



**PARENT HANDBOOK  
2015-2016**

**Sr. Francine Gunther**  
Head of School

**Martha Izábal Serrano**  
Assistant Head

**Shanti Ernest**  
Director of Student Life

**2323 W. Broadway Ave.  
Anaheim, CA 92804**

**Attendance Phone Line: 714-776-4640**

Phone: 714-776-1717

Fax: 714-776-2534

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

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## OUR COMMUNITY

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### ADMINISTRATION

**Head of School:** Sr. Francine Gunther, SHCJ

**Assistant Head:** Mrs. Martha Izábal Serrano

**Director of Student Life:** Ms. Shanti Ernest

### ADMISSIONS/TUITION ASSISTANCE

**Director:** Mrs. Margaret Meland

**Admissions Associate:** Ms. Katherine Gutierrez

### ADVANCEMENT

**Director:** Mrs. Margaret Meland

**Communications Coordinator:** Mrs. Cynthia Werelius

**Development Associate:** Mrs. Aykesha Walker

**Alumnae Relations Coordinator:** Sr. Elizabeth Muir, SHCJ

### FINANCE

**Director:** Mrs. Rita Chiao

**Assistant Director of Finance:** Mrs. Sheryl Kerwitz

### ADMINISTRATIVE ASSISTANTS

**Executive Assistant to Head of School:** Ms. Maria Teresa Avila

**Registrar/Receptionist:** Mrs. Lori Meyer

### FACILITIES

**Senior Facilities Specialist:** Mr. Francisco Giles

**Facilities Associate:** Mr. Jose Guzman

### GRADE LEVEL COORDINATORS

**9<sup>th</sup> Grade:** Mrs. Helen Wagner

**10<sup>th</sup> Grade:** Mrs. Heather Daugherty

**11<sup>th</sup> Grade:** Mrs. Pamela Toomey

**12<sup>th</sup> Grade:** Mrs. Gloria Kam

### STUDENT SERVICES

**Director of Student Life:** Ms. Shanti Ernest

**Director of Athletics:** Mrs. Timmerie Henry

**Moderator of Student Activities (*Student Council & NHS*):** Ms. Shaina Eser

**Academic Advisors:** 9<sup>th</sup> Grade – Mrs. Martha Serrano

10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> Grades – Ms. Kyla Wegman

**College Counselor:** Ms. Kyla Wegman

**Director of Campus Ministry and Service Program:** Mrs. Catherine Townsend

**Director of Music:** Mr. Jonathan Arnold

**Director of Library Services:** Mrs. Heather Daugherty

**ESL:** Ms. Krista Raimondo

**Personal Counselor:** Ms. Kamee Openshaw

### **TECHNOLOGY**

**Director of Technology:** Mr. Larry Seely

**Coordinator of Classroom Technology:** Mr. Matthew Marshall

### **TRI-SCHOOL THEATRE:**

**Executive Director:** Mrs. Hillary Pearson

**Managing Director:** Mrs. Patty Buehler '80

### **FACULTY**

**English** Mrs. Sylvia Morrell  
Mrs. Dorothy Morris, Chair

**Fine Arts** Music Director – Mr. Jonathan Arnold  
Mrs. Pamela Toomey '72, Chair

**Mathematics** Mr. Michael Ambrose, Chair  
Ms. Shanti Ernest  
Mr. David Jueneman  
Mrs. Helen Wagner

**Physical Education/  
Health** Mrs. Timmerie Henry, Director of Athletics

**Religious Studies** Ms. Judith Leslee  
Mr. Nicholas Olszyk, Chair  
Mrs. Catherine Townsend

**Science** Mr. Michael Ambrose  
Mr. Franklin Parmar  
Mrs. Helen Wagner, Chair

<b>Social Science</b>	Mr. Matthew Marshall Mrs. Cathleen Rauterkus '95, Chair
<b>World Language</b>	Ms. Sharon Chu Ms. Shaina Eser Mrs. Gloria Kam Ms. Diane Seely, Chair Mrs. Martha Izábal Serrano

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**MOST COMMONLY ASKED QUESTIONS ....**

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***Academic course changes:***

**What if my daughter needs to change courses?**

A great deal of effort is made to fit your daughter into an appropriate range and level of academic courses to prepare her for college. Despite this effort, sometimes a schedule change may be necessary. Remediating such a situation involves discussions between the student, the course teacher, and the Academic Advisor, Mrs. Martha Serrano (Grade 9), Ms. Andrea Velasquez (Grades 10, 11 & 12). There is a clearly defined two-week add/drop period at the start of each semester. Situations arising during the semester are also handled through the respective Academic Advisor/College Counselor.

***Academic difficulties:***

**What if my daughter is having academic difficulty and needs additional support?**

In this situation, difficulties within specific courses are identified, and discussed with the Academic Advisor or College Counselor for the respective grade level. A parent meeting may be arranged with your daughter's teachers to discuss the problems and provide possible solutions. Students are asked to take full advantage of extra help from the teacher during scheduled conference periods or, before/after school as arranged with the teacher.

***Advisor***

**What is the role of the advisor at Connelly School?**

Advisors serve as a student's motivator, advocate, and facilitator of communication between the many adults who have contact with your daughter at Connelly School. The advisor guides and supports your child through her experiences here, always keeping her best interests in mind. An advisor is assigned between 10 – 12 advisees and meets with the group on a regular basis during 'Advisees' time which is built into the daily schedule.

***Attendance:***

**How do I report my daughter's absence?**

Call the direct attendance line at (714) 776 4640. Phone calls should be received at the office by 8:15 am. ***For extended absences for medical or personal reasons contact the Assistant Head at ext. 217 or the Director of Student Life at ext. 214.***

**How do I get my daughter's absence officially excused?**

Please refer to page 36 for detailed information on absences and tardies.

***Cell phones:***

**Can my daughter use her cell phone on campus?**

Students **may not** use their cell phones on campus at any time during the school day. Cell phones may be used before the bell rings in the morning and after classes end in the afternoon. Refer to page 17 for more information.

**Can I call/text my daughter on her cell phone?**

Students are not permitted to answer the phone or pick up messages during school hours even if it is from a parent. Parents may call the Registrar to pass on any urgent messages to their daughter.

***Computers:***

**Will my daughter have access to a computer on campus?**

Students have access to computers and printers in the school library. The library is open from 7 am to 5 pm Monday through Friday. Students must have a network user agreement on file to use computers on campus.

***Closed campus:***

**Can my daughter leave campus during the school day?**

Once a student arrives on campus, she may not leave without permission until the end of the school day. If a student has permission to leave, she must report to the school office and a parent must sign her out before she leaves and she must sign in if she returns before the end of the day. Special privileges may be granted to seniors.

***Community Service:***

**Does the school provide resources for my daughter to complete her service hours?**

The campus ministry office will have access to a list of possible venues for students to complete their community service hours. All required forms to submit a record of hours completed are also available in the campus ministry office and on the school website in the 'File and From Repository' section under the 'Student Life' tab. Students are required to also attend the School Service day and are given credit for the hours served.

***Conference:***

**Is it mandatory for my daughter to attend conference?**

Mandatory attendance at conference is required for all grade levels on the dates calendared for All School Reading in Sept. /Oct., and for Class Play practice (Feb./March). On all other days, students earning a C- or below grade at any time that progress reports are posted on Edline are expected to attend conference.

***Discipline reports:***

**Do discipline records become part of my daughter's personal file that gets sent to colleges?**

Refer to page 41 for details of our disclosure policies of student disciplinary information.

***Detention:***

**How would I know if my daughter has to serve a detention?**

If your daughter gets a detention, she will receive a notice that indicates the reason for the detention. Parents may also check Edline for updated discipline reports. Please refer to page 37 for more information.

**When can my daughter serve her detention?**

Students will be given designated days when they can serve their detention with the Director of Student Life. If a student is unable to serve her detention on the designated day, she may be required to come in on a Saturday. Refer to page 37 for more information.

***Driver Education:***

**What if my daughter wants to take driver education?**

Driver education is offered in the fall and spring terms and is scheduled through the Athletics Office with Coach Henry.

***Early dismissal:***

**How would I know if early dismissal has been scheduled?**

All early dismissal days are listed on the school calendar. The school office remains open until 5 pm on early dismissal days except on the day before a special holiday. If there is an unscheduled early dismissal day, you will be contacted through Blackboard Connect, our mass-notification system used to send pre-recorded phone messages to parents.

***Grades/Comments:***

**When will I receive my daughter's grades?**

Progress reports are posted on [www.edline.net](http://www.edline.net) every three weeks and these dates are indicated in the school calendar. Report cards are mailed home twice a year at the end of each semester.

***Illness/not feeling well:***

**What should my daughter do if she doesn't feel well?**

A student who feels ill must report to the school office and she may lie down in the health room for one class period. If she still doesn't feel well, the office will contact a parent. ***Students may not use their cell phones to contact parents directly unless given permission to do so.***

**How are extended medical conditions handled?**

Please refer to pages 35-37 for detailed information on excused absences and contagious conditions.

***iPads:*** Please refer to pages 46-48 for information on the use of iPads and the iPad User Agreement.

***Library:***

**What are the library hours?**

The library is open from 7 a.m. until 5 p.m., Monday through Friday. Occasional early closure times will be posted. Please refer to page 15 for more information on resources available in the library.

***Lockers:*** Students will be allowed to choose lockers during the Family Day picnic if all required forms have been turned in. Refer to page 15 for more information.

***Lost and found:***

**What should I do if my daughter reports that her belongings are missing or were stolen at school?**

Most often, items that students report as “stolen” are just misplaced and may be located among lost and found items. Students should not bring valuables or large amounts of money to school. They are also required to mark their personal items clearly so that they may be identified if they are misplaced. Students must store their belongings in their lockers and keep their lockers locked at all times. Any missing items must be reported to the Director of Student Life.

***Lunch (purchasing on campus):***

**Will my daughter be able to purchase a hot lunch on campus?**

There is a hot lunch option for students. Since pre-ordering is not available, students may purchase lunch on a first-come first-served basis. Vending machines are also available with healthy food options for purchase.

***Mass Notification:***

**Does the school use a mass notification system to inform parents of day-to-day events?**

Yes, Connelly uses Blackboard Connect to send pre-recorded phone messages reminding parents and students about upcoming events, progress report postings, formal uniform days, schedule changes, etc. Please make sure that you alert your family about this system so that these messages are promptly communicated to the persons for whom they are intended.

***Parking:***

**If my daughter drives to school will she be assigned a parking space?**

All students who drive to and from school must be registered with the Business Office. The registration form must be completed and turned in along with a copy of the student’s driving license and proof of insurance. Only faculty and staff, and seniors have assigned parking spaces. Sophomores and juniors may park in unassigned spaces on a first-come-first-served basis.

***Parent conferences:***

**When are parent/teacher conferences held?**

Parent/teacher conferences will be held on **Thursday, November 12 from 1:30 pm to 4:30 pm**. However, if you are interested in meeting with your daughter’s teachers in addition to this scheduled date, you may contact them directly via phone or email.

***Problems:***

**Who is responsible for notifying me if there is a problem?**

For behavioral or social issues your point of contact will be the Director of Student Life. You may also hear from your daughter’s teacher, academic advisor, or the Assistant Head regarding an academic concern.

***Sporting events:***

**How can I find out if a sporting event is canceled?**

Events may be canceled in case of inclement weather. When in doubt, call the **Connelly Sports Line** 714.776.1717, ext. 296 for information. Sports schedules are also available on the school website **[www.connellyhs.org](http://www.connellyhs.org)**

***Uniforms:***

**How would I know when my daughter has to wear formal uniform/free dress?**

Formal uniform days are listed on the school calendar and are usually required on Special Assembly days when Mass is held or a guest speaker is presenting on campus. Your daughter will also receive a reminder through Blackboard Connect. Free dress is permitted on early dismissal days which are also listed on the calendar. Additional free dress days may be announced throughout the year. Refer to pages 33-35 for dress code guidelines.

***Visiting Connelly:***

**Are visitors allowed on campus?**

Cornelia Connelly School is a closed campus and students are not allowed to have visitors in the classrooms, parking lot, or on campus during school hours without permission from the Director of Student Life. Students from other schools may not enter the school grounds during school hours without the proper authorization. Students applying for admission to the School may arrange a visit to the campus through the Admissions Office. All visitors must check in at the school office on arrival.

***Voice mail/email:***

**Do all advisors, faculty, and staff members have voice mail?**

All faculty and staff members have voice mail and email accounts. In non-emergency situations, you can expect Connelly faculty and staff to respond to voice mail or email messages within 24 hours. However, they may not always be prepared for a lengthy conversation and will set up a mutually convenient time to discuss the situation with you.

***Volunteer hours:***

**How do parents work on completing their volunteer hours?**

The school calendar lists events for which parent volunteers are needed. Parents can sign up to volunteer their time. Please refer to pages 13-14 for more information or contact Mrs. Aykesha Walker at (714) 776-1717 ext. 248 or email [awalker@connellyhs.org](mailto:awalker@connellyhs.org).

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**WHO SHOULD I CALL ABOUT ....**

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**(School Office: 714-776-1717)**

**Academic courses:**

9<sup>th</sup> Grade – Mrs. Martha Serrano, Assistant Head/ Academic Advisor ext. 217

10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> Grade – Ms. Kyla Wegman, College Counselor, ext. 222

**Academic concerns/Medical Issues/Extended Absence:**

Mrs. Martha Serrano – Assistant Head, ext. 217

**Attendance (Daily):** Registrar, Mrs. Lori Meyer, ext. 210

**Advisor system:** Ms. Kamee Openshaw, Personal Counselor, ext. 231

**Athletic events:** Mrs. Timmerie Henry, Athletics Director, ext. 220

**Behavioral issues:** Ms. Shanti Ernest, Director of Student Life, ext. 214

**Bookstore (online):** Mrs. Heather Daugherty, Librarian, ext. 213

**Cheerleading:** Ms. Shanti Ernest, Director of Student Life, ext. 214



**Class activities: 9<sup>th</sup> Grade:** Mrs. Helen Wagner, Grade Level Coordinator, ext. 271

**10<sup>th</sup> Grade:** Mrs. Heather Daugherty, Grade Level Coordinator, ext. 213

**11<sup>th</sup> Grade:** Mrs. Pamela Toomey Grade Level Coordinator, ext. 267

**12<sup>th</sup> Grade:** Mrs. Gloria Kam, Grade Level Coordinator, ext. 282

**College testing (PSAT, SAT, ACT)/College applications:**

Ms. Kyla Wegman, College Counselor ext. 222

**Class Rings (order information):** Mrs. Lori Meyer, Registrar, ext. 228

**Junior Class Ring Ceremony:** Mrs. Cathy Townsend, Director of Campus Ministry and Service.

**Community service hours:** Mrs. Catherine Townsend, Director of Campus Ministry and Service Program, ext. 227

**Computer/iPad Issues:** Mr. Larry Seely, Director of Technology, ext. 211

**Counseling/Emotional Issues:** Ms. Kamee Openshaw, Personal Counselor ext. 231

**Driver Education:** Mrs. Timmerie Henry, Athletics Director, ext. 220

**Edline issues:** Mr. Larry Seely, Director of Technology, ext. 211

**Parent Volunteers/Family Service Program:** Mrs. Aykesha Walker, Development Associate, ext. 248

**Financial aid:** Mrs. Margaret Meland, Director of Admissions, ext. 234

**Graduation:** Mrs. Gloria Kam, Senior Grade Level Coordinator, ext. 282

**Graduation Announcements/Pictures:** Mrs. Lori Meyer, ext. 228

**Lost and found:** Ms. Shanti Ernest, Director of Student Life, ext. 214

**Medical leave/Extended absence:** Mrs. Martha Serrano, Assistant Head, ext. 217

**Music:** Mr. Jonathan Arnold, Director of Music, ext. 246

**Parents Association President:** Ileana Huerta (Parent),

**Parent Relations:** Mrs. Aykesha Walker, Development Associate, ext. 248

**Progress reports:** Respective teacher (contact information can be obtained on Edline) or Mrs. Martha Serrano, Assistant Head, ext. 217

**Ring Ceremony:** Mrs. Catherine Townsend, Director of Campus Ministry and Service, ext. 227

**Re-enrollment:** Mrs. Sheryl Kerwitz, Assistant Director of Finance, ext. 225

**School dances:** Ms. Shanti Ernest, Director of Student Life, ext. 214

**Tri-School Events:** Ms. Shanti Ernest, Director of Student Life, ext. 214

**Tri-School Theatre: Executive Director:** Mrs. Hillary Pearson, 714-774-7575 ext. 1158

**Managing Director:** Mrs. Patty Buehler'80, 714-774-7575 ext. 1155

**Tuition/Billing:** Mrs. Sheryl Kerwitz, ext. 225

**Transcripts:** Mrs. Lori Meyer, ext. 228

**Uniforms:** Ms. Shanti Ernest, Director of Student Life, ext. 214

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## **HISTORY**

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Cornelia Connelly School of the Holy Child is a Catholic, independent, college-preparatory school for young women, grades 9 - 12. Established in 1961, the school takes its name from Mother Cornelia Connelly, an American convert to Catholicism, who founded the Society of the Holy Child Jesus in 1846. Cornelia Connelly School is committed by heritage to the educational mission of the Catholic Church through the philosophy and spirituality of Cornelia Connelly. The School is a member of the Network of Holy Child Schools and is sponsored by the Sisters of the Holy Child Jesus. The Society operates schools kindergarten through college-level in the United States, Europe, and Africa.

