout the year. Parents attending Parent Club meetings receive one (1) hour of credit toward their annual service hours and are automatically entered into a drawing for a $300 credit toward tuition.

Parents who serve as officers of the Parent Club receive service hour credit.

**PARENT PARTICIPATION PROGRAM**
The cost of an education at St. Lucy’s Priory High School far exceeds tuition and grows more expensive each year. The Parent Participation Program was established to help close this gap and is part of the financial contract. The program promotes a sense of community among the parents as they work together in support of their daughters and their education. Consequently, the workload is shared so that no one is overburdened.

There are several, mandatory requirements to the Parent Participation Program, including service hours, donations to Boutique and BASH dinner-auction, and sale of BASH raffle tickets. Financial gifts to the school’s Growing for You Fund are highly encouraged.

**Service Hours**
Each family is required to complete a minimum 20 hours of service per school year (10 for single parent households).

Each required hour is equivalent to $20, with a yearly total of $400 per family ($200 for single-parent households). Unfulfilled service hours will be billed at a rate of $20 per hour at the end of the school year.

Service hours are important because they support the greater needs of the school community and help limit the need for paid assistance.

At this time, only parents or guardians can fulfill service hours. Although deeply appreciated, hours worked by extended family members, including older siblings and grandparents, will not apply toward a family’s annual service hour obligation.

The service hours or payment are detailed in the parents’ financial contract. Parent Participation Forms must be filled out and submitted each year as part of the registration procedures. Parents will receive notification of volunteer opportunities throughout the year.

**SERVICE HOUR OPPORTUNITIES**
Service hours can be accrued through the following opportunities: New Student Orientation Day, ASB Dance chaperones, Boutique, Regent Golf Classic, Ecology Days, BASH dinner-auction, Musical, Drama events, Graduation, event parking, Advancement Office clerical assistance, athletic events, and phone calls to parents. Miscellaneous donations of goods or services are welcome and can be applied toward service hours credit. Parents are responsible for signing in and out each time they volunteer.

*“Home for the Holidays” Christmas Boutique*
Boutique is usually held on a Sunday in November. Each family is required to sponsor this event at a minimum of $40 OR donate a holiday item(s) that can be sold for a minimum of $40. Parents have the opportunity to set up, work during the event, or clean up. Refer to the Advancement Office Parent Bulletin for further details.

*Building A Scholastic Heritage (BASH) Dinner-Auction*
BASH is a dinner-auction held on our hillside campus in the spring and is the school’s largest fundraiser and adult social event. Each family is required to donate new items and/or services valued at $150, or, make a monetary donation of $75. Each student is required to sell one book of 10 raffle tickets, due prior to event. Refer to the Advancement Office Parent Bulletin for further details.
**Growing for You Fund**

This fund elicits a 100 percent tax-deductible financial gift from each family over the four years of their daughter’s enrollment at St. Lucy’s. All new families are required to attend an evening meeting in August explaining the fund, as well as other financial obligations under the Parent Participation Program. This ongoing fund helps to “bridge the gap” in the cost of education and has provided invaluable financial assistance to the school for over 40 years. Each family is asked to make a gift ($4,050 over 4 years) to invest in our future at St. Lucy’s.

**NON-PARTICIPATION**

Parents who do not complete the required service hours (senior parents by Sunday, April 9, and freshman-sophomore-junior parents by Saturday, May 6) will be billed by at the rate of $20 for each unfulfilled hour.

Parents will be assessed a late fee (penalty) for failing to make mandatory obligations to Boutique and the BASH dinner-auction. A $15 late fee will be added if the obligation is not received by the published deadline. Fees will be added to the financial obligations that are required to be cleared for exams and grades.

If a family fails to meet the requirements for service hours, Boutique or the BASH dinner-auction, the student will not be cleared for final exams and grades.

**THE OFFICE OF ADVANCEMENT**

The Office of Advancement is responsible for overseeing the Parent Participation Program, Parent Club and sale of Regent Spirit Shop merchandise. The Office of Advancement also publishes the Regent newsletter and hosts the St. Lucy’s Doll Workshops.

Any questions regarding annual parent obligations, the *Growing for You* Fund and service hours should be directed to the Office of Advancement at (626) 963-0017 or advancement@stlucys.com.
ASSOCIATED STUDENT BODY (A.S.B.)
All students enrolled in and attending St. Lucy’s Priory High School are members of the Associated Student Body (A.S.B.). A copy of the A.S.B. Constitution is available in the A.S.B. Room (212).

