

# 2025-2026

## Student & Parent Handbook



919 Iverson Street  
Salinas, CA 93901-1898  
831.422.6391

[www.palmaschool.org](http://www.palmaschool.org)



Dear Palma Students and Parents:

Greetings and welcome to Palma's 2025-26 School Year, our 74<sup>th</sup> year of *Excellence in Education!* This edition of the *Palma Student & Parent Handbook* has been revised and is available to you online at our school's website. It contains information that will be of interest to students and parents in realizing the most of one's time and efforts on the Palma campus throughout the school year. This revised handbook presents to you Palma's expectations of each student and parent throughout this school year, from Orientation Day in August through Graduation Day.

Quality education in a positive and safe learning environment is an important concern to parents and educators in every school, especially here at Palma. We accept the challenge of educating our youth and will do whatever we can to continue the excellent reputation and environment Palma has enjoyed these past 73 years. Quality education today requires that cooperative and honest efforts between the school and family and students and their teachers flow smoothly on a regular basis. Palma's administration, faculty and staff are partners with parents in their child's education; we notify parents of concerns about student life or behavior, even when off campus. We want to assist parents and students in making sure the educational process is well directed here at school, as well as at home. All Palma students and parents are expected to read this handbook and become familiar with what is required as one of those key members of the Palma family.

You are expected to read all of the information contained in this handbook, and you have already consented to be governed by its rules and regulations as per your enrollment contract with Palma School. If you have any questions on what is contained in this 2025-26 *Palma Student and Parent Handbook*, please submit your inquires and/or comments to my attention, your principal.

Your full participation in Palma's educational program is critical as the key ingredient in educational excellence is involvement. Best wishes to each of our students and parents for a great year. **Go Chieftains!**

Yours in Blessed Edmund Rice,

Mr. David J. Sullivan  
Principal

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**PALMA SCHOOL**  
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### TELEPHONE DIRECTORY

Guidance Office: 422-2076

Athletic Director's Office: 422-8510

Institutional Advancement & Alumni Relations Office: 422-2309

Regular Business Hours during the school year are generally 7:30 am to 4:00 pm when classes are in session. Main office hours sometimes vary during the summer and other "no classes" days. The school offices are officially closed on weekends and on legal holidays.

# 2025-2026 Palma Student and Parent Handbook



## **Mission Statement**

Palma is dedicated to providing an excellent college preparatory education in a Roman Catholic environment that embraces *The Essential Elements of an Edmund Rice Christian Brother Education* and challenges each individual to develop spiritually, intellectually, morally, physically, and socially.



## **The Essential Elements of an Edmund Rice Christian Brother Education**

Blessed Edmund Rice received a unique gift from God: a Gospel that reveals Jesus Christ as present and appealing to him in the poor.

Young men were among the poor people of nineteenth century Ireland without access to basic education and religious instruction. Edmund responded to this need by establishing schools as well as founding the Congregation of Christian Brothers in 1802. Schools conducted by the Congregation of Christian Brothers are now established throughout the world.

Today, the Edmund Rice Christian Brothers North America and their colleagues reaffirm the essential characteristics of an Edmund Rice Christian Brother Education. *The Essential Elements* were first written in 2000 after interviews, group discussions, surveys, and extensive participation by representatives of various communities, including the Palma community. At a gathering in July of 2006, the power of these documents was reaffirmed by delegates from each ministry site and other Christian Brother stakeholders.

Edmund Rice Christian Brother educational ministries continue to assure mission effectiveness because they can test their faithfulness to Edmund's vision and their basic educational values against the background of clearly stated *Essential Elements*. *The Essential Elements of an Edmund Rice Christian Brother Education* find their source in ministry begun by Jesus Christ and their inspiration in the vision of Blessed Edmund Rice. These *Essential Elements* serve as a guide and standard in the Edmund Rice Christian Brothers' current educational ministries and in future endeavors.

Blessed Edmund Rice was given the grace to respond to the call of Jesus by identifying with Christ in the poor. His example evoked a deep awareness of God's loving presence in all with whom he came in contact. He also awakened within them a consciousness of their dignity as children of God. He invited his followers to share the Gospel insight to reach out to the needy, especially the materially poor.

The life of Blessed Edmund Rice - businessman, husband, father, widower, religious brother, teacher, and founder - challenges all involved in Christian Brother Education to live and teach Gospel values. His vision inspires the Essential Elements of an Edmund Rice Christian Brother Education: "Edmund Rice was moved by the Holy Spirit to open his whole heart to Christ present and appealing to him in the poor" (1994 General Chapter).

***The Essential Elements of an Edmund Rice Christian Brother Education* calls educational ministry sites and those working in them to:**

### **I. Evangelize Youth within the Mission of the Church.**

- proclaim the Good News of Jesus Christ in word and deed
- permeate the entire curriculum, activities, and all aspects of the educational process with the Gospel message of Jesus Christ
- encourage young people to a deeper relationship with Jesus Christ
- provide opportunities for liturgies, retreats, vocation awareness workshops and daily prayer

### **II. Proclaim and Witness to Catholic Identity.**

- give priority to religious instruction with opportunities for faith development and theological understanding
- participate in the sacramental life of the Church and model a living faith through the use of rituals and symbols
- foster devotion to Mary and the communion of saints
- ensure that Catholic identity permeates all endeavors: all classes and activities, procedures and policies, services and programs

**III. Stand in Solidarity with those Marginalized by Poverty and Injustice.**

- promote policies and structures that reflect a climate of compassion for the poor and disadvantaged
- include education and advocacy for peace, justice, global awareness and care for the Earth
- prepare students to work toward the creation of a just society
- encourage ministry experiences that work with and serve the poor and marginalized
- support mission areas at home and abroad
- establish tuition and scholarship policies that open educational opportunities to the poor and disadvantaged

**IV. Foster and Invigorate a Community of Faith.**

- provide a disciplined, safe atmosphere in which students are free to grow and take responsibility for their own learning and for the life of the community
- sustain compassionate, respectful relationships among all stakeholders
- be in union with the Church through commitment to service and formation of community
- encourage faculty and staff to give daily witness to their integral role in communal faith formation
- embrace the human condition and welcome God's healing

**V. Celebrate the Value and Dignity of each Person and Nurture the Development of the Whole Person.**

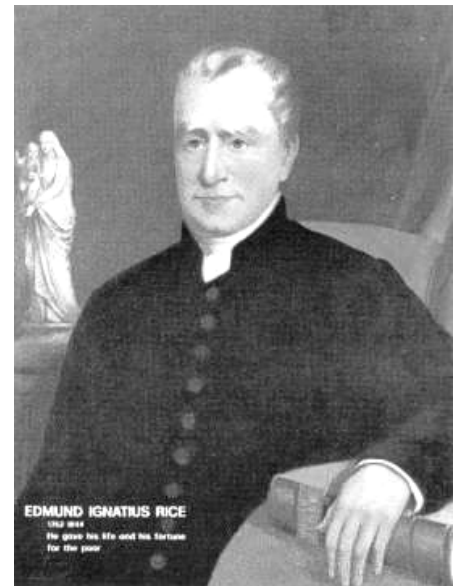
- promote respect for each individual as created in the image and likeness of God
- value the diversity of the human family and seek to reflect local diversity among the students, faculty, and staff
- promote strong programs for personal, professional, and pastoral care
- offer co-curricular activities and programs that are important to students' holistic education.
- strive to provide just remuneration for faculty and staff

**VI. Collaborate and Share Responsibility for the Mission.**

- empower all members of the community to share in the mission
- work with parents who are the primary educators
- collaborate with Edmund Rice Christian Brother ministries on local, regional, and international levels
- foster a deeper understanding of the vision of Blessed Edmund
- promote active participation in governance by boards and diocesan officials

**VII. Pursue Excellence in all Endeavors.**

- promote a strong academic curriculum and cultivate a desire for excellence
- develop an educational culture that fosters the growth of the whole person, higher-order thinking, and life-long learning



**Introduction**

Palma School is a private, Catholic, college preparatory school for boys in grades 6-8, and for young men and women in grades 9-12, owned and operated by the Christian Brothers Institute of California, Inc. The school is incorporated in the State of California as the Christian Brothers Institute of California, Inc./dba (doing business as) Palma High School. The Provincial Leadership Team of the North American Province of Christian Brothers serves as Members of the Corporation with certain reserved powers; they approve the membership of the Board of Directors. Palma School is a partner with parents in their children's education; we notify parents of concerns about student life or behavior, even when off campus.

**Board of Directors**

The Board of Directors oversees the overall operation of the school by setting policy, managing finances and development, nominating the chief executive officer and president of the corporation, and by monitoring the president's performance. The President is a non-voting, *ex-officio* member of the Board and is responsible for the implementation of policy. The Board of Directors meets four times

during the school year and is a corporate board, not a school board. The President is responsible for following corporate policy and delegates the day-to-day running of the school to the Principal.

### **Statement of Non-Discrimination Policy**

Palma School is a private, Catholic, college preparatory school for young men, grades 6-8, and for young men and women in grades 9-12, in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Palma School does not discriminate on the basis of race, color, national and/or ethnic origin, or age in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. While Palma School does not discriminate against students with special needs, a full range of services may not be available. Likewise, Palma School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. Palma School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

### **I. Philosophy**

Palma School is a private, Catholic, college preparatory school for young men, grades six through eight, and for young men and women in grades 9-12, owned and operated by the Christian Brothers Institute of California, Inc. Palma seeks to give a quality Catholic education by offering students the opportunity to prepare themselves to enter institutions of higher education. As an extension of the family, Palma promotes the educational mission of the Roman Catholic Church through the formation and harmonious development of the whole-person by challenging youth to grow spiritually and morally, intellectually, physically, and socially in light of Luke 2:52, "Jesus, for his part, progressed steadily in wisdom and age and grace before God and men." The Christian Brothers, along with their lay colleagues, endeavor to influence young men and women placed in their care by parents; the faculty and staff undertake this effort in keeping with the vision Brother Edmund Rice, Founder of the Christian Brothers, began his out-reach to the poor in Ireland almost two hundred years ago. Palma, as a Catholic school directed by the Christian Brothers, is missioned to evangelize and to catechize by fulfilling the four apostolic goals: spreading the Gospel message, building a faith community, celebrating the faith and performing service to those in need.

### **II. Integral Student Outcomes (ISOs)**

The Palma ISOs are based on The Essential Elements of an Edmund Rice Christian Brother Education. Guided by this philosophy, Palma educates students who take responsibility for:

1. **Spiritual/Moral: living as individuals with a strong foundation in Christian values and beliefs.**

The Palma student:

- Attends liturgical services and retreats with prayerfulness and respect.
- Understands and respects Catholic beliefs, practices, and traditions.
- Is mindful of daily participation in prayerful activities.
- Considers and applies Christian values in his/her daily life.
- Understands the inequities related to poverty.
- Supports efforts that promote social justice.

2. **Intellectual: demonstrating an appreciation for learning in a changing world by thinking and acting critically, independently, creatively and collaboratively.**

The Palma student:

- Analyzes and responds to problems and questions.
- Develops and articulates thesis statements, arguments, and explanations.
- Considers and evaluates multiple solutions.
- Utilizes technology and resources to access, interpret, evaluate, and present information.
- Makes deliberate academic choices that lead to success in college and future careers.

3. **Physical: developing the knowledge to make healthful choices, to maximize skills for lifelong enjoyment of physical activity, and to master sportsmanship.**

The Palma student:

- Has respect for the body as the temple of the spirit.
- Embraces the value of fitness and physical development.
- Understands a wide range of health-related issues.
- Values sportsmanship by exhibiting respect for competitors on the playing field and peers in the classroom.

4. **Social: interacting with others effectively and in a manner that reflects the Christian values of respect, compassion, and service.**

The Palma student:

- Develops constructive personal and professional relationships.
- Displays appropriate behavior in school and in the community.
- Shows respect for others through behavior and speech.
- Remains goal oriented and open to the contributions of others when working in groups, and can skillfully resolve conflicts or disruptions.
- Participates in and thoughtfully reflects on Christian service.
- Demonstrates compassion for the poor and marginalized.

