

St. Francis Catholic High School

Student-Parent Handbook

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Mr. Elias Mendoza, Principal

July 1, 2023 – June 30, 2024

The handbook may be updated during the school year.

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School Contact Information

Faculty/Staff Directory: www.stfrancishs.org/directory

General Information

Ext. 110

Admissions

Ext. 240

Athletic Director

Ext. 125

Attendance

Ext. 150

Box Office

Ext. 441

Campus Ministry

Ext. 142

Arts Producer

Ext. 200

Troubie Store

Ext. 225

Advancement

Ext. 133

**Counseling/College
Center**

Ext. 191

**Billing / Financial
Aid**

Ext. 242

Student Activities

Ext. 139

Welcome St. Francis Catholic High School

Dear Parents and Students,

Welcome to the 2023-2024 school year! We are pleased to present the latest version of the Student-Parent 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.** We encourage you to read through the handbook and discuss student and parent responsibilities. You and your student will be held responsible for the content outlined in this handbook.

Mission

St. Francis Catholic High School is a diocesan college preparatory school dedicated to serving young women and their families who seek a community of faith, excellence, leadership, and service, grounded in the teachings of Jesus Christ. In the spirit and charism of saints Francis and Clare of Assisi, we form students who share their gifts and talents as models of Pax et Bonum.

Philosophy

The philosophy of St. Francis Catholic High School (SFHS) 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 SFHS.
- 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, lifetime 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 SFHS have been challenged to reach their full potential: spiritually, intellectually, artistically, physically, and socially.

Integral Student Outcomes (ISOs)

Integral Student Outcomes are essential attributes of an educated person, as someone formed in a Catholic culture. These 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. These 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 the 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.

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Admission Policies

SFHS is a Sacramento Diocesan school and is governed in accordance with Canon Law of the Roman Catholic Church. SFHS, in the Diocese of Sacramento, mindful of the primary mission to be witness 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. SFHS 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. We have selected the FACTS Online Billing and Tuition Management system for our financial enrollment and tuition collection.

Tuition for the 2023-2024 school year is \$16,000 and the following payment plans are available:

- Annual Payment: \$16,000 due July 1, 2023, through the FACTS Online Billing and Tuition Management system
- Semi-annual Payment: \$8,000 due July 1, 2023, and November 1, 2023, through FACTS
- Ten Payments: \$1,600 due July 2023, through April 2024, through FACTS

St. Francis does not accept tuition payments at the school. All tuition payments are made through FACTS. To log in and view your FACTS tuition account [Click here](#).

Registration

A non-refundable registration fee of \$800 is required of all students. This fee is typically due in March 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 at a daily rate per quarter for students who transfer to SFHS during the academic year. For example, a student transferring to SFHS with ten days remaining in the third quarter will be charged ten days for the third quarter and all of the fourth quarter tuition.

Delinquent Accounts

Parents are requested to inform the Finance Department if unforeseen circumstances or hardships affect the payment of tuition. A student may be held from taking semester exams due to an overdue tuition balance. A student will not receive credit for the semester's work until such examinations are taken.

Students with unpaid accounts may be denied admittance for the following school year. Diplomas will not be issued to graduating students who have not met all financial obligations to the school.

Refunds

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

Parents/guardians whose daughter involuntarily withdraws from SFHS 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

SFHS provides financial aid for families who qualify. Financial aid enables SFHS 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, SFHS helps as many families as possible. Only registered students will be considered for financial aid. Applications are available online at 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

It is the **student's responsibility** to meet these requirements to receive tuition assistance at SFHS.

- The student must maintain good academic standing. No academic probation as defined in the Student-Parent Handbook under Academic Policies will be allowed.
- The student must maintain a good conduct record. Suspensions serious in nature and conduct letters may forfeit aid at the discretion of the Financial Aid committee.
- The student must behave in a manner on and off campus that is consistent with the Christian principles and philosophy of SFHS.

It is the **parent's/guardian's responsibility** to comply with the following requirements for their student to receive financial aid at SFHS.

- The parent/guardian must comply with the Payment Plan as set forth by the Financial Aid Office.
- The parent/guardian must promptly return (within two business days) all phone calls or emails from school officials.
- The parent/guardian must communicate the inability to make scheduled payments at least two business days prior to the Electronic Funds Transfer date.

Damaged Equipment

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

Parent Service Hours

Parent volunteers are an essential part of the St. Francis Catholic High School community. Volunteers are needed throughout the year for many events, including Admissions, Advancement, Academics, Arts, and Athletic events, as well as administrative tasks. St. Francis offers parents a multitude of opportunities to participate in the life of the school, working alongside faculty, staff, and other committed parents for the good of our students and school.

We are blessed to have many opportunities for parents to volunteer on campus! While family service hours are required, we know that many families contribute more than the basic requirement. Because of such dedication and support, St. Francis is able to provide our Troubies with a holistic and enriching education grounded in our pillars of faith, excellence, leadership, and service. Thank you in advance for your service to our Troubies and the St. Francis community.

Minimum hours:

For 2023-24, each St. Francis family is required to fulfill a minimum of 25 hours of service during the school year. Grandparents may earn hours for their family. Parent/family service hours can be completed through a combination of active service or donations of items requested. A maximum of 15 hours of the required hours can be earned through donations of items needed for a specific event or purpose.

Earning parent hours through active service:

Hours earned through active service correspond directly with the time spent performing the activity and all opportunities are posted in MVP. Active service can include:

- Departments across campus, including Admissions, Advancement, Academics, Arts, Athletics, Wellness, Counseling, Campus Ministry, Facilities, etc., will post opportunities in MVP to gain active service hours.
- Time attending board meetings of the various parent/grandparent groups may be included in hours earned.

Earning parent hours through donations:

Many St. Francis activities and special events utilize donations from our parent and grandparent community. A maximum of 15 hours of the required family hours can be earned through donations of school-requested items. Only designated items, delivered at requested times, will be counted towards service hour obligations. A minimum donation value of \$25 is needed for each hour of credit.

Families must use the donation list provided for each specific event to receive parent service hour credits for their donation. Due to allergy concerns, compliance with the specific requests for donated food items

is necessary. Items not in compliance with requests will not count toward the service requirement and may be returned.

How to locate parent service hour opportunities:

Service hour opportunities (active service and donated items) occur throughout the year and are posted on the MVP system. **Excess hours do not carry over to the next school year.**

- [Link to Create an MVP Account](#)
- [Returning User – Log-in to MVP](#)

Recording parent service hour participation and due dates:

All families must record their volunteer service hours using the MVP system; the school reviews the total hours per family throughout the year. Service hours for 2023-24 can be earned beginning April 1, 2023, and **must be completed by March 15, 2024.**

Non-participation fee:

Failure to complete your family service hour requirement will result in a mandatory \$1,000 fee due no later than May 1, 2024. For ALL families, the student's spring semester Clearance Card for finals and graduation will be held until payment is made through FACTS. This amount cannot be prorated for partial hours completed; therefore, **all 25 hours must be performed or earned** and reported by the reporting deadline to avoid paying the annual non-participation fee. The \$1,000 nonparticipation fee is non-refundable. If a student leaves the school, the fee is not prorated or returned. **Email** volunteerhours@stfrancishs.org with any service hour inquiries.

Fundraising Events and Activities

The Advancement Department builds strong and lasting relationships with current and past families, alumnae, and school supporters, engaging them as volunteers, ambassadors, and financial supporters to strengthen and sustain the operational and long-term financial 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.

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

For the 2023-24 school year, every student at St. Francis receives a \$2,000 "silent" scholarship toward her tuition. We ask all families to make a financial gift meaningful to their circumstances to close this gap to meet the cost of this transformative education.

President's Society: Supporters surpassing \$2,000 in annual fiscal-year donations (July 1 - June 30) are recognized as Benefactors and invited to the annual President's Society Cocktail Reception in the fall.

St. Francis Fund (Annual Fund)

The St. Francis (Annual) Fund is our largest yearly fundraising initiative with the most immediate impact on our students. The SF Fund benefits every student by keeping our tuition costs down for all students while enhancing unique programs and services — from athletics to arts, academic teams and student clubs, leadership programs, retreats, and offering so many other enriching opportunities. **We are only able to do so through the generosity of families who support the school beyond tuition, our alumnae community, and other generous donors.**

Thankful Thursday (Day of Giving)

SFHS 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 13th annual Day of Giving will be held on Thursday, November 2, 2023. This one-day, crowd-funded initiative engages our entire community and focuses on raising the additional tuition assistance needed for more than 25 percent of our young women and their families who would not be able to attend St. Francis without this support. From students to parents, alumnae, grandparents, past parents, and countless others, this one day of giving engages more than 1,500 supporters and raises a significant amount.

All proceeds support St. Francis tuition assistance needs and the Day of Giving is facilitated primarily through online donations. Funds received on this day are often matched.

Community and Fundraising Events

Our Crab Feed and Annual Auction fundraising events build community while supporting our Troubies. These events provide significant financial resources for the students and the school. Your attendance and support of these events are a visible reminder to our community of your commitment to the school and our advancement efforts. All parents are asked to support these events with their time, talent, and treasure.

Each event's success can only be achieved with an expected 100 percent parent support through sponsorships, donations, attendance, and volunteering. Alumnae, parents of alums, and other community members are also encouraged to participate by sponsoring, providing auction items, and attending the events.

Crab Feed:

The most renowned Crab Feed in the area, this event is always an early sellout, bringing together current families, faculty and staff, and our alumnae community. All guests enjoy a scrumptious meal of antipasto platter, salad and bread, rigatoni in a hearty Italian meat sauce, and crab, crab, and more crab! Everyone's sweet tooth is tempted by the amazing dessert auction and the

no-host bar is open all evening. Outside alcohol is not permitted at this event. There is an opportunity for guests to win a fabulous prize in the raffle or to take home a silent auction item, before dancing the night away to a live band. This year's Crab Feed will be held on campus on **Saturday, January 27, 2024.**

The Annual Auction:

Now in its 41st year, St. Francis High School's premier school-wide event and fundraiser, the Annual Auction, will be held on **Saturday, March 9, 2024.** This fun and festive evening is typically attended by more than 400 adult supporters. It is a delightful event that brings the school community together and offers a robust silent auction, student entertainment, delicious food and beverages, and a rousing live auction and fund-a-vision. Sponsors and live auction item donors are recognized and invited to a special reception.

Hands Up for Troubies (Fund-a-Vision):

Each year at the Auction, a special school-wide initiative is introduced. This provides all attendees an opportunity to raise their paddles high and support our students and school through this appeal.

Alumnae Relations

Just shy of 12,000 St. Francis alumnae live and work throughout the nation and the world, and each year a couple hundred more young women join this prestigious group. When you enter the campus, you stroll down Alumnae Way where you will see the names of every SFHS graduate.

Alumnae are welcome at all St. Francis events and are encouraged to attend school events, including Masses, the Homecoming Rally, sporting events, theater productions, and Senior Sequester, where we welcome the current graduating class into the alumnae sisterhood. Additionally, the school supports its alumnae in orchestrating reunions and social events and reports alumnae news and updates in the Pax et Bonum magazine, on the St. Francis website, and on social media. There is also a private LinkedIn group, SFHS Sacramento Alumnae, where alumnae can network with fellow Troubies. #TroubieForLife is popular on Twitter for identifying alumnae news and updates.

Parent Organizations

SFHS is blessed to have many active and supportive parent groups on campus. These are great opportunities to build relationships with other families and the faculty, staff, and administration. Please refer to the Principal's newsletter, school website, and calendar for dates, times, and meeting locations.

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 many events, such as Freshman Overnight Retreat, Back to School Night,

Father-Daughter Dance, Faculty and Staff Appreciation, SWAP Day, High School Placement Test Hospitality, Troubie College Day, Sophomore Family Mass, 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.

Booster Club:

The Booster Club fosters and provides 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 the 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 barbeques (held annually for each sport program). Booster Club meetings are held monthly during the school year.

Patrons of the Arts:

The Patrons of the Arts support all fine and performing arts activities and provide valuable support 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.

