



# ST. FRANCIS HIGH SCHOOL STUDENT/PARENT HANDBOOK

*A Catholic Tradition of Enriching the Mind and Heart*

200 Foothill Boulevard ❖ La Cañada, California 91011

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## 2024-2025

### TABLE OF CONTENTS

Academics .....	12 - 19
Admissions .....	8
Athletics/Club Programs/Extracurricular Activities .....	39 - 46
Attendance/Discipline .....	24 - 34
Bell Schedule .....	66
Board of Directors/Development/Communications .....	5 - 7
Calendar .....	55 - 65
Counseling and Guidance .....	20 - 23
Emergency Procedure Policies .....	47
Explanation of Events.....	50 - 54
Parent Service Hours .....	4 - 6
Financial Policies .....	47 - 48
Franciscan Spirit and Life/Campus Ministry .....	9 - 11
Learning Center .....	23
Mission Statement/Integral Student Outcomes .....	2
Philosophy of St. Francis High School .....	2
School Personnel .....	3-4
Technology .....	34-38
Who to Contact.....	4

Please Note: No publication is comprehensive enough to provide guidance for every situation.  
St. Francis High School reserves the right to amend and/or to clarify school policies/procedures through direct communication to the parents from the Administration.

## *MISSION STATEMENT*

St. Francis High School, a Catholic college preparatory school, develops faithful men, loving brothers, virtuous leaders and dedicated learners in the Capuchin Franciscan tradition of love, discipline, and prayer.

## *PHILOSOPHY*

St. Francis High School strives to:

- Enrich the mind and heart through the teachings of Jesus Christ and Francis of Assisi.
- Strengthen the Franciscan values of respect for others and self through humility, prayer, and service, especially to the poor and marginalized.
- Create a brotherhood for young men of diverse backgrounds.
- Envision a Franciscan education not as an end in itself, but as a means of forging men of virtue.

Approved 6/2019

## *St Francis High School* *Integral Student Outcomes*

*Graduates of St. Francis High School are:*

**I. SPIRITUAL MEN** who practice the enrichment of the heart by:

- A. living out the Franciscan virtues;
- B. recognizing that life is a gift from God;
- C. understanding and demonstrating Catholic values ;
- D. serving the community, especially the poor and marginalized;`
- E. developing respectful relationships with God, others, and self;
- F. achieving and maintaining spiritual, physical, emotional, and mental well-being.

**II. INTELLECTUAL MEN** who practice the enrichment of the mind by:

- A. using critical thinking and problem-solving skills;
- B. speaking and writing articulately;
- C. understanding and respecting diversity of all people;
- D. exhibiting creativity and an appreciation for the arts;
- E. using technology effectively and ethically;
- F. applying acquired knowledge to real-world applications;
- G. developing global awareness;
- H. exhibiting academic honor

## II *School Personnel*

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EXT</u>	<u>EMAIL</u>	<u>NAME</u>	<u>DEPARTMENT</u>	<u>EXT</u>	<u>EMAIL</u>
Adams, Ethan	World Languages	1219	eadams@sfhs.net	Iwancio, Fr. Christopher	Campus Ministry	113	ciwancio@sfhs.net
Altobelli, Gino	Mathematics	1204	galtobelli@sfhs.net	Jacobs, Claire	Arts	1225	cjacobs@sfhs.net
Anderson, Timothy	Mathematics	1214	tanderson@sfhs.net	Jay, Jonathan	English	1213	jjay@sfhs.net
Appels, Glen	English/Athletics	1200	gappels@sfhs.net	Jordan, John	VP of Student Support	907	jjordan@sfhs.net
Baldonado, Teresa	Counseling	914	tbaldonado@sfhs.net	Kort, Shaun	Athletics	1234	skort@sfhs.net
Bell, Timothy	Counseling	909	tbell@sfhs.net	Long, Theresa	Counseling	915	tlong@sfhs.net
Bergen, April	Development	924	bergena@sfhs.net	Lowdermilk, Brady	Technology	126	blowdermilk@sfhs.net
Bourdey, Susanna	Guidance & Counseling	912	sbourdey@sfhs.net	Luderer, Matt	Athletic Director	417	mluderer@sfhs.net
Bourdon, Jeremy	Mathematics/Science	1216	jbourdon@sfhs.net	Marti, Fr. Antonio	President	926	martit@sfhs.net
Burghdorf, Andy	Chief Operating Officer	920	burghdorfa@sfhs.net	McDonough, Ray	Director of Operations	919	mcdonoughr@sfhs.net
Carnighan, Deanne	English	1237	dcarnighan@sfhs.net	Meli, Jenny	Development	931	melij@sfhs.net
Carroll, Patrick	Social Studies	1233	pcarroll@sfhs.net	Millan, David	Director of Human Resource	930	milland@sfhs.net
Carroll, Ted	Dean of Curriculum	904	carrollt@sfhs.net	Monarrez, Joe	Admissions/Counseling	908	jmonarrez@sfhs.net
Castillo, Sylvana	Campus Ministry	150	scastillo@sfhs.net	Mone, Selena	English	1240	smone@sfhs.net
Chavez, Victoria	Athletic Trainer		vchavez@sfhs.net	Muro, Ashley	Learning Specialist	913	amuro@sfhs.net
Clemmons, Julie	Mathematics			Murphy, Tim	Development	923	murphyt@sfhs.net
Corcoran, Ted	Asst. Athletic Director	416	tcorcoran@sfhs.net	Natalizio, Mary	Tuition Office	921	nataliziom@sfhs.net
Cruzan, Jeannie	Receptionist	900	cruzanj@sfhs.net	Navarro, Marina	World Languages	1230	mnavarro@sfhs.net
Davitt, Patrick	Dean of Studies/Social Studies	903	pdavitt@sfhs.net	Nelson, Jeremy	Dean of Faculty	905	jnelson@sfhs.net
Diaz, Sergio	World Languages	1232	sdiaz@sfhs.net	O'Connor, Jim	Mathematics	1208	joconnor@sfhs.net
Di Palma, Richard	Religion	1201	rdpalma@sfhs.net	Ostrom, Kyle	Science	1212	kostrom@sfhs.net
Dierking, Dirk	English	1207	ddierking@sfhs.net	Pelletier, Dan	Counseling	916	dpelletier@sfhs.net
Dodson, Clint	Drumline	1221	cdodson@sfhs.net	Perkins, Michael	Director of Activities	410	mperkins@sfhs.net
Doerning, Joel	Science /Athletic Trainer	309	jdoerning@sfhs.net	Poe, Vanessa	English	1206	vpoe@sfhs.net
Donovan, Patrick	Dean of Students	927	pdonovan@sfhs.net	Reichert, KC	Social Studies	1215	kreichert@sfhs.net
Dorlarque, Aaron	Mathematics/Athletics	1229	adorlarque@sfhs.net	Rodriguez, Luisa	Franciscan Mission & Ministry Admin Assist.		
Dowling, Betty	Registrar	910	dowlingb@sfhs.net	Seidler, Michael	Social Studies	1224	mseidler@sfhs.net
Durfee, Jeff	Social Studies	1202	jdurfee@sfhs.net	Skubic, Robert	Technology	127	rskubic@sfhs.net
Ekler, Mary	Fine Arts	1209		Smith, Christine	Development	917	smithc@sfhs.net
Eulalia, Emmanuel	Theater Arts	413	eeulalia@sfhs.net	Sorrells Wicke, Ann	Learning & Research Librarian	300	awicke@sfhs.net
Frank, Austin	Mathematics	1238	afrank@sfhs.net	Snyder, Oralia	World Languages	1233	osnyder@sfhs.net
Franklin, Jonathan	Maintenance	200		Terrazone, Terry	Athletics	1236	tterrazone@sfhs.net
Fredette, Mark	Religion	1203	mfredette@sfhs.net	Thiel, Fr. Chris	Mathematics	1211	cthiel@sfhs.net
Gibbons, Mark	Social Studies/Athletics	1205	mgibbons@sfhs.net	Tipple, Dianna	Development	925	tippeld@sfhs.net
Gleason, Eric	Director of Franciscan Mission & Ministry	112	emgleason@sfhs.net	Tompson, Robert	Science	1231	rtompson@sfhs.net
Godson, Joshua	Campus Minister	1218	jgodson@sfhs.net	Traver, Tracy	Principal	904	ttraver@sfhs.net
Gregory, Bruce	Maintenance	200		Vu, Br. Tran	Technology	451	tvu@sfhs.net
Griffin, Jordan	Arts/Technology	125	jgriffin@sfhs.net	Wolfson, Todd	Athletics	1226	twolfson@sfhs.net
Guadalupe, Angela	Religion	1217	aguadalupe@sfhs.net	Walker, Matthew	Technology	125	mwalker@sfhs.net
Hallak, Eli	Science/Athletic Trainer	310	ehallak@sfhs.net	Zepeda, Josie	Guidance & Counseling	912	jzepeda@sfhs.net
Heinen, William	Science	1228	wheinen@sfhs.net	Zollner, Toni	Business Manager	922	zollnert@sfhs.net
Herrington, Dean	Athletics	420	dherrington@sfhs.net				
Holmes, Danna	Attendance	901	holmesd@sfhs.net				

# WHO DO I CONTACT FOR...?

Academics  
Activities  
Admissions  
Advanced Placement  
Alumni  
Athletics

Attendance (students)

Billing  
Board of Directors  
Calendar  
Campus Ministry  
Christian Service  
College Guidance  
Counseling

Clubs  
Development  
Discipline  
Emergency Procedures  
Facility Use (school events)  
Family Service (Parent Volunteers)  
Fields Trip (approvals)  
Fine Arts  
Franciscan Mission and Ministry

Mr. Patrick Davitt  
Mr. Michael Perkins  
Mr. Joe Monarrez  
Mr. Dan Pelletier  
Mr. Tim Murphy  
Mr. Matthew Luderer  
Mr. Ted Corcoran  
Mr. Todd Wolfson  
Mrs. Alison Davitt  
Mr. Patrick Donovan  
Mrs. Danna Holmes  
Mrs. Toni Zollner  
Fr. Tony Marti, OFM, Cap.  
Mrs. Tracy Traver  
Mr. Josh Godson  
Ms. Sylvana Castillo  
Mr. Dan Pelletier  
Mr. Joe Monarrez 9th  
Mr. Aaron Dorlarque 10th  
Mrs. Theresa Long 11th - 12th  
Mr. Dan Pelletier 11th - 12th  
Ms. Teresa Baldonado 11th - 12th  
Mr. Michael Perkins  
Mr. Tim Murphy  
Mr. Patrick Donovan  
Mr. Patrick Donovan  
Mrs. April Bergen  
Mrs. Jenny Meli  
Mr. Patrick Davitt  
Mr. Manny Eulalia  
Mr. Eric Gleason

Fund Raising  
Health Issues  
Insurance  
Kairos  
Learning Differences  
Library  
Maintenance  
Master Schedule  
Operations  
Parent Organizations

Personal Counseling/Wellness  
Philosophy  
Pilgrimage  
Press Releases  
Retreats (students)  
Retreats (students)  
Security  
Student Records  
Summer School  
Standardized Testing  
Textbooks  
Tuition  
Website  
Yearbook  
Yearbook

Fr. Tony Marti, OFM, Cap  
Mr. Eli Hallak  
Mrs. Toni Zollner  
Mr. Eric Gleason  
Mrs. Ashley Muro  
Mrs. Ann Sorrells Wicke  
Mr. Ray McDonough  
Mr. Patrick Davitt  
Mr. Ray McDonough  
Mrs. Gina Binda, Mothers' Guild  
Mrs. Adrineh Gazarian, Mothers' Guild  
Mr. Geno Pantleo, Boosters  
Mr. Timothy Bell  
Fr. Tony Marti, OFM, Cap  
Mr. Eric Gleason  
Mr. Andrew Burghdorf  
Mr. Josh Godson  
Mr. Matt Kozicz  
Mr. Patrick Donovan  
Mrs. Betty Dowling  
Mr. Ted Carroll  
Mr. Dan Pelletier  
Mr. Patrick Davitt  
Mrs. Mary Natalizio  
Mr. Andrew Burghdorf  
Mrs. Vanessa Poe  
Mrs. Ann Sorrells Wicke

### *III*

## *Board of Directors/ Development / Communications*

St. Francis High School of La Canada-Flintridge, a non-profit, religious corporation, is operated by its Board of Directors under the sponsorship of the Capuchin Franciscan Order of the Western American Province.

The Father President of St. Francis High School is the chief executive officer. In that capacity, his duties include overseeing the work of the board in its long-range planning, development program, facilities, and capital funding. As the spiritual mentor of the school, the Father President is responsible for maintaining the tradition of Catholic education and the philosophy of education in the tradition of the Capuchin Franciscan Order.

### **DEVELOPMENT OFFICE**

The Development Office was established to ensure that the mission and goals of St. Francis are sustained by financial means other than tuition. In addition, this program allows the school to keep tuition as affordable as possible without sacrificing quality or integrity. Every family is expected to participate, at some level, by multi-year pledge as it helps us in our request for foundation/grant money.

1. **ANNUAL PLEDGE PROGRAM:** The St. Francis Fund is crucial to the continued success of the school's overall development effort. Every family is expected to participate in this St. Francis Fund at some level by making a four year pledge to the fund. It is our hope that 100% of our families participate in this fund, as it greatly helps in our requests for foundation/grant money. Proceeds from the Annual Fund allow us to make summer improvements in the student's learning environment. Gifts received during our fiscal year (July 1-June 30) will be acknowledged in our KnightLight/Annual Report, published in the winter of each year.
2. **ANNUAL FUNDRAISER:** Vital to our development program is our annual POSH/MiniPOSH (Preserving Our Scholastic Heritage) fundraising event. Parents are required to participate by contributing \$250. Parents may accomplish this in any of the following ways:
  - Sponsorship
  - A combination of cash gift and raffle tickets
  - All raffle tickets

\*Ticket/Admission to the event does **NOT** count towards the requested contribution.

The deadline for parents' POSH/MiniPOSH contribution is **1 week prior to the event date**.

Finally, all school-related fund raising efforts are subject to the approval of the Father President.

**\*See chart on page 48 for Expected Participation**

**PARENT SERVICE HOURS:** One of the hallmarks of the Capuchin Franciscan community has always been a spirit of community and family. We see this as an integral part of who we are. In order to enhance this tradition, we require each family to give 30 hours per year to support activities and or projects through our Parent Service Hours. Up to 30 hours may be "banked" to roll over to the following school year. Service hours are non-transferable.

Service hours may be fulfilled in the following ways:

- ♦ Volunteering time - If both parents work the same event, both parents will receive credit. **ONLY** parents or legal guardians may qualify to work.
- ♦ Donating materials used by the school - Current information on supplies needed and hours credited will be posted quarterly on Track It Forward. Only items and amounts listed on Track It Forward or **pre-approved** by the Family Engagement Coordinator will qualify for hours credited.
- ♦ Buying out service hours – Parents may opt to pay for all or some of their service hours at the rate of \$25/hour for the 2024-2025 school year.
- ♦ A combination of the above.

Parent Service Hour opportunities are plentiful throughout the school year. All SFHS service opportunities will be posted only on the SFHS *Track it Forward* online program. Volunteer work accomplished through the Mothers' Guild, the Booster Club, or the Development Office may qualify for service hours. Additionally, each family can earn up to a maximum of ten (10) Extra Curricular hours in service to a club/athletic team/other campus organization. These Extra Curricular (EC) hours must be authorized and pre-approved by a St. Francis High School faculty or staff member in charge of the extra-curricular activity, AND pre-coordinated with the Family Engagement Coordinator. If you are in doubt as to whether your service will qualify for hours, contact the Development office at Ext. 931 **in advance**.

Parent Service Hours must be completed by **April 15** for the current school year. Hours earned for events after this deadline will be credited to the next school year. When donating any items, receipts **must** be included along with the student's name. Attaching receipts helps convert cost of supplies to service hours, as well as ensuring credit is given

to the correct family for the donation. No hours will be credited for supplies without a receipt. Purchasing items and submitting receipts from high-end stores will not result in additional hours.

Money cannot be given to parents nor chairpersons to purchase supplies and food, nor to underwrite a specific event for service hour credit.

If an event is cancelled within 48 hours of its date and not rescheduled, one hour may be given to parents who signed up to work that event. If an event is cancelled in less than 24 hours of its date and not rescheduled, volunteers who signed up will receive the full number of hours for their shift.

Development fundraising is separate and is designed to provide for our future advancement. Payments to any Development Department programs will not cover your parent service obligation. As always, we thank you for your support and interest in St. Francis.

As is our policy with tuition and other fees, students will not be allowed to take their final exams until the uncompleted portion of the service hours are paid in full.

Policies and procedures for the Parent Service Program are reviewed and revised at the end of the academic school year. Any items not specifically addressed above should be referred to the Family Engagement Coordinator. The Administration makes all final decisions regarding Parent Service Program Policy.

### **ALUMNI ASSOCIATION**

Part of the tradition of St. Francis High School is an active Alumni Association. Its purpose is to develop a multi-faceted program to build and sustain relationships with our alumni and all members of the St. Francis family, ensuring the perpetual enrichment of our minds and hearts. It also provides financial support for the school's scholarship program.

Among other alumni events held each year, St. Francis High School holds an Alumni Weekend which includes the Hall of Fame tailgate and induction ceremony and the Alumni Family BBQ, which is open to all alumni and their families. These events are a way to welcome home our past Golden Knights and celebrate our SFHS alumni community.

The Alumni Association sponsors various fundraising activities, including the annual SF Golf Classic, to support the school's financial aid program. We remain grateful for all that our alumni do to support our current students. In the spirit of brotherhood, all present and past parents, alumni and friends of the school are always welcome to become involved in St. Francis High School by supporting the Alumni Association.

### **COMMUNICATION WITH THE SCHOOL**

Under ordinary circumstances, classes will not be interrupted to relay telephone messages to students. In an emergency situation, parents will be asked to explain the nature of the emergency to an administrator before a class will be interrupted.

St. Francis High School does not allow petitions or surveys to be disseminated by students or parents on campus, online, nor at school events. Students, parents, and faculty members must use the existing school processes and procedures for communicating with the school. Students are encouraged to self-advocate by speaking directly to a teacher, coach, counselor, or administrator about any issue.

Parents are encouraged to participate in the education of their son(s). We encourage and recommend regular communication with faculty and administrators. In order to resolve questions about grading, classroom procedures, controversial issues, class-related discipline problems, or communication issues, we ask parents to:

1. Contact the teacher to discuss the situation;
2. If parents do not receive satisfaction, call the Dean of Studies relative to academic problems; call the Dean of Faculty relative to communication problems; OR call the Dean of Students for discipline problems;
3. The parents may contact the Principal if the situation has not yet been resolved; and lastly,
4. Under ordinary circumstances, contact may be made with the Father President after steps 1 through 3 have been concluded.

The school cannot respond to anonymous letters, phone calls, or allegations.

### **SPECIAL REGULATIONS FOR ALL ST. FRANCIS HIGH SCHOOL STUDENTS**

All students are subject to review by the administration for re-registration for the coming school year prior to being invited to re-register.

The school will furnish parent email information to St. Francis Organizations, Jostens (for class rings and graduation announcements) and to our Online Book Vendor, however families may opt-out by contacting the registrar in writing.

St. Francis High School is authorized to use photographs of its students in school promotional publications and on its website. Parents may opt out by notifying the Registrar in

writing.

Central to the philosophy of St. Francis High School is the belief that parents are the primary educators. In support of this, the school and parents work in close collaboration in all aspects of their son's educational process. Since a married student is, in effect, no longer accountable to a parent or guardian, the relationship between the school and parent is compromised. Therefore, any student who marries will not be allowed to attend St. Francis High School. A student not living in the home of a parent or legal guardian may not be permitted to attend St. Francis High School.

St. Francis High School does not sponsor, nor does it condone "Senior Trips." Students are prohibited from distributing information and holding meetings on campus regarding such trips. Violators are subject to disciplinary action up to and including expulsion.

Teachers, counselors, retreat leaders, and other school personnel will respect the verbal or written confidences of students, except in cases when the health or safety of the student or others is involved.

We ask that parents treat school personnel as professionals. Under normal circumstances, one should not expect to see a staff member without an appointment.

St. Francis High School has policies regarding professional boundaries between students and staff members. Parents may request a copy of this policy from the principal.

The President is the final recourse on all disciplinary matters and, at his discretion, may waive regulations for just cause.

The rules and regulations in this handbook are in effect until the distribution of the next edition (generally the beginning of the next school year).

#### **Release of Directory Information for Tracking Purposes**

St. Francis High School is part of a consortium with Catholic high schools in the Archdiocese of Los Angeles in which students' personally identifiable information is disclosed to school officials for purposes of tracking alumni throughout college. This data enables us to serve our alumni better and helps evaluate the effectiveness of our curriculum, instruction, and support services.

St. Francis may disclose directory information as defined above to school officials, including contracted individuals or organizations such as the [National Student Clearinghouse](#), to assist the school in tracking its alumni throughout the college. Unless a parent, student, or former student files a notice to prevent disclosure of directory information, a student's information may be released for the purposes described herein.

Any parent or student over 18 ("eligible student") wishing to prevent disclosure of directory information for tracking purposes must file a written notification to this effect with the principal. If a parent or eligible student submits a request to the principal, it becomes effective on the day it is received by the principal, except for directory information that has already been disclosed.