### **III. General Description of Palma**

#### **A. History and Background**

Palma School was founded in 1951 through the efforts of Monsignor Thomas J. Earley and a group of dedicated laymen who shared his vision and enthusiasm for realizing a common dream. Their collective dream of Catholic secondary education was realized in September, 1951 when Palma opened its doors to boys and girls as a co-educational school. Students were instructed and have continued to be instructed by the Christian Brothers and a dedicated lay staff. The Christian Brothers, known on five continents as Catholic educators, were founded in 1802 by Brother Edmund Ignatius Rice who was beatified in Rome on October 6, 1996; his official feast day has been set by the Church as May 5. Edmund's goal was to give the youth of his time a unique Christian education; he passed to his eternal reward in 1844. Today, the Congregation of Christian Brothers consists of more than 2,500 brothers with its General Headquarters in Rome and some 300 communities in the United States, Canada, Ireland, Great Britain, South Africa, India, Australia, and New Zealand, as well as mission houses throughout South America, the Caribbean, Africa, and the Pacific. The Christian Brothers' motto, *Facere et Docere*, "To Do and to Teach," bears witness to their tradition of experience and effective Catholic education. Palma continued to be operated as a co-educational school for thirteen years when, in 1964, a separate facility for girls, Notre Dame High School, was opened a few blocks away. At that time, Palma became an all boys' school and the Christian Brothers assumed administration of the entire facility. In the fall 2024 Palma reopened as a coed high school.

Palma has built itself a reputation as a leader in the development of the whole person and is one of the leading private secondary schools in the state of California. It is a junior high school for boys in grades 6-8, and a high school for young men and women in grades 9-12 of all denominations. As a private college preparatory institution, it has been a stepping stone into business and the professions for thousands of alumni over the years. Palma students have traditionally felt and experienced a call to success and accomplishment. Palma rates high academically among schools in the central coast section of California. In an agricultural community, where post-high school academic work sometimes gives place to more immediate concerns, approximately 99% of Palma's graduating seniors continue their schooling in a post-secondary setting.

Palma is distinguished by qualities that set it far ahead of the ordinary school. Students are encouraged to develop a healthy self-concept and view the world around them with a critical and discriminating understanding.

Palma is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA); in the summer 2019 Palma was again awarded a full six-year term of accreditation. Palma diplomas are recognized by all institutions of higher education; Palma's courses of study are registered with the University of California.

The Christian Brothers are vowed men who attempt to lead young people toward the fulfillment of their human potential, always aiming to bring that potential to bear on the realities of the practical world. The faculty of Palma, chosen for sound professional preparation and subject-area expertise, contribute unique abilities toward an integrated, consistently superior, learning experience. Together with their students and parents, Palma strives to build a community of faith based on the traditions of the Roman Catholic Church.

The Palma student body reflects an extraordinary geographical diversity. Palma draws students from within a fifty-mile radius. Students come from as far north as Gilroy and Morgan Hill and from as far south as King City, while other students commute daily from Hollister, Santa Cruz, the Monterey Peninsula, and beyond.

The athletic program at Palma embraces a wide range of competitive physical activities. With a professional coaching staff, a large and well-equipped gymnasium and ten acres of playing fields, sports-minded young people have the guidance and facilities to achieve creditable accomplishments. Football, basketball, baseball, cross-country, volleyball, water polo, wrestling, track and field, tennis, soccer, swimming and diving, golf, and lacrosse comprise the school's athletic program.

Non-athletic and club activities include the high school yearbook, the junior high yearbook, a jazz band, symphonic band, junior high band, National Honor Society, National Junior Honor Society, California Scholarship Federation, California Junior Scholarship Federation, Ambassadors Club, House leaders, Investor Club, Interact Club, Know-You-Matter Club, Mock Trial, Diversity Club, as well as other social and academic activities on both the high school and junior high school levels.

## **B. The School Name**

Palma is named in honor of the birth place of Junipero Serra, founder of the California Missions. For fourteen years Father Serra taught philosophy at the University of Palma which takes its name from the city on the island of Majorca off the coast of Spain. Father Serra was educated at Palma University. The school name reflects the devotion of many Californians to Father Serra and his missionary efforts. Fr. Serra was born on November 24, 1713 and died on August 28, 1784; his feast day is July 1.

## **C. School Motto - *Palma Merenti***

Translated, the school motto means, "Palms to the Victor", which reflects the days of ancient history when distribution of palms was considered the highest form of acclamation for one who was successful.

## **D. School Crest**

The school crest depicts a banner reading *Palma Merenti* representing the school's motto stated above. The palm tree fronds in the encompassing circle represent the palm tree, also pictured for the school's namesake. The palm tree is a symbol of strength connected to the land, reaching for the heavens, flexible yet rooted to withstand the most devastating of storms. The cross reflects the Catholic Identity rooted in Christ, for which the school stands. The open book represents academia. The star is a reminder to all that "those who lead others into the way of justice will shine like stars in eternity" (Daniel 12:3). 1951 is the year the school was founded.

## **E. School Mascot**

"Celtic Chieftains" - representing the Irish Christian Brothers and Chieftain bravery, loyalty, and leadership.

# **IV. Academic Information**

## **A. Admission Requirements and Procedures**

1. Any student wishing to enter Palma must be a student in good standing in the school from which he/she plans to transfer. Good standing is defined as being at least a "C" student and not being asked to leave his/her former school for disciplinary or other reasons.
2. No student will be accepted or readmitted as a student at Palma unless he/she has been immunized against: 1) diphtheria; 2) pertussis; 3) tetanus; 4) polio; and 5) measles, mumps and rubella. All students entering Palma are required to demonstrate proof of having received the pertussis (Tdap) vaccination before they attend school. A physician's certificate of proof of immunization must be provided. Those not in compliance with this requirement in the state of California (AB 354, signed into law on September 29, 2010), and will be excluded from attending classes until such time that he/she is compliant.
3. All students entering Palma are required to complete the Hepatitis B series and a second dose of measles-containing vaccine (usually given as MMR) before the 7<sup>th</sup> grade. It is also recommended that those students entering Palma's 7<sup>th</sup> grade have the T.B. Skin Test before seventh grade entry if one has not been had in the previous five years. A physician's certificate of proof of immunization must be provided prior to acceptance or readmission. Any student not in compliance will be excluded from attending classes until such time he is in compliance with this policy.
4. All students entering Palma School are placed on academic probation from the start of the school year and shall remain on academic probation until the First Quarter grades have been posted. Students entering Palma other than at the start of the school year or beyond the First Quarter shall have their eligibility determined by their most current school work performance record as evaluated by Palma's Vice Principal.
5. Application to attend Palma must be submitted to the Admissions Director. The following criteria will be used as a basis for acceptance.

## **B. Criteria for Admittance**

Students at Palma School come from a wide array of backgrounds and socio-economic strata and the Admission Committee understands that any one piece of information is not sufficient to render an accurate picture of a student. By weighing multiple sources, we can better ascertain unique strengths, gifts and talents. Criteria used to assess prospective students are listed below.

#### Junior High School (gr. 6-8 boys):

- previous two years' academic grades no lower than "C", and grades equivalent to a GPA (grade point average) of a 3.0 or higher is strongly recommended
- standardized testing scores from past two academic years, and performance on Palma School's placement exam
- interview
- appropriate attendance and discipline record; students in good standing strongly recommended
- rising gr. 6: one recommendation from previous school, typically a self-contained teacher of multiple subjects (rec. form provided)
- rising gr. 7-8: two recommendations from previous school, typically from math and English teachers, respectively (rec. form provided)

#### High School (gr. 9-12 co-ed):

- academic grades no lower than "C", and grades equivalent to a GPA (grade point average) of a 3.0 or higher is strongly recommended
- Interview
- Appropriate attendance and discipline record; students in good standing strongly recommended
- rising gr. 9: standardized testing scores from previous grade levels, and performance on Palma School's placement exam

### **C. Academic Requirements**

All junior high students and high school frosh, sophomores, and juniors must take a minimum of six classes. Seniors may take five classes provided they are meeting the credit requirements for graduation. While all returning Palma students go through the process of course selections and recommendations for courses from current teachers and/or counselors, the primary responsibility for maintaining academic progress and completion of graduation requirements rests squarely with the student and his/her parents. All schedules must be approved by the student's parents and the Palma Vice Principal. The Vice Principal alone approves academic programs of study, both those on the Palma campus as well as those to be attempted elsewhere. In the case of registration for advanced courses, approval must be obtained from present level teachers (for example: to progress from Spanish I to Spanish II, the Spanish I teacher must approve; to register for Algebra II, the current mathematics teacher must approve, etc.).

Students taking AP courses for AP credit are required to sit for the AP exam in May and make an honest attempt at scoring well on it; those not sitting for the AP exam in May or not taking it seriously shall not receive AP or honors credit for the course nor shall the AP designation for that particular course appear on their transcript for either semester. Those students enrolled in AP courses will have a testing fee charged to their account for each AP exam taken.

It is Palma's policy that subjects available at Palma be taken at Palma. Permission to enroll in off-campus classes that are available at Palma will not normally be given. Students wishing to take an elective course which is not offered at Palma must have the written permission of Palma's Vice Principal; this includes R.O.P., community college, on-line and adult school courses. Failure to obtain written permission before enrolling in off-campus courses may result in Palma not recognizing or accepting those credits.

Students who fail subjects must make up their credit and subject shortages during summer school. If the course required is offered at the Palma Summer School, the student is expected to take the course at Palma. In any situation that the student is taking a summer school course away from the Palma campus, he/she must request and receive permission of the Palma Vice Principal; failure to do so may result in the course not being accepted for credit at Palma nor will it appear on the Palma transcript. Failure to make-up credits and/or subject shortages over the summer may be the basis for a student being denied continued enrollment at Palma.

It is expected that students maintain a "C" or 2.0 grade point average to continue enrollment at Palma. One grading period with a grade point average below 2.0 will result in the student being placed on academic probation. If a student is on probation for two consecutive grading periods and/or if there is little hope of academic progression, the student may be asked to withdraw from Palma.

The regular academic program at Palma does not provide for early completion of all school requirements. In the event a student enrolls in summer school and/or night school for additional credit, and completes all credit and course requirements before the end of the normal school year, he/she will still be required to remain enrolled in classes at Palma full-time for the spring semester if he/she wishes to receive a Palma diploma at graduation. Any other arrangement is made only with the expressed permission of the Palma Principal.

A student must obtain permission from the Palma Principal prior to enrolling in a foreign exchange program if he/she plans on re-entering Palma upon the completion of his/her study program. All Palma academic and non-academic requirements must be met by a student participating in a foreign exchange program. It is recommended that participation in such a program be restricted to a semester and take place early in the student's high school career.

If a senior or an 8th grade student should fail to complete the Palma graduation requirements in time to graduate with his/her class, he/she may

receive a Palma diploma when he/she submits evidence of having completed an approved-by-Palma program designed to address his deficiencies. Participation in the Palma graduation ceremony is a privilege and is reserved for those who have completed the various graduation requirements and are in good standing at Palma. If a student withdraws or is asked to leave Palma before his/her class graduates, he/she forgoes any claim to a Palma diploma.

**D. Grading Criteria** The following percentages and descriptions are the official criteria for awarding letter grades at Palma:

<b>A</b>	(93-100)	<b>B-</b>	(80-82)	<b>D+</b>	(67-69)
<b>A-</b>	(90-92)	<b>C+</b>	(77-79)	<b>D</b>	(63-66)
<b>B+</b>	(87-89)	<b>C</b>	(73-76)	<b>D-</b>	(60-62)
<b>B</b>	(83-86)	<b>C-</b>	(70-72)	<b>F</b>	(Below 60)

In computing a student's grade point average, all letter grades are awarded values as follow:

<u>REGULAR COURSE</u>		<u>HONORS / ADVANCED PLACEMENT COURSE</u>	
<u>GRADE</u>	<u>GRADE VALUE</u>	<u>GRADE</u>	<u>GRADE VALUE</u>
<b>A</b>	4	<b>A</b>	5
<b>A-</b>	3.7	<b>A-</b>	4.7
<b>B+</b>	3.3	<b>B+</b>	4.3
<b>B</b>	3	<b>B</b>	4
<b>B-</b>	2.7	<b>B-</b>	3.7
<b>C+</b>	2.3	<b>C+</b>	3.3
<b>C</b>	2	<b>C</b>	3
<b>C-</b>	1.7	<b>C-</b>	2.7
<b>D+</b>	1.3	<b>D+</b>	1.3
<b>D</b>	1	<b>D</b>	1
<b>F</b>	0	<b>F</b>	0
<b>P, I</b>	Not Counted	<b>P, I</b>	Not Counted

Total grade points are based on the "Grade Value" multiplied by the "credits" of a given course. The grade point average at Palma, based upon a 4.0 scale, is calculated by dividing the total grade points for all courses by the total credits attempted: Grade Point Average (G.P.A.) = Total Grade Points / Total Credits Attempted. Letter grades are assigned for all classes at Palma except those specified in the course catalog (e.g. student government, yearbook, music, etc.); such classes may, at the student's request and with administrative approval, be taken on a Pass/Fail basis.