Dads' Club:

The SFHS Dads' 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 daughters' 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 Dads' Club signature events include the self-defense workshop, a teen driver safety workshop, the Holy Bowl Spirit Station, and Troubie Life Skills. All dads are members of the Dads' Club and are welcome to attend any and all meetings and events. Single mothers are also welcome to attend.

Black Parents Group:

The Black Parent Group embraces and honors the identity of the Black students and families at St. Francis High School. They support and partner with the Black Student Union and the Black Alumnae Group to enrich the SFHS experience through speakerships, sponsored projects, and cultural exchanges so that current students and families have a deep sense of belonging within the St. Francis community. The group provides a space where Black parents and parents of Black children can openly share their SFHS experience and support one another during their children's high school journey.

Grandparents' Club:

SFHS loves having our grandparents involved on campus! There are many opportunities to experience the high school world your granddaughter is enjoying, from Meet a Parent/Grandparent for Lunch days, which are offered each semester, to myriad sports and arts events, Masses, and all the great community events beginning with the fall SELFe Event and including our Crab Feed and Auction.

Launched in 2018-19, the Grandparents' Club is a growing group of grandparents who want to get more involved, get to know each other, learn more about St. Francis, and enrich the

granddaughter-grandparent relationship. As a member, you will be added to regular school communications and receive updates about club meetings and events. All grandparents of our students and alumnae are welcome!

Troubie Parents for Life:

In 2022, an inaugural group of alum parents got together and brainstormed ways to keep the wonderful St. Francis community spirit going so they could support parents during post-high school life transitions, continue to support their daughters, and stay connected and support our greater St. Francis community.

The Troubie Parents for Life (TPFL) group is composed of parents of St. Francis alums, who take the “four years that last a lifetime” slogan seriously! Keeping in line with the schools’ saying, “we only graduate students,” these parents wish to continue the great friendships and build more memories interacting with the St. Francis community so that all may flourish.

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.

Student Activities

Student Leadership is a required class if you have been elected as a Student Body Officer or Class Officer. **This class is only offered at B Block.** Leadership students must maintain at least a 2.5 cumulative grade point average and a minimum C grade in all courses to remain active members of the Student Council. Leadership students may not be on disciplinary probation or have a suspension during their term; doing so may disqualify them from office. **Prerequisite:** You must be elected to a Student Body Officer or Class Officer or be selected as a Class Senator to enroll.

Inter-School Policies for Dances

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

- Dances are from 7:30-9:30 p.m., no entrance after 8:00 p.m., no dismissal before 9:00 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, and there are **no** coat check facilities.
- School or law enforcement may use the testing/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.

Non-SFHS students may be denied admittance to SFHS dances for various safety reasons as determined by Administration.

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.
- Guests must show a current picture I.D.
- Guests must enter with their host students.
- The SF student is responsible for the actions of her guest.

Dance Dress Code

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

- Skirts, dresses, rompers, or shorts that are shorter than fingertip length. 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. Tops cannot be lower than the middle of the back.
- 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 extend (at a minimum) fingertip length and no higher.
- 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 shirt, suit, and tie.
- All other rules as stated under the 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 Cards 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 the 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.

Campus Ministry

As a Catholic school, SFHS embraces the teachings and traditions of the Roman Catholic Church. At the same time, St. Francis is a community of many faiths, each bringing their 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 uniforms. 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 expression of the mission and philosophy of SFHS.

Teachers and staff support retreat attendance by encouraging students to attend their yearly retreats, as well as by relieving the pressures of their absences from class, sports, 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 for what was missed. Teachers will post missing assignments and due dates on their Schoology class pages.

Students are to abide by the school rules regarding behavior and free dress. Cell phones, watches, and other electronics are not allowed on retreats.

Registration, Fees, and Refunds for Retreats

Registrations for all retreats begin in the summer, and space is limited on most retreats. Parents must register their Troubie using [CampBrain](#). Requests for financial assistance are made to the Campus Ministry Department. Financial assistance is not available for parent retreats. Retreat fees help offset the true cost of the retreats, which is paid by the school. Retreat centers require confirmed numbers 30 days out, so any cancellations less than 30 days out will forfeit the fee paid. Campus Ministry will send an email to all students attending the retreat 45 days prior to the departure so that there is ample time to avoid a change fee.

- Freshman Overnight Retreat in August
 - Second Semester Retreat - Belonging: Starting the Journey - one-day retreat, students attend with their theology class (Free)
- Sophomore Retreat-“Who do you say that I am?”
 - One-night, two-day retreat at the Jesuit Retreat Center of the Sierra (Applegate) (\$100 fee)
- Junior Retreat-“Celebrating the Gift”
 - Two-night, three-day retreat at the Jesuit Retreat Center of the Sierra (Applegate) (\$155 fee)
- Kairos-“God’s Time”
 - Three-night, four-day retreat at the Jesuit Retreat Center in Los Altos (\$225 fee)
- Mother-Daughter Retreat
 - One-night, two-day retreat held at a different location each year (TBD)
- Father-Daughter Spirit Day
 - One-day retreat held at a different location each year
 - Participation is subject to general waiver and release of liability (TBD)

Christian Service Requirement

Christian Service is more than just one of St. Francis Catholic High School's Four Pillars — it is a cornerstone of school culture. Service experiences provide students with opportunities to wrestle with complex social justice issues while learning the gifts of humility and poverty in spirit as they follow the example of our patron, St. Francis of Assisi. Required volunteer hours also build character, develop leadership and communication skills, and help Troubies gain insight as they walk with those in need.

All hours for credit toward the annual requirement must be direct service in partnership with approved nonprofit organizations. Direct service means students are in direct contact with the people or organizations they are helping. Some examples of direct service include tutoring, visiting the elderly, serving food to those in need, and coaching or mentoring children. Donating money, goods, or making items at home does not qualify as direct service.

As students grow in their understanding of service and their own gifts and talents, they are required to do more hours. The total annual requirement grows incrementally by year. Throughout the year students must meet the quarterly benchmarks to stay on pace and continue participating in extracurricular activities. **The service period for this school year is June 1, 2023, to March 8, 2024.** Below are the deadlines and minimum benchmarks for this school year. Students can be ahead of schedule. Students who fail to meet the quarterly requirement will remain ineligible for extracurricular activities until the delinquency is resolved.

Freshman: 10 or more total hours at two non-profit organizations

- Friday, Oct. 13th - End of Quarter 1: 3+ hours
- Friday, Dec. 20th - End of Term 1: 6+ hours
- Friday, Mar. 8rd - End of Quarter 3: 10+ hours

Sophomore: 15 or more total hours at two non-profit organizations

- Friday, Oct. 13th - End of Quarter 1: 5+ hours
- Friday, Dec. 20th - End of Term 1: 10+ hours
- Friday, Mar. 8rd - End of Quarter 3: 15+ hours

Junior: 20 or more total hours at one non-profit organization

- Friday, Oct. 13th - End of Quarter 1: 7+ hours
- Friday, Dec. 20th - End of Term 1: 14+ hours
- Friday, Mar. 8rd - End of Quarter 3: 20+ hours

Senior: 30 or more total hours at one non-profit organization

- Friday, Oct. 13th - End of Quarter 1: 10+ hours
- Friday, Dec. 20th - End of Term 1: 20+ hours
- Friday, Mar. 8rd - End of Quarter 3: 30+ hours

**see [Christian Service FAQs](#) for information on direct service expectations*

Students who serve 100+ hours by the end of Quarter 3, will receive a Christian Service Award.

Students who do not meet Christian Service quarter dates are not eligible to participate as Salutatorian or Valedictorian.

MobileServe is the app used to track student service hours; students are required to use their Troubiemail address for their accounts. All activity details and a form of service verification must be completed for a log to be accepted. Verification options are supervisor signature with attached location, email verification, or photo with attached location.

Charity Drives and Collections

Charity drives or fundraisers are approved by Campus Ministry and scheduled in consideration of the larger school calendar. Clubs, student organizations, and athletic teams may only raise money or organize donation drives for organizations if approved by Campus Ministry. Recipient organizations must be in good standing with the Catholic Church.

Campus Life Center

The CLC is the home of the Campus Ministry Offices. It is also a student gathering place on campus. The hours of the CLC are 7:30 a.m. to 4:30 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 drinks), no food or gum. 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 SFHS is that students behave in a manner, both on and off campus, which is consistent with the religious principles of the Roman Catholic Church or the philosophy or policies of SFHS. These principles include but are not limited to, any policies 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 SFHS. 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, SFHS 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, SFHS expects parents/guardians and students to work courteously and cooperatively with the school 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 parents/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, and 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 SFHS. 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.
- To the extent possible, 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.

SFHS 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 disciplinary action, removal from co-curriculars, removal from baccalaureate and graduation activities, suspension or dismissal of a student, revocation of a parent/guardian privilege to attend or to participate in school activities, or dismissal, depending on the severity of the offense.

Honor Code

While all of the SFHS 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. Ethical behavior requires that each student hold herself and others to standards of honesty, effort, compassion, and honor. SFHS believes that without these standards, true learning and growth are impossible.

The SFHS student:

- uses her God-given talents and energy to achieve her potential. She takes full advantage of the opportunities she is given by her parents and the school to learn and 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, or ask her parents or friends to cover up for her.
- abides by (assumes ownership of) the school rules and regulations, whether she personally approves of these 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 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, or create an environment where another student would feel unsafe.

Academic Policies

Good academic standing is required for membership in academic, arts, or athletic teams or to participate in co-curricular events or the fall/spring play. Progress reports and 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

SFHS uses “A” through “F” grades. Explanation:

- A (4.0) Indicates superior proficiency and achievement
- B (3.0) Indicates above-average proficiency and achievement
- C (2.0) Indicates satisfactory proficiency and achievement
- D (1.0) Indicates minimum proficiency and achievement credit given
- F (0.0) Indicates unacceptable work and no credit given

Inc. (0.0) Given when a student has not completed the work for a legitimate reason. An incomplete grade must be made up within ten school days of the due date for grades, as indicated on the school calendar. 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”.

School Grading Scale and Policies

SFHS uses the following scale for all standard-level courses. Honors and Advanced Placement (AP) courses may use a different scale, based on specific department policies. Students in Honors and AP courses should consult their teachers’ syllabi.

- A+ 100%-97%
- A 96%-93%
- A- 92%-90%
- B+ 89%-87%
- B 86%-83%
- B- 82%-80%
- C+ 79%-77%
- C 76%-73%
- C- 72%-70%
- D+ 69%-67%

- D 66%-63%
- D- 62%-60%
- F 59%-Below

Students should consult their teachers' course syllabi for specific grading policies.

Honor Roll

Honor roll is granted to students whose semester-weighted GPA falls into the following categories:

- 3.50-3.74 Honor Roll
- 3.75-3.99 High Honor Roll
- 4.00-and above Highest Honor Roll

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 eight courses (40 credits) each semester; exceptions are made for one academic team (1 credit) each semester. Only seniors may register for one (5 credits) Teaching Assistant course per semester to meet their six courses (30 credits) minimum.

Requirements by Subject:

<u>Subject</u>	<u>Requirement</u>
Theology	Each semester of attendance
English	Eight semesters
Fine Arts	Two semesters
Foreign Language	Four semesters
Mathematics	Six semesters
Physical Education	Three semesters
Health	One semester
Science	Six Semesters
Social Studies	Seven semesters
Electives	Three semesters

A grade of C- or higher is required in courses used for admission at most colleges.

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

Report Cards

Electronic grade reports are published four times each year. Quarter progress reports are posted in PowerSchool Portal in October and March; semester report cards are posted in Schoology in January and June. Only grades on semester report cards appear on the official transcript. Students and parents are required to check on progress on the school's Learning Management System, Schoology on a regular basis.

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.

Prerequisites

Prerequisites are designed to ensure that a student is prepared to succeed in the course. For example, a student needs to master Integrated Math 3 in order to be successful in Precalculus.