Once a parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, each parent and eligible student is encouraged to review the student's demographic data periodically.

For additional information, please see the [National Student Clearinghouse](#) ([www.studentclearinghouse.org](http://www.studentclearinghouse.org))

## ***IV***

# ***Admissions/Registration***

### **TRANSFERRING TO ANOTHER SCHOOL**

*(Transferring out of St. Francis High School)*

The student and parents are to notify the school IN WRITING (a form may be requested from the Registrar) of any intentions to withdraw from St. Francis High School. An exit interview with a school official should be held prior to requesting a transfer. Upon receipt of written notification from the parents, the office will send the official transcript requested by the receiving school. Official transcripts will not be forwarded to the receiving school until the request for withdrawal is cleared by the Administration, and the school tuition office.

A student who withdraws prior to the conclusion of a semester will not be granted credit. Withdrawal grades will be forwarded to the school he chooses and that school will be responsible to grant credit by pro-rating the withdrawal grades with the work done at the new school.

### **FINANCIAL AID**

St. Francis High School offers financial aid to students who need assistance in meeting tuition costs. Financial Aid is need-based, which assists students whose parents are willing to make a financial sacrifice and commitment to the school, but have difficulty meeting the cost of tuition. The Financial Aid Committee is responsible for the allocation of financial aid. They review all candidates and consult with the President and Business Manager to operate within the budget established by the Board of Directors.

Financial Aid Forms for incoming freshmen must be submitted to **Blackbaud** by January 31. All continuing or transfer students requesting financial aid must **annually complete the online applications by March 1**. (see the SFHS website, admissions and financial assistance) All new students applying for aid must meet the 2.0 academic GPA minimum requirement to be eligible for consideration. Continuing students must maintain a 2.0 academic GPA **each quarter**, or forfeit eligibility for financial assistance. Please see page 15 for a list of classes that do not count toward academic GPA.

Although financial aid is given on a year-to-year basis, it is subject to cancellation at the end of any semester for any reason. Each parent is required to submit financial statements, W-2 Form and personal, as well as, business income tax returns as applicable. The forms are necessary to determine assistance for which the student may be eligible. Also required is the completion of the financial aid questionnaire located on our website under Admissions, Tuition, Financial Assistance.” Call the Tuition Office for details.

### **RE-REGISTRATION**

Re-registration for the subsequent school year commences on April 1 and is due by April 30. The re-registration fee is considered late if not paid by April 30. At that time, a late fee will be assessed after May 15, an additional late fee will be assessed. Please note there is a \$40 fee for each NSF or returned Payment.

### **IMMUNIZATION POLICY**

The State of California School Attendance Law requires that all children entering school comply with the Department of Health regulations summarized below. California School Immunization Record forms are completed upon registration. California School Immunization Law\* requires that all children entering school for the first time submit evidence of their completed immunizations. It also requires that schools submit annual immunization reports to the state.

Required immunizations include:

- *Polio*
- *DTP or DtaP (diphtheria, tetanus, pertusis)*
- *MMR (measles, mumps, rubella)*
- *Hib*
- *Hep B*
- *Varicella (Chicken Pox)*
- *Tdap booster.*

St. Francis High School complies with all California vaccination and reporting laws and encourages parents to make informed vaccination decisions in partnership with their family health care provider. The school operates in accordance with the recent amendments to California Health & Safety Code 120325(c), in which the legislature provides “exemptions from immunization for medical reasons.”

In the case of an outbreak, children who are not fully immunized may be temporarily excluded from attending school. More details are available at the website: <http://www.shotsforschool.org/laws/>

All members of the student body will be baseline concussion tested (not just student athletes) every other year. Each student will be baseline tested twice during his 4 years at St. Francis



# V

## *Office of Franciscan Mission and Ministry*

### OFFICE OF FRANCISCAN SPIRIT AND LIFE

The spiritual development of each student at St. Francis High School is a priority and central to his education. The Office of Franciscan Mission and Ministry was developed in response to the question: “What makes St. Francis High School different from other high schools in the area?” The answer to this question is unique for each young man who attends this institution. It is the hope of the school that each student’s answer to this question will provide an avenue to connect him to our Founding Father, St. Francis of Assisi. Through St. Francis, each student will come to a deeper understanding of the love of Jesus Christ. This office oversees the Campus Minister and Cultural Initiatives Coordinator, Spirit and Life Coordinator, Christian Service Coordinator, and administrative assistant.

St. Francis High School is dedicated to ensuring that the values taught by St. Francis of Assisi to his brothers, rooted in the virtues taught by Jesus Christ to his disciples, are incorporated into all aspects of school life. This mission is upheld through the Office of Franciscan Mission and Ministry, which includes ministry, retreats, service to the community, outreach programs for the needy, in-class prayer resources, team service projects, and Franciscan application for all aspects of the school. It is our hope that these efforts provide a starting point for the Franciscan values upon which our school is built.

The Franciscan Spirit and Life Program provides several ways to learn about Francis, Clare, and their followers. These include the Spiritual Pilgrimage to Assisi and the exposure to the 16 core Franciscan virtues: Compassion; Prayer; Gratitude; Simplicity; Integrity; Humility; Brotherhood; Joy; Acceptance; Service; Generosity; Peacemaking; Faithfulness; Hospitality; Charity; and Goodness. Each quarter, one virtue is highlighted and integrated into all aspects of school life.

### **CHRISTIAN SERVICE HOUR COMMITMENT - completed service hours will appear on report cards.**

In addition to the academic requirements for graduation, every student is asked to carry out a designated amount of service during each of his four years at St. Francis High School. As part of the experience of building a Christian community and developing a sense of brotherhood, St. Francis High School will provide a number of school-sponsored events both on and off campus through service clubs for each student to complete his service commitment. These opportunities are announced throughout the school year on the school website (sfhs.net) and on KNIT.

Freshman Year	Sophomore Year	Junior Year	Senior Year
All Freshmen will participate in ONE (K)night of Service I + 5 hours	All Sophomores will participate in ONE (K)night of Service II + 10 hours	All Juniors will participate in ONE (K)night of Service III + 15 hours	All seniors must complete a senior service project (Minimum of 20 hours)
Service trips will take place on designated days on campus throughout the school year. All freshmen will be asked to sign-up at the beginning of the year in their religion classrooms.	Service trips will take place on designated evenings throughout the school year. Groups of students will serve at one of our partnering agencies. All sophomores will be asked to sign-up at the beginning of the year in their religion classrooms. Transportation and supervision will be provided.	Service trips will take place on designated evenings throughout the school year. Groups of students will serve at one of our partnering agencies. All juniors will be asked to sign-up at the beginning of the year in their religion classrooms. Transportation and supervision will be provided. .	The Senior Service Project will be completed in a group and give each senior the opportunity to carry out a service project for a non-profit organization that serves the underserved and marginalized communities of the Poor, Disabled, Elderly or Sick. Any collections of goods on campus must be approved

## **CHRISTIAN SERVICE EXPECTATIONS**

The number of Christian Service hours required of each student is only considered a minimum. We wholeheartedly encourage each of our students to respond to the Gospel message of service by participating in an even greater measure than is asked of him.

- Student service hours may be completed at either a non-profit or for-profit agency.
- A student must complete his service hour commitment during the school year or during the summer prior to the next school year.
- Service hours will not be counted if they are performed for one's own family. One's parent(s) may not authorize his/her son's hours.
- Students who receive financial aid must meet their service requirement through the terms of their award as outlined in the initial award letter.
- Working towards one's own Eagle Scout Project will not count towards service. However, a student can earn service hours for working on someone else's Eagle Scout Project.
- Students may not receive monetary compensation for their service.
- Students who submit fraudulent service hours will be subject to disciplinary action.
- Transfer students will be required to complete a portion of required service hours depending on when they transferred.
- Students who do not have the required number of service hours approved and verified may not take their final examinations.
- **For Seniors:** KAIROS weeks are intended to be utilized by Seniors to complete their service commitment.
- **SERVICE VS. CHARITY** - There is a distinction between service and charity. While we encourage students to become actively involved with charitable events, any charitable work that raises monetary funds for a cause (Relay for Life, AIDS Walk, Walk/Jog-A-Thons, Auctions, Church Fundraisers, etc.) will not count as service hours.

## **CHRISTIAN SERVICE HOUR GRADE (Seniors Only)**

- Seniors will receive a C (Credit) or NC (No Credit) for meeting each of the quarterly deadlines on their report card.
- 1. First Quarter –The group is selected and the proposal form is completed (including all signatures) by noon the last day of First Quarter Exams
- 2. Second Quarter – A full group interview (all group members present) is recorded with the group's supervisor at the organization by the last day of first semester exams.
- 3. Third Quarter – 10 hours are submitted and verified by the group's supervisor on X2VOL and a rough cut of the video is submitted by the last day of third quarter exams.
- 4. Fourth Quarter – The project is submitted to the Christian Service coordinator by the last Friday in April. All hours associated with the project should be verified.

## **HOW TO SUBMIT SERVICE HOURS**

- Service hours will be tracked through the X2VOL system. Please see Student Portal through Blackbaud for instructions on how to log hours.

## **RETREATS**

Every student is required to attend a spiritual retreat during each year of study at St. Francis High School. Retreats sponsored by St. Francis are listed on the school calendar, and online sign-ups can be completed on the school website under the "Franciscan Spirit and Life" tab. Students may also attend a retreat through their religious community outside of St. Francis High School, as completion of their annual retreat requirement. In order to receive credit for a retreat attended outside of St. Francis High School, students must submit written documentation of attendance from the retreat director (on official organization letterhead) to the Franciscan Spirit and Life Office no later than April 1st.

### **Freshman Retreat: Theme, "A Day with Francis"**

During the students' first year, they are immersed in the life, legacy, and tradition of St. Francis. Accordingly, their first official retreat experience familiarizes them with Francis as a person. It is held on campus during a school day (please see calendar). Considering Francis started a brotherhood and was passionate about the Gospel, this retreat is a fun, high-energy day anchored by live music and guest speakers. The purpose is to enliven students with an appreciation for St. Francis of Assisi, while fostering a deep love and pride for St. Francis High School, and the Gospel values of Jesus Christ.

### **Sophomore Retreat: Theme, "Soar"**

The sophomore retreat is a one-day retreat that challenges the students to "soar" in various aspects of their lives. Through an amazing high ropes and low ropes program, students will be encouraged to go above and beyond their own obstacles and limitations. By working with their other brothers, facing their own fears, and rising up to encounter God, students' spirits will soar, and they will truly touch the sky. All sophomores will attend the retreat on the same day.

**Junior Retreat: Theme, “Emmaus”**

The Junior “Emmaus” Retreat is a more intensive, two-night, three-day retreat experience. The goal of this retreat is to help the hearts of young men burn with the love of Christ, as they navigate their own journeys of faith. Using “The Road to Emmaus” as our Scriptural basis, students will gain incredible insight and reflect theologically into where they have been, and where they are headed.

**Senior Retreat: Theme, “Kairos”**

The Greek name “Kairos” is thematic in nature, because it literally means “sacred time.” The purpose of the Kairos Retreat is to give our students a capstone, spiritual experience they can remember and embody for a lifetime. Consequently, the goal of Kairos is to empower our graduates to be spiritually fortified and committed to lead Christ-oriented lives characterized by Franciscan virtue.

**Make-up Retreat**

The make-up retreat is a one-day retreat for students who failed to fulfill their one retreat per year requirement. Students are responsible for a retreat fee for this retreat. It is facilitated by the Director of Campus Ministry. Any other options should be discussed with the Director of Campus Ministry no later than May 1st.

# VI

## *Academics*

### ACADEMIC PHILOSOPHY; COURSE OF STUDY; POLICY

St. Francis High School strives to develop in its students moral and spiritual maturity, intellectual growth, responsible citizenship, social awareness, physical well-being, and an understanding of the alternatives in their vocational and educational futures. Specifically, the school attempts to develop the intellectual growth of each student by:

- ◆ Imparting the knowledge and skills basic to effective learning;
- ◆ Enabling him to utilize different cognitive processes, reasoning and critical thinking skills;
- ◆ Acquainting him with the basic structure of the English language so that he can utilize those elements with ease in oral and written communications;
- ◆ Exposing him to a wide range of literature;
- ◆ Developing his capacity for understanding mathematical and scientific concepts;
- ◆ Introducing him to a knowledge of human history from ancient to modern times;
- ◆ Exposing him to the knowledge and thought patterns of world languages;
- ◆ Using technology ethically and responsibly;
- ◆ Providing a well-equipped Learning Center;
- ◆ Giving recognition to his intellectual achievements through membership in the National Honor Society, California Scholarship Federation, and through participation in the annual Scholastic Awards Night.;
- ◆ Imparting Catholic doctrine

#### FRESHMAN YEAR

Salvation History  
 English 9 *or* Honors English 9  
 Geography *or* AP Human Geography  
 Latin 1, Honors Latin 1 *or* Spanish 1, H  
 Spanish 1  
 Algebra 1 *or* Honors Algebra 1  
 Principles of Science  
 Physical Education

#### SOPHOMORE YEAR

Paschal Mystery / The Church  
 American Lit *or*  
 Honors American Lit  
 World History *or* AP World History  
 Spanish 2, Honors Spanish 2 *or* Latin 2,  
 Honors Latin 2  
 Geometry *or* Honors Geometry  
 Biology *or* Honors Biology  
 Theater Arts

#### JUNIOR YEAR

Sacraments / Christian Morality  
 British Literature *or* AP English  
 Language  
 United States History *or* AP U.S. History  
 Algebra 2 *or* Honors Algebra 2/PRcalc.  
*or*  
 Calculus AB  
 Latin 3, Honors Latin 3 *or* Spanish 3,  
 Honors Spanish 3 *or*  
 AP Spanish Language  
 Chemistry *or* AP Chemistry *or*  
 Kinesiology

#### SENIOR YEAR

Ecumenism / Vocations *or* Capuchin  
 Franciscan Leadership  
 World Literature *or* AP English  
 Literature  
 U S Government/Economics *or*  
 AP U S Government/Economics  
 Trig/Pre-Calculus *or* AP Calculus AB *or*  
 AP Calculus BC *or* AP Statistics *or*  
 Statistics  
 AP Latin *or* Spanish 4, *or*  
 AP Spanish Language  
 Physics *or* AP Physics *or* AP Biology,  
 Chemistry *or* Kinesiology

**ELECTIVES :** Advance Theater Arts, AP Computer Science, Art, Design Publishing, Directed Studies, Drumline, Graphic Design, Kinesiology, Mass Media, Men's Chorus, Personal Finance, AP Psychology, Psychology/Sociology, and Statistics.

## GRADUATION REQUIREMENTS

### CHRISTIAN SERVICE HOUR GRADE (Seniors Only)

Seniors will receive a C (Credit) or NC (No Credit) for meeting each of the quarterly deadlines on their report card.

- Seniors will receive a C (Credit) or NC (No Credit) for meeting each of the quarterly deadlines on their report card.
- 1. First Quarter –The group is selected and the proposal form is completed (including all signatures) by the last day of First Quarter Exams
- 2. Second Quarter – A full group interview (all group members present) is recorded with the group’s supervisor at the organization by the last day of first semester exams.
- 3. Third Quarter – 10 hours are submitted and verified by the group’s supervisor on X2VOL and a rough cut of the video is submitted by the last day of third quarter exams.
- 4. Fourth Quarter – The project is submitted to the Christian Service coordinator by the last Friday in April. All hours associated with the project should be verified.

To receive a diploma from St. Francis High School a student must have:

- ♦ A record of good conduct and citizenship
- ♦ Successfully completed a course in Religious Studies during each semester of his enrollment
- ♦ Attended a retreat during each year of his attendance
- ♦ Completed all required service hours
- ♦ Paid all tuition/fee accounts.
- ♦ Earned at least 260 credits among which the following courses must be completed:

Religious Studies .....	40	Physical Education.....	10
English .....	40	World Language (of the same language) .....	20
Social Studies.....	40	Fine Arts.....	10
Mathematics.....	30	Electives.....	50
Science .....	20		

Students not completing the above requirements will not be granted a diploma until all deficiencies are made up. All courses attempted must receive a passing grade in order for the student to receive a diploma.

It is recommended that of the elective credits, those courses required for entrance to four-year universities be taken to insure the completion of a proper application. Some requirements may be waived in the case of students transferring from other schools. Any student who has incurred one or more semester "F's" must make up the credits in the immediately following summer school through an accredited summer program in order to enroll the following year. Although remediation of a “D” is not required, it is strongly recommended to improve college eligibility. Any violation of Academic Probation and/or combination of "F's" or "D's" may result in dismissal. **Any student who receives three failing semester grades in one year will be asked to leave St. Francis High School.**

All courses must be UC Approved and **pre-approved by the school**. With the permission of the Dean of Studies, online courses may be taken to make up “D” grades. Online courses may also be taken for enrichment or to complete a course not included in the school curriculum, but they will not be listed on the St. Francis transcript. Only courses taken at St. Francis High School and approved make-up courses are recorded on the St. Francis transcript.

A letter to senior parents will posted to the school website and **Portal** in the first week of April regarding expectations for graduation. In addition, a “Frequently Asked Questions” document regarding graduation will be posted to the school website in the first week of May. St. Francis High School firmly believes that participation in Grad Night, the Baccalaureate Mass, and Graduation ceremony are privileges accorded to seniors for their contributions and leadership to the school during their careers here. These are privileges, however, and not rights. St. Francis reserves the right to withhold participation in graduation events to members of the class who may be involved in serious disciplinary incidents, even during the final days of school

### SPECIAL UNIVERSITY OF CALIFORNIA AND CALIFORNIA STATE UNIVERSITY ADMISSION REQUIREMENTS

Students who plan to enter the University of California or California State University must meet the Visual and Performing Arts (VPA) requirement.

- ♦ Students entering may present any two semesters of acceptable VPA courses provided that both courses are from a single VPA area (dance, drama, graphic arts, theater, music, or visual arts).
- ♦ Students must satisfy the VPA requirement by completing an appropriate single course in a yearlong sequence (i.e., the second semester must be the continuation of the first semester, requiring the first semester as a prerequisite). If scheduling challenges demand, students may divide the yearlong course in two different academic years, as long as the course curriculum is designed as a yearlong sequence and approved as such by the University.
- ♦ Students may satisfy this requirement by taking an approved community college course.
- ♦ The following St. Francis courses satisfy the UC and CSU VPA requirement:  
Theater Art; Art; Mass Media; Graphic Design; Design Publishing (Yearbook); Music History and Appreciation (Chorus); Drumline Note: Introduction to Fine Arts.

### GRADE CHANGE REQUEST POLICY

A student requesting a change in his grade is required first to see the instructor. If he feels intervention is necessary, he is then to submit a formal request to the Dean of Studies within two (2) weeks of the date that grades are released to students. Documentation should include any discrepancies in grades, corrected tests, quizzes, homework, essays, etc., and a written statement

explaining why a grade change is necessary. The student will be notified in writing regarding the outcome after meeting with the instructor and the Dean of Studies, but no change will be enacted after one month's time from the end of a grading period. Academic work will not be accepted after Grading Day/ Make Up Exam Day (please see school calendar).

### **ACADEMIC COUNCIL**

All academic policies are subject to review by the Academic Council which consists of the Principal, Vice Principal of Academics, Dean of Studies, Director of College Counseling, Department Chairpersons, Instructional Technologist, and the Librarian. The Vice Principal of Academics chairs the Academic Council. Any student or faculty member may submit agenda items to this body through any of its members.

### **ADVANCED PLACEMENT COURSES**

St. Francis High School offers Advanced Placement courses for full college credit in Biology, Calculus AB, Calculus BC, Chemistry, Computer Science, Economics, English Language, English Literature, Human Geography, Latin, Physics, Psychology, Spanish Language, Statistics, United States Government, United States History, and World History. Based on the results of the AP testing in May, colleges MAY grant credit and/or advanced standing to students who achieve passing scores. AP instructors have the final approval on students admitted to their classes since the classes are demanding and a student's ability and motivation must be exceptional. Students in AP courses may be required to do additional academic work during the Christmas and Easter breaks. Any student who enrolls in an advanced placement course is required to take the college board examination in May.

### **ATHLETIC AND EXTRACURRICULAR PARTICIPATION**

A student must achieve a 2.00 cumulative grade point average in ALL SUBJECTS ATTEMPTED each quarter in order to participate in athletics, drama, and club activities. Any student who achieves a grade point average lower than a 2.00 for a particular quarter will be eligible to participate on a PROBATIONARY STATUS for the following quarter. At the end of the probationary quarter, a student must receive a 2.00 grade point average in order to be eligible for the subsequent quarter.

This differs from Scholastic Probation. Eligibility becomes effective on the day report cards are issued. Parents will receive written notification. Students will be informed in person by the Athletic Director.

For the purpose of eligibility only, a grade earned in a transcript course during summer school will replace that grade from the immediately preceding grading period in calculating eligibility. Other transcript courses taken in summer school will be calculated as part of the cumulative GPA for that grading period provided that they are received before the first day of the subsequent school year. If not, the student will have to wait until the end of the next grading period to have his eligibility re-assessed.

### **STUDENT GOVERNMENT PARTICIPATION**

All students who run for or hold an ASB or class office must maintain a cumulative and quarter 2.50 GPA and submit an application. A student who does not achieve this requirement may participate on a probationary status for one quarter. If the student does not achieve a 2.5 GPA during the probationary period, he will be removed from Student Council. The parent/guardian will be informed in writing when a student is placed on probation and/or removed.

