



Student-Parent Handbook

August 2015 - July 2016

This handbook will be continually electronically updated.
It is the student's and parent's responsibility to review this handbook and any updated information.
Any questions may be directed to the Dean of Students

All electronic signatures required for this handbook are considered legal and binding

St. Francis Catholic High School
Diocese of Sacramento

The Most Reverend Jaime Soto, Bishop of Sacramento
Mr. Lincoln Snyder, Director of Catholic Schools
Mrs. Margo Reid Brown '81, President
Mrs. Theresa Rodgers, Principal

A Community of Faith, Excellence, Leadership and Service

School Contact Information

General Information

Ext. 110

Admissions

Ext. 195

Athletic Director

Ext. 125

Attendance

Ext. 150

Box Office

Ext. 441

Campus Ministry

Ext. 199

Arts Executive Producer

Ext. 200

Troubie Store

Ext. 225

Advancement

Ext. 133

Guidance

Ext. 191

Student Fiscal Services

Ext. 242

Student Activities

Ext. 139

5900 Elvas Avenue
Sacramento, CA 95819
916.452.3461 • Fax 916.452.1591
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Attendance Direct Line 916-737-5050

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Schedules

St. Francis High School
2015 - 2016
RED WEEK - Regular Week Schedule

RED DAY 1	RED DAY 2	RED DAY 3	RED DAY 4	RED DAY 5	EARLY RED DAY 5
8:00 - 9:30 A Block	8:00 - 9:30 E Block	8:00 - 8:55 A Block	8:00 - 8:55 F Block	8:00 - 8:55 D Block	8:00 - 8:55 D Block
		8:00 - 9:10 Activity		8:00 - 9:10 Activity	
9:35 - 11:10 B Block (Announcements)	9:35 - 11:10 F Block (Announcements)	9:00 - 9:55 B Block	9:00 - 9:55 G Block	9:00 - 9:55 E Block	9:00 - 9:55 E Block
		9:15 - 10:10 A Block	10:00 - 11:10 Activity	9:15 - 10:10 D Block	
		10:00 - 11:10 Activity	10:25 - 11:20 H Block	10:00 - 11:10 Activity	10:00 - 10:55 G Block
		10:15 - 11:10 B Block	HRM & Break 10:00 - 10:25	10:15 - 11:10 E Block	
		Break 11:10-11:25		Break 11:10-11:25	
11:15 - 11:55 Community Lunch	11:15 - 11:55 Community Lunch	11:25 - 12:05 Community Lunch	11:25 - 12:05 Community Lunch	11:25 - 12:05 Community Lunch	11:10 - 12:05 H Block
11:55 - 1:25 C Block	11:55 - 1:25 G Block	12:05 - 1:00 C Block	12:05 - 1:00 C Block	12:05 - 1:00 G Block	
		1:05 - 2:00 D Block	1:05 - 2:00 A Block	1:05 - 2:00 H Block	12:10 - 1:05 F Block
1:30 - 3:00 D Block	1:30 - 3:00 H Block		2:05 - 3:00 B Block	2:05 - 3:00 F Block	
		2:05 - 3:00 E Block			55 Minute Classes Early Dismissal
90 Minute Classes 40 Minute Lunches	90 Minute Classes 40 Minute Lunches	55 Minute Classes 40 Minute Lunches	55 Minute Classes 40 Minute Lunches	55 Minute Classes 40 Minute Lunches	

St. Francis High School
2015 - 2016
RED (70) WEEK - Short Week Schedule

RED DAY 1	RED DAY 2	RED DAY 1 (70)	RED DAY 2 (70)
8:00 - 9:30 A Block	8:00 - 9:30 E Block	8:00 - 9:10 A Block	8:00 - 9:10 E Block
		8:00 - 9:10 Activity	8:00 - 9:10 Activity
9:35 - 11:10 B Block (Announcements)	9:35 - 11:10 F Block (Announcements)	9:15 - 10:30 B Block (Announcements)	9:15 - 10:30 F Block (Announcements)
		9:15 - 10:25 A Block	9:15 - 10:25 E Block
		10:35 - 11:45 Activity	10:35 - 11:45 Activity
		10:30 - 11:45 B Block (Announcements)	10:30 - 11:45 F Block (Announcements)
11:15 - 11:55 Community Lunch	11:15 - 11:55 Community Lunch		
11:55 - 1:25 C Block	11:55 - 1:25 G Block	11:45 - 12:35 Community Lunch	11:45 - 12:35 Community Lunch
		12:35 - 1:45 C Block	12:35 - 1:45 G Block
1:30 - 3:00 D Block	1:30 - 3:00 H Block	1:50 - 3:00 D Block	1:50 - 3:00 H Block
90 Minute Classes 50 Minute Lunches	90 Minute Classes 50 Minute Lunches	70 Minute Classes 50 Minute Lunches	70 Minute Classes 50 Minute Lunches

St. Francis High School
2015 - 2016
RED (90) WEEK - Short Week Schedule

RED DAY 1	RED DAY 2	RED DAY 1	RED DAY 2
8:00 - 9:30 A Block	8:00 - 9:30 E Block	8:00 - 9:30 A Block	8:00 - 9:30 E Block
9:35 - 11:10 B Block (Announcements)	9:35 - 11:10 F Block (Announcements)	9:35 - 11:10 B Block (Announcements)	9:35 - F Block (Announcements)
11:15 - 11:55 Community Lunch	11:15 - 11:55 Community Lunch	11:15 - 11:55 Community Lunch	11:15 - 11:55 Community Lunch
11:55 - 1:25 C Block	11:55 - 1:25 G Block	11:55 - 1:25 C Block	11:55 - 1:25 G Block
1:30 - 3:00 D Block	1:30 - 3:00 H Block	1:30 - 3:00 D Block	1:30 - 3:00 H Block
90 Minute Classes 50 Minute Lunches	90 Minute Classes 50 Minute Lunches	90 Minute Classes 50 Minute Lunches	90 Minute Classes 50 Minute Lunches

STUDENT/PARENT CODE OF CONDUCT

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

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

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, St. Francis expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, other students, and other parents.
- Students and parent/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips) as well as interaction with school staff and other St. Francis students and parents at any other time.

