



**Convent &
Stuart Hall**

Schools of the Sacred Heart San Francisco

High School Student/Parent Handbook

2019-2020

Convent & Stuart Hall reserves the right to make changes to the Student/Parent Handbook during the school year. The handbook has been written in good faith to be as comprehensive as possible and is intended to be a guide in regard to a majority of issues; however, it cannot predict all issues that may arise in the school year and therefore it does not supersede good judgment or formation of consequences.

All students and parents must read and be familiar with the community norms and expectations articulated in the Handbook, which is a condition of enrollment. Enrollment in the School constitutes the agreement of all students and parents to comply with the provisions of the Handbook.

Last Update: January 2020

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History and Guiding Principles

History

The Society of the Sacred Heart (RSCJ) has its origins in Paris where it was established in 1800 by Saint Madeleine Sophie Barat. In the wake of the religious, intellectual, political and social upheaval of the French Revolution, St. Madeleine Sophie responded by identifying educational needs which subsequently led to the Religious Order of the Sacred Heart of Jesus. Now associated with some 200 schools and colleges throughout the world, the Society has remained dedicated to the education of young women and young men. Adapting its programs to the requirements of specific times and places, the Society maintains its concern with “the value of the student as a person growing into full Christian participation in a democratic society.”

Convent of the Sacred Heart and Stuart Hall High Schools are part of the Schools of the Sacred Heart Network, and Schools of the Sacred Heart San Francisco was founded by the Religious of the Sacred Heart in 1887. The first schools established were for the purpose of educating young women. Named for Janet Erskine Stuart, RSCJ, a world-renowned English educator, Stuart Hall for Boys K-8 was founded in 1956. Stuart Hall High School, offering a college preparatory education for young men, was established in 2000, completing the K-12 program for Sacred Heart education in San Francisco.

Mission Statement/Goals and Criteria

Mission: Convent & Stuart Hall educates mind, Heart and body, animating a zeal for discovery, inspiring a passion for justice and nurturing the strength to transform.

As foundational context for the mission statement, each Sacred Heart school promotes the educational tenets of the Religious of the Sacred Heart. We share with the other members of the nationwide Network of Sacred Heart Schools five common goals and criteria and a commitment to educate to:

- A personal and active faith in God;
- A deep respect for intellectual values;
- A social awareness that impels to action;
- The building of community as a Christian value;
- Personal growth in an atmosphere of wise freedom.

With a belief in the capacity of each student, Convent & Stuart Hall students are expected to achieve their highest level of scholarship while learning to assume leadership roles as responsible, compassionate and contributing members of their community and their world.

Philosophy of Education

We offer an education that is marked by a distinctive spirit and are committed to the individual student’s total development: spiritual, intellectual, emotional and physical. Sacred Heart schools emphasize serious study, social responsibility, and growth founded in faith. Convent & Stuart

Hall lives out this philosophy by offering a college preparatory education for young women and men, providing both single sex and coeducational opportunities within and outside the classroom.

Standard of Conduct

“Self-control is so vital to the conduct of life that no price is too great for the habit; it is so indispensable that no kind of duty can be well done without it, and no action is too small in which to practice it. It is a vain expectation to hope that self-control and unselfishness will come forth at command in a crisis, when they have not been practiced in the small occurrences of daily life. The rare crises of life reveal us to ourselves, but we are made in the small victories or defeats of every day.” — Janet Erskine Stuart

“The schools of the Sacred Heart emphasize studies which nurture the desire for truth. You will be challenged by the intellectual dimension of your education. Great emphasis is placed upon your capability for critical thinking and reasoning. The intention of Sacred Heart education is to address the whole person. You come as you are and are cared for with great love. The hope is to implant in you a sacred love for yourself, to challenge you to be more honest, to lead you along the road of integrity.” — Life at the Sacred Heart, 1982

Students at Convent & Stuart Hall participate fully in the school's goals of fostering academic excellence and personal growth. The school's policies provide a structure for responsible members of the community to move toward these goals. These policies represent the school's expectations of all students, and every effort will be made to enforce them in a fair and consistent manner. The school reserves the right to interpret and apply these principles of conduct.