### **CHANGE OF SCHEDULE**

A student desiring a change of schedule must complete the change within by the date on the calendar from the first day of each semester. A schedule request originating from the student will only be considered at the quarter or the semester and will only be changed for serious academic reasons. The following criteria will be used:

- ◆ Have all possible means of improvement been explored? (Homework, tutoring, etc.)
- ◆ Standardized test scores may also be used to ascertain proper placement.
- ◆ A letter from the student's parents/guardians, initialed by the counselor, must be presented to the Dean of Studies for final approval or rejection.

Instructors may recommend that a student enrolled in an honors course be transferred to a regular section at the end of a quarter or semester if a student is achieving below a satisfactory level. In this event, parents would be asked to authorize this change before it is accomplished. Likewise, students in a regular section might be recommended to move into an honors section at the end of a quarter or semester with parental approval. In either case, consideration will be given to the advanced level of course work in an honors course when a semester grade is calculated. **See also programming procedures (page 15)**

### **GRADE POINT AVERAGE**

A student's GPA is calculated by adding his collective grade points and dividing by the number of classes he has taken. Four grade points are awarded for an "A," three for a "B," two for a "C," one for a "D," and a zero for an "F," or "I."

An "A," "B," or "C" in Advanced Placement and Honors courses is granted an additional grade point in the GPA calculation. The following courses are NOT COUNTED when figuring academic GPA: Directed Studies and Physical Education.

### **HOMEWORK - HOME STUDY**

Homework and home study are the most integral parts of a student's academic progress. A minimum of 2.5 hours per night is expected of each student. Extra time should be devoted each night and on the weekends in especially difficult subjects. While written work may not be assigned each evening, some reading/study time should be devoted to each subject. Any student taking Advanced Placement/Honors courses should expect to devote extra time each night beyond what is expected in standard courses.

### **PARENT/STUDENT BLACKBAUD PORTALS**

Parents and students will be able to access the current grades, grading policies, assignment lists, and more for each of their son's classes. These portals are the primary communication tools that the school and the teachers will use to communicate with students and their families. Therefore, it is critical that all students and families regularly utilize and maintain current contact information in both portals. All families will receive instructions about how to initiate their accounts via email.

## **ILLNESS AND ABSENCE**

Illness and/or absenteeism are not an excuse for missing daily assignments. Students should check Parent/Student Portals first, then phone members of their classes when they miss a class in order to find out what was accomplished that day. In case of an extended illness, a phone call to the Dean of Studies or email should be made. Credit may be withheld for students who miss more than 12 hours of classes in any given course in one semester. Tests and quizzes are to be made up at the discretion of the classroom teacher for students with excused absences. Generally, tests will be given to the student on the day he returns from an absence.

No person, other than an administrator, may release a student from class without the prior consent of the instructor whose class is missed (i.e., for extracurricular activity, student government business, etc.). Except for unusual (emergency) situations, such absences will be treated as unexcused. Any academic work missed due to an unexcused absence will receive a zero.

## **VACATION/PLANNED ABSENCE**

While St. Francis High School is a family-oriented institution, we strongly discourage family vacations taking place during the school year. Parents who request such an absence that will occur during regular class time must submit a written request to the Dean of Studies two weeks prior to their departure. Parents and students who receive permission for such an absence recognize that they do so at their own risk, and that the student will be held responsible for all work assigned during an absence. It is the student's responsibility to contact each teacher to request assignments. Should such a trip take place without the school's permission, the absence would be considered as unexcused. For Seniors, college visitations should be made during weekends, vacation periods, or during KAIROS retreats. (Also, see Quarter/Semester Exams below)

## **PROGRAMMING PROCEDURES**

Students are assigned to courses based on the course request form which is available in the spring. The Department chairs make recommendations to the Dean of Studies, who then consults with the counseling staff. The Dean of Studies along with the counseling department will begin the course request process in January, beginning first with rising seniors, and then rising juniors and sophomores. The availability and due dates for these course request forms are on the school calendar. Students and parents with questions about courses are encouraged to make an appointment with their counselor. Teacher recommendations and/or an exam is required for placement in Advanced/Honors courses. A student's course selections are not confirmed until the mid-June report card mailing. Students may not request a course based upon teacher preference. All classes must meet a minimum enrollment number in order to be offered. There is no guarantee that a particular class will be offered in a subsequent year, even if it has been available in the prior year. Students who submit course requests or who re-register after the listed deadline will be scheduled last and may not receive all of their requested courses. Students who do not complete their Christian Service requirements or financial obligation to the school will not be scheduled until these are fulfilled. There is a possibility that certain classes will be closed at that time.

## **PROGRESS REPORTS**

Progress notices are available to parents of a student who is in danger of failing or who is not working to his potential. The dates of these notices are listed on the school calendar.

A student who is in danger of failing, or who is not working up to his potential, should be notified. Barring unusual circumstances no student can fail a class if parent notification has not been made by progress report or documented contact prior to the end of a quarter/semester.

## **PARENT/TEACHER CONFERENCES**

Three Parent/Teacher conferences will be held each year. In general, these will occur the week after progress reports have been made available. Conferences will be by appointment only and limited to ten minutes. Parent-Teacher Conference appointments will be made by accessing "Pick A Time" from the **Resources** board in the Parent Portal. Parents will have a 24 hour window in which to make appointments online, usually from 12:00 noon on the Thursday after progress reports are issued until 12:00 noon on the Friday before the conferences. These dates and times are listed on the school calendar. *These conferences are not mandatory, but recommended for those who are in academic difficulty.*

## **QUARTER/SEMESTER EXAMS**

The purpose of quarter and semester examinations is to prepare students for the type of comprehensive examinations often given in a collegiate setting. A special schedule is held at the end of each ten-week period prior to grading time to allow for quarter/semester exams. Two ninety-minute exams are held each day during this time. These exams are cumulative, not simply chapter or unit exams. No student is to be excused from quarter/semester exams for any reason. Students must stay for a minimum of sixty minutes of the exam, although each test is scheduled for ninety minutes. Students may be dismissed after the first exam if that is their only exam that day, provided they check out with the front office. The second exam of the day ends at 11:45, but students may be dismissed as early as 11:15.

A student who is ill on the day of a quarter/semester exam must arrange to take it on the day he returns to school, otherwise, he may receive an "F." The student must be present for homeroom on these days. Certain exams will be held before the exam schedule and students will be notified in advance before these exams.

The quarter/semester exam dates are printed in the school calendar which is distributed the first day of the school year and published online.

Parents are expected to be aware of all scheduled dates for quarter and semester exams. The school expects that no vacation plans be made during the exam dates. Any student requesting an exception to the exam policy must obtain approval **from the Dean of Studies** two weeks prior to the absence in Quarter Exam. A student's tuition must be paid up to date in order to take quarter/semester exams. All Christian Service Requirements (service hours and retreat) must be completed in order for a student to take his final exams. Under extraordinary circumstances, a waiver may be granted by the

Principal and/or President. There will be a charge of \$25 per test for make-up exams facilitated outside of school hours.

## **REPORT CARDS**

St. Francis High School operates on a quarterly grading system. Report cards are posted after each ten-week period, with the twenty and forty-week report cards (January and June) becoming

ing part of the student's transcript. It is strongly encouraged that any semester grade of “D” (January or June report card) is made up in an accredited summer school program.

All report cards are posted to the Parent Portal. The semester grade reflects course work done in both quarters.

### **INCOMPLETE GRADES**

A grade of incomplete may be given when the student has some additional assignment (usually a quarter/semester exam) to complete. Unless there are extenuating circumstances and approval has been granted by the Dean of Studies, if the work is not made up within two weeks, the incomplete grade will automatically be changed to a grade of “F”.

### **SUMMER SCHOOL**

A summer school mark will appear on the transcript in addition to, not in lieu of, the previous mark. Students who take advanced courses in summer school to advance to AP Chemistry or AP Calculus must have the course(s) approved by the Department Chair in order to receive credit. However, those courses if not taken at St. Francis will not be recorded on the St. Francis transcript. Students must attend an accredited summer school in order to obtain credit. Summer school grades must be officially received by St. Francis no later than the first day of classes in the subsequent year.

### **TUTORING**

On Monday through Thursday of each week, St. Francis offers extended Learning Center hours until 5:00 p.m., beginning after Labor Day. A faculty member and parent volunteer will be present and student tutors may be present as well to assist students in their studies and/or provide an additional opportunity for research or quiet study.

Students who need help in subject areas may utilize the services of the Honor Societies and peer tutoring. Individual tutoring will be provided free of charge. Teachers will offer tutoring before and after school on campus for no charge. Teachers’ office hours will be posted on the school portal.

### **WORK EXPERIENCE**

St. Francis High School will not grant academic credit for work experience, ROP, Junior Achievement, or Explorer programs.

## **ST. FRANCIS HIGH SCHOOL ACADEMIC HONESTY POLICY**

### **St. Francis Philosophy: “Men of Virtue and Integrity”**

St. Francis students are encouraged to become good stewards to all of God’s creation and to appreciate their education as a means to college and career, but also as training for a life of service. As instruments of peace, they will build God’s kingdom through example.

Academic dishonesty is not only a direct affront to St. Francis’s mission; it impairs the character development and integrity of the student by limiting his capability to serve others through example. This limitation hinders the student’s “training for a life of service” and is a disservice to the student and his peers. By participating in this type of conduct, the student implies that success can only be obtained through deceptive methods. These methods are not examples of St. Francis High School’s core values of enrichment of heart and mind, service and humility, brotherhood, and peace. These acts are also direct offenses against the intellectual mission of the administration, faculty, and student/parent community.

### **Definition of Academic Dishonesty**

Academic dishonesty is submitting any work not generated by the student and presenting it as one’s own work. This includes presenting concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to include use of AI (Chat GPT, etc.) lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/ or homework. Academic dishonesty also includes allowing others to violate the academic dishonesty policy by using a student’s own work or another’s work.

### **Forms of Academic Dishonesty (examples include, but are not limited to, the following):**

- Looking at someone else’s work, or knowingly allowing someone else to look at one’s work during an exam, test, quiz or assessment.
- Using or possession of any kind of “cheat notes”, including electronic materials, during an exam, test, quiz or assessment.
- Copying any work that is intended to be done independently or letting another copy one’s work (It is the duty of the teacher to clarify expectations about homework and projects in writing on their course syllabi)
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Providing or selling exam, test, or quiz information to other students
- Using an electronic device to give or receive or copy information before, during or after an exam, test, or quiz



- Physical possession of a phone or other unauthorized electronic device during an exam, test, quiz, or assessment.
- Possession of materials intended to be inaccessible to students (copyrighted test bank questions, materials designed for instructors only, etc.)
- Misrepresenting the composition of student work i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages without citing the source, also known as plagiarism

### Consequences for Violations

St. Francis views violations of the SFHS Academic Honesty Policy as serious offenses and as a result has determined the following consequences. These consequences apply school wide and are cumulative for all four years a student is enrolled at St. Francis.

#### First Offense

- The student will receive an F or zero credit on the assignment, exam, test, or quiz based upon the teacher's grading system
- The teacher will submit a written referral, with appropriate documentation, to the Dean of Students
- The Dean of Students will confer with the parent/guardian within two school days of his knowledge of the incident
- The student and parent/guardian will sign a statement acknowledging the violation/penalty and indicate an understanding of consequences on subsequent offenses
- The Dean of Students may impose a consequence commensurate with the offense

#### Second Offense

Consequences listed in the First Offense and **one or more** of the following:

- A conference will be held with the student, the student's parents, and the Dean of Students
- The student may be subject to suspension and probation
- The student may be barred from participation or having a leadership role in a club, student government, athletic team, or other extracurricular activity for up to one year from the date of the violation

#### Third/Continuing Offenses

Consequences listed in the First and Second Offenses and:

- The student will appear before the Discipline Board to face possible expulsion

### SHARED RESPONSIBILITY FOR ACADEMIC HONESTY

In order for these policies to be successful, administrators, teachers, parents and students must understand and share the responsibilities detailed below.

#### STUDENT RESPONSIBILITIES

The student will:

- Allocate ample time to study
- Protect his work as his own
- Not attempt to look at another student's test or quiz or allow his to be viewed
- Not talk during a test or quiz
- Educate himself on how to cite work correctly
- Not allow work to be represented as his own when it is actually another person's
- Turn off phone and place it in the classroom caddy during tests or quizzes
- Remove smart watch and place it in his backpack during an exam.

#### PARENTAL RESPONSIBILITIES

The parent will:

- Emphasize to his/her son the importance of moral and ethical behavior, in accordance with the SFHS mission and philosophy
- Be aware of undue pressure for high grades at any cost and advocate against this thinking
- Help to provide his/her son with a quiet place to study
- Support his/her son's efforts and completion of his own work
- Encourage effective time management
- Set reasonable expectations

#### TEACHER RESPONSIBILITIES

The teacher will:

- Review the SFHS Academic Honesty Policy at the beginning of the year along with their syllabi
- Use Exam Soft if they choose to use an electronic platform to administer major tests or quizzes
- Have students turn off their phones, remove smart watches and place them in their bags before every test and quiz**
- Be specific and clear about the expectations whether assignments are individual or cooperative
- Clarify the definition and expectations of group work
- Keep completed assignments and tests secure
- Actively proctor every test and quiz is given in class, circulating through the room frequently to help students avoid temptation

*(Adapted from the Fremont Union High School District Academic Honesty Policy)*

St. Francis High School subscribes to Turnitin.com which is a web-based service that helps teachers to identify possible instances of plagiarism. The site does not make the determination of what is plagiarized. The teacher makes that determination, but is supported by a statistical analysis of how much of the paper appears to be original, as defined by Turnitin.com. The website offers a comprehensive article on how it performs this task at <http://turnitin.com/static/plagiarism.html>. Students should be prepared to submit all papers to Turnitin.com digitally, as well as submitting a hard copy in class, as per the teacher's discretion.

## **Honors and Awards**

The first three awards and honors are available to students from all grade levels. Outside course grades are not considered for any honor awards and/or honors societies.

### **HONOR ROLL**

A student must have a 3.0 GPA (computed each quarter) and take at least five academic solids.

### **SCHOLAR AWARD**

A student must have a 3.60 GPA and above (computed each quarter) and take at least five academic solids.

### **HALL OF FAME**

Normally given to the top four students in each grade level, Hall of Fame is computed by figuring the quarterly GPA. Ties are broken when considering, first, the immediately preceding quarter and, second, the student's cumulative GPA. Students must take at least two of the following to be considered for Hall of Fame: World Language, Mathematics, Science.

### **CALIFORNIA SCHOLARSHIP FEDERATION**

*Overseen by the Counseling Department, registration occurs during a two-week period immediately after report cards are distributed*

Sophomores, Juniors, and Seniors are eligible to apply for CSF. There are two filing periods each school year. For the First Semester, it is during the second and third week of the new school year. For the Second Semester, it is during the two weeks following the distribution of 1st Semester report cards. *CSF Registration occurs only during these two-week filing periods.* Students must reapply for CSF membership every semester. Applications are available in the Counseling office.

Membership is based on grades earned in the previous semester. Students must earn a minimum of ten points from last semester's grades using no more than five classes to qualify, (3 points for an "A," 1 point for a "B," 0 points for a "C"). Summer course work is not considered for eligibility.

### **NATIONAL HONOR SOCIETY**

*Founded in 1921 to recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy: Character, Service and Leadership. Overseen by the Counseling Department, The Franciscan Chapter at St. Francis was chartered in 1966.*

The National Honor Society selects new members at the beginning of each fall semester. Seniors and juniors with cumulative weighted GPAs of 3.60 or higher and exemplary records of citizenship and academic integrity are eligible for membership. Eligible students are notified by invitation letters personally delivered to them along with application forms by an NHS co-advisor. For further consideration, eligible students must submit their completed NHS application forms by the deadline stated on the form and in accordance with the provided instructions. Students must maintain a 3.6 for continuous membership.

### **SCHOLARSHIPS**

Other individual scholarships are available from the school based on scholarship and service. These are chosen by the Administration and are good for a portion of one semester's tuition. In addition, scholarships are available from the Alumni Association, Alumni Mothers' Guild, Brennan Newell Scholarship, Gino Pierotti Scholarship, and other sources. Criteria and information for these awards are available through the Development Office. Scholarships are awarded to the ten students who score highest on the entrance examination given at St. Francis and who enroll at St. Francis.

### **FRANCISCAN SCHOLARS OVERVIEW**

- Students in the Franciscan Scholars Program will develop into "faithful men, loving brothers, virtuous leaders and dedicated learners". The program is designed to offer rigorous academic, spiritual and leadership growth as demonstrated in academics and in other school and community initiatives.
- The two-track program is modeled after two Franciscan saints, St. Bonaventure and St. Padre Pio. The Bonaventure Scholars offers honor students a rigorous program through enhanced learning experiences. The Padre Pio Scholars offers student leaders who show desire for deeper personal growth; optional learning experiences that will help them grow in different areas. The programs will deepen their whole person through interdisciplinary cross-curricular experiences and mentorship that help students both "enrich the mind and heart". Students apply to the program in the winter. A committee composed of the Scholar Program Director, Activities Director, and a member of the administration will select the students in conjunction with the Administration. Students must successfully complete the program requirements to continue in program and receive recognition at graduation.

The following honors and awards are reserved for Seniors at graduation based on the seventh semester transcript:

**SUMMA CUM LAUDE**

3.90 and above cumulative weighted GPA

**MAGNA CUM LAUDE**

3.60 - 3.89 cumulative weighted GPA

**CUM LAUDE**

3.00 - 3.59 cumulative weighted GPA

**VALEDICTORIAN**

Awarded to the top ranked student in the graduating class who has spent at least six semesters at St. Francis. If his disciplinary record is unacceptable or if he has not completed all of the service hours required for graduation, an alternate may be selected by the Administrative Team. The valedictorian will be awarded the Capuchin Medal for scholarship.

**SALUTATORIAN**

Awarded to the second highest ranked student in the graduating class who has spent at least six semesters at St. Francis.

**CSF SEALBEARER**

Membership in CSF for four out of the last six semesters of high school, including one semester in senior year.

**ST. FRANCIS CERTIFICATES OF DISTINCTION**

Nominated by the department chairpersons, selected by the administration.

**ROGER BARKLEY AWARD**

Awarded to the Senior who has exhibited both outstanding character and a commitment to the Franciscan Spirit of Education.

**FRED PURNER AWARD**

Awarded to the senior who, in addition to exhibiting a strong academic and extra curricular activity record, is also involved in humanitarian efforts.

**JIM BONDS MEMORIAL SCHOLARSHIP**

This award honors a senior who has distinguished himself in terms of character, leadership, and athletic accomplishment on the football field.

**PETER BRANG MEDAL FOR CITIZENSHIP**

Awarded to that senior who has demonstrated the qualities of strong character and exemplary citizenship over his entire four years as a Golden Knight.

**RUDY TRUJILLO AWARD FOR SUPERIOR ACADEMIC EFFORT**

This award will be presented annually to a young man who, in the opinion of the Administrative Team, has demonstrated continuous improvement, accepted strong academic challenges, and displayed superior effort throughout his scholastic career.

**TOM MORAN AWARD FOR VIRTUE AND INTEGRITY**

This award will be presented annually to a young man who, in the opinion of the school's President and Administrative Team, embodies the Franciscan Virtues, particularly gratitude, humility, and integrity.

**FRANCISCAN SPIRIT AND LIFE AWARD**

Awarded to that student who embodies the ideals of the Franciscan spirit in the best manner.

**PRO DEO ET PATRIA**

Nominated for leadership by the faculty and elected by the senior class.

**PRO DEO ET ECCLESIA**

Awarded for outstanding service to the Catholic Church.

**THE CLARE OF ASSISI AWARD**

Awarded to mother(s)/female guardian(s) who have shared the vision of a Franciscan spirit of education through their longstanding dedication, love and service to St. Francis High School.

**THE ST. FRANCIS AWARD**

Awarded to the father(s)/male guardian(s) who have the vision of a Franciscan spirit of education through their longstanding dedication, love and service to St. Francis High School.

**ARCHDIOCESAN CHRISTIAN SERVICE AWARD**

Nominated by the Christian Service Coordinator and selected by the Administration, this award is given to a graduating senior who has distinguished himself in Christian Service Activities outside of the school campus.

**ST. FRANCIS CAPUCHIN MEDALS FOR EXCELLENCE**

Nominated by department chairpersons, selected by the administration. Given in the following subjects: Art, Athletics, Biology, Chemistry, Chorus, Computer Science, Drumline, Economics, English, Human Geography, Graphic Design, Kinesiology, Latin, Mass Media, Mathematics, Physics, Psychology, Religion, Spanish, Theater, U.S. Government, United States History, and World History.

**HONORS DIPLOMA**

Awarded to students who exceed the school's graduation requirements by taking a fourth year of Mathematics, a third year of the same World Language, a third year of a Laboratory Science (Principles of Science is not a lab science), at least one Advanced Placement course in their senior year, and who have achieved a cumulative GPA of 3.60 or higher. A student's required service hours must also be completed by the application deadline, which is April 15.