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

HONOR CODE

While all of St. Francis High School's integral student outcomes are important, the most fundamental is that students practice habits of Christian spirituality, including ethical behavior on or off campus. As its Catholic philosophy indicates, the school's ultimate interest is in helping young women "make responsible, intelligent decisions in the light of Christian values and the teachings of Christ." This expectation is an end in itself; at the same time, it also is vital to the achievement of the school's other learning outcomes. Ethical behavior requires that each student hold herself and others to standards of honesty, effort, compassion, and honor. St. Francis Catholic High School believes that without these standards, true learning and growth are impossible. For example, a student who resorts to cheating on a particular assignment may (if she is not caught) succeed in receiving credit for the assignment. However, the student will not, in fact, be better prepared for college as a result, nor will she be developing herself as an independent thinker, or have a strong sense of self-worth based on her accomplishment.

The St. Francis High School student:

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

ACADEMIC POLICIES

Good academic standing is required for membership on academic, arts or athletic teams or to participate in the fall or spring plays. Specific requirements for each program may be found at www.stfrancishs.org. Report cards will be checked prior to the start of the season and at the quarter and semester. Students who are not in good academic standing may be required to participate in mandated

tutoring. Students are considered ineligible if the following standards are not met:

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

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.

Students who are on academic probation two semesters in a row will lose their financial aid

Make-Up Work/Test Policy

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

Students who have excused absences from class, excluding retreats, are required to make up any tests which have been administered during their absences within one block/class meetings after returning to school, during scheduled make up session or on a date/time agreed to by her teacher. Students who have unexcused absences are expected to turn in work and make up tests upon their return.

Students who miss work, tests or quizzes while on retreat will be provided an equal number of block meetings/days after they return to make up what was missed. Teachers will post missing assignments and due dates on their Haiku class page. Teachers are not obliged to administer make-up tests during the course of the school day. When there are repeated absences on days set aside for tests/projects/presentations, teachers will exercise their judgment regarding the feasibility of make-up work.

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

Accommodations for Students in Crisis

St. Francis Catholic High School makes accommodations for students under extraordinary circumstances or in crisis. SFHS will make a reasonable effort to offer special accommodations to students who have short-term issues that affect their attendance and academic performance.

Final Exams

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

Senior Finals Policy

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

- Has achieved a B- or better in the course (second semester). This includes weighted or unweighted letter grades.
- Has no more than 6 absences from class each semester for non-school sponsored events (illnesses, etc.).
- Has no suspension for any reason (a suspension in either semester automatically removes the final exam privilege for all courses).
- Has no more than 4 tardies each semester in the class.
- Has no more than 3 major detentions each semester.
- Has not served Saturday school for disciplinary action .(Serving Saturday School in either semester automatically removes the final exam privilege for all courses).

Transfers Prior to Final Exams

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

Incomplete Grades

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

Advanced Placement Exams

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

Any student who does not take the AP exam for her course will be required to take a departmental final, regardless of the student's

grade in the course or grade level. The departmental final will count for 25% of the semester grade for that student.

Graduation/Diplomas

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

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

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.

Academic Probation

Any student with two or more “Ds” or “Fs”, a cumulative grade point average of below a 2.0, or who has not fulfilled her Christian Service requirement, is automatically placed on academic probation for the following grading period. Students may also be required to attend mandatory tutoring while on probation and be asked to enroll in a study skills course. Students who continue to fall below a 2.0 for two grading periods will be placed on contract and may be asked to leave. The final decision as to whether a student will be allowed to continue at SFHS will be made on a case-by-case basis by the Review Board.

Parents are notified of Academic Probation or Academic Contract by a letter from the Assistant Principal.

The Guidance Counselors will call in students who receive multiple “D’s” or an “F” in any course to devise a plan for making up the course that needs to be repeated.

Academic Grievance

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

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

TECHNOLOGY

Technology Acceptable Use Policy

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

Electronic information resources, including access to the Internet, computers, network files (The use of St. Francis Catholic High School’s network services is a PRIVILEGE, not a right), and user accounts, are available to all staff and students at St. Francis Catholic High School. Our goal in providing electronic resources is to promote educational excellence.

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

- **Access** to the SFHS provided Learning Management System and apps *Haiku, NetClassroom, Naviance and Google Apps for communication with faculty and staff, to track assignments, grades, conduct, attendance and course communications.
- **Managing** information including course notes, assignments, and high school e-mail accounts, checking at least daily and emptying the “inbox” and “deleted” folders frequently
- **Communication** with classmates, faculty and staff in an appropriate manner. Students must be responsible for what information they share about others and need to request permission before posting any information or pictures about someone else without their permission. Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- **Ethics:** In order to preserve a persons right to privacy and security neither still photography nor video capturing is allowed on campus unless directed by a faculty member. Both disciplinary and legal action may be taken against persons not respecting

these rights. Issues such as digital harassment, third party pictures, racial harassment, cyberbullying, music sharing, pirating, pornography, gambling, violations of federal or state law, including those pertaining to threatening or obscene material are just some of the criteria of the use policy.

- **Digital Identity:** A person's online identity is their reputation. Writing, posting, pictures etc...communicates many characteristics which may negatively affect a student's personal, professional and educational careers. As representatives of SFHS, students must be diligent in maintaining a positive online identity.

IPAD POLICY

Students are required to bring their SFHS provided, fully-charged iPad to school daily for educational purposes. All students are responsible for managing iPad capacity, content and settings. If a student does not have her iPad, or the battery is not charged, she is still responsible for completing all course work expected that day. Students may contact the technology department for a loaner if their iPad has been lost, stolen or is being repaired.(which they may keep for no more than two weeks). An iPad repair form is posted on the school website.

Parents and students accept responsibility for iPad security, maintenance and repair costs. 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

The iPad is the property of SFHS and will be returned at the end of the school year or upon dismissal from the school. Students are required to report iPad damage to the Technology Dept.

Students are required to enroll their iPad with the SFHS mobile device management system (MDM). It is necessary as it enables the iPad to connect with SFHS network, and help to locate the iPad in case of loss. SFHS MDM also provides safeguards and filters to help limit access to inappropriate websites and material while on campus. Students are held accountable for any deliberate attempt to remove the management profile.

Students are responsible for securing their iPad at all times. SFHS recommends the following security measures:

- Keep iPad with student or locked in locker at all times, including during after school activities and sports.
- Store and use iPad in protective case
- Password protect device and do NOT share the password
- Do not share Apple ID
- Enable the "Find my iPad" feature found in "settings" of the iPad
- Safeguard and backup of data
- Students will not deface the serial number and asset tag on my iPad or cover, disassemble any part of my iPad, attempt repairs or delete school-installed applications or software. Nor will they leave their iPad unattended. If not needed for class the iPad should be locked in the student's locker.

