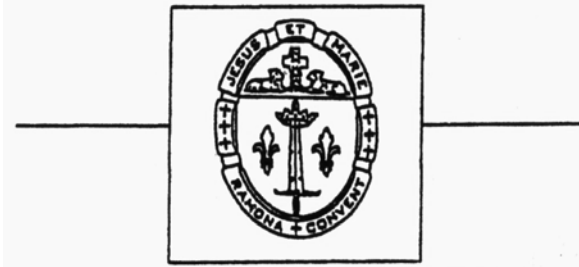


RAMONA CONVENT SECONDARY SCHOOL

U.S. Department of Education Blue Ribbon School of Excellence



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RAMONA CONVENT SECONDARY SCHOOL STATEMENT OF PHILOSOPHY

A leader in the education of young women for over a century, Ramona Convent Secondary School draws from its rich heritage and tradition to continue the ministry of the Sisters of the Holy Names of Jesus and Mary in the San Gabriel Valley.

The Ramona Convent community is committed to provide a Christian environment in which young women develop academic excellence, spiritual depth, personal integrity, and leadership skills to prepare themselves to meet the challenges of the twenty-first century. The whole environment encourages each student to reach her full potential as a spiritual, caring, independent, cultured, confident, and well-educated young woman with an understanding and appreciation of the diverse cultures that make up the school and world communities.

Ramona Convent fosters a positive climate and a respectful community among the students, faculty, staff, and parents. Open to the wisdom of other religious traditions, Ramona provides formal instruction in the Catholic faith. This, together with the values that permeate the curriculum, challenges the students to deepen their own faith commitment and to be actively concerned citizens of the world.

In collaboration with parents, Ramona Convent's overall program nourishes the self confidence of each student. It enables her to discover her talents in academics, leadership, the arts, and athletics, helping her to develop as a whole person who holds honor and social justice in the highest regard, who acts with personal integrity, and who takes an active role in shaping the future.

MISSION STATEMENT

Ramona's Mission as a Catholic school sponsored by the Sisters of the Holy Names of Jesus and Mary is to provide an education program whose graduates are well-rounded young women characterized by academic excellence, spiritual depth, moral strength, and personal dignity and grace, open to the wisdom of other cultures and traditions, and prepared for the twenty-first century.

A RAMONA GRADUATE IS...

A woman of faith who can

1. Demonstrate an understanding of the Catholic faith and heritage.
2. Explain her own spirituality while respecting other belief systems.
3. Share her time and talents with others through service.
4. Identify and act against injustice and prejudice.
5. Participate willingly in the development of her spiritual life.
6. Apply moral and ethical values to decision making.

A well-rounded person who can

1. Demonstrate behaviors that promote physical and emotional well-being.
2. Demonstrate an understanding of personal responsibility in the global community.
3. Demonstrate the ability and confidence to learn independently.
4. Demonstrate personal integrity.

A critical thinker who can

1. Identify, evaluate, organize, and synthesize information.
2. Transfer learned skills and knowledge to new situations.
3. Question assumptions, identify biases, support assertions, make references, and make predictions.
4. Develop and evaluate hypotheses.
5. Develop solutions to problems.

A communicator who can

1. Read, write, listen, and speak reflectively and critically.
2. Present work using a variety of technologies and media.
3. Contribute effectively in collaborative situations.
4. Express ideas in a variety of contexts with poise, a command of language, a clear organization of ideas, and a sense of appropriateness to audience, purpose, and context.

A leader who can

1. Develop self-discipline and accept responsibility.
2. Resolve conflicts constructively.
3. Show respect and acceptance of individual difference.
4. Give service to improve the lives of others.
5. Initiate new ideas and work cooperatively to accomplish a goal.

HONOR CODE

I, _____, believe that personal integrity is one of the most important and honorable character traits of an individual. And I realize that honest behavior is a reflection of my personal integrity. Therefore, I choose to act honorably in all facets of school life. I will not participate in any type of cheating or plagiarism. I will not copy another student's homework, test, or quiz. I will not allow another student to look at or copy answers from my quiz or test. I will not use any method to get or give test or quiz answers. I will not work with others on an assignment that is meant to be done individually. I will not copy information from a source without proper attribution. I will not take a paper from another student, publication, or the internet. I promise never to present any work as my own which, in fact, is not. I will not participate in stealing of any kind, nor will I allow others to do so with my knowledge.

GENERAL INFORMATION

AFTER SCHOOL

Students who are on campus **after 4:30 p.m.** must be in the supervised gym classroom or with a coach or adult supervisor. After 4:30 students must sign in at the gym classroom immediately upon dismissal from practice or an activity. A fee (daily or monthly) is assessed of each student who is in the supervised classroom. Students must be signed out with the supervisor when they are picked up, which must be before 6:00 p.m. or an extra fee of \$1.00 per minute is assessed.

All students on campus after 4:30 *must* be in the gym classroom unless supervised by a faculty member or coach. Students who wait by the gate on Glendon *must go to the gym when the gate is closed at 4:30. A Citation will be issued to any student who is on Glendon after 4:30 or after the gate is locked.* There is no after-school care on minimum days.

BOOKBAGS

Any embellishment on a book-bag must be in good taste or the student will not be allowed to use the book-bag at school. Only sports-bags may be left in the hallways.

BOOKS

New books may be purchased through www.k12studentdirect.com. Used books must have a current dated approval with teacher signature to be acceptable.