### **E. High School Graduation Requirements:**

240 Credits are required for graduation.

Theology - 40 credits	Science - 30 credits
English - 40 credits	Mathematics - 30 credits
Social Studies - 30 credits	Physical Ed. - 20 credits
Fine Arts - 10 credits	Foreign Language - 20 credits
Electives - 20 credits	

In addition, seniors are required to complete 60 hours of meaningful and approved Community Service by May 1st of their senior year. The ACT is given at Palma to all juniors during the spring testing day. All juniors will be required to sit for the ACT with writing test, and a testing fee will be charged to their Palma account.

### **F. Departmental HS Minimum Requirements:**

Social Studies:	World History, U.S. History, Government and Economics
Science:	Biology and at least two (2) of the following: Chemistry, Physics, AP Biology, AP Chemistry, AP Physics, AP Environmental Science, Anatomy & Physiology, and Sports Medicine
Mathematics:	3 years required, one each of Algebra I, Geometry, and Advanced Algebra/Algebra II
English:	English I, II, III, and IV
Theology:	4 years required, all courses satisfy graduation requirements
Phys. Ed.:	Frosh take Health/P.E. 9. Students may be awarded 10 additional P.E. credits on a Pass/Fail Basis for participation in a season of Palma athletics during their sophomore, junior, or senior year.
Foreign Language:	20 credits in the same language

Service Hours: HS students must demonstrate proof of a minimum of 60 hours by May 1<sup>st</sup> of their senior year, which are approved by the principal or his/her designee

### **G. Junior High School Graduation Requirements:**

120 Credits are required in grades 7 and 8 for graduation.

Theology - 20 credits	Science - 20 credits
English - 10 credits	Math - 20 credits
Language Arts - 20 credits	Computers - 5 credits
Social Studies - 10 credits	Physical Ed. - 20 credits*

\* A foreign language may be substituted for English 8 in grade 8 with teacher approval.

### **Grade 6:**

All classes meet grade level requirements for advancement to grade 7. Grades earned in grade 6 are issued on report cards but are not recorded on junior high transcripts and are not required for graduation from Palma Junior High School.

### **H. Community Service Requirement**

Jesus did not isolate Himself from His followers as His mission was one of teaching, service and living among the people. Likewise, we, as a *Called and Gifted People*, are challenged to minister to and share with our neighbors our gifts in the everyday passage of life. In this way we carry out Christ's mandate and manifest His life here on earth. We, as Christians, are called not only to preach but also to serve and minister. Palma requires that all high school students participate in community service. This is required as an extension of formal learning in all classes and in direct relationship with the Mission of Palma High School. It is faith in action: "Whatever you do to the least of my brothers and sisters that you do unto me" (Matthew 25).

Palma's Community Service Program is designed to provide each high school student the opportunity to experience the value of *Christian* community service that is meaningful and approved; it is designed to be an outreach program to the poor, to the local community as well as to parishes, schools and agencies within the immediate area. All senior students are required to complete *at least sixty* (60) hours of service no later than May 1<sup>st</sup> of senior year ; students not meeting this deadline will be required to complete an additional five hours of community service for each calendar day late.

Sixty hours *minimum* are required of each high school student regardless of his/her entry date as a student in Palma High School. In addition to completing 60 hours of service, each student is required to verify his/her service online. The verification process includes reflection questions for students to answer thoughtfully. These questions connect student service to theology course content and *The Essential Elements of a Blessed Edmund Rice Christian Brother Education*. These questions are based on the A.R.T. (Action, Reflection, and Transformation) model of *praxis* adopted by Christian Brothers ACTION Leadership.

The Community Service must be done for an approved non-profit organization - to those in great need - not for family obligations or family projects or as a member of an athletic team. There is a limit of eight (8) hours per 24-hour period that may be earned in meeting the sixty hour minimum requirement; in addition, hours cannot be earned while Palma is in session, nor during regular school hours. Those who do not meet this obligation in a timely manner may not participate in the Palma High School graduation ceremonies.

Meeting family obligations, tutoring or coaching family, neighbors or friends or helping family members do not qualify for participation in the Palma community service program. Hours of service can be made to any of the approved agencies on an hour-per-hour basis; remuneration, however, may not be received for Community Service. It will be noted on the 8<sup>th</sup> semester transcript of those seniors who have not completed the Community Service Requirement as above that "This student has not completed the requirements for graduation from Palma High School."

All requests for student volunteers, advertisement, or any other request for Palma's help with a service activity must be approved by the Office of Campus Ministry. Students who fail to complete a minimum of 60 hours of service by May 1<sup>st</sup> of senior year will need to report directly to the Principal.

- Community service must be performed for an approved non-profit organization – to those in great need – not for family obligations or family projects or as a member of an athletic team
- Hours shall be submitted to the Director of Campus Ministry for approval.

### **I. Grade Reports, Deficiency Reports, Semester Exams, and Permanent Records**

Report cards are issued four times each year: at the end of the 1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, and 2<sup>nd</sup> semester. The quarterly reports are progress reports while the semester reports become a permanent record of grades and credits earned. Semester report cards are mailed home.

Progress Reports are issued halfway through each quarter marking period; they serve to inform parents of student progress. In some cases,

because of the course design, the teacher may not be able to forecast at a mid-quarter point a potential "D" or "F" at the end of the quarter; for example, a major term paper or assignment may be due late in the marking period. It certainly could happen that a student's missing work would result in a "D-" or "F" grade for the marking period, quarter or semester. Most academic courses have final examinations and/or a project requirement that can count for as much as 20% of the semester grade.

If a student fails the first semester of a two-semester course, such as Algebra I, and subsequently earns a "C" or better grade at the end of the second semester in the same course, his/her first semester grade could be changed to "D" and the credits for the course awarded. Should he/she earn a "D+" or lower at the end of the second semester, the "F" for the first semester will remain, credit for the first semester will not be issued and, if the course is a required course, the student will be required to make up his/her deficiency. This possibility does not apply automatically nor does it apply if a schedule change to a different course has taken place.

Students have a right to see their corrected semester exams; teachers are expected to distribute the first semester exams to their students at the start of the second semester. Second semester exams may be viewed in teachers' respective classrooms following graduation, from 9:00-10:00am.

A permanent official record of a student's grades at the semesters, credits earned, rank-in-class, and cumulative grade point average are reflected on a student's transcript; the transcript is the official record of a student's progress at Palma and is considered to be an internal document that reflects a student's academic record and his/her academic position in his/her class. Parents or students may have access to the official permanent record by submitting a request in writing and providing a 48-hour request for such a viewing.

## **J. Honor Roll and Honor Organizations**

1. **Principal's Honor Roll.** The Principal's Honor Roll is issued at each marking period. Inclusion on the Honor Roll is based on scholastic achievement. Second Honors are awarded to students whose grade point averages for the period are 3.2 to 3.49; a grade point average of 3.5 or higher entitles a student to First Honors. Certificates of Honor for the first semester are distributed by the Principal at the annual Fall Semester Honor Roll Program which takes place early in the second semester following the posting of first semester grades.
2. **California Scholarship Federation (CSF) and California Junior Scholarship Federation (CJSF).** Palma High School sponsors Chapter 518cc of the California Scholarship Federation (CSF) and Palma Junior High School sponsors Chapter 174Jcc of the California Junior Scholarship Federation (CJSF), both statewide honor societies with membership restricted to students earning high honor grades at semester marking periods. CSF Life Membership is awarded to those who have earned CSF membership in four semesters during the last three years of high school, including one semester of senior year. Life Membership permits students to wear a CSF fold cord at graduation; CJSF members are permitted the same at graduation. In addition, the diplomas of CSF Life Members are marked with the CSF Seal. To become eligible for CSF or CJSF membership, a student must earn a specified number of scholarship points and meet behavior/disciplinary requirements. Additional information pertaining to CSF and CJSF membership may be obtained from the CSF/CJSF Advisors.
3. **National Honor Society (NHS) and National Junior Honor Society (NJHS).** The Monsignor Thomas J. Early Chapter of the National Honor Society was established on the Palma campus in 1963; the National Junior Honor Society was established at Palma in 2010. Membership is restricted to eligible students who meet the NHS and NJHS academic standards and are nominated and selected by a Faculty Committee that is appointed by the Palma Principal; NHS and NJHS memberships may not be applied for as they are determined by a vote of the Faculty Committee. To be eligible, a student must have a minimum cumulative grade point average of 3.5 up to the time of nomination and have demonstrated qualities of service, leadership, and character. Any member who falls below the standards that were the basis for his/her selection will be warned; if, during the subsequent marking period (quarterly or semester), he/she fails to meet the standards, his/her status shall be determined by the Faculty Committee; he/she may be dismissed by vote of this Committee. A dismissed high school member is never again eligible for NHS and a dismissed junior high school member is never again eligible for NJHS membership. Senior members of NHS are eligible to compete for NHS scholarships. Second semester sophomores are eligible for provisional membership in the NHS. Members are required to provide peer tutoring at school in order to maintain membership at both levels.
4. **Graduation and Academic Awards.** Palma reserves the right to select students to receive various academic awards, scholarships and other honors during the school year as well as at the annual graduation ceremonies; there are no absolute rights to a given award due to rank-in-class, attendance, heritage or any other situation. A number of academic awards and/or scholarships are awarded at the annual high school academic awards program; the recipients of these awards and/or scholarships are selected by the sponsoring families according to criteria established by the sponsoring families.

## **K. Changes in Class Schedule**

Under certain circumstances it may be necessary for a student to receive a change in schedule. Student- or parent-initiated changes can be explored during the first two weeks of classes in the first semester. If a student or parent desires a schedule change, the student must discuss the advisability of the change with his/her school counselor, who will, as needed, check with the Vice Principal to determine if the change is possible and permissible. At a minimum, changes are dependent on space allowing and alignment with other courses in a student's schedule.

## **L. Student Records**

Student records are the responsibility of the Vice Principal. These are confidential records and may not be taken from the main office. Copies of information that is in a student's file may be requested from the Vice Principal. Parents of currently enrolled or former pupils have an absolute right of access to any and all pupil records related to their children; requests for details of student files will be addressed in a timely manner by the Vice Principal provided requests are submitted in writing.

Transcripts of student grades may be obtained by completing a *Transcript Request* form and returning it to the school office. The first transcript requested is free; additional transcripts cost only \$8 each. Transcripts are normally mailed direct; those handed to the student will be marked as unofficial. The Guidance Department sends an 8<sup>th</sup> Semester transcript to their university/college of a student's admission and attendance.

## **M. Academic Integrity Policy**

A Palma student is expected to live and respond according to Palma's ISOs, which underscore Christian values in both individual and community matters. He/she is expected to demonstrate integrity and honesty in all of his/her work. Cheating and plagiarism are violations of that integrity and honesty. Cheating is defined as the act of obtaining or attempting to obtain credit for academic work by use of any dishonest means. Plagiarism is defined as the act of presenting ideas, words, or specific substance from another and offering them as one's own work, without giving credit to the source.

Examples of cheating and plagiarism include the following:

- 1) Copying, either in part or in whole, from another's work (i.e. homework, quiz, test, etc.), by electronic device or any other form.
- 2) Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the teacher.
- 3) Using notes, "cheat sheets" or other information or devices during a test or examination without express permission/consent from the teacher / proctor.
- 4) Submitting work as one's own when it has been done in part or whole by another person; this includes homework, research, or work previously submitted by oneself or another student.
- 5) Altering or interfering with the testing or grading procedures; this includes disruptive behavior during tests.
- 6) Copying electronic materials without proper attribution.
- 7) Allowing another student to copy one's own work directly or indirectly via electronic transmission/communication.
- 8) Submitting work to more than one teacher for course credit, without prior approval.
- 9) Knowledge of and toleration of any cheating or plagiarism.
- 10) Using intimidation or bribery to obtain work from another student.

Cheating and plagiarism represent a violation of mutual trust and respect. A student who cheats or plagiarizes will be confronted by her/his teacher or staff member and may face the following consequences:

1. Notification to parents, and a possible penalty to student's academic record (e.g. 0% on the assignment);
2. Teacher will file a report with the Vice Principal;
3. A filed report will trigger the student's disqualification from eligibility for the Presidential Academic Excellence Award during his 8<sup>th</sup> grade and/or her/his senior year; and
4. The second incident of cheating or plagiarism may cause a student to be referred to an Academic Integrity Board hearing and may result in permanent exclusion from the Palma community.