Students and their parents will immediately report any lost, missing, or stolen iPads to the Dean of Students. A police report must be filed for any incident of theft or vandalism to the iPad.

iPad loaner program

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

Monitoring

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

Disclaimer

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

Personal Computers

Students will be allowed to use their personal laptop in class based on teacher discretion.

Given changes in the area of technology on campus, St. Francis will be reviewing the Technology Acceptable Use Policy throughout the year. Changes to the Parent-Student Handbook will be made as necessary.

STUDENT BEHAVIOR

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

Expectations Of Student Behavior While Enrolled At St. Francis High School

Whether on or off campus including during summer or holiday breaks, St. Francis High School students are to conduct themselves in accordance with the principles detailed in the Student/Parent Code of Conduct and the Honor Code. The school reserves the right to discipline students for conduct, whether inside or outside of school, that is detrimental to the student, another person, the school, and/or reputation of the school. The administration reserves the exclusive right to modify or otherwise depart from these behavioral guidelines when necessary to further or protect the underlying philosophy or mission of the school. In the case of ANY disciplinary matter, the Administration may require the student to seek professional assistance for assessment and/or evaluation. Staff members of St. Francis Catholic High School provide guidance and support to help students make the right choices. However, students whose actions violate these principles will be subject to any and all disciplinary actions, including, suspension, expulsion or the reporting of criminal acts to law enforcement, as directed by the Dean of Students and the Principal (or designee).

ATTENDANCE

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

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

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, St. Francis expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, other students, and other parents.
- Students and parent/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips) as well as interaction with school staff and other St. Francis students and parents at any other time.
- St. Francis High School reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal,

suspension of a student, revocation of a parent/guardian's privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.

- Good attendance and conduct is required for membership on an academic, arts, or athletic team or to participate in the fall or spring play. Additional attendance criteria specific to the academic, arts or athletic team may be instituted in that teacher's or coach's syllabus. Students will be held responsible to those specific criteria for attendance and conduct.

Mandatory Attendance

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

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

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

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

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

Please be prepared to give this information

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

The parent and the student assume full responsibility for absences and for all the academic consequences entailed. All non-school related student absences are factored into the total number of allowable absences six (6) per class, per semester.

If a parent arrives to pick up his/her daughter without prior notice, the office will wait until the end of the block to notify the student. Students must check in and out of the attendance office when leaving and returning to school during school hours. The student must sign the attendance log in the attendance office. **NO EXCEPTIONS!** **Detention will be issued for failing to sign in or off campus.**

Parents who are out of town

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

The following information designates excused vs. unexcused absences. Any absence not falling within these guidelines will be determined by the Dean as to status. All absences (non school related) will count in absence totals for attendance monitoring.

Excused Absence

- Illness.
- Emergency medical appointments.
- Family emergencies.
- Court appointments.
- Funeral.
- Christmas Tree Lane (Participants only-names on file in Deans office).
- Juniors and Seniors are allowed one two (2) day college absence event during their junior and one two (2) day college absence during their senior year. Parents must notify attendance when students are on a college visit.
- Recruited students: Students who are formally recruited under NCAA rules or within specified programs (Arts, Academics etc..) shall meet with Dean to create an attendance plan for their absences. Informal recruitment visits must be done on the student's

personal time off. Formal letters for recruitment will be required, and the Dean will be responsible for determining if the students meets the criteria of formal recruitment.

Unexcused Absences (including, but are not limited to):

- Vacation.
- DMV, or other appointments.
- Oversleeping, tired, studying.
- Carpool.
- Traffic, weather, etc...
- Senior portraits.
- Political or service hours.
- Club sports.
- Non SF church youth group, community service trips, camps or conferences.
- Christmas Tree Lane non participants

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

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

School Excused Absence

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

Attendance Requirements For School Related Events

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

Absence - Ill Student On Campus

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

Absence – Cuts

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

Attendance Contract

Students who have a history of six (6) or more absences may be placed on Attendance Contract. Once a student is placed on Attendance Contract the student risks the loss of extracurricular privileges, credit loss, suspension or expulsion from SF.

Absences Loss of Credit

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

- 15 or more absences will lose all credit for the course.

Long-term illness or family emergencies will be reviewed on an individual basis by the Dean. Medical or personal situations are not automatic grounds for approval and credits may not be restored. The Administration reserves the right to expel a student with excessive absences.

Attendance Credit Loss Appeal

Students who are eligible for credit loss may request an appeal from the Dean's Office. The student must submit the following information to the Dean to petition grade or credit reinstatement.

- A letter from parent requesting credit reinstatement due to extra ordinary circumstances or meeting with Dean.
- Verification from student's physician in case of illness.
- Complete all tests/assignments.
- Meet criteria for credit reinstatement

Extended Absences- Due To Illness/Family Emergencies

If a student is absent four (4) or more consecutive days, or in the case of an infectious or contagious disease, she must return with a medical release from a physician. Students without a medical release will not be allowed to return to class and will be sent home. Students who have long-term illnesses or family emergencies may appeal any grade or credit loss.

Extended Absences and Homework Requests

If a student misses class for an extended period of time due to illness or injury, the parent/guardian must call the Attendance Office as soon as possible to explain the nature and duration of the absence.

Students who will be absent for four (4) or more days should request homework assignments from their teachers via teacher email or Haiku, and parents should contact the student's counselor for further assistance. Although teachers make it a practice to work with students who have missed class, it is not the responsibility of teachers to make themselves available for students who miss classes due to discretionary or unexcused absences.

In addition, students should be sure they understand and follow each teacher's policy regarding make-up work. Students will generally have three (3) days after they return from an extended absence to make arrangements with their teachers to make up the assignments.

It Is The Student's Responsibility To Follow Up On Any Assignment Or Test Missed

Failure to contact the teacher will result in no credit on any assignment given. If a student has knowledge that they will be gone they contact their teacher as soon as possible as some teachers require that students submit work or take exams prior to the absence. If this is not done, the student risks not being permitted to make up the missed work-exam upon their return to school.

Early Dismissal During Last Block of the Day

A student who has a free block scheduled for her last block of the day may request permission to leave campus. Students must complete the Permission for Early Dismissal form and receive a pass before they may leave campus. This form must be renewed for the second semester. Students may not leave campus early without their Student Body Card.