CAMPUS TRAFFIC REGULATIONS

Before school: Students may be dropped off near the Glendon Street gate, the Marguerita Street entrance, or in front of the Administration Building accessed through the Ramona Road gate. Traffic regulations must be followed. No cars are allowed on campus through the Marguerita entrance except those with faculty or student parking permits.

After school: Cars using the Ramona Road entrance must park in the gym parking lot. Parking on the tennis court is not allowed at any time. Parking in faculty lots is not allowed between 7:00 a.m. and 4:30 p.m. on school days.

The speed limit on campus is 5mph at all times.

CHANGE OF ADDRESS

All changes of address or telephone numbers are to be reported immediately to the school office.

COMPUTER LAB

The computer lab is open before, during, and after school for student use. All temporary changes because of special occasions will be posted. A \$5.00 fee is required to establish a printing account, and the account can be replenished for a minimum of \$1.00.

Food and drink are never allowed in the computer lab.

COMPUTER USE

Violations of the acceptable use policy will result in disciplinary consequences (citation or probation) as well as suspension of computer privileges for a stated length of time.

Students are never permitted to go to any social networking site on any computer on the campus at any time. Students will receive a Citation for violations of this policy and will lose computer privileges for the rest of the year.

Students may never post online on any web site pictures or videos (taken on campus or off campus) that include the name or logo of Ramona Convent or pictures that include students in Ramona's uniform.

The administration will take disciplinary action up to and including dismissal for any student who has used the internet to post any demeaning, derogatory, insulting, or harassing message, comment, or picture of any student, faculty member, or the school in general.

CRISIS PLAN

Ramona has a crisis plan in place. The signal to remain in the classroom is a bell that will ring long-short-long-short, or an announcement will be broadcast over the school's closed-circuit television.

FAX MACHINE

Students who fax homework or other assignments to the school will be billed \$1.00 for the first page and \$.50 for each succeeding page.

FLOWER AND BALLOON DELIVERIES

Only deliveries from professional florists will be accepted. They will be kept in the Main Office until the end of the day. Flowers and balloons may not be picked up before the end of school.

FOOD SERVICE

Food service is available at lunch and break.

HEALTH SERVICE

If a student becomes ill at school, she should report to the Attendance Office. Students who are ill must not leave classes or the grounds without authorization. If there is a serious physical injury, the Attendance Clerk should be notified immediately. She will decide, after consulting with a member of the Administration, the necessary measures to be taken. In case of injury on campus, a report should be made to the Finance Office within twenty-four hours to qualify for insurance assistance. In case of any emergency, students should summon faculty aid and not attempt to handle the problem alone.

JURY DUTY

18 year old students who are called for jury duty should call in to postpone their service to a vacation time or until after graduation.

LIBRARY

The library is open Monday- Thursday from 7:45 a.m. to 4:00 p.m., and Fridays from 7:45 a.m. to 2:00 p.m. The library will remain open for 30 minutes after school during minimum and special schedule days. All temporary changes because of special occasions will be posted. The library features books, periodicals, audio-visual materials, pamphlets, and online research databases with remote access. Computers and internet access are also available. Fines are charged for overdue and/or damaged materials. Additional information can be found on the school website, <http://www.ramonaconvent.org>.

LOCKERS

Lockers and desks are the property of the school. The school reserves the right to search them at will. Only locks purchased from Ramona may be used on the lockers. Lockers should be kept locked at all times. Permanent decorations may not be used inside or outside the lockers. Nothing is to be left on top of lockers overnight. Personal items are not to be left in the hallways during class.

LOST AND FOUND

The Lost and Found bin is located in the Lower Dufresne. Purses, wallets, and glasses should be brought to the Director of Student Activities. All other items are to be placed in the bin. Items left unclaimed in Lost and Found will be given away.

LUNCH PROCEDURES

Students may eat lunch on the Back Campus (tennis court area and covered shelters). They must remain in this area until the bell rings at the end of lunch. Any student wishing to use the restroom may use the facilities on the Back Campus. No one may return to the buildings or go to her locker during lunch. If a student wishes to go to the library during lunch she should get permission from the teacher on supervision on the Back Campus. On rainy days students eat lunch in the gym.

MEDICATION

Prescription Medication: Prescriptions must be brought to the Attendance Office in the original labeled container. Students may not retain prescription medication in their possession during the school day.

Non-Prescription Medication: Although we recommend that students leave it at the office, students are permitted to carry and monitor their own non-prescription medications.

PARKING

Parking on campus is by permit only. These permits are issued through the Activities Office. Students who are licensed drivers may take part in an end of year lottery to reserve spaces for the upcoming school year. Students who receive their licenses after the start of the school year may inquire about available spaces in the Activities Office. All students wishing to park on campus must show a license, registration and proof of insurance. The cost of the permit is five dollars. The sticker must be displayed and all students must park in their assigned spaces. No student may go to her car during the school day. Repeated failure to abide by parking and traffic regulations may result in the revocation of parking privileges.

PERSONAL PROPERTY

Students are emphatically discouraged from wearing expensive jewelry or bringing expensive items such as cameras or large amounts of money to school at any time for any reason.

PORTABLE ELECTRONIC DEVICES

Lap-top computers, portable video game units, headphones, CD and/or cassette players are not allowed on campus unless a student is directed by a teacher to bring one in for class purposes.

SCHOOL-SPONSORED TRAVEL

Students who are on disciplinary probation may not apply to be a part of a school sponsored overnight trip, except for Kairos. If a student is placed on disciplinary probation any time between her registration date and the date of departure, she will be withdrawn from the trip, and all non-refundable monies paid to the date of withdrawal will be forfeited.