During its 54 year history Cornelia Connelly School is proud to have graduated over 3,000 young women in an educational atmosphere that promotes academic excellence, spiritual development and social responsibility. Here is a sampling of some of the colleges and universities welcoming Cornelia Connelly Graduates this year: Boston College, Brandeis University, Cal Poly, San Louis Obispo, Chapman University, Cornell University, Fordham University, Johns Hopkins University, Loyola Marymount University, Loyola University of Maryland, Loyola University, Chicago, Marist College - Italy, New York University, Penn State, Pepperdine University, Rosemont College, Santa Clara University, Syracuse University, University of California, Berkeley, University of California, Irvine, University of California, San Diego, University of California, Los Angeles, University of Illinois, University of Massachusetts, Amherst, University of San Diego, University of Southern California, Villanova University.

Maximum enrollment is about 320. Our young women are from parishes and different communities in Orange, Los Angeles, and Riverside Counties.

The faculty and staff consist of about 37 women and men. All teachers are degreed personnel, and many have earned a Master's degree or Doctorate. Because Connelly prides itself on being a caring community, willingness to engage in both formal and informal interaction with students outside class hours is essential for membership on the faculty. For this same reason, every effort is made to provide a harmonious working relationship between parents and teachers as together they respond to the challenge of guiding the young people entrusted to their care.

Cornelia Connelly School of the Holy Child is incorporated as a non-profit educational organization under the laws of the State of California. Connelly is accredited by the Western Catholic Education Association, the California Association of Independent Schools, the Western Association of Schools and Colleges, and the Holy Child Network of Schools. Connelly is a member of the National and California Associations of Independent Schools, The National Catholic Educational Association, Independent School Management, and the Association for Supervision and Curriculum. As a Catholic school located in the Diocese of Orange, Cornelia Connelly School has the approbation of the Bishop. Connelly, Rosary and Servite participate in the Tri-School Conservatory Theatre Program and work together supporting student activities shared by the three schools. Hence, Cornelia Connelly School operates independently but in active collaboration with others concerned with the Catholic education of youth in Southern California.

Cornelia Connelly School admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color or ethnic origin in administration of its education policies, admissions policies, scholarship programs, athletic, and other school administrative programs.

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## **GOALS FOR SCHOOLS OF THE HOLY CHILD JESUS**

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### **INTRODUCTION TO THE GOALS**

The schools of the Holy Child Jesus in the United States, members of a national network and an international community of Holy Child Schools, offer an education that has a distinctive spirit. The philosophy of each Holy Child School incorporates this spirit and articulates the characteristics of the School and its efforts to respond to its own particular community.

Cornelia Connelly, foundress of the Society of the Holy Child Jesus, "developed an educational system based on trust and reverence for the dignity of every human being." \* She exhorted Holy Child educators to carry this spirit to students of diverse backgrounds as they sought to respond to "the wants of the age"\* in

which they lived. Since 1846 these educators have helped students\*" to grow strong in faith and lead fully human lives", have promoted academic excellence, and have educated to social responsibility. (\*Constitutions of the Society of the Holy Child Jesus.)

Holy Child education is both a clearly defined and flexible ideal. It is a tradition rooted in Christian values and expressions and attuned to learning opportunities that enable students to respond to life with joy, zeal, and compassion. Educators in Holy Child Schools encourage students to meet diversity and change with confidence in their own gifts and in God who has made a covenant with the human family.

The following are the seven Goals for Schools of the Holy Child Jesus. The trustees, administrators, faculty and staff commit themselves to educate by these principles and to lead the students to embrace these values for themselves:

### **GOALS**

- Goal 1:** Holy Child Schools foster a faith commitment that engenders a joyous personal relationship with God in addressing the challenges of the world.
- Goal 2:** Holy Child Schools live, learn and worship as a dynamic Christian community.
- Goal 3:** Holy Child Schools offer an intellectually challenging and creative program of study that develops a love of learning and academic excellence.
- Goal 4:** Holy Child Schools work for Christian principles of justice, peace and compassion in every facet of life.
- Goal 5:** Holy Child Schools create a learning climate based on trust and reverence for the dignity and uniqueness of each person.
- Goal 6:** Holy Child Schools promote the personal growth and development of all who participate in the life of the school.
- Goal 7:** Holy Child Schools ensure the continuation and growth of Holy Child mission and philosophy in the school.

### **MISSION**

Cornelia Connelly School inspires young women to achieve academic excellence and develop into confident, articulate leaders who are guided by Catholic principles to serve our global society.

### **PHILOSOPHY**

A Roman Catholic, independent, college-preparatory high school for girls, Cornelia Connelly School promotes academic excellence, faith development, moral and ethical behavior, and global consciousness. As a member of the Holy Child Network of Schools, we are true to our core principles of trust, reverence and respect espoused by our foundress Cornelia Connelly. We promote the full development of each young woman and challenge her to appreciate and embody the program goals.

### **A CORNELIA CONNELLY SCHOOL GRADUATE IS:**

A woman of academic excellence, who is an independent thinker, demonstrates intellectual curiosity and pursues a lifelong love of learning.

A woman enriched through a variety of traditional, innovative and creative learning methods, in the spirit of our foundress Cornelia Connelly.

A woman of faith, joy, and action, grounded in the tradition of Roman Catholicism with an understanding and respect for the faith traditions of others.

A woman of compassion who values the dignity of every individual and embraces cultural diversity.

A woman who values her own physical and spiritual worth  
and the worth of every human being.

A woman who exhibits an appreciation for the visual and performing arts.

A woman of integrity, dedicated to using her leadership skills  
to inspire and serve the local, national and global communities.

## **THE CORNELIA CONNELLY SCHOOL HONOR CODE**

### **PURPOSE OF THE HONOR CODE**

The Connelly community aims to inspire personal integrity in order to foster an environment of trust. The personal integrity of students and the institutional integrity of Cornelia Connelly School are very high priorities. This student-developed Honor Code is designed to promote the mission and philosophy of the school, particularly in terms of its emphasis on personal and social responsibility.

### **THE PLEDGE**

I recognize my responsibility to respect and uphold the integrity of myself and my peers, and I will meet the expectations of being an honorable member of the Connelly community. I accept the consequences of cheating, stealing, lying and plagiarism as defined in the Honor Code.

### **DEFINITIONS**

**Cheating** is the unauthorized giving or taking of information in one's academic work. Access to unauthorized material during testing and sharing of information by students who have completed tests with those who have not, are forms of cheating.

**Stealing** is to take or attempt to take the property of another without permission.

**Lying** is consciously giving false information. Forgery, the falsification of a signature, is a form of lying.

**Plagiarism** is to present the words or ideas of another as one's own.

### **Policy**

The Honor Code requires a student to do her own work on all assignments, projects, tests, quizzes and exams. By cheating, plagiarizing, or giving/receiving information before a test, quiz, exam, or on a homework assignment, a student denies herself the opportunity to learn. It is also an expectation that students will do everything within their power to promote an environment of trust and honesty among all members of the Connelly community.

***In order to prevent violations of the Honor Code, the following measures should be taken:***

1. Items such as calculators or other electronic devices, paper, pencils, and erasers may not be shared during exams.
2. No data should be stored in the calculator. There should be no writing on the cover or any other part of the calculator. Calculators on iPads may not be used during tests or exams. Students are responsible for clearing the memory on their calculators before a test or exam.
3. Before every test or exam, all desks should be completely emptied and cleaned. Any student having access to unauthorized material at any time during a test, quiz or exam is in violation of the Honor Code.
4. If a student is aware of a cheating incident, it is her responsibility as a member of the Connelly community to report the incident to her teacher as soon as possible. Confidentiality will be respected.
5. Students must always cite sources of borrowed ideas, phrases, or sentences presented in academic work.
6. Students may not use sources of borrowed ideas unless the teacher has specifically given permission to do so. If a student is unsure if the internet or other sources may be used for an assignment, she must clarify this with her teacher.
7. Students may not work together on an assignment unless the teacher has specifically stated that collaboration on an assignment is permitted. If a student is unsure about expectations for an assignment, it is her responsibility to get clarification from the teacher before the assignment due date.

**Consequences:**

- All honor code violations will be dealt with on a case by case basis ensuring that consequences are suited to the nature of the violation.
- Cornelia Connelly School will work with students to help them realize their mistake, and make amends, as well as identify the cause of the violation.
- In the event of a cheating incident, the teacher and the Director of Student Life will hold a conference with the student involved. The student will not receive credit for the work and her parents will be notified. A report will be included in the student’s file. Other consequences as determined on a case by case basis will apply.
- Consequences may result in a student losing elected offices, membership in the National Honor Society, participation in co-curricular activities, and the opportunity to run for future student council or club offices.
- Repeated violations of the Honor Code may result in expulsion.
- Honor Code violations are cumulative over a student’s four years at Connelly.

*(Note: If more than one student is involved then the same consequences will apply to each of them.)*

**Consequences for theft:**

1. Depending on the seriousness of the theft, the student will face either suspension or expulsion from the school.
2. If a student is strongly suspected of theft but absolute proof is impossible, she will be allowed to answer those suspicions. Her parent/legal guardian will be notified.
3. The Head of School will determine final consequences.

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**PARENTAL SUPPORT AND INVOLVEMENT**

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Cornelia Connelly School thrives on the support and involvement of all parents or/and legal guardians. If Connelly is to be successful in educating students, we must manifest a deep interest in our own daughters and in Connelly, to which we entrust them. Your participation and involvement is key in the success of educating our students.

Parents/legal guardians participate in the following:

- Galaxy of Stars Dinner & Auction
- Family Service Program
- Annual Giving

**GALAXY OF STARS DINNER & AUCTION**

Each family is required to participate in the Galaxy of Stars Dinner & Auction. You can participate by obtaining or purchasing one or more of the following:

- Purchase or solicit a sponsorship, underwriting or advertising opportunity – A minimum of \$200.
- Purchase or sell a minimum of 2 event tickets.
- Purchase or sell raffle tickets – Minimum but not limited to \$200.

You can solicit family, friends and your neighborhood businesses for one or more of the options listed above. If the minimum requirement is not fulfilled, you will be billed the balance not met up to \$200.

**FAMILY SERVICE PROGRAM**

Each family is required to participate in Parents Association activities, to chair a committee, or to be an active member on a committee. Students are not allowed to participate in lieu of their parents. However, other family members and friends may participate for your family. Events for which parent volunteers are needed are indicated each month on the school calendar. Families will be billed \$250 annually if they do not participate in the family service program.

**Following are Parents Association activities which require parent participation.**

**Fill a position on the Parents Association Board:**

President	Vice President, Spirituality
Vice President, Volunteers	Secretary
Vice President, Fundraising	Treasurer

**Chair a Parents Association Committee or be an active member on one of the following committees:**  
Annual Giving, Class

Captains  
Baccalaureate Mass Reception  
Board Committees  
Chaperone  
Christmas Concert Decorations  
Class Plays Day Lunch and Evening Food Truck Event  
Faculty Christmas Luncheon  
Family Day  
Father-Daughter Event  
Galaxy of Stars Dinner & Auction  
Gardening  
Grandparents Day  
Health Room  
Hospitality  
Mailing  
Mother-Daughter Event  
Spirit Wear  
Teacher Appreciation Lunch  
Tri-School Representative  
Other School-Approved Responsibilities

**ANNUAL GIVING CAMPAIGN**

Each family is asked to participate in the Annual Giving Campaign. We depend on your tax-deductible gift to help us cover the \$1,600 tuition gap per student each year. Your daughter will benefit directly from your gift to the school.

**Range:** \$50 - \$5,000

**STUDENT INFORMATION**

**ASSEMBLIES AND LITURGIES**

Assemblies and Liturgies are scheduled throughout the school year and are mandatory. Students are to conduct themselves appropriately and to treat guests with courtesy.

**ONLINE BOOKSTORE**

Connelly has partnered with K12 Student Direct (K12SD) to operate our online bookstore. The link to the bookstore can be found on the school website Course Books page under the Academics tab. Print and electronic books can be purchased from K12SD or from any book vendor with the correct ISBNs. K12SD also offers an online book buyback program at the end of each academic year.

**CAMPUS CLEANLINESS**

The cleanliness and attractiveness of the campus is the responsibility of each member of the Connelly community. All trash should be deposited in the bins around campus. Recycling is encouraged whenever possible. Food and/or trash should not be left on the lunch tables, inside classrooms, in desks, or in the locker rooms. Students who leave trash on the lunch tables or the area where they eat lunch will be required to serve an hour detention and will lose the privilege of eating lunch at the lunch tables.

**CLOSED CAMPUS**

For our student's safety, Cornelia Connelly School is a closed campus. Permission to leave the campus must be obtained from the School Office. Students from other schools may not enter the school grounds during school hours without the proper authorization. *Once a student has arrived at school in the morning*

she is not permitted to remain in **the** parking lot or leave campus during school hours without special permission. If a student has permission to leave campus, she must sign out when she leaves and sign back in when she returns to campus. If a student leaves campus without permission, the Director of Student Life will be notified and proper disciplinary measures will be taken.

### **DISASTER PREPAREDNESS**

In the event that a major earthquake or other disaster occurs during school hours, students will be retained on campus until a parent or designee can pick them up. The school will follow the procedures outlined below:

1. All students will be evacuated to the school field when it is safe to do so.
2. First aid will be administered as needed.
3. Disaster Survival kits will be distributed if necessary.
4. The main driveway will be opened for emergency vehicles only.
5. Parents/Guardians are to report to the small gateway on Broadway in order to pick up their daughter/ward. A team of teachers will meet parents at that location and check identification. (Please carry a picture I.D. with you.) Students will be released only to persons designated on the Disaster Preparedness Card.
6. Connelly will use local radio station KFVB (AM 980) to communicate school information to parents.

### **EATING AREAS**

**Food or drink is not permitted in the Classrooms, Library, Visual Arts Center, Auditorium, Reception Room, or Computer Center. Water is not permitted in the Computer Center or Library.** Snacks and lunch may be eaten outdoors at the picnic tables, on the grass, or on the benches around the quad. Students may eat in the Auditorium during inclement weather as long as they are conscientious about cleaning up after themselves.

**Gum chewing is not permitted on campus.**

### **EMERGENCIES**

***All accidents and emergencies should be reported immediately to the School Office where student emergency cards are on file. After the first day of school (Orientation Day), a student will be allowed to attend classes only if her emergency card has been turned in to the school office.***

### **INJURIES**

All student injuries that occur on school property or at a school-sponsored event off campus must be reported to the proper authorities. Any student injured in the course of participating in a school sponsored sport/activity either on or off campus is required to complete a Student Injury Form. Forms are available in the school office. This completed form must be turned in to the business office.