Tardiness

A tardy is issued to any student that misses 15 minutes or less in any class. After this time the student is considered absent. A student who arrives late for school must report to the office for a pass to class. Traffic congestion, oversleeping, car trouble, etc. are not excuses. If a student is considered tardy due to a medical appointment, a note from the doctor is required to waive the tardy. For every tardy after the fourth, the student will receive a minor detention. For the sixth through ninth tardy the student will receive a major detention, and a tenth tardy will result in suspension. If a student is detained in class, she should secure a note from her teacher, take the note to the front office to receive a pass to admit her to the next class.

College Representative On-Campus Visit Policy

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

- Students must ask for teacher permission at least 2 days in advance of the visit.
- Students must sign-up in Naviance Family Connection at least 2 days in advance of the visit.
- Students must return to class immediately following the visit.

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

DISCIPLINE

Authority for Student Discipline

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

Co/Extra Curricular activity Penalties for Discipline

Students found in serious violation of school rules are subject to to the suspension from co or extra curricular activities including but not limited to: Athletics, Arts, Academic teams, dances at SFHS or other schools, Homecoming events, Prom /Ball, Baccalaureate and graduation or grad night events. Seniors found in serious violation may be restricted from participation in walking during graduation

and will receive her diploma via the mail.

Saturday School

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

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

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

Saturday School Responsibilities

Saturday School would be offered the first and third Saturday of each month (excluding holidays) from September to May in room 515. The first time a student fails to attend the program without clearance she will be assigned to another Saturday in addition to the one she missed (two Saturdays). The second time a student fails to serve, she will be given an Out-of School Suspension for three days. Requests to have Saturday School rescheduled must be made to the Dean no later than the end of school on the Wednesday before Saturday School is to be served. This rescheduling will only be granted once during a semester and the student will be moved to the next available date and will not be granted another extension.

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

Rules for Saturday School

- Students must report on time and remain for the full three hours. No credit for serving will be given to any arriving late or leaving early.
- Students must be in uniform.
- Discipline students will be assigned a Saturday school paper by the Dean.
- If all students have completed their assigned work, various campus clean up opportunities may be assigned until the end of the designated time.

Detention (JUG-Justice under God) Policy

Detention is an action taken for misconduct by a student. Detention is held after school and during lunch blocks. Detentions after school will last 30 or 50 minutes depending on the severity and the number of infractions, beginning at 3:10 p.m in room 313 . Only students with minor infractions are eligible to serve detention during lunch.

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

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

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

- Attendance.
- Phone going off in class
- Tardy.
- Locker infraction.
- Uniform violation.

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

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

- Any multiple violation of the same offense.
- Behavioral issues.
- Use of cell phone in a classroom, during liturgy, prayer service or assembly.
- Dean’s office. Students found using their phone in a prohibited area will receive the following discipline:
 - The first offense the student will be assigned two major detentions.
 - The second offense the student may be suspended, the phone must be picked up by the parent and the student will be placed on behavioral contract.
- Repeated cell phone violations; if a student has a 2nd use of phone violation during the school year she may be suspended.
- Absence cuts (2nd absence for cutting class may be suspended).
- Signing parent’s name to attendance notes, or any school forms (additional offense may result in suspension)
- Taking items from the garden.
- Failure to serve detention.
- Unauthorized computer use.
- Food in classroom.
- Students violating the M Street/62 street or other Neighborhood Policy (three major detentions will be issued)
- Any four non-major infractions.
- Other circumstances as determined by the Dean or Administrator

Students who receive two major detentions will be issued a Disciplinary Warning letter. Seniors with more than three major detentions will take finals. Five major detentions may result in a one day suspension from school, and the student will be placed on Disciplinary Probation. Continued violations will result in progressive disciplinary actions.

Minor detentions (infractions) are 30 minutes; major detentions and duplicate detentions for the same offence are 60 minutes in length. If a conflict arises concerning disciplinary detention, the Dean of Students reserves the right to clarify and make all interpretations.

Suspension Policy

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

Aggravated grounds for suspension may become grounds for expulsion. The student will also be placed on a single or multi year behavioral contract. Students who have been suspended are at risk of losing partial or full financial aid as provided by SFHS. The student will be required to make up all school assignments or assessments missed. It is the responsibility of the student to obtain any missed assignments and to have them completed upon the day of her return. The student is prohibited from participating in any extracurricular activities (arts, dances, plays etc) athletic practices/games or events during the suspension period.

Prohibited Behaviors

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

- Serious disobedience, insubordination or disrespect for authority.
- Language or behavior which is immoral, profane, vulgar, or obscene.
- Violations of the technology use policy, cyberbullying, sexting, social media harassment or engagement that is detrimental to a student’s experience
- Violation of substance abuse policy - Use, sale, distribution or possession of any amount of drugs, alcohol, residue, paraphernalia etc... or any other legally controlled substance, including medically prescribed drugs given to another student. (See substance abuse policy)
- Injury or harm to persons or property or serious threat of same.
- Sale of any material on school grounds without proper authorization.
- Assault with, or possession of, a weapon capable of inflicting injury.
- Create fear or threat with or without / imitation weapons.

- Theft or dishonesty.
- Lying.
- Harassment / bullying/cyberbullying
- Retaliation/Revenge either in person or by use of any form of technology.
- Tampering, altering, forging, or allowing any of these actions to change grades or test/homework scores.
- Inappropriate, outrageous, scandalous or seriously disruptive behavior.
- Academic dishonesty.
- Vandalism on or off campus.
- Trespassing.
- Sharing of student medications.
- Signing parent's name to attendance notes, or any school forms.
- Any criminal activity is automatic grounds for suspension and may invoke expulsion.
- Conduct at school or elsewhere which would reflect adversely on St. Francis High School or the Catholic Church.
- Refusal to meet terms of individual agreements between student and administration.
- Inability or refusal of student to meet minimal academic requirements.
- Parental non-cooperation or lack of support for school regulations. Altering grades via handwritten or use of technology for self or others.
- Any actions by visitors/ parent legal/guardians that are physically or verbally abusive to others, could impact the standing of the SFHS student and may be pursued in criminal court.
- Unauthorized absence from class or campus or continued tardiness. Leaving campus without permission. An unauthorized absence from campus may result in a multi day suspension for the student. An unauthorized absence from a class without leaving the campus results in a major detention. This includes unauthorized trips to the parking lot.
- Any repeated offense will result in progressive discipline action or expulsion

Expulsion Policy

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

Notice to Expel

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

Informal Conference

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

Informal Hearing/Review Board

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

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

Rights of Students at the Informal Hearing

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

- Right of Parent(s) to Attend-A student shall be entitled to have her parent(s) or legal guardian(s) attend.
- Right of Student to Attend and Right to Speak on Her Own Behalf- A student shall be entitled to speak on her own behalf during the Informal Hearing, subject to the rules established by the Board Chair for the proceedings.
- Right to be Present During Hearing- Neither the student nor her parent(s) or legal guardian(s) shall be entitled to be present during the deliberation of the Review Board.