SERIOUS OFFENSE

If a student is accused of a serious offense, the Administration reserves the right to require home study until the issue is resolved, pending the outcome of either adjudication or investigation.

SEXUAL HARASSMENT

Sexual harassment toward any member of the school community or guest on the campus or at any school-sponsored activity by any student or staff member is not acceptable. A written policy with procedures to be followed in reporting such charges and pursuing available remedies is posted in the faculty room, main office, activities office, counselors' offices and is found in faculty and student-parent handbooks.

TELEPHONE, IPODS, MP3 PLAYERS

Students may bring these items to school, but they must remain in the student's locker and be turned off. If a student's phone, iPod, or MP3 player is seen or heard during the school day, it will be confiscated and the following steps will be taken:

1st time use (seen or heard): \$10 fine, payable before the item is returned

2nd time use: \$20 fine, payable before the item is returned

3rd time use: \$30 fine and Citation; parent must pick up the item

4th time (or any further use): fine increases \$10 each time; Citation each time; parent must pick up the item.

If a student is using someone else's phone, iPod, or MP3 player both students pay the full fine.

All money collected in fines will be donated to a designated charitable organization.

If a parent wants to contact his/her daughter with an emergency message, he/she should call the school office and a message will be delivered to the student.

The office telephone is a business phone and may not be used by students for incoming or outgoing calls. Parents should not call the school with messages except in cases of real emergency.

CITIZENSHIP PROGRAM

DISCIPLINARY PHILOSOPHY

One of the most important characteristics that education should develop is self-discipline. When it underlies the entire educational structure, self-discipline is the training which develops self-control, character, orderliness, consideration for others, and a sense of personal responsibility. Ramona strives to foster a Christian atmosphere which emphasizes the personal contribution of each student to the overall well-being of the entire school community. Recognizing that the positive contribution of each student takes place within the dimension of personal responsibility and self-discipline, Ramona seeks to promote a Christian community of acceptance, peace, and charity. For these reasons, the citizenship program of Ramona is highly valued as a means of educating toward good citizenship and Christian living and as a means of furthering personal growth and responsibility.

Ramona's citizenship program is a constructive program to encourage behavior which is in accord with the ideals of the school. The behavior of Ramona students is expected to be exemplary at all times, particularly on campus and at school-sponsored events. When concern arises about a student's behavior either within or outside of the classroom, the citizenship process involves a working together of parents, faculty, counselors, administrators, and student. Through this working together, we expect that the student will recognize and modify the behavior that needs changing. However, student conduct not in conformity with the school's moral code, evident lack of parental cooperation, or conduct detrimental to the reputation of the school may result in dismissal or a request for the withdrawal of the student from Ramona.

DISCIPLINARY POLICY

MINOR CITIZENSHIP VIOLATIONS

Disciplinary Notices are issued by teachers or administrators for any minor infraction of school rules such as the following:

- uniform violations
- eating or drinking in the library or computer lab
- lack of responsibility
- littering or throwing food anywhere on campus
- chewing gum on school premises
- being in an unauthorized area of the campus
- inappropriate language
- late absence notes
- illegal parking
- leaving personal belongings in hallways or in front of lockers

SERIOUS CITIZENSHIP VIOLATIONS

CITATIONS (DISCIPLINARY REFERRALS)

Citations are issued by teachers or administrators for more serious violations of school rules such as the following:

- excessive tardiness
- cutting a class
- absence note more than one day late
- lack of cooperation
- rudeness or insubordination to faculty or staff
- whenever a student receives three violations for the same minor infraction
- inappropriate displays of affection on campus or at school sponsored events
- cheating
- receiving a second "Conduct Needs Improvement" comment (concurrent, consecutive, or non-consecutive) on a quarter or semester report card within the same academic year. Each additional "Conduct Needs Improvement" after the first will incur a Citation
- waiting on Glendon after 4:30 or after the gate is locked
- violation of the Computer Use Policy

Service Time is assigned to students by the Vice Principal for Student Affairs for excessive tardiness, cutting any class, and for any other violation of school rules where the Vice-Principal for Student Affairs feels it is appropriate. Students fulfill service hours with teachers, administrators, or staff.

DISCIPLINARY PROBATION

Causes: A student is automatically placed on Disciplinary Probation for one semester if she receives three Citations (also known as Disciplinary Referrals) within one school year (see examples listed above under "Citations"). Conduct at school and elsewhere which would reflect adversely on Ramona or on Ramona's reputation is grounds for disciplinary action, including dismissal. A student may also be placed on probation for a single serious incident which includes but is not restricted to the following:

- plagiarizing or cheating on a test or assisting another student to cheat or plagiarize.
- receiving three "Conduct Needs Improvement" comments or one "Conduct Is Unsatisfactory" on a report card
- cutting school for one or more days
- damaging school property
- stealing
- forging signatures
- violation of the Computer Use Policy

Consequences: Citizenship in good standing is characteristic of the vast majority of students at Ramona and is required of all students representing Ramona in any way. Students on Disciplinary Probation, therefore, must immediately relinquish all elected offices, team memberships, drama roles, campus ministry positions, and any other position or activity designated by the administration. Disciplinary probation results in permanent removal from office. Students on disciplinary probation may not participate in any overnight field trip. Disciplinary Probation will result in a loss of financial aid.