### **FIELD TRIPS**

Field trips scheduled during the day are related to the curriculum and are important aspects of the school experience. Students are required to attend such functions. Field trips will be arranged through the School. Parental permission is required on the enrollment contract, and additional permission slips may be required for individual field trips. Details of transportation will be outlined on the field trip form as needed.

**Students are not permitted to provide their own transportation for field trips.**

### **LIBRARY**

#### **CARL N. AND MARGARET M. KARCHER LIBRARY**

The library is open from 7 a.m. until 5:00 p.m. Monday through Friday. Occasional early closure times will be posted. The library offers a variety of resources including magazines, books, DVDs, and electronic databases. Laptops are available for checkout and a printer and photocopier are located in the library for student use. Extended use fees for overdue books (10 cents per day) must be paid by the end of each semester to avoid disciplinary consequences including withholding yearbooks until library issues are resolved. Students receive courtesy notices for overdue books and outstanding fines periodically and are responsible for returning all library materials.

The primary purpose of the library is to support the learning experiences of Connelly students by providing academic materials and resources, recreational reading materials, research instruction, and homework help. While the library is intended to be a welcoming place where students can meet to work in small groups or to relax from the stresses of the school day, students must always be respectful of those who are taking tests, researching and doing homework. Quiet hours are from 7:00 to 8:00 a.m. and 2:30 to 3:30 p.m. At

these times casual visiting should be done outside. Students may not bring food or drink into the library and personal belongings may not be left behind. Any student violating these policies may lose the privilege of working in the library.

#### **THE MATTHEW J. DOYLE COMPUTER CENTER**

This center is located within the Visual Arts Center and is available to art students for class work. Monochrome laser and color printers are provided for art student use.

#### **LOCKERS**

*Students will be given locker assignments only after all required forms and contracts have been turned in.* Care for lockers is each student's responsibility. Any type of defacement is forbidden. Students are not permitted to write or tape/stick pictures etc. inside or outside lockers. Food or drink should not be left in lockers overnight. *Since it is each student's responsibility to safeguard her own personal property, lockers are to be kept locked at all times. Only locks purchased through the office of the Director of Student Life are permitted on the lockers.* Lockers are the property of the School. Therefore, it is the proper function of school authorities to inspect the lockers under their control when necessary to prevent their use in illicit or illegal purposes. Students may not change lockers or combination locks. For safety purposes, a student should not give her locker combination to any other student. Any violation of these policies may result in the student losing the privilege of using lockers on campus.

#### **LOST AND FOUND**

Preventive measures to avoid loss or theft are:

1. All iPads, text books, notebooks, and other personal belongings must have a student's name clearly written on the item.
2. Some form of identification should be carried in purses, wallets, and pencil cases.
3. Large sums of money should not be brought to school.
4. Students should use their lockers to store their belongings and make sure lockers are locked at all times. Students should not give out their locker combination to anyone.
5. Students should not leave possessions, including purses, books, notebooks, and book bags lying unattended around campus.
6. Unattended items should be taken to the School Office immediately. Items found in the classroom should be handed over to the teacher in the classroom or taken to the School Office.
7. A student has the responsibility to report an incident of theft/loss of items in writing to the Director of Student Life. If a student is aware of or has some reason to suspect someone of stealing, she should report this also.

**Cornelia Connelly School is not responsible for any lost or stolen articles.**

#### **MESSAGES**

A student will be personally notified of a parental message only in the case of an emergency. Students will not be paged during class time.

#### **MONIES**

If a student is in charge of monies for her club or organization, the collected money must be turned in immediately to the Assistant Business Manager. This money should not be carried with the student from class to class or taken home.

#### **KITCHEN AREA**

No student is permitted in the school kitchen unless a teacher or staff member is present.

#### **PARKING LOT**

Appropriate respectful behavior that promotes a safe, orderly environment is expected at all times when in the parking area. Please remember that irresponsible behavior in the parking lot can result in serious injuries. In the interest and safety for all concerned, the following policy is stated:

- All students who drive to and from school must be registered with the Business Office. The registration form must be completed and turned in along with a copy of the student's driving license and proof of insurance.
- There is a 5 mph speed limit in the parking lot. This limit applies to all drivers at all times, including parents and visitors.
- Marked directions for entering and exiting the parking lot must be strictly followed.
- Students are required to park in an orderly manner, within the lines of the assigned



parking space, and never across multiple parking spaces.

- Areas are designated for use by staff, visitors, and students.
- When exiting the driveway, only a right turn is permitted between the hours of 7:30 am – 9 am & 2:30 pm – 4 pm.
- Parents/legal guardians who are picking up students should park in parking spaces in order to not block the flow of traffic in the lot.
- Students may not go to their cars or be in the parking lot during the school day.
- Students are expected to arrive to class prepared, without the need to return to the parking lot prior to the end of the school day.
- **For urgent issues, a student may go to her car only if the Director of Student Life or a member of the faculty escorts her.** Requests to retrieve books, money, lunches, etc. are not considered “urgent”.  
*Students found in the parking lot without permission may be issued a detention.*
- Students and their friends should not be found loitering in the parking lot after school hours.

**In addition to the requirements listed above, the following behaviors are not permitted in the parking area, and are subject to disciplinary action:**

- Reckless driving
- The playing of loud music
- The use of profanity or other inappropriate conversations, comments or behavior
- The unnecessary honking of horns
- Littering
- Transporting others or being transported on the outside of a vehicle for any distance (All individuals involved will receive consequences.)
- Failure to cooperate with an administrator or faculty/staff member while in the parking lot or a violation of above policies may result in the loss of parking privileges on campus.

***Cornelia Connelly School is not responsible for and assumes no liability arising from fire, theft, damage to, or loss of the vehicle or any article left therein.***

#### **POSTERS**

Posters used to advertise games, clubs, elections, dances, etc. should be neatly crafted, be in good taste, and have some artistic merit. Before a poster is displayed, it must have the approval of the appropriate activity moderator who will check it for the features named above. Posters or flyers may not be taped to any painted surface and must be removed immediately after the activity has taken place.

#### **STUDY BLOCKS**

A student with a free block may be assigned to a designated room or office. Students must sign in at the office at the beginning of their free block.

#### **TELEPHONES/CELL PHONES**

Students **will NOT** be called from class to answer the telephone unless an emergency arises. ***Students may not use the phones in the School Offices unless given permission to do so. Students may carry cell phones but they may not be visible or turned on during school hours including break or lunch.*** Students may not use their cell phones to call their parents during school hours unless they are given permission to do so in the school office. If a cell phone is seen or heard, or used on campus, it will be confiscated and handed over to the Director of Student Life. The student will receive an hour detention, and the cell phone will be returned to the student after a parent/guardian has been contacted.

#### **OUTSIDE LUNCH ORDERS**

Students are not permitted to make outside lunch delivery orders.

#### **VISITORS**

Cornelia Connelly School is a closed campus and students are not allowed to have visitors in the classrooms, parking lot, or on campus during school hours without permission from the Director of Student Life. Students applying for admission to the School may arrange a visit to the campus through the Admissions Office.

#### **WORK PERMITS AND EMPLOYMENT**

State law requires that students, who are under 18 years of age and plan to work, obtain a work permit. A permit can be issued only after the student has been hired for a job since the signature of the employer is required on the application. The application for a work permit may be picked up in the school office, completed and returned for completion of the school section. Forty-eight hours must be allotted for processing the request. All permits expire one year after the date it was issued. California State Labor Law prohibits students under 18 from working more than four hours on a school day. They cannot work between the hours of 10 p.m. and 5 a.m. on school days, and from 12:30 a.m. to 5 a.m. on weekends.

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**TUITION AND FEES 2015-2016**

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Tuition 9th, 10th, 11th and 12th Grade	\$15,975.00
Registration Fee <sup>1</sup>	\$ 600.00
Tuition Refund Insurance <sup>2</sup>	\$ 303.53
Campus Life Fee <sup>3</sup>	\$ 400.00
Class Retreat – all grades	\$ 200-300
Graduation Fee – 12 <sup>th</sup> grade	\$ 400.00
Sport Fee – per sport <sup>4</sup>	\$ 300.00
Cheerleading Fee <sup>5</sup>	\$ 1,800.00
Technology Fee	\$ 150.00
eBooks Fee	\$ TBD
FACTS Fee <sup>6</sup>	\$ 20.00 – 46.00
Ceramics Class Supplies Fee	\$ 30.00
School Transportation Fee <sup>7</sup>	\$150—\$200

1. Registration is due April 1. On April 16 the registration fee increases to \$800.00
2. Tuition refund insurance is 1.9% of tuition and is required on option 1, 3, and 4 of the enrollment contract.
3. Includes Yearbook, Class T-shirt, Assignment Planner, Library Fee, Beach Day, T-shirt for Class Plays, Christmas Concert, Service Day, All School Reading books, and earthquake and emergency supplies.
4. All sports participants will be billed per sport through the business office.
5. Cheerleading fee includes Connelly and Servite uniforms, camp wear, camp registration and transportation to designated away games.
6. FACTS fee is based on the payment option chosen on the enrollment contract.
7. Transportation is currently available on the Mission Viejo, Irvine, Huntington Beach and Downey/Long Beach routes.

**Lost or unreturned sports uniforms will be charged to the student account.**

There may be mandatory field trips for classes in which the student will be required to pay for transportation and entrance fees. Lab breakage fees will be charged accordingly.

**INTERNATIONAL STUDENTS**

Tuition 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> Grade <sup>1</sup>	\$ 21,500.00
Registration Fee <sup>2</sup>	\$ 600.00
Tuition Refund Insurance <sup>3</sup>	\$ 408.50
I-20 Fee	\$ 120.00
Graduation Fee – 12 <sup>th</sup> grade	\$ 400.00
Sport Fee – per sport <sup>4</sup>	\$ 300.00
Retreat Fee	\$ 200 – 300
Cheerleading Fee <sup>5</sup>	\$ 1,300.00
Technology Fee	\$ 150.00
eBooks Fee	\$ TBD
FACTS Fee <sup>6</sup>	\$ 20.00 - \$46.00
Ceramics Class Supplies Fee	\$ 30.00
School Transportation Fee <sup>7</sup>	\$150—\$200

1. Tuition for international students includes the Campus Life Fee, Fundraising and Family Service hours.
2. Registration is due April 1. On April 16 the registration fee increases to \$800.00
3. Tuition refund insurance is 1.9% of tuition and is required on option 1, 3, and 4 of the enrollment

- contract.
4. All sports participants will be billed per sport through the business office.
  5. Cheerleading fee includes uniforms, camp wear, camp registration and transportation to local games.
  6. FACTS fee is based on payment option chosen on the enrollment contract.
  7. Transportation is currently available on the Mission Viejo, Irvine, Huntington Beach and Downey/Long Beach routes.

#### **DELINQUENT TUITION AND SCHOOL FEES POLICY**

The School will, at its sole discretion, enforce any or all of the following penalties if tuition or a fee payment becomes delinquent:

- A student, whose tuition account is delinquent, including all fees due to the school, will not be permitted to take semester exams, turn in final projects, run for elections to student council, class or club office, participate in co-curricular activities, or tryout for cheerleading and/or a sport.
- The School may suspend or permanently cancel the enrollment of any student when payments of her tuition and/or fees are in arrears.
- If a student terminates her attendance at the School, whether because of a transfer to another school, or interruption of her education for any other reason, all unpaid tuition, fees, and other School charges to her account become immediately due and payable.

#### **STUDENT WELFARE**

##### **HEALTH ROOM**

The Health Room is located in the Administration Building. If a student feels ill, she must notify the Receptionist. A student may rest in the Health Room for a maximum of one class block after which the student must either return to class or if she still does not feel well, parents will be notified and the student will have to go home. If a student wishes to go home for the day due to illness, the Receptionist will contact a parent or legal guardian. Before leaving campus, the student must sign out.

**HIV/AIDS:** A student with HIV/AIDS deserves to be treated with justice and compassion as a member of the Cornelia Connelly community. The school's policy on HIV/ AIDS is based on guidelines from the

National Association of Independent Schools, the National Catholic Educational Association, and the statutes of California and Federal law concerning any individual who has contracted HIV/AIDS.

1. Students are not required to be tested for HIV/AIDS before admission to the School; such testing is unwarranted at the present time and unlawful under present California law.
2. In keeping with California and Federal laws, students infected with HIV/AIDS are not required to inform the School of their condition; however, in an effort to provide an atmosphere of compassion and justice for all, to assure the well-being of the student with HIV/AIDS and to minimize fear within the community, a student with HIV/AIDS who communicates this information to the Administration is assured an individual, concerned, and confidential response.
3. The well-being of the entire school community will be served by continuing programs of education including information about the causes, spread, and prevention of HIV/AIDS, as well as universal health precautions applicable to all infectious diseases.
4. Any decision regarding the continuation of education in an unrestricted environment for a student with HIV/AIDS will be made in accordance with California and Federal law, and an evaluation by the student's physician. In every case, school support will continue for the student and her family.
5. In cases involving HIV/AIDS, the policies established for Communicable Diseases and Serious Illnesses should also be consulted.
6. Review and revision of these policies will be made periodically as new information about HIV/AIDS is available.

##### **MEDICATION**

State law forbids school personnel from dispensing medication, including aspirin, without the written order of a doctor and the permission of the parent/legal guardian. It is the policy of Cornelia Connelly School that all prescription drugs be left in the School Office, marked with the student's name, the name of the drug and a copy of the doctor's instruction for use. Over-the-counter medication, such as aspirin, may be carried by the student **only** if accompanied by a note from the parent/legal guardian. **All non-documented medication, both prescription and over-the-counter, will be confiscated until a note from the parent/legal guardian is received by the Registrar's office.**

## **PREGNANCY**

If a Connelly student becomes pregnant, the school administration will meet with the student and her parents. In a spirit of compassion and support, the school seeks what is in the best interest of the student. Each situation is treated individually.

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## **ACADEMICS & CO-CURRICULAR PROGRAMS**

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The Connelly academic program is described fully in the Curriculum Guide made available each spring and is posted on the Connelly website @ [www.connellyhs.org](http://www.connellyhs.org). This guide should be read carefully for course descriptions, department goals, and requirements. The following sections outline the policies and procedures in effect during the school year.

### **GRADUATION REQUIREMENTS:**

Religious Studies	4 years
English	4 years
Mathematics	3 years
Foreign Language	3 years of the same language
Social Science	3 years
Science	3 years
Fine Arts	3 semesters (Does not include the Foundations Course)
Physical Education	2 years
Health	1 year (included in Grade 9 P.E. Course)
Financial Literacy	1 semester
Elective	2 semesters

**Technology** – demonstrate competency in the following Computer programs: Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft Power Point

### **SENIOR EXIT INTERVIEW**

The Senior Exit Interview process has been designed to help measure how well each student has integrated and demonstrated the Connelly Philosophy and Program Goals—what each student should know, understand, and be able to do upon graduation from Cornelia Connelly School. The Senior Exit Interview is a graduation requirement.

### **Campus Ministry Service Program: (See pages 24 for more details)**

9<sup>th</sup> Grade: 16 hours  
 10<sup>th</sup> Grade: 16 hours  
 11<sup>th</sup> Grade: 24 hours  
 12<sup>th</sup> Grade: 24 hours

**Grading Scale for the calculation of GPAs** – This scale is used when calculating the GPA for Honor Roll and for special Connelly Awards.

<b>Grade</b>	<b>College Prep</b>	<b>Honors/Advancement Placement (weighted)</b>
A	4	5
A-	3.7	4.7
B+	3.3	4.3
B	3	4
B-	2.7	3.7
C+	2.3	3.3
C	2	3

C-	1.7	2.7
D+	1.3	
D	1	
D-	.7	
F	0	

**Note:** The traditional 4-point grading scale may be used for the calculation of GPA when applying for scholarships and other non-Connelly awards and privileges.

### **HONOR ROLL**

Academic Honor Roll is computed on the basis of the following weighted Grade Point Averages for the first and second semester.

<i>Honors with Distinction</i>	<i>4.25 and above</i>
<i>First Honors</i>	<i>3.75 – 4.24</i>
<i>Second Honors</i>	<i>3.25 – 3.74</i>

A grade of “D” or “F” in any subject automatically disqualifies a student from the Honor Roll. No “C” grades are possible for Honors with Distinction or First Honors, and only one “C” is allowed for Second Honors. All courses are counted, except Physical Education, Student Government, Foundation Courses or courses with a Pass/Fail grade.