**Black Student Union Academic Excellence and Community Engagement Scholarship**

The Black Student Union Academic Excellence and Community Engagement Scholarship was initiated by Monique Orrantia-Freeman (Morgan '26). The scholarship is based on enhancing academic, cultural, leadership, and social development of the entire St. Francis High School community. The graduating senior selected for this scholarship by the School Administration has demonstrated the Franciscan virtues and has exhibited his commitment to higher education. This award is designed to support and encourage a graduating Black scholar to pursue their academic endeavors and to be a beacon of light for equity.

**Allen Lund Good and Faithful Servant Award**

This award celebrates the legacy of founding Board Chairman, Allen Lund, who lived a life of servant leadership and modeled perseverance, and grit. Allen founded the Allen Lund Company in 1976 and became well known as a business visionary, extraordinary listener, and problem solver. He believed wholeheartedly in the value of a Catholic, Franciscan education, leading our Board for 19 years and actively engaging with numerous Catholic organizations. This award honors a senior who has demonstrated and modeled values and attributes that Allen personified.

# *Guidance and Counseling*

The Guidance and Counseling Center is located in the center of the Administration Building, off of the passageway. Each student is assigned to a grade-level counselor who supports and guides the student throughout the school year. The Counseling staff includes a freshman counselor, sophomore counselor, three college counselors who each work with assigned juniors and seniors, a full-time Personal/Wellness Counselor available to all students, and a counseling assistant who provides administrative support for the department. Parents will be notified of their son's assigned counselor.

## **PHILOSOPHY**

Each student is unique in God's creation. Our counselors are committed to working with each student as an individual so that he may develop the optimum potential of his mind and heart. The department recognizes that problems are a natural part of human life and range from everyday demands to serious life crises. It is the counselor's role to assist students in identifying problems, developing alternatives, and making informed choices and decisions. A student with any problem may seek out any member of the counseling staff. In accordance with state law, all discussions are held in confidence, with the exception of those communicating an intent to harm oneself or others or those disclosing that someone is harming the student or another minor.

## **OVERALL GOALS AND OBJECTIVES**

- ◆ To develop in the student an understanding and appreciation of self and to help him understand his place in the kingdom of God
- ◆ To assist students in solving problems and making objective plans for the future
- ◆ To ease the transition from elementary or middle school to high school and again from high school to higher education
- ◆ To provide information about life/career choices and the vocational and/or educational commitment involved in those choices
- ◆ To make available all pertinent information and assistance to help the student make responsible and realistic educational decisions both for the present and the future

## **INDIVIDUAL COUNSELING**

Each student is entitled to at least one individual counseling session with the grade level counselor during the academic year; however, the grade level counselors attempt to see each student once a semester and/or as many times as necessary to help with individual problems. Grade level counselors refer students to the Personal/Wellness Counselor when deemed necessary. Referrals to grade level counselors or the Personal/Wellness Counselor may be made at any time by parents, teachers, administrators, other counselors, or by students themselves. Students may request an appointment by filling out a counseling request form and submitting it to the department assistant in the Guidance and Counseling Center. If immediate assistance is needed, call or email the grade level counselor.

Counseling sessions may be scheduled for some or all of the following reasons:

- ◆ To discuss educational concerns and explore methods for improving academic performance
- ◆ To discuss personal or social issues in a confidential setting
- ◆ To aid in conflict resolution
- ◆ To assist the student in handling matters of a crisis nature
- ◆ In certain cases, to help a student and his family work out difficulties that are impeding the student's academic performance
- ◆ To help the student achieve present and future goals in education

Parents, teachers or students may request counseling appointments for students by contacting the counseling department assistant. Parents should feel free to call or email the grade level counselor or the Personal/Wellness Counselor with any concerns regarding their son.

## **GROUP COUNSELING**

In addition to individual counseling sessions, the counselors may conduct large and small group meetings. Among the many reasons for group counseling are the following:

- ◆ To aid in conflict resolution
- ◆ To inform the student body of school programs or resources available
- ◆ To establish support groups for students with similar problems, difficulties or interests
- ◆ To prepare students for and disseminate standardized testing information

## **DRUG/ALCOHOL COUNSELING**

If a student seeks out a counselor under the umbrella of confidentiality and asks for help with a drug and/or alcohol problem (or addiction), that student shall receive help in the following manner:

- ◆ Drug and alcohol addiction can be life threatening. Once the school becomes aware, parents or guardians and the Personal/Wellness Counselor will be notified

immediately.

- ◆ In conjunction with parents or guardians, arrangements will be made for a program that treats such addiction; placement assistance can be offered
- ◆ The Principal shall be kept informed of the ongoing situation by the Personal/Wellness Counselor
- ◆ The Personal/Wellness Counselor (with the assistance of the grade level counselor) will serve as a liaison, collecting and forwarding school work to the student in order to keep him on track in his classes
- ◆ When the student is ready to return to St. Francis High School as indicated by his program director, the transition shall be eased by the Personal/Wellness Counselor and/or the grade level counselor, and he will return as a student in good standing. Parents may also contact the Personal/Wellness Counselor under the umbrella of confidentiality and seek help for their son regarding a drug/alcohol problem (or addiction). These students will receive help in the same manner.

#### **PARENT MEETINGS**

The Guidance and Counseling Department schedules periodic grade level and/or general parent meetings to discuss pertinent issues. The following are listed in the school calendar and details about them will appear in the monthly newsletter:

- ◆ “College Knowledge Night” (for seniors ) in August or September;
- ◆ “Growing Pains” (for all new parents) in September or October;
- ◆ PSAT results Night (for Freshman, Sophomores and Juniors) in December;
- ◆ “Parenting Skills Night” (for all parents) various nights throughout the year;
- ◆ “College Night for Juniors”, “College Night for Sophomores” and “Building a College Profile for Freshmen” in January, February, or March;
- ◆ “Case Studies” (for juniors and parents of juniors) in May.

#### **STUDENT EVENTS**

Annually, the Counseling Department sponsors separate Career and Vocations and Student Wellness assemblies.

#### **CHILD ABUSE REPORTING POLICY/LIMITS TO CONFIDENTIALITY**

Out of concern for abused children and their families, California State Law requires that known or reasonably suspected incidents of child abuse must be reported immediately, by telephone to a child protective agency by a mandated reporter. Child abuse includes physical injury, sexual abuse and child neglect. St. Francis faculty and staff members are mandated reporters and are required to report all incidents of suspected or observed child abuse and/or attempted suicide or suspected intent to commit homicide, regardless of the source of information (i.e., counseling session, retreat, classroom observations, journal entries, etc.).

#### **TESTING**

The testing program is coordinated by the College Counselors who are assisted by the other counselors with testing and articulating results to the students. The following tests are administered to all students.

- ◆ Freshmen: PSAT 9 Results become available online to freshmen by December.
- ◆ Sophomores: PSAT Results become available online to sophomores in December.
- ◆ Juniors: PSAT Results become available online to juniors in December.

Advanced Placement Examinations are administered in all subject areas in which AP classes are offered. The College Counselors also advise students when to take the SAT and ACT (college entrance examinations).

#### **COLLEGE APPLICATIONS**

All activities related to the Common Application and college applications are coordinated through the College Counselors. After school workshops for the Common Application and the University of California and California State applications are held in September and October. Students independently file all necessary application materials and inform the College Counselors of applications submitted by updating their accounts in Naviance. For Seniors, college visitations should be made during weekends, vacation periods, or during KAIROS retreats. It is the student’s responsibility to know all application deadlines, especially if special deadlines apply.

#### **TRANSCRIPT REQUESTS**

Transcript requests must be made through Naviance by maintaining an up-to-date list of colleges to which a student plans to apply. In general, the UC system uses student-reported grades and does not require a transcript with the application. CSU campuses vary; but most use self-reported grades. After an initial review, a transcript may be required and the student will be notified. The student must then notify his counselor that a CSU campus has requested his transcript. Most private universities will require a transcript with the application. Because of the high volume of transcripts processed all transcript requests must be made one month PRIOR to the university's deadline, or by November 15, whichever comes first. Hard-copy transcripts are \$5.00. (Students are not charged for electronic submission of transcripts, nor are they charged for midyear and final mailings of hard-copy transcripts that follow an initial transcript mailing.) All outstanding transcript fees must be paid prior to graduation.

#### **NAVIANCE**

St. Francis High School subscribes to Naviance, a web-based college search and application system. The College Counselors provide Naviance training to

freshmen, which allows them to become familiar with its features. Parents of freshmen are provided with access codes to Naviance at the Building a College Profile event in the spring semester. Freshmen, sophomores, and juniors use Naviance to complete inventories for self-discovery. Juniors and seniors and parents also use Naviance to complete questionnaires for the College Counselors. In their senior year, students use Naviance to create their final college lists, which direct the College Counselors on where to send students' transcripts and related documents. The deadline for seniors to update Naviance for their final college list is November 15. Naviance also has a feature that tracks anonymously, the recent application history of St. Francis students to specific colleges and universities, which allows future potential applicants from St. Francis to assess more accurately their likelihood of admission to those colleges and universities.

### **NEWMAN CENTER**

In an effort to promote the spiritual guidance of our graduates after they leave St. Francis High School, we regularly provide our graduate information to the Newman Centers at the colleges our students will attend. If a family wishes not to have us share that information, they must notify the Counseling Office in writing by May 1.

### **LETTERS OF RECOMMENDATION**

Students are responsible to:

1. Determine which colleges require letters and which use the Common Application/electronic submission. (The University of California and California State University campuses typically do not read letters of recommendation.)
2. Complete the senior survey in Naviance (a requirement for the counselor letter of recommendation). The senior survey is due in mid-September; see the school calendar for details.
3. Request letters in person from teachers and, for teachers who agree to write letters, submit teacher letter of request forms (available from the Counseling Office).
4. Students are required to request one letter of recommendation from a teacher in the spring of junior year. (The counselors will inform juniors of the required procedures and deadlines.)
5. If, during senior year, a student becomes aware that he needs a second teacher letter of recommendation for the colleges he is applying to, he must ask the teacher in person if he/she is willing to write a letter of recommendation for him and then prepare a letter of recommendation request form for that teacher. He must submit the completed letter of recommendation request form to the teacher at least four weeks before the application deadline of the college requiring a second recommendation or by November 15, whichever date comes first.

The student is asked by the colleges he applies to whether he is willing to waive his right to review recommendations (under the Federal Educational Rights and Privacy Act) if he is accepted by a college and chooses to attend it. The St. Francis college counselors strongly encourage students to waive their rights to review recommendations because recommendations in which the student has waived his right to review are viewed with more credibility by college admissions officers during the colleges' admission process. St. Francis administrators and faculty members have the discretion to decline a request to write a letter of recommendation and may require a student to waive his right to review the letter as a condition for writing it.

It is extremely important that students meet all deadlines.

### **FINANCIAL AID**

It is generally recommended that all families file federal financial aid (FAFSA) forms (available at [www.fafsa.gov](http://www.fafsa.gov)), whether or not need-based financial aid is sought. Some merit-based scholarships cannot be awarded unless the federal forms have been filed. Federal financial aid forms may not be filed prior to October 1 of the year preceding the intended school year. Many private colleges also require students to fill out the CSS Profile (available at [www.collegeboard.com/profile](http://www.collegeboard.com/profile)) or the school's own institutional form in addition to the FAFSA. Each student is responsible for determining proper forms and deadlines. The Counseling Department hosts a FAFSA Review Night, which is held in September or October of the senior year. For more information regarding financial aid, go online to [www.fafsa.gov](http://www.fafsa.gov) or [www.collegeboard.com/profile](http://www.collegeboard.com/profile)

### **PRIVATE SCHOLARSHIPS**

Private scholarships are available from a number of sources. The College Counselors receive notice of local scholarship opportunities and announce them on KNIT. Some families have found free local scholarship search services such as [www.fastweb.com](http://www.fastweb.com) to be a helpful resource in exploring local scholarship opportunities. Families should be aware that most scholarships are awarded by colleges themselves. Families seeking significant amounts of merit scholarships should consult with the counselors for information about which college have historically been more generous in awarding merit scholarships.

Parents often ask about scholarship search companies and their effectiveness. St Francis High School does not recommend fee-based scholarship search services and does not sponsor any such service. Families are advised not to pay for scholarship search services and not to pay to file a scholarship application with any program that requires a fee.

### **ADJUSTMENTS FOR STUDENTS WITH LEARNING DIFFERENCES AND/OR ADHD**

St. Francis High School strives to create a learning environment that allows students to experience academic success. Accordingly, the school approves adjustments for students with diagnosed learning differences (LD, and/or ADHD). These include reasonable adjustments that a teacher or the school can provide. Parents of a student with a learning difference should contact the Learning Specialist if they desire formal adjustments for him. Among the requirements is documentation of complete psychoeducational testing by a licensed professional that confirms a diagnosis of a learning difference and contains recommendations for adjustments based on how the condition impairs academic performance. The testing must have been done within the last five years.

A minimum of 14 calendar days is required between the receipt of the documentation by the Learning Specialist and the implementation of any school-based adjustments. A student may not

qualify for adjustments on other standardized exams (ACT, SAT, AP) if such adjustments have not been approved by the school or have not been utilized on school examinations.

The Learning Specialist maintains a confidential list of students who are eligible to receive school-based adjustments. This list may be shared with the student's teachers for consultation. Individual teachers, at their discretion, may implement classroom adjustments that are recommended in the student's formal plan and are consistent with his/her academic policies.

The Learning Specialist meets with the student to review how to implement adjustments in each class. In addition, the Learning Specialist will review how adjustments are given on quarter/semester exams, document that information, and communicate it in writing to students and parents. A student who does not adhere to the established procedures will not be allowed to use the adjustments for quarter/semester exams.

#### **ADJUSTMENTS FOR STUDENTS WITH DIAGNOSED MENTAL HEALTH DISORDERS**

St. Francis may also approve adjustments for students with diagnosed mental health disorders (i.e. Depression, Anxiety Disorder, Obsessive-Compulsive Spectrum Disorders, self-harm etc.). These include reasonable adjustments that a teacher or the school can provide. Parents of a student with a mental health disorder should contact the Wellness/Personal Counselor if they desire formal adjustments for him. Among the requirements is documentation by a licensed professional which diagnoses or confirms a diagnosis of a mental health disorder and contains recommendations for adjustments based on how the condition impairs academic performance.

The diagnosis must have been done within the previous twelve months. A minimum of 14 calendar days is required between the receipt of the documentation by the Wellness/Personal Counselor and the implementation of any school-based adjustments. The Wellness/Personal Counselor maintains a confidential list of students who are eligible to receive school-based adjustments. This list may be shared with the student's teachers for verification and consultation. The Wellness/Personal Counselor, in collaboration with the Dean of Studies, meets with the student and/or individual teacher(s) to review how to implement adjustments in each class.

#### **WELLNESS ROOM**

The Wellness Room is a place for students to utilize when they need a quiet, safe space to self-soothe. The Wellness Room is open during the school day and can be used as needed. Before entering the Wellness Room via the Guidance & Counseling Office, students must be excused from class by their teacher (if missing class time) and inform a counselor or the counseling assistant that they will be using the room. Students must relinquish their cell phone while using the Wellness Room. While we encourage students to utilize the Wellness Room as needed, students are responsible for communicating with teachers and making up any missed work during class time.

## ***Fr. Lawrence Caruso Learning and Technology Center***

#### **FR. LAWRENCE CARUSO MEMORIAL LEARNING CENTER**

The Learning Center is located in the 300 building. It serves as the primary resource center for both faculty and students. Its purpose is to lend strong support to the academic program of the school and to aid in achieving its educational aims, as well as to provide both opportunity and stimulus for self-education. The Learning Center strives to support all of the goals of St. Francis High School.

Students have access to a fully equipped computer lab that contains 20 networked Dell PCs and 12 Dell networked laptops with Internet connections. Students have access to all Google applications and MS Office applications for research, tutoring, and accessing information off-site. In addition to these applications, students have access to academic research databases on and off campus. Access to these research databases is available through Plus Portals. In learning to use these facilities, students are well prepared to utilize public and college libraries.

The Learning Center also includes a facility for Robotics and two private study rooms for independent and group study.

While the resources of the Learning Center reflect the philosophy of the school, the Learning Center implements school goals and objectives primarily through programs and services. The Learning and Research Librarian is available for one-on-one and classroom research assistance and instruction.

#### **FRESHMAN ORIENTATION**

Orientation sessions are provided for all incoming freshmen at the beginning of the school year in order to acquaint new students with this facility, its resources, and its procedures.

#### **MATERIALS/CIRCULATION/OVERDUE**

The Learning Center offers a relevant and growing collection of print and electronic books. With the exception of reference books, print books may be checked out for a period of two weeks with one renewal period of 7 days. Electronic books are accessible by multiple users on and off campus.

#### **HOURS OF OPERATION**

Monday – Thursday: 7:30am to 5pm except for Standardized testing day; last day of quarter/semester exams; faculty in service days; faculty retreat day

Friday: 7:30 am to final bell.

First Two exam days: 12:00 p.m. - 2 p.m. (except Friday - Learning Center Closed)

Extended hours (from after school to 5 pm) after school will begin the first week of September and conclude the last week of May.

## *VII*

# *Attendance/Discipline*

### **GENERAL REGULATIONS**

**School Hours** : School begins at 8:05 a.m. Dismissal times vary. Please See **SCHOOL SCHEDULE** on the last page.

### **REGULAR ATTENDANCE**

Regular attendance at school is important and students may be absent from school only for serious reasons. Helping with child care, having overslept, or working on school-related projects are not considered excused absences. A student who is not in school by 10:00 a.m. is unable to participate in or attend any after-school activity (i.e., athletic contests, practice, play, awards ceremony). The Dean of Students is the only person to approve exceptions, and **this must be done in advance**. Medical, dental, or other appointments which would interfere with class hours should not be made except in emergencies, and, in those cases, transportation must be provided by parents, guardians, or only those individuals indicated on the Student Emergency Card and not by fellow students. **Authorized persons picking up a student for early dismissal must sign the student out in the front office.** Re-admission for the insufficient reasons given above will be on an unexcused basis and students will be subject to disciplinary action. Moreover, tests or work due on the date(s) of the unexcused absence may not be made up.

### **HEALTH AND SAFETY**

Some general reminders for our students include:

1. If a student is sick or has contagious symptoms (fever or respiratory issues), please keep him home until at least 24 hours after the fever has broken;
2. Everyone should wash his/her hands frequently (soap and water preferred for 20 seconds or longer);
3. People with a cough should cover his/her nose when coughing or sneezing, and dispose of tissues immediately;
4. Avoid contact with anyone who is exhibiting symptoms of a cold;
5. Avoid touching one's eyes, nose, and mouth;
6. Clean and disinfect common areas regularly;
7. Get plenty of sleep, drink water, and eat nutritiously

A student who is not feeling well during a school day is expected to come to the front office. Because a student with a temperature (100.4 or higher) may be contagious, he cannot remain on campus and a parent will be called to come and retrieve him.

### **VACATION/PLANNED ABSENCE**

While St. Francis High School is a family-oriented institution, we strongly discourage family vacations taking place during the school year. Parents who request such an absence that will occur during regular class time must submit a written request to the Dean of Studies two weeks prior to their departure. Parents and students who receive permission for such an absence recognize that they do so at their own risk, and that the student will be held responsible for all work assigned during an absence. It is the student's responsibility to contact each teacher to request assignments. Should such a trip take place without the school's permission, the absence would be considered as unexcused. For Seniors, college visitations should be made during weekends, vacation periods, or during KAIROS retreats.

### **VERIFICATION OF ABSENCE**

In the event of an absence or tardiness of one period or more, a parent or guardian must call the school before 10:00 a.m., to explain the cause. **Also**, a note, written by the parent/guardian must be presented to the Attendance Officer before a student is re-admitted to class. A note from a parent/guardian is required regardless of a student having reached legal age or having been granted emancipated status. This note must be signed, and a satisfactory reason for the absence must be given. Those students leaving campus during the day for a medical or dental appointment must present a signed note from that medical office upon their return to school. An "admission slip" will be given to the student which he must present to each teacher before class. If a parent phone call verifying the absence is not received or if the student fails to bring a signed note from the parent, he will be subject to disciplinary action. In case of a prolonged absence, a call every second day is sufficient.

Absences totaling 12 or more class hours during a semester marking period may result in credit being withheld for that semester's work.

### **TARDINESS TO HOMEROOM**

The 7:55 warning bell indicates that students have 10 minutes to get to Homeroom. The 8:05 bell signifies the start of the school day; students are to be in their Homeroom BEFORE the 8:05 bell



rings. Students late to Homeroom are to check in immediately with school personnel, (who will be located in front of the theater). For every fifth tardy that a student accumulates in a semester, a detention will be issued.

If a student meets the school's criteria of being habitually tardy (15 or more tardies in a semester is considered habitually tardy), he will be placed on disciplinary probation. Other penalties could include withholding him from participating in extra-curricular activities or similar restrictions.

Students arriving on campus after the 8:23 bell, which indicates the start of the first period of the day, will report directly to the front office. The student must present a parent note to the attendance coordinator that explains the student's tardiness. If the student cannot produce a note, he will not be allowed to go to class until a parent is contacted via a phone call.