## **N. Academic Integrity Board**

The purpose of the Academic Integrity Board is:

- 1) to provide a system that allows for teachers and students to work together to achieve academic integrity;
- 2) to evaluate cases of reported cheating and plagiarism, and suggest consequences;
- 3) to keep records of offenders; and
- 4) to make recommendations to the Principal of consequences to the student and/or counseling for the student.

The Vice Principal will determine the membership of the Academic Integrity Board.

## **O. Field Trips**

A field trip is a privilege, not a right, afforded to students. Students can and will be denied participation if they fail to meet academic or discipline requirements.

## **P. Technology Acceptable Use Policy**

A commitment to an exemplary student education in the 21<sup>st</sup> Century is at the core of Palma School's various technology initiatives. While technology can complement and assist education when used appropriately, it can distract and dismantle the process when abused. This Technology Acceptable Use Policy ("AUP") acts as a guide to ensure technology is a help rather than a hindrance to learning both on and off campus.

This document defines the Acceptable Use Policy (AUP) regarding Palma Technology, from use of iPads to internet access. While the AUP covers the majority of use cases, Palma Faculty and Staff reserve the right to set additional restrictions or requirements in their respective domains if they believe it will enhance student learning.

**iPad AUP** This iPad Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of a Student iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Palma School. Teachers may set additional requirements for use in their respective class.

While the Student iPad is not the property of Palma School, there is no assumption of privacy while on campus. Palma School reserves the right to inspect Student iPads at any time during the school year. Misuse of the Student iPad may result in disciplinary action including but not limited to confiscation of the iPad, restricted use of the iPad, detention, or dismissal.

Above all, the Student iPad program at Palma School is an academic program, and the policies governing the use of the Student iPad support its academic use. To maintain the integrity of the Student iPad program, all students and parents/guardians must acknowledge and agree to the following conditions of use.

**Device Requirements** Palma School's iPad Program is based on the "Bring Your Own Device" model. This means students will bring personally owned iPad devices for use on campus. To ensure every student iPad is able to be educationally effective, all Student iPads must meet the following requirements prior to their use at Palma School.

1. Student iPads before the start of the school year need an inspection by parents for basically 4 aspects that verify your iPad is working 100%: The screen, buttons, WIFI, and water damage. More details available on the Technology section of the [Palma School Website](#).
2. Student iPads must be of a model that features a Retina display and a Lightning port. List of acceptable iPad models are available on [Palma School Website](#).
3. Only one iPad is permitted per student at a time.

### Student iPad Care

1. Student iPads are permitted for use by students as learning tools.
2. Students/parents are solely responsible for the care and security of Student iPads.
3. Palma recommends a sense of urgency when repairing an iPad to avoid ANY disruptions with learning in the classroom. The technology department does have more information with how to repair your iPad with companies outside of Palma. The technology department will do their best to troubleshoot but can't repair physically damaged iPads (cracked screens, water damage, major hardware issues, etc...)
4. If the Student iPad is lost or stolen, the student should report the incident to the Technology Department within 72 hours. In the case of theft, the student should also file a police report. Students/parents are responsible for replacing the lost or stolen Student iPad at their own cost.
5. If a student damages the Student iPad, the students/parents are responsible for the full expense of repairing or replacing the device.
6. Palma School does not provide insurance for iPads and strongly encourages families to consider purchasing insurance. Families are encouraged to check their homeowner's insurance policy to see if the device is covered or to consider purchasing a separate policy for the device.
7. To clean the Student iPad, unplug all cables and turn off the device. See the Apple website at <https://support.apple.com/en-us/HT204172>
8. See the iPad User Guide [https://support.apple.com/en\\_US/manuals/ipad](https://support.apple.com/en_US/manuals/ipad) for more information.

### General Expectations

1. Students are responsible for understanding and adhering to all AUP regulations from the *Student/Parent Handbook* relating to the use of technology in addition to the requirements set forth in this AUP.
2. Palma School administration and faculty reserve the right to monitor, modify, lock, erase, search, and/or confiscate the Student iPad at any time.
3. Students must stay connected to the Palma School wireless network while on campus. Students log in to the Palma School network by using their Palma email address and password. Also while on campus, students shall not enable "Airplane" mode (outside of troubleshooting) or connect to other wireless networks.
4. Students are expected to use the iPad only when appropriate. When iPads are brought to class, students are to refrain from use until expressly permitted by the instructor.
5. Students are expected to keep the Student iPad with them or securely stored at all times. When not in use, Student iPads should not be left carelessly unattended, but stored in lockers if they are not in a student's immediate possession.
6. Students are expected to have their fully charged Student iPads at school each day. The school is not responsible for charging the device. If a Student iPad is left at home or is not charged, the student remains responsible for completing all coursework. Forgetting to bring the Student iPad to school does not excuse or exempt the student from any class work rendered late or incomplete. Repeat offenses may result in disciplinary action.

7. Sound from the devices must be muted at all times unless permission is obtained from the teacher for instructional purposes.
8. Students should include their Palma Student ID in their iPad name to help facilitate troubleshooting.
9. Students should affix an identifying label or sticker featuring their name and/or Palma Student ID on the outside of the Student iPad. The Technology Department can provide identifying asset tags upon request.
10. The "find my iPhone/iPad" function must be on at all times on the Student iPad.
11. Students are expected to back up all educational work on the Student iPad. Palma School does not take responsibility for any lost data, educational or personal. Students are encouraged to visit the Technology Offices in the Computer Lab if they require assistance backing up educational data.
12. Memory space is limited. Academic content takes precedence over personal files and applications ("apps"). In the case of memory space conflict, personal files and apps must be removed.
13. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exists.
14. Unless notified by the Technology Department, the student is expected to keep iOS (the iPad operating system) and apps updated to the current version.
15. Student iPads belonging to other students are not to be tampered with in any manner.
16. Students must create and maintain a private, personal, lock screen passcode not to be shared with others.
17. Students will be required to set up Mail on the Student iPad using their Palma email address. It is the expectation that students check their Palma email regularly. Additional email accounts may also be added by the student.
18. Students are to sync and backup the Student iPad to iCloud. Every time the Student iPad is both plugged in and connected to a Wi-Fi network, the Student iPad will automatically back-up. Backing school work up to iCloud should take precedence over personal information. This link (<http://support.apple.com/kb/ht4859>) shows how to ensure the Student iPad is backed up.

### Customization

1. Students/Parents are permitted to add media (music, images, and video files) as well as install apps from the official App Store provided that they are legally obtained and do not interfere with the educational use of the Student iPad.
2. Student/Parents are permitted to adjust personal settings (background images, app icon arrangement, multi-touch swipe settings, brightness, etc...) provided that they are appropriate and do not impede the ability of Palma School Faculty and Staff to observe screen content.
3. Students are permitted to use and customize a protective case, as long as customization is appropriate.
4. Damaged cases should be replaced to ensure iPads are properly protected. Replacement cases may be purchased through any retailer.

### Prohibited Use

Prohibited use of Student iPads includes but is not limited to:

1. Any action that violates existing school rules or public law.
2. Illegal installation or transmission of copyrighted materials.
3. Accessing or using sites selling term papers, book reports, and other forms of student work.
4. Plagiarizing academic materials.
5. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission and philosophy.
6. Exchanging Student iPads with another student.
7. Gaining access to other students' accounts, files, and/or data.
8. Using or possessing other Student iPads.
9. Leaving a Student iPad unattended on the campus.
10. Photographing, audio recording, or video recording on campus without the permission of a teacher for academic purposes or in support of a school program.
11. Spamming: sending mass or inappropriate emails.
12. Attempting to bypass Palma School's web filter while on campus.
13. The use of any proxy, vpn, or other method that modifies the iPad's network connection settings.
14. Using the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
15. Any other behavior deemed inappropriate by the Faculty or Administration of Palma School.

### Precautions

1. Each student and her/his or her parent(s) or legal guardian(s) agrees not to sue and hereby release, waive, discharge, and hold harmless Palma School as well as its employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the Student iPad. Additionally, each student and her/his parent(s) or legal guardian(s) agree to indemnify and defend Palma School against any and all claims, actions, and causes of action of every nature relating in any way to the use of the Student iPad.

2. This AUP applies to Palma School students at all times, whether or not the students are on campus, as Palma School students are school representatives at all times.
3. Palma School provides no web filtering or network restrictions off of the Palma School campus.

**Network Acceptable Use Policy** At Palma School the Internet and network are available to the students and staff. Palma strongly believes in the educational value of such electronic services and recognizes the potential of such to support and expand our curriculum and student learning. Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. Palma provides students and staff with several technology services. These services include the use of computers, Student iPads, servers, printers, other technology equipment, and the Internet.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, Palma has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

### **Palma School:**

- Filters out most of the inappropriate material.
- Supervises and monitors students.
- Provides students with the understanding and skills needed to use technology in an appropriate manner.

Despite these efforts, there may be occasions where students are inadvertently exposed to inappropriate materials on the internet.

### **Acceptable Use of Technology**

- The use of Palma's technology is a privilege and not a right.
- Technology is designed to be used as a tool to assist with the instructional objectives of Palma. Students and staff shall use technology efficiently to minimize interference with others.

### **Prohibited uses of the Technology include, but are not limited to:**

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, email, or phone number.
- Logging in to the system using another user's account or password.
- Leaving an account open or unattended.
- Violating any local, state, or federal regulation or statute.
- Altering computer equipment as set up by the network administrator.

### **School Rights and Responsibilities**

- Palma reserves the right to monitor all activity on the Internet.
- Palma reserves the right to block any material on the Internet.
- Palma reserves the right to deny access to technology to any individual.
- Palma reserves the right to revise and amend this AUP at any time.
- Security on the network is a high priority. The Director of Technology shall establish procedures that will maximize system security.
- No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
- Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by Palma are those of the individual and do not represent the position of Palma.
- Accounts which are inactive for more than 30 days may be removed by Palma along with the user's files without prior notice.
- School staff is responsible for supervising student use of technology on the Palma campus. Parents are responsible for supervising student use of technology when the students are not on campus.

### **Discipline**

The use of the Palma electronic information system is a privilege, not a right. All the rules of conduct described in the *Palma Student/Parent Handbook* apply when on the network; actions reflect on the individual and Palma. Good manners and good taste are the rule no

matter what environment you are in; think before you act. If you notice any network problem, or anyone abusing the System, notify a school authority at once. Student discipline for violation of any part of these rules and procedures shall be based on the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion. Perpetrators or their parents/guardians may be billed for damages to equipment. Technology fees collected shall not be pro-rated or returned if Palma deems it necessary to take the Student iPad from any student. Illegal activities will be referred to the appropriate law enforcement agency. Students who continuously abuse the privilege of an iPad on campus may be asked to refrain from use of an e-device on campus and will be required to buy textbooks for their classes to replace her/his digital texts, where applicable for due course of study.

## **V. Financial Information**

### **A. Introduction**

The tuition charged at Palma is maintained at the lowest level possible without sacrificing the quality of education provided. Palma is a nonprofit institution and receives no subsidy funding from the Diocese of Monterey or any other private or public source; the school is operated wholly from its tuition revenues and gifts and donations of benefactors.

Palma insists that payments of all charges are made promptly and in accordance with the schedules shown in section "C" below. This is absolutely necessary if we are to meet our commitments and to operate as economically as possible. Tuition accounts that are not current by the 1<sup>st</sup> of each month, beginning in June, require that students be suspended from access to campus and all related educational, extracurricular and cocurricular activities. Students will not be allowed to sit for their semester exams, and/or to participate in graduation ceremonies if their tuition accounts are not current and/or if items have not been returned to the athletic department, etc., or timely payment arrangements have not been made with and by approval from the Business Manager and/or the Principal. Student grades and diplomas may be withheld if tuition has not been paid, in full, by the end of the school year.

### **B. Tuition & Fees**

It is to Palma School's advantage to keep tuition as low as possible and every effort is made to minimize any increase necessary to maintain our high-quality faculty and programs. To make it easier for families to budget, tuition rates are guaranteed not to increase any more than what is absolutely necessary (if at all). Siblings of an enrolled student will appreciate a 20% discount while concurrently enrolled. Tuition can be paid in full, per semester or monthly and includes most of the fees charged separately at other schools.

**Junior High School** \$9,950 is JHS tuition for the 2025-2026 school year. Families may pay in 12 monthly installments of \$862\* starting in June and ending in May. Families may choose to make two payments of \$5,075\* (due June 1 and January 1). Families choosing to pay tuition in full do so on June 1. An additional \$255 graduation fee is required for eighth graders, due July 1, prior to the start of a student's 8<sup>th</sup> grade school year.

