

SERVITE HIGH SCHOOL

PARENT/STUDENT HANDBOOK

2019 - 2020



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2019 - 2020**

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SERVITE HIGH SCHOOL

FORMING FAITH-FILLED LEADERS

“Be on your guard; stand firm in the faith; be men of courage; be strong.”

1 Corinthians 16:13

July 20, 2019

Men of Servite and Servite Families:

Parents often ask, “Why should I send my son to Servite?” My response, “Servite will always pursue strong academics and extracurricular activities, however, you must understand that academic knowledge, reason or physical stature is not our top priority. Our top priority is “Formation” and “Faith Filled Leadership.” The reason is simple. Our culture opposes “Christian Formation;” the development of “Faith-Filled Leadership;” and Matthew 22:37 which expresses, “Love the Lord your God with all of your heart and with all of your soul and with your entire mind.” Thus, being a Catholic Christian and living in today’s world is becoming more and more difficult. Therefore, we must systematically form “Faith-Filled Leaders” so they will have the strength to live in this world, but not be of this world.

It is also important to remember that “Brotherhood” is a vital component in assisting our “Young boys of Servite” in becoming a “Man of Servite.” The “Brotherhood” should always support the Apostle Paul (1 Corinthians 11:1) when he stated, “Be imitators of me, as I am of Christ.” Thus having a “Band of Brothers” who believe and live by the same faith based principles provides the necessary support that each brother will need as they experience the peaks and valleys of life.

On behalf of the faculty and staff of Servite High, we look forward to working with you and ask that you pray for Servite High School and the “Men of Servite.”

Credo,

Michael P. Brennan
Principal

Urbi Et Orbi

Servite High School develops leaders through a formation process informed by the Catholic faith and the charism of the Order of Friar Servants of Mary.

Faith-Filled Leadership

A Servite Friar embraces Christ, loves Christ, imitates Christ, lives Christ, and is Christ so as to draw others to Christ.

Vision Statement

Servite High School is a Catholic school where all people are welcomed - a community accountable to one another, serving one another, and living out the Gospel of Jesus Christ, following the example of Mary.

School Mission Statement

Servite High School is a Catholic preparatory school which accepts young men of all religious, ethnic and socioeconomic backgrounds. Recognizing that parents are primary educators, we develop Faith-Filled Leaders through an intentional and multidisciplinary Formation Process founded upon the Catholic Faith and the Charism of the Order of Friar Servants of Mary (Servite Friars).

Philosophy Statement

Progress becomes true progress only if it serves the human person and if the human person grows: not only in terms of his or her technical power, but also in his or her moral awareness. I believe that the real problem of our historical moment lies in the imbalance between the incredibly fast growth of our technical power and that of our moral capacity, which has not grown in proportion. That's why the formation of the human person is the true recipe, the key to it all, I would say, and this is what the Church proposes.

Benedict XVI, Interview, 2006

At Servite High School, formation is the process by which a Friar becomes the person he has been called to be by God. The formation process is concerned with the complete human person and, consequently, is driven by a single question: "Who am I?" Without intentional, systematic formation, the Friar's human and spiritual development is without proper concern for the unique vocation that God has called him to fulfill.

In *The Catholic School*, the Sacred Congregation for Catholic Education (SCCE) reminds us that, "The school must begin from the principle that its educational program is intentionally directed to the growth of the whole person." An educational program directed in this way requires attention to the fundamental components within each student: the *body* and the *soul*. More specifically, the soul is comprised of the *intellect* and the *will*. Thus, "whole person" involves three principle components understood as follows:

- The *body* is the vehicle which gathers information from and responds to the world around us.
- The *intellect* organizes and interprets the information gathered.
- The *will* is the ability to choose how to use the gathered information.

Properly used, the *intellect* arranges the gathered information in such a way that truth is discovered. Once truth is discovered, one can choose to act in accordance with truth, or contrary to it. Goodness is choosing to act according to what we know is true and thus right. The *will* is our ability to make that choice.

Servite High School believes it is vital to place proportionate emphasis on the development of the *body*, *intellect* and *will*. An imbalance in this regard results in information being inadequately gathered, poorly processed, or improperly applied. Therefore, in an effort to direct the formation of the whole Friar in a balanced, intentional and systematic way, Servite High School has developed a formation process that culminates in leadership.

Within the context of formation, teaching is not limited to the classroom experience. All members of the faculty and staff play an active role as teachers and guides in the formation of every student. The importance of each member's active and proper participation cannot be overstated. As the SCCE reminds us in *The Catholic School on the Verge of the Third Millennium*:

“Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not write on inanimate material, but on the very spirit of human beings. The personal relations between the teacher and the students, therefore, assume an enormous importance and are not limited simply to giving and taking. Moreover, we must remember that teachers and educators fulfill a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that it depends chiefly on them whether the Catholic school achieves its purpose.”

Thus, every component of the school experience provides a unique and vital element in each student's formation. The whole Friar is formed and affected by every activity and relationship that comprises his unique Servite experience. Bearing all of this in mind, Servite High School forms faith-filled leaders, Friars who embrace Christ, love Christ, imitate Christ, live Christ, and are Christ, so as to draw others to Christ.

Integral Student Outcomes

SPIRITUAL AND ETHICAL FORMATION

A Servite High School graduate is a leader who through a deliberate process of formation:

- Develops his body, intellect and will through participation in academic courses, team based activities, and civic responsibilities.
- Accepts religious, ethnic, and cultural diversity and works collaboratively with others in accordance with Catholic social justice principles.
- Acknowledges his relationship with God and lives in a Christ-like manner as demonstrated through participation in prayer, liturgy, sacraments, counsel, retreat experiences, and Christian service.
- Understands, respects, and applies the teachings of the Catholic Church and the charism of the Order of Friar Servants of Mary (Fraternity, Service and devotion to Mary).
- Knows and lives the Gospel of Jesus Christ and recognizes that God calls every person into a relationship with God, the Father, the Son, and the Holy Spirit.
- Demonstrates, in word and deed, the Centrality of Christ.

ACADEMIC AND INTELLECTUAL FORMATION

A Servite High School graduate is a leader who through a deliberate process of formation:

- Develops a lifelong desire for learning that culminates in wisdom.
- Demonstrates mastery of the academic curriculum in order to succeed in post-secondary education.
- Exhibits intellectual maturity by evaluating multifaceted challenges and opportunities and creating innovative solutions.
- Demonstrates proficiency in the use of current technologies relevant to higher education and the workplace.
- Develops insight into Sacred Scripture so as to find personal meaning.
- Gains the knowledge of humanity which fosters a reverence for life.
- Demonstrates, in word and deed, the Primacy of Faith.

PERSONAL AND SOCIAL FORMATION

A Servite High School graduate is a leader who through a deliberate process of formation:

- Communicates effectively and respectfully with persons and groups from diverse backgrounds.
- Emulates the Blessed Mother in her example at the foot of the Cross.
- Lives life whereby the Gospel of Christ is the motivating power that guides his behavior.
- Understands and applies the ethical and legal use of technology.
- Demonstrates, in word and deed, Mastery of Self and Necessity of the Other.
- Embraces Christ, loves Christ, imitates Christ, lives Christ, and is Christ so as to draw others to Christ.

Servite High School Formation Program

The Formation Program is the intentional, systematic direction of the complete student experience toward the end of developing the whole person, body and soul, and facilitating each student's address of the question, "Who am I?" It is important to note that within the context of the Formation Program, "teaching" is not limited to the classroom experience. All members of the faculty and staff play an active role as a teacher, or guide, in the formation of every student with whom they work. Thus, every component of the student experience must play a unique and vital role in the formation of each student, for the whole student is not limited to any one component but is rather formed and affected by every activity and relationship that comprises their unique student experience.

With this in mind, the following Formation Themes are intended to guide the formation of the Servite student in any context, both inside and outside of the classroom. Again, all faculty and staff are responsible for applying the Formation Themes through the medium within which they interact with students.

Primacy of Faith

Life's greatest moments and most important truths cannot be discovered by reason alone. We must accept that mystery exists and that life is a series of acts of faith, large and small. The most elemental act of faith is the belief that we possess a fundamental uniqueness that makes us who we are - unlike anyone else, past, present or future.

Mastery of Self

The gifts that make us who we are reveal the unique vocation we have been given by God. By mastering ourselves and developing our gifts, we will make the world a better place in a way that no one else ever can. This is the fundamental responsibility that gives meaning and purpose to our lives.

Necessity of the Other

An honest assessment of who we are reveals that we have limits and need others. Properly developing ourselves requires that we properly develop all the relationships that make us who we are.

Centrality of Christ

There is one "other" we can never do without. God made us who we are and Christ brought us direct contact with God. Therefore, everything we do should be under Christ's direction and modeled after him. We should note especially that Christ's fundamental teaching is love as defined by mercy. This should be the measure for all of our relationships.

Guiding Principles

The Servite Way is a school wide culture that follows a set of fundamental principles addressing the manner in which we, as a community, should interact with and treat our fellow students, parents, alumni, staff and faculty, and the greater community. It encompasses the mission, values, and the way in which we, the Servite High School community, live our lives.

With Christ at the center of our community, everything we do is centered on developing a deeper relationship with God and a stronger foundation for our brotherhood. It is the development of our faith, character, and our unique gifts that bond us to our Creator and each other.

Our Mission as members of the Servite community is to create an environment with a common culture and build a community that will form our students into Faith-Filled Leaders. We do this by living our guiding principles in each and every encounter: internally with colleagues, students, and parents; externally with alumni; and the greater community. These principles, affirmed by each constituency and community group, will help us perfect our ministry.

The Guiding Principles and Charism of the Order of Friar Servants of Mary (Fraternity, Service, and Devotion to Mary) and Formation are the foundation of the Servite High School and its school culture.

Fraternity

We journey together as a Christian Community, bound by trust and love.

- We are a community formed in the light of the Catholic Church through the Servite Charism.
- We welcome all people, inviting them to share in our community and campus life.
- We actively encourage each other to grow spiritually through prayer, study and service.

Service

We recognize God in our neighbor and each other.

- We conduct our actions and interactions in the spirit of service, putting the needs of others before our own.
- We value all people as members of the living Body of Christ.
- We live by the example of Christ to others and model Him in every encounter.
- We treat all people with respect and love.

Mary

We embrace Mary as our model of discipleship and compassion.

- We look to Mary's example of humility, courage and love to give direction to our lives.
- Like Mary, we seek to follow Christ and witness the Gospel together to be good examples to the community.
- We accept and respond to the Will of God.

Formation

We grow in knowledge, character and spirit.

- We first believe in order to understand for all things begin with an act of faith.
- We commit ourselves to be lifelong learners, integrating knowledge and prudence in the pursuit of wisdom.
- We develop our character daily by forming healthy habits; maturing intellectually, morally, physically, and spiritually.
- We seek excellence in all things, and with God's grace, become leaders living disciplined and virtuous lives.

Essential Elements of a Servite Education according to the Order Friar Servants of Mary

- Fraternity - Faith/Collegiality
- Service - Other-Centeredness/Love
- Mary - Compassion/Trust/Faith/Hope
- Education – Intellectual/Physical/Spiritual/Human Development

Education Mission of the Order Friar Servants of Mary

Servite Friars give themselves in service to others through educational ministry in order to express the Charism of the Order and to prolong the active presence of the Mother of Jesus in the history of salvation.