Course Load Requirements

A student must be enrolled in a minimum of six courses (30 credits) each semester. Students may not exceed eight courses (40 credits) each semester; exceptions are made for one academic team (1 credit) each semester. Only seniors may register for one (5 credits) Teaching Assistant course per semester to meet their six courses (30 credits) minimum.

Schedule Changes

The school will not process schedule changes for the next academic year after the last day of second-semester finals without a "W" penalty (see Dropping a Course). Students may not request a schedule change based on teacher preference. Unfortunately, we also cannot process schedule changes to accommodate free block preferences or carpools.

During the academic year, schedule changes are only allowed under the following circumstances:

- Students are cut from a sport and must add P.E. (see P.E. Policies)
- The school initiates the change, determined through student performance in the class
- SFHS erred in scheduling; for example, a schedule that is missing a required course

Dropping a Course

Students may not request a drop for a course in Theology, Social Studies, English, or an impacted course for which there was a waiting list. Also, they may not drop a course and add a Teaching Assistant course to meet the six courses (30 credits) semester minimum requirement. Drops after the school schedule change window closes will only be allowed for school errors (e.g., a missing course), a school-initiated change determined through student performance in a class, or if a student is cut from a

sport and must add a P.E. If a student requests a drop for any other reason, she will be subject to the policies listed below.

Yearlong Courses:

- Students will receive a “W” on their report cards for courses dropped within two weeks of the first day of school. Drops that occur after the first two weeks of school ends will be reflected on the transcript as a “WF” and will be counted as an “F” (0 grade points) in the GPA.
- Students who request a drop at semester will receive their first semester grades, and a “WF” on their transcripts for the second semester.
- Students who request a drop after the second semester has begun will receive their first semester grades and a “WF” on their transcripts for the second semester. A “WF” will be counted as an “F” (0 grade points) in the GPA.

Semester Long Courses:

- Students will receive a “W” on their report cards for courses dropped within two weeks of the first day of school. Drops that occur after the first two weeks of school ends will be reflected on the transcript as a “WF” and will be counted as an “F” (0 grade points) in the GPA.
- Students on Academic Teams may request a drop if initiated by the teacher by halfway 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 halfway point is determined by the number of meetings held that season, per the team’s syllabus.

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. Students may not retake a course if they received higher than a “D” in the original course. A 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 an SFHS athletic team will be exempt from taking Physical Education (P.E.) in the semester during which their sport competes (see Athletic Policies).

A senior who has taken two courses (10 credits) and is in a spring sport must complete the entire season. If she is 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 chooses to not try out or quit 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.

Students who have been active and competitive for at least a year in a sport not offered at St. Francis High School may be eligible for a PE waiver. Students must provide appropriate documentation to be considered for approval. The Non-SF Sport PE Waiver application can be downloaded from the school’s website. Coaches are required to sign the application and attach a letter of recommendation and

competition calendar. Students who are not approved will be assigned to a P. E. class. This is a zero-credit course. Students enrolled in this course are exempt from one semester of P.E. and their graduation requirement for that semester is fulfilled. The maximum credit given for a Non-SF Sport Waiver is 5 credits per year regardless of the length of the sport.

Honors and Advanced Placement Policy

SFHS regards a total of eight (8) honors/AP courses taken throughout the high school career as the most *rigorous* course of study. We recommend students take no more than three (3) honors or AP courses per year; however, students may enroll in no more than four (4) per year. **Note: there are very few opportunities for freshmen to enroll in an honors or AP course.**

Students may enroll in no more than four Honors or AP classes per semester at St. Francis Catholic High School. Students wishing to take a fourth Honors or AP class must meet with their academic counselors prior to registration. All students enrolled in AP classes are expected to take the AP exams. Any student who does not take the AP exam for her course will be required to take a department final, regardless of the student's grade in the course or grade level.

Students must pay the non-refundable registration fee or obtain a partial fee waiver from the business office. Students not enrolled in an SFHS AP/Honors course that offers an exam will not be able to sit for that AP exam. Students who wish to take an AP exam in a course not offered by SFHS must submit an application to their academic counselors by September 1. Due to demand and proctor availability, the school cannot guarantee that the requests for non-SFHS AP tests will be granted.

Make-Up Assignment/Testing Policy

Students will be provided an equal number of block meetings after they return to make up assignments/testing. It is the student's responsibility to contact her teacher to arrange for make-up assignments/testing. This should be done no later than the end of the first class meeting upon her return to campus. Students who are absent are required to make up assignments/testing on a date and time agreed to by their teachers. Teachers are not obliged to administer make-up tests during the course of the school day. When there are absences on days set aside for make-up assignments/testing, teachers will exercise their judgments regarding the feasibility of make-up assignments/testing. Students who miss make-up dates are not automatically granted an extension or an additional make-up date.

In addition, students should be sure they understand and follow each teacher's syllabus regarding makeup work.

No additional extensions or late assignments/tests should be accepted after specified dates. Students who fail to make up assignments/testing in the designated time frames will receive a zero for that assignment/test. Prolonged absences with make-up assignments/testing must be completed no later than 10 block days after the student returns to school. In the case of prolonged absence or missing make-up dates, the teacher and the grade-level Assistant Principal will decide on an appropriate course of action.

Final Exams

SFHS does not offer early finals. A student who needs to make up finals due to one-time extraordinary circumstances (death in the family, illness with medical note, school-related events) must use the school-scheduled make-up exam dates. Students who miss finals more than once for an extraordinary circumstance will be subject to reduced credit or no credit on their final exams. Make-up finals will not be granted to accommodate trips.

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 for the 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.). Students with extraordinary extenuating circumstances (death of family members, surgery, long-term illnesses of more than two weeks, COVID, etc... may be excused from the 6 absence requirement)
- Has completed her senior service hours by the yearly designated date (see additional specifics for Salutatorian/Valedictorian service hour requirements)
- Has attended all mandatory events (assemblies, masses, liturgies etc...) or provided medical notes.
- 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 an appeal form which will be emailed by the Dean on April 22 and students will be notified by April 29, 2024 if they are required to take finals for discipline or attendance.

Seniors may be required to take a final, regardless of grade, in elective and P.E. courses.

Students not required to take finals due to discipline, attendance, or class grades are not required to attend second-semester final review days. The administration reserves the right to amend this policy as needed.

Transfers Prior to Final Exams

A student who transfers out of SFHS prior to the end of the first semester and who 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 SFHS 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.

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 the completion of missed work, the grade-level Assistant Principal must approve any extension.

Courses Taken at Other Academic Institutions or Retaking a Course

SFHS will accept credit toward graduation from WCEA/WASC accredited and UC a-g approved high schools under the following conditions:

- Students must consult with their academic counselors and subject-area Department Chairpersons prior to registration to ensure that the class is acceptable. Classes taken from other institutions may not be compatible with the SFHS curriculum; students assume the risk and responsibility for these discrepancies.
- The required courses for graduation in English, Theology, Social Studies, and P.E. must be taken at SFHS.
- Courses may be taken to remediate a grade of D or F with prior approval from the counselor. The course must be UC-approved. The student is responsible for ensuring that an official transcript is sent to SFHS, and the course will be included on the St. Francis transcript, credits will be applied, and the new grade will be factored into the grade point average calculations. The original grade will remain on the transcript and will only be removed from grade point average calculations if the new course bears the same title.
- Approved high school classes taken at WCEA/WASC accredited high schools other than St. Francis will be recorded on the student’s transcript and included in the GPA calculations.
- Honors points for GPA calculations will be given only if the same course is also offered at St. Francis.
- No courses taken prior to the fall semester of the freshman year will be posted on a student’s transcript.
- Community college courses will not be placed on the SFHS transcript. Students will be responsible for sending community college transcripts to colleges to which they apply in their senior year.

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 that 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

- Be aware that the offering of the course may not conflict with SFHS hours (8:00 a.m.-3:00 p.m., M-F)

Graduation/Diplomas

St. Francis Catholic High School creates a formal and inclusive graduation ceremony for all students, one that maintains the focus on the scholastic achievements of the entire graduating class. Tradition and policy dictate students wear the school-issued white cap and gown. Graduates may choose to wear one (1) item of personal significance related to her ethnicity, culture, religion, nationality, race, color, and/or ancestry during the Baccalaureate Mass and Graduation with prior approval from the Dean's Office (*please see "Regalia" under [Special Occasion/Dress Code](#)*). Students not following policy will not be allowed to participate in the graduation ceremony.

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 materials

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. Seniors who have not completed their academic requirements within one calendar year of their anticipated graduation date will not be eligible to receive an SFHS diploma.

Christian Service Graduation Requirement

Seniors who fail to meet their quarterly service requirements may also be prevented from participating in senior-like dances (including Homecoming and Senior Ball), Kairos leadership, other senior-level activities, and the graduation ceremony. All verification of service must be submitted via MobileServe.

Senior Christian Service requirements with due dates

- Friday, Oct. 13th - End of Quarter 1: 10+ hours
- Friday, Dec. 20th - End of Term 1: 20+ hours
- Friday, Mar. 8rd - End of Quarter 3: 30+ hours

If Christian Service requirement is not fulfilled, the student's final transcript (which is mailed to her college/university in June), will show an NP (Non-Pass).

Academic Communication

SFHS uses the following web-based programs. Portals are located on the SFHS website (www.stfrancishs.org):

- **PowerSchool** is used to view report cards/progress reports, and attendance.
- **Schoology** is used to view daily grades and assignments. Parents are expected to regularly check Schoology to view their daughter's academic progress.
- **Google Workspaces for Education** provides the campus-wide email system, document sharing, website creation, and other collaboration tools.
- **Naviance Family Connection** is a Counseling Department resource to help students and parents in the college selection and application process, seeking scholarships, and researching careers.
- **MobileServe** is used by students to log their Christian Service hours. All hours must be logged within 60 days of actual service.
- **FACTS** is used for tuition payments and review of outstanding balances.
- **Final Forms** is the official online registration process for parents and students, used for back-to-school forms, including medical and emergency information, and forms which are required prior to participation in Athletics at St. Francis. Final Forms may be used for other school-related forms.
- **MVP** is used to record parent volunteer service hours using the MVP system
- **Campbrain** is used to register for school retreats, summer school, and certain student activities.

Academic Probation

A student will be placed on Academic Probation if she meets any of the following criteria:

- A cumulative grade point average lower than a 2.0 in a core course on the most recent progress report or report card; core courses include English, Mathematics, Modern and Classical Languages, Science, and Social Studies
- One or more "F"s
- Two or more "D"s
- Failure to fulfill Christian Service hour requirements

Students who are not in good academic standing may not participate in academic team events, arts, athletic teams, co-curricular events, including dances, junior prom, senior ball or the fall/spring play. Students who are on academic probation for two semesters in a row may see an impact on 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 an academic review board.

Parents are notified of Academic Probation or Academic Contract by a letter from their grade level assistant principal. The counselors will call in students on academic probation to devise a plan for making up the course that needs to be repeated.

Academic Grievance

If a student or her family believes they have an academic grievance, they should observe the following procedure, in the order given:

- Meet privately with the teacher and attempt to reconcile the issue; if the issue pertains to a grade, the meeting should be called within ten (10) days of the grade posting
- Consult with the student's counselor and the Department Chair of that academic area
- Request a conference with an assistant principal if previous steps prove unsatisfactory-this conference may include the teacher, parent, student, and counselor

Transcripts

The transcript is a permanent record of high school courses taken and grades/credits earned. If all graduation requirements are not met, or if financial 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, as do students who are eighteen years of age or older (DSB 5415). Anecdotal notes and psychological test results are not part of the permanent record. 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 employees, 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. All students are to be identified by their legal names for any form of communication and documentation, including, but not limited to, email addresses, rosters, transcripts, diplomas, etc.

Withdrawal from School

Students whose parents wish to withdraw them from SFHS during a semester or at the end of a semester must complete the withdrawal procedures and file proper information with the Enrollment Office. 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 the withdrawal process is complete.

Counseling

The Counseling Department of SFHS 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. Our commitment is to educate the whole student by providing an environment where students achieve their highest potential through intellectual, social, and spiritual development.

