



St. Francis Catholic High School  
Student-Parent Handbook

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## Contents

<b>School Contact Information</b>	<b>6</b>
<b>Dear Parents and Students</b>	<b>7</b>
<b>Mission Statement</b>	<b>7</b>
<b>Philosophy of St. Francis Catholic High School</b>	<b>7</b>
<b>Integral Student Outcomes (ISOs)</b>	<b>7</b>
<b>Admission Policies</b>	<b>8</b>
<b>Financial Policies</b>	<b>8</b>
Registration . . . . .	9
Transfer Students . . . . .	9
Delinquent Accounts . . . . .	9
Tuition Refunds . . . . .	9
Financial Aid . . . . .	9
Minimum Requirements Contract for Students receiving Financial Aid . . . . .	9
Damaged Equipment . . . . .	10
Parent Service Hours . . . . .	10
<b>Fundraising Events &amp; Activities</b>	<b>10</b>
St. Francis Fund (Annual Fund) . . . . .	11
Thankful Thursday (Day of Giving) . . . . .	11
Community and Fundraising Events . . . . .	11
Revelry Gala & Auction . . . . .	11
Hands Up for Troubies (Fund-a-Need) . . . . .	11
Crab Feed . . . . .	11
St. Francis Community Celebration . . . . .	12
Alumnae Relations . . . . .	12
Parent Organizations . . . . .	12
Parents’ Guild . . . . .	12
Booster Club . . . . .	12
Patrons of the Arts . . . . .	12
Dad’s Club . . . . .	12
Service of Alcohol at Parent Events . . . . .	13
<b>Student Activities</b>	<b>13</b>
<b>Campus Ministry</b>	<b>13</b>
Prayer . . . . .	14
Retreats . . . . .	14
Registration, Fees & Refunds . . . . .	14
Christian Service . . . . .	15
Core Programs . . . . .	15
Christian Service Requirement . . . . .	15
Charity Drives and Collections . . . . .	16
Campus Life Center . . . . .	16

<b>Student/Parent Code of Conduct</b>	<b>16</b>
<b>Honor Code</b>	<b>17</b>
<b>Academic Policies</b>	<b>18</b>
Grading System . . . . .	18
Credit Requirements . . . . .	18
Report Cards . . . . .	19
Course Scheduling Policy . . . . .	19
Retaking A Course Policy . . . . .	19
P.E. Policy . . . . .	20
Honors and Advanced Placement Policy . . . . .	20
Advanced Placement Exams . . . . .	20
Make-Up Work/Test Policy . . . . .	20
Final Exams . . . . .	21
Senior Finals Policy . . . . .	21
Transfers Prior to Final Exams . . . . .	21
Accommodations for Students in Crisis . . . . .	21
Incomplete Grades . . . . .	21
Courses Taken at Other Academic Institutions . . . . .	22
Concurrent Enrollment Policy . . . . .	22
Graduation/Diplomas . . . . .	22
Christian Service Graduation Requirement . . . . .	23
Graduating Seniors – Christian Service . . . . .	23
Academic Communication . . . . .	23
Academic Probation . . . . .	24
Academic Grievance . . . . .	24
Transcripts . . . . .	24
Access to Student Files . . . . .	24
Withdrawal from School . . . . .	25
<b>Guidance</b>	<b>25</b>
Department Philosophy . . . . .	25
Academic Guidance . . . . .	25
Learning Resources . . . . .	25
Formal Education Plan . . . . .	25
Testing and Assessment Opportunities . . . . .	26
College/Career Guidance . . . . .	26
Confidentiality . . . . .	26
<b>Athletic Program</b>	<b>26</b>
Athletic Opportunities . . . . .	26
Eligibility Rules and Regulations . . . . .	27
Sportsmanship – Negative Commentary . . . . .	27
CIF Sac-Joaquin Section Sportsmanship Resolution – Code of Ethics . . . . .	28
Commitment of Athletes . . . . .	28
Contract P.E. Agreement . . . . .	28
Physical . . . . .	29
Return to Participation Policy . . . . .	29
Bylaw 524 Agreement for Student-Athlete and Parent/Guardian . . . . .	29

Concussion Information for Parents, Student-Athlete and General Students . . . . .	30
Uniform, Equipment, Evaluations and Financial Responsibility . . . . .	30
Participation on Non-School Teams and use of Non-School Coaches . . . . .	30
Cuts and Tryouts . . . . .	30
School Holidays and Practices and Games . . . . .	31
Senior Night Recognition . . . . .	31
Important NCAA Rules . . . . .	31
Student Insurance . . . . .	31
Directions to Schools . . . . .	31
<b>Technology</b>	<b>31</b>
Acceptable Use Policy . . . . .	31
Chromebook Loaner Program . . . . .	33
Monitoring . . . . .	34
Disclaimer . . . . .	34
Personal Computers/Non-SFHS Wifi-Enabled Devices . . . . .	34
<b>Student Behavior</b>	<b>34</b>
Expectations of Student Behavior . . . . .	34
Attendance . . . . .	35
Mandatory Attendance . . . . .	35
Parents Who Are Out of Town . . . . .	36
Absence . . . . .	36
School-Excused Absence . . . . .	37
Attendance Requirements For School-Related Events . . . . .	37
Absence – Ill Student on Campus . . . . .	37
Absence – Cuts . . . . .	37
Truancy . . . . .	37
Wellness Counseling . . . . .	37
Mandated Students . . . . .	38
Return to School: Re-Entry Meeting . . . . .	38
Absences Loss of Credit . . . . .	38
Attendance Credit Loss Appeal . . . . .	39
Extended Absences Due To Illness/Family Emergencies . . . . .	39
Extended Absences and Homework Requests . . . . .	39
Early Dismissal During Last Block of the Day . . . . .	39
Tardiness . . . . .	39
College Representative On-Campus Visit Policy . . . . .	39
<b>Discipline</b>	<b>40</b>
Authority for Student Discipline . . . . .	40
Co/Extra Curricular Activity Penalties for Discipline . . . . .	40
Saturday School . . . . .	40
Saturday School Responsibilities . . . . .	40
Detention (JUG – Justice under God) Policy . . . . .	41
Suspension Policy . . . . .	43
Prohibited Behaviors . . . . .	43
Cyberbullying and Harassment Policy . . . . .	45
Recommended Withdrawal . . . . .	45
Student Discipline Board . . . . .	45

Expulsion Policy . . . . .	46
Notice to Expel . . . . .	46
Informal Conference . . . . .	46
Informal Hearing . . . . .	46
Discipline Board . . . . .	47
Academic Honesty Policy . . . . .	47
Substance Abuse Policy . . . . .	48
Breathalyzers Used At School Events . . . . .	49
Searches - Drug Dogs . . . . .	49
Drug Testing . . . . .	50
<b>Dress Code</b>	<b>50</b>
Formal Uniform Requirements . . . . .	51
Additional Guidelines Regarding The Uniform And Personal Appearance . . . . .	52
Special Event Dress Code . . . . .	52
Friday Dress Code . . . . .	52
Free Dress / Modified Dress Days . . . . .	52
Enforcement . . . . .	53
<b>Dances</b>	<b>53</b>
Date Policy . . . . .	53
Interschool Policies for Dances . . . . .	53
Guest Policy – Applies To Date Dances . . . . .	54
Dance Dress Code . . . . .	54
Inappropriate Behavior . . . . .	55
<b>Dispute/Conflict Resolution Process</b>	<b>55</b>
<b>General Student Information</b>	<b>56</b>
Age of Majority . . . . .	56
Allergies . . . . .	56
Assembly Information . . . . .	57
Anonymous Alerts® . . . . .	57
Bicycles, skateboards, roller blades, scooters, etc. . . . .	57
Cameras . . . . .	57
Cell phones and personal electronic devices . . . . .	57
Classrooms/Staff Offices . . . . .	58
Concussion Policy . . . . .	58
Drop-off and Pick-up Procedures . . . . .	58
Dropping off or Sending of Non-School Related Items to Students . . . . .	58
Early Dismissal . . . . .	58
Electronic Communications . . . . .	58
Field Trips and Other School Sponsored Events off Campus . . . . .	58
Food or Drink . . . . .	58
Garden . . . . .	59
Gym/Fitness Center . . . . .	59
Health and Medications . . . . .	59
Homework . . . . .	60
ID Cards . . . . .	60
Ill Students on Campus . . . . .	60

Legal Custody Issues . . . . .	60
Lockers . . . . .	61
Lost and Found . . . . .	61
M Street Pass . . . . .	61
Parking . . . . .	61
Photos – Students . . . . .	61
Physical Displays of Affection . . . . .	61
Pregnancy Policy . . . . .	61
Searches . . . . .	62
Senior Privileges . . . . .	62
Smoking . . . . .	62
Student Property . . . . .	62
Supervision of Students on Campus . . . . .	62
Teacher Late to Class . . . . .	62
Visiting the Campuses of Other Schools . . . . .	63
Visitors . . . . .	63
Visitors (Students) . . . . .	63
Yearbook Picture – Seniors . . . . .	63
Yearbook Picture – Junior, Sophomore, Freshman . . . . .	63
<b>Parent/Guardian Information</b> . . . . .	<b>63</b>
Emergency Procedures . . . . .	63
Parents and Rallies . . . . .	63
Transportation Policy . . . . .	64
Student Photo and Name Use Policy . . . . .	65
Parent Release . . . . .	65
Release And Waiver Of Liability, Assumption Of Risk, And Indemnity Agreement . . . . .	66
Student Overnight Trips Sponsored by St. Francis Catholic High School . . . . .	66
<b>Use of School Name, Logo, or Seal</b> . . . . .	<b>66</b>

## School Contact Information

Faculty/Staff Directory: [www.stfrancis.org/facultystaff-directory](http://www.stfrancis.org/facultystaff-directory)

<b>General Information</b> Ext. 110	<b>Admissions</b> Ext. 240	<b>Athletic Director</b> Ext. 125	<b>Attendance</b> Ext. 150
<b>Box Office</b> Ext. 441	<b>Campus Ministry</b> Ext. 142	<b>Arts Producer</b> Ext. 200	<b>Troubie Store</b> Ext. 225
<b>Advancement</b> Ext. 133	<b>Guidance</b> Ext. 191	<b>Billing &amp; Financial Aid</b> Ext. 242	<b>Student Activities</b> Ext. 139

5900 Elvas Avenue  
 Sacramento, CA 95819  
 Phone: 916-452-3461  
 Fax: 916-452-1591  
[www.stfrancis.org](http://www.stfrancis.org)

**Attendance Line: 916-737-5050**

## Dear Parents and Students

Welcome to the 2017-2018 school year! We are pleased to present to you the latest version of the Parent-Student Handbook. **The handbook is of particular importance to a private school as it spells out in detail our regulations and procedures. As such, it is the contractual agreement between our school and our families by which we all agree to operate.** Particular attention should be given to the sections on Technology, the Honor Code, school uniform requirements, lateness/absences and substance abuse. We encourage you to read through the Handbook and discuss student-related items. This handbook may be updated during the school year.

## Mission Statement

St. Francis Catholic High School is a Catholic diocesan college preparatory school dedicated to serving young women and their families who seek spiritual growth and academic excellence. We are committed to integrating faith into the learning process, promoting the gospel values of Jesus Christ, building community, and providing opportunities for worship. We strive to help each student develop her gifts and talents to become a model of *Pax et Bonum* (peace and goodness) through leadership and service.

## Philosophy of St. Francis Catholic High School

The philosophy of St. Francis Catholic High School is based on a belief in God and is committed to the values of our Catholic faith.

- We commit ourselves to the task of educating young women to live full, responsible, and meaningful lives, strengthened through the curricula and experiences unique to a Catholic school and unique to St. Francis High School.
- We serve the needs of all our students through a varied and comprehensive college preparatory curriculum.
- We prepare all students for higher education, career opportunities, life-time vocation choices, artistic development, and athletic proficiency. In imitation of our patron, Saint Francis of Assisi, we help students to develop a love for God's creations, and to be of service to others.
- We believe that each student can be a force for "peace and goodness" throughout the world. Thus, young women graduating from St. Francis High School have been challenged to reach their full potential: spiritually, intellectually, artistically, physically, and socially.

## Integral Student Outcomes (ISOs)

*Essential attributes of an educated person, as someone formed in a Catholic culture. They are derived from the school's mission and philosophy statements and are defined in the form of broad-based behaviors signifying what a student knows, understands, values, and practices. They are integral as they serve to unify all the academic achievement outcomes and the co-curricular outcomes that the school establishes as goals for its students.*

### A St. Francis graduate is a Woman of Faith

- She understands the major tenets and traditions of the Roman Catholic Church.
- She demonstrates an active faith life.
- She respects the members of other faith traditions.



**She strives for Excellence**

- She meets or exceeds requirements for university matriculation.
- She has the skills needed for independent thought and life-long learning.
- She possesses self-worth.
- She practices habits conducive to spiritual, emotional, and physical wellness.

**She demonstrates Leadership**

- She appreciates the efforts of her peers and of the school community.
- She models moral behavior and prudent judgment.
- She values and facilitates collaboration.

**She embraces Service**

- She responds to the needs of the poor and the vulnerable.
- She promotes social justice based on Catholic teachings.
- She acts as a responsible citizen.

**Admission Policies**

St. Francis Catholic High School is a Sacramento Diocesan school and is governed in accordance with Canon Law of the Roman Catholic Church. St. Francis Catholic High School, in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Francis Catholic High School in the Diocese of Sacramento does not discriminate on the basis of race, color, nation and/or ethnic origin, age, or disability in the administration of education, policies, scholarships and loan programs, and other school administered programs.

**Financial Policies**

In order to ensure the financial health and stability of the school, the following policies are in effect. Tuition For the 2017-2018 school year, the payment options are:

**1. Check or Money Order:**

- Annual Payment: \$13,600 due July 1, 2017
- Semi-annual Payment: \$6,800 due July 1, 2017 and November 1, 2017

**2. Electronic Fund Transfer (EFT):**

- Ten Payments: \$1,360 due July 2017 through April 2018

**Registration**

A non-refundable registration fee of \$650 is required of all students. This fee is typically due in late March or early April for the next school year. For transfer students, the non-refundable registration fee is due at the time of acceptance.

**Transfer Students**

Tuition will be calculated and charged on a daily rate per quarter for students who transfer to St. Francis High School during the academic year. For example, a student transferring to St. Francis High School with ten days remaining in a third quarter will be charged ten days for the third quarter and all of the fourth quarter tuition.

**Delinquent Accounts**

Exam clearance cards, quarterly report cards, transcripts and/or diplomas will not be issued to students who have not met all financial obligations to the school. Semester clearance cards are necessary to take semester final examinations. A student will not receive credit for the semester's work until such examinations are taken. Students with unpaid accounts may be denied re-entry to the school. Parents are requested to inform the Finance Department if unforeseen circumstances or hardships affect the payment of tuition.

**Tuition Refunds**

Parents/guardians who voluntarily withdraw their daughter from St. Francis High School agree to pay for the entire academic quarter which she last attended.

Parents/guardians whose daughter involuntarily withdraws from St. Francis High School agree to pay tuition through the last date of attendance. For example, if a student's last day of attendance is five days from the end of the third quarter, the student's family will be expected to pay for three-quarters of the annual tuition less five days of tuition.

**Financial Aid**

St. Francis High School provides financial aid for families who qualify. Financial aid enables St. Francis High School to assist deserving students who could not otherwise afford to attend. To qualify for financial aid, a family must complete an application and demonstrate financial need. Although total financial need exceeds the school's resources, St. Francis High School helps as many families as possible. Only registered students will be considered for financial aid. Applications are available on line at [www.tuitionaid.com](http://www.tuitionaid.com). Families who apply after the application deadline must first receive permission from the Finance Office.

Financial aid recipients: Below is the Minimum Requirements Contract. By accepting financial aid, you and your daughter are accepting the terms of the Minimum Requirement Contract. Failure to meet these terms may affect your daughter's financial aid eligibility for the next semesters.

**Minimum Requirements Contract for Students receiving Financial Aid**

Eligibility to receive financial aid from St. Francis Catholic High School is determined by the Financial Aid Committee. Violations of this agreement are reviewed by this committee. Parents will be notified of loss of eligibility for financial aid and the forfeiture of the right to return to St. Francis High School after review of the academic and conduct record for the preceding year. It is the student's responsibility to meet these requirements to receive financial aid at St. Francis High School.

- Maintain good academic standing. No academic probation as defined in the Parent Student Handbook under Academic Policies will be allowed.

- Maintain a good conduct record. Suspensions serious in nature, conduct that invokes a behavioral contract by the Dean of Students and/or Principal, and conduct letters may forfeit aid at the discretion of the Financial Aid Committee.
- Behave in a manner on and off campus that is consistent with the Christian principles and philosophy of St. Francis High School.

It is the parent's responsibility to comply with the following requirements for their daughter to receive financial aid at St. Francis High School.

- Comply with Payment Plan as set forth by the Financial Aid Office.
- Promptly return (within two business days) all phone calls from school officials
- Promptly communicate inability to make scheduled payments at least two business days prior to EFT date.

### **Damaged Equipment**

Parents must pay the replacement or repair cost of any equipment or facilities damaged or defaced by students.

### **Parent Service Hours**

Parent service hours are required each school year. Parents of freshmen, sophomore, and junior students serve 25 hours. Parents of senior students serve 10 hours. Parents with two or more students serve the required number of hours for the youngest daughter. Single parents who are solely responsible for tuition are required to perform 12.5 hours per year in their daughter's freshman, sophomore and junior years, and 5 hours during their daughter's senior year.

Failure to serve all hours will result in a mandatory \$500 fee to be paid before the student(s) begins the next school year or, in the case of seniors, before receiving graduation documents. Diocesan regulations mandate that this amount cannot be prorated for partial hours completed, therefore, all 25 hours (or 10 hours for senior parents) must be performed and reported by the reporting deadline to avoid paying the non-participation fee. The \$500 non-participation fee is non-refundable. If a student leaves the school, the fee is not prorated or returned.