(cf. OSM Constitutions, Article 73)

Sponsorship and Guiding Principles of the Order

The Order of Friar Servants of Mary sponsors ministries and institutions that express and perpetuate the unique insights and spirituality of their ancient Charisma. The Order expresses its sponsorship by:

- Seeking a formative environment that authentically reflects the essence of Servite tradition
- Fostering collaborative leadership and group decision making
- Facilitating responsible and accountable management of resources
- Helping individuals to discover and develop their unique personal talents
- Periodically examining the authenticity of the school's life and apostolic service

(cf. OSM Constitutions, Chapter 11- Article 75)

Mission of the Order

The Order Friar Servants of Mary, which arose as an expression of evangelical apostolic life, is a community of men gathered together in the name of Jesus the Lord. Moved by the Spirit, they commit themselves, as did their First Fathers, to witness the gospel in fraternal communion and to be at the service of God and all people, drawing abiding inspiration from Mary, Mother and Servant of the Lord.

(Article 1 of the Servite Rule of Life)

ACADEMIC POLICIES

Please find the 2019-2020 Servite High School Academic Policies in the academic section of the Servite website (www.servitehs.org) and click on **Parents** at the top of the website page; scroll down and click on **Resources/Policies/Forms**; scroll down, click on **Academic Policies**. These policies are provided so that you can familiarize yourself with the policies and procedures that pertain specifically to Academics.

ACADEMIC HONESTY POLICY

High performance teams, good leadership and a good learning environment require high levels of trust between students, teachers, administrators and staff. Trust depends on respect for each other's honesty, integrity and character. As we *form Faith-Filled Leaders* at Servite, it is critical that students develop a deep internal sense of honesty, integrity and justice.

The Academic Honesty Policy provides students with guidelines and rules for appropriate and inappropriate academic behavior. Academic honesty means that each student does his own work on assignments, homework and examinations (tests/quizzes), and accurately recognizes/cites the work of others when appropriate.

To reinforce the importance of academic integrity and to protect the behavior of honest/honorable students, teachers and administrators will implement measures to deter dishonesty. If a violation of the Academic Honesty Policy is suspected, the teacher will work with Servite administrators to evaluate the situation and take appropriate disciplinary action. Students who violate the Academic Honesty Policy are subject to the Servite Disciplinary Policy. Students should be aware that cheating often results in the student earning zero credit on the assignment which could have a devastating effect on the student's grade.

Academic Honesty Violations:

Violations of the Academic Honesty Policy include, but are not limited to

- Viewing another student's paper during a quiz or test or knowingly allowing another student to view personal work during an examination (test/quiz).
- Communicating with anyone other than the teacher during an examination (test/quiz).
- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his own.
- Misrepresenting the work of another as his own work, whether original or copied.
- Taking work from a teacher's room without permission.
- Taking a picture of a test or quiz or being in possession of a phone or other electronic device during an examination (test/quiz).
- Knowingly removing an examination (test/quiz) from a testing situation without the teacher's permission.
- Providing information about an examination (quiz/exam) to any student who will be taking it at a later time.
- Receiving information about an examination (quiz/exam) from a student who has already completed it.

- Providing or receiving information concerning an examination test/quiz) or assignment that enables a student to claim credit for work that he did not complete on his own.
- Attempting to cheat or cheating on an examination (test/quiz) or assignment.
- Attempting to change or changing a grade in a teacher's paper grade book, online grade book, or in student records.

ATHLETIC POLICIES

The conduct of Servite students who participate in Athletics must meet the highest possible standards. Failure to adhere to the highest standards of a Christian gentleman and sportsmanship is grounds for disciplinary action and possible removal from a team.

A student or student's family shall be financially responsible for lost or stolen equipment.

Clearance to Participate in Athletics

Prior to participation in any sport, a student athlete must:

- Submit evidence of a recent physical examination and a physician's statement of clearance to participate in athletics to the Athletics Office.
- Submit two emergency medical release cards, signed by his parents/guardians to the athletic trainer.
- Have returned all equipment from a previous sport in which he participated.
- Sign all required CIF and Servite High School athletic documents.
- Upon completion of these items, the Equipment Manager or Coach will issue athletic equipment to the athlete.

Athletic Eligibility

A student must be eligible by CIF standards (Blue Book) in order to participate on an athletic team. All CIF rules will be followed.

A semester GPA and number of credits earned determines a student's athletic eligibility. If a student does not earn 20 credits and have a 2.0 grade point average (GPA), the student athlete may be placed on probation. The length of a probationary period equals one full semester. If GPA or credits do not improve, the student athlete may be ineligible. The length of an ineligibility period equals one full semester or longer. The Administration and Athletics Department will produce a list of those students who are on probation or ineligible to participate.

Definition of Terms

- **Semester:** The first semester is generally August through December. The second semester is generally January through the first week of June. Athletic eligibility is determined by semester.
- **Eligible:** Student athlete is academically eligible if his most recent GPA, including one PE grade, is 2.0 or higher. Student athletes must earn 20 credits during the semester.
- **Probation:** If a student's GPA is below 2.0 in the most recent semester, but not below 2.0 in the previous semester, the student may continue interscholastic competition for one full semester while

on probation. "Athletic Probation" is not the same as academic probation because the PE grade is computed into eligibility. Athletic Probation is also based on semester GPA, not cumulative GPA.

- **Ineligible:** At the end of the probationary period, if a student is still earning below a 2.0 GPA, the student may practice with the team but may not compete in interscholastic competition for one full semester or longer. He will remain ineligible until his semester GPA reaches a minimum of 2.0. This involves any sport for the duration of the semester. If a student athlete earns fewer than 20 credits in a semester, he will be ineligible for one semester or longer.
- **Quarter Grading Periods:** These are considered progress reports for the Athletic Department and will not be used in determining athletic eligibility.

Sportsmanship

Servite students are expected to demonstrate exemplary sportsmanship in their behavior at all athletic events. As student athletes in a contest or as spectators at athletic events, the Men of Servite must represent their school and should live up to its values at all times.

Spectator Guidelines

- Cheers should be of a positive nature. Cheers should only be directed towards the support of our own student athletes and teams.
- At no time may remarks or cheers be directed at an opponent, opposing coach or a game official.
- Noisemakers of any kind are strictly prohibited.
- All signs must be approved by either the Administration, Director of Communications, Activities Director or Athletic Director.
- Spectators are prohibited from going onto the court or field at all times.
- Spectators must obey instructions provided by Servite High School employees.

Servite Student Guidelines

All Servite students must always...

- Remember that they represent Servite at all times and should do so in a gentlemanly and sportsmanlike manner.
- Recognize that the good name of our school is their primary concern and responsibility.
- Refrain from the use of profanity, vulgarity, or other offensive language or gestures.
- Appreciate an exhibition of fine play or good sportsmanship by any player or team.
- Respect the integrity and judgment of game officials.
- Follow all rules and regulations of CIF, the Trinity League and the above Spectator Guidelines.
- Win with honor and lose with dignity.
- Respect the opponent's campus.
- Respect injured players on both teams.
- Respect and follow the directives of any Servite Faculty or Staff in attendance at an athletic contest.
- Uphold the ideals of the Servite Mission Statement at all times, honoring that our school is based on the Gospel of our Lord Jesus Christ.
- Subscribe to the CIF's "Victory with Honor" program guidelines.

ATTENDANCE POLICY

Philosophy

Students must attend school and be actively engaged in the school's educational program. When a student is absent he misses a class experience that will never be duplicated. Parents/guardians and students must be aware that it takes valuable instructional time to assist a returning student. If parents/guardians fulfill their obligation by keeping their son in school, not only will their son improve and learn, but the entire educational program at Servite will benefit. Parents/guardians must also recognize that excessive absences may result in poor academic progress, low grades and insufficient credit. These may place a student in jeopardy to remain or graduate from Servite High School.

General

Servite is aware that there are times when a student will be absent from school for a verified reason. When it is known in advance that a student will be absent or if a family emergency arises causing a student's absence, the parent or guardian should notify the Attendance/Assistant Dean's Office (first) at 714-774-7575 ext. 1116. If a message is left, please include the student's full name, grade, parent or guardian name and contact number. It is strongly recommended that an absent student notify his counselor and teachers by email. If the absent student participates in extracurricular activities the coach, mentor or sponsor should also be notified.

Parent/Guardian Responsibility

Parents/guardians are responsible to ensure that their son attends school. All absences should be either verified or excused. Therefore, parents/guardians are responsible for notifying the Attendance Office in person, or by telephone, note or email of their son's absence by 7:55 a.m. the day an absence occurs. The written note or email must include:

- Student's name
- Grade level
- Date(s) of the absence
- Reason for the absence
- Parent/guardian signature
- Cell Phone Number

If an absence has not been verified by a parent/guardian on the day of the absence, the parent/guardian must inform the Attendance Office before 7:55a.m. in person, by telephone, note or email on the day their son returns to school. If the absence is not verified or excused before 7:55a.m., a detention may be assigned.

Requests for Verified and Excused Absences

Students' academic performance is directly impacted by the amount of time he spends in the classroom. The classroom experience cannot be matched by looking up assignments on Google Classroom or having a

classmate explain an assignment. Being in class, prepared to learn every day is one of the most important steps a student can take to be academically successful. Families are asked to carefully consider the effects of a request for absence on a student's academic performance.

Requests for Verified Absences should be made when a student will knowingly miss three (3) or more consecutive days of school. Servite strongly discourages students and parents or guardians from taking extended verified absences for vacations, college visits, club athletic events and other activities because the absence may negatively impact the student's academic grades. Verified absences may count towards a student's total number of semester and or course absences.

Requests for Excused Absences should be made in situations where it is absolutely necessary for a student to knowingly miss three (3) or more consecutive days of school. Examples of approved requests for excused absences include illness (doctor note), extensive medical procedures (doctor note), serious injuries (doctor note) or the death/funeral of an immediate family member. Excused Absences may not count towards a student's total number of semester and or course absences.

To request an extended absence, the student or parent/guardian must secure an **Extended Absence Request** form from the student's counselor and return the completed form to the Assistant Principal of Counseling **at least five (5) school days in advance** of the anticipated absence, unless the request was caused by an immediate and unforeseen medical problem for a student or immediate family member. Only the principal or principal's designee can approve a request for an extended absence.

Planned Absence: Parents or guardians are responsible for notifying Servite when they know that their son will be absent. Examples include but are not limited to:

- **Funeral:** A student who needs to attend a funeral must have a parent or guardian contact the attendance office in person, or by telephone, note or email. Permission must be granted by the principal or administrative designee.
- **Medical/Dental Appointments:** Students who request to leave school early for a doctor or dentist appointment must have a parent or guardian contact the attendance office in person, or by telephone, note or email. Students will then be provided an early dismissal slip from the Attendance Office. The student will show this slip to the teacher before leaving class. Upon returning to campus, the student must report to the Attendance Office with the early dismissal slip and a note from the doctor/dentist.

Student Responsibilities

Each student is responsible for attending school every day, on time, unless he has an excused or verified absence. Students are prohibited from clearing absences. This includes students who are 18 years of age and older.

No student may leave campus at any time during the school day without specific permission of the principal or the principal's designee. This includes students who are 18 years of age and older. If a student leaves without permission, it may be considered a **Truancy (D)**.

Students who need to leave school early due to illness must go to the Attendance Office to gain permission from a parent or guardian. A student who leaves campus without following these procedures may be considered **Truant (D)**.

Each student is responsible for requesting and completing all missed class assignments and tests. When the student's absence is excused or verified, each faculty member will allow assignments and tests to be made up in accordance with the Servite Homework Policy located in the Academic Policy Handbook (www.servitehs.org) click on **Parents** top of website page-scroll down and click on **Resources/Policies/Forms**-scroll down, left side click on **Academic Policies**.

Types of Absences

An absence is when a student misses a day of school or any course.