#### **DROP OFF AND PICK UP OF STUDENTS**

There are a variety of convenient ways to facilitate the drop off/pick up of students at school. They include:

- ◆ Drop off/pick up in front of St. Bede's church across the street from the parking structure (Crossing Guard on duty)
- ◆ Driving through the parking structure and turning left into the designated drop off/pick up zone

## **Campus Regulations**

#### **OUT-OF-BOUNDS**

The following areas are out-of-bounds to all students:

Parking structure\*, any and all construction zones (these will be clearly marked), classrooms, balconies, locker areas, and football field during the break and lunch periods (exception: if students are on their way to the Learning Center)

**\* NO STUDENT IS TO ENTER THE PARKING STRUCTURE AT ANY TIME DURING SCHOOL HOURS UNLESS HE FIRST OBTAINS PERMISSION FROM AN ADMINISTRATOR. ANY STUDENT FOUND IN THE PARKING STRUCTURE WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY ACTION.**

#### **MORNING BREAK AND LUNCH PERIOD**

- ◆ All students are restricted to the upper campus during these periods. Except on rainy days, food is not to be eaten in the classrooms unless there is a faculty supervisor present.
- ◆ All students are responsible for keeping their campus clean by properly disposing of papers and garbage.
- ◆ All students must participate in campus clean-up under the direction of the faculty.
- ◆ No athletic equipment: balls, lacrosse sticks, baseball bats, etc. are to be used in the quad area of the upper campus

#### **VISITORS**

Students from other schools are not permitted on campus during class time without the Principal's permission.

#### **CLASSROOMS**

When the first bell rings for class, each student is to go promptly to his particular classroom and sit in his place. Students not in the classroom by the time the second bell rings are considered tardy.

When the bell rings at the end of a class session, those students who are leaving that classroom for other assignments should do so without delay and without disturbing the other students. Courtesy demands that a student ask permission before speaking or leaving his place in the classroom. Courtesy also requires that a class stand at the entrance and departure of the faculty and each adult visitor who may enter the classroom. They need not stand when such visitors enter or leave from the rear of the room.

Students must always have their books, paper, pen, and other necessary materials in class.

When addressing the members of the faculty in class and outside, the students are required to use the proper form of address at all times. The proper forms of address are: "Yes (No), Father (Brother)," "Yes (No), Sir, (Ma'am)."

No food or drink (with the exception of water) is to be brought into the classroom. Chewing gum and sunflower seeds are not permitted on campus.

Students are never to enter a classroom or other school facility until a teacher is present.

#### **PUBLIC DISPLAYS OF AFFECTION**

Students are expected not to express public displays of affection to others while on campus or at school activities.

#### **LOCKERS**

- ◆ Any student may request a locker from the Office of the Dean of Students.

- ◆ At all times, lockers are to be kept locked. They must also be clean and neat. There will be periodic health and safety checks and those with untidy lockers will be subject to disciplinary action.
- ◆ The school is not responsible for the loss or theft of any articles stored in a student locker. Students are responsible for any articles stored in their locker and any writing/markings on the inside of their lockers.
- ◆ Under no circumstances is a student to reveal his locker combination to another student nor is a student to open another's locker. P.E. lockers are to be used only for P.E. equipment.
- ◆ Only locks purchased from the school may be placed on the P.E. lockers. If students wish, and in order to afford greater protection for their property, a second lock, purchased from the school, may be put on their regular school locker.
- ◆ At the end of the year, a deadline date will be given for cleaning out all lockers. All items found in lockers after this date will become property of SFHS.

#### **PERSONAL APPEARANCE**

While recognizing the prime responsibility for good grooming is that of the student and the parent, the school nevertheless shares in this obligation since it believes that good grooming signifies the difference in character and motivation that should distinguish the St. Francis student from students attending other schools. It is expected that a student comes to St. Francis High School to pursue his coursework seriously each day. Appearance, dress, and grooming make the school atmosphere more conducive to academics. Observing the ordinary rules of personal neatness and cleanliness is an essential part of our expectations.

# *Hair and Dress Regulations*

The Dean of Students is the final authority on all dress code regulations. The hair and dress code is in effect from the first bell to the last bell on school days.

## PANTS/SHORTS:

Pants **MUST NOT HAVE** any of the following:

- REGARDLESS OF THE COLOR OF THE PANTS, DENIM MATERIAL IS NOT ALLOWED
- JEAN STYLE PANTS ARE NOT ALLOWED
- A HORIZONTAL CUT ON THE OPENING OF THE FRONT POCKET IS NOT ALLOWED.
- PATCH POCKETS, I.E. POCKETS ON THE OUTSIDE OF THE PANT ARE NOT ALLOWED.
- RIVETS ARE NOT ALLOWED.
- NO OVERSIZED OR EXCESSIVELY TIGHT PANTS.
- NO CARGO POCKETS
- PAINTER OR CARPENTER PANTS WITH TOOL POCKETS AND/OR LOOPS.

Pants **MUST HAVE:**

- Belt loops
- One solid color.
- Front pockets that have a vertical dress pant cut, (typical dress pant cut).
- A back pocket cut of the inside variety (typical dress pant pocket).
- Belts must be worn
- Shorts follow the same guidelines as above.
- Athletic tights or sweat pants may not be visible underneath shorts. Shorts must touch the top of the knee and may not extend below the bottom of the knee.

## SHIRTS/JACKETS :

- Shirts must have a collar; long or short sleeve shirts are acceptable.
- Shirts should be solid colored, but multiple colored stripes are acceptable. Print or checkered/plaid shirts are not acceptable.
- A turtleneck is not considered a collared shirt.
- Flannels, hooded sweatshirts, sweaters or jackets may be worn as an outer garment, however a collared shirt must be worn underneath these garments.
- Shirts must be tucked in and buttoned during school hours.
- Hoods may not be worn during school hours.
- Students are allowed to wear hoods or hats out doors only when it is raining.

Note: Knit hats with St. Francis logo and purchased from Knightwear may be worn out-

## SHOES/SOCKS :

- Must be clean with no wear damage.
- Standard socks which cover the ankle are required at all times.
- Sandals, open toed shoes, house slippers, crocs, moccasins, and Ugg type shoes are not acceptable
- Cowboy, military, or any type of high laced boots, are not acceptable.
- The heel of the shoe must be worn properly on the back of the foot.

## HAIR AND SHAVING CODE:

- Hair must be styled in such a manner that it does not cover the eyebrows or ears.
- No part of the hair shall exceed 4 inches in length.
- Hair length on the back of the neck is limited to touching the top of the shirt collar.
- No rubber bands or hair bands are allowed.
- Braided hair is acceptable as long as it meets the other standards of the hair code.
- Hair shall be worn in a manner as to be tapered and evenly cut.
- Hairstyles must be moderate and well-groomed.
- Exaggerated styles are not permitted.
- Drastic transitions, where part of the haircut is very long and then immediately transitions to short hair, are not allowed.
- Short sides and a fuller top are permitted as long as they adhere to the stipulation above and do not exhibit a harsh transition. An example of an acceptable cut is where the sides taper from a "1/4" cut to a "1/2" to a 3/4" cut.
- No designs whatsoever may be trimmed into the hair. (letters, designs, racing stripes, etc.)
- Hair must be its natural color
- Hair must be neatly combed
- Sideburns may not extend lower than the bottom of the ear
- Completely shaved heads are not permitted. Mohawks, faux hawks, spikes, mullets or any other similar hair variations that are extreme or exaggerated are not allowed.
- All students must be clean shaven. No mustaches, no goatees, no five o'clock shadows are allowed
- The administration reserves the right to determine what qualifies as an acceptable haircut. Any student not in compliance with the hair code will have to cut his hair in such a way that it conforms to school policy.

## ATHLETIC EVENT DRESS CODE:

Levi/denim pants, t-shirt and printed shirts in good taste are acceptable.

## THE FOLLOWING ARE PROHIBITED:

Hats; excessive jewelry. bandanas; tattoos; nail polish; makeup, nail polish, sunglasses; suspenders; military style jackets; full-length trench coats; **earrings**; safety pins, wallet chains; dressing entirely in black; any item of clothing or jewelry that displays alcohol, drug tobacco, firearms or anything else in conflict with the Catholic Church and/or the mission of St. Francis High School.

### **MASS/SPECIAL ASSEMBLY DRESS CODE**

St. Francis reserves the right to require appropriate dress for certain special events such as Mass, assemblies, etc. The dress code for these events is outlined below and will be announced in advance of the event/day. Additionally, these dress up days are noted in the school calendar. **Students who arrive out of dress code are expected to report to the Dean of Students before Mass and will receive special seating at Mass and an automatic detention.**

Appropriate attire consists of:

- ◆ Solid colored slacks as listed on the previous page (shorts are not acceptable)
- ◆ Dress shirt and conventional tie/bow tie
- ◆ Dress shoes or athletic shoes (boots are not acceptable) and socks must be worn

Brown and Gold Days (See Calendar) On days designated as “Brown and Gold Days,” students may wear a St. Francis tee shirt instead of a collared shirt. Shirts must be tucked in. Sleeveless tee shirts may not be worn.

***DRESS REGULATIONS ARE IN EFFECT AT ALL SCHOOL FUNCTIONS AND EVENTS UNLESS OTHERWISE ANNOUNCED. CONSISTENT DRESS CODE VIOLATORS WILL BE SUBJECT TO SPECIAL DRESS CODE ON A CONTINUING BASIS.***

### **STUDENT IDENTIFICATION**

St. Francis students must have their student body cards in their possession when on the school campus, or at any extracurricular function of the school, such as games or dances. Students not having their student body cards on campus will be subject to disciplinary action; those not having them at extracurricular functions will be denied admission. Anyone who loses his student ID card must see the Dean of Students.

### **PARKING**

Students who park in the student structure must purchase a parking permit for the school year at a cost of \$50.00.

- ◆ Lower level is designated for faculty/staff parking only.
- ◆ Ground level is designated for seniors only.
- ◆ Middle and upper levels (open air) are designated for Seniors and Juniors only.
- ◆ Sophomore and freshman students can apply for a parking permit if there are still parking spaces available in the structure.
- ◆ Parking is forbidden in certain residential areas around campus.
- ◆ If a student parks off campus, he is responsible for the safety and cleanliness of the street. Failure to do so will result in disciplinary consequences.
- ◆ All student vehicles driven to school/school-sponsored events are subject to search, whether parked on campus or not.
- ◆ Any student who drives recklessly in the parking structure or in the immediate vicinity of the school will lose his privilege of bringing a car to school, if the case warrants, the matter will be turned over to the police.

### **STUDENT PROPERTY**

- ◆ It is recommended that a student not carry excessive amounts of money. If a student must bring a large amount of money to school, it should be checked with the Dean of Students
- ◆ All students are to print their names with a permanent marker clearly on the edge of the pages of all their books.
- ◆ A student is responsible for any/all items found in his bookbag, locker, vehicle, or in his possession.
- ◆ Students are expected to submit calculator serial numbers to their math teachers .
- ◆ Athletic equipment is not to be used on the upper campus at any time

### **LOST AND FOUND**

- ◆ Loss of books or other personal property must be reported as soon as possible to the Dean of Students.
- ◆ Any property left unattended will be turned over to the Lost and Found which is located at the Front Office Desk.

## **DISCIPLINARY CONSEQUENCES**

**The responsibility of the good order of the school has been delegated to the Dean of Students. All inquiries concerning detention, misconduct, etc., should be directed to him.**

### **GENERAL POLICY**

When there is neglect of academic duty and personal responsibility or when there is misconduct and disregard for school regulations on the part of students at campus activities, school-sponsored or related events, such as dances, athletic activities, or by identifying oneself as a St. Francis student at any time, the administration will take appropriate action. When a student consistently demonstrates an unwillingness to abide by the school's disciplinary policy, it affects the climate and culture of St. Francis. Demonstrating an attitude of non-compliance in regard to school rules can jeopardize one's future at St. Francis. A student who consistently violates our discipline policy can expect the following progressive steps to take place:

- Step 1: A semester of disciplinary probation with the possible forfeiture of extra-curricular activities;
- Step 2: Not being invited to return for the following year;
- Step 3: Having to appear before the Discipline Board (see below)

### **MAJOR VIOLATIONS**

A major violation as outlined in this handbook can immediately place a student on step 3 (Discipline Board Hearing)

St. Francis High School takes its policies regarding offenses for which one may be expelled very seriously. Whether such an incident occurs during the first or final semester of one's attendance will not mitigate the consequences. The following guidelines, however, will be used:

Offenses which are in the expulsion or disciplinary probation category will be reported to the Principal by the Dean of Students.

Disciplinary Consequences:

- ◆ Parent notification of the offense
- ◆ Suspension from school pending the Discipline Board's hearing (under normal circumstances, this will occur within three school days of the parent notification)
- ◆ A student/parent hearing before the Discipline Board

The Discipline Board exists to advise the Principal on serious disciplinary matters and to recommend appropriate consequences

The Board will consist of the Administrative Team, two elected members of the lay faculty, and one selected member of the Capuchin Franciscan Order.

A quorum must be present to hold a Discipline Board meeting.

Board hearings will be conducted by the Dean of Students who will first present the evidence of the case to be decided and discuss the prior disciplinary history of any student(s) involved. This hearing (under usual circumstances) will occur within three school days of an incident involving possible expulsion. The student's counselor will make a brief statement to the Discipline Board regarding any interaction he/she has had with the student. This statement may also include any pertinent information which can be shared with the Discipline Board without violating counselor confidentiality.

Subsequently, the student(s) and his parents/guardians will be offered an opportunity to make a brief statement and to answer questions from members of the Board. The student must be represented by parents/guardians at this hearing. Legal representation will not be permitted at this hearing.

Following the meeting, members of the Board will discuss the possible consequences. Decisions will be reached by a consensus of the Discipline Board. The Dean of Students will notify the parents/guardians of the outcome within two school days of the hearing. This will permit members of the Board additional time for discernment. All discussions which occur at a Discipline Board hearing are confidential.

### **APPEAL**

Since Discipline Board decisions are reached by consensus, an appeal of any decision reached by the Discipline Board will first be made to the Principal. Any such appeal shall be based on new facts, circumstances, or evidence not previously presented to the Discipline Board. The Principal will re-convene the Discipline Board to discuss the basis of the appeal.

A final appeal may be made to the President. Any such appeal shall be based on new facts, circumstances, or evidence not previously presented to the Discipline Board or the Principal (during the first appeal) or on the basis of procedural error.

**LIST OF OFFENSES FOR WHICH A STUDENT MAY BE EXPELLED. THESE INCIDENTS ARE ALPHABETICAL AND NOT EXCLUSIVE:**

*Absences*

Unexcused absence from class

*Abuse of school personnel*

*Academic Honesty Policy Violations*

Including changing a grade electronically, plagiarism, and academic dishonesty

(as specified on pages 16-17)

*Accumulation of repeated incidents*

Including, but not limited to all infractions listed as grounds for probation, class disruption, dress code, tardiness, technology violations, academic honesty issues, and others as listed on this page.

*Alcohol*

Sale, use, distribution, or possession of any alcohol on or near school premises or at any school event.

*Assault/Battery*

Any threat of force or violence directed toward anyone

*Damage/Vandalism*

Willfully damaging or attempting to damage school property or otherwise injuring in any way, real or personal property including graffiti

*Defamation of School Reputation*

Any act which directly or indirectly harms the reputation of the school in the community

*Demonstrations*

Encouragement/participation in illegal or unauthorized demonstrations

*Detention*

Failure to serve detentions

*Dishonesty*

Knowingly lying or providing false information to authorities during an investigation

*Disobedience*

Continued and willful disregard for school policies

*Disruption*

During school activities or other willful defiance of value, authority of supervisors, teachers or administrators

*Forging and/or using forged notes/ excuses*

*Gambling*

Not permitted on school grounds

*Gangs*

Membership in groups using violence or coercion (See page 32)

*Harassment*

(See page 33)

*Hazing*

Un-Christian-like behavior toward another

*Inappropriate Online Posting*

Posting comments online or on social media that are in conflict with the values of St. Francis High School

*Narcotics*

Use, sale, or possession of narcotics, marijuana, dangerous drugs, paraphernalia, or other harmful substances.

*Theft*

Possession of another's property without permission

*Tobacco*

Use or possession of tobacco products, (including e cigarettes) at school or school sponsored event

*Threats*

To the safety of person and/or property (see specific policy on pages 33-34)

*Truancy*

Unauthorized absences from school

*Vaping*

Possession of vape pens, oils, waxes, or any other vaping paraphernalia is prohibited.

*Violation of Civil Law / Criminal Law*

Including inappropriate conduct, attitudes, actions or behavior contrary to the philosophy of the school and/or Catholic Church whether it occurs on or off campus

*Violation of Technology Policy*

(See pages 34-38)

*Weapons*

Possession of harmful weapons or materials which can be used as weapons.

In the event a student guilty of any of the aforementioned offenses is not expelled, he will automatically be placed on probation and will be subject to additional disciplinary consequences such as suspension or multiple detentions.

**PROBATION**

There is a three-fold reason for placing a student on Disciplinary Probation:

- ♦ To inform the student that his conduct is not exemplary of moral, Christian behavior
  - ♦ To inform the student's parents of his misconduct
  - ♦ To provide the student an opportunity to improve his behavior and to prove his desire to remain at St. Francis High School and conform to its code of conduct
- Specifically, when a student is placed on probation, he and his parents must sign an agreement which, describes the reason for probation, specifies the period of probation and indicates the consequences of failing to make the necessary improvements.

Probation may deprive a student of his rights to participate in extra curricular activities.

**WHILE ON SUSPENSION, A STUDENT MAY NOT PARTICIPATE IN OR ATTEND ANY SCHOOL SPONSORED ACTIVITY OR EVENT.**

**IF A STUDENT IS GUILTY OF ANY FURTHER SERIOUS MISCONDUCT DURING THE PROBATIONARY PERIOD, THE DISCIPLINE BOARD WILL DETERMINE ADDITIONAL CONSEQUENCES.**

## **GROUND FOR PROBATION OR SUSPENSION**

1. Minor theft
2. Smoking or possession of tobacco (or e-cigarettes) on the school grounds or at any school-sponsored event
3. Opening another student's locker
4. Use or possession of fireworks or firecrackers on school grounds or at any school-sponsored event
5. Unexcused absence from school for a day or part of a day ("ditching")
6. Habitual tardiness to school
7. Falsified excuses
8. Contempt of authority or continued violation of school regulations
9. Insubordination or insolence
10. Destruction or defacing of school property (full restitution must be made by student and parents/guardians)
11. Unbecoming behavior on public transportation
12. Repeated failure to serve detentions
13. Attitudes contrary to the spirit of the school and its regulations
14. Profanity or vulgarity
15. Leaving campus without permission
16. Cutting class (if repeated, this offense will bring on formal disciplinary probation)
17. Cheating (the penalty for cheating is an F grade on the assignment and a detention). Repeated offenses are grounds for expulsion.
18. Possession of illicit materials
19. Throwing objects on campus

## **OFFENSES PUNISHABLE BY A DETENTION OR SUSPENSION**

20. Gambling
21. Failure to fulfill a detention
22. Failure to turn in a parent-signed notice
23. Throwing objects in the classroom
24. Roughhousing or fighting
25. Ejection from class
26. Parking in the designated faculty parking area
27. Failure to do assigned punishments
28. Violation of class rules
29. Spitting on campus
30. Violation of hair and/or dress code
31. Being out-of-bounds
32. Illegally parked vehicle
33. Chewing gum on campus
34. Improper use of technology

## NOTICE TO APPEAR FOR DETENTION

Student Name:   Date:  
Class:

Reason for Detention:

You are ordered to appear for a detention on the day listed below.

You **MUST** serve on:

- **(Date)** Immediately after school in Room 101

**FAILURE TO APPEAR WILL RESULT IN POSSIBLE SUSPENSION, AND FORFEITURE OF EXTRACURRICULAR ACTIVITIES.**

\_\_\_\_\_  
Parent Signature

**Patrick Donovan**  
Dean of Students

### DETENTIONS

If a student receives a detention, it will be served on a Friday after school. Detention notices will be distributed in homeroom. Detention notices must be signed by the parents/guardians and presented to the Dean of Students at the start of the detention.

Failure to serve a detention is grounds for suspension from school and/or forfeiture of extracurricular activities. A student who misses a detention may receive an additional detention.

If a student anticipates that he will be unable to serve his detention on the date assigned, he must bring a note stating the reasons why he is unable to serve the detention. The note must be signed by his parents/guardians and is to be submitted to the Dean of Students before lunchtime on Friday; The Dean of Students will reissue the detention at a future date.

If a student continually fails to serve detentions, he will be liable for action under "Grounds for Probation."

### YOUTH GANG –RELATED ACTIVITIES POLICY

The California Attorney General's office has defined a gang as a loose-knit organization or individuals, usually between the ages of 14 and 24. The group has a name, is usually territorial, or claims a territory as under its exclusive influence, and may be involved in criminal acts. Its members associate together and may commit crimes against other youth gangs or against the general population.

St. Francis uses the following criteria in determining youth gang membership or involvement:

- ◆ The individual freely admits membership;
- ◆ The individual has gang tattoos, hairstyle or other gang identifying personal appearance;
- ◆ The individual associates with gang members;
- ◆ The individual wears gang colors or clothing imprinted with gang names or symbols;
- ◆ The individual writes or has written about his gang affiliation;
- ◆ The individual uses a special name that identifies him as a gang member; and
- ◆ Official documentation from police, court records, or school records indicate the individual is a gang member.

It is the policy of the school that youth gang membership or gang involvement of any nature will not be tolerated on or off campus. Students suspected of being a gang member or involved in gang-related activity will be brought before the Discipline Board for possible expulsion.