### **GRADUATION HONORS:**

	<b>Weighted GPA</b>
<i>Summa Cum Laude</i>	4.25+
<i>Magna Cum Laude</i>	4.0 – 4.24
<i>Cum Laude</i>	3.75 – 3.99

### **SCHEDULE CHANGES: DROP/ADD POLICY**

1. Students selecting an AP/Honors course are committed to the course for the year.
2. Students enrolled in an AP course are required to take the AP Exam in May. Students who select not to take the exam will not be assigned AP credit nor in calculating the GPA, earn the extra point for the second semester.
3. Students are given two weeks at the opening of each semester to make changes to their program.
4. Juniors and Seniors enrolled in a seventh class may drop that class, when teacher recommended, up until the end of the sixth week of the semester.\* The course will be recorded on the transcript as withdraw/pass or withdraw/fail depending on the student’s status at the time of withdrawal. However, the withdrawal grade will not be calculated into the student’s GPA.

*\*After 6 weeks, no student may withdraw from a course and receive credit.*

### **SPECIAL REGULATIONS GOVERNING STUDIES PROGRAM**

1. Students are expected to enroll in seven courses each semester. Juniors and seniors enrolled in multiple AP/Honors courses, participating in varsity sports/co-curricular activities or involved in significant leadership roles may petition the Academic Counselor for an exception to this policy. The Academic Counselor in consultation with the Assistant Head may, upon review of the request, grant approval.
2. No student may be enrolled in more than ONE off-campus course in any semester.
3. Any student whose academic work takes her beyond the scope and sequence of the Connelly curriculum may continue her study in a particular field on the college level. Prior approval from the Assistant Head is required.
4. In calculating the GPA (Grade Point Average), all academic courses are included. Physical education, Student Government, and Foundation courses are not calculated into the GPA. Students who take Advanced Placement or Honors courses receive one extra quality point, which is applicable in the tabulation of the Honor Roll and the weighted GPA. A grade below C- does not earn the extra quality point.
5. Connelly School uses a letter grading system from A - F. The recommended grading scale is: A+=98-100, A=93-97, A-=90-92, B+=87-89, B=83-86, B-=80-82, C+=77-79, C=73-76, C-=70-72, D+=67-69, D=63-66, D-=60-62, F (below 60). The cumulative GPA is reported both weighted and unweighted to colleges.
6. Since Connelly is a small, solely college preparatory school with competitive admissions, rank-in-class is not used. Calculating and reporting a class rank is a disservice to our students because it

magnifies slight differences in cumulative GPA's. To better describe our students, a school profile is prepared annually and accompanies each transcript.

7. Assigned summer reading and All School Reading is required for all students, grades 9-12.

### **PROGRESS REPORTS**

Every three weeks of each semester parents are informed of their daughter's progress through Edline (online program to access grades). Parents may contact the Registrar's office for printed copies of progress reports to be mailed home, if their daughter is earning a grade below a C in a given course. Parents are encouraged to contact the respective teacher for more specific information.

### **CONFERENCE PERIOD STATEMENT OF PHILOSOPHY**

*The purpose of the Conference Period at Cornelia Connelly School is to provide a structured environment where teachers can enhance learning, monitor student progress, and promote scholarship according to individual student needs. During Conference Period students are encouraged to become more confident and effective learners through review, support, and the application of study skills.*

Conference periods are scheduled for a half hour at the end of every school day except on days of early dismissal. All students are encouraged to use this time to meet with their teachers to get extra help or make up missing work.

*Designated conference days, mandatory for all grade levels, are also calendared for All School Reading (Sept.), and Class Play practice (Feb./March).*

### **EXAMS/FINAL PROJECTS**

Final examinations or final projects are given in each subject at the end of the first and second semesters. All students must take a final exam or complete a final project for every subject. These final examinations and final exam projects account for one-fifth of the semester grade.

### **REPORT CARDS**

Report cards are distributed two times a year. These reports are mailed home. A Parent-Teacher conference is scheduled in November so that students' progress can be discussed.

### **TRANSCRIPTS**

All official transcripts are sent directly from the school. Transcript requests are made through the Registrar's Office.

### **INCOMPLETES**

An INCOMPLETE is given only in rare cases when a student is missing a major body of work (to be defined by each individual teacher). Any student who has a grade of '*Incomplete*' will be given two weeks beyond the end of the grading period before zeroes are recorded for the missing assignments. At the end of the make-up period, the teacher will submit a grade to the Registrar in writing unless there is an extraordinary situation. The two-week make-up period represents the maximum time a teacher should allow for the completion of assignments.

### **BELOW-AVERAGE GRADES**

Any student receiving a grade of "D" is encouraged to repeat that semester (s). "D" grades are not counted for credit by most colleges.

### **FAILING GRADES**

A grade of "F" in a required course in any given semester must be made up in one of the following ways:

1. Repeat the semester in a pre-approved summer school course.
2. Repeat the semester at Connelly when this is feasible.

*The school reserves the right to grant credit for remedial work completed on-line on a case by case basis. Requests must be submitted in writing to the Assistant Head for review of the online course and for approval. As a general rule, the only online courses approved are those that provide Connelly the final exam so that the student takes the exam on campus.*

### **ACADEMIC PROBATION**

A student will be placed on Academic Probation for the succeeding SEMESTER if she receives a semester GPA lower than 2.0. During the period of Academic Probation, student's participation in co-curricular activities and receipt of school privileges may be restricted. This may include, but is not limited to,

participation in the exchange program, Student Council, Cheerleading, sports teams, theater, Washington D.C. Close-Up, trips abroad, club activities, dances, senior privileges, and other activities as indicated. The Assistant Head in consultation with the Director of Student Life reserves the right to determine the terms of the probation. A student who does not achieve a GPA of 2.0 the following semester jeopardizes her status to continue at Connelly. The administration makes the final decision in this matter.

### **WITHDRAWAL PROCEDURES**

A student begins withdrawal from Cornelia Connelly School by meeting with the Admissions Associate. The student must then complete an Exit Information Form and secure the following authorization:

1. Her parent (s) or legal guardian (s) - to state the reason for withdrawal
2. Business Office - to check that all financial responsibilities have been met.

Having secured all the appropriate approvals and signatures on the withdrawal form, the student returns the completed paperwork to the Registrar who will arrange for transcripts and all other pertinent documentation to be forwarded to the new school.

### **GUIDANCE PROGRAMS**

The Guidance Program at Connelly School exists to meet the personal, social, academic, and college-related needs of each student. The primary objective of the Guidance Department is to provide an atmosphere of acceptance and education to encourage maximum growth during a student's life at Connelly. The services outlined here are available to all students. The guidance department also offers conflict mediation for students struggling to resolve an issue. Mediations are run by the Guidance Personnel.

### **PERSONAL COUNSELING**

The Guidance Department has an open-door policy and works with students and their families. Anyone wishing to discuss matters of concern is encouraged to request an appointment with the guidance office. Additionally, each student is invited to meet with the guidance personnel at least once during the school year. Yearly meetings give students the opportunity to voice academic and/or social concerns in a private setting.

### **ACADEMIC ADVISEMENT**

Cornelia Connelly School offers a personal and individualized program of academic planning. Upon acceptance at Connelly School, each ninth grade and transfer student and her parents meet with an advisor to map out a comprehensive four-year curricular program. Each spring, an Academic Counselor meets again with each student to review her academic progress with her academic goals. Parents are invited to participate in this process.

### **ACADEMIC SUPPORT**

The College Counselor (for grades 10, 11, and 12) and the Academic Counselor (for grade 9) oversee the academic progress of each student. The Registrar's Office maintains all educational resources such as standardized test scores, teacher assessments and grades. A student and/or her parents may meet with the Assistant Head to discuss personal and academic concerns and goals. At the beginning of the school year, each student is assigned a faculty advisor whose role is to meet with his/her students to discuss academic and co-curricular issues. Faculty advisors meet with their students during the block of time designated on the daily schedule for advisor meetings.

### **COLLEGE PLANNING AND PLACEMENT**

Cornelia Connelly School provides an individualized college-planning program. These services, though available to all students, are provided particularly for juniors and seniors to allow for individualized, up-to-date information about important areas of college planning. Available resources include scholarship information, SAT & ACT preparation, on-campus college recruitment, and current college admissions information. Important resources such as nationwide college catalogues, and financial aid material are also found in the College Resource Center located in the school library. Connelly's College Counseling Program is a four-year process with guidance at all grade levels. Current guidance information is distributed to all students through daily announcements in order to make students aware of important dates and activities. Workshops and/or personal interviews with the College Counselor will provide guidance in completing college applications, essay writing, and testing.

### **CLASS TESTING & PROGRAMS**

**Ninth Grade:** Each incoming ninth grade student and her family meet with an advisor to plan a four-year program of courses. In addition, the Grade Level Coordinator monitors throughout the school year, the students' social and academic adjustment. Ninth graders also participate in the **PSAT8/9** test administered in the second semester. This testing provides objective assessment data about each student in order to identify the instructional needs and areas of interest of the individual.

**Tenth Grade:** The Guidance Department will administer the annual **PSAT**. This test is offered to tenth grade students as a practice, providing them an opportunity to engage in a national exam under standardized time periods and regulated procedures. The PSAT serves as a practice for the SAT. The ACT diagnostic test will be taken in the second semester.

**Eleventh Grade:** The Guidance Department administers the **PSAT\*** exam for all juniors in the fall semester. Individual appointments are started during the junior year with the College Counselor. Juniors are invited to meet with college representatives on campus.

**Twelfth Grade:** The major focus of the Senior Guidance Program is college and career planning. Twelfth grade students receive assistance with college selection, admissions, applications, scholarships, and financial aid. Individual and group meetings are offered throughout the year. Seniors are encouraged to take advantage of specified college visiting days.

***\*If extended time is needed for standardized tests, the school must have formal documentation on file in order to arrange for testing accommodations. Contact the College Counselor for further information.***

### **CAMPUS MINISTRY**

Cornelia Connelly School offers a ministerial team, which strives to create an atmosphere where the Catholic faith is lived in the community. Campus Ministry is one of the most essential elements in accomplishing this goal. We encourage the sharing of values and beliefs. Inherent in this is an appreciation and a respect for all faith traditions. To this end, opportunities for ecumenical and interfaith experiences are provided in addition to those in the Catholic tradition.

The four major components of Campus Ministry include:

1. Ministry of the Word - which encourages the sharing of stories and "practicing what one preaches."
2. Ministry of Community Building - which encourages cooperation, affirmation, and consolation.
3. Ministry of Celebration - which encourages liturgies and times of prayer.
4. Ministry of Service—which encourages the sharing and the giving back of what we have been given.

### **CLASS RETREATS**

All students participate in a class retreat each year. These retreats progressively form a four year journey where the student explores her deep spiritual vocation while bonding with her classmates, and maturing into a confident, spiritual, motivated young woman. The retreats also give the student time to grow her relationship with God in a peaceful and thoughtful Christian setting. Students learn leadership skills by participating as retreat leaders, running activities and guiding small groups.

### **CAMPUS MINISTRY SERVICE PROGRAM**

Belief in Jesus Christ is the foundation of Cornelia Connelly School. Through classes and activities, students and faculty attempt to discover what it means to have Jesus Christ as their model. In each relationship, Jesus' words, "Whatsoever you do to the least of my sisters and brothers, this you do unto me," give a special meaning to our efforts to reach out to those in need.

Students at Connelly School are gifted young women, capable of contributing to a changing world in leadership roles. The call of God to act justly, to love tenderly, and to walk humbly with Jesus leads us to responsible action in our needy world. The School's philosophy, based on Gospel values, focuses on a central theme of a belief in the dignity and worth of every human being. This, too, confirms our desire to participate in the betterment of life for all. Service to others is an essential element of Christian living. Once a person chooses Christ, responding to those in need is no longer a simple option. But growth in Christian living and generous response to others is not easy. Only experience, exposure, education, and prayerful reflection make it possible to grow in a commitment to service. Because Connelly School believes in Jesus Christ and in serving others, a required community service program is part of each student's education.

### **GOALS**



- . To offer experiences which expose students to areas that need social transformation.
- . To provide the opportunity for students to engage in responsible action which leads to the enrichment of all.
- . To help each student shift her focus beyond individual needs, thus deepening her commitment to serve others.
- . To encourage faculty and family participation in and support of the Community Service Program.

**GRADUATION REQUIREMENT**

**Required Service Hours for each grade level per school year:**

<u>Ninth Grade:</u>	16 Hours
<u>Tenth Grade:</u>	16 Hours
<u>11<sup>th</sup> Grade:</u>	24 Hours
<u>12<sup>th</sup> Grade:</u>	24 Hours

*Each student must complete a minimum of eighty (80) hours of service.*

**Recommended** focus for each grade level is as follows:

<u>Ninth Grade:</u>	- <b>ECOLOGY</b> - <b>CHILDREN</b>
<u>Tenth Grade:</u>	- <b>POOR</b> - <b>ELDERLY</b>
<u>Eleventh Grade:</u>	- <b>student's choice</b>
<u>Twelfth Grade:</u>	- <b>student's choice</b>

All students are required to submit to the Director of Campus Ministry & Service written verification of their completed community service hours signed by an adult supervisor. Forms for this purpose are available on the website (Student Life/Community Service section) as well as in the Campus Ministry Office. All Connelly students will also participate in a day of service (these hours will count towards the graduation requirement) during the school year.

*Service hours completed during the school year must be submitted by no later than May 1<sup>st</sup> of that school year. Hours completed after May 1<sup>st</sup> and during the summer must be submitted by no later than September 30<sup>th</sup> of the same year that the service was completed. Hours turned in after these deadlines will not be valid.*

**Service Learning Project:** This 12<sup>th</sup> grade project, which includes a service report, highlights the diversity in the students outreach to the community. Projects are presented in a variety of formats. Presentations of the service learning projects are also made during the Senior Exit Interview. By the beginning of senior year, seniors must decide on the area of service in which to formulate the Service Learning Project. Seniors should complete at least 24 hours in their chosen area of service by the end of February. There will be a mandatory Service Learning Workshop in October for all seniors and the Service Learning Project will be a major assignment for the second semester senior year religion class.

**Meeting Service Hour Requirements:** In order for a student to run for an ASB office or be inducted into the National Honor Society, her Community Service hour requirements must be met. Students whose hours are not up-to-date may not participate. Diplomas at graduation will not be granted until all Community Service hours and the Service Learning Project, and Senior Exit Interview are completed.

**ATHLETICS**

Connelly School is a member of the Western Athletic Conference, and Del Rey Leagues. Connelly participates in golf, tennis, volleyball, soccer, basketball, softball, cross country, and swimming. Tryouts for each sport are announced at the beginning of each season and all students are invited to participate. The rewards of learning to be a team member and of engaging in physical exercise with friends are many.

**CHEERLEADING**

The primary role of a cheerleader is to promote school spirit and a positive atmosphere on campus by

fostering good relations among the students, both in the classroom and on the field. A unified spirit in the community is promoted through: cheering and performing at sporting events, pep-rallies, spirit week, and Back-to-School Orientation. Together with Rosary High School, Connelly Cheerleaders cheer and perform at Servite football and basketball games in order to promote unity and spirit within the Tri-School Community. A Connelly cheerleader must maintain a GPA of at least 2.0 and must be in good disciplinary and academic standing. ***The student also needs to be registered for the upcoming school year and their tuition and fees account needs to be current.***

### **SCHOOLS OF THE HOLY CHILD STUDENT EXCHANGE PROGRAM**

Connelly School participates in a student exchange program with other Holy Child schools in the United States and Europe. Any interested student may apply to spend six to eight weeks during her 10<sup>th</sup> or 11<sup>th</sup> grade on exchange. Each student must meet the criteria established by the Holy Child schools. Schools currently participating in the Exchange Program with Connelly are located in New York, New Jersey, Maryland, England, and Ireland. Applications are available on the Connelly website. Completed applications must be turned in to the Director of Student Life.