Excused Absence (E)

An excused absence includes:

- Death in the immediate family and/or funeral (mother, father, guardian, brother, sister, grandparents or others living in the household)
- Mandated court appearance
- Unforeseen emergency (evaluated on a case-by-case basis by the administration)
- Holy Days (These ceremonies must be celebrated as defined by the religion).
- **School-Excused Absences (S)** and **Game Excused Absences (G)** include but are not limited to athletic events, field trips or other school extra-curricular activities.
- **Medically Excused Absences (M)** include doctor, dental and mental health appointments that are excused with a note from the doctor or dentist.

Excused absences do not count towards a student's total number of absences per semester or per course.

Verified Absence (V)

A student absence with parent/guardian permission that has been cleared by the Attendance Office. Examples of this type of absence would include minor illnesses or other reasons deemed necessary by the parent of guardian. **Illness (I)** is a verified absence. This type of verified absence informs faculty that the student was home with a minor illness.

Verified absences count towards a student's total number of absences per semester or per course.

Unverified Absence (A)

A student absence without parent/guardian permission that has not been appropriately cleared by telephone, note or email by 7:55a.m. the day an absence occurs. This absence is considered unverified and is marked with an **(A)**. After 24 hours, the absence will be marked as a **Truancy (D)**. Parents or guardians have 72 hours to clear the absence from **Truancy (D)** to a **Verified Absence (V)**. A teacher may not input a grade until the absence is **Verified (V)** by the Attendance Office.

Truancy (D)

A student absence without parent/guardian permission or when a student leaves campus without permission may be considered a truancy. **A student who is truant will not be given make-up work, assignments or tests, and will receive a zero grade on all assignments and assessments given on that day.** Students who are truant

from school or a course may serve a Work Detail and may be placed on an attendance or disciplinary contract. A student will be referred to the Attendance Review Board on their second truancy per course (by semester) or on their third total truancy for all courses combined (by semester).

Suspended (Z)

There may be times when it becomes necessary to remove a student's privilege of attending Servite High School. The length of suspension (days) depends on the severity of the student's behavior. A student will submit all missing work and take any missed assessments on the day of his return unless prior arrangements have been made with the teacher(s).

Suspended absences count towards a student's total number of absences per semester or per course.

Absence and Extracurricular Activities

Any student who is truant may be ineligible to participate in or attend Servite athletics or extracurricular activities.

If a student is suspended, the student will be ineligible to participate in or attend Servite athletic or extracurricular events for the duration of the suspension.

Missed Homework/Projects/Tests

A student is permitted one school day for each day of an **Excused (E), Verified (V) and/or Medical (M) absence** to make up any assignments missed unless agreed upon with his teacher(s).

A student who misses school for a **School Activity (S)** and/or **Game (G)** is required to submit all missing work and take missed tests on the day of his return unless prior arrangements have been agreed upon with his teacher(s).

If a student misses a **test due to an Excused (E), Verified (V), Illness (I) and/or Medical (M) absence**, he must make arrangements with his teacher(s) to make up the test.

Long term projects or assignments must be turned in **on the due date** according to teacher's specific instructions, via email, Google Classroom, or by a representative of the student unless prior arrangements have been made with the teacher.

Excessive Absences

A student may have a total of 8 absences (verified or unverified) per semester per course. All absences must be cleared by the attendance office. If an absence is not cleared by the attendance office as excused, the absence will count. On the 5th verified or unverified absence in any one course, a student may be placed on an attendance contract. The attendance contract will remain in effect until the end of the school year. On the 7th verified or unverified absence, the student and his family may be required to meet with the attendance review board. The attendance review board is normally composed of the Dean of Students, Assistant Dean of Students, Formation Director and Counselor. A consequence of this board may be that the student receives a withdraw failure due to poor attendance in the course(s) or a referral to the Disciplinary Board. All unverified absences will result in a detention.

Tardies

A tardy is when a student is late to school or any course. A student may have a total of 10 tardies (excused or unexcused) per semester with no more than 5 tardies per course. When a student reports late to school, he must report immediately to the Attendance Office with a note to clear his attendance. Once a valid tardy excuse has been provided to the Attendance Office the mark will be changed from an **Unexcused Tardy (T)** to an **Excused Tardy (X)** or if necessary a **Verified Absence (V)**. **A student may not be able to make up work, take a missed examination (test/quiz) or turn in work until a tardy is Excused (X) or Verified (A) as an absence. Teachers may not input graded assessments into the gradebook until the Unexcused Tardy (T) becomes an Excused Tardy (X) or Verified Absence (V).**

Parents/guardians are responsible for notifying the Attendance Office (in person, by telephone, note or email) of their son's tardiness within a 24-hour period. This does not include a student's tardiness between periods. If a parent/guardian does notify the Attendance Office within 72 hours, the tardy may remain **Unexcused (T)** and the student may not be able to make up classwork or examinations (test/quizzes) or a teacher may not input graded assessments into the gradebook. If the tardy is not excused, the student may receive a detention. The written note or email must include:

- Student's name
- Grade level
- Date(s) of the tardy
- Reason for the tardy
- Parent/guardian signature
- Cell Phone Number

Excessive Tardies

On the 3rd tardy in an individual course or the 7th total tardy (all courses combined), the student may be placed on an attendance contract. On the 5th tardy in an individual course or the 10th total tardy (all courses combined), the student and his family may be required to meet with the attendance review board. The attendance review board is normally composed of the Dean of Students, Assistant Dean of Students, Formation Director and Counselor. A consequence of this board may be that the student receives a withdraw failure due to poor attendance in the course(s) or a referral to the Disciplinary Board. Tardiness may be excused for the following reasons:

- Family emergency
- Medical/dental appointment
- Order to appear in court
- Holy Day
- School-related and game
- Verifiable traffic conditions
- Notification by faculty/staff

AERIES ATTENDANCE CODES

Attendance codes are submitted using the following letters:

| | |
|----------------------------|-------------------------------|
| E = Excused Absence | V = Verified Absence |
| M = Medical | I = Illness |
| G = Game | Z = Suspended |
| S = School Activity | A = Unverified Absence |
| X = Excused Tardy | D = Truant |
| | T = Unexcused Tardy |

CLUBS AND ORGANIZATIONS

Servite offers a wide variety of clubs and organizations and highly encourages students to participate in as many clubs as their schedules allow. Club offerings will vary, depending on student interest. The following is a list of the active clubs during the previous school year.

| | | |
|---|-----------------------------------|------------------------------------|
| Academic Decathlon | Hockey | Rugby |
| Bio Ecology | International Thespian Society | Sacred Music |
| Bridges | Investment | Table Tennis |
| California Scholarship Federation (CSF) | Jazz | Spanish |
| Chemistry | Junior Statesmen of America (JSA) | Speech and Debate |
| Chessman | Key | Spike Ball |
| Chinese | National Honor Society | Sports Medicine |
| Film | Red Cross | STEM |
| French | Robotics | Service in God's Name With Hope |

**Clubs are added and closed, depending on student interest.

CONFERENCE PROCEDURES

There are times when problems or misunderstandings can arise between parents and teachers or staff, or when a policy or procedure needs clarification.

Problems and/or misunderstandings are resolved most effectively and quickly when they are handled between the parties having the problem or misunderstanding (i.e. parent and teacher). Therefore, parents who have problems or questions should first talk with the faculty member, counselor or staff member with whom there is a problem or who is in the best position to answer the question or address the concern. The problem or question may be handled by phone, email or a direct meeting.

If the problem or question remains unresolved after contacting/meeting with the teacher or counselor, a parent may contact the appropriate administrator to further discuss the issue. Appropriate administrators are generally the faculty or staff member's supervisor and may include an assistant principal, formation director, counselor or another appropriate director. Parents/guardians who contact the president or principal directly may be referred to the appropriate faculty or staff member to ensure that this protocol is being followed.

Parents with questions or concerns about **a student's grade or classroom experience** should contact faculty and staff members according to the following protocol:

1. Teacher of the course
2. Counselor
3. Assistant Principal of Counseling
4. Principal

Parents with questions or concerns about **a student's athletic team experience** should contact staff members according to the following protocol:

1. Coach
2. Associate Director of Athletics
3. Athletic Director
4. Principal

Parents with questions or concerns about **a student's attendance or disciplinary status** should contact staff members according to the following protocol:

1. Assistant Dean/Attendance Clerk
2. Dean of Students
3. Principal

After following the above protocols, if the problem or question still remains unresolved, the parent may contact the office of the appropriate member of the Executive Team.

The Executive Team includes:

- Principal (issues involving students)
- Vice President of Finance (issues involving the business office, financial aid, IT)
- Vice President of Advancement (issues involving fundraising)
- Vice President of Enrollment Management (issues involving admissions and communications)
- President (please allow school officials the opportunity to address concerns before contacting the President)

****A member of the Executive Team may reaffirm a decision by a subordinate and decline the opportunity to meet.**

While Servite considers parent and student satisfaction to be important, there are rare times when a parent remains dissatisfied with the resolution of a problem or question, even after meeting with a member of the Executive Team. While the decision of an Executive Team member is generally considered final, the President may, at his discretion, review any decisions or actions.

DISCIPLINE GUIDELINES AND RULES

The school recognizes parents/guardians as the primary educators of their children. To fulfill its goal of *Forming Faith-Filled Leaders*, Servite High School strives to create an environment where students develop the virtues and good habits that will help them be successful, both personally and professionally. These virtues include honesty, integrity, courage, justice, self-discipline, humility, responsibility and community (respect for others). A well-disciplined student is one who has achieved the freedom and ability to control his own behavior, focusing it in healthy ways to achieve success. The guidelines and rules of the school are in place to create a positive educational environment. Servite students are expected to engage each other, faculty, staff and the school in a positive manner and in good faith.

To develop self-discipline, students must assume responsibility for their own behavior. Violations of school guidelines and/or rules harm both the student committing the violation and the Servite school community. When a student violates school guidelines or rules, parents and school personnel should work together to help the student correct his behavior. Student and parental support of the disciplinary policy is essential.

Friar Standards:

- Servite men attend school every day and are in class on time, with proper materials, prepared to work.
- Servite men work with teachers and other students to create a positive environment in the classroom and on campus.
- Servite men are polite, respectful, courteous, and cooperative with everyone they meet, including parents, school personnel, campus guests, and fellow students.
- Servite men care about the appearance and reputation of the Servite community and work to develop, create, and extend a positive image.

Servite men represent Servite, themselves and their families on and off campus. Their representation of Servite, themselves and their families does not cease when they leave campus. Therefore, they never stop being Servite and will be held to Catholic Christian values and those values aligned with the Charism of the Order at all times.

DISCIPLINE INFORMATION

A Student is a Servite Student at All Times: A student who engages in conduct, whether on campus or off-campus, during school hours or outside school hours, that is found to be inconsistent with the values of or harmful to the reputation of Servite by Servite administration will be subject to discipline.

Threatening or Intimidating Environment: If the Principal or his Designee determines that a student presents a threat to Servite or any person associated with Servite or that the student creates an unsafe or intimidating environment for Servite or any person associated with Servite, the student may be suspended and/or otherwise disciplined, up to and including disenrollment or expulsion. The student may be suspended until the Principal or his Designee determines that the threat or intimidating environment no longer exists.

Multiple and/or Repeated Violations, and Patterns of Behavior: The School's Administration may determine that repeated misconduct or multiple violations of school rules may constitute grounds for disciplinary action up to and including disenrollment or expulsion.

Single Serious Violation: The seriousness of a single guideline or rule violation may constitute grounds, in the judgment of the administration, for disciplinary action up to and including disenrollment, withdrawal for disciplinary reasons or expulsion.

Lack of Cooperation: A lack of cooperation with the faculty, staff or administration, or a lack of a cooperative attitude by a student or parent regarding school guidelines and/or rules, may be interpreted by Servite as a lack of genuine desire on the part of the student and/or parent to attend Servite. This may result in Servite ending its relationship with the student and/or parent through disenrollment or a recommendation for withdrawal.