SUSPENSION

Causes: A student may be suspended for any reason when the Administration believes it is for the best interests of the student and/or school. Some examples are given below:

- fighting, on or off campus; abuse of another person, either verbally or physically; harassment of another person, either physically or verbally. This type of action carries with it possible legal consequences and/or request for withdrawal.
- possession, consumption, sale, use, or being under the influence of alcohol or any other dangerous or illegal substance on school premises or while attending school functions. This behavior is referred to the Impact Core Team for recommendation to the Administration.
- verbal intimidation or any threat of force toward a teacher or another student or staff member.
- possession of anything that can be used as a weapon

Consequences: The student may not attend classes for the time stipulated by school administrators. A parent conference will be held. Class work missed may **NOT** be made up. The Administration may choose to curtail the student's social activities at school. There are also possible legal consequences and/or possible request for withdrawal.

REQUEST FOR WITHDRAWAL OR EXPULSION

Causes: A student may be asked to withdraw immediately for serious violations as described above. A student who has been on Disciplinary Probation for a second time or who lacks significant improvement during the probationary term may be asked to withdraw. The Administration reserves the right to ask any student to withdraw who has received three citations within one year or who is placed on probation for any one serious incident. Additionally, as a private Catholic institution, Ramona Convent reserves the right to request the withdrawal of any student whose conduct is in direct contradiction to the Christian values inherent in the school philosophy.

Appeal Process: If a student or her parents wish to appeal a decision made by the Administration regarding disciplinary consequences, the appeal must be made in writing. The student and/or her parents must submit new information (regarding the circumstances of the student's behavior and/or family background) in order for the Administration to reconsider its original decision. The President is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

SUBSTANCE ABUSE IMPACT PREVENTION AND INTERVENTION PROGRAM POLICY STATEMENT

It is the policy of Ramona Convent Secondary School to keep this campus free from narcotics, hallucinogenic drugs, intoxicants, and other substances which have harmful effects on the lives of students. It is also our intent to provide students with an educational program which is preventative in nature and designed to help them solve problems related to drugs and alcohol.

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 arrest, expulsion, suspension, or other disciplinary action.

Each case of a student under the influence or in possession of narcotics and/or other dangerous drugs shall be considered on its own merit as a unique problem requiring a unique decision by the school staff.

Treatment and action shall be based upon an attempt to deal with the causes and behavior as well as the symptoms themselves.

PROCEDURES FOR POLICY IMPLEMENTATION

EDUCATION

An ongoing education program focusing on drugs, narcotics, alcohol abuse, and the disease of chemical dependency is offered at the school through the Health Education program, Science classes, Theology classes, and seminars offered by the Impact Core Team. Programs will be preventative in nature and involve students, staff, and community.

DISCIPLINE/SUPERVISION

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

If a student is suspected of being under the influence of or in the possession of drugs, narcotics, or alcohol, she is to be taken immediately to the Vice-Principal of Student Affairs. The Principal (or designee) and another administrative officer shall be informed immediately and will observe and question the student.

If, in the opinion of at least two staff members, the student is deemed 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 designee) will make a determination at that time whether the law enforcement agencies shall be notified. If the student is arrested, the school will attempt to notify the parents. On the same day that the student is suspended, the chairperson of the Impact Core Team will be notified.

INTERVENTION

The parents of a student who has been suspended because of drugs, narcotics, or other chemical substances will be informed of the intervention/education program at Ramona Convent and will be informed that Impact Core Team will consider the case.

The chairperson of the Core Team will gather data concerning the student by contacting staff members and parent(s). A meeting of parent(s), student, members of the Core Team, and the administration (or designee) will be convened and at that time the school policy governing substance abuse will be outlined and the conditions for reinstatement addressed: 1) Student attendance required at information sessions relating to chemical use, abuse, and dependency, and/or 2) Student participation in an appropriate support group for a specified period of time.

Realizing its ultimate goals are of a preventative and rehabilitative nature, the Core Team will investigate each case. All data regarding the nature and extent of the student's total involvement in substance abuse will be examined. However, student conduct not in conformity with the school's moral code, evident lack of parental cooperation, or conduct detrimental to the reputation of the school may result in dismissal or a request for withdrawal of the student from Ramona.

ATTENDANCE PROCEDURES

ABSENCE

Parents/guardians are requested to notify the Attendance Office by 10:00 a.m. if their daughter will be absent.

COMMUNICABLE DISEASE

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 readmitted to school. HIV infection is not transmitted casually and is not in itself a reason to remove a student from attending classes.

EXCUSED ABSENCE

According to state law, each student must be in school for a minimum 180 days per year. Only the following are considered matter for excused absences: illness of student, professional services (doctor, dentists, etc.) death in the immediate family (parents, siblings, grandparents), funerals and school-sponsored programs such as field trips. For a medical and/or dental appointment to be considered an excused absence, verification from the physician, dentist or orthodontist must be submitted to the Attendance Office. **All other absences are unexcused.**

Attendance records indicate clearly every absence of the student from school. Every absence and tardy is recorded in the permanent records, even if **excused**. In general, students are expected to make up work missed because of an absence. Work usually cannot be made up when the student was also absent for the previous test, when the assessment is a quiz, when the assessment is performance based, group or partner based, or lab based. It is left to the teacher's discretion to determine if make-up work will be permitted for these exceptions. A student who is absent only for the day of an announced test is expected to take the test the day she returns.

UNEXCUSED ABSENCE

Teachers may permit make-up work and tests at their discretion.

If a student is **truant** (absent without consent of parent/guardian in accord with school policy), no make-up assignments or tests are permitted; no work due that day will be accepted.