Parent service hours must be completed by April 30th of each year for freshman, sophomore and junior families. For senior families, parent volunteer hours must be completed by February 6th. Completed Parent Service Hour forms are to be turned into the Dean of Students.

### **Fundraising Events & Activities**

The Advancement Office builds strong and lasting relationships with current and past parents, alumnae and school supporters engaging them as volunteers, ambassadors and financial supporters to strengthen and sustain the operational and long-term fiscal needs of the school. Each year, our donors provide the essential funds needed for financial assistance for students in need, enriched academic programs, life changing faith experiences, such as Kairos, top tier arts and athletic offerings, provision and upkeep of superior facilities, and other expenses not covered by tuition.

All are invited to partner in this important mission by donating to St. Francis Catholic High School. St. Francis gratefully accepts checks, cash, and online donations. We also offer charitable investing opportunities, planned gifts, vehicle donations and/or donations of stocks and securities. All gifts are appreciated and acknowledged as a tax-deductible donation to the school, a not for profit entity. Advancement fundraising operates on a fiscal year basis, and the office produces an Annual Report of donors in a special edition of the Pax et Bonum Magazine. Supporters surpassing \$1,000 in annual donations are recognized as "Benefactors" and are invited to the President's Society Cocktail Reception in the Fall.

The office manages the St. Francis Fund (our annual fund), Thankful Thursday (our Day of Giving), fundraising events including the Crab Feed and Revelry Gala and Auction, scholarship outreach, planned giving and capital campaigns. The Advancement office ensures that donations are appropriately acknowledged and administered consistent with donors' intended purposes.

### **St. Francis Fund (Annual Fund)**

Because tuition alone does not cover the cost of educating a student, funds raised through the annual St. Francis Fund appeal ensure the operational welfare of the school, including providing much-needed tuition assistance and important curricular, spiritual, artistic, and athletic offerings. St. Francis High School strives to offer state-of-the-art educational programs and learning tools in an environment that encourages each Troubadour's faith journey. We are only able to do so through the generosity of parents who support the school beyond tuition, our alumnae community and other generous donors. This generosity distinguishes St. Francis as an exceptional California high school with 100% of students accepted by colleges and universities throughout the United States (and now internationally), and over \$33 million in one-time and renewable scholarships awarded to the Class of 2017.

### **Thankful Thursday (Day of Giving)**

St. Francis High School holds a crowd-sourcing event where supporters are asked to show their gratitude with a gift made on Thankful Thursday (our Day of Giving). Our 6th annual Day of Giving will be held on **October 12, 2017**. From students to parents, alumnae, grandparents, past parents and countless others, this one-day of giving engages more than 1,000 supporters and raises a significant amount. All proceeds support St. Francis scholarship needs and the "day of giving" is facilitated primarily through online donations. Funds received on this day are generally matched.

### **Community and Fundraising Events**

**Revelry Gala & Auction** Now in its 12th year, St. Francis' major school-wide fundraiser – Revelry Gala & Auction – will be held on **Saturday, February 24, 2018**, and is typically attended by more than 500 adult supporters. It is a delightful evening that brings the school community together and offers a robust silent auction, live student entertainment, delicious food and drinks and a rousing live auction. Sponsors and live auction item donors are recognized and invited to a special reception. All parents are asked to support this event with their time, talent and treasure. Revelry's success can only be achieved with an expected 100 percent parent support through donations, attendance and/or volunteering. Alumnae, parents of alumnae and other community members are also encouraged to participate by sponsoring, providing auction items and attending the event.

**Hands Up for Troubies (Fund-a-Need)** Each year at Revelry, a special school-wide initiative is introduced. This provides all attendees an opportunity to raise their paddle high and support our students and school through this appeal.

**Crab Feed** Always a sellout, this annual event brings together current families, faculty and staff and our Alumnae community for a no-host bar and a scrumptious meal of antipasto platter, salad and bread, Mike "The Barber" Jacino's hearty Italian meat sauce spooned over rigatoni, and crab, crab and more crab! Attendees' sweet tooth will be tempted with the amazing dessert auction! Outside alcohol is not permitted at this event. There is an opportunity for guests to win something in the raffle or take home a silent or live auction item, before dancing the night away to a live band. The Crab Feed will be held on campus on **Saturday, February 3, 2018**.

**St. Francis Community Celebration** The St. Francis campus is open to the public for a complimentary, family-friendly event each year celebrating our patron and everything that makes St. Francis Catholic High School the wonderful place it is. All current families, past families, Alumnae community and our neighbors and supporters are invited to attend. Many parent groups are involved in serving at this event where guests are treated to food and drink, live music and a kid-friendly play area. This year, the St. Francis Community Celebration will be held on **Saturday, September 23, 2017**.

### **Alumnae Relations**

More than 10,000 St. Francis alumnae live and work throughout the nation and the world. All graduates of the school are members of the Alumnae Association, as there is no membership fee. Alumnae are welcomed at and encouraged to attend all St. Francis events and enjoy a couple events unique to Alumna including Senior Sequester (the Monday prior to graduation) and an annual Alumnae gathering to be held this year in conjunction with homecoming on **Friday, November 3, 2017**. Additionally, the school supports its alumnae in orchestrating reunions, social events, and reports alumnae news and updates in the *Pax et Bonum* magazine.

### **Parent Organizations**

St. Francis High school is blessed to have many active and supportive parent groups on campus.

**Parents' Guild** The Parents' Guild supports campus-wide academic and student-life activities. All current parents are members of the Guild, as a small portion of registration fees go towards supporting the organization's efforts. Through the volunteerism of parents, the Guild is able to support educational and spiritual life on campus. The Guild hosts, supports and facilitates many events: Freshmen Overnight Retreat, Welcome Back Parent BBQ (co-hosts with Patrons of the Arts and the Booster Club), Back to School Night, Father-Daughter Dance, Food for Thought, Faculty & Staff Appreciation, Swap Day, High School Placement Test Hospitality, Sophomore Family Mass, The Mother-Daughter Fashion Show (for Seniors), Junior Family Mass, Dads & Grads (hosted by the Dads' Club) and the Parents' Guild Installation Ceremony. All parents are encouraged to become active in the Guild. Parents' Guild meetings are held on the second Tuesday of each month during the school year at 8:15 am in the Teachers' Lounge.

**Booster Club** The Booster Club's objective is to foster and provide cooperation, understanding, and communication between the parents, students, faculty, administration and the outside community with the athletic department. Boosters endeavor to encourage parent, faculty, and student participation in the support of athletic department while providing opportunities for volunteerism and service and are critical partners in such major events as the Welcome Back Parent BBQ, the Annual Crab Feed, Sports Physical Night, and "Booster Que" barbecues held annually for each sport program. Booster Club meetings are held monthly during the school year. Please refer to the school website and calendar for dates, times, and locations.

**Patrons of the Arts** The Patrons of the Arts supports all fine and performing arts activities and provides valuable financial assistance for the work of student artists in every discipline: theater, dance, music, sculpture, drawing and painting. Additionally, the Patrons award scholarships to students in every arts discipline.

The Patrons of the Arts meets on the first Tuesday of each month at 5:30 in the library.

**Dad's Club** The SFHS Dad's Club is a vibrant and compelling service club organization committed to developing positive, engaging, lifelong Father-Daughter relationships. This is an easy and fun way for Dads to become more involved in their daughter's high school activities while expanding and growing the school's parent volunteering, Advancement, and Alumnae initiatives.

In addition to supporting many of the activities around campus, the Dad's Club signature events include the self-defense workshop, a teen driver safety workshops, and the Holy Bowl Spirit Station. All Dads are members of the Dad's Club and are welcome to attend any and all meetings and events.

### **Service of Alcohol at Parent Events**

For school events that are designed primarily for parents or adult community members, alcohol may be served. Students who are present at these events as performers or event assistants are required to have their parents complete and sign a permission slip that notifies them that alcohol will be present. These permission slips must be signed and returned to the school prior to the event.

Specific fundraising guidelines for groups above, as well as athletic/academic teams and clubs, is located on the SFHS website.

## **Student Activities**

This course is a required class if you have been elected as a Student Body Officer or Class Officer. Students in this class will develop an understanding of leadership theory, personal development, communication, organization, community building, and ethics in leadership. The purpose of this class is to organize, manage, and evaluate school-wide activities and events, increase school spirit, participate in community activities and events, facilitate communication within St. Francis, and support the St. Francis student community. Student leaders also provide student representation to faculty, administration, and parent organizations. NOTE: This class is only offered at B Block.

Leadership students must maintain at least a 2.5 cumulative grade point average to remain active members of Student Council. Leadership students should be examples of our four pillars: Faith, Excellence, Leadership, and Service by participating in class retreats, school activities, completing service hours on time, and engaging in the full St. Francis experience. Leadership students may not be on disciplinary probation, have a suspension, or a Saturday school during their term. Doing so may disqualify them from office.

Prerequisite: You must be elected to a Student Body Office or Class Office or selected as a Class Senator to enroll.

## **Campus Ministry**

As a Catholic School, St. Francis High School embraces the teachings and traditions of the Roman Catholic Church. At the same time, St. Francis is a community of many faiths, each bringing its unique gifts to the greater community. The community is united by its commitment to "Pax et Bonum" (Peace and Goodness), as evident in the life of its patron, St. Francis of Assisi. All members of the community – students, teachers, staff, and parents – are to respect one another's beliefs, share in each one's spiritual journey, and pray and work together as a community of faith. Campus Ministry shares in the mission of the global Catholic Church, including sharing its values of Catholic Social Teaching. Students are given the opportunity to think, analyze and reflect upon its key principles:

- Care for God's Creation.
- The Dignity of Work and the Rights of Workers, Solidarity.
- Life and Dignity of the Human Person; Call to Family, Community, and Participation.
- Rights and Responsibilities (Human Rights and Dignity); Preferential Option for the Poor and Vulnerable.

The Campus Ministry Program serves to challenge the faith life of the students and encourages them to move their faith into practice. This is accomplished through prayer, retreats, service and community.

## Prayer

School-wide liturgies and prayer services mark key moments in the liturgical and school year. Students also attend Family Masses at each grade level, special liturgies and memorials as requested. School liturgies and prayer services are mandatory and students are required to wear formal uniform. In lieu of the Eucharist, non-Catholic students are encouraged to receive a blessing. Parents and grandparents are welcome to attend.

All students, regardless of religious background, are expected to attend their yearly family Mass:

- Freshman Family Mass.
- Sophomore Family Mass and Ring Ceremony.
- Junior Family Mass and Commissioning Ceremony.
- Senior Baccalaureate Mass.

## Retreats

The retreat program offers students the opportunity to explore their lives, their spirituality and their relationship with God and others. Students of all faith backgrounds are expected to attend a retreat each year while at St. Francis. Retreat attendance is an expectation for all students as it is an integral part of each student's faith formation, as well as an objective of the mission and philosophy of St. Francis Catholic High School. Teachers and staff support retreat attendance by encouraging students to attend their yearly retreat, as well as by relieving the pressures of their absence from class, sport, or other school responsibilities.

**Students who miss work, tests or quizzes while on retreat will be provided an equal number of block meetings/days after they return to make up what was missed.** Teachers will post missing assignments and due dates on their PowerSchool class page.

Students are to abide by the St. Francis High School honor code. School rules regarding behavior and free dress are enforced. Cell phones, iPods, and other electronics are not allowed on retreats.

## Registration, Fees & Refunds

Registrations for all retreats begin in the fall and space is limited on most retreats. The retreat fee is due two weeks prior to the retreat and no refunds or transfers are offered after the two-week deadline. Registration is complete once the permission slip and fee has been turned into Campus Ministry. Requests for financial assistance are made to Campus Ministry. Retreat fees help offset the true cost of the retreats, which is paid by the school. There is a \$50.00 fee to change your retreat once you have signed up.

### Freshman Retreats

- Freshman Overnight Retreat in August. (Free)
- Freshman Retreat – “Body and Soul” –One-day retreat held off campus, students attend with their theology class. (Free)

### Sophomore Retreat – “Finding Strength in God”

- One-night, two-day retreat at The Jesuit Retreat Center of the Sierra (Applegate).

### Junior Retreat – “Celebrating the Gift”

- Two-night, three-day retreat at The Jesuit Retreat Center of the Sierra (Applegate).

### Kairos – “God’s Time”

- Three-night, four day retreat at the Jesuit Retreat Center in Los Altos.

### **Mother-Daughter Retreat**

- One-night, two day retreat held at a different location each year.

### **Father-Daughter Spirit Day**

- One-day retreat held at a different location each year.
- Participation is subject to general waiver and release of liability.

### **Christian Service**

The Christian Service program creates opportunities for students to respond to the Gospel's call through works of charity, service and justice. Based upon the life and teachings of Jesus Christ, along with the principles of Catholic Social Teaching, students serve through relationships with our world and God's people. When a young woman graduates from St. Francis High School, she leaves with a sense of justice and a passion to serve those in need, especially the marginalized.

The Campus Ministry Department monitors a number of Core Service Programs which allow students to respond in faith to those in need. These programs, along with those on the list of pre-approved agencies (listed on the website and on Troubieserve), meet the yearly graduation service requirement. Service immersion trips are also available, but only to rising seniors (students apply their junior year).

### **Core Programs**

Core Programs are local, non-profit partners who actively engage with St. Francis High School through service opportunities and social justice education. These organizations can host students in an on-going, committed basis with daily, weekly and monthly volunteer opportunities. Students volunteering at Core Programs must be engaged directly with people in need, providing hands-on service. As well, these agencies must have responsible and consistent staff supervisors who are available to support St. Francis students.

These agencies also provide direct service opportunities for at least 85% of the volunteer time, making it possible for St. Francis students to engage directly with the organization's clients and staff in meaningful ways. Agencies should be aware of St. Francis' Christian Service requirement, but ultimately it is the student's job to fulfill any and all required activities or procedures. Core Programs can expect to have regular opportunities to recruit student volunteers via on-campus and digital contact via the Campus Minister for Christian Service.

### **Christian Service Requirement**

Christian Service is a necessary component of faith development. A minimum of 75 hours of direct service working in non-profit agencies is logged as a graduation requirement noted on a student's transcript. All service hours must be logged on Troubieserve within 60 days of service to be counted toward the Christian Service Requirement. (See "Christian Service Graduation Requirement" under "Academic Policies" in this handbook.) All service hours must be logged by the end of the the third quarter. Those students who do not complete their hours on time may be placed on Academic Contract. Only the hours of non-compensated, direct service in non-profit agencies are logged into Troubieserve.

### **Freshman Requirement – "Exploring Christian Service"**

- A year to explore various types of Christian Service, serving in diverse ways in various non-profits.
- 10 hours minimum of direct service in at least 2 non-profit agencies (must serve in at least 2 different types of service to those in need).



- Freshmen may begin logging their hours in TroubieServe after their service orientation in August.

### **Sophomore Requirement – “Expanding Yourself in Christian Service”**

- A year to expand oneself by focusing solely on people in need and to see the world through a different perspective.
- 15 hours minimum of direct service in at least 2 non-profit agencies (must serve in at least 2 different types of service to those in need).

### **Junior Requirement – “Building Relationships in Christian Service”**

- A year to build relationships with people you are serving and to learn about social justice, commitment and faith.
- 20 hours minimum of direct service in one non-profit agency

### **Senior Requirement – “Solidarity in Christian Service”**

- A year to enter into solidarity with one agency and give of your talents and abilities in a special way
- 30 hours minimum of direct service in one non-profit agency

### **Charity Drives and Collections**

As a part of the formation in charity and justice, students are able to take leadership roles in charity drives and fundraisers through their clubs or academic and athletic teams. Charity drives or fundraisers are facilitated by Campus Ministry and must be approved by the Student Life Council.

### **Campus Life Center**

The CLC is the home of the Campus Ministry and Student Activities Offices. It is also the student gathering place on Campus. The hours of the CLC are 7:30 A.M. to 5 P.M. on school days. Hours may change without notice for a variety of reasons including First Fridays and some late start days. The rules of the CLC are posted – water only, no other drink, food or gum are allowed. It is a privilege to have the CLC, and misuse of the space will result in detention and the closure of the CLC for a specified period of time.

## **Student/Parent Code of Conduct**

A necessary condition of continued enrollment at St. Francis Catholic High School is that students behave in a manner, both on and off campus, which is consistent with the principles and Christian philosophy of St. Francis Catholic High School. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of each student adhere to these standards of conduct as determined by St. Francis Catholic High School. It is essential that students, parents, and school officials work together to ensure that each student receives a value-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, St. Francis Catholic High School may find it necessary, at its discretion, to require parents/guardians to withdraw their daughter from the school. Some guidelines include the following:

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, St. Francis expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, other students, and other parents.

- Students and parent/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips) as well as interaction with school staff and other St. Francis students and parents at any time, on or off campus.
- Students are often judged on their behavior outside of school, therefore, each student whether in or out of school uniform and whether on or off campus, should conduct herself in a manner consistent as a member of St. Francis Catholic High School. Behavior that is deemed contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of SFHS makes a student subject to disciplinary action.
- Students who are present when wrongdoing is evident have an obligation to remove themselves immediately from the situation, otherwise, they share in the consequences related to such behavior.

St. Francis Catholic High School reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, suspension of a student, revocation of a parent/guardian's privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.

## Honor Code

While all of St. Francis Catholic High School's integral student outcomes are important, the most fundamental is that students practice habits of Christian spirituality, including ethical behavior on or off campus. As its Catholic philosophy indicates, the school's ultimate interest is in helping young women "make responsible, intelligent decisions in the light of Christian values and the teachings of Christ." This expectation is an end in itself; at the same time, it also is vital to the achievement of the school's other learning outcomes. Ethical behavior requires that each student hold herself and others to standards of honesty, effort, compassion, and honor. St. Francis Catholic High School believes that without these standards, true learning and growth are impossible.