Decision To Expel

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

Review Board

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

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

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

Academic Honesty Policy

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

Academic dishonesty includes but is not limited to:

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

Academic dishonesty may result in:

- "0" on the assignment or test
- Teacher notifies the Dean of Students who meets with the teacher and student
- The Dean of Students contacts the parent
- A major detention is issued for the first offense; a suspension and progressive discipline is issued for each subsequent offense.

Academic dishonesty during finals may result in:

- "0" on the assignment or test
- Teacher notifies the Dean of Students; who meets with the teacher and student
- The Dean of Students contacts the parent
- Suspension of the student

Falsifying or preventing communication between home and school may result in:

- The teacher or counselor notifies the Dean of Students; who meets with the teacher or counselor and student.
- The Dean of Students contacts the parent, informs the teacher
- The student will be issued a major detention, a suspension and progressive discipline is issued for each subsequent offense.

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

Cyberbullying and Harassment Policy

St. Francis High School is committed to providing a learning environment that is free from harassment in any form. Harassment or intimidation of any student (or any staff member, guest or students from another school) by a St. Francis Catholic High School student will not be tolerated.

Harassment occurs anytime an individual is subjected to treatment by another which is hostile or intimidating, regardless of when or where such an action takes place. Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal, written (including any posted material on any computer network) or physical conduct that denigrates or shows hostility or aversion toward any individual or his/her relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

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

Harassing conduct includes but is not limited to:

- Swearing, slurs, negative stereotyping, derogatory or demeaning comments, jokes or any verbiage or picture a person finds offensive.
- Threatening, intimidating words or hostile acts spoken to or about a student.
- Taking pictures or video without permission.
- Written (including any posted material on a computer network), graphic materials, inflammatory drawings, written words, cartoons, posters, gestures or altered media that denigrates or shows hostility or aversion towards an individual or group.
- Unwanted physical contact, touch, impudence, blocking movements, assault or intimidating interference.

Sexual harassment, in particular, is strictly prohibited. Sexual harassment is defined as "unwelcome sexual advances, sexual innuendo, request for sexual favors, sexually degrading words or jokes or verbal, written (including any posted material on a computer network) or physical conduct of a sexual nature"

Students who violate this policy against sexual and other forms of harassment will be subject to disciplinary action up to and including expulsion. Any student that feels she has been the subject of sexual harassment or any other form of harassment should bring the matter to the attention of a St. Francis High School staff member.

Substance Abuse Policy

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

Students under the influence of drugs, alcohol, or any other controlled substance or facilitating same on school grounds, while involved in any school-related activity or at any location or in any situation which would reflect adversely on St. Francis Catholic High School are liable for expulsion. This includes, but is not limited to, private parties and school-sponsored events. Additionally, any activities involving paraphernalia, "look-alikes" associated with controlled substances will result in suspension or expulsion. The trade, sale or ingestion of medication prescribed to someone else is illegal and dangerous. The consumption and/or possession of alcohol or non personal medications is illegal for all students who attend SFHS.

St. Francis reserves the right to conduct random and specific drug and alcohol testing at any and all school events. In our continuing

effort to maintain a safe and healthy learning environment for all students, St. Francis High School has adopted a program to detect the presence of illicit drugs, alcohol, gunpowder based items, abused medications and other contraband normally prohibited from campus. Facilitated by the use of non aggressive detecting dogs, the contractor Interquest will make periodic unannounced visits to our campus throughout the school year. These visits are intended to provide a deterrent as opposed to a method of apprehending violators. The dogs are not used to “alert” on individuals and normally will check lockers, classrooms, common areas, gym areas, vehicles, parking lots and other areas identified by school administration. If required the dogs will also be provided for graduation and grad night events. Failure to follow the requests of the Interquest personnel or school administrator will result in the automatic notification of law enforcement. These areas may also be checked by school administrators or law enforcement as predicated by the situation.

Students found to have hosted an event where alcohol or drugs is used or who have provided alcohol or drugs to other students are liable for expulsion. Students found possessing a legally controlled substance during the school day for use, sale or distribution are liable for expulsion. Any violation of this policy can result in the following action as deemed necessary by the administration. Students on or off campus, or in any situation which would reflect adversely on St. Francis Catholic High School, are subject to suspension or expulsion and law enforcement may be contacted. The possession, serving and/or consumption or being under the influence of illegal substances (alcohol/drugs) or students attending, and/or remaining at parties where illegal substances are present or available to students are also subject to suspension or expulsion. Being present when such substances are being used presumes some level of participation and may result in suspension or expulsion. Students, with or without parent approval, found to have organized or hosted an event where alcohol or drugs are used, or who have provided alcohol or drugs to other students are subject to expulsion. The Administration and Faculty of St. Francis High School expect parents to support policies and education programs on substance use.

Violation of the above policies may result in the following actions:

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

Students found dealing in or selling any controlled substance on campus or at school related activities will be expelled and law enforcement will be notified.

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

Breathalyzers Used At School Events

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

Drug Testing

With reasonable cause, students may be drug tested while enrolled at St. Francis Catholic High School. These tests will be required by the Dean of Students at her discretion.

When the Dean of Students determines that a student is required to be tested, the parent(s) will be notified. Once the parent(s) are aware of a need for a test, the test must be performed within 24 hours. All testing must take place at the SFHS designated site. No other site may be used. Any tampering with the collection sample will be considered a positive test. Students with a positive test result will be subject to the school's disciplinary policies. All fees associated with the drug test will be the responsibility of the parent(s).