EXTENDED ABSENCE

Any student who is going to be absent for three or more days because of family trips, vacations, or other personal reasons must request a "Student Extended Absence Form" from the Vice-Principal for Student Affairs which she and her parents must sign. This form clearly states that this absence is unexcused. Parents and students should be aware that an extended absence will usually have academic consequences. The student in question must present the form to all of her teachers to inform them of her absence at least two days before it begins.

EXCESSIVE ABSENCE

If a student is absent (or tardy for more than ten minutes) for more than ten days in any class during a semester marking period, she will not receive credit in that class. A warning slip will be sent after six absences. Any requests for exceptions to this must be made to the Administration.

ATTENDANCE AT SCHOOL EVENTS

Any student who is absent from school for any block on the day of an after-school or evening event (game, dance, play, musical production, choral concert, awards ceremony or any other co-curricular event) may NOT attend or participate in that event. Exceptions are verified doctor's appointments, funerals, or court appearances.

ILLNESS DURING SCHOOL TIME

If a student becomes ill during class time, she should ask the teacher for a pass to the Attendance Office. If a student becomes ill during the school day, but outside of class time, she should report to the Attendance Office. No student should remain in a lavatory during class time. The Attendance Office will determine if parents should be notified to pick up the student. No student should leave campus without proper authorization.

MAKE-UP WORK POLICY

Students are encouraged to anticipate the consequences of an absence when they know about it ahead of time. Teachers appreciate it when a student reports a known absence ahead of time and makes arrangements for the work that will be missed. We hope that parents will set an example of honesty and integrity by writing an absence note for illness only when their daughter is really ill.

It is also important that students stay home when they have a fever and/or are sick so that they can recover and not pass the illness on to others.

RELEASES

A written note from the parent/guardian is required for the student to leave school during the normal school day. The student should bring this note to the Attendance Office before 8:30 a.m. and pick up a pass to leave class. The student should show this pass to the teacher and sign out at the Attendance Office before leaving school. No student, even if 18 years old or older, will be allowed to leave campus during the school day without express consent of her parent/guardian.

RETURN FROM ABSENCE

A student who has been absent all or part of the previous day must bring a written note signed by the parent or guardian indicating the reason for her absence. This note must be brought to the Attendance Office by break the day the student returns to school or she will receive a violation for lack of responsibility. If this note is not received by the following day, a Citation will be issued to the student. If the absence note is still not turned in on the third day, the student will be suspended from class until the note is received.

SCHOOL-RELATED RELEASES

A student will receive a school-related release only when she is attending a function related to or promoted by Ramona's educational program. College visits are not considered school-related nor are rallies for other schools.

TARDINESS

Fifteen minutes service time will be assigned per tardy with the 3rd and 4th tardy during a quarter. A citation will be issued at the 5th tardy during a quarter and 30 minutes of service time will be assigned per tardy after that.

If a student reaches 10 tardies during a quarter, another Citation will be issued and 45 minutes of service time will be assigned. The student will then be placed on a Tardy Contract under which terms the student will incur a Citation and 45 minutes of service time per tardy for each additional tardy during the quarter. Tardiness of ten minutes or more will be considered an absence.

CLOSED CAMPUS

Ramona is a closed campus, which means that the student may not leave the campus during school hours without special permission. To obtain this permission the student must bring a note written by the parent or guardian to the Attendance Office before 8:30 a.m. and obtain a pass. Parents are required to include in the note a telephone number where they can be reached in order to verify the early dismissal.

Visitors are not allowed on campus, either during or outside of school hours, unless specific permission is given by the Vice Principal for Student Affairs. If the visitor is going to attend classes or assemblies, arrangements must be made with the Vice-Principal for Student Affairs prior to the visit.

FINAL EXAM WEEK

All students must remain on campus during the half- hour break between exam periods.

STUDENT DRESS/UNIFORM REGULATIONS

Ramona takes pride in the appearance of its students. Dress reflects the person and her parents as well as the school. All students are expected to dress neatly in clothes that are appropriate, keeping in mind the specific regulations described below.

UNIFORM REQUIREMENTS

All uniform pieces, required or optional, with the exception of shoes, white socks and gym wear must be purchased from CKW Uniforms.

REQUIRED UNIFORM—students must have the following items*:

1. **One** of the following:
 - grey plaid wool skirt (required length is mid-knee),
 - solid grey pleated skirt (required length is mid-knee),
 - long grey pants,
2. "RC" collar blouse in pink, white, or burgundy-striped,
3. Ankle socks, knee-highs or tights in white, gray, black or burgundy,
4. Shoes: solid black, dark brown or burgundy **low-top shoes** (slip on, tie, or buckle style). *All visible parts of the shoe must be the same color.* UGGS or boots are not considered part of the uniform.

*This combination will be referred to as the "Dress Uniform" and will be required on certain days and for certain events.

ADDITIONAL ITEMS (optional)—these may be worn year round in any combination:

Khaki Pants

Tops:

- Polo tops, short and long sleeve in white, pink or burgundy,
- Turtleneck, white or burgundy (worn only under a long sleeve blouse).