Counseling Department Philosophy

The Counseling Department strives to encourage individuals to grow in awareness of their potential and to become lifelong learners with the capacity to be successful in a rapidly changing world. A distinguishing strength of the St. Francis Counseling Department is our model of assigning students a consistent counselor to work with throughout the entire high school experience. This connection nurtures our students as they transition through the academic and social expectations of high school. Additionally, this four-year perspective makes the college counseling process more personal, enabling our students to find the best individual college fit.

Academic Counseling

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 SFHS course offerings and graduation requirements
- Individual appointments with each student
- Ongoing monitoring of students' fulfillment of graduation and college entrance requirements
- Facilitation of parent/teacher/student conferences as necessary
- Referral to tutoring
- Provision for study skills sessions
- Administration of national tests (PSAT, SAT, ACT, AP) and interpretation of results
- Training and advising through Naviance Family Connection

Students will be given a number of standardized tests throughout their high school career. These tests include nationally standardized tests administered in their Junior & Senior Years. These tests are administered during the school day in the fall and spring. The PSAT is mandatory and is funded by the school. Students are familiarized with the PSAT & SAT during their Junior year. The PSAT will be administered during the Fall of their Junior year and the optional SAT will be administered during the Spring of the Junior Year. During their Senior year they will have the option to take the ACT in the fall.

Learning Resources/Formal Education Plan

For students with learning differences, the counselors will work with the students and the Learning Support Specialist to provide the following services:

- Referrals for diagnostic testing
- Provision for recommended interventions
- Coordination of student study teams
- Assisting parents with completion of IEP or 504 with public school districts
- Assist in applying for accommodations through the College Board and ACT

College Counseling Program

The college counseling program begins with an introduction at the ninth-grade level and increases in scope each year to culminate in extensive and individualized counseling in the twelfth grade. Counselors remain current on developments in all aspects of the college application process by attending several workshops each year.

Freshman Year

- Classroom presentations and explanation of a permanent record
- Introduction to College/Career Center small group academic counseling
- Development of a 4-year academic plan

Sophomore Year

- Registration/administration of PreACT
- Small group and individual academic counseling
- Introduction to college websites and other resources
- In-class presentations to students and parents about courses and college information
- Interpretation of PreACT results

Junior Year

- Registration/administration of PSAT/NMSQT
- College counseling workshops Just For Juniors
- Individual academic/college counseling
- Career Interest Inventory available online for Juniors
- In-class presentations to students and parents about courses and college information
- Interpretation of PSAT results
- SAT and ACT prep classes offered on campus

Senior Year

- Extensive group and individual counseling regarding the entire college application process
- Visits with college representatives on campus
- Common Application, UC and CSU application workshops on campus
- Community College application assistance
- Monthly scholarship listings
- Parent evenings regarding college and financial aid

Standardized Testing and Assessment Opportunities

- Sophomore Level: PreACT, AP Exams
- Junior Level: PSAT/NMSQT, ACT, SAT, AP Exams
- Senior Level: ACT, SAT, AP Exams

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 into the school's education program. The athletic program strives for excellence with these primary goals as the 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. SFHS 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 Hours requirements to remain in good standing for their specific teams.

Athletic Opportunities

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

- **Fall:** Cross-Country, Golf, Tennis, Volleyball, Water Polo, Flag Football
- **Winter:** Basketball, Soccer
- **Spring:** Diving, Lacrosse, Softball, Swimming, Track and Field

Eligibility Rules and Regulations

SFHS 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.

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 SFHS from eighth grade will be automatically placed on probationary status in their first enrolled semester to insure compliance with Bylaw 205.A. Report 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:

- Minimum grade point average of 2.0 on the most recent report card
- No "F"s
- No more than one "D"
- No "Incomplete"s
- 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 composed of the Assistant Principal(s), the Athletic Director, and the appropriate counselor and/or the director of counseling 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 SFHS 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 for the reinstatement of the student-athlete's eligibility.

Preseason Student and Parent Meetings

SFHS 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:

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

Sportsmanship-Negative Commentary

SFHS 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 the 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 SJHS 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, Flag Football, 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 student) 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 finished 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 contract 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.

Final Forms

Each student and parent must complete her/his profile on the Final Forms athletics clearing site. Information must be updated each year the student would like to participate in any sports program. Please click on the link or go to www.gotroubies.com and click on athlete registration. stfrancis-ca.finalforms.com.

Physical

An SFHS 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 SFHS 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 require 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: Use of Steroids

Due to the increase in steroid use by high school athletes, the California Interscholastic Federation adopted a new requirement under Bylaw 542. As a condition of membership in the California Interscholastic Federation (CIF) SFHS has adopted the following policy prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF Bylaw 542 requires that all participating students and their parents/guardians sign the agreement. By signing the SFHS 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 provide false or fraudulent information to the CIF. We also understand that the SFHS policy regarding "Substance Abuse" will be enforced for any violations of these rules.

Concussion Information

Athletic concussion protocols generally apply to the student population as a whole. SFHS follows the dictates of CIF and the most recent laws (AB 2127) for the safety of your student. A concussion is a brain injury, and all brain injuries are serious. These 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. Concussions 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 Counseling 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 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 a 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 card or diploma will be issued and PowerSchool 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 uniforms 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 SFHS.

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 ensure 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 (e.g. 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 before 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, in compliance with applicable league rules, and that no undue burdens are placed on team families, all plans for the ceremony, including themes, décor, 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. Students should check in with the counseling office during their junior year to get the necessary information and deadlines.

Student Insurance

SFHS 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 or coverage the student may have. 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. Accident claim forms will be provided by St. Francis Catholic High School.

Directions to Schools

Maps to all schools within the Sac-Joaquin Section can be found at www.cifsjs.org under maps on the left side of the home page.

Technology Policies

Acceptable Use

When a student is using technology (of any variety), she must always bear in mind 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.

Students who use school or personal electronic devices (including computers, tablets, and phones) inclusive but not limited to the following: misuses will lose their technology use privileges, and be subject to disciplinary and legal action, up to and including expulsion or the involvement of law enforcement: to access unauthorized databases; send/receive messages that are unethical or illegal; procure access to inappropriate information or images; use inappropriate, sexist, racist, discriminatory or demeaning language; digitally harass or “cyber-bully”; damage or deface computer hardware or software; record/take images of students, faculty, staff, and Administration without expressed permission; offer, provide or purchase goods for personal use; violate academic integrity; gain unauthorized access to SFHS network/computers or another student’s computer; attempt to disrupt the network, or destroy data in any manner, including spreading of computer viruses; attempt to obtain another student’s login information.)

Social Media and Digital Citizenship on social media or (texting), such as Instagram, Facebook, Reddit, SnapChat, TikTok, Discord, Twitch, and similar apps, can have serious consequences for students, their families, and the SFHS community. It is the responsibility of each student to uphold the common standards and practices of good digital citizenship. To not create negative or harmful content on social media/technology sites, especially behavior or conduct that can be interpreted as bullying, harassment, hate speech, or disseminating illicit or profane content. Creating any accounts in St. Francis’s High School name or affiliation is strictly prohibited and subject to disciplinary consequences.

Electronic Communications

Students are assigned a school-provided Google email account and are required to use this email account when contacting any school faculty, staff, and Administration. SFHS-issued emails are for school purposes. 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. School-provided Google email accounts are suspended immediately upon dismissal/withdrawal from the school or three months after a student’s date of graduation.

Students will not forward messages that are sent to them privately without permission from the person who sent them the messages. Each student is responsible for her account and should not provide her password to another person. Students should not post/share PINs (personally identifiable information) in any manner.

Chromebook 1:1 Program

The Chromebook is the property of SFHS and must be returned upon dismissal/withdrawal from the school. Students may keep their Chromebook upon graduation from SFHS. Students who leave the school prior to graduation may be given the option to purchase their Chromebook at a prorated price.

Students are required to report Chromebook damage to the Technology Department (SFTech@stfrancishs.org). 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. Families are responsible for the cost of a replacement Chromebook.

Students are required to bring their SFHS-provided, fully charged Chromebooks to school daily for educational purposes. If a student does not have her Chromebook or the battery is not charged, she is still responsible for completing all coursework expected that day.

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

- Keep track of the device at all times and not leave it unattended or unsupervised
- 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 transported, 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
- Students may only use vinyl stickers on the outside top lid of the Chromebook. No other stickers may be used, and students may not put stickers on the inside or bottom of their Chromebook. All stickers should be appropriate and in line with the mission of the school
- Not remove the asset tag or in any way obscure the serial number of the device
- Use the Chromebook appropriately and for educational purposes only
- 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

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 Chromebooks overnight, except in the occurrence of the Chromebook being lost, stolen, or out for repair. Loaner Chromebooks must be returned at the end of the school day. Loaner chargers, if available, must be returned after two hours.

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 (e.g. pornography), and material that is harmful to minors, as defined by the Children's Internet Protection Act (CIPA). SFHS may, from time to time, reconfigure the filtering software to meet the educational needs of the school best 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.

Personal Computers/Non-SFHS WiFi-Enabled Devices

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

Disclaimer

The policies stated herein are designed to express a framework and to form general principles for the use of technology at SFHS. Any use of technology that is contrary to the Mission of the school, on or off campus, will be considered a punishable offense. The policies, procedures, and information in this document are school-wide. Teachers/Staff may establish additional policies and requirements for use in their classrooms or situations. The use of SFHS network services is a privilege, not a right. There is no assumption of privacy on SFHS devices and networks. Our goal in providing electronic resources is to promote educational excellence.

Attendance

Mandatory Attendance

All designated school days are mandatory and attendance is required. During the school days all students are required to attend compulsory community events such as but not limited to: Masses, prayer services, liturgies, assemblies, or other designated events. Students who fail to attend these events without a medical note will be considered truant. Students must provide a medical note to excuse the truancy. Students who miss these events without a medical note will be charged a full day's absence whether they are on campus for their designated classes or not. Seniors who do not attend mandatory events and do not provide a medical note (in either semester) will not be eligible for Senior finals privileges.

Reporting absences

The attendance recorder is available 24 hours a day. Parents/guardians must call the **Attendance Office** at **916-737-5050** by **8:00 a.m.** on the day of the absence to explain the absence (emails or faxed notes

are not acceptable). **Parents/guardians may not call after the fact to clear a student from leaving campus.** Be prepared to give the following information:

- Name of the absent student-please clearly spell the last name
- Specific explanation for the absence, e.g. illness, trip, legal, College visit etc.
- Your name and relationship to the student

Parents Traveling

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. A copy of the information must be on file with the Dean of Students.

Absences

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 nine (9) or more absences may be placed on an Attendance contract if a pattern of absences continues. Once a student is placed on an Attendance Contract, the student risks the loss of extracurricular privileges, credit loss, suspension, or expulsion from school.

Absences Loss of Credit

More than nine (9) 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 they have more than seven (7) absences in a class. (Nine absences equal three weeks of school in an individual class.)

- Twelve (12) or more absences in a semester, a student may lose all credit for the course.
- Long-term illness or family emergencies will be reviewed on an individual basis by the Dean and Administration. In some cases, home courses and 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.
- Prior to credit loss, students with health issues (concussion, physical, mental, emotional, etc.) may be asked to withdraw from the school for the remainder of the semester. SFHS does not provide an independent study program. **Attendance credit loss appeal may be made to the Administration.**

College Related Absences

- 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 each semester). Days cannot be combined into one semester or saved for future use. Parents/guardians 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 the 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 student meets the criteria of formal recruitment.
- Auditions for University Arts Programs: Students who are auditioning for highly selective university arts programs shall meet with the Dean to determine an attendance plan for their absences.

School-Verified 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. The following are the current school-verified absences:

- School-sponsored Campus Ministry, Athletic, Arts, Academic Team, or other event as determined by Administration (no non-SFHS events will qualify)
- Christmas Tree Lane (participants only-names on file in Dean's office)

Attendance Requirements for School-Related Events

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

Accommodations for Students in Crisis

SFHS tries to provide 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 only offered once for one semester only during the student's four years at SFHS.