A.S.B. CARDS
All students must have their I.D. picture taken on the designated Picture Day. The I.D. photo is used for the A.S.B. card, yearbook and the student’s permanent record. Students are required to have the St. Lucy’s A.S.B. card in their possession whenever they attend sporting events, tri-school events, dances, or other extracurricular activities. A $15 replacement fee is charged for any lost card.

ASSEMBLIES
Student assemblies and rallies are planned for the purpose of developing school spirit, offering opportunities for instruction, entertainment and enjoyment, and helping student performers develop poise, self-confidence and creativity. Students are to conduct themselves appropriately, listen attentively and respectfully to all speakers and performers, and respond in a courteous and appreciative manner by applauding (no whistling, yelling, etc.).

BOOKBAGS
Any embellishment on a bookbag, folders or books must be in good taste or the student will not be allowed to use these items at school. Students are responsible for their bookbags at all times and should not leave them unattended in hallways or locker areas.

CAMPUS HOURS
Students are allowed to be on campus between 7:00 a.m. and 4:00 p.m. or 45 minutes after an early dismissal. School personnel is present a half-hour before and after school. St. Lucy’s assumes no responsibility or risk beyond these hours. Students who are on campus before or after hours must be supervised by a designated faculty member or coach in a school activity such as athletic practice, drama rehearsal, musical practice, journalism, yearbook, etc.

CELL PHONES
Cell phones are not allowed during school hours and will be confiscated. Two or more cell phone confiscations will result in detention. Students and parents may monitor cell phone infractions in the student’s individual Behavioral Log in TeacherEase. After the second cell phone infraction, a 30-minute detention must be served. Each subsequent infraction will result in an increase in 30 minutes served during the next month’s detention. If parents want to contact their daughters with an emergency message, they should telephone the Main Office at (626) 335-3322, and the message will be relayed to the student.

• Phones must be kept in the “OFF” position from the time the student enters the campus until the final dismissal bell. Use of phone during the school day may be considered an act of cheating.
• Since students do not have use of phones during the school day, it is to be stored in locker or book bag.
• No cell phone may be used for picture taking during these hours.
• Cell phones may not be used for game playing, Internet or e-mail access, text messages, or making purchases of any kind.
• Students may not drive on campus while they are using a phone.

COURTESY
Courtesy is thoughtful consideration for faculty, school personnel, parents, and other students. This courtesy is expressed in an attitude of respect for all persons. The school encourages everyone to develop this courtesy as it affirms the basic dignity of each individual.

CAMPUS HOURS
Students are allowed to be on campus between 7:00 a.m. and 4:00 p.m. or 45 minutes after an early dismissal. School personnel is present a half-hour before and after school. St. Lucy’s assumes no responsibility or risk beyond these hours. Students who are on campus before or after hours must be supervised by a designated faculty member or coach in a school activity such as athletic practice, drama rehearsal, musical practice, journalism, yearbook, etc.

CLOSED CAMPUS
St. Lucy’s Priory High School maintains a closed campus. Once a student arrives on campus, she may not leave until the end of the school day, unless she has a written note from a parent requesting early dismissal.
ELECTRONIC DEVICES
Phones, iPods, laptop computers, video cameras, portable video game units, headphones, ear buds, CD players, etc. are not permitted on campus except for specific class purposes, such as use of a textbook or as directed by teacher. Students may not use electronic devices in any other manner during the school day. Abuse of policy may result in confiscation of items. The school is not responsible for the loss or damage of any electronic device. Students may not charge their electronic devices on school property.

FOOD DELIVERIES
NO FOOD may be delivered to students during the school day.

GIFTS AND DELIVERIES
Students are never called out of the classroom to receive birthday greetings, etc. Because the school maintains a closed campus, the school reserves the right to refuse admittance to anyone delivering greetings or gifts. Flowers and gifts sent to school are not the school’s responsibility for delivery. Any gifts delivered to school will be distributed at the END OF THE SCHOOL DAY. Gifts or flowers must be of a small size and in non-glass containers. Large-oversized gifts or more than 3 balloons will NOT be accepted.

GUM
Because of possible damage done to school property, gum chewing is not permitted.

LOCKERS
Lockers are made available to students. The student does have some control over her school locker in that she may keep other students out, but not school administrators. Students may not provide their own lock. If a student leaves school, is dismissed or transfers, any belongings left in locker must be claimed within two weeks. After two weeks, any unclaimed property becomes the property of the school.