DRESS CODE

It is not possible to list all inappropriate clothing for the school environment; therefore, the administration reserve the right to determine the appropriateness of attire and appearance. Student should always choose clothing that follows the SFHS expectations of modesty. Students are to be in uniform in all areas of the campus while in the classroom and on lunch, free periods or in assemblies. Students must wear their uniforms during finals and Saturday School.

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

- **Shirt:** White or red polo with the SF logo in short or long sleeves. The SF uniform shirt with logo must be worn at all times, even with the uniform sweater or sweatshirt. Only a white short sleeve t-shirt may be worn under the polo.
- **Skirts:** SF checkered box pleat skirt. It is to be worn in good taste, buttoned and zipped and not rolled at the waist. The skirt must be no shorter than three inches above the top of the knee. Skirts must be clean and not written on. Any student with an improperly fitting or damaged skirt will be required to purchase a new skirt and the parent account will be charged.
- **Pants:** Khaki pants (no corduroy or denim). Pants must fit properly and have no cargo style pockets or drawstring waist. Capri length is not permitted. Pants may not be skin tight.
- **Sweater/Fleece:** SF red pullover, fleece, vest or cardigan.
- **Shoes:** Shoes or sandals with backs (backs must be manufactured with the shoe, not hand-made). Must be worn at all times. Laces must be tied and straps worn properly. **This also applies to modified dress days, unless specific permission has been given by the Dean or Principal.**
- **Socks/Tights/Legging:** Matching socks that keep in the spirit of the uniform. Tights or leggings must be black or grey and must be solid; no patterns or netting allowed. Socks must be worn with leggings at all times and pulled over the leggings. Socks do not have to be worn with sandals.
- **Sweatshirt:** St. Francis H.S. red sweatshirt with gold lettering.
- **Layering:** Students may layer with St. Francis uniform items only. The top layer must be a long sleeved uniform sweatshirt, a long sleeved uniform sweater or a long sleeve uniform fleece. Layering is not allowed under the uniform vest sweater or fleece. Layering is not allowed on formal uniform days.
- **Jackets:** Only a St. Francis High School uniform jacket may be worn.
- **Undergarments/shorts:** At no time may a student wear anything under their white polo or oxford that can be seen through the shirt including but not limited to: colored or patterned bras, sports bras, t-shirts etc.. Students are strongly encouraged to wear close fitting shorts under their uniform skirt.

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

Formal Uniform Requirements

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

Formal Uniform:

- SF Blue Blazer w/Oxford and red sweater or vest (mandatory class of 2018, recommended all other classes)
- Checkered box pleat skirt.
- SF white button down Oxford short or long sleeve shirt with collar (must not hang below the sweater).
- SF red sweater, cardigan or vest.
- Solid black tights or leggings may be worn.
- Socks must be solid white.
- No layering with non-formal uniform items during gatherings on formal uniform days.
- No hat, scarves, fleece, or jackets.
- No UGG style boots or tennis shoes

Additional Guidelines Regarding The Uniform And Personal Appearance:

- **Hair:** Dying, bleaching, or tinting hair to an unnatural color or having severely contrasting colors is not permitted. Extreme hairstyles are not permitted (this includes partially or fully shaved heads, or razor cut styles).
- **Hats:** Hats, caps, or sweatshirt hoods are not to be worn in class. Hats, caps, and hoods may be worn outside.
- **Sunglasses:** Sunglasses may not be worn indoors.
- **Piercing:** Body piercing other than the ears is not permitted, (e.g. nose, gauges and eyebrow rings, no band-aids covering the piercings).

- **Jewelry:** Jewelry should be limited and in good taste. Decorations are not to be sewn on or attached to the uniform. The administration has the final decision regarding appropriateness of jewelry worn.
- **Tattoos:** Permanent or temporary tattoos, are not permitted.

Special Event Dress Code

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

Friday Dress Code

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

Free Dress / Modified Dress days

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

Students may wear:

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

Students may not wear:

- Shorts / skirts / dresses/ shorts shorter than three inches above the knee (top of the knee).
- Under no circumstances may a student wear torn, soiled or ragged clothing.
- Pajamas or yoga pants.
- Tube tops, midriff styles, and halter-tops, plunging necklines or backs
- Clothing will not be excessively tight. and must fit properly.
- Tops and bottoms must overlap
- Imprints or advertising that is against the philosophy of St. Francis are not permitted at any time.

Enforcement

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

Expectation

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

DANCES

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

Date Policy

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

Interschool Policies for Dances

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

- Dances are 7:30 -10:30 p.m., no entrance after 8:30 p.m., no dismissal before 10:00 p.m.
- Cost is \$7.00 and each student may only buy one wrist band.
- No admittance without a current Student Body Card.
- Students may not arrive or depart in rented vehicles, limousines, buses, or Rev's.
- Students remaining 45 minutes after the end of the dance may be sent home by taxi at the family’s expense.
- Bags or purses may be inspected at the door. There will be a coat check.
- Testing for controlled substance use may be administered randomly.

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

Guest Policy - This Policy Applies To Date Dances

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

Dance Dress Code

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

- Skirts, dresses or shorts that are too short. The length must be no more than 3” above the knees. Note: Leggings do not change the length rule.
- Tops that expose the stomach, back or chest: strapless or tube tops, halter tops, tops that begin below the shoulder blades, tops that plunge too deeply, tops with straps less than 1 inch wide.
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings.
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin.
- Clothing that is excessively tight; no body con, rouché 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.

Date Dances

- Girls should wear semi-formal wear to Homecoming and formal wear to Junior Prom and Senior Ball.
- Dresses must be no more than 3” above the knees.
- Girls may wear a strapless dress, however no skin may be exposed the stomach, back or chest.
- The male dates for semi-formal dances should wear dress shirts, dress pants or Docker-style pants.
- The male date for formal dances should wear a tuxedo or a suit and tie.

All other rules as stated under open dance dress code will be enforced.

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

Inappropriate Behavior

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

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

Appropriate behavior is determined by school staff.