### IMPACT CANINE

St. Francis High School is committed to providing students and employees with a safe environment in which to learn and work that is free from illicit drugs, alcohol and weapons. All persons are responsible for the contents of any vehicle, locker, desk, bag, or other item they possess or bring on the school property or to school-sponsored events at any site. In an effort to keep the school free of the aforementioned items, non-aggressive trained canines will detect and alert to the presence of those items or substances prohibited by law or school policy. These inspections will be unannounced and made at the discretion of the school administration. Under no circumstance will a dog be allowed to sniff the person of a student, employee, patron, visitor or anyone else while on the school property. The canine may be used to detect illicit items in lockers, common areas, items or vehicles that are on school property or at any school-sponsored activity at any site.



Only the canine's official handler will determine what constitutes an alert by the canine. If a canine alerts to a particular item or place, the person having use of, bringing it onto school property or responsible for that place or item will be called to the scene to witness the search. If an alert occurs on a student's possessions or vehicle, the parent/guardian will be notified. Ownership of the item or place will be established and search activities will be conducted in accordance with school policy and applicable law. An individual's refusal to open the item for inspection may result in referring the matter to law enforcement or in disciplinary action up to and including expulsion.

### **ELECTRONIC DEVICES/HEADPHONES**

Because of the disruption to the educational process and potential for theft/damage, use of the following personal items are prohibited during school hours: cellular telephones, video cameras, portable audio devices, laptop computers, laser pointers, unauthorized ipads, kindles, ipods, similar devices and smart watches; unless the student is under direct supervision of a faculty member. Headphones, air pods/ear pods are prohibited during school hours. Given the monetary value of the Beats, Bose, Beoplay, etc. headphones, it is highly recommended that a student does not bring these devices to school.

If a student is using any of the electronic devices listed above, they will be confiscated and an automatic detention will be issued. The confiscated device can be retrieved from the front office by the student at the end of the school day. **Willful/deliberate misuse of these items will result in additional disciplinary consequences** as determined by the Dean of Students.

### **HARASSMENT POLICY**

St. Francis High School is committed to providing a learning environment that is free from harassment in any form. As stated in our school philosophy: "Our Franciscan charism includes promoting harmony, unity and love . . . (and) the family spirit is extended from each individual family to encompass the entire school family-administration, faculty, staff, students, and alumni." It further states that the "basis for discipline and the recognition of respect for self, others, and the environment flows from St. Francis's realization of the presence of God in all creation."

In keeping with the spirit of our philosophy, harassment of any student or staff member by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including, dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to either treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur at anytime during school or school-related activities. It includes, but is not limited to, the following:

**VERBAL HARASSMENT:** Derogatory comments and jokes; threatening words spoken personally or transmitted electronically. Hate speech, including any comments that are racially charged.

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

**VISUAL HARASSMENT:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

If one or more of the aforementioned situations occurs, it is each student's responsibility to:

- ◆ Conduct himself in a manner which contributes to a positive environment
- ◆ Avoid any activity that may be considered discriminatory, intimidating, or harassing
- ◆ Immediately inform the offending party that the behavior is offensive and unwelcome
- ◆ Report all incidents of discrimination or harassment to a school administrator immediately
- ◆ Discontinue immediately any conduct which is perceived as discriminatory, intimidating, harassing, or unwelcome.

We remind our parents and students that we have a structure in place to deal with these situations swiftly and seriously and will not hesitate to deal with such occurrences. It is only fair to mention that we also have the confidence in our faculty and students' integrity and sense of justice that such an occurrence will be the exception and not the rule.

### **THREATS**

Any threat by a student to inflict serious harm to self or others, or to destroy property, will be taken seriously. Any person who becomes aware of such a threat must report it immediately to an administrator, counselor, or teacher. At the discretion of school administrators, the matter may be reported to law enforcement and/or other governmental agencies as appropriate.

The student who has made the threat (including but not limited to: verbal, written, electronic, graphic, via internet source, text message, video clip, photographic image, drawn image) will be kept in the school office under supervision until his parents are notified. Any adult or student who has been identified as the potential victim or mentioned in writing may be notified as well. If the potential victim is a minor, his/her parents will be notified as well.

The student who has made the threat shall be suspended **for a period of at least 5 school days or** until the investigation has been completed, and is subject to disciplinary

sanctions up to and including expulsion. Decisions to re-instate the student will be made by the administration, with the recommendation of a licensed counselor. Before a student is permitted to return to school, our policy provides for an assessment by a licensed professional that the student is not a threat to himself or others. **The family must sign a release of information that allows the school to communicate/collaborate with professionals supporting the student outside of the school. Re-instatement cannot occur until the family meets with the Personal/Wellness Counselor and Dean of Students to develop an action plan for his re-entry back into school.**

## **INSURANCE**

The school provides accidental injury insurance for all students while on the school premises. The school's policy is secondary and is utilized after the family's primary insurance is exhausted. All claims are paid on a non-duplication basis. The company pays those expenses not paid by any other collectible insurance. If the student has no insurance, this insurance becomes primary. A student injured during school hours must report the incident to the Dean of Students immediately. Please note that to qualify for the insurance all claims must be filed within 90 days of a student sustaining an injury.

# *VII* *Technology*

## **STATEMENT OF EDUCATIONAL PURPOSE**

The St. Francis network has been established for a limited educational purpose. The term *educational purpose* is used in the context of instruction-related activities, including but not limited to classroom-based projects and student works, college and career explorations, and high-quality, academically-enriching research. Recognizing the value of the Internet, SFHS supports teachers and students being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner.

With that educational purpose in mind, the intent of the St. Francis network is that it is not a public access service or a public forum. SFHS has the right to place reasonable restrictions on the material accessed or posted through the system. Students may not use the SFHS network system for commercial purposes. This means one may not offer, provide, or purchase products or services through the network system.

Students are expected to follow the rules set forth in this policy, the student disciplinary code, and applicable law in using the SFHS network system. Teachers and/or other staff members will provide instruction and guidance to students regarding the appropriate use of and access to the SFHS network system. The Freshman Technology Skills course will teach appropriate ethical use and digital citizenship to students.

## **ACCESS TO ONLINE MATERIALS**

The material a student may access through the SFHS network system should be for class assignments or for research on subjects similar to what he might study in a class or in the school library. Students are not to post non-academic messages to others within the network system.

Use of the SFHS network system for entertainment purposes (e.g., accessing social networking sites, such as Facebook, Snap Chat, and Instagram) is not allowed.

If a student mistakenly accesses inappropriate information, he should immediately report this access to a teacher or an administrator. This will protect students against a claim of intentionally violating this policy.

SFHS has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include the installing of web content filtering software to protect against access to inappropriate material in accordance with the Children's Internet Protection Act (CIPA) of 2000.

- A student will not use the SFHS network system to access any material that is not consistent with St. Francis' Philosophy.
- Misuse of the SFHS network may result in disciplinary consequences.
- If a student feels that the filtering software is blocking access to an appropriate site, report this to the technology department, teacher, or an administrator.
- Students will not seek to bypass the filtering software by using a proxy site (VPN connection) or some other technology, such as USB flash drives or discs.
- The use of the SFHS network system is a privilege, not a right.

## **COMMUNICATION SAFETY EXPECTATIONS**

"Personal contact information" includes one's full name, together with other information that would allow an individual to locate a student, including one's family name, home address or location, work address or location, or phone number.

A student may disclose personal contact information to educational institutions, companies or other entities for college/career exploration purposes, or with specific staff approval.

A student will not disclose names, personal contact information, or any other private or personal information about other students. A student will not forward a message that was sent

privately without permission of the person who sent him the message.

A student should promptly disclose to a teacher or other school staff any inappropriate message. A student should not delete such messages until instructed to do so by a staff member.

#### UNLAWFUL, UNETHICAL, UNAUTHORIZED, AND INAPPROPRIATE USES AND ACTIVITIES

Unlawful Activities A student will not:

Attempt to gain unauthorized access to the SFHS network system, or to any other computer system, or go beyond his authorized access. This includes attempting to log in through another person's account or to access another person's files;

Make deliberate attempts to disrupt the network system or any other computer system or destroy data by spreading computer viruses or by any other means;

Vandalize computer equipment by disassembling or disconnecting any computer components or peripherals;

Engage in any conduct that modifies, harms, or destroys any computer or network hardware, such as mice, keyboards, and components that reboot computers;

Use the Internet system to engage in any other unlawful hacking activities such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person (including public officials).

Use the school name, logos, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening, or violent. Deliberate publication on the internet or in any social media may result in serious disciplinary consequences, including expulsion (see page 30).

Take and /or share photos or videos of any student, teacher, coach, or other staff member without explicit permission.

Inappropriate Language and Unauthorized/Unethical Activities

Restrictions against inappropriate language apply to all speech communicated through the network system, including public messages, private messages, and material posted on Web pages.

A student will not use language that is inconsistent with the school philosophy.

A student will not use, access, transmit, or download information that is hate-motivated, fraudulent, abusive, or racially offensive.

A student will not knowingly or recklessly post false or defamatory information that could cause damage or a disruption to the school or any other organization or person.

A student will not engage in personal attacks, including prejudicial or discriminatory attacks, or harass or bully another person.

A student will not use, access, transmit, or download information that relates to or encourages the illegal use of controlled substances or other criminal conduct.

A student will promptly disclose to his teacher or another school employee any message received from any other student that is in violation of the restrictions on inappropriate language and unauthorized activities.

Plagiarism and Copyright Infringement

A student will not plagiarize works nor engage in academic dishonesty. (See definition on pg. 16)

A student will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when reproducing a work that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law.

A student will not use peer-to-peer filesharing programs, such as "BitTorrent" or "FrostWire," to download or share copyrighted movies, music, or games.

#### SYSTEM SECURITY AND RESOURCE LIMITS

System Security

A student is responsible for his individual account and should take all reasonable precautions to prevent others from being able to use his account. Under no conditions should a student provide his password to another person. A student will protect his files and account by logging out of his account and regularly backing up personal files.

A student will immediately notify a teacher or an administrator if he has identified a possible security problem. However, do not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

A student will avoid spreading computer viruses

A student will not engage in any conduct or activities that could disrupt the use of the system for others, including installing programs or files, deleting programs or files, modifying settings, changing passwords, or reconfiguring the system.

Resource Limits: A student will:

Use the system only for educational and college/career exploration activities and limited, high-quality research.

Not download large files unless absolutely necessary. If necessary, a student will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer.

Not misuse school or personal distribution lists or discussion groups for sending irrelevant messages.

Only use authorized iPads. Any device that is not an iPad will not be granted wireless access by default.

## RIGHTS AND PRIVACY LIMITS

### Privacy Limits

The St. Francis computer systems, equipment, and the associated user accounts are the school's property. Students do not have any right of privacy as to their usage or any information or files maintained in or on the SFHS network system or equipment and should understand that there is no expectation that any communication or materials they send, access, view, or receive will be private. All student use of the Internet will be supervised and monitored. The school's monitoring of Internet usage can reveal all activities students engage in using the network system. For purposes of inspecting or investigating a student's use of the network system or the student's files or documents maintained on the network, SFHS may override any applicable passwords, codes, etc. Student accounts are erased (expunged) annually.

Routine maintenance and monitoring of the school's network system may lead to discovery that a student has violated this policy, the student disciplinary code, or the law.

Parents have the right to request to see the contents of their son's computer files at any time.

## CONSEQUENCES FOR VIOLATIONS

Inappropriate, unauthorized, unethical, and unlawful use of the school's network system can result in termination of the student's user privileges, liability for damages, disciplinary action as determined by the Dean of Students and/or legal action in accordance with the law and SFHS policy. Depending on the circumstances, criminal charges against a violator may be filed by the District Attorney. If a student is 18 years old, these charges become part of his permanent record.

Consequences are applied to student misconduct on-and off- campus, in school vehicles, and at school-sponsored activities.

Consequences are applied to student misconduct that involves the use of the following any personal technological device. These personal technologies that are used inappropriately in and out of classrooms without permission will be confiscated and held until being returned to a parent or guardian.

SFHS will comply with applicable law and will cooperate with local, state, or federal officials (FBI, DEA, ATF) in an investigation related to any unlawful activities conducted through the school's network system.

## LIMITATION OF SCHOOL LIABILITY

SFHS will not guarantee that the functions or services provided through the school's network service will be without error. The school will not be responsible for any damage a student may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The school will not be responsible for the accuracy or quality of the information obtained through the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm that may result from a student's intentional misuse of the system.

## 1 TO 1 STUDENT IPAD

Though iPads are owned by the students of St. Francis High School, they are subject to the policies in the Student/Parent Handbook.

Use of the iPad refers to the policy of permitting students to bring their personal iPad to school, and to use those devices to access school information and appropriate applications for learning.

It aims to improve students learning experiences both in and out of the classroom. We believe that students and parents should have the flexibility to use other technology at home that aims to improve students' learning experiences. It allows students to carry an iPad that they are familiar with and that has relevant educational software and applications. It will function on the school's secure wireless network allowing students to continue to enrich their learning experience with relevant technologies.

In order to have an effective iPad management within the school, it is necessary that all student iPads conform to similar specifications. This is to enable all students, regardless of device type, to be able to work collaboratively in a class situation.

Hardware Specifications: All students are required to use iPads with the following minimum requirements:

Any iPad, except iPad Mini, that supports the latest iPad OS version. (Please refer to the Apple website for supported iPad models)

WIFI versions only. iPads with cellular or data plans are NOT allowed

Storage: 32Gb minimum

Jailbroken iPads are NOT allowed

### Recommendations

- Protective case
- Earbuds, when requested by teacher
- Keyboard

## Registration

- Any iPad must be registered with the Technology department prior to use on the school's network.
- SFHS uses Meraki an iPad supervision program to monitor the students' devices. Therefore, during the registration process, the iPad will be reset to factory defaults after which St. Francis will install management profiles to implement this supervision.
- If a student wishes to use an iPad other than the one registered with the Technology department, such as a sibling's or parent's device, it must be presented to the Technology department and properly registered. If a student is seen with more than one device on the school's network, the issue will be referred to the Dean of Students as a breach of policy.
- On the last day of final exams each year, the St. Francis' supervision program will be automatically removed from that year's graduating class. If a student leaves SFHS prior to his graduation year, a parent will need to contact the Technology department to have the supervision program manually removed from the device.

## Protection

- In addition to a protective case, St. Francis recommends that families insure their devices through Apple Care or a third-party carrier. St. Francis does not repair damaged devices.

## Educational Apps

The school has identified several dozen Apps that will be loaded onto the iPad during the registration process. Teachers will expect that students have access to these Apps throughout the school day. Additional Apps may be added during the school year.

## Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time. Students attempting to bypass our Internet filters and MDM using technologies such as VPN, proxies, AD Blockers, or 3G/4G/LTE tethering technologies will be subject to disciplinary actions.

## Security and Damages

Responsibility to keep the device secure rests with the individual owner. SFHS is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal items that are impacted in similar situations. SFHS expects that applications like "Find my device or GPS tracking" be installed in case of a lost or stolen personal device. These applications may help in tracking the location of the device. In some cases, SFHS will be able to utilize its iPad management software to identify the last place the iPad was connected to the school's network.

## Student Responsibility

- Students are required to bring their iPads every day to every class
- Students must bring the iPad to school fully charged. It is good practice to charge the iPad every evening.
- As students often transition between their personal iPads and school devices, all student resources need to be stored in a cloud storage system, such as Google Drive, Dropbox, iCloud, etc., so that there is access to one's work at any time, from any location using a device with internet access.
- Because the installation of the SFHS management profile requires a full factory reset of an iPad, we expect that each student regularly backup/sync all applications to one of the above Cloud solutions of his choice. Full iPad backups to iCloud cannot be restored to a new or different iPad. The registration process must begin with a "blanked out" iPad.
- Do not delete apps pushed to the device by the school. These have been selected for widespread use and teachers will expect that they are available at all times.

## Privacy

- **St. Francis High School reserves the right to monitor and review the use of the iPad so as to provide ready access for all users to their age-appropriate material, and an internet environment that is safe and appropriate for the maturity level and need of student users.**
- A St. Francis Administrator (or designee) may check a student's iPad at any time without warning. If one refuses to give a school administrator necessary password(s) to gain access to the iPad, or forgets his password(s), the iPad will be confiscated and the Administrator will contact the parents for proper disciplinary action. The same policy exists for student-owned and loaner iPads, while on school property.
- It is important that all users and parents understand and recognize that monitoring is positive reinforcement of St. Francis High School's values: maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation, or threats. discourages breaches of confidentiality, copyright infringements, and inappropriate file downloads and print requests. promotes appropriate internet access and electronic communication (e.g. email, blogs, chats and discussion forums).

All activity conducted on the St. Francis High School internet/network is monitored by the school administration and can be tracked and/or traced. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these iPad resources.

Monitoring and Management

SFHS uses time based restriction policies that installs an active monitoring profile (Meraki Systems Manager), each school day beginning at 7:50am and automatically uninstalls at 2:40pm. This profile hides any applications that are not approved for use during school hours. SFHS maintains an active “allowed list” of applications that are approved by teachers and administrators. This assists teachers in eliminating potential technological distractions while in the classroom. An educational app, which is desired to be used during school hours, can be added to the “approved list” with approval of the Technology department and the teacher; therefore, a student must present the request to his teacher for approval.

Note: Students who fail to re-install Meraki or who have de-activated it are subject to receiving a detention (see page 31 “Offenses punishable by a detention” # 36)

Due to school policy, students have the ability to remove the school’s management profile at any time; however, it is the student’s responsibility to ensure that the profile is installed during school hours. If the student chooses to remove the profile every evening, he must be sure to reinstall it every morning when he arrives on campus. Students will be denied access to the school’s wireless network if the monitoring profile is not installed.

Time based restrictions are enabled only during scheduled school days. Holidays and extended break periods, such as Christmas vacation, spring break, and summer vacation, are not

considered scheduled school days, and the monitoring profile will not take effect during these periods.

SFHS does not make exceptions for early out days, sick days, sports, or any other specific time that a student is not on campus; therefore, if a student is absent for any reason, and school is in session, the monitoring profile will still be in effect.

Teachers use a secured test taking platform (Exam Soft) to ensure academic integrity. This application is preinstalled on each student’s iPad, and may be used on quarter and semester

exams. Students will be locked into the application, during a test, and if an attempt is made to cheat (searching the web, digital notes, or digital books for the answers), the test will

automatically be submitted “as is.” It is important that parents and students understand the purpose and value of this platform, as exceptions to continue the exam will only be made when

there is an honest technical error.

#### Loaned iPads

The Technology Department has a limited number of iPads available for loaned use. These iPads are available to students under the following conditions:

iPad is lost; iPad is stolen; iPad is damaged and is being repaired; A student forgets his iPad at home; A student forgets to charge his iPad and the battery runs out

Students who wish to check out a school issued iPad, must be ready to leave an item of value (phone, car keys, etc...) with the Technology Department, in exchange for the loaned device. The loaned iPads are required to be returned at the end of each school day to ensure that these are charged and prepared for the next day’s use.

Students must keep in mind that borrowing an iPad is a privilege and not a right. Those who take advantage of this privilege (checking out loaned devices on a daily basis, not returning loaned devices, or checking out loaned devices to avoid installing monitoring software on their personal devices) will have their borrowing privilege revoked.

In rare cases, where iPads are damaged beyond repair, or stolen and it is not feasible for parents to obtain a new or working device, at the given time, a student may be issued a long term loaned device. This device will be issued only when a parent submits a written request for one of these devices, and only when an Issue Agreement is signed and returned, by both the parent and student. The loaned device is expected to be returned to the Technology department when the student obtains a new/working personal iPad.

If a student damages a loaner iPad during any given rental period, he is responsible for the cost to have the iPad repaired. The repair cost will be the cost that the school is charged by its repair vendor, which will in turn be applied to your son’s tuition statement.

# VIII

## *Athletics; Club Program; Extracurricular Activities*

**MISSION STATEMENT:** In the Franciscan tradition, the St. Francis Athletic Department fosters a community where players, coaches, and parents work for personal development of its student-athletes through a commitment to team goals and the school's philosophy. The Athletic Department believes that through the pursuit of athletic excellence, important life skills are taught and personal character is emphasized.

**A Golden Knight Student/Athlete is expected to:**

- ◆ put the team first
- ◆ display good sportsmanship
- ◆ be responsible and accountable
- ◆ abstain from activities that would limit his potential

**A Golden Knight Coach is expected to:**

- ◆ be concerned with the student/athlete's well-being
- ◆ exhibit personal and professional integrity
- ◆ treat others with respect

**A Golden Knight Parent is expected to:**

- ◆ be a gracious fan
- ◆ support his/her son, his coaches, and his teammates
- ◆ help his/her son maintain a proper perspective

Participating in athletics at St. Francis High School is a privilege that is earned. The student/athlete should appreciate the environment and opportunity to participate in high school athletics. Being a good citizen and a conscientious student is an integral part of being a student/athlete.

### **INTERSCHOLASTIC ATHLETIC DEPARTMENT**

#### **Athletic Program**

St. Francis High School recognizes the value of participation in sports, especially at the interscholastic level. Athletics teaches a student such values as self-discipline, self-confidence, perseverance, teamwork, sacrifice, dedication, and leadership. Thus, the test of a man's mettle involved in hard practice, concentration, and competition helps him to reach his full potential on the playing field. Athletes are expected to conduct themselves as Christian gentlemen and emissaries of St. Francis High School. It is the school's belief that this type of personal growth helps to develop the whole person, not only on the athletic field, but also in other areas.