Ill Student on Campus

St. Francis does not have a school nurse or formal sick room. If a student becomes ill during the school day, she must report to the main office in the St. Francis building, where the parent/guardian will be notified. A student who is too ill to attend class may not remain at school. Students who present with symptoms of fever, vomiting, disruptive cough, or any other illness will be required to automatically be picked up by their parents or designee. They may not remain on campus. **The school will not put a student into a UBER/LYFT-type vehicle.**

Cuts and Truancy

If an ill student misses a class before notifying the main office in the St. Francis building, the absence will be treated as an absent cut and detention will be assigned. 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 is any unauthorized absence(s) from campus and will result in an automatic 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 wellness counseling services 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 meetings 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

Peer Team Support

The Guardian Angels Peer Support team is a Wellness facilitated group of students who are trained in basic assistance and support skills. They are available to help students who are experiencing issues such as friend conflicts, bullying, loneliness, etc. They are also trained to support students who are struggling with a myriad of health or wellness issues. The Peer team is additional support for designated students and their families who want Peer involvement.

Mandated Students

Students presenting with non-disciplinary issues may be mandated off-campus by Wellness counselors and Administration. Mandated students are required to be off campus a minimum of 72 hours after a medical clearance, due to processing time. The Wellness counselor must make verbal contact with the Therapist/Doctor etc...prior to the student returning to campus. Mandated students may not return without this verbal follow-up requirement. Wellness counselors and the Dean will meet with parent(s).

- The safety information regarding the mandate will be discussed.
- The requirement for an immediate evaluation at a medical or mental health facility will be explained.
- The 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 the student is allowed to return to school will be discussed.
- 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 will be addressed.

- 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 dis-enroll a student whose parents do not work in partnership with the school for the health and safety of their daughter.

Return to School: Re-entry Meeting

This meeting will be set with the parent(s), student, and the student's support team to evaluate if the student is able to return to regular classes after the re-entry meeting. **Re-entry is not automatically granted.**

Extended Absences for Illness and Homework Requests

(see [Make-Up assignment/testing policy](#))

Early Dismissal

A student who has a free block scheduled for her last block of the day must have her parent/guardian complete an ED permission form to leave campus. **This form must be renewed for each semester.**

Tardiness

During regular school hours, a tardy is issued to any student that misses 15 minutes or less in any class. After 15 minutes, the student is considered fully absent. A student who arrives late for school must report to the office prior to reporting to class. If a student is detained in a previous class, she should secure a note from her teacher and take the note to the main office to receive a pass to admit her to the next class. For every tardy after the fourth, the student will receive detention, **for the seventh through ninth time tardy the student will receive a Saturday school and a tenth tardy will result in suspension from school.** Students who are continually tardy also risk the loss of co-curricular activities, including, but not limited to, dances, sports/art events, and/or participation in senior events, Baccalaureate or graduation.

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.
- Teachers may deny permission to miss class.

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

Discipline

Because it is impossible to foresee all problems which arise, pursuant to this handbook, the Administration and their designees may take disciplinary action for any conduct occurring within or outside of the school community, that violates the spirit, philosophy or Code of Conduct of the school, and that could reflect adversely on SFHS, the Diocese or the Catholic Church, even though not specified.

Conduct shall include, but is not limited to:

- Any criminal activity
- Violations of the school policies.
- Acts of discrimination, prejudice, bias, hate, or negative attitude of any sort and in any manner i.e verbal, written, physical, social media or text, including jokes, songs, pictures, or emojis that can be perceived as detrimental to a student's experience whether intended, unintended, or implied or any matter that involves race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical or mental disabilities financial or social status.
- Parent or student non-cooperation, students who deceive, lie, or fail to cooperate with faculty or administration at any time, especially during a disciplinary investigation.

Formal complaints for investigation must be filed in a timely manner and will only be opened within 90 days of the initial incident. Any incident beyond that timeframe will be determined on a case-by-case basis.

SFHS believes that student conduct reflects and impacts her participation in her co-curricular activities, in such, repeated conduct may be reported to the student's co-curricular Advisor, Coach, Director etc.

Reporting Incidents/Concerns

Victims or witnesses may report incidents directly to the Dean's office, Wellness, or any Administrator. They may also use the STOPIT confidential alert system. They may remain anonymous, however, SFHS may not penalize any accused student(s) solely on the basis of an anonymous report. In the case of an anonymous report, if there is a lack of evidence to support the anonymous report, the matter will be determined to be unfounded and no disciplinary action will be taken.

Restorative Justice Practices

In any community, relationships can be harmed in various ways and to varying degrees. It is therefore essential that St. Francis Catholic High School is a community that promotes the resolution of conflicts between all community members and the restoration of relationships.

There is a range of Restorative Justice Practices that aim to bring about resolution, repair damaged relationships and see ways forward. They can be seen along a continuum from the informal through to the very formal. Additional discipline may occur along with restorative practices in some cases.

The most critical function of restorative practices is restoring and building relationships. Students, staff, and faculty must meet with those they have wronged, explore what happened, and make necessary amends. The restorative practices process can happen in groups as small as three and as large as a whole class.

These practices:

- Focuses on harms rather than rules or persons and the consequent needs of victims, offenders, and communities.
- Seek to right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the school community.
- Addresses obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders.
- Everyone in a restorative system must commit to being positive, which means dwelling on the positive rather than the negative.
- Uses inclusive, collaborative processes.
- Involve all individuals who have a legitimate stake in a given situation.

Conflict Mediation:

Students may be required or may choose to participate in conflict resolution with the involved parties of a situation. These mediations may vary in length depending upon the issues and amount of students involved. The mediation usually takes place during lunch, or after school. One or two mediators (adult or peer team members as designated by the situation) participate in conducting a session, as students will typically communicate with the aid of the mediator to help resolve issues in direct conversations or actions with each other.

Detention Policy

Detention is the opportunity to serve SFHS to amend for any minor disciplinary act. Detentions may take the form of Restorative Justice depending on the conduct, previous violations, and availability. All detentions will be issued via email and students will be held accountable for arriving at detention on time. Students must serve on Wednesday after the notification of detention has been sent. Excuses for missing detention (e.g. athletics or other co-curricular events, work, medical appointment, carpool, not reading email) will not be accepted.

Examples of what detention will be issued for:

Attendance	Uniform	Behavioral	Phone/Technology	Other
Attendance Absent cut 5th/6th Tardy	Uniform violation Free dress violation	Disrespect to student/staff (may be considered detention or higher discipline level)	Non silenced phone in class creating disruption. Having/using a phone during liturgy, mass, assembly etc.	Locker infraction First Parking lot violation (being in lot or no permit showing) Littering/Food in classroom/Gum violation Taking items from the garden or being in the garden w/o supervision.

Examples of what Saturday school will be issued for:

Attendance	Uniform	Behavioral	Phone/Technology	Other
7 Tardies (2nd failure to serve in semester will be automatic cause for Saturday school 2 Absent cut	2 or more uniform violations in the semester	Major disrespect to another student or staff Any violation of school rules where a student fails to fully participate or cooperate in mediation or restorative discipline.	2 Use of cell phones in a classroom, or during Mass, prayer service or assembly Technology violation	2 Parking lot violation Any multiple violation of the same offense, or a compilation of 4 or more offenses. Retaliation (may also rise to suspension).

Saturday School

Students may be assigned to Saturday school by the school administration for various disciplinary concerns. Students who have been suspended or who have been referred to Saturday school option are at risk of losing partial or full financial aid as provided by SFHS.

The program meets on Saturday morning from 8:00 a.m. until 11:00 a.m. (unless directed specifically to the afternoon per request from the proctor.)

- Late students will not be admitted to the program.
- Students must report on time and remain for the full three hours. No credit for serving will be given to any student arriving late or leaving early.
- Students will not be provided meals.
- Students will be assigned essays or various campus cleanup opportunities, depending on the needs of the school at the time of discipline.
- Students who cannot participate in campus cleanup will be assigned a school research essay (students must make these arrangements with the Dean).

Continued violations will result in progressive disciplinary actions. If a conflict arises concerning continual discipline, the Administration reserves the right to clarify and make all interpretations.

Suspension Policy

Suspension is a disciplinary action to be invoked at the discretion of Administration. A student shall be suspended for no more than five consecutive school days. If the student commits any additional violation, she may be suspended or expelled. Additional grounds for suspension may become grounds for expulsion. The student will be placed on a single or multi-year behavioral contract. **Students who have been suspended (or suspended and referred to Saturday School) are at risk of losing partial or full financial aid as provided by SFHS.** During suspension, the student may not come to school. The student loses the right to participate in any school activity during the suspension period (including sports/theater productions/retreats, dances, senior, Baccalaureate, Graduation, etc).

Prohibited Behaviors

The following conduct and multiple other issues that may arise, at the discretion of the Administration, may subject a student to suspension, multi-day suspension, Discipline Board, request to withdraw, or expulsion:

General Conduct

- Conduct at school or elsewhere which could reflect adversely on SFHS or the Catholic Church.
- Academic dishonesty.
- **Refer to Academic Honesty Policy**
- (Having a phone during a test/quiz etc, whether used or not.)
- Any repeated offense will result in progressive discipline.
- Lying/non-cooperation/ serious disobedience/ insubordination/

- Disrespect for authority. Students who deceive, lie, or fail to cooperate with faculty or administration at any time, especially during an investigation are liable for suspension or expulsion.
- Tardiness and/or truancy
- Any unauthorized absence from campus may result in a multi-day suspension for the student.

Inappropriate or Protected

- Inappropriate, lewd, inflammatory, scandalous, pornographic, disrespectful, or seriously disruptive behavior or materials that devalue the dignity of a person.
- Students may not engage in personal attacks. Students will not post false or defamatory information about a person or organization.
- Discrimination, prejudice, bias or negative attitude of any sort via verbal, written, physical, intended/unintended or implied actions, that involves race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities, fiscal or social status, etc., including jokes, songs, pictures, or emojis that can be perceived as detrimental to a student's experience.
- **All students are held to the same standard and none may violate this rule regardless of their individual race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities, fiscal or social status, etc.**

Criminal or Substance Issues

- Any violation of substance abuse.
- **Refer to Substance Abuse Policy**
- Any criminal activity or report of the same may be automatic grounds for suspension and may invoke expulsion.
- 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 parties involved in an incident are expected to refrain from any behavior that may be seen as intimidation, threatening, coercion, or retaliation against any person/s involved. All parties involved automatically assume the right to protection against any form of retaliation.

Harassment, Racial, Sexual, Technology

- **Refer to Harassment or Technology Policies**
- Taking or sharing pictures, video, recordings, without permission (applies to all students, staff or citizens).
- Conduct of a sexual nature, whether consensual or non-consensual, verbal, written, physical or any other form of communication.
- Any parties involved in an incident are expected to refrain from any behavior that may be seen as intimidation, threatening, coercion, or retaliation against any person/s involved. All parties involved automatically assume the right to protection against any form of retaliation.

Conduct/Discipline Matrix

The following Conduct/Discipline Matrix is an overview of the steps that may be taken in response to the outlined behavioral issues. While generally first offenses will be treated as designated, the Administration reserves the right to invoke a Discipline Board as deemed necessary.