DISPUTE / CONFLICT RESOLUTION PROCESS

When conflict between school authority and an individual student and her family occurs, it is important that the following process be adhered to so that the rights of all are ensured. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity. Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their

participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

An attempt should be made by the parties involved, i.e., student/teacher, student/coach, or student/administrator to solve differences of opinion or conflict at that level. Appeals to higher authorities will not be considered until this attempt at resolution has been completed. Appeals occur in the following order:

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

Step One:

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

Step Two:

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

Step Three:

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

Step Four:

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

Diocesan Review:

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

GENERAL STUDENT INFORMATION

Age of Majority

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

Allergies

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

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

Assembly Information

Attendance at *all assemblies and liturgies is mandatory for all students.*

The following are some specific points about assembly courtesies:

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

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

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

Cell phones and personal electronic devices

Students may use their cell phones or personal electronic devices on campus. Students using their own computers must abide by the acceptable use policy. Students may not use their devices in the classroom, at assemblies, masses, liturgies or other designated events without teacher or administrator permission. All device use is strictly prohibited in the case of an evacuation, shelter-in-place or lock down without express permission of the administration.

Classrooms/Staff Offices

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

Concussion Policy

Students who suffer from a concussion will follow strict protocols, as outlined in our Athletic Concussion Policy.

Copy Machine

The copy machine in the office is not for general student use. There is a copier for student use in the computer lab.

Drop-off and Pick-up Procedures

Students are to be dropped off and picked up only at the front of the school in the designated area. Any student being dropped off or picked up in a non-designated area will be issued three (3) **major detentions**.

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

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

Early Dismissal

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

Electronic Communications

Students will be assigned a school-provided Google account and required to use this email account when contacting any school faculty, staff and administration.

Field Trips and Other School Sponsored Events off Campus

Parent-approved field trip permission slips must be returned to the moderator of the trip at least 72 hours prior to the trip. When a field trip has been planned, the moderator(s) will notify the student of the dress code for the trip. Other teachers will be given notice of students attending the trip; teachers have the option to request that a student remain in school. No field trips are to be taken in the month of May. Field trips must be educational in nature. **Parent chaperons 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, the Library, Fine Arts Building, CLC, or gymnasium. Students caught eating in these areas are subject to discipline. Tables or areas set aside as nut free are to be considered off limits to students who have items that contain or are prepared with any type of nuts.

Garden

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

Gym/Fitness Center

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

Health and Medications

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

- Immunization forms must be completed and on file or students will be denied admission to St. Francis High School.
- Any student who has a severe allergic reaction or medical condition of any kind, who may have to take prescription medicine during the school day or during a school-related event, is required to complete the medical and parent authorization form and return it to the Dean. The student and her family are responsible for providing the proper medicine from her doctor with clear, written instructions for administering.
- Students with severe allergies, or other types of conditions that require the use of immediate medication such as an EpiPen, Glucagon shot, or an inhaler, may carry these on or off campus. It is strongly recommended that students needing these types of medication have back up medications in the main office.
- Students may not carry any medications on campus with the exception of personal use (3 or 4 pills) amounts of aspirin or aspirin type substances, with parent authorization.
- Students may not share their medications with other students at any time or disciplinary action may occur.
- Medical release forms are available to parents to allow a school official, in case of emergency, to permit medical treatment for a student when parents cannot be contacted. It is important for parents to complete and return the forms by the first day of school and to inform the school of changes during the school year. If a student needs immediate medical attention, an ambulance will be called. The school will not be responsible for the fees involved in ambulance transport.
- Any student with hearing or sight problems or any other physical condition that may affect her learning process should inform their counselor. Teachers will be advised to make adjustments in classroom seating.
- Any student with a physical condition that would prevent her from participating in physical education classes should provide a physician's written statement to the P.E. Department Chair.
- Students who participate in field trips, retreats or overnight events should assure that their leader has received a copy of their medical form and that they supply any prescription medication needed during the event. Students may not carry prescription medications at off campus events (exception, inhalers, glucagon shot, Epi pens).
- **Contagious or Infectious Diseases** - Students whose absence from school is due to a: contagious disease (i.e. chicken pox, pink eye, mononucleosis, strep throat, hepatitis, or any other possible contagious disease) will be asked to present a doctor's note before being allowed to return to school. Any student who has lice must stay home until she has completed at least the initial removal treatment.
- **AIDS/HIV** Students do not pose a health risk to other students or staff in the classroom setting or involvement in co-curricular activities. Affected students shall be allowed to attend classes and participate in activities without restrictions as long as they are physically able and do not have compounded infections diseases related to AIDS/HIV. School personnel have been trained in blood-borne pathogen response.

Homework

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

ID Cards

Student Body Cards are issued to all St. Francis High School students. The card must be carried at ALL times during school hours, at ALL CATHOLIC HIGH SCHOOL functions, and shown and surrendered upon request by authorized Catholic School personnel. Students found without their ID cards during the day will be issued detention. Parents may not drop off cards in order to avoid detention. The first replacement card is available for \$25.00 from the school office. The second replacement card will be \$50.00. The ID card may be taken from the student for violation of school policies and may be held for six school weeks. Electronic versions of

the ID card will not be accepted.

Ill Students on campus

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

Legal custody Issues

St. Francis High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial 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.

Littering

The responsibility for the cleanliness of the SFHS campus belongs to everyone. There is an expectation that all students will take pride in the appearance of the campus and help keep it clean at all times. Students found littering will receive detention.

Lockers

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

Lost and Found

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

M Street Pass

Students who walk, ride a bike, or take public transportation may apply for an M Street pass. (*A on-line can be downloaded from www.stfrancis.org*.) Under no circumstances may a student be dropped off or picked up on M street, 62nd street or in the surrounding neighborhoods. **Three (3) major detentions will be issued for violating this policy**

Monitoring Student Progress

Parents and students can access class pages, homework information and grade progress via the school's Learning Management System (LMS), Haiku. Teachers update their Haiku grade book at least every two weeks. Parents and students can access report card information, attendance and conduct via NetClassroom.

Parking

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

Violations of any of the provisions below will result in a detention. Additional violations may result in suspension or revocation of the right to park at St. Francis Catholic High School:

- Students must have a valid California driver's license and insurance, and must be shown upon request, to operate any motor vehicle on the school grounds. All laws relating to the operation of motor vehicles in the state vehicle code are to be obeyed when driving on or near school grounds.
- Excessive speed (limit 5 MPH) or careless driving renders a student liable to suspension of her parking privileges and could result in discipline.
- Only Juniors and Seniors may obtain a parking permit through the Dean of Students office. Students and parents will be required to complete and sign a parking contract/registration form and pay a \$60.00 fee (good for one year).
- Students must park in student designated parking slots only. Parking on neighborhood streets, faculty or staff areas, fire lanes, etc. is ABSOLUTELY PROHIBITED. Taking up more than one space also is prohibited.