#### **ATHLETIC PARTICIPATION REQUIREMENTS**

As a member of the California Interscholastic Federation, the St. Francis Interscholastic Athletic program follows all its ideals and standards. To participate in interscholastic sports a St. Francis student must fulfill all the requirements of the CIF. Moreover, each student must meet the academic, athletic, and disciplinary standards set by the school.

#### **ELIGIBILITY**

- ◆ Any student who is in violation of the school's academic or disciplinary policies is not eligible to participate in interscholastic sports at St. Francis.
- ◆ All athletes must meet the CIF eligibility requirements.

#### **LEVELS OF COMPETITION**

Freshman are eligible for all levels of interscholastic competition (Frosh/ Frosh-Soph/Junior Varsity and Varsity). CIF rules stipulate that a fifteen year old may participate on the varsity level in football only with a doctor's permission. Sophomore athletes are eligible for Frosh/Soph, JV, and Varsity competition. Junior and Senior athletes are eligible for JV and Varsity competition.

#### **TEAM MANAGERS**

The role of the team manager is to help alleviate some of the workload on the coaches by handling, or delegating some of the smaller tasks associated with organizing the team and serving the team/coaches as needed. Team managers are to be appointed by the Head Coach before the start of a season. While team managers are considered part of the team, they may not be players on the team. There may be a maximum of two team managers per sport and they must be listed on the team roster. The Head Coach is responsible for tracking and signing off on the hours performed by the team manager(s).

#### **INITIAL SCHOLASTIC ELIGIBILITY**

Any student entering from the eighth grade must have achieved a 2.00 GPA on a 4.00 scale the previous grading period. A student who does not achieve this requirement may participate on a probationary status. The probation period will be for one quarter. The student must obtain a 2.00 GPA during this quarter. If he does not, he will be ineligible to participate in athletics in the subsequent quarter. During the probationary quarter, he might have to attend a weekly study period while his sport is in progress. A student's eligibility status becomes official on the day report cards are released.

#### **CONTINUING SCHOLASTIC ELIGIBILITY**

A student is scholastically eligible if:

- ◆ The student is maintaining minimum progress toward meeting the high school graduation requirements.
- ◆ The student has maintained a 2.00 GPA during the previous grading quarter.
- ◆ The student must have passed four (4) classes.

Any student who does not achieve educational progress in the items above in the previous grading quarter may participate on a probationary status. The probation will be for one quarter. A student who does not achieve educational progress as defined in the items above during the probationary quarter will not be allowed to participate in athletics in the subsequent quarter.

A student's eligibility or ineligibility status becomes official on the day report cards are released. Notification will be made to the parents by mail and to the student personally by the Athletic Director.

In addition to these CIF requirements, St. Francis has the following policies:

The Athletic Department will monitor grades after progress reports and after quarter and semester grades

- ◆ Any ineligible student will not be allowed to use any school athletic facilities (i.e., gym, weight room, batting cage, etc.) until he becomes academically eligible.
- ◆ Any student who is ineligible during the summer will not be allowed to participate in any summer competitions (summer leagues/passing competitions) but may participate in team workouts.

#### **SUMMER SCHOOL (Basis for determining Athletic Eligibility **ONLY**)**

If a student attempts to improve a grade during summer school by taking the same class previously taken, the summer school grade will replace the grade received the preceding grading period (for athletic eligibility only). However, if a student takes a different class than that which was previously taken, the summer school grade is to be averaged with all grades received the preceding grading period. The determination for athletic eligibility will not supersede the standards that must be met for a student to avoid Scholastic Probation set by the school. (See Scholastic Probation and Summer School).

#### **TRYOUTS**

Many of the sports at St. Francis have a tryout process. The CIF allows teams to conduct tryouts and restricts those eligible only to those who have not previously participated in that particular sport. The exact duration and structure of the tryout will vary with each sport. If a student is released during the tryout period, he is permitted to try out for another sport in that season

#### **COMMUNICATION**

Communication among coaches, parents, and athletes is essential. If a concern or a problem arises, the preferred protocol is as follows:

- ◆ Athlete to coach
- ◆ Parent to coach with son present
- ◆ Parent to head coach of sport
- ◆ Parent to Athletic Director

Coaches will make themselves available either by phone or in person. Coaches will not be available for parent conferences prior to or immediately after contests.

#### **CONDUCT AND APPEARANCE**

Participation on an athletic team involves discipline and willingness to make a sacrifice. For this reason, those who wish to participate in interscholastic sports at St. Francis must always act and look like gentlemen. Furthermore, any student whose conduct or appearance is not in compliance with the school's policy may be declared ineligible by the Principal or Athletic Director for an indefinite period. A St. Francis athlete who leaves the bench area to join in an altercation during a contest will be suspended from the team. Any member of a St. Francis team involved in a fight during a contest will be suspended from the team and is subject to disciplinary action as prescribed in the disciplinary regulations of the school.

#### **GAME DAY ATTIRE**

Since game days are considered special, teams will be required to have dress standards. These standards could include:

- |                                 |  |
|---------------------------------|--|
| ◆ A dress shirt with tie        | ◆ Appropriate shoes  |
| ◆ Approved team shirt or jacket | ◆ Failure to dress appropriately may result in the student/athlete not participating in the day's contest. |
| ◆ Solid colored pants           | ◆ If athletes remain for the next event, they should change back into their game day attire                |

#### **PARKING**

Athletes are restricted from parking in the lot behind the visitors stands when they are playing, practicing, or using the weight/training rooms. The consequence will be a warning for the first offense. Subsequent offenses will result in detentions and/or further disciplinary actions determined by the Athletic Director and Dean of Discipline.

#### **TAILGATING**

At home football contests, we do not allow "tailgating" and consumption of alcohol in parking areas on campus and in the adjacent parking lots that our neighboring institutions generously allow us to use. Our security staff and volunteers have been instructed to shut down this kind of activity and will, if necessary, contact the Sheriff's Department for assistance. Out of respect for our school community and those whose parking lots we borrow during games; we kindly ask that you refrain from tailgating in any form prior to our athletic contests.

#### **FEES**

*See Financial Policies . NOTE: No student will be ineligible to participate due to financial difficulty. Please contact the Athletic Director if there is a financial burden.*



## OUTSIDE COACHING

Personal trainers and/or coaches must be approved by the Athletic Director and head coach of the individual sport.

## In SEASON COACHING

As a coaching staff, we agree the athletes should be encouraged to participate in many sports and school activities. However, Student Athletes who are “in season” may not participate in the same sport off campus recreationally or at the AAU/Club/Travel/Academy level. This is a CIF violation and can affect the student athlete’s eligibility and cause forfeitures of contests. In addition, student athletes may only participate in one sport while “in season Athletes involved in their season and post-season will not be allowed to participate in offseason training until such time that their team has completed their season. Summer activities are the exception to this policy and schedules should be worked out amongst the coaches. No coach should encourage students to specialize in a singular sport.

## QUITTING A SPORT

When an athlete quits the team to which he has been selected, he forfeits the following:

- ◆ Trying out, working out, or participating in another sport until the season of sport in which the athlete quit or was dismissed is officially over.
- ◆ The use of the weight room or other school athletic facilities (i.e., gym, batting cages, etc.) The Athletic Department’s position is that a student should be prepared to make a commitment to the school, team and coach. His quitting has disrupted team unity and deprived another student of participating. Any student who remains on a team after minor disciplinary action and who continues to demonstrate poor team morale can be dismissed by the coach with the approval of the Athletic Director and be subject to the same suspension. Students should make a serious commitment to a team before trying out.
- ◆ Any student who has officially made a team and attends one practice will be charged the fee for that sport. There will be **NO REFUNDS**.

Should there be extraordinary circumstances for quitting a team, the above penalties may be waived with final approval of the Athletic Director.

## SOCIAL MEDIA POLICY

Playing and competing in Athletics at St. Francis is a privilege. Student-athletes at SF are visible in the local community. As such, athletes have the responsibility to portray their team, school and selves in a positive manner at all times. Facebook, Twitter Instagram, Snapchat, TikTok and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at St. Francis in one form or another.

Student-athletes should be aware that third parties - - including the media, faculty, future schools and, possibly, college recruiters - - could easily access one’s profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the Athletic Department and St. Francis High School. This can be detrimental to a student-athlete’s future education opportunities. Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- \* Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco
- \* Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- \* Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- \* Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- \* “Cyber Bullying” of other individuals

## SOCIAL MEDIA and GUIDELINES FOR STUDENT-ATHLETES

If a student-athlete’s profile and its contents are found to be inappropriate in accordance with the above behaviors, he will be subject to the following penalties:

1. A meeting with Director of Athletics, Dean of Students, and Head Coach
2. Penalties as determined by the Athletic Department, including, but not limited to, possible suspension from his athletic team.

For one’s own safety, please keep the following recommendations in mind while participating in social media websites:

- \* Set personal settings so that only your friends can view one’s profile.
- \* Be aware of who one might add as a friend to one’s site
- \* Consider how the above behaviors can be reflected in all Facebook applications.
- \* Do not post comments that denigrate a student-athlete, coach or administrator from St. Francis or any other school.

If ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects one’s own values, family values, and ethics as it pertains to St. Francis High School. Remember, always present a positive image and don’t do anything to embarrass the individual, his team, family or St. Francis High School.

## **ABSENCE**

- ◆ Athletes who do not report to school by 10:00 a.m. may not participate in after school activities without prior clearance from the Dean of Students.
- ◆ Athletes should not be penalized for excused absences from practice or games by a coach. Retreats and study periods are excused absences.
- ◆ Athletes who miss a practice or game without an excuse will be subject to disciplinary procedures, subject to the coach's discretion.

## **DISCIPLINARY PROCEDURES**

Disciplinary infractions of school rules while in attendance at, or while being transported to or from an athletic event, comes under the jurisdiction of the regular school disciplinary procedures. The head coach must inform the Dean of Students and the Athletic Director of such infractions. The head coach may add to the punishment from the school but cannot bypass ordinary procedures.

*Since discipline is a vital ingredient to a team's success, athletes can be disciplined for the following infractions:*

- ◆ Unexcused absence from practice or game
- ◆ Failure to attend team meetings
- ◆ Being tardy to a practice
- ◆ Lack of sportsmanship
- ◆ Lack of effort
- ◆ Disciplinary reasons for missing practice are not excused
- ◆ Classroom misconduct
- ◆ Breaking training rules

Sanctioned disciplinary procedures include:

- ◆ Suspension or expulsion from the team. (Should only be instituted with permission from the Varsity Head Coach of the sport and the Athletic Director)
- ◆ Benching
- ◆ Extra physical activity at practice (i.e., running).

In accordance with CIF policies, an athlete who is ejected from a contest cannot be present at the next contest. An athlete who is involved in a fight in a contest or practice may face school consequences in addition to Athletic Department consequences.

**HAZING**-Because it is direct conflict with the Philosophy of St. Francis High School, the Athletic Department will not tolerate hazing nor initiations of teammates. These will be defined as any action or situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule among members of a team. Violators will be subject to the school's disciplinary policy in addition to sanctions from the Athletic Department. (Please see page 30)

## **ATHLETIC TRAINING AND HEALTH ISSUES**

Every athlete must have a physical card on file each academic year, including medical and parental release signatures, prior to athletic participation (any tryout, practice or game). Every athlete must renew his physical card each year. If a student is injured, his coach will instruct him to see the Certified Athletic Trainer for an injury evaluation. If an athlete is evaluated or treated by a physician for any medical reason, he must return with a medical clearance/status note from the treating physician. Until an athlete returns with a clearance/status note, he will not be allowed to participate in sports activity.

### **Concussion policy**

St. Francis' concussion policy adheres to California state law.

All members of the student body will be baseline concussion tested (not just student athletes) every other year. Each student will be baseline tested twice during his 4 years at St. Francis.

Anyone believed to have sustained a concussion will be referred to the St. Francis training staff for further diagnostics. If the athletic training staff believes the athlete has sustained a concussion, the student athlete will be referred to a physician, and the concussion management team will be activated and will follow St. Francis protocols.

## **WEATHER CONDITIONS**

Decisions to postpone or cancel athletic practices or contests due to heat, lightning, or air quality will be made by the Certified Athletic Trainer and Athletic Director and based upon the recommendation of the Air Quality Management District.

## **DEAD PERIOD**

The CIF Summer Dead Period requires all athletic programs to declare a Dead Period of 14 consecutive days. The "Dead Period" will be observed by ALL St. Francis Athletic programs simultaneously between the end of the school year and beginning of the next school year. During the "Dead Period", there will be no organized team activities permitted. This includes weightlifting, running, or any type of conditioning.

## **TRAINING RULES**

There will be no use or possession of alcohol, drugs, performance-enhancing drugs of any kind, e-cigarettes, supplements, vaping or vaping products. Use or possession of these products will result in either a suspension or dismissal from the team. The Dean of Students may request a Discipline Board hearing if it is deemed that the severity of the violation merits such a proceeding.

## **INJURY TO ATHLETES**

**All injuries during athletic activities must be reported immediately to a coach and/or the Certified Athletic Trainer.**

### **Minor Injuries**

When a minor injury occurs, coaches should determine the seriousness of the injury and recommend the care needed. Athletes should be referred to the Certified Athletic Trainer or doctor if the injury persists.

### **Major Injuries**

- ◆ A coach or school official will accompany the athlete to the hospital for treatment if the parent is not available, and have a copy of the Athletic Participation Form with him.
- ◆ Parents should be notified prior to a student-athlete leaving the school campus.
- ◆ In cases where treatment is done by a physician, the athlete cannot return to any activity until written authorization is received from the doctor.

### **General Injuries**

- ◆ Medical kits are provided for all teams and it is the coach's responsibility to have kits available at all times.
- ◆ Athletes should not be punished for sustaining an injury. In general, when an athlete claims he is injured, he should be referred to the Certified Athletic Trainer for evaluation before returning to activity.
- ◆ Return to activity is determined by the ATC or another health care provider.

## **INSURANCE**

The school provides accidental injury insurance for all students while on the school premises. All claims are paid on a non-duplication basis and St. Francis Student Accident Insurance is the secondary carrier. If the student has no insurance, this insurance becomes primary. Please note there are time limitations for all claims. Please contact the Certified Athletic Trainer for details regarding insurance claims that arise from athletic activity. Please note that all claims must be filed within 90 days of a student sustaining an injury.

## **LOCKER ROOMS**

- ◆ Athletes should not be in any locker room without supervision.
- ◆ Teams are responsible for the cleanliness of the locker room and for any damage that might occur while they are in the locker room.
- ◆ An athlete's possessions and equipment should be locked at all times in the assigned locker with a school issued/approved lock only.
- ◆ Music that is not consistent with the Mission and Philosophy of St. Francis High School cannot be played publicly in the locker room.

## **EQUIPMENT**

Athletes will be held responsible for equipment issued to them. Loss or destruction of equipment will result in the student being charged for the equipment at replacement cost. All equipment must be accounted for before a student will be allowed to practice for another sport.

## **TRANSPORTATION**

- ◆ Coaches are responsible for athletes on the way to and from practices and games.
- ◆ When transportation is provided for a team, all members of the team will ride to and from the event in the vehicle provided unless specific written permission is received and approved by the Athletic Director.
- ◆ Coaches will ride on the bus to and from the games.
- ◆ If an athlete requests to leave (to go home or back to school) the premises of a game, permission may only be granted in special circumstances and he may only be released to one of his parents.
- ◆ When buses are not provided and athletes drive in cars, the coach is responsible for coordinating drivers and, if possible, supervising their departure from school and their arrival at an event.
- ◆ The company/companies that provide student-athlete transportation will be vetted annually by the Business Office to make sure that they have proper insurance, clearance of drivers, and are licensed to operate in the state of California.

## **OVERNIGHT TRAVEL**

All overnight travel for athletics are CIF sanctioned events sponsored by St. Francis High School. All school policies are in force on such trips and participants (athletes, coaches, and parents) will be accountable to the policies, rules and expectations of the school.

- ◆ All athletes must have a permission slip signed by a parent or legal guardian prior to leaving for a team overnight trip;
- ◆ Athletes should stay in a room with team members;

- ◆ The coaching staff has the responsibility of room assignments and supervision of all team rooms. Athletes may not switch rooms for any reason without the approval of the Head Coach;
- ◆ The Head Coach will communicate and set a curfew each night. The coaching staff will enforce this time with hallway and room checks as necessary. Athletes that violate curfew rules will face disciplinary action consistent with their actions;
- ◆ Players may not congregate in large groups inside a single hotel room unless there is a team meeting held by a member of the coaching staff or special circumstances approved by the Head Coach;
- ◆ Athletes may not leave the premises of the hotel unless accompanied by an adult. If an athlete is going to leave an event, the hotel, or any other team activity, he must get prior approval from the Head Coach. The coaching staff should know the whereabouts of each athlete at all times;
- ◆ The coaching staff should communicate these travel policies, team rules, room arrangements, and other relevant school policies with all student-athletes and their parents in a meeting prior to the departure for the trip;
- ◆ Any behavior that occurs on a trip that is in violation of school policy must be communicated to the school administration (Athletic Director) immediately following the event. The Athletic Director will forward this information to the Dean of Students for proper school disciplinary action.

#### **COLLEGE SIGNING DAY**

St. Francis hosts an annual Signing Day Celebration in the late spring for all Senior athletes who intend to pursue athletics at the four-year intercollegiate level. Signing Day is an opportunity for the school community to celebrate these students' collective achievement. The Athletic Director will use the following criteria to verify eligibility for recognition on Signing Day:

- Student-Athlete has been accepted to and is committed to attend a four-year college/university.
- Student-Athlete has been offered and has accepted a roster spot at the four-year college/university in an intercollegiate sport that is governed by a recognized athletic association.

#### **FUND-RAISERS**

Fund-raisers may be held by individual sports for the purpose of acquisition of special uniforms or projects pertaining to the sport. Any items obtained through the fund-raisers will be the property of the school and not something the player will keep. (Example: warm-up suits, pitching machine, uniforms, etc.) All fund-raising efforts are subject to the approval of the President.

#### **TEAM BANQUET**

- ◆ The Athletic Award Nights are a time to recognize the achievements of teams, coaches and individual athletes. Special awards and letters will be presented at this time.
- ◆ In general, it is the last function an athlete will perform as a team member and attendance is mandatory (Mass dress code) in order to receive awards. Any absence must be excused by a coach with the approval of the Athletic Director. Any unexcused absence will result in the forfeiture of an award or letter.
- ◆ Certificates will be given to individuals on a JV, Sophomore, or Freshman team. Trophies are reserved for Varsity teams only and the awards will be selected by the Athletic Department.
- ◆ The only exception to the aforementioned is a Scholar/Athlete patch which will be awarded to any athlete who maintains a GPA of 3.60 or above.
- ◆ Banquets will be scheduled by the Head coach with approval of the Athletic Director.

#### **SPECTATOR POLICIES**

***St. Francis High School expects fans in attendance at athletic events to exhibit exemplary sportsmanship. While we hope that students and parents will support our teams, we encourage those who cannot abide by these policies NOT to attend contests. In general, the school expects that fans:***

1. *Cheer positively for their team, never negatively against another team.*
2. *Not use artificial noisemakers which are prohibited at indoor athletic events.*
3. *Never use provocative, vulgar or obscene language or gestures.*
4. *Not use cheers which state an opponent's name, uniform numbers, colors, symbols, mascots or individual players' or coaches' names.*
5. *Never direct cheers at officials.*
6. *Not taunt another school's players or fans.*
7. *Display only posters with positive messages and that do not use provocative words against an opponent.*
8. *Stay off the playing surface until the completion of a contest.*
9. *Refrain from visiting another campus prior to and after an athletic event to vandalize.*
10. *Remain in the designated student section and must not go into the opponents' rooting section during an athletic contest.*
11. *No parents, friends or relatives of athletes may be on the sidelines or bench area at athletic contests.*
12. *The reserving /saving of seats in the stadium or gym will not be allowed until school is dismissed. We will not allow any signs, blankets, paper/tape to be put down to reserve seating prior to 2:00 PM Friday afternoon. This policy exists out of a sense of fairness and respect to all of our fans.*

*Failure to adhere to any of these regulations will result in disciplinary consequences up to and including expulsion from St. Francis High School for students or banishment from attending athletic contests (for parents).*

### **Name, Image, and Likeness (NIL) - St. Francis High School Policy:**

Name, Image and Likeness (NIL)-Students may receive compensation for the commercialization of their own name, image and likeness (NIL).

Common NIL activities include, but are not limited to commercials, product endorsements, personal appearances, autograph sessions, merchandise or apparel sales, group licensing, and acting as a social media influencer.

Schools and teams may not use NIL opportunities to incentivize a student's enrollment at a school or membership on a team.

A student may not receive compensation, endorsements or gifts of monetary value for Intellectual Property of St. Francis High School. Intellectual Property includes, but is not limited to, St Francis or Golden Knights name, uniform, mascot, and logo.

This provision is not intended to restrict the right of any student and their family to engage in NIL activities for financial gain, except as prohibited by this guidance.

Student-athletes are prohibited from engaging in the following while participating in NIL activities.

Making any reference to a school team, school, district, league or mascot or may not appear in the uniform of the student's school. Students may not utilize the marks, logos, etc. of St. Francis high school team or any St. Francis team during NIL activities.