### **STUDENT PICTURES**

Cornelia Connelly School publishes pictures taken at the school, and during school activities throughout the year, in our school publications, in local newspapers and magazines, and on our school's Web site and Facebook pages. Cornelia Connelly's Facebook page may only be viewed by friends. Cornelia Connelly School's Fan Page is a public page used to promote the school, its educational programs and events. Photos of the students are watermarked with the school's logo, to prevent duplication. Pictures are taken only with the approval of the Communications Coordinator, and personal information, with the exception of names, will never be used.

***If you do not want Cornelia Connelly School to use photographs containing your daughter's picture for the above purposes, please contact the Communications Office to complete a form expressing your wishes.***

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## **CO-CURRICULAR ACTIVITIES**

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All events and activities sponsored by any class or club must first be approved by the club moderator and then by the Student Council Moderator.

### **CASUAL AND FORMAL DANCES**

Before each dance, students and parents will be asked to sign a dance contract agreeing to abide by our school's policy regarding alcohol and drugs, as well as general rules for attendance and behavior at the dance. Connelly students and guests violating the drug and alcohol policy will be sent home from the dance in the custody of parents or guardians. A student may additionally be suspended or expelled from school. All guests are required to show their student I.D. cards at the door. Students and their guests should act in accordance with the school's Honor Code at all times. Disrespectful or inappropriate dancing and/or behavior are a violation of the social integrity of the community and it will not be accepted. Students and guests should be dressed appropriately in accordance with the event attire. If dances are sponsored by Connelly or jointly with other schools, school regulations are in effect, whether held on or off campus. Students must report to dances no later than the indicated time on the permission slip and must stay until the end of the dance, unless they are picked up by their parent. If a student arrives late or does not check in at the dance, parents will be notified by phone. Additionally, if a student does not attend school for at least half a day, on the day of any dance, she will not be admitted. To attend a dance on the weekend, a student must be present in school on the Friday preceding the dance. Guest passes and special permission forms are required for any guest attending a Tri-School or Connelly event. These forms may require signatures of the administrator of the school which a guest attends. ***Students are responsible for making sure they obtain the required signatures well ahead of time. Admission to a dance may be refused if proper signatures are not obtained.***

### **TRI- SCHOOL: CONNELLY, ROSARY, SERVITE CASUAL DANCE ATTIRE**

It is expected that all young women and men who attend Tri-School activities will treat the host school with respect. This includes respecting one's self by dressing appropriately for all functions. Please read and be mindful of the rules below.

***All Guests are required to bring a school ID.***

***Admission to a dance may be refused if a student does not bring a school ID***

Appropriate clothing in good taste with Catholic Christian values will be acceptable for dances. Students must remember to adhere to the values which are representative of Cornelia Connelly School. If students are dressed inappropriately, they will not be admitted to the dance.

**Headwear:** Headwear is prohibited. This includes but is not limited to knitted caps, hairnets, hats and bandanas. Exceptions are permitted with approval from the administration.

**Outerwear:** **For Females:** Pants, Capri's, no shorts of any length are allowed, unless otherwise specified on the permission slip. Students are allowed to wear jeans. Strapless tops, spaghetti straps and bare midriffs are not permitted. All tops must have sleeves and must cover a female's back up to the top of her shoulder blades. The chest will be completely covered. Sweat suits and pajama bottoms are prohibited. Top wear cannot be torn and must not contain offensive or inappropriate logos, words, or drawings. It must be noted that Connelly free dress policies will be enforced. All outerwear must be size appropriate. Therefore, it cannot be too big, too small, too baggy or too tight. Modest dress according to Catholic Christian values will be enforced.

**For males:** Pants cannot be more than one inch over a student's actual waist size and cannot drag on the ground. No pants with holes or an inseam or outer seam cut from bottom of cuff. Shorts cannot hang any lower than one inch below the knee. Sweat suits and pajama bottoms are prohibited. Shirts must have a collar, cannot be torn and must not contain offensive or inappropriate logos, words or drawings.

**Shoes:** Tennis or sports shoes must be worn at all times. Shoes must have a soft rubber bottom with a closed back and toe. No flip/flops are permitted.

**No GLOW items of any kind may be worn, including paint on clothing or body paint.**

**Dancing:** No "mosh" style, "freaking" or inappropriate dancing will be allowed. If this request is not obeyed, your parents will be contacted, you will be removed from the dance and **your ID card will be confiscated. The ID card will be returned to the student's school. Disciplinary consequences will occur.**

***End of dance: Please be considerate of the fact that the administrators and Activities Directors of each school cannot leave the premises until all students have left. We ask that students make arrangements to be picked up from the dance venue within fifteen minutes after the dance ends.***

***GUEST PASSES ARE AVAILABLE IN THE ACTIVITIES OFFICE.***

By filling out the information guest pass, students understand that their guest must bring his/her ID and respect all rules and regulations for the dance.

All Connelly/Rosary/Servite students are responsible for their guest's actions. Both parties agree to abide by all school and dance policies.

***TRI-SCHOOL: CONNELLY, ROSARY, SERVITE  
FORMAL DANCE ATTIRE***

For all formal dances, dress code guidelines are provided with the permission form. Similar to the guidelines for casual dances, all attire should be respectful and in good taste by Catholic Christian Values. Dresses must be modest and elegant, covering the chest and back, and must be knee length, tea length or floor length. Since these are formal occasions dress code and behavior are held to the highest standard. Additional information will be provided through the Activities Office before the event.

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**LEADERSHIP OPPORTUNITIES**

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**ART CLUB**

The Art Club promotes interest in the Arts within the Connelly community as well as furthering the knowledge and interest in the Arts outside of the Connelly community. Members meet to discuss the Arts, plan trips to notable Art facilities, and organize art-based activities on campus. Members fundraise in order to support underprivileged schools in the Arts programs by providing supplies for students.

**BOOK CLUB**

The Book Club promotes recreational reading among students and serves as an advisory group to the school librarian. Members meet to share and promote their favorite books and choose books to read and discuss together.

### **CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

In order to qualify for membership, a student must earn ten CSF points per semester. Any student who receives a grade lower than a "C" is ineligible for membership. Students who qualify for four semesters starting the second semester in the sophomore year, and including one semester in the senior year will receive the distinction of Seal Bearer. Seniors must be enrolled in a minimum of five courses from the CSF List 1 and List 2 to be eligible for special awards at Graduation.

### **CONNELLY AMBASSADORS**

Directed by the Admissions and Advancement Office, the Connelly Ambassadors serve as official "hostesses" for the school. Ambassadors make visitors to Connelly feel welcome by giving tours, serving as guides, facilitating the shadowing program, as well as supporting all Connelly alumnae events. Ambassadors also make school visits to present information about Connelly. The Connelly ambassadors represent the Koala Spirit to the outside world.

### **CAMPUS MINISTRY TEAM**

The Campus Minister holds meetings once a week with students interested in school ministry to prepare the Masses and other events. Members of the team are expected to plan events and participate in roles such as scripture readers, Eucharistic Ministers, Altar Servers, and various other positions. They are a vital part of the spiritual atmosphere of Cornelia Connelly School.

**CONNELLY CINEMATIC SOCIERY** is dedicated to the appreciation and development of cinema as a premiere art form of the 21st century. Students watch, discuss, and review movies. The primary fundraising event is a bi-yearly television taping where students can see how shows are created. Our philanthropy is the National Film Preservation, and we participate in the selection of the National Film Registry every year.

### **CULTURE CLUB**

The culture club celebrates Connelly's diversity through activities throughout the year. Special performances, dress-up days, and ethnic food sponsored by the club in collaboration with the Foreign Language department. Through fundraisers the club is able to make contributions to community service organizations.

### **GARDEN GUARDIANS**

The Garden Guardians help plant and nurture landscaping in the many gardens on campus. They help students, faculty and visitors learn to recognize and appreciate our plant diversity. They prepare and serve nutritious home or campus grown food at bake sales, provide specimens for science experiments and visual studies for the arts.

### **GEEK SQUAD**

The Geek Squad is a group of tech-savvy students that seek to offer expertise and assistance to students and teachers in the use of technology to facilitate and enhance learning.

### **GIRLS ATHLETIC ASSOCIATION (GAA)**

Members of GAA support Connelly athletics and promote school spirit on campus. Activities sponsored by GAA include the 8th Grade Volleyball Tournament and the Athletic Awards Dinner. Active GAA members can earn letter sweaters/jackets based on game attendance and/or sports participation. GAA strives to serve the school community and to encourage all students to show their spirit both on and off the playing field.

### **HUMAN RIGHTS CLUB**

The Human Rights Club promotes the understanding and respect of all peoples of the world. Within the Human Rights Club, members work with various organizations to create awareness of human rights violations, and gain support to help victims of human rights violations nationally and globally. Members meet to discuss ways to promote Human Rights Day, participate in Global Solidarity Week, fundraise to support less-fortunate communities around the world, encourage the community to become more aware of the struggles other people live through, and try to find ways to help make a difference in the world.

## **LATIN HONORS SOCIETY**

Latin Honors Society encourages and promotes an interest in and an appreciation of the language, literature, and culture of ancient Greece and Rome. Members meet to discuss their understanding of the importance of that culture and its influence on current cultures. In order for a student to be a member, one must be enrolled in Latin I or have completed Latin I. Members of the Latin Honors Society participate in the Southern California Regional Amici Madness and the Certamen Competition. These two events promote the knowledge of Latin grammar, derivatives, Roman Mythology, the classical civilizations, the peoples, and the cultures.

## **MOCK TRIAL**

The Constitutional Rights Foundation of Orange County sponsors Mock Trial. Each year a case is written to allow students to learn firsthand what it is like to prepare and present a legal case before California courts. Professional lawyers volunteer as coaches to help students prepare their case, which is ultimately presented in front of federal and district judges at the Orange County Courthouse in Santa Ana in a competition against other private and public schools from Orange County. Bylaws, the legal system as a whole will become demystified. Students learn to think quickly on their feet, to sharpen acting skills, to develop an ability to think and work as part of a team. Classes are scheduled after school and on weekends. Students are graded on a pass/fail basis.

## **NATIONAL HONOR SOCIETY (NHS)**

### **Membership requirements:**

Membership in the NHS is a faculty-awarded honor based on a clear and consistent pattern of exemplary character, service, leadership, and academic performance. All 10th through 12th grade students who have been at Connelly for at least one semester are eligible. In the spring of each year, students who have a cumulative weighted GPA of 3.7 or above and who are up to date on Connelly Service Hour requirements are invited to complete an application. The NHS faculty council reviews the completed applications, and votes for the students who demonstrate the qualities listed below, to be inducted into the NHS.

**Character:** The consistent demonstration of integrity, maturity, and behavior in accordance with Christian ideals.

**Leadership:** Actively holding offices in school, church, or community organizations as well as demonstrating leadership outside of elected positions.

**Service:** Valuable contributions to the school, church or community through volunteer work.

All faculty members will evaluate eligible students in the areas of Character, Leadership and Service.

### **NHS Appeals Process:**

NHS encourages leadership and strong character, hence, students are expected to take the initiative and speak on their own behalf when seeking an appeal.

- The student seeking an appeal of the decision to deny admission into the National Honor Society (NHS) shall submit to the NHS advisor, within five (5) days after receipt of notice of the admission denial, a written appeal in the form of a business letter.
- The letter should explain why the application should be reconsidered, with specific references to the student's scholarship, leadership, character, and service, qualities that NHS holds as its core principles.
- Within three school days of receipt of a request for admission reconsideration, the NHS advisor will respond to the student to schedule a meeting.
- At this meeting, the advisor will review with the student the Faculty Council's reasoning for the decision – focusing on what requirement (s) the student did not fulfill. The student will be given an opportunity to ask clarifying questions and to prove qualifications through explanation and discussion.
- NOTE: No evidence omitted from the application form originally submitted by the student will be accepted at this time.
- Once all appealing students have met with the advisor, the advisor will submit appeals to the

Faculty Council and Head of School for final decision.

- The student will be informed of the decision within three school days of the final review.

#### **Role of NHS on Campus:**

The students belonging to NHS provide a free tutorial program in all subject areas for Connelly students and also sponsor the Koala Bowl, an academic tournament for sixth, seventh and eighth graders.

#### **OUTDOORS CLUB**

The Outdoors Club strives to bring awareness to the beauty of nature and the need to care for our Earth. The club takes hikes and goes on an annual camping trip to Joshua Tree National Monument. The club also promotes the four R's of Earth Care – Reduce, Re-use, Recycle, and Respect of our natural resources. Members of the club coordinate the recycling program on campus and celebrate Earth Day each April. The club also promotes an interest in understanding the universe through astronomy. Members meet to discuss knowledge of the subject and plan events which help students explore the universe through star-gazing events.

#### **RED CROSS CLUB**

Members of this club work in conjunction with the school community, and the American Red Cross and sponsors the Red Cross Blood Drive annually on campus.

#### **SOCIEDAD HONORARIA HISPÁNICA**

##### **(Spanish National Honor Society)**

Students of the Spanish Honor Society are elected to membership based on their high achievement in Spanish courses and their commitment to promote the Hispanic culture to the school community. Members of the Society have many opportunities to serve and participate in activities that will create a lasting enthusiasm for the Spanish language and the Hispanic culture. All members enrolled in a Spanish course are eligible to apply for scholarships and enter writing contests offered by the Society.

#### **STUDENT COUNCIL AND ASSOCIATED STUDENT BODY**

The Student Council is the governing board of the student body. Members are elected each spring (ninth grade officers in the fall) according to guidelines established in the Constitution of the Associated Student Body. As leaders, each officer seeks to live out the philosophy of the School, bolster school spirit, organize and promote school events and traditions, and act as a liaison among students, faculty, and administration. Student Council members are enrolled in the Student Government Class and receive a letter grade each semester based on their attendance at meetings, participation in and organization of activities and other special assignments.

#### **TRI-SCHOOL THEATRE: Cornelia Connelly School-Rosary Academy-Servite High School**

Tri-School Theatre is an educational theatre ministry that uses the performing arts as a way for students to discover themselves and to nurture their God-given talents through process-oriented training in a Christ centered environment. Tri-School Theatre has been recognized by the Educational Theatre Association, the California State Thespian Organization, The John Raitt Awards for Youth, National Youth Theatre, and the Music & Arts Commendation for Youth Organization for excellence in secondary arts education.

- Students may enroll in year-long “core” classes in performance or technical theatre. Students may also enroll in seven-week “elective” classes over the course of three terms: FALL, WINTER and SPRING. You do not need to be enrolled in a core class in order to take an elective. Classes are non-graded, extra-curricular, and designed to be a fun, social and creative outlet for students to reduce the stress in their lives.

**Course Fees:** *Individual Elective class - \$145 (after July 31<sup>st</sup> - \$155). Year-Long Classes - \$395 (after July 31<sup>st</sup> - \$405).*

- To register for courses, please fill out a registration form/emergency form and mail with payment to Tri-School Theatre, 1952 W. La Palma Ave., Anaheim, CA 92801. All students must have a physical on file with Connelly in order to participate in Tri-School classes and activities. For more information, please call the Tri-School Theatre office at [\(714\) 774-7575 x 1155](tel:7147747575), or visit the Tri-School website at [www.trischool.org](http://www.trischool.org).

- **Productions:** Tri-School Theatre produces three main stage shows, three showcases, and various student-produced projects each year. Participation in the Fall show is only open to students who are enrolled in a year-long or fall class. Participation in the Winter and Spring shows are open to all. All grade levels are welcome in all productions.

**Comedy Sportz:** We have a Comedy Sportz Improvisational Team that competes in matches against other schools. For more information about this program, please visit our website at [www.trischool.org](http://www.trischool.org)

**Cappies Critics:** Cappies is a program in which students become theatre critics and view other high school theatre productions, discuss it amongst each other, and write reviews. Reviews from each selection are then chosen by adult mentors to be printed in the OC Register's Varsity Arts section. For more information about this program, please visit our website at [www.trischool.org](http://www.trischool.org)

### **YEARBOOK**

The yearbook staff assists in the production of the Connelly Yearbook. Students have the opportunity to write, photograph, edit, create art, and learn about graphic design and publishing. All students are encouraged to apply, especially if they have previous visual art experience, writing proficiency, word processing skills and the ability to work diligently to complete assignments in a timely manner. The application process occurs in the spring.