- Sophomores and freshmen will not be permitted to park at school. A major detention will be issued for violating this policy. A second incident may result in the student losing parking privileges in her junior year.
- If for any reason a registered student does not have her parking permit, a “Day Pass” must be purchased in the morning from the Dean’s office. The “Day Pass” fee is \$1.00.
- The parking permit must hang from the rear view mirror at all times that the vehicle is in St. Francis High School parking lots, failure to have the parking permit showing will result in detention.

Photos- Students

Use of Students photo and name (See Release and Waiver section)

Pregnancy Policy

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

Any student who publicizes and advocates an abortion, either planned or already obtained, will be asked to leave the school. This policy pertains to any student spreading rumors about an alleged pregnancy or abortion.

Searches

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

Senior Privileges

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

- Wearing college sweatshirts or t-shirts on Fridays.
- Choosing and playing approved music using the system in Serra Court on Fridays.
- Sitting at designated tables for ‘seniors only,’ in the cafeteria 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.
- Priority parking permit.
- Option for not taking finals in the 2nd semester, based on the guidelines listed in the **ACADEMIC POLICIES** section of this handbook.

Smoking

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

Supervision of Students on Campus

School office hours are 7:00 a.m. – 4:30 p.m. The campus is opened at 6:45 a.m. with a member of the maintenance staff and a school administrator on campus. St. Francis Catholic High School does not provide organized supervision before or after school, with the exception of school organized activities. When classes are in session, faculty and staff are assigned to supervise students at lunch. Students who are not part of an after school activity or event, must leave campus after 4:30.

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

Telephone

In order to keep the phone lines open for necessary business and emergency calls, incoming calls for students are discouraged. Telephone messages will not be delivered to individual students during the school day except in cases of emergency. Phones are available in the office for student use, including illness. No student should monopolize these phones.

Visiting the Campuses of Other Schools

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

Visitors

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

Visitors (Students)

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

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

Consent from the student's current school is sufficient if the student is from a feeder school.

Students who have previously attended St. Francis Catholic High School and are enrolled in a different high school **may not be on campus** during school hours without clearance from the Dean of Students' office.

A St. Francis alumna may visit campus during school hours. She must sign in and receive a visitor pass.

Yearbook Picture - Seniors

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

Yearbook Picture – Junior, Sophomore, Freshman

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

PARENT GUARDIAN INFORMATION

Emergency Procedures

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

Parents and Rallies

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

Transportation Policy

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

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

- Drivers must be 25 years of age or older.
- Drivers must have Volunteer Fingerprint Clearance on file at St. Francis High School.
- Drivers must have a signed "Volunteers Code of Conduct" on file with St. Francis High School
- Drivers must have a signed "Driver Information form" , , copy of proof of insurance on file with St. Francis High School.
- Drivers must have a good driving history and must provide St. Francis High School with a copy of a valid, unrestricted driver's license. **Drivers may be subject to a Motor Vehicle Records check.**
- The vehicle must have a valid and current registration and license plates.
- The vehicle **must** be insured for \$100,000 per person/\$300,000 per accident limit of liability for bodily injury; \$50,000 for property damage; \$5,000 per person medical; and \$100,000 uninsured motorist insurance.

- The vehicle must be equipped with working seat belts for the driver and every passenger transported. The driver and passenger(s) must use seat belts properly.
- No more than nine persons, including the driver, may be transported in a private vehicle.
- The driver shall observe all state driving regulations.
- Drivers shall follow route directions, caravan, or other directions issued by the coach, teacher or adult in charge of the group.
- The driver, or a passenger in the vehicle, is encouraged to carry a cell phone and the phone number of the school in case of an emergency.
- St. Francis High School assumes no liability for accidents which cause bodily injury or property damage and which result from the use of any privately owned vehicle as described herein.
- Because St. Francis High School is a commuter school drawing students from a large geographic area, and because parents' work hours may prohibit them from driving, it may be necessary for students to drive other students to and from school. Be advised that St. Francis Catholic High School assumes no responsibility for any of the "car-pooling" arrangements and will not monitor nor supervise any such arrangements. All "car-pooling" arrangements are entered into at the driver's and passenger's own risk and St. Francis Catholic High School assumes no liability for any and all claims arising out of "car-pooling" arrangements.

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

St. Francis Catholic High School participates in the student insurance program of the Diocese of Sacramento. If a student gets hurt during school activities, the school provides insurance to help with the cost of medical treatment **not covered by personal insurance**. This "school-time accident" insurance is designed to cover some, but not all, of the possible costs. Any injury incurred during the time of school-supervised activities must be reported to the office immediately; accident claim forms must be filed properly. The cost of insurance is incorporated into the activity fee, which is part of tuition.

Student Photo and Name Use Policy

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

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

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

Parent Release

I give my permission for the above named student to participate in high school sports and academic teams, realizing that such activities involve the potential for injury. I acknowledge that even with the best coaching, use of the most advanced equipment and strict observance of rules, injuries are still a possibility. On rare occasion these injuries can be severe and result in total disability, paralysis, or even death.

I hereby acknowledge that St. Francis High School has a School Time Accident Plan. I acknowledge that I have primary medical insurance on the above student with medical benefits.

I am aware that high school sporting and academic team events will require off campus travel and I hereby give my permission for my daughter to travel to all off campus meets and practices, either by bus or any approved means of transportation. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect her own safety and has the maturity and judgment not to put herself or others in dangerous situations. I agree to not hold the Catholic Diocese of Sacramento, St. Francis High School, its leaders, employees,

or volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject.

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

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

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

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

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

Student Overnight Trips Sponsored by St. Francis High School

The purpose of a student trip is to encourage the cultural and social growth of the student through new experiences while providing close supervision and support for the student by St. Francis High School staff.

The teacher chaperon may accept deposits only from students who are up-to-date in tuition payments to the school. Students usually eligible to travel with school-sponsored trips are those who pay tuition without assistance from the school. Students must have tuition paid to date in order to join the student travel group. The chaperon will check with the Student Billing Office for this information. The one exception to this rule concerns overnight retreats.

The student must have a proven record of excellent citizenship. One or more letters of recommendation may be required. Student applicants who do not attend St. Francis High School may be included on the trip with approval of the administration. Parents are also welcome. **Parent chaperons and drivers must follow the transportation and fingerprint policy.**

St. Francis Catholic High School will not be held liable when students are on a trip under private travel enterprises.