The St. Francis Catholic High School student:

- uses her God-given talents and energy to achieve her potential; takes full advantage of the opportunities she is given by her parents and the school to learn and to grow. She combats laziness, absenteeism, and the temptation to "take the easy way out."
- treats her peers and her teachers with the same respect, compassion, courtesy, and understanding that she herself hopes to receive. She does not harass, belittle, make negative comments, take advantage of, or seek to exclude another student, nor does she display poor sportsmanship.
- accepts responsibility for her mistakes; when she errs, she admits it, accepts the consequences, and takes steps to improve. She does not manufacture excuses, blame others for her own shortcomings, ask her parents or friends to cover up for her, or quibble over the meaning of rules.
- abides by (assumes ownership of) the school's rules and regulations, whether she personally approves of them or not. When she believes that a rule/regulation is unfair or unnecessary, she uses proper channels to initiate change; she does not try to justify breaking a rule on the grounds that she disagrees with it.
- displays honesty, integrity, and pride in her academic endeavors, and encourages those qualities in her peers. She does not cheat, copy, plagiarize, use prohibited resources, or in any other way try to earn credit for work and achievement not her own; nor will she be a party to another student in such dishonest practices.

- cooperates with school officials to ensure the safety and well-being of persons and property. She does not steal, misuse equipment or facilities, leave messes for others to clean up, disobey attendance policies, drive carelessly, or create an environment where another student would feel unsafe.

## Academic Policies

Good academic standing is required for membership on academic, arts or athletic teams or to participate in co-curricular events or the fall/spring play. Specific requirements for each program may be found at [www.stfrancis.org](http://www.stfrancis.org). Report cards will be checked prior to the start of the sports season, at the quarter, and semester. Students are considered ineligible if they are on Academic Probation (see Academic Probation Policy).

## Grading System

St. Francis High School uses “A” through “F” grades. Explanation:

- A (four grade points)** Shows superior mastery of the subject and maturity of action and response.
- B (three grade points)** Indicates fulfillment of all requirements and a quality of work which is considerably above average.
- C (two grade points)** Represents achievement of average quality.
- D (one grade point)** Indicates the lowest passing mark. The quality of work shows little achievement beyond minimum requirements for the course.
- F (zero grade points)** Denotes failure to achieve the minimum requirements. To obtain credit, the student must repeat the course.
- Inc. (zero grade points)** Given when a student has not completed the work for a legitimate reason. An incomplete grade must be made up within ten school days after report card distribution. If work is not made up within the above specified time or the time agreed upon by a student, administration, and teacher, the “Inc.” automatically becomes an “F.”

## Credit Requirements

A total of 240 credits are required for graduation. A student must be enrolled in a minimum of six courses (30 credits) each semester. Students may not exceed 80 credits; exceptions are made for one (1) credit academic teams and five (5) credit P.E. courses, with approval.

### Requirements by Subject:

<i>Subject</i>	<i>Requirement</i>
<b>Theology</b>	Each semester of attendance
<b>English</b>	Eight semesters
<b>Fine Arts</b>	Two semesters
<b>Foreign Language</b>	Four semesters
<b>Mathematics</b>	Six semesters
<b>Physical Education</b>	Four semesters
<b>Health</b>	One semester
<b>Science</b>	Six semesters
<b>Social Studies</b>	Seven semesters
<b>Other Courses</b>	Two semesters

**A grade of “C-” or higher is required in courses used for college admission.**

At the end of first semester, seniors with an F in a class required for graduation will receive a letter from the Assistant Principal informing them that they will not graduate or participate in graduation activities, unless the failed class is made-up prior to graduation.

**Report Cards**

Report cards are issued four times each year. Quarter report cards are posted in NetClassroom in October and March; semester report cards are posted in NetClassroom in January and June. Only grades on semester report cards appear on the official transcript. Students and parents are expected to check progress on the school’s Learning Management System, PowerSchool Learning.

**Course Scheduling Policy**

Every effort is made to accommodate legitimate course requests. However, course availability, prerequisites and departmental guidelines may result in some requests not being fulfilled. Students must register for a minimum of six (60 units) classes and may not exceed eighty (80 units). Exceptions to credit maximums are made for one (1) credit Academic Teams, or a five (5) credit sport.

Students may not request a schedule change based upon teacher preference. Schedule changes are only allowed under the following circumstances:

- Students are cut from a sport and must add P.E. (see P.E. Policy).
- A teacher or counselor initiates the change, determined through student performance in the class.
- St. Francis Catholic High School erred in scheduling; for example, a schedule that is missing a required course.

Students may request a drop from Administration, if initiated by the teacher, at the end of 1st/3rd quarter (year long/semester long), within 5 days of the report card being posted. No grade will show on the transcript for an approved dropped course, at the end of the 1st/3rd quarter.

Students who request a drop at the end of 1st/3rd quarter (year long/semester long), after 5 days of the report card posting or without teacher recommendation, will receive a “W” without a grade penalty on their transcript. No drops may occur within 25 school days of the first final exam each semester.

- Students may not drop a Theology, Social Studies, or English class.
- Students on Academic Teams may request a drop if initiated by the teacher by half way through the team’s season and at the discretion of the Academic Team coach. Because each Academic Team season differs in duration, each team’s half way point is determined by the number of meetings held in that season, per the team syllabus.
- Students who have petitioned for four honors/AP courses must have permission of Administration to drop a course.

**Retaking A Course Policy**

If a student receives a “D” or “F” semester grade and retakes the course, both courses and grades will remain on the transcript. However, the higher grade will be used in GPA calculation and receive the credit. Student requesting to retake a course at another institution must receive counselor and administrative approval for placement on the St. Francis Catholic High School transcript.

## **P.E. Policy**

Students participating in any level of a St. Francis Catholic High School athletic team will be exempt from taking Physical Education (P.E.) in the semester during which their sport competes. Fall semester Contract P. E. is offered for Cross Country, Golf, Tennis, Water Polo, and Volleyball. Spring semester Contract P. E. is offered for Basketball, Soccer, Softball, Swimming and Diving, Lacrosse and Track. Each student-athlete must maintain good standing on the team for the duration of the season.

Students wishing to receive a P.E. waiver for a sport that is not a contract P.E. offering at St. Francis Catholic High School, must submit a P.E. Waiver form found on the school's website. All P.E. waivers must be submitted within the first two weeks of the the school year. No late waivers will be considered.

A senior who has acquired 15 credits, and on a Spring, sport must complete the entire season. If she gets cut from a team or quits within the first two weeks of the semester, she must join a St. Francis non-cut sport, or will be placed in Cardio or Rec-Fitness. If she chooses to not try out, or quits after the first two weeks of the semester, she will be placed in a Cardio or Rec-Fitness class with a grade reduction commensurate with the amount of class time missed.

## **Honors and Advanced Placement Policy**

Students may enroll in no more than three Honors or AP classes per semester at St. Francis Catholic High School. Each year, students wishing to take a fourth Honors or AP class may petition the Assistant Principal for a waiver of this policy, under special circumstances. Students and their parents may be asked to appear before a review panel.

## **Advanced Placement Exams**

All students enrolled in AP classes are expected to take the AP exams. Students must pay the non-refundable registration fee by the end of the second week of instruction in February or obtain a partial fee waiver from the business office.

Any student who does not take the AP exam for her course will be required to take a departmental final, regardless of the student's grade in the course or grade level. The departmental final will count for 25% of the semester grade for that student.

## **Make-Up Work/Test Policy**

It is the student's responsibility to contact her teacher to arrange for make-up work and missed assignments. Make-up work will be permitted at the discretion of the teacher.

Students who are absent, excluding retreats, are required to make up any tests which have been administered during their absences within one block/class meetings after returning to school, during a scheduled school make up session or on a date/time agreed to by her teacher.

**Students who miss work, tests or quizzes while on retreat will be provided an equal number of block meetings/days after they return to make up what was missed.**

Teachers will post missing assignments and due dates on their PowerSchool class page. Teachers are not obliged to administer make-up tests during the course of the school day. When there are repeated absences on days set aside for tests/projects/presentations, teachers will exercise their judgment regarding the feasibility of make-up work.

In the case of prolonged absence due to illness, the teacher, guidance, and administration will decide on an appropriate course of action regarding missing work. It is recommended that parents not schedule family vacations during school time.

Students who are reported as ill may not come to campus to take a test. The student is responsible for working with the teacher to arrange a make up time.

**Final Exams**

St. Francis Catholic High School does not offer early finals. A student who needs to make up finals due to extraordinary circumstances (death in family, illness with medical note, school related events) must use the school scheduled make up exam dates. Make up finals will not be granted to accommodate vacation plans.

**Senior Finals Policy**

A senior in her second semester may be excused from taking the final exam in a course if she meets all of the following requirements:

- Has achieved a B- or better in the course (second semester). This includes weighted or unweighted letter grades.
- Has no more than 6 absences from class each semester for non-school sponsored events (illnesses, trips, etc.).
- Has no suspension/Saturday school for any reason (a suspension or Saturday school in either semester automatically removes the final exam privilege for all courses). Students may file a Senior finals appeal at the end of April (forms will be emailed by the Dean).
- Has no more than 4 tardies each semester in the class.
- Has no more than 3 major detentions each semester.
- Students not required to take finals due to discipline, attendance, or class grades are not required to attend second semester final review days. Administration reserves the right to amend this policy as needed.

**Transfers Prior to Final Exams**

A student who transfers out of St. Francis Catholic High School prior to the end of the first semester, and is officially enrolled in another school, may be excused from taking final exams for the first semester. The student's grade will be calculated and submitted at the point of transfer. Note: A student who has transferred out of St. Francis at the end of the first semester and transfers back to St. Francis High School within two weeks of the second semester is required to take the final exam upon her return. The student's final grade and credits for the course will be adjusted accordingly

**Accommodations for Students in Crisis**

St. Francis Catholic High School makes accommodations for students under extraordinary circumstances or in crisis. SFHS will make a reasonable effort to offer special accommodations to students who have short-term issues that affect their attendance and academic performance. This accommodation is offered for one semester only during the student's four years at SFHS.

**Incomplete Grades**

A student who receives an "Incomplete" on her report card must complete any outstanding work within two weeks of the end of the semester. Failure to comply will result in the grade being changed to an "F". If there are extraordinary circumstances that prevent completion of missed work, the Assistant Principal must approve any extension.

### **Courses Taken at Other Academic Institutions**

**St. Francis High School will accept credit toward graduation from WCEA/WASC accredited High Schools under the following conditions:**

- Students must consult with their Guidance Counselor and subject-area Department Chairperson prior to registration to ensure that the class is acceptable. Classes taken from other institutions may not be compatible with the St. Francis Catholic High School curriculum; students assume the risk and responsibility for these discrepancies.
- The required courses for graduation in English, Theology, History and PE must be taken at St. Francis Catholic High School. Students may take additional summer school courses at other institutions in these subject areas as electives. These courses will not appear on the St. Francis Catholic High School transcript.
- Community college and on-line courses are not accepted in lieu of graduation requirements or for prerequisites. These courses will not be included on the St. Francis transcript (the student will be responsible for reporting these courses to the colleges to which they apply).
- Approved high school classes taken at WCEA/WASC accredited high schools other than St. Francis (excluding online courses) will be recorded on the student's transcript, and included in the GPA calculations.
- High school level courses in Mathematics and Foreign Language taken prior to the summer before freshman year will be included on the transcript, but will not receive credit towards graduation and will not be included in the GPA calculations.

### **Concurrent Enrollment Policy**

Concurrent enrollment is designed to provide educational opportunities at the community college and state university levels, for students who can benefit from the experience. In order to participate, a student must:

- Have parental and administrative approval.
- Request courses which constitute an expansion of her high school courses, or courses not available at the high school.
- Have a grade point average of 3.0 or better.
- The offering of the course may not conflict with St. Francis High School hours, 8:00am-3:00pm, M-F.

### **Graduation/Diplomas**

Certain conditions may restrict a student from attending the graduation ceremony:

- Failure to meet academic or Christian Service requirements for graduation.
- Serious behavioral issues which merit administrative decision and action.
- Personal choice of student.
- Failure to attend mandatory practices.
- Failure to pay graduation fee.
- Failure to return required sports material or Chromebook.

Diplomas may be withheld and a graduation date will not be posted on the transcript if:

- Credits are not sufficient or are incomplete.
- Academic requirements for graduation are not met.
- Financial obligations are not met.
- Christian Service requirement is not fulfilled.

A student can become eligible if the above standards are met on the date of the next quarterly report card. In addition, a student is not eligible if she has an “Incomplete” on her most recent report card. Once the “Incomplete” is changed to a grade, the report card will be reviewed again by the specific administrator to determine if the student is eligible.

### **Christian Service Graduation Requirement**

All service hours must be completed and logged in TroubieServe by the end of February. Students who do not complete their hours on time are placed on Academic Contract preventing them from participating in athletics, Arts, and academic teams. Seniors who fail to complete their service requirement by the deadline may also be prevented from participating in senior class activities, including Kairos leadership. For expanded information about annual service requirements, please see the Christian Service section of the SFHS website.

Verification of service and an official copy of the yearly student service report must be turned into second semester Theology teachers. Acceptable verification of service includes notes, emails, signed business cards, or certificates confirming that a student completed the service reflected in TroubieServe. Official service reports are furnished by Campus Ministry; students are emailed letting them know where and when reports are available.

Students who fail to complete service hours on time are placed on Academic Contract which prevents them from participating in athletics, Arts, and academic teams.

### **Graduating Seniors – Christian Service**

If the minimum Christian Service Requirement is not fulfilled, the student will not participate in graduation activities, receive her diploma, and the student’s final transcript (which is mailed to her college/university in June) will show that the student has not graduated from St. Francis High School.

Failure to complete service hours before the end of the academic year results in an “Incomplete” on a student’s transcript; completion of the annual service requirement is a condition of continued enrollment. Seniors who fail to complete their service requirement by the deadline may also be prevented from participating in the graduation ceremony and other senior class activities, including Kairos leadership.

### **Academic Communication**

St. Francis High School uses the following web based programs. Portals are located on the St. Francis website ([www.stfrancishs.org](http://www.stfrancishs.org)):

- G Suite for Education provides the campus-wide e-mail system (Troubiemail), document sharing, website creation and other collaboration tools.
- PowerSchool Learning is used by teachers to post class curriculum, resources, assignments, calendar and grades. Parents are able to log in to view their daughter’s assignments and grade book.
- NetClassroom is used to view Report Cards, attendance and conduct.
- Naviance Family Connection is a Guidance Department resource to help students and parents in the college selection and application process, seeking scholarships, and researching careers. It is also used by students to submit course requests each spring.



- Troubieserve is used by students to log their Christian service hours. All hours must be logged within 60 days of actual service.

### **Academic Probation**

A student will be placed on Academic Probation if the following standards are not met:

- A cumulative grade point average lower than a 2.0 in a core course on the most recent report card. Core courses include English, Mathematics, Modern and Classical Languages, Science, and Social Studies.
- One or more Fs.
- More than one D
- Failure to fulfill Christian Service hour requirements.

Students who are not in good academic standing may not participate in academic team events, arts, on athletic teams, co-curricular events, or the fall/spring play. Students who are on academic probation two semesters in a row will lose their financial aid. Students who continue to fall below a 2.0 in core courses for two grading periods will be placed on contract and may be asked to leave. The final decision as to whether a student will be allowed to continue at SFHS will be made on a case-by-case basis by the Review Board.

Parents are notified of Academic Probation or Academic Contract by a letter from the Assistant Principal. The Guidance Counselors will call in students who receive multiple “D’s” or an “F” in any course to devise a plan for making up the course that needs to be repeated.

### **Academic Grievance**

If a student believes she has received an unjust grade, she should observe the following procedure in the order given:

- Meet privately with the teacher and attempt to reconcile the disputed grade within ten (10) business days of the grade being posted.
- Consult with her Guidance Counselor and the Department Chairperson of that academic area.
- Request a conference with the Assistant Principal if previous steps prove unsatisfactory. This conference will include the teacher, parent, student and Guidance Counselor.

### **Transcripts**

The transcript is a permanent record of high school courses taken and grades/credits earned. If accounts are not settled with the school, a graduation date will not be posted on the transcript.

### **Access to Student Files**

Parents shall have access to their child’s permanent records maintained by the school. Students 18 years of age or older have the same right of access (DSB 5415). Anecdotal notes and psychological test results are not part of the permanent record, however. Parents do not have a right of access to these records. Parents wishing to review records will make an appointment with the appropriate Assistant Principal. The Assistant Principal and the Registrar, or other designated employee, will be present to interpret records if necessary. Parents may request and receive a copy of their child’s records. The copy will be clearly marked as a copy; originals will never be released to parents until the student has withdrawn or graduated.

## **Withdrawal from School**

Students whose parents wish to withdraw them from St. Francis High School during a semester or at the end of a semester must complete the withdrawal procedures and file proper information with an Assistant Principal. If a student leaves during a semester without officially withdrawing, the student may receive an “F” grade in all courses. Transcripts will not be issued until withdrawal process is complete.

## **Guidance**

The Guidance Department recognizes, respects, and values each student as an individual. Guidance staff supports each student’s sense of dignity and self-worth by offering her guidance and reflection through the Christian faith. Students are also referred to Campus Ministry, the School Chaplain, or Theology teachers for deeper discussions about their faith and decision making.

### **Department Philosophy**

The Guidance Department of St. Francis High School shares in the general philosophy of the school in its respect for the uniqueness of each student and her right and responsibility to achieve her potential. This department supports the spiritual, intellectual, social, and psychological development of each student and believes in her right to guidance as she makes life, academic and career choices.

### **Academic Guidance**

Guidance Counselors provide academic support, resources, and guidance necessary to graduate. They inform, advise, support, and monitor each student’s academic progress through the following activities and services:

- Orientation to St. Francis High School’s course offerings and graduation requirements.
- Individual and group appointments with each student.
- On-going monitoring of a student’s fulfillment of graduation and college entrance requirements.
- Facilitation of parent/teacher/student conferences as necessary.
- Referral to tutoring.
- Training and advising through Naviance Family Connection.