Discipline History: The Servite administration may take into account the overall disciplinary history of a student when determining consequences for violations of school guidelines or rules.

Final Determination in Disciplinary Issues: The Servite administration reserves the right to make the final determination with regard to student disciplinary issues and consequences. The Principal is generally the final authority with regards to disciplinary issues. The Servite administration retains the right to modify any part of this disciplinary guidelines at any time, if it believes modification is in the best interest of the school. Written notification will be provided to parents.

Disciplinary Process: When school guidelines or rules are violated, different disciplinary measures may be taken, at the discretion of the Principal or Administrative Designee, depending on the seriousness of the violation the student's previous disciplinary history, the student's potential for success at Servite, and any other factors the Principal or Administrative Designee desire to consider. It is possible that two students violating the same guideline or rule at the same time may receive different disciplinary consequences.

- Minor disciplinary problems may be handled by a teacher or staff member or referred to the Assistant Dean of Students.
- Major disciplinary problems may be referred to the Principal, Dean of Students or Principal's Designee. The problem may be resolved by the Principal, Dean or Principal's Designee, or it may be referred to the Disciplinary Board, if appropriate.

Right to End Relationship: Servite reserves the right to end its relationship with a student and/or family at any time and for any reason if the administration believes that Servite is best served by ending the relationship. At the discretion of the administration, the student may be given the opportunity to voluntarily withdraw or be disenrolled.

Types of Disciplinary Consequences: Violations of Servite rules or policies may result in disciplinary action, including but not limited to, one or more of the consequences listed below.

Referral: A Referral is used by school personnel to send a student to the Principal, Dean of Students or Principal's Designee for disciplinary action.

Counseling: Includes counseling with Servite staff and/or off-campus counselors, at the discretion of the Servite administration.

Parent Conference: This is generally a conference where administrators, counselors, faculty and/or staff meet with the student's parents to discuss past behavior and future expectations.

Detention including Work Details: Detentions may be assigned by teachers and/or the Dean of Students as a consequence for disciplinary problems. Detentions are to be served within 48 hours of the assignment, unless the student has made prior arrangements with the Assistant Dean or Dean of Students.

The Dean of Students and Assistant Dean determine how detentions and Work Details will be assigned and served.

Detention types include:

- Teacher Detentions: Assigned by and served with a teacher or staff member
- Dean's Detention: Assigned by and served with the Dean of Students or a representative of the Dean's office
- Work Detail (WD): Assigned by and served with the Dean of Students on the assigned date and time.

FAILURE TO SERVE A WORK DETAIL WILL RESULT IN AN IN-HOUSE SUSPENSION.

Contracts: Servite may place a student on either a Dean's contract or a Disciplinary contract to ensure that the student understands the seriousness of a disciplinary problem and to provide the student with an opportunity to improve. The student and parents may be required to sign a contract outlining the terms, conditions, sanctions and/or restrictions of the probation. A student may be placed on probation for as long as the Dean of Students deems necessary.

Suspension: The parents of suspended students will be notified of the suspension by phone or email. Suspended students are responsible for making up all schoolwork activities and assignments missed while on suspension. Servite may require a parent conference before permitting a student to return to school.

There are two types of Suspensions:

- In-School Suspension: The student serves the suspension at Servite under the direction of the Dean of Students or his designee. The student will check in with each of his teachers and complete all required assignments during the school day. The student can also expect to perform community service on the campus such as campus beautification. The student will not be permitted to attend school, activities or athletic events while on suspension, unless prior and agreed upon arrangements have been approved by the Principal, Dean of Students or Principal's Designee.
- Out-of-School Suspension: The student is not permitted on campus or at any Servite activities or events during the suspension period. Students are responsible for all missed assignments due to suspension immediately upon their return to school.

Restriction: The student may be restricted from participation in Servite activities, athletics and/or events at the discretion of the Dean of Students and/or the Principal. Specific restrictions may be communicated by letter or email to the parents and student.

Disciplinary Board: The Disciplinary Board is an advisory body to the Principal that may be convened to study disciplinary problems and provide recommendations on appropriate consequences. The Disciplinary Board is advisory only. The Principal always retains the authority to determine the disposition of disciplinary issues. The

Disciplinary Board may consist of administrators, counselors, formation directors and priests. Students may be referred to the Disciplinary Board by the Principal or Dean of Students.

The Disciplinary Board may (but is not required to) meet with the parents and student so that the student and his parents/guardians may make a presentation to the Board concerning the disciplinary issue. The Board may request written documentation from the parents and student to supplement a presentation or in lieu of a meeting. Legal counsel or advocates are not permitted to attend Disciplinary Board meetings. The Disciplinary Board may make one of the following recommendations to the Principal:

- **Continued Enrollment:** Student continues to be enrolled at Servite High School. Continued enrollment may have other disciplinary consequences such as, but not limited to, a contract or Disciplinary Board Work Detail. Disciplinary Board Work Detail hours will not count towards Christian Service Hours.
- **Parent Withdrawal:** This designation provides a student and his family the opportunity to voluntarily withdraw from Servite. Upon withdrawal or disenrollment, the student's attendance at Servite is terminated by Servite High School.
- **Withdrawal for Disciplinary Purposes:** Upon withdrawal for disciplinary purposes, a student's attendance at Servite is terminated by Servite High School. The student's record will be marked as a withdrawal for disciplinary purposes.
- **Expulsion:** Upon expulsion, a student's attendance at Servite is terminated by Servite High School. The student's record will be marked as an expulsion.

Servite High School Discipline Plan (6-4-2-2)

A student may be referred to the Disciplinary Board if they received a maximum 6-4-2-2 or if they continue to indicate a chronic pattern of defiant behavior.

Six (6) detentions: Students may receive no more than six (6) detentions **per semester**. After six detentions, any violation will result in a Work Detail. If a student fails to serve a detention, he may receive another detention with increased minutes and may not participate in extracurricular activities including athletics until disciplinary consequences are completed.

Four (4) Work Details (WD): Students may receive no more than four (4) Work Details **per year**. If a student fails to serve a Work Detail, he may receive an In-School Suspension and may not participate in extracurricular activities until all disciplinary consequences are completed. If a student has earned six detentions in a semester and the four Work Details he is allowed **per year**, any further violation will result in an In-School Suspension. Work Detail hours do not count toward Christian Service Hours.

Two (2) In-School Suspension Days: Students may receive no more than two (2) In-School Suspension days in a school year. If a student has earned all six (6) detentions he is allowed for a semester, earned all four (4) Work Details he is allowed for a year, and earned both In-School Suspension days he is allowed for a school year, any further violation may result in an Off Campus Suspension. Students cannot participate in extracurricular activities until all disciplinary consequences are completed.

Two (2) Off-Campus Suspension Days: Students may receive no more than two (2) Off-Campus Suspension days in a school year, unless they were suspended for an immediate and severe single violation (incident) of

guidelines or rules. Students who exceed two Off-Campus Suspension days may be subject to a disciplinary board and potential removal from the school. Students may not participate in extracurricular activities until all disciplinary consequences are completed.

DISCIPLINE RULES, REGULATIONS, AND INFRACTIONS

Examples of disciplinary infractions include (but are not limited to):

Any conduct, in the judgment of school personnel, Dean of Students or Principal, that is inconsistent with the values or harmful to the reputation of Servite, undermines the authority of school faculty, staff or administrators, and/or is disruptive, disrespectful, insubordinate or defiant of faculty, staff, administrators or others in authority.

- Assault or Battery
- Bullying/Harassment
- Campus Disturbance and Inappropriate Assembly
- Cell Phone or Internet Use Policy Violation
- Cheating or Plagiarism
- Destruction of Property
- Dress or Hair Code
- Driving unsafely in the Servite parking lot, adjacent neighborhoods, or travel to or from school
- Drugs, Alcohol or Tobacco
- Extortion
- Failure to be prepared for class
- Fighting
- Fire Alarm (False Alarm)
- Fireworks (Possession)
- Food Fights/Throwing (ex. food, bottles or cans) Objects
- Forgery
- Gambling
- Gangs and/or Clubs: This includes participation in or association with any group, gang or club, on campus or off-campus, during or outside of school hours, whose conduct is inconsistent with the values of Servite.
- Hazing
- Indecent Exposure or Exhibitionism
- Internet and Electronic Communications
- Leaving Campus or Class Without Permission
- Libel or Slander
- Littering
- Parking Permit Violation
- Restriction/Contract Violation
- Profanity, Pornography or Obscene Gestures or Drawings

- Sexual Harassment
- Tardiness
- Threats against Servite, Faculty, Staff and/or Others
- Theft or Robbery
- Transportation Misconduct
- Truancy
- Weapons (Real or Replica) and Dangerous Instruments

DRESS CODE/UNIFORM POLICY

Servite High School believes that there is a direct correlation between a student's appearance and his overall attitude toward school. A student's dress reflects his approach to his studies, the amount of respect he holds for members of the faculty and staff, and his behavior as it affects other students. Dressing professionally and appropriately for school signifies a respect for self and a keen understanding of the Charism of the Servite Order and goals of the Formation Process.

With the support of faculty and staff, the Dean of Students is directly responsible for the administration of the Uniform Dress Code Guidelines.

Uniform Dress Code Policy:

Each student is expected to be in school uniform neatly dressed and groomed while on campus. The uniform policy is in effect for the entire school day (morning bell to dismissal bell, including break and lunch) and will be enforced from the first day of school through the last final examination—including all "end of year" activities and senior activities. **Any student out of uniform during final examination time will not be permitted to take the final.**

Teachers should conduct uniform checks at the beginning of each class period and, at the faculty member's discretion, send students who are out of the uniform policy to the Dean's office or issue the student a detention (detention).

Any student who is not in school uniform and violates the Servite uniform policy may be sent home until he conforms to the policy. Any lost time from school due to uniform policy violations is considered an unexcused absence.

Liturgical/Professional Day Dress

Professional Dress must be worn appropriately for the **entire school day.**

- Servite white long-sleeved dress shirt only
- Servite tie
- Servite Black uniform pants only

- Black hard-sole dress shoes



- Black dress socks
- Black leather or leather style belt
- Professional Dress must be clean, pressed and size-appropriate.
- A suit jacket and approved official Servite pullover/or a Servite Letterman’s jacket are permitted as outer wear during Mass.
- No caps or hats will be worn with Professional Dress at any time.
- No pullovers, regular jackets, or sweatshirts will be worn during Mass.

Regular Uniform Attire

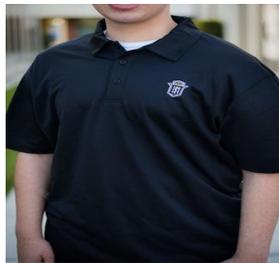
Pants

- Only Servite uniform pants are permitted.
- Pants must be clean, unaltered and in good repair.
- Pants must conform to the size of the individual.
- Pants must be worn with a belt.
- Belts must be black or brown in color and have a traditional buckle (no seatbelt, double ring type buckles), must be leather or a leather style material (no cloth, woven, or canvas material).



Shirts

- Servite uniform polo shirts and/or Servite logo polo shirts only (Student store, Athletics, or Clubs)
- Shirts must be tucked in at all times.
- Senior class only; may wear a **Servite Gold** colored uniform polo shirt embossed with their class year and/or a **Servite Hawaiian shirt**.



Shorts

- Seniors may wear Servite uniform shorts year-round. (Khaki or Black)
- Juniors, sophomores and freshmen may wear Servite uniform shorts during the months of August, September, October, May and June. (Khaki or Black)
- Shorts must be worn with a belt. (See belt description under Uniform Pants)
- Belts must be black or brown in color and have a traditional buckle (no seatbelt, double ring type buckles), must be leather or a leather style material (no cloth, woven, or canvas material).