## **TRADITIONS AND CEREMONIES**

### **KOALA FAMILIES**

The entire student body is divided into 'Koala Families' consisting of a senior, junior, sophomore and freshman. Students remain in the same family for all four years with a freshman being added each year after the senior from the family graduates. Several times throughout the school year the 'families' sponsor lunch exchanges, games, and other events to facilitate bonding and camaraderie between upper-class and lower-class women.

### **SPIRIT WEEK**

Spirit Week is held at the beginning of the year to instill school spirit and class unity. Various activities, dress-up days, and pep rallies are planned. On theme day, each class chooses a theme, and attire worn to reflect that theme.

### **BEACH DAY**

Beach Day, the culmination of Spirit Week, helps foster a sense of community on campus. Faculty and students go to the beach together to enjoy the day, exchange lunches, play games, and become better acquainted with one another. Our Foundress Cornelia Connelly was known for her outings to the beach and picnics with students and fellow Holy Child Sisters.

### **SAINT TERESA'S DAY**

Saint Teresa's Day, October 15, commemorates the first time a Mass was celebrated in a Holy Child Convent in 1846. The Connelly Community observes St. Teresa's Day by celebrating Mass and participating in Leadership Day Activities during which seniors take on the role of teachers, administrators and staff for the day. They teach all of the classes for the day and also shadow administrators and staff to get an idea of what each position involves and to assist in some of their jobs.

### **RING CEREMONY**

The Ring Ceremony is among the most treasured and moving traditions at Connelly. On this day, the seniors plan a special ceremony for juniors to receive their class rings. This ceremony welcomes the juniors and celebrates their transition from under-class women to upper-class women.

### **FATHER - DAUGHTER DINNER & DANCE**

This event gives the students an opportunity to share a formal evening of dinner, dancing and entertainment with their fathers or someone who is a father-figure in their lives. The freshman class helps to coordinate this event for the school community.

### **GRANDPARENTS DAY**

Students enjoy spending a day with their Grandparents at school on the Wednesday before Thanksgiving break. Grandparents are special guests for classes, entertainment, refreshments and a Mass.

### **MOTHER-DAUGHTER EVENT**

Mothers and other significant women in the Connelly student's life are invited to join students and other

members of the Connelly Community to spend an afternoon together at a special event.

### **CLASS PLAYS**

Class Plays are held during the spring of each school year and foster class spirit and bonding for each class. Classes select, cast, direct, and produce their own plays to be performed for the student body. Cornelia Connelly began a similar tradition in her first schools. Classes are also responsible for creating their own programs and T-shirts. These dramatic productions develop leadership, friendship, cooperation, and a sense of accomplishment. The plays are critiqued and judged by an impartial panel of experts; trophies are awarded in several categories. Evening performances are held for parents.

### **GLOBAL SOLIDARITY WEEK**

Global Solidarity Week is a culmination of our efforts as a community to promote greater understanding and empathy for people living in poverty around the world. In collaboration with Catholic Relief Services, Cornelia Connelly School works throughout the school year to research, raise awareness, and foster support for a variety of causes such as orphans and vulnerable children, global literacy, human rights, and peace building. During Global Solidarity Week, teachers integrate these causes and the complexities of development work into their lessons and the community as a whole celebrates Global Solidarity with a fair and student run interactive activities.

### **AWARDS DAY**

At the close of the second semester, an awards ceremony is held in recognition of student achievements in all academic subjects, leadership, athletics, and the arts. Prizes are also awarded for the County and State Science Fairs, creative writing competitions and community service. New National Honor Society members are inducted at this time. Special honors such as the Yale Book Award and the Bausch and Lomb Science Medal are also given. Awards Day culminates in the distribution of yearbooks.

### **SENIOR FAMILY EVENT**

This event, held after the Baccalaureate Mass, is a reception hosted by the juniors and their parents for the graduating seniors and their families.

### **BACCALAUREATE MASS**

On the eve of graduation, the seniors, their families, and the faculty gather for a special Mass in honor of the graduating class. Honor chords for students graduating with Summa Cum Laude, Magna Cum Laude and Cum Laude honors are distributed at the end of the Mass and the chords are worn at graduation.

**All seniors are required to attend the Baccalaureate Mass.**

### **GRADUATION**

Graduation is the highlight of every Connelly student's academic career. A formal event, the Commencement Ceremony is held on a June afternoon. Each graduate wears a floor-length white gown and Holy Child medal and carries a bouquet of red roses. Addresses are made by the Student Body President, Senior Class President, and a graduation speaker. Honors and awards, merited by each young woman, are read aloud as acknowledgment of four years of dedication and hard work. **Practice for graduation is held on Tuesday and Wednesday of the week before graduation day. Attendance at the practice sessions is mandatory. Students who do not attend graduation practice will not be permitted to attend Grad Night and will be required to attend school from 8:00 am – 12 pm on the Friday before graduation.**

### **HONORS AND AWARDS AT GRADUATION**

#### **THE SAINT TERESA OF AVILA AWARD**

Recognized for her innovative and authoritative scholarship and her contemplative spirituality, Saint Teresa of Avila, a woman doctor of the church, demonstrated intellectual challenge, as well as the charisma of service and meditation. In the tradition of Saint Teresa, the Religious Studies Department recognizes a student, who has distinguished herself in religious studies throughout her four years at Connelly. Nominations for faculty vote are presented by the Religious Studies Department. The recipient of the St. Teresa of Avila award receives a special plaque and her name is inscribed upon a permanent plaque that is displayed.

#### **JEANNE-MARIE JORDAN MEMORIAL AWARD**

The Jeanne-Marie Jordan Memorial Award was established by Mr. and Mrs. Bernard Jordan in memory of their daughter and is presented to the senior who best exemplifies a spirit of friendliness, dedication to



Connelly, and cooperation with faculty and students.

#### **JACQUELINE VAIL MEMORIAL AWARD**

Jacqueline Vail was a 1982 graduate and an accomplished artist. She died after a long, valiant struggle with Cystic Fibrosis. The award established by her parents Mr. and Mrs. Jack Vail and Sr. Joan, is presented to the senior who has shown extraordinary ability in the arts along with high academic standing.

#### **HIGHEST ACADEMIC AVERAGE AWARD**

An award is given to the student who has achieved the highest cumulative academic average in her four years at Connelly.

#### **CORNELIAN LEADERSHIP AWARD**

Leadership is a gift to be discovered and nurtured. Many Connelly students come to the School with leadership potential, and during their years here experience many opportunities for development and sharing of this gift. This award is granted each year, by faculty vote, to a graduate who has demonstrated outstanding leadership in service to the entire school community.

#### **HEAD OF SCHOOL AWARD**

Each year an award is given at Graduation by the Head of School. Most of the special prizes given to graduates have pre-determined guidelines; the Head of School Award does not. It is an award given by the Head of School for the unique contributions of this graduate to Connelly.

#### **CONNELLY CUP**

The Connelly Cup, Cornelia Connelly School's highest honor, is given to the graduate who best exemplifies the Holy Child ideal in Christian leadership, loyalty, achievement in studies, and dedicated service.

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### **PERSONAL APPEARANCE**

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**Appropriate dress and grooming outwardly manifest a student's inner-self, her priorities and values. Therefore, Cornelia Connelly School views dress and grooming as an important component of the Connelly education of the whole person. The school administration will be the final judge of what is and what is not acceptable regarding school dress.**

#### **PARENTAL RESPONSIBILITY**

*Since the parent/legal guardian is the primary educator of the student, it is strictly the parent's responsibility to ensure that his/her daughter is in correct dress code on a daily basis while on the campus of Cornelia Connelly School and while attending Connelly events. We appreciate parents' help with this part of their daughter's education; dressing for various situations can be very important in life.*

When a student is found to be out of school dress and/or grooming code, that student may be required to change into the correct uniform to meet the appropriate dress code. This student will also be issued an hour detention and may lose free dress/senior privileges.

#### **GROOMING**

Students must be well-groomed, neat, modest, and tastefully attired in a clean, school uniform at all times on campus. **Hair coloring other than normal colors is not permitted.** Uniforms must not be altered in any way including, but not limited to, cutting or marking on. **No visible tattoos or body/face piercing are allowed. Students who come to school with excessive ear piercings, a tongue, lip, eyebrow, nose, or any other face piercing will not be allowed to attend classes until the piercing is removed. Spiky jewelry, bracelets belts etc. are not allowed.**

*For free dress days, clothes must fit appropriately, be clean and in keeping with the guidelines specified.*

#### **UNIFORM**

**All of the following uniform items are to be purchased at:**

*Vicki Marsha Uniforms (www.vickimarsha.com) School Code: CHS1717  
5292 Production Drive, Huntington Beach, CA 92649, (714) 895-6371*

#### **Skirts:**

Plaid pleated skirt or grey pleated skirt

The skirt should be no more than 3 inches above the top of the knee and not rolled at the waist.

#### **Slacks:**

Grey slacks purchased from Vicki Marsha Uniforms.

#### **Tops:**

White, burgundy or navy polo shirts with a Connelly logo.

White blouse purchased from Vicky Marsha (may be worn without blazer on regular uniform days and must be worn with blazer on formal uniform days)

Thermals or other colored shirts **may not** be worn under the polo shirt unless worn in addition to a sweater or sweatshirt. **Layering of shirts is not permitted.**

**Blazer:** Burgundy with Connelly emblem. (Blazer must be worn with a white uniform blouse purchased at Vicky Marsha Uniforms on Formal Uniform Days and special occasions)

**Sweaters:**

- Burgundy, navy, or grey Vicki Marsha sweaters with Connelly logo. (V-neck, crew, cardigan and vest styles)

**Sweatshirts:**

All sweatshirts must have an official Connelly or Tri-School Theatre logo. Approved Connelly athletics/club/organization sweatshirts may also be worn.

**Socks/Tights/Stockings: Socks or toe to waist tights/stockings are required.**

- Socks may be ankle length, crew, or knee highs.
- Socks may be solid color black ,white, navy or grey, **without** colored designs, or writing
- Tights/stockings must be solid color black, navy or grey **without any designs.** *Fish-net stockings and stockings with holes are not permitted.*

**Sweatpants, leggings, or leg warmers are not permitted.**

**Shoes:**

- Closed-toe and closed-heel shoes with a rubber sole must be worn.
- Flip flops, open toed sandals and heels are not permitted. (Seniors may be granted special privileges).
- Rain boots may be worn on days when it is raining or there is rain in the forecast.

**Wearing shoes without socks or tights/stockings is not permitted.**

**Jackets:** Jackets may be worn only in addition to a Connelly sweater and/or Connelly sweatshirt. Jackets must be solid color (Black, navy, grey, white, or maroon) with no writing or logos. Sweatshirt type jackets may not be worn.

**Miscellaneous:** Hats/Caps/bandannas are not allowed unless approved by administration.

**Seniors may be granted special uniform privileges (on non-formal uniform days) approved by Grade Level Coordinators and administration.**

**FORMAL UNIFORM**

- Plaid or grey skirt or grey slacks
- White uniform blouse purchased at Vicky Marsha Uniforms
- A Connelly blazer (must be worn with the white blouse).
- Solid color Black waist-to-toe, tights/stockings.
- ***Clean closed-toed flat black shoes.*** Tennis shoes or sneaker are ***not permitted.***
- Uniform is to be clean and neatly pressed.

**FREE DRESS GUIDELINES**

Free dress privileges for all students are granted on Early Dismissal days. A student in inappropriate dress may be asked to immediately change to meet the correct dress code and a one-hour detention will be issued. Recurring uniform or free dress code violations will result in the loss of free dress privileges.

- Dresses and tops must have sleeves and cover the shoulder, chest, and back, and have a modest neckline
- Dresses and skirts must be three inches above the knee or longer. Avoid tight dresses that ride up with

- every step and are soon much shorter than they are when standing
- Leggings may be worn only with a dress, skirt, or a long top
  - Clothes must not be too tight or revealing.
  - Tank tops may be worn with a sweater or jacket
  - Tops and dresses must be *without logos or writing*
  - Tops must of the appropriate length. Tight-fitting pants worn with a short top are inappropriate
  - Slacks or jeans that fit appropriately, not faded, and without holes may be worn.
  - Denim skirts and sweatpants **are not** permitted
  - Sweaters or jackets **without any logos or writing**
  - Flat, closed-toed shoes.
  - Boots **with a flat heel** may be worn.

*The above dress code is applicable anytime a student is in free dress on campus.*

### **FORMAL FREE DRESS**

Formal free dress is granted for Awards Day, athletic, fine arts and Cheer banquets, or other special occasion and must be *modest and elegant*:

- Free dress rules are in effect.
- Dresses and tops must cover the shoulder, chest, and back, and have a modest neckline
- Dresses and skirts must be three inches above the knee or longer, avoid tight dresses that ride up with every step and are soon much shorter than they are when standing
- Leggings may be worn only with a long top, dress or a skirt
- Please choose something you could use for a job interview in the future.
- In addition, faded jeans or shorts may not be worn on these days.
- Pants must be dress slacks or dark colored jeans.
- Tops must have sleeves or if they are sleeveless, or have spaghetti straps, they must be worn with a sweater or jacket.
- Shoes must be flat and closed toed or flat sandals with a back strap.

*Cornelia Connelly School reserves the right to confiscate any items or possessions that a student may bring to school that violates the school dress code or school rules. Disciplinary consequences will apply.*

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## **BEHAVIORAL PHILOSOPHY**

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Cornelia Connelly School is committed to provide a Christian atmosphere in which the whole person is capable of developing to her highest potential. This atmosphere is reflected in personal attitudes, responsible action, and human relations among students and faculty. Basic to this atmosphere is a sense of trust and mutual concern. Anyone who infringes upon the human rights of another harms herself as well as others. Parents and teachers must administer discipline justly, firmly, and intelligently. Parents and teachers are expected to work together and to be consistent in their discipline of pupils. The following policies and procedures have been established by Cornelia Connelly School in order to help create a Christian atmosphere and to aid the spiritual and character development of the young woman. The administration reserves the right to discipline students for off-campus conduct that is detrimental to the school program at Cornelia Connelly School.

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## **BEHAVIORAL POLICIES AND PROCEDURES**

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### **ATTENDANCE:**

Class participation and attendance are basic to learning. When a student is frequently absent or tardy, she undermines the education of herself and her peers. With a schedule where most courses meet four times in a seven day cycle, frequent absences are especially detrimental. Since the parents/legal guardians are the primary educators, it is their responsibility to have their daughters to school on time for each school day. A student may not take it upon herself to absent herself from school for a day or for a class period. Attendance is routinely taken at the beginning of every class period and then reported to the Registrar's Office. If a student arrives for school after the beginning of the first class, she must come to the Registrar's Office for a late slip prior to going to class and will receive one-half hour detention.

*Please note that:*

*A student who misses more than nine class meetings per semester will receive an F (fail) in that course except under compelling medical or personal reasons. Only absences due to school related activities are excluded for this calculation. The Assistant Head reserves the right to make the final decision in this matter. Additionally, a student who exceeds the nine absences per semester will not be considered for any special Connelly Academic Awards.*

## **ABSENCES AND TARDIES**

*To participate in co-curricular activities on a school day, a student must be in attendance for at least half of the school day prior to the event.*

### **Reasons for Excused Absences and Tardiness**

1. Personal illness (Doctor's note and verification required after three days or more)
2. Quarantine under the direction of a health officer.
3. Personal medical, dental, optometric, or chiropractic services rendered appointment (Requires a doctor's note).
4. For the purpose of attending the funeral services of a member of the immediate family (Limited to one day in the state and 3 days out of state)
5. Personal court appearance (requires verification)
6. Confirmation related activity/retreat
7. Observance of a religious holiday or ceremony. (Recommend three days advance notice in writing).
8. Prior Assistant Head's approval (at Assistant Head's discretion)

### **The following ARE NOT ACCEPTABLE reasons for being absent or tardy from school.**

1. Going to work with a parent or other family member.
2. Absences and tardies due to traffic, carelessness (oversleeping, out-of-gas, shopping, missed bus, personal, working, etc.)
3. **DMV appointments**
4. Going to medical appointments with siblings.
5. Baby-sitting, taking care of other family members.
6. Going on vacation.
7. Personal problems.
8. Non-medical appointments.
9. Waiting for the repair of a car.
10. Attending workshops/community service projects not organized by the school.
11. Any other reason not included in acceptable reasons above.