### **Learning Resources**

For students with learning differences, the Guidance Counselor/Resource specialist offers support through: Referral for diagnostic testing.

- Provision for recommended accommodations.
- Completion of Formal Education Plan.
- Assisting with communication with teachers as necessary.

### **Formal Education Plan**

Only students who have been evaluated by an educational specialist and have submitted appropriate paperwork, may be eligible for a Formal Education Plan (FEP), including academic accommodations. The Guidance Department can assist in this process.

### Testing and Assessment Opportunities

<b>Freshman level:</b>	PSAT 8/9
<b>Sophomore &amp; Junior level:</b>	Pre ACT, AP Exams
<b>Junior &amp; Senior level:</b>	PSAT, ACT, SAT Reasoning & SAT Subject Tests, AP Exams

### College/Career Guidance

Guidance Counselors and College Advisers provide current information and support for each girl and her parent(s) throughout the college process. The college guidance program begins with an introduction at the ninth grade level, and increases in scope each year to culminate in extensive and individualized counseling with a College Advisor in the 11th and 12th grades. We encourage all students and parents to take advantage of all the offerings each year.

### Confidentiality

Any information of a personal nature disclosed by a student in the process of counseling is confidential. However, while maintaining the anonymity of the student, matters of health, life and safety may be discussed with the Principal, and/or appropriate member(s) of the Administration.

In addition, California State Law specifies the following exceptions to this understanding of confidentiality: Discussing issues with licensed physicians, psychiatrists, psychologists or other health care providers for the sole purpose of referring the student for treatment.

### Athletic Program

St. Francis Athletics is committed to the total education of young women by providing a comprehensive, fair and equitable program for the school community in a caring, supportive environment. The athletic program strives to enrich the mental, physical and moral development of all students by integrating athletics in the school's education program. The athletic program strives for excellence with these primary goals as our focus. Championships, individual recognition and the ability to compete are desirable outgrowths of an educationally sound sports program but are secondary to the primary objectives of the athletic program.

St. Francis High School does not recruit students for its athletic program, nor does it offer athletic scholarships to students. All athletes will adhere to the general attendance, conduct, academic standards, and Christian Service hour requirements in order to remain in good standing for their specific team.

### Athletic Opportunities

St. Francis High School is a member of the California Interscholastic Federation (CIF), The Sac-Joaquin Section and the Delta League. St. Francis High School fields the following teams:

**Fall** Cross-Country, Golf, Tennis, Volleyball, Water Polo

**Winter** Basketball, Soccer

**Spring** Diving, Lacrosse, Softball, Swimming, Track and Field

## Eligibility Rules and Regulations

St. Francis High School follows the eligibility rules and regulations established by the CIF and the Sac-Joaquin Section and at times may even have stricter guidelines. Information regarding these regulations can be found at [www.cifsjs.org](http://www.cifsjs.org).

**Scholastic Eligibility** Good academic standing is required for membership on a team. Scholastic eligibility standards will be enforced per CIF Sac-Joaquin Section Bylaw 205. All students entering St. Francis High School from eighth grade will be automatically be placed on probationary status in their first enrolled semester to insure compliance with Bylaw 205.A. Reports cards will be checked prior to the start of the season and at each quarter grading period. Students are considered ineligible if the following standards are not met:

- A minimum grade point average of 2.0 on the most recent report card
- No F's
- No more than one D
- No I's (Incompletes)
- Fulfill Christian Service hour requirements

A student can become eligible if the above standards are met on the date of the next quarter report card.

**Athletics Eligibility Committee** An eligibility committee comprised of the Assistant Principal(s), the Athletic Director, and the appropriate Guidance Counselor and/or the Director of Guidance may review cases in which a student meets the minimum academic eligibility requirements set forth by the CIF Sac-Joaquin Section but fails to meet more stringent St. Francis High School requirements. Reinstatement of a student-athlete's academic eligibility may occur should the committee agree that a circumstance or circumstances beyond the control of the student significantly contributed to the failure of the student to meet the St. Francis standard(s). In such a case, the committee may impose conditions to the reinstatement of the student-athlete's eligibility.

**Preseason Student and Parent Meetings** St. Francis High School requires that all athletic programs hold a mandatory student and parent meeting (can be together or separate) as soon as possible after the team has been selected and prior to the first scheduled contest. The Head Coach with the assistance of an athletic department administrator, is required to review with students and parents the following information:

- Clearly state both the mission and philosophy of the St. Francis Athletic Department
- Team expectations and policies
- Review scholastic eligibility standards
- Conflict resolution protocol
- Distribute parent permission slips with season schedule to cover all scheduled events

## Sportsmanship – Negative Commentary

St. Francis High School discourages and prohibits negative commentary towards officials and/or opponents. Disciplinary action will be taken if student-athletes or family members are found to be in violation of this policy.

### **CIF Sac-Joaquin Section Sportsmanship Resolution – Code of Ethics**

It is the duty of all concerned with high school athletics:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by the player on a team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
- To remember that an athletic contest is only a game – not a matter of life and death for the player, coach, school, officials, fan, community, state or nation.

### **Commitment of Athletes**

All student athletes at St. Francis High School are expected to uphold the highest standards of conduct toward teammates, officials, coaches, and opponents. Failure to abide by these expectations may lead to suspension or permanent dismissal from the team. Student athletes are expected to attend practices and games during a given season, including playoffs. Unexcused absences from practices and games may result in suspension or possible dismissal from the team. Coaches of each sport will clearly state their policies at the beginning of each season of sport.

### **Contract P.E. Agreement**

Students participating in athletic programs will be exempt from taking Physical Education in the semester during which their sport competes. Contract Physical Education is offered for the following sports: Cross Country, Golf, Tennis, Volleyball, Water Polo, Basketball, Lacrosse, Soccer, Softball, Swimming, Diving and Track and Field.

The Contract P.E. Guidelines are as follows:

- Academic Eligibility: League and Section rules require that each student must have a grade point average of 2.0 or above in the most recent grade reporting period. St. Francis also requires that a student cannot have more than one D or any F's on her report card.
- Each student who meets the academic requirements, turns in a completed St. Francis physical form and is a member in "Good Standing" on one of the school teams (Varsity, JV, Frosh Level) will be in Contract P.E.
- Each freshman and (any returning students) who hasn't participated at St. Francis in the sport the previous year will be registered in a regular P.E. class until she is accepted on a team and the coach submits a roster to the Athletic Director.
- Each student must maintain "Good Standing" on the team for the entire season including playoffs in order to receive a Contract P.E. grade and 5 credits.

- Coaches will submit grades to the Athletic Director before the end of each quarter. Attendance is required and can affect the grade.
- A student is excused from attending the regularly scheduled P.E. class while on Contract P.E. If the student finishes the entire season and remains in “Good Standing”, she will be excused from any remaining P.E. class for the semester.

NOTE: Physical Education is a requirement for graduation. A total of 20 credits / 4 semesters are required for graduation. Only students who have participated on the team the previous year and fully completed their obligations may be recommended for that sport by the coach. A student who quits a team or chooses not to try out will need to make up the credit another semester unless she is a senior. A student who is cut from a team must go into a P.E. class.

A senior who has acquired 15 credits and is on a Spring sport must complete the season entirely. If she gets cut from a team or quits within the first two weeks of the semester, she must join a St. Francis non-cut sport, or she will be placed in Cardio or Rec-Fitness. If she quits after the first two weeks of the semester, she will be placed in a Cardio or Rec-Fitness class with a grade reduction commensurate with the amount of class time missed.

### **Physical**

A St. Francis High School physical form for the corresponding school year must be on file with the Athletic Director before conditioning and/or team tryouts begin. Students who do not have a completed current St. Francis High School physical form on file with the Athletic Director will not be permitted to participate in an Athletics program and will be placed in Physical Education.

### **Return to Participation Policy**

Students must provide written consent from a physician prior to returning to play following an injury that required a visit to the doctor/hospital. CIF regulations requires a mandatory **MINIMUM** 7 day return to play protocol for a student athlete diagnosed with a concussion or head injury. The return to play protocol begins on the day of diagnosis, **NOT** on the date of injury.

### **Bylaw 524 Agreement for Student-Athlete and Parent/Guardian**

#### **Regarding the Use of Steroids**

Due to the increase of steroid use by high school athletes, the California Interscholastic Federation adopted a new requirement under Bylaw 524. As a condition of membership in the California Interscholastic Federation (CIF) St. Francis High School has adopted the following policy prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF Bylaw 524 requires that all participating students and their parents/guardians sign the agreement. By signing the St. Francis High School Student/Parent Handbook agreement form we agree that the student shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance synephrine, without a written prescription of a fully licensed health care practitioner to treat a medical condition. We recognize that under the CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student and his/her parent/guardian provides false or fraudulent information to the CIF. We also understand that the St. Francis High School policy regarding “Substance Abuse” will be enforced for any violations of these rules.

### **Concussion Information for Parents, Student-Athlete and General Students**

**Athletic concussion protocols generally apply to the student population as a whole.** St. Francis High School follows the dictates of CIF and the most recent laws (AB2127) for the safety of your student. A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. Students who suffer a concussion may be placed on a Concussion Care Plan (CCP) through the Guidance Department, in order to facilitate necessary academic modifications and accommodations. CCPs are reviewed and updated in coordination with the student’s physician. The consent form for *Impact Concussion Testing* will be given to athletes at the beginning of each season they are to be tested. **For current information on concussions, visit <http://www.cdc.gov/ConcussionInYouthSports/>.**

### **Uniform, Equipment, Evaluations and Financial Responsibility**

Student-Athletes are financially responsible for all uniforms and equipment loaned to them. Failure to return items constitutes financial obligation; lost items must be replaced or paid for at replacement cost. Uniforms and equipment should be returned in the same condition as they were received. Uniforms should be cleaned and washed before being returned. No clearance cards or diplomas will be issued and NetClassroom grade reports will be blocked until coaches’ evaluations and all equipment and/or uniforms are returned and/or paid for by the student-athlete. Students who leave a team prior to the end of the season must turn in their equipment and uniform within one week.

### **Participation on Non-School Teams and use of Non-School Coaches**

CIF Sac-Joaquin Section Bylaw 600 restricts a student’s participation on non-school teams within the same sport during the high school season. The varsity head coach determines the team policy on simultaneous team participation when exceptions are permitted by the Section office. Currently, there are no exemptions granted to any of the sports offered at St. Francis High School.

The in-season use of non-school coaches and/or trainers is permitted. In order to safeguard student health and team integrity, parents and students who employ such services are expected to make every effort to insure that these activities serve to complement and not distract from team activities. Failure to do so may result in the student’s removal from the team.

### **Cuts and Tryouts**

Golf, tennis, volleyball, water polo, basketball, diving, lacrosse, softball, and soccer hold tryouts and make cuts. Cross Country, Swimming and Track and Field normally do not cut unless the team size is too large and/or the fitness and/or skill level of the student-athlete is not within a safe range. All student athletes are required to fully participate in both practices and meets/games as outlined by each coach. Students going from one season to the next will be able to finish out their current sport and then get a tryout for the next sport once their season is finished (i.e. SF Volleyball to SF Basketball). When tryouts occur, all students are subject to being cut. However, the head coach will first consult with the Athletic Director prior to cutting a senior who has previously participated in that sport program.

## **School Holidays and Practices and Games**

Practices and games may be held during school holidays and breaks. Coaches will go over the requirements for practices and games during these times. If a student is planning to play a sport, she should anticipate this as she decides to go out for a team.

## **Senior Night Recognition**

The Athletics Department will typically celebrate/recognize our senior student-athletes with a simple ceremony on the date of the last home contest for each sport. The department is grateful for the assistance of team parent volunteers in coordinating these events. In order to ensure that the proceedings are consistent with St. Francis values and in compliance with applicable league rules and that no undue burdens are placed on team families, all plans for the ceremony, including themes, decor, and any possible gift collections must be submitted to the Head Coach and the Assistant Athletic Director for Sports Information for formal review and approval well in advance of the event date.

## **Important NCAA Rules**

NCAA Eligibility Center: All high school students who plan to participate in college at a Division I or Division II school must be certified by the NCAA Eligibility Center at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org). Students should check in with the Guidance office during their junior year to get the necessary information and deadlines.

## **Student Insurance**

St. Francis High School participates in the student insurance program of the Diocese of Sacramento. If the student gets hurt during school activities, the school provides insurance to help with the cost of medical treatment not covered by other insurance personal insurance. This “school-time accident” insurance is designed to cover some, but not all, of the possible costs. All injuries suffered by an athlete must be reported immediately to the coach. This is the responsibility of the athlete. An injury report form must be filled out and signed by a parent. Accident claim forms are available at St. Francis.

## **Directions to Schools**

Maps to all schools within the Sac-Joaquin Section can be found at [www.cifsjs.org](http://www.cifsjs.org) under maps on the left hand side of the home page.

## **Technology**

### **Acceptable Use Policy**

When a student is using technology (of any variety), she must always bear that her actions reflect upon the school, our Diocese and the Roman Catholic Church as a whole. It is imperative that all students conduct themselves in an ethical and responsible manner when using technology. The policies stated herein are designed to express a framework and to form general principles for use of technology at St. Francis Catholic High School. Any use of technology that is contrary to the Mission of the school, on or off campus, will be considered a punishable offense including but not limited to, those directly addressed in the policy. The policies, procedures and information in this document are schoolwide. Teachers/Staff may establish additional policies and requirements for use in their classrooms or situation.

Electronic information resources, including access to the Internet, computers, network files (The use of St. Francis Catholic High School’s network services is a *privilege*, not a right), and user accounts, are available to all



staff and students at St. Francis Catholic High School. Our goal in providing electronic resources is to promote educational excellence.

Students should use the technology (both personally and school owned devices) for:

- Access to the SFHS provided Learning Management System and apps – PowerSchool, NetClassroom, Naviance and G Suite for Education – for communication with faculty and staff, to track assignments, grades, conduct, attendance and course communications.
- Managing information including course notes, assignments, and high school email accounts, checking at least daily and emptying the “inbox” and “deleted” folders frequently
- Communication with classmates, faculty and staff in an appropriate manner. Students must be responsible for what information they share about others and need to request permission before posting any information or pictures about someone else without their permission. Students will not forward a message that was sent to them privately without permission of the person who sent them the message. It is unacceptable to display pictures of staff, students, the school or school community without direct permission from the parties involved. St. Francis email accounts only allow emails to/from the domain (stfrancishs.org), .EDU sites and other school related white-listed domains. St. Francis issued emails are for school purposes only. Correspondence with colleges and parents should not be conducted through school email. Students are encouraged to set up a personal email address for college communication
- Ethics’: In order to preserve a person’s right to privacy and security neither still photography nor video capturing is allowed on campus unless directed by a faculty member. Both disciplinary and legal action may be taken against persons not respecting these rights. Issues such as digital harassment, third party pictures, racial harassment, cyberbullying, music sharing, pirating, pornography, gambling, offensive/inflammatory information, any violation that devalues the dignity of another person, violations of federal or state law, including those pertaining to threatening or obscene material are just some of the criteria of the use policy.
- Digital Identity: A person’s online identity is their reputation. Writing, posting, pictures, etc. communicates many characteristics which may negatively affect a student’s personal, professional and educational careers. As representatives of SFHS, students must be diligent in maintaining a positive online identity.

Students are required to bring their SFHS provided, fully charged Chromebook to school daily for educational purposes. All students are responsible for managing Chromebook capacity, content and settings. If a student does not have her Chromebook, or the battery is not charged, she is still responsible for completing all course work expected that day.

The Chromebook is the property of SFHS and will be returned upon dismissal from the school. Students are required to report Chromebook damage to the Technology Dept. Students and their parents will immediately report any lost, missing, or stolen Chromebook to the Dean of Students. A police report must be filed for any incident of theft or vandalism to the Chromebook.

Students are responsible for securing their Chromebook at all times. Students should:

- Keep track of the device at all times and do not leave it unattended or unsupervised.
- Report loss or theft to administration and the Academic Technology Specialist immediately.
- Bring it to class fully charged every day; it is an essential component of daily academic work.
- Use only the provided charger for charging the Chromebook.
- Keep food and drink away from the Chromebook at all times.
- Keep the Chromebook in its protective sleeve when it is not being used.

- Ensure the Chromebook is protected and secure when transporting, especially the screen side.
- Not rest objects on top of the Chromebook.
- Never lift the Chromebook by the screen or carry it with the screen open.
- Lift from the center of the lid when opening the device; do not pull it open by grabbing one side.
- Clean the screen only with a soft, dry microfiber cloth or antistatic cloth.
- Not deface, write on, or add stickers to the device; there are to be no markings on it.
- Not remove the asset tag or in any way obscure the serial number of the device.
- Use the Chromebook appropriately and for educational purposes at all times.
- Not keep inappropriate material on the Chromebook.
- Use only school-approved software (apps and extensions).
- Log into the Chromebook using her school-issued G Suite for Education account.
- Not take pictures or record any other students or teachers without their prior permission.
- Have no expectation of confidentiality or privacy with respect to usage of the Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.

The school recognizes parents as primary educators. As such, supervision of student use of the Chromebook relies on a partnership between parents and the school. While the school does filter the Internet on campus and monitor use in the classroom, it is the responsibility of parents to ensure appropriate care and use of the Chromebook at home per the guidelines above.

Parents are encouraged to purchase additional insurance for the Chromebook through the school's preferred vendor. SFHS assumes no responsibility or financial liability for any damage the student or parent suffers including but not limited to:

- Theft
- Physical damage
- Loss
- Software malfunction
- Loss of Data

### **Chromebook Loaner Program**

SFHS will not loan students a Chromebook except in the occurrence of it being lost, stolen or out for repair. A repair form must be completed online and a \$60 copayment made at the time of repair. Upon receipt of the form, a Chromebook loaner will be issued until until the repairs are completed, usually two weeks.