Disciplinary Table Key:

- W =Warning
- D = Detention
- RJ = Restorative Justice
- SS/S = Saturday School or Suspension
- DB = Discipline Board

Conduct Policy	W/D	RJ	SS/S	DB	Response
<p>Academic Honesty: Act of cheating, lying, copying, plagiarism etc. Also see Academic Honesty policy</p>	X	X	X	X	<ul style="list-style-type: none"> ● First offense: 0 on paper (or teacher discretion) warning/re-education Restorative Justice or Saturday School and re-education (if it is a final). ● Second offense: Restorative Justice or Saturday School and re-education ● Third offense: out of school suspension (1 day) ● Progressive
<p>Acts of Discrimination Discrimination, prejudicial, bias of any sort. Causing, threatening, or attempting to cause, participating in, interfering with another that relates to a person's; race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities, fiscal or social. Including but not limited to speech, electronic communications, physical contact or intimation of the same. Also see Harassment policies</p>		X	X	X	<ul style="list-style-type: none"> ● First offense: Can range from Restorative Justice, Saturday school, out of school suspension (1-3 days), Discipline Board ● Second offense: Discipline Board. <p style="text-align: center;">Each event is handled on a case-by-case basis.</p> <p>* BIRT may be activated by Administration upon report of incident.</p>

Conduct Policy	W/D	RJ	SS/S	DB	Response
<p>Acts of Physical Contact: Caused, attempted to cause or threatened to cause injury to another person, willfully used force or violence upon another person. Also see Bullying/ Harassment Policies</p>	X	X	X	X	<ul style="list-style-type: none"> • First offense: Warning/Detention, Restorative Justice, Saturday school, out of school suspension (1 to 3 days), Discipline Board. • Second offense: Discipline Board. <p>*RJ may include Wellness referral</p>
<p>Alcohol/drugs/substance use: Possession, use, under influence or in presence of controlled substances on campus (including, smoking, vaping etc.). This includes paraphernalia. Also see Substance abuse policy</p>	X	X	X	X	<ul style="list-style-type: none"> • First offense: Can range Restorative Justice, Saturday school, out of school suspension (1-3 days), Discipline board. • Second offense: Progressive discipline <p>*RJ may include Wellness referral</p>
<p>Attendance: Purposeful falsification of information in regard to students' attendance. Also see Attendance policy</p>	X	X	X		<ul style="list-style-type: none"> • First offense: Warning/Detention/Restorative Justice • Second/additional offenses: Progressive discipline
<p>Bullying: Any physical, verbal or psychological act to harm or disturb another. Including: harassment, Racial Harassment, Sexual harassment, threats, intimidation, cyberbullying (cancel culture). Bullying has very specific criteria. Also see Harassment policy</p>		X	X	X	<ul style="list-style-type: none"> • First offense: Can range from, Restorative Justice, Saturday school, out of school suspension 1-3 days. • Second offense: Progressive Discipline
<p>Conflict nonphysical: Interpersonal, emotional, disagreements, quarrels, disputes, attempted force of another to action/or idea.</p>	X	X			<ul style="list-style-type: none"> • First offense: Can range from Warning, Detention, Restorative Justice. • Second offense: Progressive Discipline <p>*Mediation may be offered or required.</p>

Conduct Policy	W/D	RJ	SS/S	DB	Response
<p>Crimes requiring law enforcement: Any misdemeanor crime, reported, committed or student involved off campus will generally be handled by Law enforcement and the involved families.</p>					<ul style="list-style-type: none"> Generally, law enforcement matters that occur off campus will not have school disciplinary action. Exception- A determination will be made if the student is in violation of the Student Code of Conduct as it reflects on SFHS, Diocese and the Catholic Church.
<p>Harassment: Any physical, verbal, or psychological act to harm or disturb another. Including: Harassment, Racial Harassment, Sexual harassment, threats, intimidation, cyberbullying. Also see Harassment policy</p>		X	X	X	<ul style="list-style-type: none"> First offense: Can range from, Restorative Justice, Saturday school, out of school suspension 1-3 days. Second offense: Progressive Discipline
<p>Inappropriate Conduct: obscene, profane, lewd, vulgar, rude, inflammatory, disrespectful, or threatening language communicated in any form.</p>	X	X	X	X	<ul style="list-style-type: none"> First offense: Can range from Warning, Detention, Restorative Justice, Off campus suspension Second offense: Progressive Discipline
<p>Lying/Forgery/Tampering: Includes: written, verbal, electronic, any action that creates a barrier to parent contact, false phone notifications, forgery of school documents etc. Lying, evading, or misleading during the course of an investigation. Dissemination of false information to others.</p>	X	X	X	X	<ul style="list-style-type: none"> First offense: Can range from Warning, Detention, Restorative Justice, Off campus suspension, Discipline Board. Second offense: Progressive Discipline

Conduct Policy	W/D	RJ	SS/S	DB	Response
<p>Sexual Harassment/Misconduct: Includes but is not limited to, unwelcome sexual advances, requests for sexual favor, and other verbal, visual, electronic, or physical conduct of a sexual nature. Also see Harassment policy</p>		X	X	X	<ul style="list-style-type: none"> ● First offense: Can range from, Restorative Justice, Saturday school, out of school suspension, discipline board ● Second offense: Progressive Discipline ● may include Wellness referral
<p>Tardies</p>	X	X	X		<p>4 free tardies are given per student per semester</p> <ul style="list-style-type: none"> ● 5/6 tardies = Restorative Justice/Detention, ● 7 or more tardies = Saturday School ● 10 = Suspension
<p>Truant: Cutting class, events including assemblies/masses, leaving class/campus. Non verified absences (leaving campus without previous permission). Also see Attendance policies</p>					<ul style="list-style-type: none"> ● First offense: Can range from, Restorative Justice, Saturday school, out of school suspension 1 day. ● Second offense: Progressive Discipline
<p>Uniforms/Other attire issues (Free dress/dances etc...) Also see Uniform policy</p>	X	X	X	X	<ul style="list-style-type: none"> ● First offense: Can range from Warning, Detention, Restorative Justice. ● Second offense: Progressive Discipline

Conduct Policy	W/D	RJ	SS/S	DB	Response
Weapons or Dangerous Objects: Possession, sale, furnishing of weapons (knife, gun, sharp object, club or any object that could inflict injury), Imitation weapon that is similar to existing weapons or explosive.		X	X	X	<ul style="list-style-type: none"> • First Offense: Can range from Restorative Justice, 3-5 days out of school suspension or Discipline Board. • Second Offense: Discipline Board
Willful defiance: defies the valid authority of the school in a manner that has an impact on the effective or safe functioning of district or school operations, including obstructing an investigation. Also see Honor Code		X	X	X	<ul style="list-style-type: none"> • First offense: Can range from, Restorative Justice, Saturday school, out of school suspension 1 day. • Second offense: Progressive Discipline

Harassment Policy

Our St. Francis Catholic High School community works hard to ensure that our school is a welcoming and inclusive space for all. All students have a right to participate fully in the educational process free from discrimination and harassment. Any words or actions that are inconsistent with these expectations are prohibited. We denounce any students creating/using/participating in the use of verbiage, actions, or any racial epithet or ethnic slurs. Any student's involvement in these actions will be thoroughly investigated. Students found to have been involved in the creating/using/participation of these actions may automatically appear before a Discipline Review Board to determine appropriate disciplinary action.

Any employee involved in these actions will be reported to the Principal and Human Resources. Any parent/guardian involvement in these actions directed at or involving students or employees will be referred to Administration. It is a condition of enrollment that the parents/guardians of each student adhere to standards of conduct as outlined in the Student-Parent Code of Conduct.

We encourage anyone who feels they have experienced or seen harassment or discrimination to report the incident immediately (to the Dean of Students, Administration, Wellness, or Counseling).

If there are specific teacher, parent, or student concerns, our administrators are available to meet, in order to address any issue/s that are raised and work collaboratively to resolve them. SFHS is committed to providing a learning environment that is free from harassment in any form.

Harassment or intimidation of any student, staff member, guest, or student from another school by an SFHS student will not be tolerated. Harassment can occur anytime an individual is subjected to treatment by another which may be hostile or intimidating, regardless of when or where such an action takes place. All actions intended or unintended may be considered within this policy.

Additionally, harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal, written (social media or text), or physical conduct that denigrates, or shows hostility or aversion towards any individual or their relatives, friends, or associates that involves race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities, fiscal, or social status, etc., and that:

- Has the purpose of creating an intimidating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance in school, or 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, songs, or any verbiage or picture a person finds offensive (including face/body painting with negative impacts, such as blackface)
- Threatening, intimidating words or hostile acts spoken to or about a student, written (including any posted material on a computer network), graphic materials, inflammatory drawings, 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, deliberately impeding, or blocking movements or any intimidating interference with normal student movement, or any other action deemed by the Administration as inappropriate
- Cyberbullying includes harassing messages, direct or indirect threats, social cruelty, or other harmful text or images, on digital technologies, or by assuming another identity in order to create a negative or harmful situation;

Cancel culture harassment: Treating real or perceived missteps/ transgressions with shaming or other negative responses to the point that a person feels as if “they don't exist” or by creating and/or encouraging others to withdraw support, withdraw friendships, shunning of another, piling on, ignoring, isolating or combination of such. Including “bystander” behavior.

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated or has the potential to be repeated, over time.

Single incidents and conflicts or fights between equals, whether in person or online, are not defined as bullying.

Sexual harassment or conduct: Unwelcome advances, verbal and/or physical, any conduct of a sexual nature that causes discomfort to a student at SFHS, including, but not limited to:

- Sexting.
- Sextortion.
- Unwelcome sexual advances or physical contact of a sexual nature.
- Verbal, written, or any other form of communication requests for sexual favors (including asking for body pictures), sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets, leering, gestures, displays of sexually suggestive objects or pictures, cartoons, posters, etc.
- Conduct of a sexual nature, whether consensual or non-consensual, is unacceptable in the SFHS environment.
- Sexual exploitation: The taking of sexual advantage over another for one's own gain or the gain of others

Harassment - Racial Microaggressions, Microassaults, Microinsults, Microinvalidations.

Racial bullying, intimidation, or harassment of students based on actual or perceived race, color, or national origin, will result in disciplinary investigation and appropriate disciplinary action will be taken based on the outcome of the investigation.

- **A microaggression** - is verbal, behavioral, or environmental indignities that communicate hostile, derogatory, denigrating, and hurtful messages to people of color. They may be; snubs, gestures, and tones in person or in any written format.
- **A microassault** - is the verbal or nonverbal attack meant to hurt the intended student through name-calling, or purposeful discriminatory actions.
- **A microinsult** - is the insensitive communication that demeans someone's racial identity, signaling that their contributions are unimportant.
- **A microinvalidation** - involves negating, ignoring, nullifying the thoughts, feelings, or the reality of a person of color's experiences or realities

[Code of Conduct for Employee Interactions with Students](#)

Substance Abuse Policy

The philosophy of SFHS 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 members 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 the spirit or specifics of this policy can result in actions as deemed necessary by the Administration. The Administration and faculty of SFHS expect parents and students to support all policies on substance use:

- Students found in possession, dealing in or selling any controlled substance or paraphernalia on campus or at school-related activities will be expelled and law enforcement may be notified.
- Smoking includes, but is not limited to, any tobacco products, smokeless tobacco, electronic cigarettes, Juuls, vapes/vapor type equipment, with nicotine, non-nicotine, or other illegal substances; in addition, any item that may create aerosol, liquid, vapor or smoke in any manner.

- The trade, or ingestion of medication prescribed to someone else is illegal and will result in suspension, Discipline Board or expulsion.
- The consumption and/or possession of non-personal medication is illegal for all students.

Breathalyzers Used at School Events

Administration may use designated breathalyzers for the evaluation process as a systematic method of examining a student to determine whether or not she or he 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.

Academic Honesty

In keeping with the SFHS philosophy, students are expected to “learn academic skills, civic responsibilities, and Christian values”. Students must conduct themselves in a manner consistent with Catholic values, a sense of integrity, honesty, accountability, and trust in all academic matters. All academic dishonesties during a student’s four years at SFHS will be considered for progressive disciplinary action. Academic Honesty is ultimately about the student’s personal honor. She should always be able to say “ This work is solely mine. Upon my honor, I have not used, nor received, or given unauthorized aid in the work process or in its creation”.

Students are expected to:

- Do their own work/homework (no sharing physically, electronically)
- Work or test without cheating or using external resources
- submit original work for all assignments. **Students may not utilize Artificial Intelligence (AI) tools unless expressly given permission by their teacher.**
- Deny all requests to copy or “review” from their own work
- Immediately notify the teacher if others are cheating
- Know that sharing of information, not as part of an authorized group project, is part of academic dishonesty. This includes work shared with students who are absent from class without permission from the teacher.