Students are not to use or share lockers that have not been assigned to them. The school is not responsible for missing articles. Nothing may be written or posted on or in the lockers. Any problems with lockers are to be reported to the Main Office. Gym lockers are assigned to each student. Students are provided with a lock and each student is responsible for her personal things.

LOST AND FOUND
The Lost and Found is located in the Main Office. Students may turn in found articles or ask to look for lost articles in the office.

LUNCH
Areas provided for lunch are the amphitheater and assigned classrooms during inclement weather. Students are to pick up after themselves. There is to be no eating in cars, parking lots, halls, stairways, gym, athletic fields, the north building, or other unassigned areas without permission. A food service kitchen and spirit store provide drinks and food for students.

MUSIC GUIDELINES
Music played at school activities or athletic events must meet the following guidelines:

• Must promote positive attitudes about life, women and all members of society
• Must be in good taste
• Must NOT have any explicit lyrics, including sexual innuendo, drugs references or foul language
• Must NOT come from a CD or download with a Parental Advisory Warning

OFF-CAMPUS ACTIVITIES
Field trips and other off-campus activities are privileges afforded to students and are not absolute rights. Students may not be permitted to attend co-curricular activities if they do not meet the academic or behavior requirements. St. Lucy’s Field Trip Permission Forms are required and must be presented by the deadline. All school rules and policies, including dress code and grooming, are to be followed when students are attending off-campus activities. Students who miss classes for such activities are personally responsible for all class work and assignments. Students must pay the cost of travel and activities.

PERSONAL FUNDRAISERS
Students may not sell anything on campus or at any school or tri-school event for personal gain. If a student is selling candy, etc. for an outside organization, she must obtain permission from the Director of Student Activities.

PERSONAL MAIL
The school does not accept personal notes, mail or packages for students. Any such items that are delivered to school will be opened at the discretion of the Principal.
PERSONAL PROPERTY
Students are responsible for their personal property and are discouraged from bringing large sums of money or expensive items to school.

PHONE CALLS AND MESSAGES
No student is called to the phone in the Main Office during class hours. In case of emergencies, the secretary takes the message and relays it to the student. The Main Office assumes NO responsibility to take or relay non-emergency personal or family messages. A student is never permitted to leave school on the basis of a phone message without having the call verified in the Main Office.

POSTING OF FLYERS
Printed materials, posters, advertisements, etc. must have the signature of the Director of Student Activities before being posted on school property. Any class or club that posts material must have their moderator's approval. No scotch tape or masking tape may be used on painted surfaces or glass. Each class or club is responsible for its prompt removal.

REGENT SPIRIT STORE
The Regent Spirit Store is located on the first level in the main building. The store is staffed by senior class volunteers and is open daily at break, lunch and some selected mornings. A variety of Regent Spirit items, snacks and classroom supplies are available for sale.

SCHOOL PROPERTY
Every student is expected to be responsible for the proper use and care of school facilities and equipment, such as desks, bulletin boards, computers, science, art, and audio-visual materials. Parents are required to make compensation for any breakage or defacement. Students may not use teacher's desks, files or classroom closets.

SAFETY AND GENERAL RULES AND REGULATIONS
1. Students do not use center stairs unless they are sent to or called to the Main Office.
2. Students do not use the front doors for entrance and exits.
3. Teacher's desk, files or classroom closet are not for student use.
4. With safety as the primary reason:
   a. Students are NOT to run, push or act in a rowdy manner in corridors or in any area of the school building or premises.
   b. Students are NOT to sit on breezeway walls or ledges.
   c. Students are NOT to throw anything from the breezeways or windows.
   d. Students are NOT to sit on or slide down banisters or railings.
   e. Students are NOT to "roughhouse," pile on or jump on each other, push or trip anyone.
   f. Students may not eat/drink during class time in the classroom.
   g. Students may not carry large bunches of balloons, flowers, etc. from class to class.
5. Students are NOT to use electronics during the school day. If there is an educational reason, permission may be granted by each individual teacher for classroom use.
6. Students are to take pride in St. Lucy's. All students are expected to participate in keeping the campus and buildings clean and orderly.

STUDENT GUESTS
Students are not to bring guests unless permission is obtained in advance from the Assistant Principal for Student Affairs. St. Lucy's students are responsible for the condition, dress and actions of their guests.

TRAVEL TRIPS
St. Lucy's does not sponsor or accept any responsibility for ski trips, graduation trips or other travel trips that are not part of curricular or co-curricular programs. Students are not allowed to promote these trips on campus. If trips are sponsored by faculty members, their individual names are noted on the information.