## **Monitoring**

SFHS has selected a technology protection measure (Internet filtering) for use with the school Internet system. The filtering technology will always be configured to protect against access to material that is obscene, illegal (i.e. child pornography) and material that is harmful to minors, as defined by the Children's Internet Protection Act. SFHS may, from time to time, reconfigure the filtering software to best meet the educational needs of the school and address the safety needs of the students. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. SFHS reserves the right to inspect files stored on our network, including but not limited to, all forms of electronic communications.

## **Disclaimer**

St. Francis Catholic High School has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. Users should know that they may encounter sexually explicit or other offensive and controversial material on the Internet, even though there are technology protection measures in place. St. Francis Catholic High School makes no guarantees of any kind, whether expressed or implied, for the access it provides' nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. St. Francis Catholic High School denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

## **Personal Computers/Non-SFHS Wifi-Enabled Devices**

Students will be allowed to use their personal laptop in class based on teacher discretion. Students will not have access to the school's network for their personal computer, cell phone, or any other non-SFHS wifi-enabled device.

## **Student Behavior**

St. Francis Catholic High School maintains an atmosphere that encourages academic excellence, personal growth and safety. The St. Francis Catholic High School standards of conduct and behavior are based on the principles of Christian morality and the guidance of the Catholic Church. Any behavior which is contrary to the mission and philosophy of St. Francis Catholic High School is unacceptable and may lead to disciplinary action. Respect for all members of the SFHS community and adherence to school rules are valued and expected. SFHS discipline is based on a fundamental respect for persons, property, authority, the mission and objectives of the school. No policy can cover every conceivable situation; the implicit standard of conduct to which SFHS are called are common sense, mature judgement, responsibility for individual actions and values of the Catholic Church. The Administration reserves the right to interpret the school's policies, principles, rules and discipline especially in light of the gravity and circumstances of the event and the particular student's history at SFHS.

## **Expectations of Student Behavior**

Whether on or off campus including during summer or holiday breaks, St. Francis Catholic High School students are to conduct themselves in accordance with the principles detailed in the Student/Parent Code of Conduct and the Honor Code. The school reserves the right to discipline students for conduct, whether inside or outside of school, that is detrimental to the student, another person, the school, and/or reputation of the school. The administration reserves the exclusive right to modify or otherwise depart from these behavioral guidelines when necessary to further or protect the underlying philosophy or mission of the school. In the case of *any* disciplinary matter, the Administration may require the student to seek professional assistance for assessment and/or evaluation. Staff members of St. Francis Catholic High School provide guidance and support to help students make the

right choices. However, students whose actions violate these principles will be subject to any and all disciplinary actions, including, suspension, expulsion or the reporting of criminal acts to law enforcement, as directed by the Dean of Students and the Principal (or designee).

### **Attendance**

A necessary condition of continued enrollment at St. Francis Catholic High School is that students behave in a manner, both on and off campus, which is consistent with the principles and Christian philosophy of St. Francis Catholic High School. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of each student adhere to these standards of conduct as determined by St. Francis Catholic High School.

It is essential that students, parents, and school officials work together to ensure that each student receives a values-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, St. Francis Catholic High School may find it necessary, at its discretion, to require parents/guardians to withdraw their daughter from the school. Some guidelines include the following:

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, St. Francis expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, volunteers, other students, and other parents.
- Students and parent/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips) as well as interaction with school staff and other St. Francis students and parents at any other time.
- St. Francis Catholic High School reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, suspension of a student, revocation of a parent/guardian's privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.
- Good attendance and conduct is required for membership on an academic, arts, or athletic team or to participate in the fall or spring play. Additional attendance criteria specific to the academic, arts or athletic team may be instituted in that teacher's or coach's syllabus. Students will be held responsible to those specific criteria for attendance and conduct.

### **Mandatory Attendance**

**All school days are mandatory.** This includes special schedule days such as, but not limited to, Orientation, St. Francis Day, & SWAP Day. Students are required to attend these special community-building days (parent or student must attend SWAP Day).

Parents and students are to **schedule appointments outside of class time**. The block-rotational schedule features extended periods of free time that will facilitate the scheduling of appointments that must be scheduled during the school day.

**Appointments should be made before class, during free blocks, during lunch block (community lunches are mandatory), after school or on non-school days.** If a medical appointment must be made during class time we ask that parents provide a copy of the medical note.

The attendance recorder is available 24 hours a day. Whenever a student is absent the parent/guardian must call the **Attendance Office 916-737-5050** by 8:00 a.m. on the day of the absence to explain the absence (emailed or faxed notes are not acceptable). Absences reported to the school secretary or teachers are not considered excused. All calls must be reported to the attendance office. It is the responsibility of the student to ensure that all absences have been excused.

If a parent does not call in to excuse an absence on the day of the absence, detention will be issued to the student. Moreover, notes written by parents giving false reasons for absences or requests to be off campus will result in the student receiving detention for an unexcused absence.

**Please be prepared to give the following information:**

- The name of the absent student.
- Specific explanation for the absence, e.g., illness, injury, legal, etc.
- Parent name.
- Parent contact phone number.

The parent and the student assume full responsibility for absences and for all the academic consequences entailed. All non-school related student absences are factored into the total number of allowable absences, which is twelve (12) per class per semester.

Students must check in and out of the attendance office when leaving and returning to school during school hours. The student must sign the attendance log in the attendance office. **NO EXCEPTIONS! Detention will be issued for failing to sign in or off campus.**

### **Parents Who Are Out of Town**

Parents who plan to be away from home while school is in session must notify the school in writing as to who will be legally responsible for their daughter during this time.

### **Absence**

Excessive absences can affect a student's academic standing and her ability to participate in co-curricular activities. **All absences (non school related) will count in absence totals for attendance monitoring.** Students who have a history of six (6) or more absences may be placed on Attendance monitoring or Attendance contract if a pattern of absences continue. Once a student is placed on Attendance Contract, the student risks the loss of extracurricular privileges, credit loss, suspension, or expulsion from school.

- Juniors are allowed two, one-day college absences during their junior year (one day total in each semester). Seniors are allowed two, one- or two-day college absences (up to two days total in each semester). Days cannot be combined into one semester or saved for future use. Parents must notify attendance when students are on a college visit.
- Recruited students: Students who are formally recruited under NCAA rules or within specified programs (Arts, Academics etc.) shall meet with Dean to create an attendance plan for their absences. Informal recruitment visits must be done on the student's personal time off. Formal letters for recruitment will be required, and the Dean will be responsible for determining if the students meets the criteria of formal recruitment.
- Auditions for University Arts Programs: Students who are auditioning for highly selective university Arts programs shall meet with Dean to determine an attendance plan for their absences.

### **School-Excused Absence**

Some school-related events may require a student to miss a regularly scheduled class. Although we strongly encourage a student to participate in school related activities, she is in fact absent from her classes. Because we also believe in the importance of classroom learning and participation, the number of such classes missed should be limited to five (5) days total per semester. These five (5) days may be extended for play-offs or retreats. The following are the current school excused absences:

- School-sponsored campus ministry, athletic, arts, academic team or other event as determined by administration.
- Christmas Tree Lane (Participants only – names on file in Dean’s office).

St. Francis Catholic High School does not accept as legitimate those parental explained absences which allow students to avoid a class assignment or which allow students to prepare for another assignment or school-related activity such as AP tests, prom, a dance, a performance, or an athletic event. If it is determined that a student has been absent in order to avoid a class or to prepare for an assignment, test, or school activity, the student will be issued detention.

A continued pattern of excessive absences may result in additional days of suspension or expulsion from St. Francis Catholic High School.

### **Attendance Requirements For School-Related Events**

Any student who misses one-half of her scheduled classes on the day she plans to participate in an after school related event, including athletics, arts, or dances may not participate in that event without prior permission from the Dean.

### **Absence – Ill Student on Campus**

St. Francis does not have a school nurse or formal sickroom. If a student becomes ill during the school day, she must report to the Attendance Office, where the parent/guardian will be notified. A student who is too ill to attend class may not remain at school. If an ill student misses a class before notifying the Attendance Office, the absence will be treated as an unexcused absence and detention will be assigned.

### **Absence – Cuts**

Detention is assigned to a student who misses an assigned class without a legitimate excuse. This includes students failing to sign into class when a teacher is not present or students falling ill and failing to report to the office.

### **Truancy**

Truancy is any non pre-authorized or unauthorized absence(s) from campus and may result in a multi day suspension for the student.

### **Wellness Counseling**

In the school context, wellness counseling, both individual and group, focuses on creating a safe place where students can talk openly about their personal issues or challenges, and get support and assistance in problem solving. It is important to distinguish school counseling from psychotherapy. Students who may require individual or family therapy will be referred to outside agencies for assessment and possible ongoing therapy.

Meanwhile, the wellness component of our counseling program provides:

- Education, resources, and support that foster healthy lifestyles throughout high school.
- Short-term individual and small group counseling for personal issues.
- Facilitation of programs and activities on teen issues.
- Referral information on services available in the local community.
- Education on mental health issues.
- Crisis assistance and evaluation.

### **Mandated Students**

Students presenting with non-disciplinary issues may be mandated off campus by Wellness counselors and Administration. Wellness counselors and the Dean will meet parent(s) upon their arrival at school. The following points will be covered:

- The seriousness of the situation.
- The requirement for an immediate evaluation at a medical or mental health facility.
- Student will be required to obtain a mental health evaluation by a licensed mental health professional, whether voluntary or involuntary, before being able to return to campus via re-entry requirements.
- The requirement to obtain follow-up mental health counseling before student is allowed to return to school.
- The request for parent(s) to sign a release of information form for communication between the school and the facility to which the student will be taken, the student's therapist, and other individuals as appropriate.
- SFHS will provide information about resources to the parent(s) for contact in case of an emergency.
- If the parent(s) refuses to come to school, or if they come but refuse to cooperate and/or if their response could be harmful to their daughter, the Wellness Counselor will contact law enforcement and/or Child Protective Services. The Administration reserves the right to disenroll a student whose parents do not work in partnership with the school for the health and safety of their student.

### **Return to School: Re-entry Meeting**

This meeting will be set with parent(s), student and the student support team to evaluate if the student is able to return to class within 24 hours after re-entry meeting. Re-entry is not automatically guaranteed.

### **Absences Loss of Credit**

More than six (6) absences in any one class during one semester is considered excessive. All students with excessive absences per class during a semester will receive notification from the Dean's Office when their student has more than eight (8) absences in a class.

- Twelve (12) or more absences a student may lose all credit for the course (12 days equals a month of class time).
- Long-term illness or family emergencies will be reviewed on an individual basis by the Dean and administration. In some cases, home courses or withdrawal may be required. Medical or personal situations are not automatic grounds for approval and credits may not be restored. The Administration reserves the right to require a student to withdraw from SFHS due to excessive absences.

### **Attendance Credit Loss Appeal**

Students who are eligible for credit loss may request an appeal from the Dean's Office. An administrative review will determine the student's academic standing.

### **Extended Absences Due To Illness/Family Emergencies**

If a student is absent four (4) or more consecutive days, or in the case of an infectious or contagious disease, she must return with a medical release from a physician. Students without a medical release will not be allowed to return to class and will be sent home.

### **Extended Absences and Homework Requests**

If a student misses class for an extended period of time due to illness or injury, the parent/guardian must call the Attendance Office as soon as possible to explain the nature and duration of the absence. Students who will be absent for four (4) or more days should request homework assignments from their teachers via teacher email or PowerSchool, and parents should contact the student's counselor for further assistance. Although teachers make it a practice to work with students who have missed class, it is not the responsibility of teachers to make themselves available for students who miss classes due to discretionary or unexcused absences. In addition, students should be sure they understand and follow each teacher's policy regarding makeup work.

**It is the student's responsibility to follow up on any assignment or test missed.** Failure to contact the teacher will result in no credit on any assignment given. If a student has knowledge that she will be gone, she should contact her teacher as soon as possible as some teachers require that students submit work or take exams prior to the absence. If this is not done, the student risks not being permitted to make up the missed work upon return to school.

### **Early Dismissal During Last Block of the Day**

A student who has a free block scheduled for her last block of the day may request permission to leave campus. Students must complete and have granted the Permission for Early Dismissal to receive a pass before they may leave campus. This form must be renewed for the each semester. Failure to show ID when leaving will result in a detention.

### **Tardiness**

A tardy is issued to any student that misses 15 minutes or fewer in any class. After this time the student is considered absent. A student who arrives late for school must report to the office for a pass to class. Traffic congestion, oversleeping, car trouble, etc. are not excuses. If a student is considered tardy due to a medical appointment, a note from the doctor is required to waive the tardy. For every tardy after the fourth, the student will receive a minor detention, the sixth a major detention, seventh through ninth tardies the student will receive a Saturday school, and a tenth tardy will result in suspension out of school. Students who are continually tardy also risk the loss of co-curricular including but not limited to dances, sports/art events, participation in baccalaureate or graduation. If a student is detained in class, she should secure a note from her teacher, take the note to the front office to receive a pass to admit her to the next class.

### **College Representative On-Campus Visit Policy**

Juniors and Seniors may attend college representative visits on a free block or with teacher permission, and:

- Students must ask for teacher permission at least two (2) days in advance of the visit.
- Students must sign-up in Naviance Family Connection at least two (2) days in advance of the visit.



- Students must return to class immediately following the visit.

Freshmen and sophomores may attend college representative visits only during a free block.

## Discipline

Because it is impossible to foresee all problems which arise, this handbook empowers the administration and their designees to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy or code of conduct of the school, even though not specified.

### Authority for Student Discipline

The Dean of Students is responsible for maintaining a positive and safe learning environment for students and staff. The Dean acts as a resource for students, staff and parents in mediating conflicts and providing direction in terms of student safety, wellness and behavior. The Dean is empowered to make decisions and impose discipline for violations of School Policy or Philosophy.

### Co/Extra Curricular Activity Penalties for Discipline

Students found in serious violation of school rules are subject to to the suspension from co or extra curricular activities including but not limited to: Athletics, Arts, Academic teams, dances at SFHS or other schools, Homecoming events, Prom/Ball, Baccalaureate and Graduation or Grad Night events. Seniors found in serious violation may be restricted from participation in walking during graduation and will receive her diploma via the mail. Additional team penalties may be assessed by individual coaches.

### Saturday School

Students may be assigned to Saturday School by the school administration for disciplinary reasons. The program exists for the purpose of holding a student accountable to reinforce her adherence to school rules. The disciplinary expectation is for students to improve their conduct. Referrals are made by the school administrative staff, counseling or teachers.

#### **Assignment of Saturday School may be initiated by, but is not limited to:**

- One day suspension at the discretion of the Dean of Students (Saturday school(s) may be given in lieu of one day out of class).
- Students who have been suspended and have been given the Saturday school option are at risk of losing partial or full financial aid as provided by SFHS.
- Four (4) or more major detentions in a semester
- Seven (7) or more tardies in a semester
- Two (2) or more failures to serve detention in a semester

### Saturday School Responsibilities

Saturday School would be offered the first and third Saturday of each month (excluding holidays) from September to May in Room 313. The first time a student fails to attend the program without clearance she will be assigned to another Saturday in addition to the one she missed (two Saturdays). The second time a student fails to serve, she will be given an Out-of School Suspension for three days. Requests to have Saturday School rescheduled must be made to the Dean no later than the end of school on the Wednesday before Saturday School

is to be served. This rescheduling will only be granted once during a semester and the student will be moved to the next available date and will not be granted another extension.

- If a student is unable to serve a detention during Saturday School due to an emergency, a parent or guardian must call the Attendance office (916-737-5050) voicemail before 7:00 A.M. on Saturday, identifying their student and the emergency.
- Illness or family emergency are the only valid excuses for missing without pre-notification. The student must verify the emergency with a written note from parent or guardian given to the Dean on the Monday following the program date.
- After the first absence due to illness, the administrator may require that any future absences be supported by a written excuse from a physician.
- The program meets on Saturday morning from 8:00 A.M. until 11:00 A.M.
- Late students will not be admitted to the program.

### **Rules for Saturday School**

- Students must report on time and remain for the full three hours. No credit for serving will be given to any arriving late or leaving early.
- Students must be in uniform.
- Students will be assigned essays or various campus clean up opportunities, depending on the needs of the school at the time of discipline. Students who cannot participate in campus clean up will be assigned a school research essay (students must make arrangements with the Dean prior to Saturday school to receive the research project).

### **Detention (JUG – Justice under God) Policy**

Detention is an action taken for misconduct by a student. Detention is held after school and during lunch blocks. Detentions after school will last 40 or 55 minutes depending on the severity and the number of infractions, beginning at 3:05 P.M. in room 313. Only students with minor infractions are eligible to serve lunch detention.

It is the student's responsibility to check her Troubiemail at least once daily. All detentions will be issued via Troubiemail and students will be held accountable for arriving at detention on time. Students must serve all major detentions after school. Students must serve or sign up for JUG within 24 hours after email receipt of the detention (excluding weekends). Excuses for missing detention (e.g., athletics or other co-curricular events, work, medical appointment, carpool) will not be accepted. Failure to attend lunch or afternoon detention will result in an additional major detention.

Detentions are designated minor or major. The Dean of Students will make that determination based on the seriousness of the situation.

*Minor Detentions* may be issued for, but are not limited to:

- Attendance.
- Phone going off in class or having it in Mass/assembly.
- Tardy.
- Locker infraction.
- Uniform violation.

- Parking.
- Littering.
- Behavioral.
- Assembly and liturgy conduct.
- Failure to sign in and out of the attendance logs.
- Gum chewing – Students may not chew gum at any time on campus.
- Other circumstances as determined by the Dean or administration.

*Major detentions* may be issued for, but are limited to:

- Any multiple violation of the same offense.
- Behavioral issues.
- Use of cell phone in a classroom, during liturgy, prayer service or assembly (will result in two major detentions.)
- Repeated cell phone violations; if a student has a 2nd use of phone violation during the school year.
- Leaving parking lot in an unsafe manner.
- Absence cut – on campus first offense.
- Signing parent's name to attendance notes, or any school forms.
- Taking items from the garden.
- Failure to serve detention (2nd failure to serve will be automatic cause for Saturday School.)
- Technology violation.
- Food in classroom.
- Students violating the M Street/62nd street or other Neighborhood Policy.
- Any four (4) minor infractions.
- Other circumstances as determined by the Dean or Administrator.