**High School** \$16,480 is HS tuition for the 2025-2026 school year. Families may pay in 12 monthly payments of \$1,428\* starting in June and ending in May. Families may choose to make two payments of \$8,405\* (due June 1 and January 1). Families choosing to pay tuition in full do so on June 1. An additional \$275 graduation fee is required for seniors, July 1, prior to the start of a student's 12<sup>th</sup> grade school year.

\*For all students a one-time Tuition Protection Plan payment of \$310 (HS), \$260 (JH), due annually on June 1 is required for payment plans.

### **C. Payment Plans and Tuition Protection Plan**

For all payment plans June 1 is the first month of a twelve-month payment cycle. Payments are due on or before the 1<sup>st</sup> of each month; payments received after the 10<sup>th</sup> of each month are delinquent and subject to a late fee of \$20 and/or the suspension of a student from all classes and related school activities. Statements of delinquent accounts are e-mailed and/or post-mailed on a monthly basis, if necessary. Payments should be submitted using the tuition payment button embedded in the emailed invoice. Checks may be mailed or dropped off at the main office. Palma accepts Visa, MasterCard, Discovery, and American Express cards in payment of tuition and fees.

Purchasing Palma's Tuition Protection Plan can provide relief as the plan ensures payment of fees in the event of a student's separation from the school according to the reasons specified in the Plan for the current school year (some of those reasons include medical absence or withdrawal, non-medical withdrawal, and/or dismissal).

### **D. Service Charges**

A Service Charge of \$20.00 will be made for a missed monthly payment and \$25.00 for a check returned by the bank for any cause. Upon receipt of a second check returned by the bank for any cause or when an account is overdue by two months, the full balance of that semester has to be paid in cash, cashier's check, or money order; only then will the student be allowed to attend her/his classes.

### **E. Refund Policy**

There are no tuition refunds given after June 1, and the parent/guardian takes responsibility for the entire year's tuition. Registration fees are not refundable.

## **F. Student Insurance**

For their own protection, all students should be covered by health insurance. A Student Accident Insurance program is offered through the school. Palma School receives no proceeds from this insurance and is not responsible for claims resulting from injuries. Students who are injured at any school function should obtain an accident report form from the Business Office. Parents also have the option to enroll in 24-hour insurance coverage with the same carrier. Information and enrollment forms are available at the start of the school year.

## **G. Financial Aid, Scholarships and Grants**

Palma works with families on a confidential basis to ensure that qualified students have the opportunity to attend the school. A limited amount of financial aid is available to families with demonstrated need (i.e. grade point average, economic need, engagement in school life, comportment, etc.). There are no athletic scholarships at Palma School.

Financial assistance is based on a family's ability to pay as determined by a third party, independent from Palma, that review's an applying family's financial records. Applications and documents are submitted online to Clarity along with supporting financial information. The mobile-friendly application typically takes less than 30 minutes to complete, and information can be saved at any time for later completion. There is a \$60 fee to submit.

Financial aid is applied against tuition expenses for a given school year and requires a new family application to Clarity each year. Financial assistance is not intended to cover 100% of the cost of attending Palma School. All families are expected to contribute to the cost of their children's education.

Applications are to be submitted online through Clarity no later than January 31. Notifications of decisions for qualified families will be provided by the end of February. Families who submit incomplete or late applications risk not receiving financial aid.

## **H. Book Purchases**

Students are responsible for the purchase of books required for each of their courses; books are not included in tuition charges. Books are listed by academic department, course, grade level and ISBN numbers on the school's annual booklist spreadsheet online. Students are required to have their books before the first day of classes. The approximate cost of a new set of books can vary considerably per subject, grade level, digital, and/or hard copy.

# **VI. Student Services and Activities**

## **A. Guidance**

Palma's Guidance Department offers a program of general and individual guidance for all academic concerns and individual and group counseling. Counseling appointments can be initiated by the student, teacher, parent, or the administration.

In addition to individual guidance opportunities, group guidance is a regular feature of the Department program, especially when sharing information regarding college admission procedures and standardized testing interpretation.

Guidance appointments are either formal or informal. Walk-in-time is offered before school, during lunch, or after school. Appointments are available during class time only when a student has permission of her/his teacher beforehand. For this purpose a student has in her/his possession a guidance pass which is to be presented to the respective teacher before class begins for approval to attend the guidance appointment.

The Guidance Department offers in-school tutoring through the National Honor Society (NHS); there is no charge for this service if tutoring is done during the school day. The phone number for the Guidance Office is 422-2076.

## **B. Testing Program**

Standardized testing is required of all junior high and high school students:

October – Students in grades 9-10 take the practice Preliminary Scholastic Aptitude Test (PSAT)

October – Students in grade 11 take the Preliminary Scholastic Aptitude Test (PSAT)/National Merit Qualifying Scholarship Test (NMQST)

March – Students in grade 10 take the Pre-ACT

March – Students in grade 11 take the ACT

Students in grade 7, 8, and 9 take NWEA standardized tests at various times during the school year

Palma's College Board code number for SAT and ACT is: 052745.

## **C. Cislini Study Center (CSC)**

The Cislini Study Center (CSC) is a resource and a service to the faculty and students: to the faculty in that it permits assignments outside of the textbook and media connections; to the students in that it provides opportunity for materials for class assignments, personal research and leisure reading. The CSC is a place for intellectual work, for study, and for a controlled atmosphere for some socialization among peers and faculty. Expectations for comportment are posted in the CSC. All students and faculty are welcome to use the CSC. Parent groups may request permission to use the CSC with prior approval from the Principal.

#### **D. Palma Parents' Club**

The Palma Parents' Club plans and carries out functions which provide hospitality for the school as well as some financial support for the school. The purpose of the club is to build a sense of community among all Palma parents, to support the endeavors of Palma School, and to assist in the effective implementation of the mission statement of the school; the Palma Parents' Club is not a policy-making group. Every parent, by virtue of having a son/daughter enrolled at Palma, is a member of the Palma Parents' Club. The Palma Parents' Club is under the leadership of a President, Vice President, Secretary, Treasurer, and a Volunteer Coordinator. All Palma parents are encouraged to get involved in the Palma Parents' Club.

#### **E. Athletic Council**

The Athletic Council plans and carries out functions which provide the total financial support of Palma's athletic program, with the exception of coaching stipends. All funding generated by the Athletic Council is used wholly for the benefit of the Palma athletic program. The purpose of the Athletic Council, aside from providing the funding for the Athletic Department, is to also build a sense of community among all Palma fans, especially the parents of the students wearing Palma team uniforms. The Athletic Council is under the leadership of a President, several Vice Presidents, a Novelties chair, a Secretary, and a Treasurer.

#### **F. Eligibility Policy for Extra-Curricular & Co-Curricular Activities**

Since the primary motive for attending Palma should be the procuring of a Catholic education in preparation for college, it is important that academics receive the primary focus of all concerned. Therefore, in order to ensure that those students involved in extra-curricular and co-curricular activities are capable of devoting sufficient time to those endeavors while not impeding their progress towards graduation, the following standards must be maintained in order to assure eligibility:

1. A student must have at least a minimum 2.0 G.P.A. at the most recent marking period in order to be eligible to participate in interscholastic athletic contests and/or all positions of leadership during the next marking period. The quarter grades will be used to determine eligibility following the 1<sup>st</sup> and 3<sup>rd</sup> Quarters while the semester grades will be used to determine eligibility following the fall and spring semesters.
2. A student not meeting the minimum standards of eligibility when report cards are issued may petition the Vice Principal for a reevaluation of her/his academic progress no sooner than the distribution date for the following term's official mid-term progress reports, and no more than once per school year. This reevaluation shall be based in part on consultation with the current teachers of the student initiating the petition.
3. A student shall remain ineligible until either the Vice Principal declares him/her eligible or until the next marking period produces an acceptable minimum report card G.P.A.
4. Those students who have second semester failures and who attend summer school are subject to the following C.C.S./C.I.F. regulation regarding summer school grades:
  - if a summer course is a REPEAT of a spring course, exactly (i.e., Algebra I for Algebra I, Typing II for Typing II, etc.), the summer grade may be SUBSTITUTED for the spring grade in that course, then the G.P.A. re-computed;
  - if a summer course is not a repeat of a spring course exactly (i.e., General Math for Algebra I, Physical Science for Biology, Typing for World History), the summer course and grade are ADDED to the spring courses and grades, then the G.P.A. is re-computed as if the summer course had been taken in the spring. In no case will a summer course be applied to the detriment of a student (C.C.S. Policy, 11/1/88).
  - These re-calculations are done by the Vice Principal for final approval in determining eligibility status. Palma does not remove earlier earned grades from transcripts.

#### **G. Non-Athletic Clubs and Activities**

1. **House System**. The purpose of the House System is to support all aspects of student life and to enhance an inclusive and collaborative community through Palma's Mission, Philosophy, The Essential Elements and ISOs. The Palma House System is represented by "four houses, one family." Students are welcomed into one of four multi-grade level Houses, each led by a faculty House Dean and two student House Captains. Each House will have an identifiable name, color, and crest. Students in each House also belong to a smaller group within the House, called House Huddle, which is led by a faculty House Huddle Teacher and two student House Huddle Captains. Generally, students meet four times per week with their House Huddle group. Nearly all activities and events are run through the House System as Houses compete for the annual "Chieftain Cup." Goals of the House System are to:
  - provide students with opportunity to connect with more faculty members who mentor and support their social and spiritual growth;
  - provide increased leadership opportunities for all students;
  - increase student engagement and school spirit through friendly competition; and
  - increase school pride and a culture of community.

The "Chieftain Cup" is awarded annually to the House that accumulates the most points in various events and competitions that meet

Palma's ISOs.

- 2. Clubs and Organizations.** Palma School offers various opportunities to its students to develop individual talents. Club offerings are often dependent upon student interest and/or the availability of personnel advisors. Membership may include:
- Honor Organizations - National Honor Society (N.H.S.) and the National Junior Honor Society (N.J.H.S.) - a select group of students who tutor and participate in various service projects; California Scholarship Federation (CSF) and California Junior Scholarship Federation (CJSF) - honor organizations for those who meet eligibility requirements both academic and behavior/disciplinary;
  - House System – Student leaders are nominated, interviewed and selected by House Deans from among Palma's finest student leaders for what they can offer as mentors to incoming new students and returning student peers.
  - Leadership/Service Development – Student Ambassadors (admissions), Interact Club, Investor Club, Bl. Edmund Rice Society, Campus Ministry, Mock Trial, Prison Ministry, Service to the Unhoused.
  - Moral Development – Chapel Leaders, Fellowship of Christian Athletes (FCA) – founded in 2010 by and for students for spiritual fellowship amid fun, physical activities, Liturgy Team
  - Music – Palma is exploring options to renew historical offerings of symphonic band, jazz ensemble, pep band and junior high band;
  - Student Publication - high school and junior high school yearbooks;
  - Recreational/Social Clubs – some of the latest, active student organizations include the Asian-Pacific Islander Club (API), Baking Club, Bible Club, Black Heritage Club, Bob Ross Club (art), Book Club, Chess Club, Chicano Club, Eco&Nat Club (ecology and nature); Game Club (video games), Historians Club, Off Road Cycling (off road cycling) Club, Philosophy Club, Sign-Language Club, Soccer Club, Sports Medicine Club, and the Tabletop Games Club. Other clubs of the past that revive interest from time to time include the Barbecue Club, Culinary Club, Foosball Club, Latin Club, Moden UN, Robotics Club, and Spanish Club.
  - Additional groups gather as interest/need arises, supervised by school personnel, and pre-approved by the Principal. Students may compete in many academic contests including: annual art competitions, high school physics competition at Hartnell College, Mathletics, Monterey County Junior High Spelling Bee, National Geography Bee, National Math Exams, etc.

## **H. Athletic Activities**

The basic responsibility of the Palma Athletic Department is to organize, develop, and direct an athletic program that will protect and conserve the health and physical welfare of all participants, safeguard the educational values derived from interscholastic athletics, cultivate and promote the ideals of sportsmanship, develop the qualities and virtues necessary for Christian living, provide the proper standards governing athletic competition, and promote and protect the good name of the school.

There is a fundamental desire that Palma's athletic program will provide timely opportunities for all youth to develop the proper ideals of sportsmanship, ethical conduct and fair play. To help make these goals attainable, regulations have been established to protect the athlete from exploitation and to promote the physical, mental, moral, social, emotional, and spiritual well-being of Palma's student-athlete. It is especially critical that the Palma athletic coach realize he/she is a teacher in a Catholic school setting. A teacher at Palma has five roles: as instructor, spiritual guide, mentor, moral gatekeeper, and role model.