Academic dishonesty includes but is not limited to:

- **Plagiarism**
 - 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.
 - is the representation of someone else’s ideas as your own (e.g., copying text without using quotation marks, or not acknowledging in an in-text citation, a footnote, or a bibliography a scholarly source). Changing words to different words or sentence structure does not represent your original ideas, and thus is plagiarism.
 - Plagiarism includes but is not limited to, copying homework, labs, quoting, paraphrasing, or summarizing another’s written work (including sources off the Internet), or oral statements without proper citation.
- **Cheating includes but is 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, electronically, 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, or 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 or the person, talking during testing, copying assignments
 - marking or adjusting answers after the test period is over or after the paper should have been turned in
 - Falsifying or preventing communication between home and school (e.g., signing parent's names to progress reports, changing report cards, etc.)
 - Phones or electronic devices found to be accessible during testing will result in academic dishonesty discipline, whether in use or not.
 - 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.

Use of Artificial Intelligence (AI) Programs

SFHS acknowledges that AI can be a powerful learning tool. SFHS also believes that it must be used ethically, with care and caution, and in accordance with our mission statement. Students who misuse **AI** will be subject to disciplinary policies as laid out in this handbook or as decided by Administration.

Academic dishonesty will result in:

- "0" on the assignment or test
- Teacher notifies the Dean of Students
- Progressive discipline may be issued.
- Any repeated academic dishonesty may result in suspension and/or expulsion (Student will be placed on Behavior Contract).

Academic dishonesty during finals will result in:

- "0" on the final
- Teacher notifies the Dean of Students
- Parents(s) will be notified by the school within a reasonable amount of time (via writing, email, or phone call). This affords a student the right to discuss the pending issue with her parents.
- Discipline may be issued, up to and including suspension

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

Biased Incident Reporting Team (BIRT)

The Biased Incident Reporting Team or BIRT is an online reporting system designed to help SFHS improve its ability to track and address accusations of racism and other forms of bias.

BIRT is one element of SFHS's larger efforts to combat racism on campus. This allows both students and employees to easily report bias, discrimination and harassment, sexual violence, and issues of academic integrity.

Discipline Review Board

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

Expulsion Policy

It is the policy of SFHS 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 Administration to impose discipline upon any student for any violation of any of the rules or policies of SFHS. 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 of Discipline Review Board

Whenever any grounds for multi-day suspension or expulsion exist, the Dean of Students shall provide the student who is subject to suspension or expulsion and her parent(s) or guardian(s) with a written Notice for a Discipline Review Board, which shall state clearly and concisely, the reasons and grounds for such intended discipline. The notice shall advise the student and parent(s) of her right to an Informal Hearing before the Discipline Review Board.

Informal Hearing

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

Timing of Informal Hearing

Unless requested by the student or parent(s), the Informal Hearing should be no later than five days following the receipt of the Notice of Intent to Suspend or Expel, unless an alternate date is agreed upon.

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 multi-day suspension or 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.
- Right to be present during the deliberation - Neither the student nor her parent(s) or legal guardian(s) shall be entitled to be present during the deliberation of the Discipline Review Board.
- Restorative Discipline - Students who are not expelled will be required to participate in designated restorative discipline as well as discipline assigned by the Review Board.
- The decision resulting in a multi-day suspension or expulsion will be made by the Principal, in consultation with the President, within two working days following the Discipline Review Board Informal Hearing.

Discipline Review Board Members

The Discipline Review Board, is composed of the Principal, an Assistant Principal, the Dean of Students (non-voting), one to five members of the SFHS faculty, and a counselor.

Families of students who are expelled may be given the right to withdraw prior to the Expulsion occurring. The right to withdraw will be decided by the Principal and President of SFHS. Students who are expelled from SFHS will not have their transcripts or cumulative files released until after the completion of all hearing processes or legal procedures.

Recommended Withdrawal

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

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, SFHS had adopted a program to detect the presence of illicit drugs, alcohol, gunpowder-based items, abused medications, and other contraband normally prohibited from campus. A contraband detection and drug dog service will make periodic unannounced visits to our campus throughout the school year. They will normally check lockers, classrooms, common areas, gym areas, vehicles, parking lots, student bags and backpacks, and other areas identified by the school administration.

The dogs will also be provided for dances, graduation, and grad night events if required. Failure to follow the requests of the dog service 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 predicted by the situation.

Drug Testing

With reasonable cause, students may be drug tested while enrolled at SFHS. These tests will be required by the Administration at their discretion. When the Administration determines that a student is required to be tested, the parent(s) will be notified. All fees associated with the drug test will be the responsibility of the parent(s).

Dress Code

The students of SFHS have the honor of wearing a uniform to school. An important goal of a uniform dress code is to teach students that, in the larger arena of life, different types of dress codes are appropriate for different settings.

Ever-changing styles of clothing and grooming, the different values of parents and students, and individual interpretations of what is acceptable school dress make judgment in such matters subjective. The school reserves the right to regulate against fads or fashions. Parents who send their daughters to SFHS, and choose the SFHS experience, accept the judgment of the Administration as final in matters of school policies, including the dress code for a high school college preparatory environment.

Students are to be in the required uniform while on campus or for official SFHS events. Students must wear their uniforms during finals review and finals. Regular and random dress code checks will be conducted during the school year.

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 a logo must be worn at all times, even under the uniform sweater, sweatshirt or jacket. Only a solid white shirt may be worn under the polo.
- **Skirt:** *SF checkered box pleat skirt.* It is to be buttoned and zipped and not rolled at the waist. The skirt must extend (at a minimum) to the fingertips of the student. Skirts must be clean, have no adornments (pins/ribbons, etc), and not written on.
- **Pants:** *Black or tan khaki "Dockers" style pants (no flared, cotton, corduroy, denim, sweats, or pajama-style pants.)* Pants must fit properly, and have no cargo-style pockets or drawstring waist.
- **Sweater/Fleece:** *SF red pullover, fleece, or vest only.*
- **Shoes:** *Shoes or sandals with backs (backs must be manufactured with the shoe, not handmade).* *Seniors only have the senior privilege to wear backless shoes. Shoes must be worn at all times. No over-the-knee boots or high-platform shoes. Laces must be tied, and straps worn properly. **This also applies to modified dress days unless specific permission has been given by Administration.**
- **Socks/Tights/Leggings:** Tights or leggings are skin tight (not loose) and must be black, navy, gray or white and must be solid. No patterns or netting allowed. (Flared pants/sweats/pajamas etc.. are not leggings) Socks may not be above the knees. Socks do not have to be worn with sandals.
- **Sweatshirt:** **Required SFHS red sweatshirt (gold lettering). Every student must have at least one SFHS red sweatshirt with gold lettering.**

- Optional SFHS black sweatshirt (with red/gold lettering) (Limited supply 2023-2024 school year)
- **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-sleeved uniform fleece.
- **Jackets:** *Only an SFHS uniform jacket may be worn.*
- **Undergarments/shorts:** At no time may a student wear anything under her 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 skirts.

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 outside these locations. At no time should students “sunbathe”(raising skirts/shirts) in their uniform or free dress while on campus.

Formal Uniform Requirements

A formal uniform is required for assemblies, class meetings, liturgies, prayer services, and special events. Formal uniforms must be worn from the beginning of the school day until the end of the specific event. Students must 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 from October 1st to May 30th, unless changed by Administration.

- SF blue blazer, white shirt, and red sweater or vest (mandatory for all classes). SFHS jackets may be worn with formal uniform **after** the required event. Blazers must be worn **BEFORE** and **DURING the event**.
- Checkered box pleat skirt or khaki or *black docker style* pants
- SF white polo shirt or white long sleeve shirt (must not hang below the sweater)
- SF red sweater, or vest
- Solid white/black, gray/navy socks, tights/leggings may be worn (sandals do not require socks)
- No layering with non-formal uniform items during gatherings on formal uniform days
- No hats, scarves or other items allowed.

Additional Guidelines Regarding the Uniform and Personal Appearance

- **Hair:** Hairstyles should be of natural colors and neat in appearance. Dyeing, bleaching, 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 style).
- **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 (unless deemed medically necessary).
- **Piercing:** Pierced jewelry is only allowed in the ears and one small side nose stud (2mm or smaller) or side ring (6mm or smaller). Piercings of the lip, brow, septum, or any other visible piercing bar, spike, gauge, or ear disk is not allowed. No bandages covering the piercings

- **Jewelry:** Jewelry should be limited and in good taste. Decorations are not to be sewn on or attached to the uniform.
- **Tattoos:** Permanent or temporary tattoos are not permitted. (Henna with Administration pre-approval only).

Special Event Dress Code

- **Awards Assembly and Farewell Mass/Honor Guard:** The same rules apply for “Dress Code/Open Dances” and seniors are encouraged to wear appropriate garments and must adhere to the dress code policy. Honor Guards will be in formal uniform.
- **Baccalaureate and Graduation:** The same rules apply for “Dress Code/Open Dances.” However, light-colored garments should be worn under the white graduation gown.
- Students must adhere to standard school policy pertaining to hairstyle, color, and dress code.
- **Graduation Regalia:** To better acknowledge and honor the diverse backgrounds of our students, graduates may wear one (1) item of personal significance related to her ethnicity, culture, religion, nationality, race, color, and/or ancestry during Graduation, as long as the item is consistent with Catholic church teachings and the mission of our school. Students may also wear honors society cords/stoles or academic medals from senior year SFHS. Students are limited to one tassel. Caps and masks cannot be decorated. No other decorations or symbols are allowed.
- As a reminder, clothing containing objectionable references, symbols, words, advertising, political or propaganda that is against the philosophy of St. Francis; these are not permitted at any time.
- Any senior student interested in wearing one (1) item of personal significance related to her ethnicity, culture, religion, nationality, race, color, and/or ancestry should submit a picture of their (1) item to the Dean’s Office no later than **Wednesday, May 15th at 5:00 p.m.** Failure to do so will result in the student not being able to wear the item at the Graduation ceremonies.

Friday Dress Code

On Fridays students may wear St. Francis t-shirts, sweatshirts, or jackets that are school, sport, or club related, including the black SFHS block sweatshirt (not handmade). These will be worn with a uniform skirt or tan/black dicker pants (no leggings, pajamas, or sweats). **This only applies when the last day of the week is a Friday, not any last day of a given week.**

Free Dress/Modified Dress Days

“Free dress or modified dress days” occur during spirit week, retreats, and special fundraisers for charities. Permission must be obtained from Administration. 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/skirts/dresses in accordance with dress code and open dance rules
- **Shoes with backs are required (exception *senior privilege)**

Students may not wear:

- Dresses/skirts/rompers/shorts that are less than a **minimum to fingertip length**. Note: Leggings do not change the length rule.
- Torn, soiled or ragged clothing
- Pajamas/sweatpants
- 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 and bottoms must overlap
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings
- Clothing containing objectionable references, symbols, words, advertising, political or propaganda that is against the philosophy of St. Francis; these are not permitted at any time.

Dispute/Conflict Resolution Process (Mediation)

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, e.g., student/teacher, student/coach, or student/administrator, to solve differences of opinion of 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.)

General Student Information

Accidents

On-campus accidents must be reported to the Administration. Failure to do so will result in disciplinary action.

Age of Majority

Students eighteen (18) years of age and above must attend all assigned classes, homerooms, and 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 the 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.

Assembly Information

Attendance at *all assemblies, Masses, Prayer Services, and Liturgies is mandatory for all students.*

Truancy is any unauthorized absence(s) from campus and may result in Saturday school or suspension for the student.

- The following are some specific points about assembly courtesy:
 - Courtesy means listening attentively. No student should talk when another is speaking.
 - Homework, reading, playing with another's hair or other items is prohibited.
 - Students will not bring food, drink, or phones to these events.
 - Students should not call attention to themselves by arriving late or leaving early.
 - Appropriate behavior is determined by supervising staff and reported to the Dean of Students.