Major detentions may rise to the level of suspension or Saturday School dependent on the severity of the event. Students who receive two major detentions will be issued a Disciplinary Warning letter. Three or more major detentions will result in Saturday school, and the student will be placed on Disciplinary Probation. Continued violations will result in progressive disciplinary actions.

Minor detentions (infractions) are 45 minutes; major detentions are 55 minutes in length. If a conflict arises concerning disciplinary detention, the Dean of Students reserves the right to clarify and make all interpretations.

## **Suspension Policy**

Suspension is a disciplinary action to be invoked at the discretion of the Dean of Students and/or Principal or their designee(s). A student shall be suspended for no more than five consecutive school days. Upon returning to school, if the student commits any additional violation that she may be suspended for, she will receive a greater amount of days of suspension or may be expelled.

Aggravated grounds for suspension may become grounds for expulsion. The student will also be placed on a single or multi year behavioral contract. Students who have been suspended are at risk of losing partial or full financial aid as provided by SFHS. During suspension the student may not come to school without the permission of the Dean and the student loses the right to participate in any school activity during the suspension period. The student will be required to make up all school assignments or assessments missed. It is the responsibility of the student to obtain any missed assignments and to have them completed upon the day of her return. The student is prohibited from participating in any extracurricular activities (arts, dances, plays etc) athletic practices/games or events during the suspension period.

## **Prohibited Behaviors**

The following conduct and any other issues that may arise, at the discretion of the Dean of Students and Principal, subject a student to suspension, multi day suspension, request to withdraw or expulsion:

- Conduct at school or elsewhere which would reflect adversely on St. Francis Catholic High School or the Catholic Church.
- Serious disobedience, insubordination or disrespect for authority.
- Language or behavior which is immoral, profane, vulgar, or obscene.
- Violations of the technology use policy, cyberbullying, social media harassment or engagement that is detrimental to a student's experience.
- Violation of the substance abuse policy – It is important for students and parents to understand the legal ramifications of substance involvement. A person who spends time with a person who sells drugs can be convicted of aiding and abetting in a felony. Referring a customer to a seller is a form of drug trafficking. A homeowner can be criminally prosecuted for hosting a party where drugs are used or sold. SFHS reserves the right to contact local law enforcement when a student is found to have used, been in possession of, sold, or distributed any illegal substances.
- Extortion, Coercion, Injury or harm to persons or property or serious threat of same.
- Sale of any material on school grounds without proper authorization.
- Assault or battery, or any threat of force or violence (gesture, verbal, written or online) with, or possession of, a weapon capable of inflicting injury.
- Create fear or threat with or without / imitation weapons.
- Theft, possession of stolen property, intentional keeping of lost/found property.
- Lying.
- Student non-cooperation – Students who deceive, lie or fail to cooperate with faculty or administration at any time, especially during a disciplinary investigation are liable for suspension or expulsion.
- Harassment: verbal, written, physical or visual conduct that is severe and pervasive. (See Harassment policy)

- Bullying: aggressive behavior that is intentional and that involves an imbalance of power or strength. (See Bullying policy) Typically repeated over time. Physical, verbal, intimidation, gestures, social exclusion, Retaliation/Revenge either in person, inciting others to retaliate or by use of any form of technology.
- Tampering, altering, forging, or allowing any of these actions to change grades or test/homework scores. Altering grades via handwritten or use of technology for self or others.
- Inappropriate, outrageous, scandalous or seriously disruptive behavior. Any behavior that is degrading, inflammatory or devalues the dignity of a person.
- Academic dishonesty.
- Vandalism on or off campus.
- Trespassing.
- Extensive tardiness.
- Unauthorized absence from class may result in detention or suspension. This includes unauthorized trips to the parking lot.
- Truancy – Any unauthorized absence from campus may result in a multi day suspension for the student.
- Sharing of medications.
- Smoking (including smokeless tobacco, electronic or vapor type pens.)
- Signing parent’s name to attendance notes, or any school forms.
- Sexual Conduct: Unwelcome advances, verbal and/or physical misconduct in the interpersonal relationships between students and any misconduct of a sexual nature that causes discomfort to a student at SFHS. Including but not limited to:
  - Unwelcome sexual advances or physical contact of a sexual nature.
  - Verbal, written, or any other form of communication requests for sexual favors, sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets.
  - Unkind and/or unlawful physical touching, contact, assault.
  - Deliberately impeding or blocking movements or any intimidating interference with normal student movement.
  - Leering, gestures, displays of sexually suggestive objects or pictures, cartoons, posters etc.
  - Sexting.
  - Sexual misconduct: Conduct of a sexual nature, whether consensual or nonconsensual that is unacceptable in the school environment.
  - Sexual exploitation: The taking of sexual advantage over another for one’s own gain or the gain of others, but to the detriment of the victim involved.
- Any criminal activity is automatic grounds for suspension and may invoke expulsion.
- Refusal to meet terms of individual agreements between student and administration.
- Inability or refusal of student and/or parents to meet minimal academic requirements in a timely manner.
- Parental non-cooperation or lack of support for school regulations.

- Any actions by visitors/ parent legal/guardians that are physically or verbally abusive to others, could impact the standing of the SFHS student and may be pursued with law enforcement.
- Failure to report to a teacher or administrator knowledge of actions or plans of another student whose actions or plans, if carried out, could result in harm to another person(s) or damage to property.
- Any repeated offense will result in progressive discipline action or expulsion.

### **Cyberbullying and Harassment Policy**

St. Francis Catholic High School is committed to providing a learning environment that is free from harassment in any form. Harassment or intimidation of any student (or any staff member, guest or students from another school) by a St. Francis Catholic High School student will not be tolerated. Harassment occurs anytime an individual is subjected to treatment by another which is hostile or intimidating, regardless of when or where such an action takes place. Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal, written (including any posted material on any computer network) or physical conduct that denigrates or shows hostility or aversion toward any individual or his/her relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- Has the purpose of creating an intimidating, hostile or offensive school environment.
- Has the purpose or effect of unreasonably interfering with an individual's performance in school.
- Otherwise adversely affects an individual's school experience.

#### **Harassing conduct includes but is not limited to:**

- Swearing, slurs, negative stereotyping, derogatory or demeaning comments, jokes or any verbiage or picture a person finds offensive.
- Threatening, intimidating words or hostile acts spoken to or about a student.
- Taking pictures or video without permission.
- Written (including any posted material on a computer network), graphic materials, inflammatory drawings, written words, cartoons, posters, gestures or altered media that denigrates or shows hostility or aversion towards an individual or group.
- Unwanted physical contact, touch, impedance, blocking movements, assault or intimidating interference.
- Any student that feels she has been the subject of sexual harassment or any other form of harassment should bring the matter to the attention of a St. Francis Catholic High School staff member.

### **Recommended Withdrawal**

In certain cases, the Principal or designee may recommend that a student voluntarily withdraw.

### **Student Discipline Board**

The purpose of the Student Discipline Board is to review and recommend to the Principal whether a student continues enrollment at SFHS and under what circumstances. Students may be sent before a discipline board for: multi-day suspensions, recommendation for withdrawal, intention to expel, or at the discretion of the Dean or Principal.

## **Expulsion Policy**

It is the policy of St. Francis Catholic High School that actions to expel students from the school are taken in accordance with the policies and procedures that follow. Nothing in this expulsion policy shall limit, nor is intended to limit, the discretion or authority of the Dean of Students or the Principal to impose discipline upon any student for any violation of any of the rules or policies of St. Francis Catholic High School. The decision to expel a student, performed in accordance with this Policy, shall be final and binding upon the student and her parent(s) or legal guardian(s).

## **Notice to Expel**

Whenever any grounds to expel exist, the Dean of Students shall provide the student who is subject to expulsion and her parent(s) or guardian(s) with a written Notice to Expel, which shall state clearly and concisely the reasons and grounds for such intended expulsion. The Notice to Expel shall advise the student and parent(s) her right to ask for an Informal Conference with the Dean of Students and/or the Principal, her right to an Informal Hearing before the Review Board.

## **Informal Conference**

Informal resolution of an alleged violation of student conduct, which may lead to an expulsion, is encouraged. Within three working days of receipt of a Notice of Intent to Expel, a student and/or her parent(s) or legal guardian(s) may request an Informal Conference with the Dean of Students and Principal. The purpose of the Informal Conference is to permit the student and/or her parents(s) or legal guardian(s) to discuss the circumstances leading to the issuance of the Notice of Intent to Expel. If an Informal Conference is not requested, or if the student and her parents wish to request an Informal Hearing before the Review Board, the Board will be convened.

## **Informal Hearing**

A student with her parent(s) shall have the right to an Informal Hearing before the Discipline Board.

**Timing of Informal Hearing** If requested by the student or parent(s), the Informal Hearing shall be held within three working days following the Informal Conference but should be no later than five days following receipt of the Notice to Expel, unless an alternative date is otherwise agreed.

**Rights of Students at the Informal Hearing** The Informal Hearing is designed to provide the student with an opportunity to be heard on the question of her pending expulsion and is not designed to be a formal hearing. As such, the student is not entitled to be represented by legal counsel at the Informal Hearing, nor shall formal rules of evidence apply. However, the student shall be entitled to the following rights in the Informal Hearing:

**Right of Parent(s) to Attend** A student shall be entitled to have her parent(s) or legal guardian(s) attend.

**Right of Student to Attend and Right to Speak on Her Own Behalf** A student shall be entitled to speak on her own behalf during the Informal Hearing, subject to the rules established by the Board Chair for the proceedings.

**Right to be Present During Hearing-** Neither the student nor her parent(s) or legal guardian(s) shall be entitled to be present during the deliberation of the Review Board.

**Decision To Expel** The decision to expel will be made by the Principal, in consultation with the President, within two working days following the Review Board Informal Hearing.

### **Discipline Board**

The Discipline Board – comprised of the Principal, one Assistant Principal, the Dean of Students, one to five St. Francis Catholic High School faculty members, and a counselor – may be convened for the following reasons:

- To advise the Dean and or the Principal on issues that may result in expulsion.
- To hear a student’s appeal of a pending expulsion.

Students who are expelled from St. Francis Catholic High School will not have their transcripts or cumulative files released until after the completion of all hearing processes or legal procedures.

### **Academic Honesty Policy**

In keeping with the St. Francis Catholic High School philosophy, students are expected to “learn academic skills, civic responsibilities, and Christian values.” The St. Francis faculty and administration believe in academic honesty and the principles of the honor code. Students must conduct themselves in a manner consistent with Catholic values, a sense of integrity, honesty, accountability and trust in all academic matters. Students are expected to do their own homework, to test without external resources and to submit original work for all assignments. St. Francis students are also expected to deny all requests to copy from their own work. Because of our dedication to these values as an academic and spiritual community, we expect trust, honesty, and personal integrity.

Academic dishonesty includes but is not limited to:

- Plagiarism
  - It is the appropriation of another’s ideas (content) and/or language (form), in part or in whole, intentionally or unintentionally, without the necessary assignment of credit.
  - It is the representation of someone else’s ideas as your own (e.g., copying text word-for-word without using quotation marks, or not acknowledging in an in-text citation, a footnote, an endnote, or a bibliography a scholarly source).
  - Plagiarism includes copying homework, labs, quoting, paraphrasing or summarizing another’s written work (including sources off the Internet), or oral statements without proper citation.
- Falsifying or preventing communication between home and school (e.g., signing parent’s name to progress reports, changing report card.)
- Cheating is an attempt to improve one’s score or to help to improve someone else’s score through dishonest means including but not limited to:
  - the use of another person’s test/answers either before or during the exam, (e.g., giving information about a test or quiz that has already been taken to another student who is to take the same test or quiz or receiving of information.)
  - sharing of answers (orally or in writing) or allowing one’s work to be copied in any manner.
  - the use or possession of notes, answers, cheat sheets, electronic devices (including watches, phones translators) or any other source not pre-approved by the teacher during the exam.
  - stealing/receiving test papers or information prior to the test.
  - looking at another person’s paper, talking during testing, copying assignments.



- marking answers after the test period is over.

**Academic dishonesty** may result in:

- “0” on the assignment or test.
- Teacher notifies the Dean of Students who meets with the teacher and student.
- The Dean of Students contacts the parent.
- A major detention or Saturday School is issued for the first offense; a suspension and progressive discipline is issued for each subsequent offense. All academic dishonesties during a student’s four years at SFHS will be considered for disciplinary action.

**Academic dishonesty** during finals will result in:

- “0” on the final.
- Teacher notifies the Dean of Students; who meets with the teacher and student.
- The Dean of Students contacts the parent.
- Suspension of the student.

**Any repeated academic dishonesty may result in suspension and/or expulsion.**

### **Substance Abuse Policy**

The philosophy of St. Francis Catholic High School “emphasizes a commitment to those values that honor the sanctity of life and the importance of each human being.” The use of alcohol and other drugs is in opposition to this belief and creates an obstacle to learning. Any student or parent who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a drug/alcohol problem will be assisted in the spirit of counseling, (unless the student is found to be using the counseling mechanism to avoid disciplinary action). The same will be true for students referred to any staff member for intervention.

Any violation of this policy can result in the following action as deemed necessary by the administration.

The Administration and Faculty of St. Francis Catholic High School expect parents and students to support the policies and educational programs on substance use. Parents and older siblings are both legally and morally responsible anytime they allow alcohol and/or drug use by underage minors. Parents are asked to closely monitor the activities of their children especially at times when the parents cannot be present in the home. Supervised or unsupervised events where students use alcohol and/or drugs in the home brought to the attention of the school will result in appropriate disciplinary action. Any adult who trades, sells, gives away or offers to trade, sell or give away alcohol, controlled substances, performance-enhancing drugs or other hazardous substances may result in notification of the proper authorities and may compromise the partnership between the family and the school.

- Students on or off campus, or in any situation which would reflect adversely on St. Francis Catholic High School, are subject to suspension, request for withdrawal or expulsion, and law enforcement may be contacted. This includes, but is not limited to, private parties and school-sponsored events.
- Students found dealing in or selling any controlled substance on campus or at school related activities will be expelled and law enforcement will be notified.
- Students found to have hosted an event where alcohol/drugs are used or who have provided alcohol or drugs to other students are liable for expulsion.

- Students under the influence of drugs, alcohol, or any other controlled substance or facilitating same on school grounds, while involved in any school-related activity or at any location or in any situation which could reflect adversely on St. Francis Catholic High school are liable for expulsion.
- Students, with or without parent approval, found to have organized or hosted an event where alcohol or drugs are used, or who have provided alcohol or drugs to other students are subject to expulsion.
- Students found possessing a legally controlled substance during the school day for use, sale or distribution are liable for expulsion and law enforcement may be contacted.
- The possession, serving and/or consumption or being under the influence of illegal substances or students attending, and/or remaining at parties where illegal substances are present or available to students are also subject to suspension or expulsion.
- Any activities involving paraphernalia, “look-alikes” associated with controlled substances will result in suspension or expulsion.
- The trade, sale or ingestion of medication prescribed to someone else is illegal and dangerous. The consumption and/or possession of alcohol or non personal medications is illegal for all students who attend SFHS.
- Being present when such substances are being used presumes some level of participation and may result in suspension or expulsion.

Violation of these policies may result in the following actions:

- Parent(s) or guardian(s) will be notified.
- The student may be suspended from school pending the investigation.
- The student and parent(s)/guardian(s) will conference with the Dean of Students and/or other school officials.
- The Dean of Students or Principal may issue a Letter to Expel.
- If the student is not expelled, she will be placed on a Behavior Contract. Provisions of the contract may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing and any other provision deemed necessary by the Dean of Students, Principal and/or her counselor.

### **Breathalyzers Used At School Events**

The Dean of Students or her designee(s) may use designated breathalyzers for the evaluation process as a systematic method of examining a student to determine whether or not he or she is under the influence of drugs or alcohol. Students found to be under the influence are in violation of school policy and immediate disciplinary action will be taken.

### **Searches - Drug Dogs**

St. Francis reserves the right to conduct random and specific drug and alcohol testing on campus or at any and all school events. In our continuing effort to maintain a safe and healthy learning environment for all students, St. Francis Catholic High School has adopted a program to detect the presence of illicit drugs, alcohol, gunpowder based items, abused medications and other contraband normally prohibited from campus. Facilitated by the use of non aggressive detecting dogs, the contractor Interquest will make periodic unannounced visits to our campus

throughout the school year. The dogs are not used to “alert” on individuals. However, they will normally check lockers, classrooms, common areas, gym areas, vehicles, parking lots and other areas identified by school administration. If required the dogs will also be provided for graduation and grad night events. Failure to follow the requests of the Interquest personnel or school administrator will result in the automatic notification of law enforcement. These areas may also be checked by school administrators or law enforcement as predicated by the situation.

### **Drug Testing**

With reasonable cause, students may be drug tested while enrolled at St. Francis Catholic High School. These tests will be required by the Dean of Students at her discretion. When the Dean of Students determines that a student is required to be tested, the parent(s) will be notified. Once the parent(s) are aware of a need for a test, the test must be performed within 24 hours. All testing must take place at the SFHS designated site. No other site may be used. Any tampering with the collection sample will be considered a positive test. Students with a positive test result will be subject to the school’s disciplinary policies. All fees associated with the drug test will be the responsibility of the parent(s).

### **Dress Code**

The students of St. Francis Catholic High School have the honor of wearing a uniform to school. An important goal of a dress code is to teach our young women that in the larger arena of life, different types of dress codes are appropriate for different settings. As representatives of SFHS, student appearance reflects upon the image and good name of the school. To that end, students in this academic setting are expected to be clean and neat in their personal appearance, observing standards of modesty and moderation. Ever changing styles of clothing and grooming, the different values of parents, students, and individual interpretations of what is acceptable school dress makes judgement in such matters subjective. The school reserves the right to regulate against fads or fashions. Parents who send their daughters, and choose the SFHS experience, accept the judgement of the Administration as final in matters of school policies, including dress code for a high school college preparatory environment.