Many people are involved in providing a complete athletic program: the administration and faculty, coaches, players, parents, officials, cheerleaders, student body, and the general public. All are important in the contribution they make to a sound athletic program. All involved in the program are expected to practice good sportsmanship, to be courteous, fair, and respectful. The ultimate objective of the athletic program at Palma School is to develop the character of the student-athlete, to teach sportsmanship, cooperation with others, loyalty, respect for authority, and to foster and stimulate growth to maturity.

### **1. Scope of the athletic program:**

While it is desirable for all students to have opportunities to compete in many sports, it is a lofty but unattainable goal. The varying interests of the students and the number of participants will affect the number and levels of competition available.

In general the number and kinds of sports will be based on these considerations:

- the contributions of the activity;
- the number of students interested and able to participate;
- the availability of qualified coaches;
- the availability of adequate playing facilities;
- the availability of sufficient funds to provide equipment, supplies, and cover other expenses;
- the availability of equitable competition; and
- the general school and community interest.

Palma High School is a member of the Pacific Coast Athletic League (PCAL) and the Central Coast Section (CCS) of the California Interscholastic Federation (CIF). As a member school, Palma enters varsity, junior varsity, and freshman levels of competition in most League sports. Palma Jr.

High School is a member of the Mission Trails Junior Athletic League (MTJAL) and enters 7<sup>th</sup> and 8<sup>th</sup> grade levels of competition. Palma's 6<sup>th</sup> grade students complete in various seasons of sport organized by the Salinas City Recreation Department.

## **2. Requirements for Palma athletes to be eligible in any sport, students:**

- must be a registered student at Palma;
- must pass a physical examination by a qualified physician;
- must have parental consent;
- must conform to the rules and regulations of the athletic department and specific team rules; and
- must be academically eligible according to standards set by the school as outlined in this handbook.

## **3. Highlighted Athletic Department Rules (a complete Department Handbook is available from the Athletic Director):**

- An athlete must be present at her/his sports awards program in order to receive any awards;
- An athlete who quits a sport may not participate in any sport for the remainder of that season nor may he/she try-out for any sport in the next season until the team he/she quit has completed the season, including playoffs;
- An athlete, along with a parent, must attend the mandatory pre-season meeting of Players, Parents, and Coaches (PPC) for each sport that the athlete participates in or he/she will not be allowed to compete in a contest;
- Any athlete or coach who is ejected from any contest will forfeit the right to participate in the next scheduled contest. In a parent's case, the parent will be directed to not attend the player's next contest. Any end-of-season ejection will have a direct bearing on the next season or playoffs for any student and could result, especially in a situation involving a senior, in discipline action being taken by the school.

## **VII. Procedures and Information**

### **A. Process for Excusing Illness and Tardies**

On the morning of a student's absence from school her/his parent/legal guardian is advised to communicate with the school before 8:30 am at 422-6391 or otherwise. Upon her/his return to school after an absence, the student will need to request an *Admit Slip*, which must present to each of her/his teachers in order for him/her to be readmitted to class.

The school reserves the exclusive right to excuse a student for an absence, regardless of the reason for the absence and/or the parent's/guardian's signature. Students with an unexcused absence may be considered to have been truant from school on the day(s) absent and will be treated accordingly. Each student is expected to be present at school every day school is in session. While extraordinary circumstances would be given special consideration at the discretion of the Principal, most absences are considered unexcused.

Check out procedure. Should a student become ill or need to leave school during school hours, he/she must report to the main office for proper checkout of school. Please do not allow your son/daughter to leave campus without checking into the main office. The main office maintains a log for student absences that will document notifications from parents/legal guardians.

### **B. Extraordinary Reasons for Missing School**

Doctor appointments, college visits, family vacations, etc., should be made/planned to take place outside of school time or on school holidays, not during the school day. Missing school to make college visitations or to participate in an individual athletic, social, or club endeavor is not an automatically approved absence. Extended absences for extraordinary reasons should be brought in writing and in person by the student to the Principal or Dean of Students attention with advanced notice prior to the absence in order for a determination of approval to be made by the Principal or Dean of Students.

Extended absences for extraordinary reasons should be brought in writing and in person by the student to the attention of the Principal or of Dean of Students with advanced notice prior to the absence in order for a determination of approval to be made by the Principal.

### **C. Extended Absence Due to Illness**

If a student is expecting to be absent due to medical concerns, he/she should communicate with the Dean of Students or the Principal.

### **D. Absence and School Activities**

A student is not allowed to attend or participate in any school activity or practice if the student has been absent from school during the day the activity or practice is taking place. A student is considered absent for the day if the student is absent from three or more of her/his class periods or 40% of her/his school day. A student absent from her/his after-lunch period classes is not to participate in after-school or evening school related activities. This policy applies to doctor's appointments, etc., but does not apply to those attending a funeral or a mandated court appearance. A student absent from school on Friday should not generally attend school endeavors over the weekend. The intent of this rule is that school is more important than activities; if the student is too sick to attend school, then the student is too sick to attend school activities, even on the weekend. A

student out of school for three or more of her/his classes is not to attend school-sponsored events (dances, games, activities, etc.) held on or off the Palma campus the day of her/his absence.

### **E. Loss of Credit Due to Absences**

Students who are absent for nine (9) classes per semester in any five (5) credit course are liable to lose ½ credit hour for each nine (9) classes missed per semester. Classes missed in a given year-long course (two semesters) in one semester carry over into the next semester. They do not, however, carry over into the next school year. Example: A student is absent for a total of 10 days in the first semester of a ten credit course. The student is liable to lose ½ credit hour in that first semester. In the second semester the same student misses two days of school; the total absences for the year comes to twelve. The student would not lose another ½ credit in the second semester. If, however, the student was absent 8 days in the second semester, for a total of 18 days, the student may lose ½ credit for each 9 days missed, or 1 full credit hour. Credit will be prorated in the same manner in courses that are other than five or ten credits in value. Students belong in class during the school day; medical or dental appointments should be made for after-school hours or on school holidays. A complete listing of such holidays is available on Palma's website and school calendar.

### **F. Tardies**

Tardies, like absence, cuts down on the student's efficiency: time is lost, classes are disrupted, and a hardship is placed on the students, the teachers and on the office personnel. A student is tardy if he/she is not in his/her classroom by the time the bell has rung. Tardies to school/class/school event is seldom excused; however, tardies may be excused for reasons which the school considers justifiable. An unjustifiable excuse could result in disciplinary action for the student. Six unexcused tardies per semester for any reason will result in disciplinary consequences at the discretion of the Dean of Students.

### **G. Permission to Leave Campus**

Once a student has arrived on the Palma campus for the school day, he/she is not usually permitted to leave campus until his/her classes are over for the day. Some exceptions, however, may include: early dismissals for co-curricular programs, students taking college courses locally, etc.

If a senior student's study hall class (free period) should be period 1, he/she must report to school in ample time so as to not be late to his/her 2<sup>nd</sup> period class. If a student's study hall class (free period) should be period 7, he/she may leave Palma after period 6. If a free period is scheduled for any other period than 1<sup>st</sup> or 7<sup>th</sup> period, he/she is not allowed off campus (except as noted in the preceding paragraph and/or with the prior approval of the Dean of Students); these students would normally be required to report to the Cislini Study Lounge or some other designated area under personnel supervision. The Palma campus is considered a closed campus except for those situations noted here. Students in grades 6-11 are expected to be on campus for all independent study periods. Juniors and seniors are reminded that the use of automobiles is permitted during the lunch period only; and this is a privilege, not a right. Abuses with regard to this privilege or in driving unsafely, or creating a nuisance in the neighborhood could result in forfeiture of this privilege by the offending student and/or the declaration of off-limits to a specified location/place of business by the Dean of Students. Once again, only seniors may arrive late or leave early in regards to free periods. Students in grade 6-11 should be present on campus during their free periods unless the Dean of Students or Principal has given previous approval for their absence.

### **H. Excuse from Physical Education**

Permission to be excused from long-term participation in Physical Education (P.E.) classes must be given to the Vice Principal; a long-term excuse would require a valid excuse signed by a physician. Short-term excuses from participation in Physical Education classes must be given to the individual instructor and kept on file in the main office; a short-term excuse would require a valid excuse signed by a parent. Excessive absences from active participation in a Physical Education class may result in loss of credit.

### **I. Emergency Procedures**

State law mandates schools to have emergency plans to cover fire, earthquakes, weather related problems, and various other emergency situations. Palma's procedures are updated annually and they cover a much wider variety of emergency crisis plans, including lockdown and hostile intruder situations. In the event of an emergency, students will be cared for and accounted for as long as emergency procedures apply or are necessary. Under such circumstances, students will not be allowed to leave the school's care unless an appropriate, competent adult physically arrives to take a student under his/her care. Consent may be required via a signed release.

### **J. Drills**

Periodic emergency procedure drills are held. Students will be instructed as to where they should proceed during drills. The procedures for fire and emergency drills are posted in every classroom. Each student is responsible for knowing the method and route by which his/her class is to leave the school building in a fire drill; each student is responsible for knowing the serious nature of an emergency drill.

### **K. Lost and Found**

All articles found are to be turned-in to the Dean of Students. Valuable items will be kept in designated lost-and-found location, typically in the CSC, for at least a two-week period. All lost articles should be reported to the Dean of Students as soon as possible.

## **L. I.D. Cards**

Students will be issued an I.D. card after the beginning of the school year. Students should have their I.D. card with them at all times during the school day and at school events. A student may be requested to turn in his/her I.D. card to any teacher or administrator at any school event. A replacement I.D. card is available from the Dean of Students for \$10.00.

## **M. Parking Regulations**

Regulation size vehicles may be parked in the school parking lot pending the issuance of a valid Palma parking permit to the student; over-sized vehicles may not be parked on school property during the school day. Seniors are offered the first requests of obtaining a campus parking permit for the school year. After seniors have had ample time to secure a permit, juniors may be given the opportunity, and then sophomores will be afforded the same chance should parking slots remain available. Parking spaces are non-transferable; only the person to whom the original permit is issued may park his/her approved and registered vehicle on campus in the assigned location during the school day; a Palma parking tag must be clearly visible while on school property. All vehicles are to be parked "head-in-only" on campus. The speed limit on campus is 5 m.p.h. Any vehicle on school grounds is subject to inspection at any time by school authorities. Vehicles are not to be used as storage areas for textbooks or other school items. Students are not permitted to approach their vehicles during and/or between classes without permission from the Dean of Students and/or an Administrator. Car alarms must be turned off during the school day while parked in the school parking lot. Vehicles with accumulated mud are not to be parked in the school parking lot. Due to security and space concerns, extra-large or high profile vehicles are prohibited from parking in the school parking lot. Students who park their vehicles on the street in the immediate neighborhood are expected to be respectful of the property of our neighbors. Reports to the school of trash being left near parked vehicles, loud noises, eating in vehicles, smoking in and about vehicles, and/or reckless driving will be reported to the authorities. It is possible that Palma will declare certain streets and/or areas of the neighborhood off-limits for parking and/or travel to Palma students before, during and after the school day. Students who cannot be good citizens in the Palma neighborhood will lose all off-campus privileges and, if appropriate, will be referred to the local authorities for citing purposes.

## **N. Parking Permits**

Students receiving permission to park their vehicle on campus during the school day will be issued numbered parking permits that must be displayed and visible through the front windshield while parked on school property during the school day. The cost of an individual Palma parking permit for the 2025-2026 School Year is \$30, payable when the student's vehicle is registered with the Dean of Students. A vehicle parking on school property without proper authorization from the Dean of Students is subject to towing and storage fees at the owner's expense.

## **O. Visitors on Campus**

In the interest of safety for our students, Palma would ask that all visitors please check in with the main office between the hours of 7:30am-3:30pm, Monday through Friday, when entering campus.

# **VIII. Guidelines for Student Conduct and Responsibilities**

## **A. Disciplinary Guidelines**

Disciplinary rules are adopted in order to create an atmosphere in which several hundred widely different personalities will live together harmoniously while working toward common objectives. Palma students are expected to conduct themselves as Christian gentlemen, being a credit to their families. Good conduct, courteous behavior, and respect for the rights and property of others, including public property (such as local parks or areas along local streets or other roadways), are expected of all students in the classrooms, throughout the school, at school functions, whether on or off the campus, and in the wider community at large.