Shoes

- Only athletic or leather/canvas style shoes may be worn.
- Shoes must be closed toed with a back.
- Vans style slip-on shoes with tennis shoe soles are acceptable as long as they are not torn, multicolored or designed. Must be plain with one color (white, brown, black, grey, or dark blue).
- No Velcro style shoes are permitted
- Shoes must be white, brown, black, grey or dark blue in color (**no bright/neon colors**)
- Shoes must be clean and in good repair.
- Shoes with laces must be laced and tied.
- No sandals of any style are permitted.
- Slipper-style or loafer shoes (even with tennis shoe sole) are **not** permitted.
- The following are examples of **unauthorized** shoes.



- Socks must be worn and visible a minimum of ½ inch above the top of the shoe at all times.

Acceptable Socks



Not Acceptable Socks



Jackets/Sweatshirts

- Students may wear only Servite sweatshirts or jackets
- Only seniors have approval to wear a sweatshirt or jacket with a College/University Logo



Spirit Day

- Only Spirit Shirt, Kairos, Club and/or Servite sport team shirts may be worn. Students not participating in Spirit Day attire must follow the regular uniform policy.
- Jeans must be in good repair and are acceptable **only if worn with a Spirit shirt, Kairos, Club and/or Servite sport team shirt.**
- Belts are required at all times.
- Denim/Jeans may be worn only on Spirit Days with a Spirit Shirt, Kairos, Club, or Servite sport team shirt.

Hoods/Hats/Gloves/Sunglasses

- Hoods, hats, gloves and sunglasses are **not authorized** to be worn during the school day (0 period – 7 period) unless permission is granted by the administration.
- Sweatshirts may have hoods, however, hoods may not be worn on campus at anytime unless permission is granted by the administration.
- Bandanas may **not** be worn to school or to school events.

Hair

- Hair will be clean, combed appropriately, neatly trimmed and of a natural color
- Hair will be off the eyes, ears and collar
- Bangs, when pulled down, will **not** extend below the eyebrows
- **No “tram lines” or channeling.** Tram lines are a simple form of channeling (a technique used to create complex lines, parts, and shapes in the hair) where lines are created in the hair using an electric trimmer with the edge of the blade against the scalp.

- Hair may **not** be cut in a Mohawk or any faux-hawk style cut. Hair must be evenly-tapered with no excessive differences in length. **(DO NOT SHAVE THE SIDE OF YOUR HEAD)**
- Students may be sent home or suspended from classes until the style/color is corrected to the satisfaction of the either the Principal, Dean of Students or Assistant Dean of Students
- The following are examples of **acceptable** haircuts.



- The following are examples of **unacceptable** haircuts.



- Sideburns may extend to the bottom of the ear and must be trimmed.



- Students **may/will** be sent home or suspended from classes until the style/color is corrected to the satisfaction of the Dean of Students and/or Administration.
- Students whose haircut and shave violates the uniform policy and who do not agree to have their hair cut or shave may/will be sent home.

Shaving

- Students must be **CLEAN-SHAVEN** of ALL facial hair at the **beginning of each school day**.
- Students who are not clean-shaven will pay a \$2 fine and be given shaving materials to shave.
- Students whose shave violates the uniform policy and who do not agree to shave may be sent home.

Tattoos & Earrings

- No earrings/posts/coverings/plugs/piercings
- No visible tattoos

DRUG & ALCOHOL TESTING POLICY

One of the greatest dangers facing students today is the temptation of substance abuse. For that reason, Servite may strive to help a student battling substance abuse if the school believes that the student is engaged in a good-faith effort to solve the problem and there is a reasonable chance for success.

Continued substance abuse after the student has made a pledge to stop will generally be regarded as bad faith and/or an indication that success is unlikely. Servite reserves the right to take any disciplinary action it deems appropriate, up to and including ending its relationship with a student and/or a family, if the administration believes that this is in the best interest of the school. Servite High School has in no way undertaken the responsibility to detect, prevent, or treat drug or alcohol abuse by students, even where such use becomes apparent as a result of this policy.

To support students in the establishment and maintenance of a high-trust, substance abuse-free environment, Servite may conduct random and unannounced drug and/or alcohol testing of students and reserves the right to conduct testing of a specific student, if staff or administrators have reasonable suspicion of the student's use or abuse. Servite also conducts "drug dog visits" to ensure that illegal and/or inappropriate substances or materials are not on the campus.

Substance Abuse Violations

Indications of substance abuse violations on or off campus include, but are not limited to:

- Personal observation of substance use or abuse by another student or school personnel. This includes but is not limited to, signs and symptoms of being under the influence. This includes images/videos of students posted on social media.
- Police report indicating substance abuse
- Personal admission of substance abuse by a student
- Report by a parent/guardian of substance abuse by their son
- Positive result on a substance abuse test
- Refusal to take a substance abuse test
- Possession or sale of any controlled substance
- Any attempt to falsify, cheat or change a substance abuse test or its results

Substance abuse violations without a self-referral or a confidential referral from another person are reviewed by the Principal and Dean of Students on a case by case basis. Most often, these violations may be referred to the Disciplinary Board.

Self –Referral

Servite strongly encourages students with a substance abuse problem to proactively and voluntarily refer themselves to their counselor so that the school can get them help with their problem. Students may also be referred to their counselor by a teacher, coach, advisor, parent, faculty member, staff or another student.

Servite will not initiate disciplinary action for a good-faith referral (by anyone listed above) or for a good-faith self-referral. A student may self-refer only one time while attending Servite. A self-referral will not be accepted

after the student has been chosen to participate in a substance abuse test. The Servite administration reserves the right to determine whether or not a referral is in “good faith.”

Upon referral, the student will meet with their counselor who will determine a course of action for the student. The course of action often includes a required substance abuse evaluation; referral to a substance abuse program; and continued substance abuse testing as long as the student attends Servite or until school administration deems that it is unnecessary. The student may be restricted from athletics and activities until a substance abuse evaluation has been completed.

Students will not be penalized academically for testing positive for substance abuse. The results of drug tests pursuant to this policy will not be documented in the student’s academic records, but will be maintained in a separate medical file. Information regarding the results of substance abuse testing will be kept confidential and will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process. In the event of service of any subpoena or legal process, the student’s custodial parent or legal guardian will be notified. Parent and/or guardian signature(s) on the Substance Abuse Commitment Signature Sheet indicate acceptance of the Substance Abuse Program, Substance Abuse Testing, and General Authorization and Consent.

Testing Procedures

Testing procedures are at the discretion of the Principal and/or Dean of Students. Procedures may be modified by the Principal and/or Dean of Students to accommodate various circumstances.

Substance abuse testing may be conducted at the discretion of the Principal or Dean of Students by urinalysis, hair follicle test, or breathalyzer. Those selected for testing will provide samples in a private setting under the direction and supervision of designated school officials.

Servite will take reasonable steps to ensure the integrity, confidentiality and (if random testing) the random nature of the testing process. Students who are taking prescription medication must provide a doctor’s verification to the school in a sealed envelope. Positive tests will be reported to the Assessment Team that will evaluate the situation and recommend action.

Action

The Servite administration reserves the right to take any action it deems to be in the best interest of the school or student, including disciplinary action up to and including disenrollment, withdrawal for disciplinary reasons or expulsion. Any violation of the Substance Abuse Policy (not involving distribution or manufacture) will result in a referral to the Discipline Board to determine an appropriate course of action for the student. The Servite administration, at its discretion, may include other personnel as part of the evaluation/assessment process.

The student will be required to follow the course of action, which may include (but is not limited to) automatic substance abuse testing; participation in alcohol or other substance abuse prevention/treatment programs; and/or follow-up activities.

Failure to comply with the assigned course of action will generally be regarded as an indication of bad faith and/or that success is unlikely, and will generally result in disciplinary action up to and including disenrollment, withdrawal for disciplinary reasons or expulsion. Parents are expected to pay for any additional or monthly drug testing as required by intervention. Additional substance abuse violations will lead to a referral to the Discipline Board.

GENERAL SCHOOL INFORMATION

Announcements: Servite has daily announcements. Students requesting a morning announcement must contact the Director of Priory Leadership. Announcements are to be submitted by the end of school the day prior to when the announcement is to be read. The same announcement may not run for more than three days without being changed.

Bicycles/Skateboards/Roller Blades: Bicycles must be parked by the back library gate and should not be left anywhere else on campus. Students should always lock their bikes. The school is not responsible for any stolen bicycles. Skateboards, scooters and roller blades/skates may not be used on campus unless administration approval is granted.

Buildings: No running or loud activities are permitted in buildings during school hours. Food and beverages (except water) are not allowed inside the buildings.

Bulletin Boards: Any announcements or posters that are placed on the school's bulletin boards or posted throughout the campus must have the approval of the Activities Director. Material that does not have the required approval will be removed.

Change in Student Information: Parents must notify the Main Office and the Registrar **immediately** when there is a change in student information (ie, address, phone number, email address, etc.).

Change in Policy: **The Servite Administration may add to or amend any school rules, regulations and/or policies in this handbook by providing oral or written notice to students and/or parents.** The Administration is the final arbiter of questions of policy.

Chapel: The Seven Holy Founders Chapel is open during school hours. Students are welcome to visit for private or liturgical prayer when such a visit does not conflict with their assigned activities or scheduled classes. Students are always welcome to attend the Community Mass of the Servites. Check the Chapel schedule for Mass times and days.

Christian Service Hours: Students must log in their Christian service hours into Aeries. Students must stay current and log in all hours each year. Seniors must have their hours submitted by the end of the first semester of their senior year. Servite requires all students to complete 100 service hours in order to receive their diplomas.

Closed Campus Policy: In order to provide a safe, orderly campus, Servite High School maintains a closed campus. All students are required to stay on campus for the entire day. Any student who leaves campus early must sign out through the Attendance Office. All visitors must check in with Campus Security or the Main Office to receive a visitor's identification badge. Students from other schools are not permitted on campus other than for authorized or official business or school activities.

College Visitation: Servite recognizes the importance of visiting college campuses for college preparatory students. College visits should be scheduled after school hours and/or during school vacation periods. Student athletes being recruited by colleges must also schedule college visits outside regularly-scheduled school hours

Students who visit colleges outside of these times must complete a Request for Absence form (Counseling Office).

Commitment Signature Sheet: Parents and students are required to thoroughly read the handbook and sign and return the school's Commitment Signature Sheet by the date indicated in order to attend classes.

Counseling Services: The Counseling Department offers a comprehensive program that supports all students academically, emotionally, socially, spiritually, and vocationally. They accomplish this by providing a compassionate, safe and confidential environment and by advocating on behalf of students to meet their developmental needs.

Students are assigned to counselors based on the first letter of the student's last name. Counselors are available to help students plan their high school program, discuss career opportunities and prepare for college. The Counseling Office is located in the administrative area of the main building.

- Students in grades 9-11 with last names beginning with **A – D** and 12th grade students **A – A. Gonzalez** are assigned to Ms. Hilary Recknor.
- Students in grades 9-11 with last names beginning with **E – K** are assigned to Mrs. Amy Bowman.
- Students in grades 9-12 with last names beginning with **L – Q** and 12th grade students **D. Gonzalez – Hennessey** are assigned to Mrs. Megen Anspach.
- Students in grades 9-11 with last names beginning with **R – Z** and 12th grade students **Hersey – Krebs** are assigned to Mr. Nicholas Perfetto.

Spiritual Counseling: Servite provides spiritual direction/counseling to students. Those who seek religious or spiritual counsel are encouraged to do so from the Friars of the Servite Order, from a member of the Campus Ministry staff, or from a formation director.