Students are to be in uniform in all areas of the campus while in the classroom and on lunch, free periods or in assemblies. Students must wear their uniforms during finals review, finals, and Saturday School. Regular and random dress code checks will be conducted during the school year.

**Respect for oneself and others is also shown through personal appearance and neatness. All students are expected to reflect pride in themselves and in the school by following the uniform policies. If the article of clothing is not listed below, it is not acceptable to wear to school:**

- **Shirt:** *White or red polo with the SF logo in short or long sleeves.* The SF uniform shirt with logo must be worn at all times, even with the uniform sweater or sweatshirt. Only a white short sleeve t-shirt may be worn under the polo.
- **Skirt:** *SF checkered box pleat skirt.* It is to be worn in good taste, buttoned and zipped and not rolled at the waist. The skirt must be no shorter than three inches above the top of the knee. Skirts must be clean and not written on. Any student with an improperly fitting or damaged skirt will be required to purchase a new skirt and the parent account will be charged.
- **Pants:** Khaki pants (*no corduroy or denim*). Pants must fit properly and have no cargo style pockets or drawstring waist. Capri length is not permitted. Pants may not be skin tight.
- **Sweater/Fleece:** *SF red pullover, fleece, vest or cardigan.*

- **Shoes:** *Shoes or sandals with backs (backs must be manufactured with the shoe, not hand-made).* Must be worn at all times. Laces must be tied and straps worn properly. **This also applies to modified dress days, unless specific permission has been given by the Dean or Principal.**
- **Socks/Tights/Legging:** *Matching socks that keep in the spirit of the uniform.* Tights or leggings must be black or grey and must be solid; no patterns or netting allowed. Socks must be worn with leggings at all times and pulled over the leggings. Socks may not be above the knees. Socks do not have to be worn with sandals.
- **Sweatshirt:** *St. Francis H.S. red sweatshirt with gold lettering.*
- **Layering:** *Students may layer with St. Francis uniform items only.* The top layer must be a long sleeved uniform sweatshirt, a long sleeved uniform sweater or a long sleeve uniform fleece. Layering is not allowed under the uniform vest sweater or fleece. Layering is not allowed on formal uniform days.
- **Jackets:** *Only a St. Francis Catholic High School uniform jacket may be worn.*
- **Undergarments/shorts:** At no time may a student wear anything under their white polo or oxford that can be seen through the shirt including but not limited to: colored or patterned bras, sports bras, t-shirts etc. Students are strongly encouraged to wear close fitting shorts under their uniform skirt.

A student who wears a uniform item which is in disrepair will be considered out of uniform and will be given a warning to have the item cleaned or repaired. Disrepair includes any writing on uniform items. If the student does not comply, she will be required to purchase a new item. The cost of the item will be charged directly to the parents' account.

**If students need to change out of their free dress or uniform, only restrooms or locker rooms should be used. At no time may a student disrobe anywhere but these locations.**

### **Formal Uniform Requirements**

A formal uniform is required for assemblies, class meetings, liturgies, prayer services and special events. Formal uniform must be worn from the beginning of the school day until the end of the specific, class meetings, liturgies, prayer services or special event. Students may not come dressed for formal uniform day, parents dropping off items will not negate the detention for being out of formal uniform. The blue blazer is mandatory October 1st to May 30th, unless otherwise announced by the Dean of Students.

#### **Formal Uniform:**

- SF Blue Blazer w/Oxford and red sweater or vest (mandatory for all classes)
- Checkered box pleat skirt.
- SF white button down Oxford shirt or long sleeve shirt with collar (must not hang below the sweater.)
- SF red sweater, cardigan or vest.
- Solid black tights or leggings may be worn.
- Socks must be solid white.
- No layering with non-formal uniform items during gatherings on formal uniform days.
- No hat, scarves, fleece, or jackets.
- No UGG style boots or tennis shoes.

### **Additional Guidelines Regarding The Uniform And Personal Appearance**

- **Hair:** Dyeing, bleaching, or tinting hair to an unnatural color or having severely contrasting colors is not permitted. Extreme hairstyles are not permitted. (This includes partially or fully shaved heads, or razor cut styles.)
- **Hats:** Hats, caps, or sweatshirt hoods are not to be worn in class. Hats, caps, and hoods may be worn outside.
- **Sunglasses:** Sunglasses may not be worn indoors.
- **Piercing:** Body piercing other than the ears is not permitted (e.g. nose, gauges and eyebrow rings, no band-aids covering the piercings).
- **Jewelry:** Jewelry should be limited and in good taste. Decorations are not to be sewn on or attached to the uniform. The administration has the final decision regarding appropriateness of jewelry worn.
- **Tattoos:** Permanent or temporary tattoos, are not permitted. (Henna with Dean/pre-Administration approval only).

Any student with questions about dress code is invited to visit the Dean of Students office for clarification of details or to show the office an outfit or hair for approval.

### **Special Event Dress Code**

- Awards Assembly & Farewell Mass/Honor Guard: The same rules apply for “Dress Code/Open Dances” and seniors are encouraged to wear “Sunday Best” and must adhere to the dress code policy.
- Baccalaureate and Graduation: The same rules apply for “Dress Code/Open Dances”; however, light colored garment must be worn under the white graduation gown.

### **Friday Dress Code**

On Fridays, students may wear St. Francis t-shirts, sweatshirts or jackets that are school, sport or club-related. They may be worn with the school skirt. These shirts must have been approved by the Student Life Council.

### **Free Dress / Modified Dress Days**

There are occasional “Free dress or modified dress days” during spirit week, retreats, and special fundraisers for charities. Students may wear:

- St. Francis logo sweats or St Francis logo team warm up pants.
- St. Francis t-shirts, sweatshirts or jackets that are school, sport or club related.
- Personal shirts/pants/jeans/shorts/skirts/dresses in accordance with dress code and open dance rules.
- **Shoes with backs are required.**

Students may not wear:

- Shorts / skirts / dresses / rompers / shorts. The length must be no more than three (3) inches above the knees. Note: Leggings do not change the length rule.
- Torn, soiled or ragged clothing.

- Pajamas, yoga pants, leggings, or jeggings (as pants).
- Tops that expose the stomach, back or chest: strapless or tube tops, halter tops, tops that begin below the shoulder blades, tops that plunge too deeply, tops with straps less than one (1) inch wide
- Clothing will not be excessively tight. and must fit properly.
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin
- Tops and bottoms must overlap.
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings.
- Clothing containing objectionable references, symbols, words, advertising or propaganda that is against the philosophy of St. Francis is not permitted at any time.

### **Enforcement**

If a student is not in proper uniform, she will be assigned detention. The administration exercises full authority in the interpretation of issues pertaining to uniform regulations. She may be sent to the front office until she has obtained a proper uniform. Students who fail to meet the uniform requirements, or who receive two or more uniform detentions, may have her uniform replaced and her parents will be billed for the cost of the uniform.

**Expectation** It is expected that all students will adhere to the uniform and dress code regulations of the school and that parents will support the policies of the school by seeing that their daughters have appropriate uniform attire.

### **Dances**

Smoking, drinking, drug use, or inappropriate dance behavior, inappropriate dress is not permitted. If a student is found to be under the influence of drugs or alcohol, the procedures listed under the school's Substance Abuse Policy will be followed. Any other inappropriate behavior will result in the confiscation of the student's I.D. card. The I.D. card will be held for six school weeks.

### **Date Policy**

All students from the four participating Catholic High Schools are allowed to come to open dances. For the Homecoming Dance, Senior Ball, Junior Prom, and Frosh/Soph Formal, students may choose to bring a male date or to come alone.

### **Interschool Policies for Dances**

The four participating Catholic High Schools will enforce the following policies at all of the open dances:

- Dances are 7:30 -10:00 P.M., no entrance after 8:30 P.M., no dismissal before 9:30 P.M.
- Cost is \$10.00 and each student may only buy one wristband.
- No admittance without a current Student Body Card.
- Students may not arrive or depart in rented vehicles, limousines, buses, or RVs.
- Students remaining 45 minutes after the end of the dance may be sent home by taxi at the family's expense.

- Bags or purses may be inspected at the door. There will be a coat check.
- Testing for controlled substance use may be administered randomly.
- School or law enforcement may use the services of security dogs and/or breathalyzers randomly to detect drugs, alcohol, or contraband items.
- Student Body Cards will be confiscated for inappropriate behavior or dress. Cards will be held for six weeks or through the next scheduled dance, whichever comes first. Students will not be allowed to attend any dances during these six weeks or the next scheduled dance, whichever comes first. A second violation will result in the student being banned from any dances during that school year. Cards may be held into the next school year if the dance is held at the end of the year.

### **Guest Policy – Applies To Date Dances**

- Guests may be no older than 20 years of age or younger than 9th grade.
- A guest pass request form must be on file with the Dean of Students.
- Guest must show a current picture ID.
- Guest must enter with their host student.
- SF Student is responsible for the actions of her guest.

### **Dance Dress Code**

**Open Dances** - Students wearing the following will not be admitted to dances:

- Skirts, dresses, rompers, or shorts that are too short. The length must be no more than three (3) inches above the knees. Note: Leggings do not change the length rule.
- Tops that expose the stomach, back or chest: strapless or tube tops, halter tops, tops that begin below the shoulder blades, tops that plunge too deeply, tops with straps less than one (1) inch wide.
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings.
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin.
- Clothing that is excessively tight; no body con, ruched dresses, or spandex.
- Hand-decorated clothing (tops with slogans/sayings painted or printed onto a shirt.)
- Glow, strobe, flashing, or light accessories of any kind.
- Removal of clothing revealing any of the above.
- Clothing containing objectionable references, symbols, words, advertising or propaganda that is against the philosophy of St. Francis is not permitted at any time.

### **Date Dances**

- Girls should wear semi-formal wear to Homecoming and formal wear to Junior Prom and Senior Ball.
- Dresses must be no more than three (3) inches above the knees.
- Girls may wear a strapless dress; however, no skin may be exposed on the stomach, back or chest.

- The male dates for semi-formal dances should wear dress shirts, dress pants or Docker-style pants.
- The male date for formal dances should wear a tuxedo or a suit and tie.
- All other rules as stated under open dance dress code will be enforced.

Appropriate dress is determined by school staff. Class level Dinner-Dances have modified Dress Codes specific to each dance. See bids and dance information for specific details.

### **Inappropriate Behavior**

Students exhibiting the following will have their student body card taken and held for six weeks and will face disciplinary action:

- Straddling or wrapping legs around another person.
- Inappropriate physical contact, lap dancing.
- Lying or sitting on tables or floor.
- Removal of clothing revealing a dress code violation.
- Possession or use of alcohol, drugs, or other contraband.
- Moshing, crowd-surfing, front-to-back dancing, grinding, sandwiching, freaking, break or circle dancing or other types of dancing that are lewd or potentially dangerous; dancing must be consistent with safe and appropriate practices.

**Appropriate behavior is determined by school staff.**

### **Dispute/Conflict Resolution Process**

When conflict between school authority and an individual student and her family occurs, it is important that the following process be adhered to so that the rights of all are ensured. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity. Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal. An attempt should be made by the parties involved, i.e., student/teacher, student/coach, or student/administrator to solve differences of opinion or conflict at that level. Appeals to higher authorities will not be considered until this attempt at resolution has been completed. Appeals occur in the following order:

- Teacher/Coach
- Department Chair/Athletic Director
- Assistant Principal
- Principal (The final appeal at the school level is the principal.)



**Step One** In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

**Step Two** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the employee's immediate supervisor for his or her review and decision. If the dispute is concerning an employee, the supervisor shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The supervisor shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this Step.

**Step Three** If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the supervisor's decision in Step Two may present the dispute to the principal for her review and decision. The principal shall conclude his or her review of the dispute and render his decision within ten (10) calendar days of the referral to him or her described in this Step..

**Step Four** If the dispute cannot be resolved in Step Three, the complaining party within ten (10) calendar days of the Principal's decision in Step Three may present the dispute to the president for his or her review and decision. The president shall conclude his or her review of the dispute and render his decision within ten (10) calendar days of the referral to him or her described in this Step.

**Diocesan Review** If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the president's decision at Step Four, may petition the appropriate Diocesan office in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not to review the dispute in question. If the Diocese chooses to review the dispute, he/she shall render an advisory recommendation to the president in writing within ten (10) calendar days of receiving the written petition.

## General Student Information

### Age of Majority

Students eighteen (18) years of age and above must attend all assigned classes, homerooms, assemblies, and follow all school rules. Reaching the age of majority does not imply any specific rights, including the right to sign notes or call in absences. If a student is eighteen (18) or older and chooses not to follow the rules, regulations, and/or policies of the school she will be subject to disciplinary action.

### Allergies

Numerous students on campus have life threatening allergies to various foods (nuts, milk, shellfish, gluten), latex, plastic, nickel and many other items. **SFHS does not provide a school nurse.** High school students and their parents are expected to be proactive in regards to students consumption of any food that is not prepared at home and brought to campus for their student. All students should be treated with respect concerning their medical condition and should not be subject to any criticism or recrimination. No food should be dispersed to another student without her knowledge of how it was prepared (i.e. in a nut free environment or cooked in certain oils, etc.) Latex balloons are not allowed on campus without special permission from the administration, due to possible severe allergic reactions. If your student needs additional resources, contact the Dean of Students.

Special tables have been dedicated for students with nut allergies. Students may not eat at these tables if they have any type of food that contains nuts or may have been prepared with nut oils. **STUDENTS WITH ALLERGIES, please ask the Dining hall manager to determine food content.**

### Assembly Information

Attendance at *all assemblies and liturgies is mandatory for all students*. The following are some specific points about assembly courtesy:

- Courtesy means listening attentively. No student should talk when another is speaking.
- Homework should not be done during an assembly, nor should a student read during a presentation.
- Students should not bring food or drink to an assembly.
- Students should not call attention to themselves by arriving late or leaving early.
- Applause is appropriate behavior at informational, spirit, and recreational assemblies. Cheering at spirit assemblies is appropriate conduct.
- Appropriate behavior is determined by supervising staff.

### Anonymous Alerts®

St. Francis is committed to the support of our students' well-being and personal safety. With that in mind, we have adopted technology to allow students to reach out in a safe and secure manner. The Anonymous Alerts® app is available on all student Chromebooks. One of the biggest obstacles to aiding a student in crisis or stopping an event is the student's reluctance to report it. The Anonymous Alerts® system encrypts information. Any person can choose to submit a form with her contact information or anonymously. The person retains control as it is entirely up to her how much information she wishes to divulge. The Anonymous Alerts® system should only be used to relay important or crisis information. **While a student can leave a message or report at any time, concerns and events will only be responded to during regular school business hours, Monday-Friday. Life-threatening events should be immediately reported to 9-1-1 and parents.**

### Bicycles, skateboards, roller blades, scooters, etc.

Bicyclists should always use pre-approved bike lanes and wear bike safety helmets as prescribed by law. All bicycles should be parked in the racks provided and should be locked at all times. Skateboards and roller blades, razors, etc. are prohibited on campus.

### Cameras

Surveillance cameras may be placed in public locations, such as school entrances, exits, lobby areas, hallways, cafeterias, athletic areas, parking lots or gathering spaces. All video recordings are the sole property of St. Francis Catholic High School and Catholic Diocese of Sacramento.

### Cell phones and personal electronic devices

Students may use their cell phones or personal electronic devices on campus. Students using their own computers must abide by the acceptable use policy. Students may not use their devices in the classroom, at assemblies, masses, liturgies (phones are not to be taken to assemblies, mass or other gathering events; they should be locked in student's locker) or other designated events without teacher or administrator permission. All device use is strictly prohibited in the case of an evacuation, shelter-in-place or lockdown without express permission of the administration.

### **Classrooms/Staff Offices**

Classroom use must be approved by the administration. Students may not use classrooms or staff offices without an adult chaperon.

### **Concussion Policy**

Students who suffer from a concussion will follow strict protocols, as outlined in the SFHS Concussion Policy. Students who are under CCP guidelines may have their co-curriculars limited until such time as they are cleared to fully resume school participation.

### **Drop-off and Pick-up Procedures**

Students are to be dropped off and picked up only at the front of the school in the designated area. Any student being dropped off or picked up in a non-designated area will be issued a **major detention**.

### **Dropping off or Sending of Non-School Related Items to Students**

The office cannot accept items such as, but not limited to, balloons, flowers, gifts, etc. to be given to a student. Delivery of these items will be denied and returned to sender via the process these were delivered.

### **Early Dismissal**

Students who wish to leave campus early must apply for and be granted an early dismissal pass. These passes are only issued for students who have a designated last block of the day free. Students leaving campus without an early dismissal pass or signing out are subject to suspension.

### **Electronic Communications**

Students will be assigned a school provided Google account and required to use this email account when contacting any school faculty, staff and administration. St. Francis email accounts only allow emails to/from the domain (stfrancishs.org), .EDU sites and other school related whitelisted domains. St. Francis issued emails are for school purposes only. Correspondence with colleges and parents should not be conducted through school email. Students are encouraged to set up a personal email address for college communication

### **Field Trips and Other School Sponsored Events off Campus**

Parent-approved field trip permission slips must be returned to the moderator of the trip at least 72 hours prior to the trip. When a field trip has been planned, the moderator(s) will notify the student of the dress code for the trip. Other teachers will be given notice of students attending the trip; teachers have the option to request that a student remain in school. No field trips are to be taken in the month of May. Field trips must be educational in nature. **Parent chaperones and drivers must follow the transportation and parent volunteer fingerprint policies.**

### **Food or Drink**

Students may eat only in specific designated areas of campus. Food or drink may not be taken into classrooms, foyers, the Library, Fine Arts Building, CLC, or gymnasium. Students caught eating in these areas are subject to discipline. Tables or areas set aside as nut free are to be considered off limits to students who have items that contain or are prepared with any type of nuts.