We cannot place too much emphasis on the importance of acceptable behavior at all times and in all places by Palma students. The manner in which a student conducts him/her(self) at school is a reflection of him/her(self), his/her parents, and, more often than not, on the entire student body. Sometimes the actions of an individual or small group can place a mark on the school which will affect its reputation for many years. All rules and regulations which pertain to school or related school functions are always in effect - from the first day of orientation to the last day of the final exams and through the completion of graduation ceremonies. We will not be lax on any of the rules because it is the first day of school, or the day before a holiday recess, be it homecoming week, or exam days: the rules and regulations are always in effect unless officially suspended for just cause and announced accordingly.

Teachers are expected to be alert for any student behavior which is a violation of school regulations. This policy is not intended to place undue restrictions on the student body but, rather, is intended to encourage all students to behave in such a manner that they will be a credit to Palma and their families.

## **B. Policy for Use/Abuse of Controlled Substances & Tobacco**

Palma recognizes that a student whose life is free from drugs, including alcohol, is the one who has the best opportunity to develop his/her spiritual, moral, emotional and physical capabilities. Therefore, the following policies shall be in effect regarding the use of alcohol and controlled substances:

1. A student shall not consume, possess or carry any alcoholic beverage, illegal drug, and/or its substitute, in or on school property or in the school's neighborhood, nor shall he/she appear in or on school property or in the school's neighborhood after having consumed any alcoholic beverage, illegal drug, and/or its substitute. In or on school property includes our campus buildings and grounds located at 919 Iverson Street in Salinas, California, as well as all buses or bus stops while awaiting transportation, and school-sponsored events, home or away; the school's neighborhood means the homes, streets, sidewalks, yards, lawns, etc., in the immediate vicinity of Palma School. A student suspected of such use may be required to submit evidence of use or sobriety by an agency that has been preapproved by school administration. A student who violates this policy shall be immediately suspended and the Dean of Students/Administration will determine further course of action. In some cases the student will not be allowed to return to school until he/she is evaluated by a dependency treatment center. In some cases the student may be required to agree to on-going treatment at a qualified facility that has been pre-approved by the school and after-care if, and as, deemed appropriate by the center/school administration. He/she must also agree to the release of information to the Dean of Students / Palma Principal regarding his/her on-going participation in a recovery program if he/she wishes to remain as a student at Palma.
2. Legitimate use of prescription drugs during school hours must be reported to the main office so as to ensure appropriate protocols for dispensing such medications as prescribed. Any student found in possession of, distribution of, or involvement with, or under the influence of alcohol, marijuana, any narcotic, hallucinatory hypnotic, illegal substance, sedative drug, any substitution for the above, or any chemical or stimulant not prescribed by a licensed physician, while in school or while participating in or attending a school-sponsored function, will be suspended from school. Parents will be notified of the alleged misconduct and the Dean of Students will determine a further course of immediate action.
3. Use of steroids falls under the above sections. Steroids have been determined to be injurious to one's health and are legal only when prescribed by a licensed physician. Any student found in possession of steroids or found to be illegally using them will face disciplinary measures as outlined above.
4. Tobacco, vapor tobacco, e-vape devices, and/or pipes, in any form are not allowed on the Palma campus at any time, nor to be used by Palma students at any Palma athletic event. Students in possession of any form of tobacco, tobacco vapor pipes, or any other smoking paraphernalia may be suspended from school. Use of tobacco in any form is not allowed on or about the Palma campus, at school sponsored activities or in the immediate neighborhood.
5. It is strongly recommended that students do not consume energy drinks, energy supplements, and/or their substitutes at any time.
6. Palma retains the right with or without devices/dogs/experts to search school premises, all student belongings, vehicles, and any other items on campus at any time, with our without cause for doing so.

### **C. Search and Seizure**

The school has the right and responsibility to conduct, in the presence of an adult witness, a search of a student as well as the physical plant of the school, including lockers, if the need of a search is indicated. A search of a student's person will be conducted with appropriate same-gender supervision. The school will confiscate all suspicious materials and/or contraband. All vehicles on school property are subject to inspection by school authorities. Local police authorities will be contacted in the event of possible law violations.

### **D. Referral and Treatment**

A student may be referred to his/her counselor. Such contact will be considered privileged matter unless there is evidence of imminent danger to the well-being of the student or another person. Other concerned persons may refer a student to a counselor or school staff-member. Provided no school policy has been violated, these referrals will be held in confidence.

### **E. Dress Code**

How students show up is important, as they are representations of Palma School and so much more. Their attention to their attire and grooming influences how they present themselves each day. It informs how they are perceived in personal and professional settings. It plays a vital role in the school's reputation. To set our students up for success, students must adhere to Palma's policies. It is a parent's responsibility to ensure that a student's dress and appearance meets these standards at all school events.

Palma's Dress Code can be found at: <https://drive.google.com/file/d/1fEz9KIOPzY4ibdVGOUXo9bp57cSLY0k/view>, which is also under the Quicklinks menu on the school's website. Palma School administration has final authority on what is deemed appropriate. It reserves the right to take disciplinary action if a student is in violation thereof. Violations of this code may require disciplinary consequences, up to and/or including student suspension. Clothing that does not meet guidelines may be confiscated, which may or may not be returned at the discretion of administration.

Upper Body Colors: Palma Red, White, Dark Ash, Warm Black. Palma logoed polo shirt and Palma logoed outerwear. Approved upper body wear is available from the aforementioned vendors. Also, plain white polo or Oxford button-down shirts, tucked in, are acceptable.

**NOT PERMITTED:** Compression shirts and tank tops are not permitted, as well as any other non-logoed color shirts.

Lower Body Colors: Khaki, Black, Grey. All Students are required to wear traditional cut "Khaki-style" pants/shorts with belt loops, worn at the natural waistline (apparel may be purchased from any outside vendor so long as it meets color requirements). Alternatively, women may also choose to wear pleated skorts, not skirts, **purchased ONLY at Ace High Designs** Shorts and skorts must be finger-tip length. Pants no higher than the ankle.

**NOT PERMITTED:** No sagging. No ripped/torn lower body wear. No cargo pants/shorts. No drawstrings or cuffed ankles, no jogger pants or their look-alikes. No yoga pants, tights, stockings or their look-alikes.

Footwear: any closed-toed, closed-back, sneaker/casual/dress shoes. Shoes with laces should be tied during any physical activity. Socks are required.  
**NOT PERMITTED:** No open-toed/open-back shoes, no slippers or slipper look-alikes, no flip-flops, sandals, Uggs Crocs boots or heels.

Hair must be neat, clean, presentable, and a natural hair color. Hair must not impede a student's vision and must be kept out of the student's face.

Men: Hair off the shirt collar, above the ears, and above the eyebrows. Students must be clean-shaven. No sideburns below the earlobe.

**NOT PERMITTED:** No beards/goatees. No shaved lines and designs (including eyebrows). No excessive hairstyles (i.e., mohawks, skin cuts, man buns). Hair deemed by the administration to be distracting to Palma's environment will not be permitted. Students who fail to follow the above criteria will be required to comply. Exceptions may be made for cultural traditions, and at the discretion of Palma administration.

Accessories, Makeup, Piercings, Tattoos, Nails. Women: nails must be clean and kept to a natural short or medium length. Hoop earrings are limited to one (1) inch in diameter. Ear piercings must be tasteful and kept to a respectable minimum.

**NOT PERMITTED:**

- Hoods are not to be worn indoors.
  - Headphones and/or earbuds may only be worn in class and only with the teacher's explicit permission. Failure to remove them will result in disciplinary action.
  - Hats, beanies, caps, bandanas, visors, and/or excessive hair adornments are prohibited on campus during school hours, 7:30 am to 3:30 pm.
  - Sunglasses are not to be worn indoors.
  - Nose rings are not permitted.
  - Tongues may not be pierced.
  - Any accessories deemed by administration to be a distraction or considered to be dangerous are not permitted.
  - Women & Men: tattoos are not to be visible at any school-sponsored event.
  - Men are not permitted to have piercings during the school day, 7:30 am to 3:30 pm, and at school-sanctioned events beyond the school day.
- Any excessive makeup and/or accessories deemed by administration to be distracting to Palma's environment must be removed. Items not permitted above may be confiscated, which may or may not be returned at the discretion of the administration.

Backpacks, bags, and other personal items must be neat, clean, and presentable. Student and/or school names may be neatly printed on them. Inappropriate graphics/pictures, drawings/images, graffiti-styled print, and/or patches are NOT allowed.

Students should be aware of the fact that certain events during the year call for an appearance above and beyond the normal school Dress Code; examples of such events would be academic and/or athletic awards presentation programs, the winter ball, prom and graduation. Students not in appropriate attire for such events will be excluded from participation and could be subject to further disciplinary action as well as forfeit the reception of any such award that may have been under consideration. Students participating in Palma's graduation program will be required to dress appropriately in semi-formal attire as prescribed by school administration, along with dress shoes (not athletic or canvas shoes); a student not dressed for the occasion may not be allowed to participate in the ceremonies.

## **F. Some General Rules**

1. Palma seeks to use, not prohibit technology in appropriate and pre-approved ways. Students who are caught using their device(s) on campus in ways that are not in compliance with the school's Technology Acceptable Use Policy may, at a minimum, have their device(s) confiscated; the device(s) will not be returned unless a parent picks up the device(s) from Palma's main office. Palma is not responsible for theft, loss, or damage to one's personal IT data device.
2. Skateboards or roller blades, bicycles, scooters, and other self-propelled vehicles are not to be ridden on campus. If used as transportation to school, they must be secured in the student's locker or in the bike rack during school hours. Bicycles/scooters are to be walked on campus.
3. Students are not to bring to class items that are not a part of a recognized learning environment. Unless otherwise permitted by school administration, games, toys, electronic games, playing cards, laser lights, sport card collections, and non-instructional devices, etc., are to be left at home. Students are not to bring onto campus items to be sold, exchanged, traded, given-away, etc. Unauthorized items brought to school are the responsibility of the owner who shall assume all risks involved in using and/or losing such an item. It is not the school's responsibility to find and/or recover items that are lost or appear missing.
4. It goes without saying that weapons of any kind will never be permitted anywhere on the Palma campus, in a vehicle or at a school-sponsored event or activity; violators will be subject to arrest and expulsion.
5. Visitors to the Palma campus must report their presence on campus to the main office.
6. Unauthorized copying of electronic materials is considered an act of stealing and is subject to Palma's disciplinary process.
7. Food and drink are not permitted in classrooms during academic instruction or in the CSC, per the discretion of the teacher in special case scenarios.
8. When school is not in session at Palma, Palma students, should not be on any other campus without the expressed permission of the other

school; when granted permission to visit another campus, Palma students are bound to observe all rules and regulations in place at that school.

The Principal is the final recourse to this handbook and reserves the right to amend it at any time. Appropriate notice will be provided.

### **G. Disciplinary Board**

The Dean of Students is the chair of Palma's Disciplinary Board and will convene and hear disciplinary cases. The Board will consist of three voting faculty members, the Dean of Students, and a representative from the Guidance Department. In addition, the student and his/her parents are to attend the Board hearing; a student appearing before the Disciplinary Board may ask a current faculty member to attend the Board hearing. The vote of the Disciplinary Board is forwarded to the Principal as a recommendation.

### **H. Disciplinary Process**

In order to accomplish our goal of growth towards maturity and incorporating a behavior reflecting Gospel values, each student is dealt with according to the following process in all matters relating to discipline.

For behavior problems beyond the scope of influence of a staff member the student may be referred to the Dean of Students. Staff members may assign detention to students who display behavior which is not positive in its effect and is non-contributing in building-up the Christian community. More serious breaches of Christian conduct and social behavior or repeated negative actions could merit suspension from an individual class or from classes and the school community. Assistant Principal(s), the Vice Principal and the Principal have the authority to suspend a student from school. Students may be suspended from classes and the school community up to one semester and they may be expelled from school permanently. A student is automatically placed on probationary status for an appropriate period of time as determined by the Administrator at the conclusion of his/her suspension. A suspended student is responsible for all school work she/he misses while suspended; it is his/her responsibility to contact his/her teacher(s) *immediately following permission for readmission* to class in order to pursue any work, assignments, quizzes, and/or tests she/he may have missed during his/her suspension. A student suspended from school is liable for loss of credit due to excessive absences as outlined in the current edition of the *Palma Student and Parent Handbook*. A student may also be placed on probation at the request of the Dean of Students to an Administrator. Previous efforts having failed to effect a positive change in the student's behavior and attitude, the Dean of Students may recommend, with the concurrence of the Discipline Board, to the Principal expulsion of the student from the Palma school community. It is possible that a single occurrence of inappropriate conduct or an isolated event could be of such magnitude that it alone could merit expulsion from Palma. The Principal alone may expel a student from the school. Prior to the imposition of suspension in excess of one school day or expulsion, the student shall be told the reason for his/her disciplinary action and afforded the opportunity to explain his/her position and side of the case.