PARTIES IN PRIVATE HOMES
The school does not sponsor parties in private homes nor does the school assume any responsibility for them. The school recognizes private home activities as the responsibility of the parents.

WORK PERMITS
No minor under 18 years of age and over 16 years of age who is required to attend school, and no minor under 16 years of age, shall be allowed to work without a permit to work.

The application for the permit must be obtained from the Main Office. The school issues permits to students who have good attendance records and average or above average grades.
TRANSPORTATION FORMS
All parents are required to complete a transportation form indicating the mode of transportation their daughter will use to go to and from school. All student drivers must complete a Transportation Form and a Parking Permit.

STUDENT DRIVERS AND STUDENT CARPOOLS
Driving on school grounds is a privilege, not a right. Students failing to comply with driving and parking regulations will forfeit their privilege of driving on campus.

Licensed and insured student drivers are permitted to drive their own cars. All student drivers must have a Parking Permit on file in the Main Office. The school does not assume responsibility for vehicles parked on the campus. Student drivers exit the campus and turn right on to Sierra Madre.

STUDENT PARKING
All student drivers who park on campus must have a Parking Permit, in addition to a Transportation Form. On-campus parking is a privilege. There are no reserved or designated parking areas on campus. Students are expected to obey all regulations or a Parking Permit may be denied.

Seniors park in the lower level lot. All other students park in the top lot above the gym. A.S.B. officers may park on third level with a special permit.

DROP OFF AND PICK UP OF STUDENTS
Students need to be dropped off and picked up in the East parking lot. Students may not be dropped off or picked up in any other lots or driveways. All cars exit the main gate and turn right onto Sierra Madre Avenue. Students may not wait on Sierra Madre and they must never “jaywalk” across Sierra Madre in order to be picked up.

All students waiting to be picked up must wait in the grassy area by the east lot. Students must be picked up no later than forty-five minutes after dismissal. See School Policy section for Campus Hours on page 11.

REGULATIONS FOR ALL DRIVERS ON SCHOOL PROPERTY
1. All drivers are to obey all traffic laws.
2. The speed limit is 10 miles per hour.
3. Automobiles must be parked in regulation spaces.
4. Students may not ride on the outside of any moving vehicle.
5. Students may not hang out of windows, sit in a window or ride in the back of a truck.
6. All drivers must have proof of insurance.
7. Students may not use cell phones while driving on campus.
8. Students may not decorate or deface their car or any other cars on campus.

TRI-SCHOOL BUS SERVICE
Bus service is provided through Visser. Parents enter into a contract with the company and arrangements should be made prior to the opening of school. Any student who disregards the rules of respect and courtesy towards those with whom she shares a ride may be denied the privilege of using the bus and may face disciplinary action.

REGENT RIDESHARE PROGRAM
Regent Rideshare is our online carpool program to help facilitate communication between students and families in finding transportation to campus. Only families who choose to participate in the Regent Rideshare program will appear in the carpool database. Access requests will only be granted to families currently enrolled at St. Lucy’s Priory High School in order to ensure that students and families are connecting with other St. Lucy’s students and families.

PARENT PARKING
If parents come to school during school hours, they must park as directed by campus security.
St. Lucy’s students represent all members of the school community: administration, faculty, staff, the current student body, families, and all of St. Lucy’s alumnae and friends. The school and team sport uniforms students wear identify them as members of the St. Lucy’s community. Uniforms are worn daily unless specified by the administration. School uniforms must be purchased through Dennis Uniform Company. Wearing uniforms properly and with pride reflects positively on students and all of the St. Lucy’s community.

St. Lucy’s Priory High School seeks to maintain an atmosphere that is conducive to the highest quality of academic pursuit and conduct. Since the appearance of students contributes greatly to an attitude in school and the respect they earn in public, all students are expected to adhere to the following sections regarding uniform expectations.

**POLICY ENFORCEMENT**

Parents are responsible to see that their daughter leaves home properly dressed and groomed for school and school-sponsored activities. Parents are to ensure that their daughter regularly follows conventional standards for personal hygiene. All members of the school community are expected to support compliance with the dress and grooming policy.

In all instances, the school reserves the right to regulate against unbecoming fads or fashions that reflect negatively on the person and/or school.

It is the right and responsibility of the faculty to enforce the dress code.

Parents are informed that students may serve detention for refusing to follow school policies and may be asked to do light cleaning and other service tasks. Parents may be called to bring proper clothing or students may be sent home if they do not comply with school policy.