### **If a student is absent, this procedure is to be followed:**

1. A parent/legal guardian must call the Registrar's Office by 8:00 a.m. at **(714) 776-4640** to report an absence. ***A message may be left at this number at any time.*** The School will verify the student's absence by telephone if a call from the parent/legal guardian has not been made. ***Telephone calls from students are not acceptable. For extended absences for medical or personal reasons the Assistant Head or the Director of Student Life must be contacted.***
2. Connelly School is required to keep on file a note signed by a parent/guardian for every student absence. Upon return to school after an absence, a student must report to the Registrar's Office with a written note from a parent/legal guardian stating the reason for the absence. Students who fail to bring in written note upon return will report to the Director of Student Life and the absence or tardy will be recorded as unexcused.

### **An appropriate note will include:**

- The date (s) of absence
- The student's name
- A specific reason for absence
- A legible parent/guardian signature

2. Connelly School urges that medical appointments be made outside of class time. Upon returning to school, the student must bring a note from the doctor's office to be admitted to class. If permission is not obtained prior to the planned absence and the appropriate note is not received, it will not be considered as an excused absence.
3. Parents are asked to use the utmost discretion in requesting that a student be dismissed before the closing of the school day. Because of the interruption in the student's instructional program caused by such withdrawals, the school reserves the right to review the seriousness of the reason given for the request, and to deny permission if it sees fit.
4. For early dismissals parents are expected to inform the attendance office before the first block of the day of the scheduled early dismissal.

### **CONTAGIOUS CONDITIONS**

Regular attendance is important to academic success; however, there are important reasons for staying home when ill. These guidelines must be enforced for the comfort and safety of all our students. Students who have the following contagious conditions - **chicken pox, conjunctivitis (pink-eye), fever, sore throat/strep throat, vomiting/diarrhea**, should stay home and not return to school until free of symptoms for at least 24 hours *without the help of medication*, or until a doctor sends a note stating that the condition is not contagious and the student has been cleared to come back to school.

**Pediculosis (head lice)** - State law requires that students with this condition be excluded from school. Check with your doctor to get information on treatment and when your child may return to school if this condition is present.

### **TARDIES**

- Students who are late to class during the course of the day, must report to the School Office to obtain a tardy slip before they are admitted to class.
- The first two tardies for each semester will be excused.
- The third tardy results in one-half hour of detention
- Students will receive notification every time they are tardy to a class. The Director of Student Life will determine if a tardy can be excused.
- Students who have received more than three unexcused tardies will be required to meet with the Director of Student Life.
- Recurring tardiness may result in a disciplinary referral being issued, warning a student that if she does not modify her behavior she may be placed on disciplinary probation.

### **DETENTION**

- A detention is given by a member of the faculty to a student who has violated a school policy or is disrespectful in any way.
- Students will receive notification via Edmodo or a detention slip that they have received a detention.
- A detention is a 30-minute (for tardies), or one hour penalty (for dress code violations, disrupting class, littering, etc.) which must be served at a time designated by the Director of Student Life.
- Detentions must be served the week they were received. If a student is not able to serve the detention on time, she must inform the Director of Student Life promptly.
- The Director of Student Life may grant permission to a students to serve their detentions by helping a faculty or staff member on campus, only if they have one hour or more of detention to be served.
- Failure to serve a detention promptly may result in a half hour being added to the total time to be served and the student may be required to attend Saturday School.
- Students must get permission from the Director of Student Life in order to serve their detentions by helping a faculty member on campus.
- Students will be responsible for keeping track of the number of detentions to be served and must check their discipline report on Edline for updates.

## **SATURDAY SCHOOL**

Students are assigned by the Director of Student Life to Saturday School as a disciplinary measure or to serve detentions that are in excess of one hour and are unable to serve the detentions during the school week. The sessions take place in a classroom from 8 a.m. until 12:00 noon. For Saturday School, students will be in study hall and allowed to read or do homework in a classroom. The guidelines which govern Saturday School at Cornelia Connelly School, follow:

- ◆ Attendance is taken at 8:00 a.m. Students will not be admitted if they are late.
- ◆ A student may not leave the classroom without permission from the proctor.
- ◆ Students are to work independently and quietly. Students must work on school related material only. Students must bring all required books with them. Locker rooms will not be accessible during Saturday School.
- ◆ Students are expected to keep the classroom clean and to leave the desks in order when the session is complete.
- ◆ In the event of a major emergency such as fire or earthquake, students should follow emergency procedures as stipulated on page 8 in the Student/Parent Hand book.
- ◆ If a student does not attend Saturday School, an hour will be added to their time for the following month and they will not be allowed to attend any co-curricular activities until they have served their Saturday School. A disciplinary referral may be issued.

## **LEAVING SCHOOL GROUNDS**

Students are not allowed to leave the school grounds once they have arrived at school nor leave before the dismissal bell rings. Students are not allowed to be in the parking lot without permission. Students who have permission to leave before the dismissal bell rings must notify the School Office, sign out, and sign in if returning. Failure to do so will be considered truancy and the student may face suspension and/or disciplinary probation.

## **FAILURE TO ATTEND CLASS**

If a student fails to attend a class (including early bird) or advisee period, the student will be given a one-hour detention. Repeated offenses will justify further disciplinary measures.

## **RESPECT FOR PROPERTY**

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and the grounds for proper disposal of trash. Marking or defacing school property are serious offences and will result in serious disciplinary action.

## **PROHIBITED PERSONAL ITEMS**

For the safety and consideration of students, faculty, and staff, students should not have in their possession any materials that could be harmful to her or others on campus or at school-related events.

- Pets or animals are not allowed.
- Scooters and skateboards, are not permitted.

### **The following items are never allowed:**

- Weapons or dangerous instruments of any kind
- Anything that resembles a weapon of any kind
- Knives or folding knives with a blade that locks into place
- Chemicals or containers with inflammable fluids
- Laser pointers
- *Any item deemed dangerous that does not appear on the above list.*

*Possession of any prohibited items may result in suspension or expulsion.*

## **HARASSMENT**

Cornelia Connelly School is committed to maintaining a learning environment that is free from harassment in any form. Harassment of any student or employee by any other student, teacher, administrator, or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action, up to and including expulsion.

### **Definition of Harassment**

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, gender or religion.

### **Confidentiality**

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.

### **Retaliation**

The School forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.

### **Examples of Harassment**

Harassment includes, but is not limited to, the following examples:

**Sexual:** Sexually demeaning comments, statements, questions, slurs, jokes, Anecdotes, epithets or unwelcome touching;

**Verbal:** Comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin or physical ability;

**Written:** Letters, notes, or invitations (electronic or on paper) which are suggestive or hostile;

**Physical:** Unwanted touching, contact, assault, deliberate, impeding or blocking movements, or any intimidating interference with normal study or movement;

**Visual:** Leering, gesture, display of suggestive objects, pictures, cartoons, posters or drawings (electronic or on paper);

**Environmental:** Detrimental atmosphere in which a person (s) is made to feel uncomfortable through the presence and/or actions of others in the room.

### **Complaint Procedure**

- a. Students, employees, or volunteers who feel aggrieved because of conduct that may constitute harassment, depending on the severity of the conduct, may directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances (especially for students) it may be better to directly contact an adult such as those listed below.
- b. Students must direct their complaint to their parents or to a school counselor, Head of School, Assistant Head, Director of Student Life, or teacher. If a student feels uncomfortable speaking to adults of the opposite gender, they may request that a same gender adult be present. Such a person has been designated to assist in resolving the complaint and is bound by the highest degree of sensitivity, concern, professionalism and confidentiality.
- c. The designee receiving the complaint will follow the School's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and School requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

### **USE OF THE INTERNET OUTSIDE OF SCHOOL**

Connelly does not actively monitor home use of technology. Students and their parents are primarily responsible for the appropriate and ethical use of technology in the home. However, inappropriate use of technology off campus and outside school hours may subject a student to consequences. Inappropriate use includes harassment, use of school name or pictures/videos taken at school, remarks directed to or about teachers or students, offensive communications, and safety threats.

### **OFF CAMPUS SOCIAL EVENTS**

Cornelia Connelly School does not sponsor, oversee, or in any way control parties or social events at private residences. School-sanctioned events are specifically identified in the Student Parent Handbook or are identified as such in written notices and permission slips generated and distributed prior to the event. Enrollment signifies that you hereby release Cornelia Connelly School, their employees from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private

residences or from attendance at functions not sponsored by Cornelia Connelly School. Students engaged in conduct that is contrary to the mission and philosophy of Cornelia Connelly School will be subject to disciplinary action regardless of whether the conduct occurred at a school-sanctioned event.

## **DEFINITION OF TERMS, GROUNDS AND PROCEDURES**

### **DISCIPLINARY REFERRAL**

A disciplinary referral is used to document a more serious discipline problem. The Director of Student Life will complete a Discipline Referral form. A copy will be given to student/parent and a copy will be placed in the student's file.

### **DISCIPLINARY PROBATION**

Disciplinary probation is a condition placed on students who are being permitted to redeem misconduct through a trial period. The Director of Student Life in consultation with the Assistant Head will determine the terms of the probation. A letter outlining the terms and conditions of the probation will be written by the Director of student Life, signed by the student, and by the parents/legal guardians. During the term, student's participation in activities and receipt of school privileges including but not limited to student council, cheerleading, sports teams, theater, Washington D.C. Close-Up trip, trips abroad, club activities, dances, senior privileges, and other activities as indicated may be terminated.

### **SUSPENSION**

The 2 types of suspension are as follows:

#### **1. In-School Suspension**

- A parent conference with The Director of Student Life will be scheduled.
- A suspension form will be issued to the student. It will be signed by the student and the parent/legal guardian and returned to the Director of Student Life.
- The student will report directly to the Director of Student Life at 8:00 a.m. on the day of the suspension and will remain in suspension until the end of the last class of the day. The student will do her class work during this time

#### **2. At-Home Suspension**

- A parent conference with the Director of Student Life will be scheduled.
- A suspension form will be issued to the student. It will be signed by the student and the parent/legal guardian and returned the Director of Student Life. A parent/legal guardian will be asked to supervise the study schedule of the student at home. The student may not be permitted to make up any missed assignments, presentations, quizzes or exams. The following offenses are considered serious obstacles to the educational goals of the school and therefore require sanctions. An individual incident will lead to one or more of the following disciplinary measures: Disciplinary Referral, Disciplinary Probation or Suspension. Repeated offenses or a single occurrence in special circumstances can lead to expulsion.

1. Habitual truancy.
2. Unexcused absence.
3. Disregard of school rules or rules at school sponsored dances, field trips or any school related activity on or off campus.
4. Leaving campus without permission, and/or without signing out in the School Office.
5. Forging or using forged notes or excuses.
6. Smoking on campus or at a school-related activity.
7. Theft.
8. Repeated violation of the Honor Code
9. Repeated violation of uniform code.
10. Repeated tardiness.



11. Cheating or plagiarism.
12. Harassment/active ill will.
13. Vulgar/obscene language.
14. Violation of the Internet User and iPad user agreements.

**EXPULSION**

Cornelia Connelly School intends to carry out its educational programs in an atmosphere of harmony and well-being among its faculty and students. If a student engages in a form of behavior, on or off-campus, that seriously threatens the well-being and educational goals of this school, such behavior may be the cause for her immediate expulsion from the school without warning.

- A parent conference will be called by the Head of School. Parents will be reminded of the school rules to which they agreed when they enrolled their daughter.
- If it is possible and reasonable to help the parents with a referral or placement in another school, this service will be given.

The following offenses, if committed by a student while under the jurisdiction of the school, either at school or at a school-related activity, before or during a school function, on or off-campus at any time, may be reason for such expulsion:

1. The use, sale, distribution, or possession of any alcoholic beverages.
2. Association with, including being in the presence of, individuals who are using alcohol, narcotics, or any illegal substance.
3. The use of steroids and other performance enhancing supplements.
4. The use, sale, distribution, or possession of narcotics, dangerous drugs, or other harmful substances.
5. The possession, use or sale of any weapon deemed dangerous or life-threatening.
6. Willfully defacing in any way any property, real or personal, belonging to the school.
7. Habitual truancy.
8. Theft.
9. Assault or battery, or any threat of force or violence directed toward any school personnel or student, or their property.
10. Stealing.
11. Cheating or plagiarism.
12. Harassment/active ill will.
13. Repeated violation of the Honor Code.
14. Violation of the Internet User and iPad user agreements.

**DISCLOSURE POLICIES OF STUDENT DISCIPLINARY  
INFORMATION**

**Behavioral procedures:** Behavioral issues at Cornelia Connelly School is regarded as part of the educational process and, normally, an internal matter. Any violation of school policy, whether related to academic misconduct or behavioral misconduct, remains confidential. Nevertheless certain choices that students make have consequences that reach beyond our walls. Violent or criminal actions, may be reported as appropriate to the proper authorities and as requested to universities/colleges.

**CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF  
CORNELIA CONNELLY SCHOOL OF THE HOLY CHILD**

**Anaheim, California**

**PREAMBLE:**

We, the students of Cornelia Connelly School of the Holy Child, in order to develop and pursue individual responsibility, Christian ideals, leadership and service, to maintain the highest standards of honor and integrity, to encourage active cooperation and interest in the government of the school and to form an

official body to express the opinions of the students in school matters, do hereby establish this Constitution for the students of Cornelia Connelly School.

### **ARTICLE I**

All students attending Cornelia Connelly School of the Holy Child shall, upon enrollment, be members of the Associated Student Body. Elected Students will serve as Student Council Officers for one academic year.

### **ARTICLE II**

Section 1 Subject to and in cooperation with the Administration of the school, all legislative power granted herein shall be vested in the Student Council. The Student Council shall consist of the ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer, ASB Historian, two ASB Interschool Representatives, ASB Commissioner of Activities, ASB Commissioner of Publicity, ASB Commissioner of Service and three officers from each class. The term of office for a member of the Student Council shall run from the last day of senior classes in the year elected to the last day of senior classes in the year of their term. A member of the Student Council may resign her office by submitting a letter of intent to the ASB President. When an ASB or class office becomes vacant, the ASB President may appoint a replacement to fill the vacancy, subject to approval by a vote of the Student Council and Student Council Moderator.

A candidate of the office of ASB President or ASB Vice-President must be a senior. A candidate for the office of ASB Secretary or ASB Treasurer must be a junior or senior. A candidate for ASB Interschool Representative must be a junior or senior; a Commissioner of Activities, Publicity, Service, and ASB Historian may be a sophomore, junior, or senior. A candidate for the office of ASB President, Vice-President, Secretary and Treasurer must have served on the Student Council for two or more semesters prior to her candidacy. Candidates for the office of Interschool Representatives must have at least one-year valid experience on Homecoming Committee. In the event that there are no candidates who meet the above qualifications, these rules may be suspended.

Class officers must be representatives of their respective classes.

Section 2 The moderator of the Student Council shall be a member of the faculty, chosen by the administration.

Section 3 The Student Council and ASB Officers are enrolled in the Student Government class and will meet on a regular basis. Meeting time and place will be agreed upon by the ASB President, moderator and the Administration. Special meetings outside of the regular meeting time may be called by the ASB President with approval of the moderator.

All officers receive a letter grade for their involvement in this class; therefore attendance at meetings and activities is mandatory for all Student Council members. Permission to miss a meeting or activity must be secured in advance from an ASB officer and the moderator. Failure to be present at three or more meetings or activities shall result in a conference involving the ASB officers and the moderator. Removal from the Student Council may result from a fifth unexcused absence. If a student is placed on academic/disciplinary probation while in office, the officer may be suspended or removed from office.

Section 4 A quorum shall consist of three-fourths of the total membership of the Student Council, of which at least two ASB officers must be present. Each member of the Student Council will be accorded with a single vote. Approval of measures shall require fifty percent of the total votes cast plus one vote. The moderator may vote only to break a tie.