### **I. Detention System**

Detentions will take place at the discretion of the Dean of Students. Students may need to report to the Dean of Students in the cafeteria to serve detention. In all cases, students must serve at the first possible opportunity; exceptions will not be made for travel distance, jobs, or athletic or extracurricular involvement. Failure to serve a detention may result in one-day suspension from school and placement on disciplinary probation. Regarding detention, the student is expected to be on time, to be properly dressed, and to provide the work that the Dean of Students has found appropriate for the detention. Saturday detention is assigned at the discretion of the Dean of Students. All periods of detention are monitored by the Dean of Students or designee.

### **J. Disciplinary Probation**

1. If a student acquires five hours of detention, a letter from the Dean of Students will be sent home. This letter warns the student and his/her parents that the student is getting close to being put on Disciplinary Probation.
2. If a student acquires eight hours of detention, she/he will be placed on Disciplinary Probation. Disciplinary Probation is a very serious matter and could eventually lead to an appearance before the Discipline Board. There are rare situations which could result in immediate expulsion without a student first being on probation or even previously being suspended from school. The case of each student on Disciplinary Probation will be reviewed upon completion of the probationary period; the student and his/her parents will be informed of the results of each review. Disciplinary Probation may carry over into the next school year.
3. A student who has been taken off Disciplinary Probation during the school year will not have a clean slate as his/her record will continue to show the number of detentions acquired until the end of the school year. Disciplinary records are kept until a student's class graduates from Palma School.

### **K. Class Dismissal**

If a student is dismissed from class by a teacher, the student is to immediately report to the main office to be issued a *Class Dismissal Form*; the *Class Dismissal Form* is to be signed by the student and by his/her parents, showing understanding and agreement to the provisions outlined in the *Class Dismissal Form*. The student is to then present the parent- and student-signed *Class Dismissal Form* to the teacher for the teacher's signature (this is to be done before 8:25 am of the next school day - failure to have this done in a timely manner will result in the student not being re-admitted to class until the proper steps have been done as outlined); the student is to then return the *Class Dismissal Form* to the office to be filed with the Dean of Students. Briefly speaking, the provisions of the *Class Dismissal Form* state that if a student is dismissed from a given class a

second time, the student and his/her parents are required to meet with the teacher concerned during the school day to ensure that there will be no further classroom disturbances. Failure to comply can result in loss of that particular class from his/her academic schedule, requiring him/her to be placed in a study hall at that particular class period. A student dismissed from class is liable for loss of credit due to excessive absences in a given class. A third dismissal from class can result in having that particular class removed from the student's academic schedule; should this happen, no academic credit will be earned in that particular course for that particular semester.

## **IX. General Information**

### **A. Announcements**

Students are asked to listen/watch daily announcements, showing reverence for and participation in prayer. Requested announcements must be submitted to the Director of Student Activities before an announcement is to be made. Announcements must be pre-approved by a club advisor / teacher / director / administrator AND calendared events must be pre-approved by the Principal. For high school students, Huddle Teachers are expected to assist the Huddle Influencer in reading the daily announcements during the Huddle. On Thursdays or other days when no Huddle is taking place, teachers are expected to read daily announcements at a time of their choosing during second period. Junior High teachers are expected to read daily announcements at a time of their choosing in the morning, particularly during period 2. Students should exercise attentive listening to announcements, reverence and participation in prayer and require the same of classmates.

### **B. Change/Correction of Address**

Students who have a change of residence, mailing address, telephone number, and/or emergency card information after enrollment at the beginning of the school year should immediately report the change to the main office so that all records may be accurate for the purpose of receiving school mailings or in the event of an emergency. A student or parent who notices an error in names or address in mailings or on official school business is asked to immediately notify the main office so as to allow corrections to be made.

### **C. Lockers**

Book lockers are available for assignment to every student; it is the student's responsibility to keep the locker clean externally and internally and to have her/his materials arranged in an orderly fashion at all times. No student is permitted to put her/his books in a locker which has not been assigned to him/her nor should he/she permit another student to share her/his locker at any time. Only the locks sold by the school will be permitted to be used; non-Palma locks will be removed and contents of lockers will be confiscated. Lockers are subject to periodic inspection by school authorities and/or any other parties authorized by school administration. Students are not to use vehicles as lockers and are not to go to their vehicles between classes. Problems with locks or lockers should be reported immediately to the Dean of Students.

### **D. Missions**

As part of their work world-wide in the universal Church, the Brother Edmund Rice Christian Brothers conduct "mission" schools in poor areas of the world. To support this work the Christian Brothers depend upon voluntary contributions from their students in the religion classes. Students at Palma, in a spirit of generosity and sacrifice, help the Christian Brothers in their work in four Peruvian locations: in Lima, Chimbote, Monsefu, and Arequipa.

### **E. Campus Ministry**

The Director of Campus Ministry seeks to provide students and the larger school community with a focus on the spiritual element of life. Assisted by students, the Campus Minister, sometimes in tandem with the Chaplain, develops prayer services, liturgies, retreats, and special events of spiritual importance to the school. The Campus Minister can be available for the religious needs of the students and faculty.

### **F. Messages for Students**

Students are not called to the telephone during class time. The school does not usually take messages to any student; an emergency message, however, will be given to a student but only in cases of dire emergency. Student assignments will not be delivered to students nor will messages and/or homework assignments faxed to the school be accepted or delivered.

### **G. Transfer from Palma**

A family desiring to transfer their son/daughter from Palma must have a parent or guardian sign-off on the Palma Withdrawal Form. The following will also be asked to sign off on an individual's withdrawal form. Teachers will be asked to sign off on this form if the student wishes to transfer during the current school year. The student's records will be forwarded to the new school when the above has been completed, all borrowed materials have been returned, and all financial obligations have been met.

### **H. Student Dance Policy**

1. With potential exceptions made for the Junior/Senior Prom and the High School Winter Ball, all high school dances begin at 7:00 pm and end promptly at 10:00 pm. Junior high dances begin at 7:00 pm and end promptly at 10:00 pm.

2. Chaperones should be at the dance at least fifteen minutes prior to the starting time of the dance. Faculty members are encouraged to be at Palma student social events.
3. Division of dance proceeds will be decided on by the Director of Student Activities.
4. Students will be admitted to a high school dance at 7:00 pm and will be required to stay until 9:30 pm; if a student or date has left the dance, the student or date will not be permitted to return. Students will be admitted to a junior high school dance at 7:00 pm and will be required to stay until 10:00 pm; junior high students will not be allowed to leave a dance early.
5. The doors to both high school and junior high school dances will be closed to patrons at 8:00 pm for each, respectively.
6. Palma High School students are welcome to bring a high-school-aged date to a Palma-sponsored dance; there is a limit of only one date per dance and the Palma student must accompany her/his date into and out of the dance.
7. Palma Junior High students are welcome to bring a junior-high-school-aged female date to a Palma-sponsored dance; there is a limit of only one date per dance and the Palma student must accompany his date into and out of the dance.
8. All students are expected to dress appropriately for the dance. The Palma Dress Code is in effect at Palma dances for Palma students; their dates must be dressed appropriately for a dance at a Catholic school.
9. Students suspected of being under the influence of alcohol or drugs will be removed from the dance, isolated in the office, have their parents phoned and held until a parent/guardian takes custody. Failure of parental cooperation or appearance will result in the local law enforcement officials being called and asked to take custody. The same procedure will be followed for circumstances involving vandalism.
10. Student behavior at any school event is subject to all applicable school rules and regulations. Students and dates must follow all directions and requests of any adult supervisor or school employee.
11. Students are expected to behave appropriately while at a school dance sponsored by a Catholic, Christian school. "Dirty dancing", freaking, grinding, inappropriate touching and/or gestures have no place at a Palma dance.

### **I. High School Date Pass Policy**

Whereas girls from area Catholic high schools (Notre Dame and Santa Catalina) are invited and welcomed to attend dances at Palma (provided they have current school identification), there are no "Guest Passes" for students from other schools for dances held at Palma School.

### **J. Palma Harassment Policy**

1. Palma School is committed to providing a learning environment that is free from harassment in any form. Harassment of any person by any student, lay employee or member of a religious order is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.
  2. 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.
  3. Harassment is defined as conduct creating a hostile or intimidating school environment based on an individual's race, creed, color, national origin, physical or mental disability, sex or age including but not limited to 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, images, gestures; and
    - 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 or progress;
      - 2) Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
      - 3) Such conduct has the purpose or effect of unreasonable 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.
4. It is the responsibility of Palma School to:
    - 1) Implement this policy 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 may create or lead to a hostile or offensive school environment;
    - 4) Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

5. It is the student's responsibility to:

- 1) Conduct him/her(self) 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 him/her(self) that the behavior is offensive and unwelcome;
- 4) Report all incidents of discrimination or harassment to the Principal;
- 5) Discontinue such conduct immediately if informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct.

**6. 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, or to a teacher who will report it to the Principal, or to the Vice Principal if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same gender, administrator if he/she prefers to do so.
- 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 the student, sharing with that person the nature of the allegations as well as the name of the person making the allegations. If appropriate, the alleged harasser will be placed on administrative leave (or, if a student, suspended from school) during the course of the investigation.
- 4) Once the facts of the case have been gathered, the Principal or Vice Principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- 5) If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take all steps within its power to investigate and eliminate the problem.
- 6) The school will not tolerate retaliation against any student for cooperating in an investigation or for making a complaint of harassment to the Principal or Vice Principal.

**K. Cyberbullying**

Palma's network and/or the broader internet, whether accessed on campus or off campus, either during or after school hours, may not be used for the purpose of harassment. All forms of harassment in cyberspace, often referred to as "cyberbullying", are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Community members who feel that they have been the victims of such misuses of technology should not erase the offending materials from the system. They should print a copy of the material and immediately report the incident to the school principal or the police. All reports of harassment in cyberspace will be investigated. Sanctions on offenders may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from school.

**L. Unauthorized Student Internet Web Sites**

It is unacceptable to use the "Palma" school name, initials, logo, or pictures of staff, students, the school, or school activities or any of their likenesses with anything that is degrading, lewd, threatening or violent or could be considered as degrading and/or offensive to another person. The deliberate publication on the internet, or anywhere else, may result in serious disciplinary action, suspension, or expulsion from school.

**M. Palma Violence Policy**

Violence is defined as causing physical harm to another. Threatened violence is defined as threatening to cause physical harm to another. Should violence or threatened violence take place at Palma it will be considered as a serious violation to the wellbeing and security of those attending Palma who have a right to expect and enjoy a safe and secure environment. The Principal is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause in her/his discretion.

**N. Palma Malicious Conduct Policy**

In keeping with Section 48904 of the California Education Code, the parents of Palma students who willfully deface, cut or injure school property or that of its employees are responsible for liability of such actions up to \$10,000 plus reward money not exceeding \$10,000.

**X. No Asbestos in the School**

Palma School has successfully removed the presence of asbestos containing building materials (ACBs) from the school; Palma was examined on a regular basis in keeping with the federal regulations regarding the inspection of buildings that may have contained asbestos. There never was friable asbestos anywhere on the Palma campus. There were few areas containing non-friable asbestos in the backing and adhesive of floor tile.

There has never been a health threat or risk of exposure to our students or employees, as Palma undergoes mandatory six-month periodic and three-year inspections, and has always been committed to following EPA and OSHA regulations for repair/removal. Palma has a management plan which describes the response action and inspection reports for the school; these items are on file in the Principal's office.

## **XI. Palma Alma Mater Hymn**

### ***To the Red and the Gold***

*Dear Palma High School hail to thee,  
Fair guardian of our carefree days.  
Guide us now that we may be,  
Unstained by worldly ways.  
Thru the silent passing years,  
Repeat the words of old:  
"Remember to be always true,  
To the Red and the Gold."*



*A Brother you have been to all,  
Unmindful of our race or creed.  
Guide our steps that none may fall;  
O help us in our need.  
Thru the still uncertain years,  
O may our voices bold,  
Declare to you we will always be true,  
To the Red and the Gold.*

By Br. Richard V. Castle, C.F.C. November, 1956

## **XII. School Calendar**

A revised copy of the Student & Parent Handbook is posted online. It should be noted that individual dates and events listed are tentative and are subject to change and/or deletion by Palma's administration as the need arises. Other events may be added as the need arises. However, the major vacation dates, school holidays, exam dates, and parent/teacher meeting dates are not expected to change.