Walking Shorts: Khaki twill or gray gabardine (inseam length no shorter than 5½ inches)

Sweaters: Cardigan, pullovers and vests in burgundy (some items available in gray)

Outerwear:

- Burgundy RC sweatshirt (must be worn over a uniform blouse or polo top; collar must be visible.)
- Grey RC sweatshirt (must be worn over a uniform blouse or polo top; collar must be visible.); may *not* be worn as part of the Dress Uniform
- Burgundy polar fleece jacket
- Burgundy nylon jacket with hood
- Burgundy quilted parka with hood
- Burgundy blazer with logo
- Burgundy beanie

GENERAL DRESS POLICIES

The following guidelines apply to both uniform and free dress days:

1. All clothing should be clean and in good condition.
2. Over-the-knee-highs, thigh-highs, low (no-show) socks, or leggings (which stop above the ankle) are never permitted.
3. Cuffs on the shorts may NOT be rolled up.
4. Blouses and polo shirts may not be pinned back. Long-tailed blouses must be tucked in.
5. T-shirts or thermal underwear may not be worn with the uniform in such a way that they are visible.
6. Non-uniform sweaters or jackets are NOT permitted with the uniform.
7. Hair: Only a natural hair color and conservative style (in length and cut) are allowed. A citation will be issued when hair color is inappropriate. Suspension may occur if hair color is not returned to a natural color within one school day.
8. The only visible body piercing permitted is on the ears. Therefore, students may not wear nose jewelry, eyebrow jewelry, lip jewelry, tongue jewelry, etc. Also, students may not show any tattoos.
9. Head scarves: these may not be worn with the uniform.
10. Conservative make up and jewelry are permitted. Large earrings and several chains or bracelets worn at one time are not appropriate.

FREE DRESS/ SPIRIT DRESS

On free dress days, class retreats, or when free dress is permitted for a field trip the following guidelines are to be followed: All tops must have a modest neckline.

Students may NOT wear

- any item of clothing that is torn, too tight, too short, too revealing, or simply not in good taste for school,
- halter or backless dresses,
- crop tops or midriff ensembles of any kind. (You do not have to tuck your top in; but if you can't tuck it in, then it is too short for school),
- mini-skirts shorter than fingertip length,
- shorts other than uniform shorts,
- oversized or sloppy clothing,
- sweaters, jackets, or coats with emblems or names of clubs, schools or groups other than those recognized at Ramona,
- tank tops with thin, single straps.
- low-rise pants
- pajama bottoms
- hee-lies

Students may NOT alter their Spirit Shirts.

Seniors only may wear shorts and hats with free dress.

UNIFORM /DRESS VIOLATIONS

Any student not following the uniform/dress policies will receive a violation. Any student who violates the free dress guidelines may also lose the privilege of free dress for one semester. Three uniform violations will result in a Citation. A student who is out of uniform (for a valid reason) must obtain a Uniform Pass from the Vice Principal for Student Affairs.

ACADEMIC INFORMATION

GRADING SCALE

A+	98-100	B-	82-80	D	66-63
A	97-93	C+	79-77	D-	62-60
A-	92-90	C	76-73	F	59-
B+	89-87	C-	72-70		
B	86-83	D+	69-67		

DIPLOMA AND GRADUATION

Ramona Convent grants an elementary school diploma when the student has satisfactorily completed the graduation requirements. Ramona Convent grants a high school diploma when the student has satisfactorily completed the graduation requirements, received a passing grade in all the required courses, and accumulated 260 credits.

Any course taken outside of Ramona Convent which is to make up for course or credit deficiencies will be applied toward graduation only with the approval of the Dean of Studies and the department head's approval of the course and of the institution granting the credit.

If it becomes necessary for a student to withdraw from Ramona Convent prior to the completion of credits required for graduation, she will not receive a Ramona Convent diploma.

If a student is receiving a Ramona Convent diploma, she may participate in the graduation ceremony (providing she participates in all the required rehearsals and all financial obligations to Ramona are fulfilled) unless her conduct record indicates that she is ineligible for participation. If a senior fails a required course or is lacking any credit, she may not participate in the graduation ceremony. She may receive her diploma when the course/credits are completed with a passing grade at an approved institution and the authorized transcript is on file at Ramona.

EXAMINATIONS

There are no designated quarterly examination weeks. Quarterly exams will be up to the discretion of the individual teacher. Students may be tested at any time during the quarter. Any quiz or test for which the student is expected to prepare is considered an examination.

On the seventh, eighth, and ninth grade levels no more than two tests need to be taken by a student in one day. (This is only a recommendation for the higher grades.) This policy covers major tests that include more than two weeks' material. Students must notify the teacher of the third test in an appropriate manner at the time the third test is announced, and that test must be rescheduled.

EXAMINATION PERMITS

All bills must be paid and obligations met before a student is permitted to take semester examinations. Permits indicating this clearance of debts are distributed through homerooms and will be checked by faculty before each examination.

SEMESTER EXAMINATIONS

Comprehensive written examinations (1½ hours each) will be given at the assigned times during exam week. Teachers will assist students in preparing for exams in a grade-appropriate way. No projects will be due the last week before finals. The only exception to these guidelines is for seniors in their second semester. Students must have their exam permits in order to take any examinations. All finals must be taken at the assigned times. Verified illness is the only reason accepted for a student to be eligible to take a make-up examination.

Any exceptions to this rule must be approved by the Administration through the Principal. Students legitimately absent because of illness may make up exams on the regularly scheduled make-up day. The Attendance Office must have written verification of the student's absence.

Students who are late for a final or miss it completely because they have not been cleared for exams may **NOT** make up the exam. If a student is not allowed to take a final exam, the grading and weighing for the final exam should follow the class policies published by the teacher at the beginning of the semester.