Grading Periods: Servite teachers maintain their grades in Aeries. This software enables parents and students to access grades and attendance at all times. Progress reports are posted in Aeries midway through each quarter. Notification of a risk of failure will be communicated to parents/guardians as deemed necessary by the teachers via email or phone call. Quarter grades are posted in October and March. Semester grades are posted in January and May/June. Report cards are posted at the end of each quarter. Class credit is earned at the semester. Only semester grades appear on a student's transcript and are calculated in a student's GPA. *Report cards are not mailed home. Parents/Guardians and students should access report cards through Aeries under Report Card History.

Gum: Students may not chew gum on campus at any time.

Health Services: **All students must have an emergency card on file** in the Main Office. Parents/Guardians will be notified of accidents and are responsible for transporting their sons to seek medical attention, except in cases of extreme emergency.

I.D. Cards: Students are given a student identification card which also serves as a "cash card" or "meal card" for school purchases. This card must be in their possession **at all times and presented when requested** by a school official. The I.D. card entitles them to free admission to home sporting events and reduced rates for other school activities. Replacement I.D. cards may be obtained from the Assistant Dean of Students. There is a \$5.00 charge for replacements. Should a student need to replace his I.D. card, he should do the following:

- See the Business Office to pay the \$5.00 replacement fee. The student will receive a receipt.
- Take the receipt to the Assistant Dean of Students. If necessary, his picture will be taken.
- Pick up new I.D. from the Principal's Secretary or Assistant Dean.

Insurance: Insurance is provided to all students through a program of the Diocese of Orange. This insurance assists in the medical expenses incurred for accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating solely in school-sponsored and supervised activities. This is a secondary insurance policy after the parents'/guardians' primary insurance.

Library: The library is open from 7:00 AM to 4:00 PM Monday through Friday. The library is open before school, at morning break, during lunch, and after school. Students are encouraged to use the library for study purposes, to conduct research, and to receive academic tutoring. Students are expected to behave appropriately while in the library. Students who abuse the use of the library will be denied library privileges and may face disciplinary action. Materials from the library may be checked out for a two-week period. Overdue notices will be issued when books have not been returned on time. Any lost or damaged materials must be replaced at the borrower's expense.

LOCKERS:

Hall Lockers: Each freshman student is provided with a school locker. Students in grades 10-12 may request a locker from the Dean of Students. Lockers are assigned by the Dean of Students. Each student must purchase a school authorized lock through the Servite Student Store. Use of any other lock will result in the lock being cut off the locker. Students should keep their lockers in good order; they may not place stickers or paste pictures or other materials on the inside or outside of any lockers. Each student will be held accountable for his locker and any damage done to it. Students may not switch or share lockers that have been assigned to them by the Dean of Students. Problems with the operation of a locker should be brought to the Dean's attention. **It is the personal responsibility of the student to secure his locker when he leaves it.** Students are advised not to give their combination to anyone. **VALUABLES SHOULD NOT BE BROUGHT TO SCHOOL**, but if they are, the student is responsible for securing his possessions in a properly locked locker.

Gym Lockers: Students who participate in P.E. classes or who are on an athletic team will be assigned lockers in the gym locker room. The only locks which may be used in this area are those sold in the Servite Student Store. **Gym lockers are for storing P.E. and athletic gear/equipment only.** It is the personal responsibility of each student to prevent theft by securing the approved lock on his locker.

Locker Room: Servite provides a locker room facility for our P.E. students and athletes. Students should change their clothing only in the locker room facility. Students must wear shirts while on campus.

| LOCKER LOCATIONS | |
|---|--|
| 100 Wing Downstairs-Main Building | 1-4 West Wall 5-42 East Wall 43-290 West wall 846-925 East Wall |
| 200 Wing Upstairs-Main Building | 300-319 North/West Wall 320-341 East Wall 342-641 West Wall 642-655 South/East Wall 816-1003 East Wall 1004-1015 North Wall |
| 400 Wing Downstairs-Building near Parking lot | 656-723 West Wall |
| 500 Wing Upstairs-Building near Parking lot | 748-785 West Wall 786-815 East Wall |

SCHOOL ADMINISTRATORS HAVE THE RIGHT TO INSPECT STUDENT LOCKERS AT ANY TIME.

Lost and Found: Students are responsible for their own personal property. If a student loses an item, he may check in the Campus Security Office which is the official Lost and Found location. For easy identification, all articles **should be labeled with the name of the student.** Servite High School is not responsible for students' books or other personal belongings. Items found on the campus after break or lunch will be gathered and brought to the Lost and Found.

Lunch/Break: Students may eat only in designated areas. These areas are announced at the beginning of each school year. Anyone bringing lunch to a student must deliver it to the Attendance Office/Main Office before 12:00 PM. Food is not to be delivered to a student in the parking lot or in front of the school without authorization.

Medication: California State Law forbids schools from dispensing medication, including aspirin, without the written permission of a doctor and the student's parents/guardians. Parent/Guardian and Physician Request for Medication forms are available in the Servite Main Office. Once this form is on file, any medication which needs to be administered on campus must be stored in the Main Office. A student will be administered his daily medication dosage from that stored supply by authorized school personnel only. **Medications must come in their original container, marked with the student's name. All prescriptions must be in the student's name.**

Messages to Students: As a rule, messages from parents/guardians to students will not be delivered during class time. It is recommended that parents do not text students during class time. In the event of an emergency, an exception may be made. To minimize class interruptions, students should be made aware of their medical appointments and any other reasons for early release before they come to school. If you need to speak to your son, please contact the Attendance Office at 714-774-7575 ext. 1116.

Office Hours: On a regular school day, the school's Main Office is open 7:30 AM - 4:00 PM.

Public Transportation: Servite is served by the OCTA with a stop immediately in front of the school. Schedules for most major routes may be found in the Main Office area. Student behavior on public transportation or buses chartered by the school which is not consistent with Servite standards, including destruction of property, is a serious offense. This type of behavior is a poor representation of the school and will be addressed according to the school's Discipline Policy.

Rights: As a private school, Servite operates under contract law, not constitutional law.

Student Records: All student records are kept with the Registrar in the Counseling office. Students who wish to have transcripts sent to colleges or universities must fill out a Transcript Authorization form with the Registrar. In addition, any student who withdraws from Servite must have a parent/guardian notify the Registrar and complete the required withdrawal procedures before the student's records are released to his new school. All address and phone number changes during the course of the school year should be reported immediately to the Registrar. To maintain accurate student records, divorced or separated parents/guardians must file a court-certified copy of the custody section of the divorce or separation decree with the Office of Admissions and Records. The school will not be held responsible for failing to honor arrangements that have not been communicated to the school.

Student Store: The Student Store is located in the room directly across from the Cafeteria door, west of the Gym. Store hours are posted on the door of the Student Store.

Work Permits: Work Permits can be obtained from the Counseling Office.

SCHOOL DANCE POLICY

Servite is a Catholic high school rooted in the traditions of the Order of Friar Servants of Mary. All young men and women attending school events are expected to treat these traditions and Servite High School with respect. This includes respecting oneself by dressing appropriately at all functions and being aligned to Catholic Christian values. Please read and be mindful of the rules listed below. These rules have been developed by the Servite High School community and represent the Servite charism.

All Guests are required to bring a school ID. Students without a school ID may not be admitted to the dance.

Headwear: All headwear is prohibited unless directly connected to a particular dance theme.

Clothing: All clothing must be size appropriate. Clothing may not be too big, too small, too baggy or too tight.

Dress Code: Modest dress, consistent with Catholic Christian values, is required. Servite students are responsible for notifying their non-Tri-School guests of the dress code for the dance. Since dances range from informal to formal, students are expected to know and adhere to the dress code designated for each dance he is attending. Dress code details for each dance are printed on the guest pass for that dance (available in the Activities Office).

Students attending Servite dances are not permitted to:

- Leave the dance early or go off campus unless parents notify the school ahead of time.
- Linger at their cars before the dance
- Go to their cars during a dance without a school chaperone
- Engage in inappropriate dancing
- Bring or use glow materials
- Be in possession, furnish consume or be under the influence (includes arriving) of any tobacco products, e-cigarettes (vaping), or any smoking-related products, alcoholic beverages, or use any other harmful or illegal substances

Students are expected to arrive and depart on time. All parents must pick up their sons no later than 15 minutes after the end of a dance. All school rules apply at Servite dances, whether held on or off campus. Servite High School reserves the right to determine what is appropriate behavior and dress. Students asked to leave a dance may not be allowed to attend the next school dance. Servite students who are not in good standing with the Dean of Students will be placed on the Exclusion List and will not be permitted to attend.

GRADUATION REQUIREMENTS

All courses offered at Servite High School are designed for the college- and university-bound student. To graduate from Servite High School, all students are required to complete 270 academic credits, as described below. A one-year course meeting daily earns a student ten (10) academic credits. All required courses in all disciplines must be passed and **no student may graduate from Servite with an unredeemed 'F' on his transcript**. In addition to credit requirements, no 'F' policy, and Christian service hours, there are also specific course requirements. Please see the Academic Policies Handbook for more information (www.servitehs.org; click on Parents top of website; click on Resources/Policies and Forms; click on Academic Policies Handbook). Students are required to complete the following:

| | |
|------------------------------|--|
| Theology | • 40 Credits |
| English | • 40 Credits |
| Lab Science | • 20 Credits (Biology +1) |
| Mathematics | • 30 Credits (Algebra 1, Geometry, and Algebra 2) |
| Social Sciences | • 30 credits (World, U.S., & Government/Economics) |
| World Language | • 30 credits (all in the same) |
| Fine Arts | • 10 credits |
| Health | • 5 credits |
| Physical Ed | • 10 credits |
| Computer Applications | • 5 credits |
| Electives | • 50 credits |
| Total | • 270 academic credits |
| Christian Service | • 100 hours over four years |
| Priory | • Eight semesters |

Note: A semester course has a credit value of 5, and a year course has a value of 10. In addition, even though World Languages are offered as electives for freshmen, it is strongly recommended that students take their first year of a world language in their freshman year.

The following chart illustrates the typical Freshman schedule for each of our programs (College Prep, Math/Science Honors, Liberal Arts Honors, and Full Honors).

| FRESHMAN COLLEGE PREPARATORY | FRESHMAN MATH/SCIENCE HONORS | FRESHMAN LIBERAL ARTS HONORS | FRESHMAN FULL HONORS |
|------------------------------|------------------------------|------------------------------|-------------------------|
| 2111 CP English 1 | 2111 CP English 1 | 2153 HP English 1 | 2153 HP English 1 |
| 1101 CP Theology 1 | 1101 CP Theology 1 | 1151 HP Theology 1 | 1151 HP Theology 1 |
| 3101 CP Algebra 1 | 3151 HP Mathematics | 3101 CP Mathematics | 3151 HP Mathematics |
| 4201 CP Biology | 4151 HP Biology | 4201 CP Biology | 4151 HP Biology |
| 8101 Physical Education | 8101 Physical Education | 8101 Physical Education | 8101 Physical Education |
| 9506 Computer Apps | 9506 Computer Apps | 9506 Computer Apps | 9506 Computer Apps |
| 9101 Health-Drivers' Ed | 9101 Health-Drivers' Ed | 9101 Health-Drivers' Ed | 9101 Health-Drivers' Ed |

| | | | |
|---------------------------|-----------------------|-----------------------|-----------------------|
| 7596 Priory | 7596 Priory | 7596 Priory | 7596 Priory |
| Plus 1 Elective | Plus 1 Elective | Plus 1 Elective | Plus 1 Elective |
| 0204 Academic Achievement | World Language 1 | World Language 1 | World Language 1 |
| World Language 1 | Fine Art | Fine Art | Fine Art |
| Fine Art | HP World History | HP World History | HP World History |