Endorsing or promoting goods or service of any third-party NIL partner during school-based team activities and events, including but not limited to wearing third-party apparel, displaying a third-party logo or brand, and displaying insignia or identifying mark unless it is part of the standard school uniform for that sport.

Students may not engage in any NIL activities involving, displaying or endorsing the following categories of products and services:

Adult entertainment products and services

Alcohol products

Tobacco and electronic smoking products and devices

Opioids and prescription pharmaceuticals

Controlled dangerous substances

Casinos and gambling, including sports betting

Weapons, firearms and ammunition

No school or anyone employed by or affiliated with a member school, including booster clubs, coaches, administrators, alumni, or an NIL Collective\*, may solicit, arrange, or negotiate compensation for a student's NIL, other than their own child.

Any NIL deal with a St. Francis student-athlete must align with the mission of St. Francis HS.

Students must notify the Principal or Athletic Director in writing of the student's school upon entering into any type of NIL contract within 72 hours of entering into the contract

## **LETTERING POLICY**

The awarding of an athletic letter at St. Francis is an acknowledgment of excellence and achievement. In order to receive a letter, an athlete must not only abide by the rules and policies stated in this handbook, but in the Head Coach's opinion, he must be deserving of such a letter. Attendance and attitude toward the team will play a major part in his decision.

To letter in a Varsity sport, there is an additional minimum requirement for each sport, stated below, but a coach may waive it and award a letter because of injury, superior effort, inspiration, or leadership.

St. Francis High School does not stock letterman jackets. For information on ordering, please contact the Athletic Department Secretary.

Athletes who have earned letters are reminded of their responsibility to wear them with honor and dignity. Uniformity of lettermen jackets is under the jurisdiction of the Athletic Department. Letters and awards are the property of the school until graduation and may be forfeited by any student who is guilty of serious misconduct. Those who violate the rules of the school may be asked to forfeit their right to wear a letterman's jacket and to return all letters and awards to the school.

## **BASEBALL**

A student should have earned one-third the total number of points, the total being twice the number of innings the team has played. The athlete will get two points for each at bat, and one point for each defensive inning. For a relief pitcher to letter, he should appear in one-third the total number of games played.

## **CROSS COUNTRY**

A student must place within the top seven finishers in at least five of the eleven Cross Country meets.

## **GOLF**

A student must have scored in a least half of the scheduled matches

## **SOCCER**

A student must have played in at least one-half of the games.

## **SWIMMING**

A student must score points in an individual or relay event at the Mission League Finals Championship meet.

## **BASKETBALL**

A student must play in an average of two quarters per game during the season.

## **FOOTBALL**

A student must have played in at least twelve quarters or in at least one quarter in each league game

## **LACROSSE**

A student must have played in at least one-half of the games.

## **TENNIS**

A student must be one of the first nine men, or the first alternate, throughout most of the season.

## **TRACK**

A student must average at least one point per meet.

## **VOLLEYBALL**

A student must have played in at least one-third of each contest.

## **WATER POLO**

A student must have played in at least twelve quarters or in at least one quarter in each league game.

# *Student Activities*

## **STUDENT COUNCIL/ASB**

Student Council is the primary organization for student leaders that represent student interests and execute student activities at St. Francis. Student Council is comprised of ASB executive officers, ASB commissioners, and class officers. In order to run for office, students must have a minimum 2.5 GPA; be approved by the school administration, teachers, and the Franciscan Spirit & Life Office; and agree to be an active participant in student council through daily morning homeroom and other scheduled meetings as well as through the planning, coordination, and implementation of all student council related events and activities.

Elections for student council take place in the Spring for the following school year for all ASB positions and for upcoming sophomore, junior, and senior class officers. For freshmen class officers and homeroom representatives for all grades, elections occur in September. More information on Student Council and elections can be found online on the school website.

## **STUDENT CLUBS AND ORGANIZATIONS**

Students are encouraged to become involved in special interest clubs in order to further their experience in areas beyond the classroom setting. Faculty members serve as moderators and help student officers establish schedules for meetings and activities. Information about the campus clubs may be obtained by attending various club meetings or from the Director of Student Activities. There is a monthly Club Council Meeting held the second Tuesday of each month to coordinate club activities.

In an effort to solidify the club program at St. Francis, there is a limit of four clubs to which a student may belong. This limit does not apply to the clubs that have special requirements for membership. Also, students must be active participants in their respective clubs to assure membership.

New clubs may be proposed by any student. The registration/application form is available in the Student Activities Office. Approval of a new club is subject to acceptance by the Student Council and Administration and must be done by the end of the first academic quarter.

### **Leadership Organizations**

ASB/Student Council\*  
Athletic Leadership Council\*  
Club Council\*  
Homeroom Representatives\*  
LIFE (Living in Faith Experience)\*  
Link Crew\*  
Diversity Leadership Council\*  
**Academic & Co-Curricular**  
Biology Olympiad  
Chemistry Olympiad  
CSF (California Scholarship Federation)\*  
Latin Language Club  
Model UN\*  
Mu Alpha Theta\*  
NEHS (National English Honor Society)\*  
NHS (National Honor Society)\*  
Robotics  
Science Bowl  
Spanish Honor Society\*  
Sports Medicine Club  
Sports Medicine Honor Society\*  
St. Francis Developer's Club  
St. Francis Literary Magazine (The Shield)  
Yearbook\*

### **Athletic Clubs**

Cheer  
Mountain Bike Club Team  
St. Francis Beach Volleyball Club  
Student Section (Dungeon)  
**Visual & Performing Arts**  
Chorus\*  
Drumline/Percussion\*  
KNIT\*  
Theater\*  
**Service/Community Clubs**  
Habitat for Humanity  
Key Club  
Knights for Life  
Red Cross Club  
Tutoring Club

### **Special Interest Clubs**

3D Printing Club  
Aviation & Aerospace Club  
Chess Club  
Culinary Club  
Fishing Club  
Graphic Design Club  
Investors Club  
Magic Club  
Mental Health & Wellness Club  
Photography Club  
SF Book Club  
St. Francis Smash Brothers  
**Cultural Appreciation**  
Armenian Student Alliance  
Asian-American Club  
Black Student Union  
Latinos Unidos

\*-certain requirements for membership

Homecoming and Brown and Gold Days offer additional opportunities for student involvement.

## X *Emergency Procedures Policies*

St. Francis regularly drills its students and faculty on procedures in case of an emergency (i.e., fire, natural disaster, earthquake, and civil disturbance). The school has enough water, food, blankets, and first aid supplies to supply the entire student body and faculty for a period of 72 hours. Parents have made the school aware of their wishes for evacuating the campus on their emergency forms, however, please note the following:

- ◆ Please do not telephone the school. If our phone lines are operational, we will be using them for life-threatening emergency calls to outside agencies;
- ◆ The decision to dismiss school or to continue will be made by the administration. We will use local news media (Radio Stations KABC-790 AM, KNX-1070 AM, as well as Television Stations KCBS-Channel 2, KNBC-Channel 4, and KABC-Channel 7, to communicate.
- ◆ The school also uses an automated phoning system to telephone households, text cell phones, and communicate with parents in emergency situations.
- ◆ A copy of our emergency plan is on file in the office at all times for review.

The school has a “Lockdown” policy to be implemented in the case of an intruder on campus. Regular drills are held to acquaint students with our procedures. You may contact the Dean of Students for additional information.

These are only plans which may be modified as situations dictate. We also ask each of our families to go over their individual plans with their sons.

The decision to close school due to safety issues will be made by the Administration in conjunction with the Board of Directors. Communication will be made to our families as early as reasonably possible. In any instance, the safety of our students and employees will be paramount.

In the event of an emergency and/or school closure, the school will notify parents by the method they have chosen in Blackbaud Portal (cell phone, voice mail on a landline, or text message). It is important that parents update this information during registration and re-registration, or when changes occur. Further updates would be posted on the school website.

## XI *Financial Policies*

### **TUITION**

Tuition payments are handled through Blackbaud Tuition Management. Families will register and set up their payment plan by going to their Blackbaud account. Payment options are yearly, quarterly, and monthly. Yearly is due July 1; quarterly is due July 1, October 1, January 1, and April 1; and monthly is due July 1 through April 1. Tuition is considered late if received after the first of the month and will be automatically assessed a \$40 late fee by Blackbaud.

If tuition and fees are not paid as scheduled, the student may not be allowed to attend classes nor to take quarter or semester exams. Students will receive a grade of "Incomplete." If these exams are not taken within two (2) weeks, the "Incomplete" becomes a grade of Failure (F).

Re-registration for the subsequent school year commences on April 1 and is due by April 30. The re-registration fee is considered late if not paid by April 30; at that time a **\$100** late fee will be assessed. If not completed by June 1, a late fee of **\$200** will be charged. Re-registration is required before your tuition payment plan can be set up in **Blackbaud. Please note there is a \$40 fee for each NSF or returned payment.**

### **FEES AND COSTS**

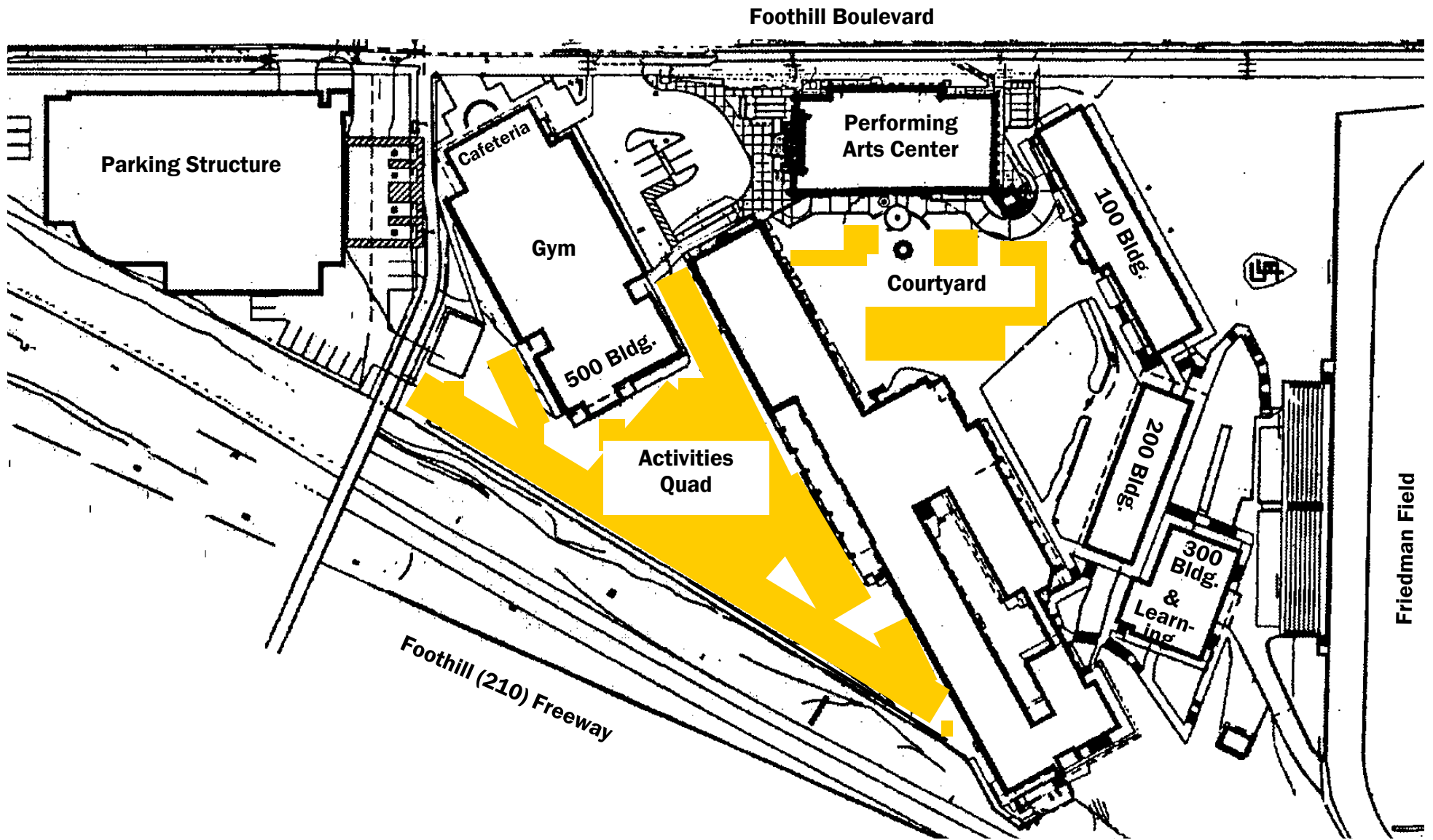
The following chart should assist parents in budgeting efforts for the year. Amounts are subject to change. So parents are cautioned to use this chart as a *guideline. Any further questions should be directed to the Tuition Office.*

**\*Graduation:** Students will not be allowed to participate in the graduation exercises without final payment. A graduation fee will be assessed to the account of each senior in the spring. This fee must be paid in order for a senior to graduate. These funds are used to offset the costs of diplomas, gowns, and other expenses associated with the graduation ceremonies. **All tuition and fees must be paid prior to a senior's final examinations.**



**2023-2024**  
**CHART OF FEES AND CHARGES**  
 (Subject to change)

<b>TUITION</b>	<b>FEE</b>	<b>ATHLETICS</b>	<b>FEE</b>	<b>CAMPUS MINISTRY RETREATS</b>	<b>FEE</b>	<b>MISCELLANEOUS</b>	<b>FEE</b>
Student Body Fee/ Re-Registration Fee	\$1000	Baseball, Lacrosse, Basketball	\$450	A Day With Francis	\$75	Art Class Supplies	\$40
Tuition	\$23,000	Football	\$450	Soar	\$185	Mass Media	\$40
Return Check Fee	\$40	Soccer Tennis Volleyball, Golf Track/Cross Country	\$300	Emmaus	\$275	Parking Permit	\$50
		Swimming Water Polo	\$300	Kairos	\$325	Transcripts Hard Copies ONLY	\$5
				Make up retreats	\$100		
Graduation Fee (Seniors Only)	\$250			Life Team	\$400	AP Computer Science Materials	\$45
						Robotics	\$100
		<b>PHYSICAL EDUCATION</b>	<b>FEE</b>	<b>DEVELOPMENT</b>	<b>FEE</b>	<b>ARTS</b>	<b>FEE</b>
		PE Shirt	\$10	POSH	\$250	Drama/Costume	\$150 (per show)
		PE Shorts	\$15				
		PE/School Lock	\$9				



# *Explanation of Events*

Date(s)	Event	Target group	Responsible for
August 10 - continuing monthly	Booster Club Meeting	Parents who support the Athletic program	Booster Club
August 12	Knight Day	Any parent for service hour opportunity-to prepare the stadium for home athletic events.	Booster Club and Athletic Dept.
August 15	All sports Info Night	For parents of students who will be playing athletics	Athletic Dept
August 24	New Parents Meeting	For parents of any new student to St. Francis	President
August 24 - continuing monthly	Student Body Liturgy	Mass held for all students - special dress code in effect	Campus Ministry
August 25 - Continuing the last Friday of each month and on rally days	Brown and Gold Day	Students may wear a St. Francis Tee shirt (tucked in) instead of a polo shirt.	Activities Dept.
September 6 - Continuing every month (alternating evening and mornings)	Mothers' Guild Meetings	Open to all St. Francis Parents	Mothers' Guild
September 6 - Continuing every month	Bake Sale	Mothers' Guild sells baked goods to students during lunch.	Mothers' Guild
September 7 - Continuing monthly	Faculty Lunch	Mothers' Guild provides lunch for faculty and staff.	Mothers' Guild
September 10	Back to School Day	Parents visit their sons' classes	School Administration
September 12	Parent Education Night	Specific issues presented by counselors for all grade level parents	Counseling Dept.
September 12	SOAR Retreat	For all 10th graders - all day retreat in Wrightwood	Campus Ministry

# Explanation of Events

Date(s)	Event	Target group	Responsible for
September 14 - 15 Continuing each quarter	Set Parent Teacher Conference with Pick-a-Time	Parents register for conferences with sons' teachers	School Administration
September 17 - Continuing	Encounter Knight Speaker	Mass and a spirituality talk open to all families	Campus Ministry/ Mothers' Guild provides refreshments
September 19 - 22, January 23 - 26 and April 9 - 12	Kairos Retreat	Senior Retreat leaves after school on Tuesday. No Senior classes on Wednesday - Friday during this period - Location Palos Verdes	Franciscan Spirit and Life Office
September 20 - Each quarter	Parent/Teacher Conference	Parents meet with their sons' teachers to discuss academic progress. Not mandatory, but suggested for parents whose sons receive progress notices	School Administration
September 27	College Fair	Representatives from colleges are on campus to provide information on admissions	Guidance Dept.
September 30	Homecoming Dance	Dance for St. Francis students and their dates (held off campus)	Activities Dept.
October 2	St. Francis Golf Classic	Golf tournament to raise funds for Alumni Scholarship	Alumni and Development
October 3	Transitus Prayer Service	Open to all - commemorating the death of St. Francis	Campus Ministry
October 11 - 13, December 13 - 15 and continuing each quarter	Quarter Exams	Special schedule to conclude grading period with two exams daily.	School Administration
October 15	Father/Son Communion Breakfast	Mass, pictures and meal for students with their dad/ Father figure.	Mothers' Guild
October 19	Articulation Dinner	Local junior high teachers and administrators come to St. Francis to hear about programs	Mothers' Guild/Administration

# Explanation of Events

Date(s)	Event	Target group	Responsible for
October 24	Standardized Testing Day	9th, 10th, 11th graders take PSAT exam. No classes for seniors. Release time 12:20	Guidance Dept.
October 25 - 27, February 7 - 9, and April 24 - 26	Emmaus	Retreat for juniors - Location Oceanside	Campus Ministry
October 31 and April 9	Academic Awards Assembly	Held during school day to honor those with 3.0 and above on report cards.	Dean of Studies
November 5	Grandparents Day	Students' grandparents invited to school to hear about programs	Mothers' Guild/Development
November 7	Wellness Assembly	Special Schedule - speaker talks to students regarding wellness issues.	Wellness Counselor
December 2	Christmas Tree Pick up	Christmas trees (must be pre-ordered) are available to be picked up.	Booster Club
December 4 - 5	Advent Prayer Service	All students during their Religion classes.	Campus Ministry
December 6	Friars Circle	To honor donors by initiation.	Development
December 11 and June 3	Stressless for Finals	Students may attend activities to help them avoid stress prior to exams.	Wellness Counselor
January 6	Open House	Targeted for potential applicants to St. Francis.	School Administration
January 18	State of the School	All parents expected to hear about plans for future. (virtual)	School Administration
January 20	Entrance Exam	Testing for applicants for next year's freshman class	School Administration
January 23	Diversity Assembly	Special schedule for students - speaker discusses diversity issues	Diversity Office

# Explanation of Events

Date(s)	Event	Target group	Responsible for
January 30	Academic Awards/Distinguished Alumnus	To honor students with 3.0 or better GPA on semester report card. Recognition of Distinguished Alum Award.	School Administration
February 3	New Student Interviews	Interviews for applicants for next year's freshman class.	School Administration
February 21	Spirituality Assembly	Students - special schedule to offer spiritual advice.	Franciscan Spirit and Life Office
February 26	Junior Ring - Pin Ceremony	Juniors receive class rings - parents welcome.	Activities Office
February 27-28	Lenten Prayer Service	All students during their Religion classes.	Campus Ministry
March 3	Mother/Son Communion Breakfast	Mass, pictures, and meal for students with mother / mother figure.	Booster Club
March 5	New Freshman - Welcome Knight BBQ	New families are invited to attend and receive information about the coming year.	School Administration
March 16	Mini-POSH	Fundraising effort by invitation.	Development Office
March 29 - April 6	Assisi Pilgrimage	Students venture to Assisi and Rome to embrace the beginnings of Franciscan Spirituality.	Franciscan Spirit and Life Office
April 15	Franciscan In-Service	Faculty and Staff receive instruction (no classes)	Franciscan Spirit and Life Team
April 20	Prom	Jrs and Srs. and dates must submit contract to attend	Activities Office
April 23	Career Assembly	Special Schedule - students explore career prospects	Counseling Dept.
April 27	Yard Sale	Sale of donated goods - open to all	Mothers' Guild
May 3	Signing Day	Student athletes who are receiving scholarships to play sports in college are honored.	Athletic Dept.
May 4	Mothers' Guild Spring Brunch	To honor outgoing senior moms and incoming freshman moms, but open to mothers/female guardians only	Mothers' Guild

# *Explanation of Events*

Date(s)	Event	Target group	Responsible for
May 6 - 10	Festival of the Arts	Each night a specific Fine Arts class provides an insight into their program-culminating project for Fine Arts students.	Visual and Performing Arts Dept.
May 17	Senior Alumni BBQ	At lunch for seniors	Alumni Office
May 24	Baccalaureate Mass	For seniors and their immediate families	School Administration
May 25	Graduation	To honor seniors - all welcome	School Administration
June 1	Athletic Medical Screening	Incoming 9th, current 9th, 10th, 11th athletes' physicals for next school year.	Medical Dept.

Pgs. \_\_\_\_-\_\_\_\_ — Calendar



# Bell Schedule

## Page \_\_\_\_