### **ARTICLE III**

Section 1 The executive power shall be vested in the office of ASB President. She will act as chief executive of the Student Council presiding over the ASB meetings and school assemblies. She will also preside over meetings of the Associated Student Body and school assemblies. Additional duties of the Student Council President include:

- Act as a representative of the school in activities outside the school
- Act as a liaison with faculty and administration
- Coordinate activities
- Prepare the agendas for meetings
- Delegate and assign duties as necessary.

Section 2 The ASB Vice-President shall in the absence of the President perform those duties necessary and proper to maintain the functions of Student Council. Additional duties of the ASB Vice-President include:

- Oversee ASB and class elections
- Assign freshman to families
- Maintain the Student Council calendar
- Preside over Club Council
- Serve as a liaison between Student Council and the clubs
- Publicize club activities at Student Council meetings.

Section 3 The duties of the ASB Secretary include:

- Record minutes of meetings
- Maintain records, books and council files
- Maintain the announcement bulletin boards
- Records responsibilities and duties assigned by the ASB President
- Write school invitations and thank-you notes

Section 4 The duties of the ASB Treasurer include:

- Collect money and prepare deposits
- Chair fund-raisers
- Prepare and present regular budget reports.

Section 5 The duties of the ASB Interschool Representatives include:

- Plan activities for the Tri-School community with Servite and Rosary
- Attend any meetings necessary for planning
- Report to the President and Council about Tri-School planning
- Promote and publicize Tri-School events to the Student Body.

Section 6 The duties of the ASB Commissioner of Activities include:

- Plan and implement holiday-related activities
- Plan and execute pep rallies and spirit activities with the cheerleaders.

Section 7 The duties of the ASB Commissioner of Publicity include:

- Promote and publicize all ASB activities at Connelly. Along with the ASB Secretary, maintain all bulletin boards on campus.
- Assist admissions office in planning and implementing Connelly promotional activities.

Section 8 The duties of the ASB Commissioner of Service include:

- Organize and coordinate all campus service events that can be completed during break or advisee time that can be done by a class or in families
- Coordinate an event per quarter for each branch of school service
- Promote environmental awareness through activities for Earth Day
- Assist the moderator of the Garden Guardians Club as needed

Section 9 The duties of the ASB Historian include maintaining a record of all ASB sponsored activities with photographs, videos, and descriptions

- Making videos of activities during Monday morning assembly at least once a month
- Assisting the commissioner of publicity in advertising and promoting ASB sponsored activities and maintain current information on bulletin boards and social media

Section 10 The duties of a class president include:

- Call and preside over class meetings
- Organize class events in cooperation with the administration and/or class moderator
- Act as a representatives for outside class functions.

Section 11 The duties of a class vice-president include:

- Assist the class president and assume her duties upon absence
- Head class publicity.

Section 12 The duties of the class secretary/treasurer be:

- Record minutes of class meetings
- Serve as a financial officer of the class
- Assist the class president in any class activities.
- Write class invitations and thank-you notes.

## **ARTICLE IV**

Section 1 Each approved club shall elect one representative to the Club Council.

Section 2 The duties of a club representative shall include:

- Serve as a liaison between the Club Council, Student Council, and her club
- Publicize club activities at Club Council, Student Council meetings and also in the daily announcements.

Section 3 An approved club shall meet the following criteria:

- Membership must consist of at least eight active members including officers
- Regular meetings must be held according to the days scheduled throughout the entire school year
- Club must have at least two officers, one of which will be an executive officer and the other will be a financial officer
- A moderator who is on the faculty or the administration
- Constitution or by-law must be filed with the Student Council moderator and the ASB Vice-President before Club Rush.

Section 4 Any student who wishes to form a new club may do so by securing the appropriate form from the Student Council moderator. Upon filing of the form the proposed club may begin operation for a probationary period. When the probation is completed, the Student Council will vote to approve the club.

Section 5 When a club representative position becomes vacant, the club members shall select a club officer or member to fill the vacancy.

Section 6 A club that wishes to dissolve may do so by means of a letter signed by the executive officers of the club and the club's moderator stating the reasons for such a dissolution. The club representative to the Student Council may elect to resign her position on the council, or complete her term as a full member.

Section 7 Club Representatives shall meet once a month on the designated day chosen by the ASB Vice - President. They must also meet once a quarter with the Student Council.

## **ARTICLE V**

Section 1 Elections for ASB and class officers shall take place in the spring of the preceding year. The ASB Vice-President shall set the dates for elections in cooperation with the administration.

Section 2 To declare herself a nominee for an ASB office, a candidate must complete an application provided by the moderator. This should include the signatures of the Assistant Head and the Director of Student Life stating that the candidate is not currently on Academic Probation and is in good Disciplinary standing. No candidate may run unopposed. A candidate must sign an affidavit stating she has read and understands the ASB Constitution and understands that officers may not hold any other club office simultaneously. Current Associated Student Body members will then interview the candidate. Connelly ASB and Student Council Candidates, at the time of the application process, must have a GPA of at least 2.0 and must be in good disciplinary and academic standing. The Candidate also must be registered for the upcoming school year and their tuition and fees account must be current. Upon review and approval by the faculty and administration, the candidate's name will be placed on the ballot.

Section 3 Elections for ASB officers shall be conducted by secret ballot. ASB members may cast one vote per office. If fewer than three-fourths of the total ASB membership cast ballots, the election shall be declared null and void. If a ballot shows two or more votes cast for the same office, that portion of the ballot shall be null and void. If a ballot shows two or more votes cast for all ASB officers, the entire ballot becomes null and void. If the number of ballots exceeds the membership of the ASB, the election is void. Voided elections must be rescheduled within one week.

Section 4 To declare herself a nominee for a class office, a candidate must complete an application form provided by the moderator. This should include the signatures of the Assistant Head and the Director of Student Life stating that the candidate is not currently on Academic Probation and is in good Disciplinary standing. A candidate must sign an affidavit stating that she has read and understands the ASB constitution and understands that an officer cannot hold a club office simultaneously. Current student council members will then interview the candidate. Upon approval by the faculty and administration, the candidate's name will be placed on the ballot.

## **ELECTION RULES**

Section 5 Elections for class officers shall be conducted by secret ballot. All class members may cast one vote per office. If fewer than three-fourths of the total membership of the class cast ballots, the elections shall be declared null and void. The candidate who receives fifty percent of the votes cast plus one vote shall be declared the winner. If a ballot shows two or more votes cast for the same office, that portion of the ballot shall be null and void. If a ballot shows two or more votes cast for all class offices, the entire ballot becomes null and void. If the number of ballots cast exceeds the membership of the class the election is void. Voided elections must be rescheduled within one week.

Section 6 Freshman class elections must be held no sooner than three weeks and no later than eight weeks after the beginning of the school year.

Section 7 Candidates must follow campaign rules promulgated by the ASB Vice-President and approved by the moderator. Violation of said rules shall be grounds for disqualification.

Section 8 In all elections, should no candidate receive fifty percent plus one of the votes cast, a run-off shall be held between the two candidates with the highest vote totals. Such a runoff must be held within one week of the original election. Exception for Interschool Representatives.

Section 9 Candidates for any ASB or class office must qualify for candidacy on the day the petitions are available. Grades, community service, behavior, and all financial obligations with the school must be up to par according to specifications outlined on the petition form. **Students will not be allowed to hold a hearing to petition for candidacy.**

#### ARTICLE VI

Section 1 Proposals to amend this Constitution shall be presented to the Student Council and the faculty. A two-thirds vote by the Student Council and a majority vote by the faculty will adopt the proposed amendment.

Section 2 Failure to adhere to the provisions of this Constitution and/or published rules of the school will result in a disciplinary hearing where each case will be looked at individually. A committee composed of the Head of the School, Student Council moderator, and the ASB officers shall conduct the hearing and recommend a course of action.

#### ARTICLE VII

The ratification of **three-fourths** of the Student Council, the Student Council moderator, Director of Student Activities, and Head of the School shall be sufficient for the establishment of this Constitution.

#### STUDENT COUNCIL 2015 – 2016

ASB President . . . . . Mireille Codjia  
ASB Vice-President. . . . . Amy Lee  
ASB Secretary . . . . . Emma Pearson  
ASB Treasurer . . . . . Stephanie Gonzalez  
ASB Historian . . . . . Hanna Adams and Erin Wolfe  
ASB Inter-School Representatives. . . . . Kathryn Krebs and Tala Othman  
ASB Commissioner of Activities . . . . . Melody Vallejos  
ASB Commissioner of Publicity. . . . . Katsya Kennedy  
ASB Commissioner of Service. . . . . Katherine Meland  
Senior President . . . . . Aneet Sidhu  
Senior Vice-President . . . . . Natalie Smailey  
Senior Secretary/Treasurer . . . . . Elizabeth Craig  
Junior President . . . . . Kaycee Greene  
Junior Vice-President . . . . . Nabeeha Khan  
Junior Secretary/Treasurer. . . . . Miranda Arendt

Sophomore President . . . . . Tiffany Lubrino  
 Sophomore Vice-President . . . . . Anna de la Rosa  
 Sophomore Secretary/Treasurer . . . . . Christina Tomas

*Ninth Grade elections take place in September.*

**Cornelia Connelly School Network and Internet**

**Student Acceptable Use Policy**

Cornelia Connelly School is offering Internet access for student use. This document contains the Acceptable Use Policy for student use of the Cornelia Connelly School Network and Internet. Here in referred to as **CCSNI**. For the purposes of this policy, **CCSNI** includes both the local internal wired / wireless networks and the external global network (Internet).

A. Educational Purpose

1. **CCSNI** has been established for educational purposes. **CCSNI** has not been established as a public access service or a public forum. Cornelia Connelly School has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Parent / Student Handbook, and the law in your use of **CCSNI**. **CCSNI** is for school related use only.
2. You may not use **CCSNI** for commercial purposes. You may not offer, provide, or purchase products or services through **CCSNI**.
3. You may not use **CCSNI** for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Unacceptable Uses

The following uses of **CCSNI** are considered unacceptable:

**1. Personal Safety**

- a. You will not post personal contact information about yourself or other people. The only exception is application to and correspondence with colleges is allowed. Personal contact information includes your address, telephone, school address, work address, credit card number, etc.
- b. You will agree not to meet with someone you have met on-line.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

**2. Illegal Activities**

- a. You will not attempt to gain unauthorized access to **CCSNI** or to any other computer system through **CCSNI**, or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use **CCSNI** for commercial purposes. You may not offer, provide, or purchase products or services through **CCSNI**.
- d. You will not use **CCSNI** to engage in any illegal act.
- e. You will not use **CCSNI** to engage in any online games.
- f. You will not download or install any programs on **CCSNI**. This includes any software programs you bring from home and any online software such as AOL.

**Illegal Activities Continued**

- g. You will not use any instant messaging software such as MSN Messenger or AOL Instant Messenger.
- h. You will not use **CCSNI** to engage in chat room activity.

**3. System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide your password to another person.

- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems. This may be construed as an illegal attempt to gain access.
  - c. You will avoid the inadvertent spread of computer viruses by following virus protection procedures. If the Anti-Virus software detects a virus, and the software is unable to safely inoculate the infected file, you will immediately notify the teacher or system administrator and discontinue use of the infected floppy disk.
4. **Inappropriate Language**
- a. You will not use inappropriate or disrespectful language in public and private messages.
  - b. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
  - d. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. **Respect for Privacy**
- a. You will not repost or edit a message that was sent to you privately without permission of the person who sent you the message.
  - b. You will not post private information about another person.
6. **Respecting Resource Limits**
- a. You will use **CCSNI** only for educational and career development activities. There is no limit on use for education and career development activities.
  - b. You will not download files or install programs without the prior approval of your teacher or system administrator.
  - c. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
7. **Plagiarism and Copyright Infringement**
- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas, writings, images, or photographs of others and presenting them as if they were your own.
8. **Inappropriate Access to Material**
- a. You will not use **CCSNI** to access material that is profane, obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
  - b. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. **CCSNI** fully expects that you will follow your parent’s instructions in this matter.
  - c. **All Internet usage is automatically logged and individual network accounts may be audited at any time by Cornelia Connelly School.**
8. **Limitation of Liability**  
Cornelia Connelly School makes no guarantee that the functions or the services provided by or through the **CCSNI** system will be error-free or without defect. Cornelia Connelly School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Cornelia Connelly School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Cornelia Connelly School will not be responsible for financial obligations arising through the unauthorized use of the system.

### **iPad User Agreement**

#### **Information, Policies, and Procedures for the authorized use of iPads**

##### **Purpose**

Technological resources, including iPads, at Cornelia Connelly School, are integrated in instruction to provide each student with the tools and resources essential to the 21<sup>st</sup> Century Learner. Connelly’s commitment to excellence in preparing each student for the future requires increasing access to technology. The iPad will help foster student engagement; enhancement of instruction; and integration of online resources. The dynamic interaction of students and teacher will not be diminished in any way. The Philosophy, Mission, and Goals, of Cornelia Connelly School direct the focus of the educational program.

The following information, policies, and procedures are intended to assure that all who use iPads to do so in a responsible, ethical, and legal manner at all times.

### **Acceptable Use**

The use of Cornelia Connelly School's technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions outlined in this policy, privileges may be terminated, access to school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Cornelia Connelly School Network and Internet Student Acceptable Use Policy as well as the Student/Parent Handbook shall be applied to student infractions.

### **Expectations:**

- The iPad is for educational purposes only and its use may be monitored by the school. A student may be selected at random to make iPad available for inspection. All users must follow this policy and the Cornelia Connelly School Network and Internet Student Acceptable Use Policy found in the Student/Parent Handbook. *Teachers may set additional requirements for use in the classroom.*
- Each student is responsible for bringing her own iPad to all classes, unless specifically instructed not to do so by her teacher.
- If a student leaves her iPad at home, she is responsible for getting the course work completed as if she had her iPad present.
- Each student is responsible for keeping her iPad charged for school each day. A fee will be assessed for charging the iPad on campus.
- Each student is responsible for all care and safekeeping of her iPad.
- If a student's iPad is lost, stolen, or damaged, she will be personally responsible for all costs associated with its repair or replacement.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- It is recommended that each student keep her iPad in a protective case at all times.
- In the event of damage or theft of an iPad within the school environment, it must be reported immediately to the Dean of Students.
- iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad.
- Each student is responsible for backing up all data on her iPad.  
It is strongly recommended that Parents closely monitor their daughter's use of the internet while on a home network using the iPad.
- It is strongly recommended that parents and daughter agree that siblings and friends not have use of the iPad.
- Students and parents acknowledge that Cornelia Connelly School may search a student's iPad at any time to verify contents if deemed necessary to do so.
- Students are responsible for understanding and adhering to all copyright requirements related to digital media and use of the iPad.
- Any viewing, sharing or transmission of iPad material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with the mission and philosophy of Cornelia Connelly School is strictly prohibited.
- This iPad User Agreement applies to Cornelia Connelly School students at all times, whether or not the students are on campus.
- Students and parents agree that any inappropriate use of the iPad will result in school discipline that may include suspension or expulsion. Inappropriate use includes, but is not limited to, the following:
  - Visiting inappropriate websites
  - Sending inappropriate emails/messages
  - Possessing inappropriate pictures and/or media files
  - Cheating
  - Accessing unapproved apps during school hours or for school related activities



- Recording or taking pictures of faculty, staff or students on or off campus without their permission
- When using their iPads students must carefully consider whether their electronic communications and other iPad uses are regarded as offensive, hurtful, or otherwise inappropriate by others.

*Violations of any part of this iPad User Agreement or the Cornelia Connelly School Network and Internet Student Acceptable Use Policy may result in disciplinary action up to and including suspension or expulsion. When applicable, law enforcement agencies may be involved*

**CONNELLY ALMA MATER**

*Proudly joined by joy and tears,*

*Friends forever through the years,*

*Learning to care with freedom to share,*

*This is the gift of Connelly.*

*Cornelia Connelly, proud we will always be*

*Bound in God's unity, here at Connelly.*

*Cornelia Connelly, proud we will always be*

*Bound in God's unity, here at Connelly.*