Students and parents may monitor dress code infractions in the student’s individual Behavioral Log in TeacherEase. Students and parents will receive an email notification upon the third dress code infraction. A fourth infraction earned in one semester results in one 30-minute detention. Eight or more infractions earned in one semester results in one 60-minute detention.

**GROOMING AND CONDITION OF UNIFORM**

Students are required to look neat and attractive at all times. Anything that could be considered excessive by way of skirt length, make-up, hairstyles, hair length, hair color, inappropriate or gaudy jewelry, visible tattoos, fingernails, or lack of refinement in dress is indicative of poor taste for school wear. Students may not wear curlers, rollers, head coverings, hats, scarves, forehead bands, etc. to school at any time.

Uniforms and shoes must be clean, unmarked and in good repair at all times. If for any reason a student is unable to be in uniform, a signed note from her parent is REQUIRED. The note is presented to the Assistant Principal for Student Affairs BEFORE school and a permit slip is issued.

**ACCESSORIES:** Jewelry may not be worn in nose or parts of the face or body other than in the ears. Body-piercing jewelry and plugs are not permitted.

**BODY PAINT/TATTOOS:** Students may not wear facial body paint or tattoos to school or at any school activity.

**HAIR COLOR/STYLES:** Extreme hair colors such as red, pink, green, etc. are not acceptable. Bleaching, unnatural streaking of hair or extreme hair-styles are not permitted. Multi-colored or two-toned hair is not permitted.

**SKIRTS**

Skirt length must be no shorter than three (3) inches from the top of the knee. Skirts must be buttoned, zipped and unrolled at all times.

**CARDIGANS, PULLOVERS, SWEATERS AND VESTS**

Only Dennis Uniform cardigans, pullovers, sweaters and vests are allowed. A uniform polo MUST be worn under all of the above. No additional logos, designs or wordings may be added to cardigans, pullovers, sweaters or vests.

**PANTS**

Pants must be hemmed to the top of the shoe and worn at the natural waist. Pants may not be rolled at the leg. No frayed or cut hems are allowed on pants. Belts of any kind may not be worn.
SHORTS
Only shorts purchased from Dennis Uniform may be worn. Freshmen/sophomores may wear navy shorts. Juniors/seniors may wear khaki shorts. Logo must be visible on the cuff.

SOCKS
Approved solid color socks must always be worn and must always be visible above the ankle without logos of any kind. Plain tights or nylons may be worn. Leg warmers, thermals, thigh-high stockings, fishnet stockings and leggings are not allowed. Approved colors: Blue, white, gray, black, or brown. No sparkles or prints.

SHOES
Only solid color athletic, loafer style, or high top shoes are acceptable. Toms, moccasins or moccasin style shoes, slippers, Uggs, boots, high/spike heels or sandals of any kind are not allowed at any time. Shoe laces must be tied.

All shoes must be closed at the heel and toe. Shoes must be worn at all times for any school event or activity.

Dress shoes must be sensible low-heeled or flat shoes. Approved colors: Blue, white, gray, black, or brown. No sparkles or prints.

T-SHIRTS/TANK TOPS
Only solid color t-shirts or turtlenecks may be worn under the school polo. Acceptable colors are white, navy, blue, gray or black. No t-shirt may hang below the polo.

SWEATSHIRTS
St. Lucy’s navy blue or gray sweatshirts may be purchased at the Spirit Store. NO hooded sweatshirts are allowed. Athletic team sweatshirts may be worn after school only. Senior sweatshirts may be worn by seniors upon approval of privileges. A polo must always be worn under a sweatshirt.

OUTERWEAR
All outerwear is considered part of the uniform. The only sweaters, sweatshirts and jackets allowed on campus at any time must be purchased at Dennis Uniform or the student store. For rainy days only, water resistant raincoats may be worn to move between buildings. Blankets are never allowed as part of the uniform.

LETTER JACKETS
The letter jacket is an item that is earned by the student through participation in a varsity sport or activity at St. Lucy’s Priory High School. The purchase of a letter jacket is NOT A REQUIREMENT for participation in a sport or activity at SLPHS. The letter jacket is an extension of the St. Lucy’s uniform, therefore, there are specific regulations and guidelines concerning the purchase of the jacket, the color and style of the jacket, the items placed on the jacket, and the location of the allowed items. Please read about the guidelines on our website.