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, rollerblades, scooters, razors, etc. are prohibited on campus.

Blankets

Blankets are not allowed on campus or in the classroom with the exception of specific school-sponsored events.

Cameras/Sensors

- Surveillance cameras may be placed in public locations, such as, but not limited to, school entrances, exits, lobby areas, hallways, cafeterias, athletic areas, parking lots or gathering spaces. There are no cameras in the bathrooms or locker rooms.
- Smoke/Vape sensors are in all bathrooms and locker rooms on campus. These are smoke/vape sensors only and do not have cameras as part of the sensor. Student's found to be in violation of the school's substance abuse policy will be subject to disciplinary action.
- All recordings are the sole property of SFHS and the Catholic Diocese of Sacramento.

Closed Campus / Out of Bounds - Safety

SFHS is a closed campus as such students may not leave campus during the school day or event without express pre-permission from parents or guardians. All students leaving campus, except those utilizing their early dismissal pass, **must sign out in the front office** prior to leaving campus. Parents may not advise the school after a student has left campus that they gave permission for the

student to leave. Students found not to have signed out or who have left campus without pre-permission will receive Saturday School or Suspension.

- **Out-of-bounds areas**

- In addition to being a closed campus SFHS has some areas that are out of bounds during the school day. Any student found in these areas without an adult will automatically receive Saturday School.
 - Parking lot between 7:30 a.m. and 3:00 p.m. (**students may not sit in their vehicles or go to their vehicles during the school day without an adult present**).
 - Soccer, Softball fields or dugouts
 - Garden
 - The Grove
 - Grass or gravel areas near garden/portables
 - Armory or warehouse
 - Outside any fenced or gated area
 - Non - designated lunch areas (hallways, theater foyer etc) see map provided from Dean's office.

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-curricular activities 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 in the designated areas. Any student being dropped off or picked up in a non-designated area will be issued a **warning, and a second offense will require Saturday school**.

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. This includes birthdays, Valentine's Day, and other events. Delivery of these items will be denied and returned to sender via the process of attempted delivery.

Early Dismissal

Students who wish to leave campus early must either have a parent pre-approve (via a call to the attendance line) or apply for and be granted an early dismissal pass. Students leaving campus without an early dismissal pass or without signing out are subject to Saturday School or suspension.

Field Trips and Other School Sponsored Events

Off-Campus

Activity permission forms 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. **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 eating in these areas are subject to discipline.

Garden

The St. Francis Canticle 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 away the fruits and vegetables will result in disciplinary action. The Garden is not open for students to eat in during lunch or breaks.

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 safety. Parents and students must bear the responsibility of contacting the school with any health-related concerns. Parents of affected students are encouraged to inform the Dean of their daughters' confidential medical conditions to best meet the needs of their children. 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 prior to the first day of the school year or within one week of a student transfer. Students will be denied admission to SFHS or sent home until such records are received..
- Any student who has a severe allergic reaction, or a 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. ***SFHS is not an allergen-free environment and cannot meet all requests for accommodations. SFHS does not provide a school nurse.***

- 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 medications have backup 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 will occur.
- Medical release forms are available to parents to allow a school official, in case of emergency, to permit medical treatment for a student. 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. Students without completed emergency cards will be required to stay home until the information is received. 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 her 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 without a parent medication form (exceptions: inhalers, glucagon shots, EpiPens).

Contagious or Infectious Diseases- Students whose absence from school is due to a contagious disease (e.g., COVID, chicken pox, pink eye, mononucleosis, strep throat, hepatitis, or any other possible contagious disease) will be asked to present a doctor's note or proof of a negative test 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 infectious diseases related to AIDS/HIV. School personnel have been trained in bloodborne pathogen response.

Allergies

- Numerous students on campus have life-threatening allergies to various foods (nuts, milk, shellfish, gluten, etc.), latex, plastic, nickel, and many other items. ***SFHS is not an allergen-free environment, and cannot meet all requests for accommodations.*** High school students and their parents are expected to be proactive in regard to students' consumption of any food that is not prepared at home and brought to campus for the students.

- All students should be treated with respect concerning their medical conditions 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 (e.g., 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. **STUDENTS WITH ALLERGIES, please ask the Dining Hall manager to determine food content.**

I.D. Cards

Student Body Cards are issued to all SFHS 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 for the student. The first replacement card is available for \$10 from the school office. The second replacement card will be \$50. The I.D. cards may be taken from the student for violation of school policies and may be held for six school weeks. Electronic versions of both sides of the I.D. cards will be accepted.

Legal Custody Issues

SFHS 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 from the Administration. 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 clear at the end of the school year. A student should never give out her locker combination. Students must clean out their lockers by the last day of school. All items left after the last day of school will be donated or thrown away.

Lost and Found

Students should put their names on their books, clothes, or any other valuable items. SFHS is not responsible for lost items. Each day, items that have been misplaced will be taken to the Student Activities Office. Items taken from lost and found that do not belong to the student are considered theft.

M Street and Surrounding Neighborhoods

SFHS has a contract with the surrounding neighborhoods, and to that end, students may never be dropped off or picked up on M Street and surrounding neighborhoods, i.e. 58th, 59th, 60th, 61st, 62nd, Janey Way, or in any of the surrounding neighborhoods. **Progressive discipline will be issued for any student in violation; additional violations violation will cause the student to be sent to Saturday school**

- Only students who live in the St. Francis neighborhood and walk, bike, take public transportation, or those that pick up a sibling at St. Mary is eligible to use the M Street entrance gate.

Parking

Parking at SFHS is a privilege. All vehicles must have a current 2023-24 parking pass. Students may not park in another student's space (even with student permission). Students without parking permits showing on the dashboard or from the rearview mirror, or with unregistered vehicles will receive detention, a second violation will be automatic Saturday School.

Non-registered or identified vehicles will be towed at the owner's expense.

Physical Displays of Affection

Because physical displays of affection are exclusive behavior, these can distract 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.

Protests

It is the role of St. Francis Catholic High School to encourage active, engaged citizenship, including how to navigate the processes of our democratic system. We always encourage respectful dialog and debate. St. Francis Catholic High School does impose restrictions on the time, place, and manner of the speech

or activity in order to maintain a safe and orderly educational environment. It is imperative that students and Administration work together for the safety of all concerned. Students who fail to follow the directives of the school Administration and create a scandalous, rumor-driven, disruptive, threatening, hostile, or divisive environment, may be subject to disciplinary action.

Prayer/Pledge

Students may stand or sit quietly (and respectfully) during the recitation of Prayers, the Pledge of Allegiance, or the National Anthem.

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 Administration's discretion. 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, privileges. 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 Administration. Privileges available to senior students in good standing include:

- Wearing college sweatshirts or t-shirts on Fridays
- Seniors only have senior privilege to wear backless shoes
- Daily college shirts can be worn after Easter break
- Full free dress begins May 1st
- 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 for Senior Finals privileges](#).

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.** (Smoking includes, but is not limited to any tobacco products, smokeless tobacco, electronic cigarettes, Juuls, vapes/vapor type equipment with nicotine, non-nicotine, or other illegal substances, in addition to any item that may create an aerosol, liquid, vapor or smoke in any manner.)

STOPit

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 STOPit 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 STOPit system encrypts information. Any person can choose to submit a form, anonymously, or with her contact information. The person retains control as it is entirely up to her how much information she wishes to divulge. The STOPit 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 to parents.

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 open at 7:00 a.m. with a member of the maintenance staff and a school administrator on campus. SFHS 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. Students may NOT remain on campus after 4:30 p.m. and must come to the front office prior to 4:30 p.m. if there is an issue.

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.

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.

Campuses of Other Schools

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

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

Valuables (Stealing/Theft)

Fortunately, stealing in our community is rare. To protect your possessions ensure that all property is named. Please leave valuables at home and do not bring large quantities of money to school.

- Always keep your possessions locked in your lockers.
- In the event of suspected theft, report it immediately to the Dean of Students. Law enforcement may be asked to help us take appropriate action.

SFHS is not responsible for loss due to theft.

Visitors/Guests (Students)

Students who wish to visit SFHS during school hours must have clearance from Admissions, Administration, or Administration. 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 SFHS and are enrolled in a different high school **may not be** on campus during school hours. 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 black drape or black gown, provided by the photographer, for her senior portrait that is published in the yearbook. This photo will be used for the graduation ceremony. [Graduates will still be required to wear the SFHS white gown for Baccalaureate and Graduation ceremonies.](#) 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 I.D. card.

Yearbook Picture - Junior, Sophomore, Freshman

All students are required to take a yearbook and student I.D. card picture. The 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.

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.

- SFHS 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 SFHS.
 - Drivers must have a signed “Volunteers Code of Conduct” on file with SFHS.
 - Drivers must have a signed “Driver Information Form” and a copy of proof of insurance on file with SFHS.
 - Drivers must have a good driving history and must provide SFHS 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 number of the school, in case of an emergency.
 - SFHS assumes no liability for accidents that cause bodily injury or property damage and that result from the use of any privately owned vehicle as described herein.
 - Because SFHS 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 SFHS assumes no responsibility for any of the “carpooling” arrangements and will not monitor nor supervise any such arrangements. All “carpooling” arrangements are entered into at the driver’s and passenger’s own risk and SFHS assumes no liability for any and all claims arising out of “carpooling” 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 neighboring elementary schools.

Student Insurance

SFHS 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 other insurance or health coverage the student may have. 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 will be

provided by St. Francis Catholic High School. The cost of insurance is incorporated into the activity fee, which is part of tuition.

Student Photo and Name Use Policy

SFHS produces and distributes a number of publications and electronic communications using photos or names of students or other members of the SFHS 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*), slideshows, 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 flyers.
- Publications developed for promotional purposes, including a “viewbook”, posters, videos, social media, 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, Email, and Social Media; the school website, Principal’s Newsletter and other email communications, and social networking sites (e.g., Facebook, Instagram, Twitter, etc.) are main sources of information for the 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.

SFHS 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 an email to the Dean of Students.

Parent Release

By signing the Student-Parent handbook agreement, I give my permission for my student(s) 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 occasions, these injuries can be severe and result in total disability, paralysis, or even death.

I hereby acknowledge that SFHS has a School Time Accident Plan. I acknowledge that I have primary medical insurance for 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, SFHS, 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 SFHS activities, to use the equipment provided, and to enter the premises and facilities of SFHS 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 SFHS, 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 SFHS 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 SFHS activities whether caused by the negligence of the Diocese or otherwise.
- That he or she has read this 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 SFHS

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 SFHS staff. The teacher chaperone 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 chaperone 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 SFHS 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. SFHS 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 SFHS logo or seal on documents or items other than official school materials is forbidden unless approval is granted in writing by the Administration of SFHS.

School Administration

- Dr. Fadia Desmond- President/CEO
- Elias Mendoza - Principal/COO
- Dr. Jocelyn Chavez - Assistant Principal
- Heather Moloney - Assistant Principal
- Cynthia Cost - Dean of Students

Campus Leadership

- Mary Castellano - Director of Technology
- Ryan Chisolm - Athletic Director
- Katie Daley - Arts Director
- Bill Hanrahan - Director of Facilities
- MaryAnne Kelly - Director of Advancement
- Tara Leung - Director of Finance
- Catherine McGreevy - Student Activities Director
- Dr. Felicia Haecker- Diversity Coordinator
- Tina Tedesco - Director of Strategic Marketing and Communication
- Stephen Tholcke - Director of Campus Ministry
- Lisa Wilkins - Director of Admissions

Department Chairs

- English - Jennifer Ferrara
- Mathematics - Barbara Gluvers
- Modern & Classical Languages - Evelyn Vargas
- Performing Arts - Tina Harris
- Physical Education - Dana Bueno
- Science - Marisa Vioria
- Social Studies - Julie Van Houten
- Theology - Robyn Williams

Diocesan Leadership

- Most Rev. Jaime Soto – Bishop, Diocese of Sacramento
- Katie Perata – Executive Director of Catholic Schools
- [Board of Trustees](#)