The following chart illustrates the typical program of study for grades 10 – 12. Individual students' schedules will vary depending on student needs, aspirations and interests.

| SOPHOMORE YEAR | JUNIOR YEAR | SENIOR YEAR |
|--|---|---|
| ▶ English 2 | ▶ English 3 | ▶ English 4 |
| ▶ Mathematics | ▶ Mathematics | ▶ Critical Reflections |
| ▶ Theology 2 | ▶ Theology 3 | ▶ World Language 3 or 4 (4 Optional) |
| ▶ Chemistry or Physical Science | ▶ U.S. History | ▶ Government (1 semester) ▶ Economics (1 semester) |
| ▶ World History | ▶ World Language 2 or 3 | Plus 3 Electives Fine arts, social studies, computer science, science, journalism, or athletics) |
| ▶ World Language 1 or 2 | Plus 2 Electives Fine arts, social studies, computer science, science, journalism, or athletics) | |
| Plus 1 Elective Fine arts, social studies, computer science, science, journalism, or athletics) | ▶ Priory | ▶ Priory |
| ▶ Priory | | |

The following chart illustrates the course requirements for admission into each university system.

| UC ADMISSION REQUIREMENTS | | CSU ADMISSION REQUIREMENTS | |
|---------------------------|--|----------------------------|---|
| English | 4 years | English | 4 years |
| History/Social Science | 2 years | History/Social Science | 2 years, including 1 year of US History |
| Mathematics | 3 years including Algebra 1, Geometry, Algebra 2/Trig. (4 years recommended) | Mathematics | 3 years including Algebra 1, Geometry, Algebra 2/Trig. |
| Laboratory Science | 2 years, 3 recommended (must be two of the following: Biology, Chemistry, Physics) | Laboratory Science | 2 years, including 1 year biological and 1 year physical |
| World Language | 2 years in same language required (3 years Recommended) | World Language | 2 years in same language required |
| Visual & performing arts | 1 year in a UC/CSU-approved course | Visual & performing arts | 1 year in a UC/CSU-approved course |
| Electives | 1 year required, in an approved course from the subject areas above | Electives | 1 year required, in an approved course from the subject areas above |

Courses in which students receive a semester "D" or "F" grade must be made up for admission to UC and CSU campuses.

The required program of studies is required of all students enrolled in the grades indicated. Students must take seven (7) courses for each year of enrollment. A Priory period is required every year. **All required courses must be taken at Servite High School.** Summer courses must be taken to make up for a failure, and selected courses may be taken for advancement.

HARASSMENT

THE CONSTITUTIONS OF THE ORDER OF FRIAR SERVANTS OF MARY states...

53. Mindful of the Lord's presence among us, we must love and esteem one another and bear one another's burdens. For this reason we shall avoid all malicious talk as a serious obstacle to fraternal life.

54. If one of us thinks that a brother is in error, ordinarily he should speak first with him. Should it prove necessary, he will explain the situation to the prior and, if need be, to the community.

The School is committed to providing an environment free of harassment and discrimination against its students, employees, volunteers and persons providing services to the School. In furtherance of this commitment, the School strictly prohibits all forms of unlawful harassment which includes harassment on the basis of race, religion, color, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship status, military and veteran status, uniform service member status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), genetic characteristics, disability, as well as any other category protected by federal, state, or local laws.

The School does not allow anyone, including any student, employee, volunteer, vendor or parent to engage in harassment or discrimination against a School employee, volunteers and students.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;
- visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- verbal sexual advances, propositions or requests;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- physical conduct, such as touching, assault, impeding or blocking movements;

Other Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, the School strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

- racial or ethnic slurs, epithets, and any other offensive remarks;
- jokes, whether written, verbal, or electronic;
- threats, intimidation, and other menacing behavior;

- inappropriate verbal, graphic, or physical conduct;
- sending or posting harassing messages, videos or messages via text, instant messaging, or
- social media
- other conduct predicated upon one or more of the protected categories identified in this policy.

Any such harassment will subject a student to disciplinary action, up to and including expulsion. If you have any questions about what constitutes harassing behavior, ask your Dean of Students.

If you feel that you are being subjected to harassment or discrimination or that you have witnessed harassment or discrimination directed at another person, you should immediately contact the Dean of Students or anonymously report it through **“Safe2Speak.”** You may make your report either orally or in writing. All School employees are required to immediately report any conduct prohibited under this policy that they either witness or become aware of as directed above. You may be assured that you will not be retaliated against in any way for making a complaint or participating in an investigation under this policy, and all School personnel are strictly prohibited from engaging in such retaliation.

All complaints which are reported to the Dean of Students or of which Administrations becomes aware will be investigated. While the School cannot promise absolute confidentiality, it will keep complaints confidential to the extent possible and consistent with the School’s need to conduct a fair, timely, and thorough investigation that affords all parties appropriate due process and that reaches reasonable conclusions based on the evidence collected. Based on its investigation, the School will take appropriate corrective action when warranted.

The School prohibits individuals from hindering our own internal investigations and our internal complaint procedure.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.

STANDARDS FOR ALL SCHOOL WORKERS

Standards for all school workers regarding interaction with youth:

(1) School workers must be aware of their own and others’ vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.

(2) Except in an emergency or urgent circumstances involving the youth’s safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).

(3) School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and respect should be applied by School workers in order to avoid any appearance of impropriety.

(4) Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.

(5) School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present. (a) School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.

(6) School workers are prohibited from taking youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.

(7) School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed from precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.

(8) School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California, and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.

(9) School workers shall take all necessary action to ensure that that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

KAIROS RETREAT

KAIROS is an intense retreat experience meant to assess the retreatant's relationship with Jesus and with others, as well as God's role in their life. KAIROS retreats are an important component of the junior and senior student campus life, and it is necessary that the Servite community support the students attending and leading the different retreats.

A critical part of KAIROS is helping the young men understand how much they are loved. All academic departments have been encouraging student participation, as well as providing accommodations for the retreatants and student leaders to make up work and assignments.

KAIROS Week

Retreatants typically depart on Monday afternoon and return Wednesday evening. Students report to the Chapel at 9:30 AM on the Thursday immediately following the retreat to learn of missed assignments. They do not need to report to class, but they are strongly encouraged to do so.

Based on input from the academic departments and the approval of the Principal, the following is Servite's KAIROS academic policy:

1. Teachers will publish a KAIROS Remediation Plan on Google Classroom no later than the Monday of KAIROS week. Since students attending KAIROS may not use any electronic equipment while they are on the retreat, retreatants will be afforded **three additional school days** (the duration of the retreat) to complete and turn in any work assigned to the class while they were on the retreat.
2. Students will meet with their teachers before going on the retreat to review the teachers' KAIROS Remediation Plan.
3. Students will complete all missed assignments/assessments for credit as per teachers' KAIROS Remediation Plans. Teachers will record an "NA" in Aeries for any assignment/assessment for which retreatants will not be held responsible.
4. Students will meet at the Chapel at 9:30 AM on Thursday immediately following the retreat to learn about missed assignments. They need not report to any class, but have the option to do so.
5. Students are responsible for all new material taught during KAIROS week which will be included in future assignments.

Anyone who loves another brother or sister is living in the light and does not cause others to stumble.

1 John 2:10

Internet and Electronic Communication:

The parents/guardians of each student are responsible for encouraging the positive and ethical use of technology, and for learning and monitoring the standards of behavior their student(s) should follow when using media or online informational sources.

While on campus, students may access the internet only via the official Servite student wireless network. All students should check their Servite email on a daily basis.

Each day, students should bring to school their school-issued laptop, charged with sufficient battery life to complete a full school day's work. Other electronic/tablet devices may be brought with Administrative approval; however, Servite encourages students to leave expensive, non-academic electronics at home. students bring these devices to school at their own risk and are responsible for securing them while on campus. Servite is not responsible for any confiscated devices that are lost, misplaced, stolen or damaged.

Students must adhere to all guidelines stated in the **Internet and Electronic Communications Policy** section of the Handbook. Use of entertainment and/or communication devices including (but not limited to) cell/smart phones, iPods, MP3 players and game devices, **IS NOT PERMITTED DURING CLASS PERIODS unless permitted by the classroom teacher. All classrooms are equipped with a cell phone hanging caddy. Students must place their cell phone into their assigned pocket at the beginning of class and pick them up at the end of class.** Students may carry and use their cell/smart phones during the school day (before school, break, lunch, and after school), however at all other times, the phone must never be used, seen, or heard unless a school employee has given permission. Devices that are used inappropriately or without the consent of school faculty/personnel may be confiscated and held until the student's parent/guardian picks up the device from the Dean of Students' Office.

Important:

It is common for students to use the Internet and electronic communications devices to communicate with other students and people. Types of devices may include, but are not limited to, computers, cell/smart phones (see policy), tablet devices, wireless communication devices, etc. Modes of communication may include, but are not limited to, phone calls, text messages, picture messages, video messages, voicemails, email, websites, blog entries and more.

Because these devices and modes are easy to use, students often use them for quick, personal, informal communications. The informality and ease in making these communications often lulls students into the mistaken belief that they can communicate anything they want at any time they want, their communications will remain 'private,' and that their electronic communications do not pose any potential problems for them, their family or the school.

Therefore, students must be aware that because these communications—whether voice, email, blog entry, text message, web page, picture message, video message or other—are electronic, they are easily stored, copied and/or re-transmitted. Students must understand that anything they say, write, capture, video or transmit, even if they intend it to be private, can easily and quickly become public at anytime. Because students are "Servite students" at all times, and because students are responsible for their communications, whether intended to be private or public, students should never communicate any message or file at any time

that reflects thoughts, actions or attitudes inconsistent with the values of Servite or is in violation of the Disciplinary Guidelines or Rules. If this occurs, students may be held responsible in terms of the Disciplinary Guidelines or Rules for any electronic communication that comes to the attention of the Servite administration and is inconsistent with the values of Servite. Students who receive or view any communication that is inconsistent with the values of Servite are expected to report the communication to the school administration.

Students may never use any Servite system to transmit or receive any inappropriate electronic communication. "Servite systems" include (but are not limited to) the Servite network, any computer issued, sold or leased to students for school use, any Servite electronic communications device, or any Servite website, blog or other Internet electronic file system.

Students who receive or view any communication that is inconsistent with the values of Servite are expected to report the communication to the school administration.

Students may be held responsible in terms of the Disciplinary Policy for any electronic communication that comes to the attention of the Servite administration and is inconsistent with the values of Servite.

Prohibited activities include, but are not limited to:

- Sending, receiving or accessing any type of communication or file that is inconsistent with the values of Servite or contains any material inconsistent with the values of Servite
- Use of any Servite system to coordinate, plan or facilitate acts inconsistent with the values of Servite
- Use of any trademarks, logos or symbols associated with Servite without the permission of the school's Director of Communications or in a manner that brings discredit to, or damages the reputation of, Servite or a person associated with Servite
- Unauthorized use of names or images of any Servite faculty or staff member in a negative manner or in a manner that brings discredit to the faculty/staff member's reputation or to the school
- Use of any copyrighted material without permission
- Use of the Servite network for commercial advertising
- Use of the Servite network to lobby for votes

Parents and students should be particularly mindful of the content used for:

- Creating web pages on websites or other social networking sites (such as Twitter, Facebook, etc.)
- Social media postings, entries or other communications
- Email
- Digital photographs
- File sharing or hosting sites
- Phone calls
- Voice mail messages
- Picture messages
- Text messages
- Chat or instant messaging sessions
- Video messages
- Websites and web pages
- Blog entries

Disclaimer: In accordance with the Children’s Internet Protection Act (CIPA), Servite High School uses filtering software to screen network traffic for offensive material. Students are cautioned that many Internet websites contain offensive, sexually explicit, and inappropriate material. Because no screening service is infallible, Servite is not responsible for search requests that may lead to sites with potentially inappropriate content. Additionally, having an email address on the Internet may lead to receipt of unsolicited email containing offensive or inappropriate content. Students accessing the Internet do so at their own risk. Students should immediately report any inappropriate content to the Dean of Students to avoid disciplinary action and to assist the school in providing as safe an educational environment as possible.