STUDENT INFORMATION ACCESS

Class and academic progress information are continuously available to parents and students through PowerSchool online at <http://ramonaconvent.powerschool.com>. Each student and parent may log onto the website from any computer with an internet connection; parents and students may use the school computers if they have no other internet access. It is the parents' responsibility to check grades at each mid-quarter through this website, especially since hard-copy progress reports will not be sent.

ACADEMIC PROBATION

A student incurs academic probation when at the conclusion of any quarter she receives at least one **F** or two **D**'s on her report card. Dismissal will be considered for those students on academic probation for three consecutive quarters or a total of four quarters.

Students who go on academic probation must **immediately** drop all elected offices, team memberships, campus ministry positions, or any other position representing Ramona. Return to elected office is determined by a council of moderators upon appeal by the student.

Violation of academic probation will result in disciplinary probation.

First and Second Probation

Students must immediately drop all conflicting after school classes, elected offices, team memberships, campus ministry positions, and any other positions representing Ramona. A strong letter is sent home stating the terms of probation.

Students who incur academic probation will be required to enroll in an after-school study skills class during the term of probation. Study skills attendance is mandatory and accrued absences may be considered a "cut," resulting in disciplinary action. There will be a fee assessed for this class. Any exceptions to this consequence must be endorsed by the Study Skills Committee in advance. Students lose financial aid after two consecutive academic probations.

Third Probation (consecutive) or Fourth (Total) Probation

Withdrawal is automatically requested if one or more of the following circumstances are present:

- The student is also on disciplinary probation,
- There are excessive tardies or absences (not as result of prolonged illness),

Or if the student:

- Receives **D's** or **F's** in courses apparently suited to her ability,
- Receives several **D's** or **F's**,
- Apparently lacks interest and/or fails to use offers of assistance,
- Appears to lack academic ability required for our program.

SUMMER SCHOOL CREDIT AND ACADEMIC PROBATION

Grades received in summer school courses do not affect a student's academic probation status, with the exception of new students. Disciplinary consequences, however, will carry over into the next school year.

Summer School credit from institutions other than Ramona will not be granted without prior permission from the Dean of Studies. Generally this permission is not granted when the course is offered at Ramona during the regular or summer session.

In the case of a repeated class, the original grade remains on the transcript, and the summer school grade also appears with an indicative coding. The grade point average is not affected.

WORK EXPERIENCE

In order to ensure a safe work environment and to protect the academic welfare of students who are employed, Ramona Convent requires all working students to enroll in the Work Experience Program and regularly attend Work Experience classes on campus. Work permits must be obtained through the Work Experience Program and are available in the front office or through the Work Experience teacher. Participation in the program is a condition of employment for Ramona students.

A work permit is required by law for all working minors in the State of California. The California State Legislature has authorized the schools to issue work permits, monitor student safety in the workplace, and supervise attendance and scholastic progress while in school.

The Work Experience Program offers students free computerized career, college, and scholarship information. The Work Experience teacher ensures labor compliance and acts as an advocate for the working student in the areas of scheduling, wage compensation, sexual harassment, work performance, safety issues, and enforcement of labor laws.

CHEATING

The Administration and faculty of Ramona Convent considers cheating, or the appearance of cheating, in any form, a very serious matter since it affects not only the individual but also the school community at large. The act of presenting someone else's work as one's own, regardless of the type of work, homework, class work, a research paper, a test or an exam, is dishonest and deceptive. Each instance of cheating will incur both academic and disciplinary consequences. Credit will be forfeited for assignments or tests when there is evidence of cheating and students involved will be placed on Disciplinary Probation.

STUDENT ACTIVITIES

ASB ELECTION PROCESS

All candidates must:

- Be members of the Associated Student Body for at least one year before their candidacy,
- Submit a clearance form stating that they have a "C" or better in each class, good conduct, good attendance, parental permission and meet the other qualifications stated in the constitution.
- Attend a campaign meeting
- Make a speech at the election assembly stating their qualifications and/or experience for the office and their goals as an ASB officer.

The President and Vice-President must be members of the senior class during their time of office. The President must have just completed a year's experience on Student Council. The Vice-President must have had past experience with Student Council. The Secretary, Treasurer, Commissioner of Activities, and Director of Public Relations must be members of the three upper level classes once in office.

In order to spread the involvement and leadership students may not hold more than one major office at a time. Major offices are considered ASB offices, Class Presidents and Vice-Presidents, and leadership of any large and active club or committee such as the Prom Committee or National Honor Society.

No student may run for more than one ASB office at a time, but she may run for an ASB and class office at the same time. Since ASB elections are held first, when a student wins that election her name is automatically dropped from the class election.

CLASS ELECTIONS

All class officers with the exception of the ninth and seventh grades must be members of the Associated Student Body for at least one semester before their candidacy.

All candidates must submit a clearance form that states they have a "C" or better in all their classes, good conduct, good attendance, and parental permission. All candidates must attend an election meeting before campaigning. All candidates must speak to the class about their qualifications and experiences for the office and their goals as officers.

Any candidate for an elected or appointed position should realistically consider her commitments to teams, jobs, and home that might take away from her ability to fulfill the duties of the office, take away from academic success, or cause undue personal pressure.

REMOVAL FROM OFFICE

Students will be removed from office if they are placed on academic or disciplinary probation or if they miss more than three Student Council meetings per semester. Mandatory June and August meetings also count in the absence total. A student may return to office after academic probation upon appeal from the student if so decided by a council of moderators.