## Garden

The St. Francis Garden is a place of sanctuary and reflection. Students wishing to use the garden must be supervised at all times. The fruits and vegetables being grown there are for use in the Dining Hall Kitchen and not for personal consumption. Taking, eating or throwing the fruits and vegetables will result in disciplinary action.

## Gym/Fitness Center

Any student wishing to use the gym or Fitness Center, regardless of time or purpose, must have the permission of, and be supervised by, a faculty member or designated authority.

## Health and Medications

The physical well-being and safety of the students is necessary for efficient and satisfactory performance of school duties. St. Francis Catholic High school does not provide a school nurse, parents and students must bear the responsibility for contacting the school with any health related concerns. Parents of affected students are encouraged to inform the Dean of their daughters confidential medical condition to best meet the needs of their child. **Students who use their electronic devices to notify parents to pick them up because they are ill must report first to the main office so that St. Francis personnel can assist them. It is imperative that students follow this procedure for their safety and welfare.**

- Immunization forms must be completed and on file or students will be denied admission to St. Francis Catholic High School.
- Any student who has a severe allergic reaction or medical condition of any kind, who may have to take prescription medicine during the school day or during a school-related event, is required to complete the medical and parent authorization form and return it to the Dean. The student and her family are responsible for providing the proper medicine from her doctor with clear, written instructions for administering.
- Students with severe allergies, or other types of conditions that require the use of immediate medication such as an EpiPen, Glucagon shot, or an inhaler, may carry these on or off campus. It is strongly recommended that students needing these types of medication have back up medications in the main office.
- Students may not carry any medications on campus with the exception of personal use (3 or 4 pills) amounts of aspirin or aspirin type substances, with parent authorization.
- Students may not share their medications with other students at any time or disciplinary action may occur.
- Medical release forms are available to parents to allow a school official, in case of emergency, to permit medical treatment for a student when parents cannot be contacted. It is important for parents to complete and return the forms by the first day of school and to inform the school of changes during the school year. If a student needs immediate medical attention, an ambulance will be called. The school will not be responsible for the fees involved in ambulance transport.
- Any student with hearing or sight problems or any other physical condition that may affect her learning process should inform their counselor. Teachers will be advised to make adjustments in classroom seating.
- Any student with a physical condition that would prevent her from participating in physical education classes should provide a physician's written statement to the P.E. Department Chair.

- Students who participate in field trips, retreats or overnight events should assure that their leader has received a copy of their medical form and that they supply any prescription medication needed during the event. Students may not carry prescription medications at off campus events (exception, inhalers, glucagon shot, EpiPens.)
- **Contagious or Infectious Diseases** – Students whose absence from school is due to a contagious disease (i.e. chicken pox, pink eye, mononucleosis, strep throat, hepatitis, or any other possible contagious disease) will be asked to present a doctor’s note before being allowed to return to school.
- Any student who has lice must stay home until she has completed at least the initial removal treatment.
- AIDS/HIV Students do not pose a health risk to other students or staff in the classroom setting or involvement in co-curricular activities. Affected students shall be allowed to attend classes and participate in activities without restrictions as long as they are physically able and do not have compounded infections diseases related to AIDS/HIV. School personnel have been trained in bloodborne pathogen response.

### **Homework**

Homework is an integral part of the educational process to assist students in getting the most out of their high school experience. Homework is considered an individual activity to be completed outside the general school day. All homework is to be completed according to the specifications of the instructor.

### **ID Cards**

Student Body Cards are issued to all St. Francis Catholic High School students. The card must be carried at *all* times during school hours, at *all Catholic high school* functions, and shown and surrendered upon request by authorized Catholic School personnel. Parents may not drop off cards in order to avoid detention. The first replacement card is available for \$10.00 from the school office. The second replacement card will be \$50.00. The ID card may be taken from the student for violation of school policies and may be held for six school weeks. Electronic versions of the ID card will not be accepted.

### **Ill Students on Campus**

Students who present themselves to a teacher or staff member as ill, will be required to report to the front office and contact their parents to determine if the student needs to be released from school. All students vomiting, having fever, rash, or other medical condition may be deemed too ill to attend class. Parents must make arrangements to pick up ill students as soon as possible.

### **Legal Custody Issues**

St. Francis Catholic High School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, SFHS will provide a non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy. Never married parents should also have custody documents on file as needed. This information will help school officials in determining when, if ever, the child or her records may be released to the non-custodial parent.

## **Lockers**

Each student is provided with a locker. Students may not trade lockers without clearance of the Registrar's office. Lockers must be kept locked at all times. Students may not use tape on or write on their lockers. Magnets may be used on the inside only. The school takes no responsibility for lost or stolen articles. There will be a \$75 minimum charge each semester for any damage to the locker or if the locker is not cleared at the end of the school year. A student should never give out her locker combination. Detention will be issued to students who violate the locker policy. Students must clean out their lockers by the last day of school. All items left after the last day will be donated or thrown away.

## **Lost and Found**

Students should put their names on their books, clothes or any other valuable items. St. Francis Catholic High School is not responsible for lost items. Each day items that have been misplaced will be taken to the Student Activities Office. At the end of each week, items that have not been claimed will be donated.

## **M Street Pass**

**Students who walk, ride a bike, or take public transportation may apply for an M Street Pass.** Under no circumstances may a student be dropped off or picked up on M street, 62nd street or in the surrounding neighborhoods. **A major detention will be issued and the students M Street Pass may be revoked.**

## **Parking**

Parking at St. Francis Catholic High School is a privilege. A parking contract/registration form is available online to students who have a valid license that is, or will be, valid on the first day of school. The parking pass may be picked up on the designated day from the Dean of Students or her designee(s). See permit application.

## **Photos – Students**

Use of Student's photo and name (See Release and Waiver section)

## **Physical Displays of Affection**

Because physical displays of affection are exclusive behavior, they can detract from the St. Francis spirit. Therefore, it is inappropriate for students to engage in public, exclusive physical displays of affection on school grounds at any time. This includes, but is not limited to, prolonged holding, kissing and caressing.

## **Pregnancy Policy**

Human life at all stages, including the pre-born child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the administration, teachers, and other students. Therefore, ordinarily, the expectant student will be allowed to remain in school. This is not to condone unwed pregnancy but rather to protect the sacred gift of life of the unborn child and to extend love and compassion to those involved. The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the student involved. Any student who publicizes and advocates an abortion, either planned or already obtained, will be asked to leave the school. This policy pertains to any student spreading rumors about an alleged pregnancy or abortion.

## Searches

The school administration has the right to conduct a search of a student and the physical plant and grounds of the school, without notice when the general good of the student and/or school community is in question and/or at the discretion of Administration. This includes, lockers, backpacks, cellular telephones and technology devices and automobiles on or at off-campus events. A student search occurs with a same sex supervisor and a same sex witness.

## Senior Privileges

Senior privileges are just that – a privilege. There is no expectation that students who receive discipline for serious events are entitled to any senior privilege. Any or all senior privileges may be removed from individuals or groups at the discretion of the Dean or Principal. Privileges available to students in good standing include:

- Wearing college sweatshirts or t-shirts on Fridays.
- Choosing and playing approved music using the system in Serra Court on Fridays.
- Sitting at designated tables for “seniors only” in the Dining Hall and Serra Court.
- Seniors dismissed from assemblies and liturgies prior to other classes.
- Chair seating when available at Liturgies, if responsibility is taken to help set-up and/or clean-up.
- Senior Parking Painting Fundraiser
- Option for not taking finals in the 2nd semester, based on the guidelines listed in the ACADEMIC POLICIES section of this handbook.

## Smoking

It is the policy of the Diocese of Sacramento’s Catholic School Department that smoking will not be allowed at any school function or anywhere on school premises. **A student found smoking will be suspended.**

## Student Property

Students are solely responsible for their own personal property, this includes students’ vehicles. The school accepts no responsibility for non school owned items.

## Supervision of Students on Campus

School office hours are 7:00 A.M.–4:30 P.M. The campus is opened at 7:00 A.M with a member of the maintenance staff and a school administrator on campus. St. Francis Catholic High School does not provide organized supervision before or after school, with the exception of school organized activities. When classes are in session, faculty and staff are assigned to supervise students at lunch. Students who are not part of an after school activity or event, must leave campus by 4:30 P.M.

When a student reports to her first class of the day, this is the school’s first official notice that the student is on campus. If a student arrives before classes begin, **she is not required to remain on campus.**

## Teacher Late to Class

If a teacher does not arrive to class within five minutes after the start of class, a single student should notify the main office. In the meantime, the rest of the class must wait quietly. Students who leave the area are subject to detention.

### **Visiting the Campuses of Other Schools**

Students may not loiter on or around the campuses of other schools, public or private, while they are in session. St. Francis Catholic High School students guilty of unauthorized visitations to other schools, at any time, shall be suspended. St. Francis Catholic High School students guilty of vandalism to the property of another school are responsible for all damages and are subject to expulsion.

### **Visitors**

Upon arriving, visitors should report to the office; visitors are required to sign in and will receive a visitor's pass.

### **Visitors (Students)**

Students who wish to visit St. Francis Catholic High School during school hours must have clearance by Admissions, Administration or Guidance. The parent's written consent must contain the following information:

- Parent name.
- Phone number.
- Name of current school.
- Emergency contact.

Consent from the student's current school is sufficient if the student is from a feeder school. Students who have previously attended St. Francis Catholic High School and are enrolled in a different high school **may not be** on campus during school hours without clearance from the Dean of Students' office. A St. Francis alumna may visit campus during school hours. She must sign in and receive a visitor pass.

### **Yearbook Picture – Seniors**

The student is required to be in a drape or graduation gown for her senior portrait that is placed in the yearbook. The picture used for the senior portrait will be used for the graduation ceremony. Failure to take a senior portrait will result in the SFHS crest being used for the picture during all graduation events. Seniors are also required to obtain a picture for the mandatory student ID card.

### **Yearbook Picture – Junior, Sophomore, Freshman**

All students are required to take a yearbook and student ID card picture. Purchase of pictures is optional. Students must take pictures on the designated picture day. Only students who were off campus on the scheduled day will be allowed retakes. No other retakes are allowed.

## **Parent/Guardian Information**

### **Emergency Procedures**

In case of an emergency, information regarding parent responsibilities during an on campus event can be found on the SFHS website.

### **Parents and Rallies**

While we encourage parents to participate in their student's life at St. Francis Catholic High School, we cannot have parents attend the rallies due to fire code restrictions.



## Transportation Policy

**This policy applies only in cases where the school organizes transportation. If participants are responsible for their own transportation, the policy does not apply.**

St. Francis Catholic High School requires any students traveling for school purposes to be transported by an adult over the age of 25. All drivers must comply with the requirements listed below:

- Drivers must be 25 years of age or older.
- Drivers must have Volunteer Fingerprint Clearance on file at St. Francis Catholic High School.
- Drivers must have a signed “Volunteers Code of Conduct” on file with St. Francis Catholic High School.
- Drivers must have a signed “Driver Information Form” and a copy of proof of insurance on file with St. Francis Catholic High School.
- Drivers must have a good driving history and must provide St. Francis Catholic High School with a copy of a valid, unrestricted driver’s license. Drivers may be subject to a Motor Vehicle Records check.
- The vehicle must have a valid and current registration and license plates.
- The vehicle must be insured for \$100,000 per person/\$300,000 per accident limit of liability for bodily injury; \$50,000 for property damage; \$5,000 per person medical; and \$100,000 uninsured motorist insurance.
- The vehicle must be equipped with working seat belts for the driver and every passenger transported. The driver and passenger(s) must use seat belts properly.
- No more than nine persons, including the driver, may be transported in a private vehicle.
- The driver shall observe all state driving regulations.
- Drivers shall follow route directions, caravan, or other directions issued by the coach, teacher or adult in charge of the group.
- The driver, or a passenger in the vehicle, is encouraged to carry a cell phone and the phone number of the school in case of an emergency.
- St. Francis Catholic High School assumes no liability for accidents which cause bodily injury or property damage and which result from the use of any privately owned vehicle as described herein.
- Because St. Francis Catholic High School is a commuter school drawing students from a large geographic area, and because parents’ work hours may prohibit them from driving, it may be necessary for students to drive other students to and from school. Be advised that St. Francis Catholic High School assumes no responsibility for any of the “car-pooling” arrangements and will not monitor nor supervise any such arrangements. All “car-pooling” arrangements are entered into at the driver’s and passenger’s own risk and St. Francis Catholic High School assumes no liability for any and all claims arising out of “car-pooling” arrangements.

The school reserves the right to prohibit any student from driving and/or parking if either privilege is abused. All drivers are asked to observe the rules of careful driving, particularly when leaving and entering the school grounds, and when driving near the neighboring elementary schools.

St. Francis Catholic High School participates in the student insurance program of the Diocese of Sacramento. If a student gets hurt during school activities, the school provides insurance to help with the cost of medical treatment **not covered by personal insurance**. This “school-time accident” insurance is designed to cover

some, but not all, of the possible costs. Any injury incurred during the time of school-supervised activities must be reported to the office immediately; accident claim forms must be filed properly. The cost of insurance is incorporated into the activity fee, which is part of tuition.

### **Student Photo and Name Use Policy**

St. Francis Catholic High School produces and distributes a number of publications and electronic communications using photos or names of students or other members of the St. Francis Catholic High School community. These include, but are not limited to the following:

- Student Publications/Presentations: Produced by students for the enjoyment of students and their families, including the Yearbook, the student Newspaper (*The Mandolin*), slide shows and videos.
- School Advancement Publications: Publications mailed or otherwise distributed to households of current and past parents, alumnae, and friends of St. Francis, including the SFHS Magazine (*Pax et Bonum*), solicitation materials for the St. Francis Fund and other advancement programs, fundraising and activity invitations, programs and informational flyers.
- Publications developed for the Marketing and Enrollment Office, including a “viewbook,” posters, videos, and advertisements to inform prospective students and their families about St. Francis.
- Other Materials.
  - Athletic or Academic team programs/posters, Arts programs/posters, photo enlargements to display on campus.
  - Website, E-mail and Social Media: The school website, Principal’s Newsletter and other email communications, and social networking sites (i.e. Facebook, Instagram, Twitter, etc.) are main sources of information for members of the St. Francis community.
  - Based on current use of social media, we cannot guarantee a specific student’s image will not appear in group or background pictures. If requested, we will not identify the student by name.

St. Francis Catholic High School reserves the right to include in its print or digital publications and materials photographs with or without identification of students, alumnae, and other members of the school community unless specifically requested not to do so by any individual (or parent/guardian, in case of a minor) in email to the Dean of Students.

### **Parent Release**

I give my permission for the above named student to participate in high school sports and academic teams, realizing that such activities involve the potential for injury. I acknowledge that even with the best coaching, use of the most advanced equipment and strict observance of rules, injuries are still a possibility. On rare occasion these injuries can be severe and result in total disability, paralysis, or even death. I hereby acknowledge that St. Francis Catholic High School has a School Time Accident Plan. I acknowledge that I have primary medical insurance on the above student with medical benefits. I am aware that high school sporting and academic team events will require off campus travel and I hereby give my permission for my daughter to travel to all off campus meets and practices, either by bus or any approved means of transportation. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect her own safety and has the maturity and judgment not to put herself or others in dangerous situations. I agree to not hold the Catholic Diocese of Sacramento, St. Francis Catholic High School, its leaders, employees, or volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject.

### **Release And Waiver Of Liability, Assumption Of Risk, And Indemnity Agreement**

In consideration for being permitted to participate in St. Francis Catholic High School activities, to use the equipment provided, and to enter the premises and facilities of St. Francis Catholic High School and the Diocese of Sacramento, for any purpose including observation of and participation in activities, we as parents or guardians, for him or herself and any successors in interest, and on behalf of the minor child, agree as follows:

To release, waive, discharge, and promise not to sue the Roman Catholic Bishop of Sacramento, a Corporation Sole and St. Francis Catholic High School, its affiliated entities, employees, agents, and volunteers (the "Diocese") from all liability for any loss or damage, and any claim or demands therefore on account of injury of any kind including serious or mortal injury to the body, injury to psyche, or injury to property of the minor child, parent, or guardian, whether caused by negligence or other conduct by the Diocese while the minor child, parent, or guardian is participating in St. Francis Catholic High School activities or in, upon, or about the premises of the Diocese or any of its facilities or equipment.

To indemnify and hold harmless the Diocese from any loss, liability, damage, or cost it may incur due to the presence of the minor child, parent, or guardian in, upon, or about the premises of the Diocese, its facilities or equipment, or while participating in any St. Francis Catholic High School activities whether caused by the negligence of the Diocese or otherwise.

That he or she has read this consent form and agreement and voluntarily signs the Student Parent Handbook Statement form, and that no oral representations, statements, or inducements apart from the contents of this consent form and agreement have been made.

### **Student Overnight Trips Sponsored by St. Francis Catholic High School**

The purpose of a student trip is to encourage the cultural and social growth of the student through new experiences while providing close supervision and support for the student by St. Francis Catholic High School staff. The teacher chaperon may accept deposits only from students who are up-to-date in tuition payments to the school. Students usually eligible to travel with school-sponsored trips are those who pay tuition without assistance from the school. Students must have tuition paid to date in order to join the student travel group. The chaperon will check with the Student Billing Office for this information. The one exception to this rule concerns overnight retreats. The student must have a proven record of excellent citizenship. One or more letters of recommendation may be required. Student applicants who do not attend St. Francis Catholic High School may be included on the trip with approval of the administration. Parents are also welcome. **Parent chaperones and drivers must follow the transportation and fingerprint policy. St. Francis Catholic High School will not be held liable when students are on a trip under private travel enterprises.**

### **Use of School Name, Logo, or Seal**

The use of the St. Francis High School logo or seal on documents or items other than official school materials is forbidden unless approval is granted in writing by the administration of St. Francis High School.