TECHNOLOGY STUDENT ACCEPTABLE USE POLICY

| | |
|----------------------------------|--|
| M I N O R | VIOLATION |
| | A Minor Violation includes unauthorized non-school-related electronic activity including, but not limited to: |
| | • Loading any unauthorized media |
| | • Playing games |
| | • Installing software/games of any kind |
| | • Being off-task during instruction |
| | • Accessing Facebook, Twitter, Snapchat, Instagram, or other social networking sites during school hours |
| | • Defacing school computer with stickers, etchings, or other accessories |

| | |
|----------------------------------|---|
| M A J O R | VIOLATION |
| | A Major Violation includes unauthorized non-school-related electronic activity that also violates Servite’s Catholic Christian values including, but not limited to: |
| | • Loading explicit material of a profane and/or derogatory nature |
| | • Attempting to break through the school’s firewall |
| | • Attempting to access the school’s network or server, other than the student network |
| | • Accessing and/or viewing pornographic sites |
| | • Harassment |
| | • Anything that creates an unsafe environment |
| | • Creating or accessing a personal hotspot, Virtual Private Network (VPN), or other non-Servite network |

During the school year, new and unusual situations may arise. The Principal and/or the Dean of Students reserve the right to amend these guidelines as necessary.

TECHNOLOGY: COMPUTER DAMAGE

Students and families are responsible for any damage to school computers and will be charged according to the table below. Intentionally damaging, reprogramming or installing any programs or viruses onto a Servite computer is considered an act of vandalism and will be dealt with according to disciplinary guidelines. Students may not pick up their computer after repair until they are cleared by the Business Office.

| REPAIR COSTS | |
|--|----------|
| Damaged Keyboard | \$25.00 |
| Re-image Computer | \$25.00 |
| Replace Lost or Damaged Power Supply | \$60.00 |
| Broken, Bent, or Defaced Case or Chassis | \$75.00 |
| Broken Screen | \$100.00 |
| Lost or Damaged Battery | \$150.00 |
| Missing or broken hard drive | \$150.00 |
| Lost or Irreparable Computer Bag | \$35.00 |

Lost or Stolen School Laptop Computer: If a computer is lost or stolen while leased to the student's family, a fee of \$750.00 will be charged to cover the cost of replacing the missing computer. In the case of a stolen laptop, the family should file a police report in the city where the theft took place.

HISTORY AND TRADITIONS OF THE SERVITE ORDER

THE SEVEN HOLY FOUNDERS



THE SEVEN HOLY FOUNDERS

MANNETUS ☩ AMIDEUS ☩ BONAJUNCTA ☩ BONFILIIUS ☩ HUGH ☩ SOSTENE ☩ ALEXIS

The Seven Holy Founders of the Order Friar Servants of Mary (Servites) were young, successful merchants who came together in Florence, Italy. United by friendship and devotion to the Blessed Virgin, they gave themselves to common prayer and works of charity. Their desire to serve God eventually led them to leave their homes and their businesses and form a community outside the city walls. About the year 1245 they moved to Monte Senario where, for a time, they followed a life of prayerful seclusion. As others came to join them, they laid the foundation of the Servite Order, whose members would be committed to the service of the Lord and others. They promised to follow Christ and witness his gospel; they took the Blessed Virgin as their Lady; and they lived communal life according to the Rule of St. Augustine. Pope Leo XIII canonized them collectively as the Seven Holy Founders of the Servite Order in 1888.

Charism of the Order:

Fraternity ☩ Service ☩ Devotion to Mary

Holy Days of the Servite Tradition

| | |
|---|---|
| January 12 – Saint Anthony Pucci | July 3 – Blessed Ubald of Borgo Sansepolcro |
| January 15 – Blessed James the Almsgiver | July 13 – Saint Clelia Barbieri |
| February 2 – Blessed Joachim of Siena | August 15 – The Assumption of Mary |
| February 17 – The Seven Holy Founders | August 23 – Saint Phillip Benizi |
| February 19 – Blessed Elizabeth Picenardi | August 31 – Blessed Andrew of Borgo Sansepolcro |
| March 25 – Feast of the Annunciation | September 1 – Blessed Joan of Florence |
| Friday before Good Friday - Mary at the Foot of the Cross | September 6 – Blessed Bonaventure of Forli |
| May 4 – Saint Peregrine Laziosi | September 8 – Birth of Mary |
| May 11 – Blessed Benincasa of Montepulciano | September 15 – Our Lady of Sorrows |
| May 12 – Blessed Francis of Siena | October 3 – Blessed Maria Guadalupe Picart Olmas |
| May 30 – Blessed James Phillip Bertoni | October 25 – Blessed John Angelo Porro |
| June 19 – Saint Juliana Falconeri | December 8 – The Immaculate Conception |
| June 27 – Blessed Thomas of Orvieto | December 10 – Blessed Jerome of Sant’Angelo in Vado |
| | December 15 – Blessed Bonaventure of Pistoia |

PRAYER TO SAINT PEREGRINE PATRON SAINT OF CANCER PATIENTS

O great St. Peregrine, you have been called "The Mighty Wonder Worker" because of the numerous miracles which you obtained from God for those who have turned to you in their need. For so many years you bore in your own flesh this cancerous disease that destroys the very fiber of our being. You turned to God when the power of human beings could do no more, and you were favored with the vision of Jesus coming down from His cross to heal your affliction. I now ask God to heal these sick persons whom I entrust to you: (Here mention names) Aided by your powerful intercession, I shall sing with Mary a hymn of gratitude to God for His great goodness and mercy. Amen.

MARIAN DEVOTION

The Angelus: (Prayed before students are released for lunch)

Leader: The Angel of the Lord declared unto Mary:

All: And she conceived of the Holy Spirit.

Leader: Hail Mary....

All: Holy Mary...

Leader: Behold the handmaid of the Lord:

All: Be it done to me according to your word.

Leader: Hail Mary...

All: Holy Mary...

Leader: And the Word was made flesh.

All: And dwelt among us.

Leader: Hail Mary...

All: Holy Mary...

Leader: Pray for us, O holy Mother of God.

All: That we may be made worthy of the promises of Christ.

Leader: Let us pray.

All: Pour forth we beseech you, O Lord, your grace into our hearts that we to whom the incarnation of Christ, your Son, was made known by the message of an angel, may by his passion and cross be brought to the glory of his resurrection, through the same Christ, our Lord. Amen.

Hail Mary: Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

ROSARY OF THE SEVEN SORROWS

Opening Meditation: In the seven sorrows of the Virgin Mary we see a reflection of the suffering and bitter anguish of the Human Christ. Just as Mary accepted the total mystery of Christ, so may we see in our sorrow, our fear, our humiliation, a dim, but real participation in His passion and death, recalling that if we wish to follow Him, we must "take up our cross" each day. Let us pray that we might accept Christ's call, and become co-sufferers of His passion.

The Seven Sorrows: (The meditation of each sorrow is followed by one Our Father and seven Hail Mary's)

1. The prophecy of Simeon
2. The Flight to Egypt
3. The Loss of Jesus in the Temple
4. Mary meets Jesus on the way to Calvary
5. Jesus Dies on the Cross
6. Mary Receives the Dead Body of Jesus
7. Jesus is Laid in the Tomb

Closing Prayer: Lord God, our Father, from the passion and death of Jesus, shared by the compassion of his Mother, you brought healing to fallen men and women. Grant that we, your people, may experience this healing and rise from the power of sin to a wholeness of life promised by Jesus, who lives and reigns with you and the Holy Spirit, now and forever. Amen

Vocation Prayer: O Father, maker of all, you love and care for me through all the important people in my life. I want to show you that I love you in whatever I do. Show me how you are calling me to serve you. Give me the grace to answer you generously.

Supplication of the Servants: Grant, Mother of all goodness, that we, your servants, be filled with hope! Strengthen us in the difficulties and trials ahead; keep us faithful in your service. Renew our sacred, timeless commitment to follow Christ. With you as guide may we serve you and our brothers and sisters with love. And at the end, be our gateway to unending life. Amen.

The Memorare: Remember, O most gracious Virgin Mary that never was it known that anyone who fled to thy protection implored thy help or sought thy intercession, was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins my Mother; to thee do I come, before thee I stand, sinful and sorrowful; O Mother of the Word Incarnate, despise not my petitions, but in your clemency hear and answer me. Amen

OUR CATHOLIC FAITH

Nicene Creed: We believe in one God, the Father, Almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the only Begotten Son of God, born of the Father before all ages, God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate, He suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins, and I look forward to the resurrection of the dead and the life of the world to come. Amen.

The Lord's Prayer (Our Father): Our Father, who art in heaven, hallowed be thy name. Thy Kingdom come, Thy will be done, on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen

The Ten Commandments:

1. I am the Lord your God: you shall not have strange gods before me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's spouse.
10. You shall not covet your neighbor's goods.

The Beatitudes:

- Blessed are the poor in spirit, the kingdom of God is theirs.
- Blessed are they who mourn, they will be comforted.
- Blessed are the meek, they will inherit the earth.
- Blessed are they who hunger and thirst for righteousness, they will be satisfied.
- Blessed are the merciful, they will be shown mercy.
- Blessed are the clean of heart, they will see God.
- Blessed are the peacemakers, they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness, the kingdom of heaven is theirs.

The Corporal Works of Mercy:

- Feed the hungry.
- Give drink to the thirsty.
- Shelter the homeless.
- Clothe the naked.
- Care for the sick.
- Help the imprisoned.
- Bury the dead.

The Spiritual Works of Mercy:

- Share knowledge.
- Give advice to those who need it.
- Comfort those who suffer.
- Be patient with others.
- Forgive those who hurt you.
- Give correction to those who need it.
- Pray for the living and the dead.

Theological Virtues:

Faith ✧ Hope ✧ Love

Cardinal Virtues:

Prudence ✧ Justice ✧ Fortitude ✧ Temperance

Gifts of the Holy Spirit:

Wisdom ✧ Understanding ✧ Right Judgment ✧ Courage ✧ Knowledge ✧ Reverence ✧ Wonder and Awe

PRINCIPLES OF CATHOLIC SOCIAL TEACHING

The Dignity of Work and the Rights of Workers
Call to Family, Community, and Participation
Life and Dignity of the Human Person
Option for the Poor and Vulnerable
Rights and Responsibilities
Care for God’s Creation
Solidarity

DAYS OF IMPORTANCE IN THE LITURGICAL YEAR

- Christmas (December 25)
- Solemnity of the Blessed Virgin Mary, the Mother of God (January 1)
- Ash Wednesday
- Solemn Triduum (Mass of the Lord’s Supper, Good Friday Service, Easter Vigil)
- Easter
- Ascension of the Lord (Sunday that follows 40 days after Easter)
- Assumption of the Blessed Virgin Mary (August 15)
- All Saints Day (November 1)
- All Souls Day (November 2)
- Immaculate Conception (December 8)

PRAYER FOR ADVENT

Lord Jesus, Master of both the light and the darkness, send your Holy Spirit upon our preparations for Christmas. We, who have so much to do, seek quiet spaces to hear your voice each day. We, who are anxious over many things, look forward to your coming among us. We, who are blessed in so many ways, long for the complete joy in your Kingdom. We, whose hearts are heavy, seek the joy of your presence. We are your people, walking in darkness, yet seeking the light. To you we say, “Come Lord Jesus!” Amen.