ADMISSION TO ALL DANCES AND GAMES IN RAMONA'S GYM

All students (including Ramona students) must show a Catholic school picture ID to gain entrance to a Ramona game or dance. Students without a Catholic high school picture ID must have a guest pass and a valid picture ID to be admitted.

DANCE REGULATIONS

Dances are held at Ramona under the sponsorship of various student organizations. They are held on campus with faculty and parent chaperones. Ramona does not sponsor dances that involve seventh or eighth graders. Each student from Ramona and her guests should be familiar with the following regulations:

- All dances start at 8:00 p.m. and end at 11:30 p.m. **Students should be picked up no later than 11:30 p.m.**
- Students may enter the dance from 8:00 - 10:00 p.m. No admissions are allowed after 10:00 p.m. unless arrangements have been made with the Vice Principal for Student Affairs before the night of the dance. Any student who leaves before 11:00 p.m. will be required to sign out at the door.
- Glo-sticks may not be brought in.
- Expected Behavior: Dance styles must be in good taste and must not be suggestive or considered dangerous. Dance styles such as club dancing, break dancing, or battling are not permitted. Overly affectionate behavior is also not permitted. Students who persist in any inappropriate behavior will be asked to leave the dance after notification of their parents.

DANCE DRESS CODE

Students who do not follow the dress code will not be admitted to the dance. Those who alter their clothing after entering will be asked to leave. Ramona reserves the right to refuse admittance to anyone whose clothing is not considered appropriate.

All: No backpacks, hats, chains (except jewelry), or clothing with holes or frayed hems or that is oversized.

Ladies: No thin high heels, no shorts, no tank tops with thin straps, no off-the-shoulder or midriff tops, no excessively short or tight or micro-mini skirts, no low cut tops or dresses, no low-rise pants.

Gentlemen: Must wear a shirt with a collar or a turtleneck shirt; shirts must remain on and tucked in; no shorts, all caps will be held at the door, coats must be checked in.

GAMES IN RAMONA'S GYM

Attire: Admission will be refused to anyone in attire that suggests gang affiliations or is considered inappropriate in any other way by the administration of Ramona Convent Secondary School.

GENERAL REGULATIONS FOR DANCES AND GAMES

1. Students are allowed to leave a dance or game at any time after signing out. No one, however, will be readmitted after leaving the gym. Loitering in the parking lot is not permitted.
2. All of Ramona's behavior policies are in effect during all games and dances
3. Anyone attending a game or dance is subject to a search.

ATHLETIC ELIGIBILITY

Membership on teams is open to all students who hold at least a 2.0 average and are not on probation. Transfer students after the 9th grade come under the CIF eligibility rules.

If a team member incurs disciplinary or academic probation, she is immediately dropped from the team. Members of teams are expected to participate in Booster activities to support the school athletic program. A team fee is charged for each member of a school team.

ALMA MATER (SCHOOL SONG)

Dearest Ramona, we're singing today, our love for you most dear.
List' to the song we will voice all the way, through every passing year.
And when we leave you we want you to know that wherever we go
We'll always be true, dear school, to you so we all gladly sing
Hail to thee, hail to thee, fairest in all the land
Honor to thee and loyalty, for loving and guiding you stand
Gold and white, emblems of right, and right you'll always be;
We'll hold for you a love that's true - Alma mater fair.
Alma Mater fair.

Ramona Convent Secondary School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin in the administration of its education policies, admissions policies, scholarship and loan programs, or athletic and other school administered programs. The school does not discriminate on the basis of disability in otherwise qualified applicants if with reasonable accommodations they can be expected to complete Ramona's programs.

RIGHT TO AMEND THE HANDBOOK

Ramona Convent Secondary School and the principal or president, acting on the school's behalf, retain the right to amend the handbook at any time. Parents/Guardians will be given prompt notification if changes are made.

FINAL RECOURSE

The President is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

SCHOOL-WIDE WRITING RUBRIC

FORMAT

Essay:

- title page with relevant title centered with name, class, and date centered beneath
- **or** name, class, and date in upper left-hand corner of first page; double space into title (centered), double space into text
- type should be double spaced (courier, roman, patina, helvetica)
- pages should have approximately one-inch margins on all four sides
- paragraph indentations should be five spaces (no block style)
- pagination should begin with the first page with number in upper right-hand corner; last name may be required by individual teachers
- point size should be 12
- right margins should **not** be justified
- paper should be opaque white, 8 ½ by 11
- paper should be fastened together with staple in upper left-hand corner

STRUCTURE

Essay:

- minimum of five paragraphs with the last sentence of the introductory paragraph a clearly defined thesis
- body paragraphs include a topic sentence, primary support and secondary support (evidence in the form of quotations and concrete details)
- concluding paragraph should begin with specifics, move to significant generalizations, end with a note of finality

In-Class/Test Essay:

- introduction -- thesis sentence
- body paragraphs as dictated by question
- concluding sentence (optional)

Short Answer Questions:

- answers should be written in complete sentences

STYLE

Essay - Formal:

- write in third person
- use specific verbs, appropriate to the context, avoiding overuse of the verb "to be"
- use smooth transitions between sentences and paragraphs
- clearly explicate quotations
- use the active voice when possible
- use present tense when analyzing literature

Essay - Informal:

- modification of the above at the discretion of the teacher

LENGTH OF PAPERS

- grades 7 & 8 -- recommended maximum length: 3 pages
- grades 9-12 -- recommended maximum length: 6 pages
- **NO high school paper should be longer than 10 pages**