DENNIS UNIFORM
All uniforms are purchased through:
The Dennis Uniform Company
2640 North San Fernando Road,
Los Angeles, CA 90065
(800) 854-6951 or (323) 441-0168
Online at www.dennisuniform.com
St. Lucy’s school code: LA00DK

KAIROS DRESS (Seniors)
Seniors attending Kairos will receive dress guidelines before attending the retreat. Seniors will be allowed to wear free dress while attending the retreat, but must follow St. Lucy’s Non-Uniform Guidelines.

PHYSICAL EDUCATION UNIFORM
The uniform is purchased through the P.E. Department. Uniform is worn with white socks and blue or white tennis shoes.

DANCE CLASS UNIFORM
The dance class uniform is worn for class and purchased through the dance class.

NON-UNIFORM DRESS
Students must wear outfits in keeping with good taste. Proper clothing is to be worn during any school related practice or any weekend campus activity. Admission may be denied for any dress, attire or appearance that is deemed inappropriate by St. Lucy’s staff.

STUDENTS MAY NOT WEAR THE FOLLOWING
- clothing or belongings that advertise illegal substances or activities
- clothing or belongings that suggest gang affiliation
- clothing that reveals bare backs, shoulders, or waists
- anything that covers the face: scarves, masks, hats, scarves, visors, hoods or forehead bands
- shorts or skirts shorter than three inches above the knee
- halter, tube, strapless, spaghetti strap or backless tops
- low cut tops, blouses, or sweaters
- low cut pants, skirts or shorts
- jeans not in good condition, faded or torn
- leggings or leotards unless worn under approved skirts or pants
- ragged, cut-off shorts or pants
- sweatpants, pajamas or thermals
- military or camouflage clothing
- visible undergarments
- shirts printed with double meanings
- slippers, boots, bare feet, heels or shoes that are not sensible
- anything deemed inappropriate by the Administration
ADDENDUM
RELEASE OF DIRECTORY INFORMATION FOR TRACKING PURPOSES

Catholic high schools in the Archdiocese of Los Angeles participate in programs in which students identifiable information is disclosed to school officials for purposes of tracking alumni throughout college. This data enables schools to better serve alumni throughout college. This data enables schools to better serve their alumni and helps evaluate the effectiveness of schools’ curriculum, instruction, and support services.

A school may disclose directory information as defined above to school officials, including contracted individuals or organizations such as the National Student Clearinghouse, to assist the school in tracking its alumni throughout college. Unless a parent, student, or former student files a notice to prevent disclosure of directory information, a student’s information may be released for the purposes described herein.

Any parent or student over 18 (“eligible student”) wishing to prevent disclosure of directory information for tracking purposes must file a written notification to this effect with the principal. If a parent or eligible student submits a request to the principal, it becomes effective on the day it is received by the principal, except for directory information that has already been disclosed.

Once a parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, each parent and eligible student is encouraged to review the student’s demographic date periodically.

For additional information, please see the National Student Clearinghouse (www.studentclearinghouse.org)
**SKIRTS**
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St. Lucy’s school code: LA00DK
2640 North San Fernando Road, Los Angeles, CA 90065
(800) 854-6951 or (323)441-0168 • Online at dennisuniform.com
COURSE OVERVIEW

COURSE DESCRIPTION (Brief, use Course Description Guide)

OBJECTIVES (List course objectives in bullet form. Number varies for each class.)
- Objective one
- Objective two

REQUIRED MATERIALS (List all course materials; including texts, department required materials, and additional materials specific to your course.)

GRADING AND EVALUATION

Grading Calculation:
- Explain what will be included in students’ grades (note taking, discussion, homework, quizzes, tests, projects, etc.) and how you will grade: points, percentages, etc.

Grading Policies: (Include the topics listed below, as well as any other areas specific to your content.)
- Quizzes/Tests:
- Homework:
- Writing assignments:
- Projects:
- Penalties

INSTRUCTIONAL METHODS (List your instructional methods. Examples follow.)
- Lecture
- Reading assignments and discussion
- Homework

STUDENT ACCOUNTABILITY
- Grade tracking for students
- Having necessary materials in class
- Actively participating during class

Please sign below if you read and understand the Course Overview and the St. Lucy’s Classroom Policy Sheet and agree to comply with them.

_________________________  ______________________  __________
Student signature          Parent Signature          Date

Sign the sheet and return by _____________. You may keep a copy for your records.
BUILDING PLAN & MAPS
This is an approximate visual diagram of our campus layout and classroom locations. The map is not to scale.