This handbook is meant to encapsulate the school's expectations of behavior that promote a healthy learning and living environment. This expected behavior communicates a

- ***respect for self***
- ***respect for others***
- ***respect for time***
- ***respect for space***

The Honor Code

The Convent & Stuart Hall Honor Code embodies the basic tenets of trust and honesty in the community of Schools of the Sacred Heart. At the beginning of each school year, each member of the school community will publicly commit to acting as men and women of courage and integrity.

As a member of the Convent & Stuart Hall community, I agree to strive in words, actions and deeds to act as a person of courage and integrity; to be truthful at all times, even in difficult situations; to value the importance of learning from appropriately preparing for my classes, and will always represent only my work as my own; to value the possessions of others, and protect those possessions as if they were my own. Further, as a person of courage, I will expect and encourage others to act with the same sense of purposeful integrity; and, thereby to uphold the goals and criteria of the Schools of the Sacred Heart.

As the fundamental standard for student behavior, violations of the Honor Code may result in conversations with the school administration or disciplinary hearings before The Honor Council.

Communication Philosophy

Along with Convent & Stuart Hall's Standard of Conduct and Honor Code, the school believes that good communication skills are critical and that the following forms of communication are integral to success:

- Appropriate dress
- Good manners
- Limited and appropriate use of personal devices in the school setting in service of community, learning and well-being
- Positive social interactions with peers — in person, online and in social media
- Respectful interactions with faculty and staff
- Positive nonverbal behavior

The school encourages the practice of open, straightforward and honest communication. In regard to developing essential communication skills, particularly with faculty and staff, students are encouraged to address concerns and communication directly with those adults. The school views parents as partners in developing the communication skills of students and recognizes that parents can provide valuable coaching with regard to this communication. *The school encourages the development of students as primary advocates for their academic, athletic and social learning.*

Every Thursday during the school year, the school will send out an e-mailed newsletter (Thursday Notes) highlighting important events and information. Students and parents may access the school website for calendar information, daily announcements and athletic news.

If parents have questions regarding a particular course, we ask first that the student initiate the inquiry with the specific teacher. Should a parent require additional information beyond this first contact, please direct your question or concern to the course teacher.

Students and parents who reach out to a teacher via email may expect a response within 24 hours during the business day. Out of respect for their personal time, teachers are generally not available for correspondence with families in the evenings or during the weekend. Parents may

reach Convent & Stuart Hall employees by using the following protocol for all employee email addresses: firstname.lastname@sacredsfs.org.

Schools of the Sacred Heart Prayer

Gracious God,
Instill in each of us a bold faith;
A deep respect for intellectual values;
A passionate desire to serve others, especially those most in need;
An instinct for building community;
And a profound and honest commitment to our personal growth.
May we always act as persons of courage and integrity. Amen.

Prayer of Janet Erskine Stuart

Keep us O, God, from all pettiness
Let us be large in thought, in word, in deed
Let us be done with fault finding and leave off all self-seeking.
May we put away all pretense and meet each other face-to-face without self-pity and without prejudice
May we never be hasty in judgment, always generous
Let us take the time for all things, and may we grow calm, serene and gentle.
Teach us to put into action our better impulses, to be straightforward and unafraid.
Grant that we may realize that it is the little things of life that create the differences, that in the big things of life we are one.
And, Lord God, let us not forget to be kind.

Sacred Heart Traditions

Convent & Stuart Hall students enjoy many customs, practices and traditions. A few are listed here:

Congé: This announcement is recognized by students at Sacred Heart Schools as signaling a day when they take leave of their regular studies and channel all energy into having fun. Congé comes when it is least expected since its planning is done in secret. Originally, the activities and games, such as cache-cache (a group form of hide-and-seek), were planned by the religious for the girls of the boarding schools. The tradition has carried over to many Sacred Heart Schools of today and provides an opportunity for older students to exercise skills of planning and organizing as they work with administrators and faculty members to prepare activities for the younger students.

Goûter: Goûter is a long-standing tradition in Sacred Heart schools. In the days of the boarding schools, when it was not uncommon for classes to meet until five o'clock in the afternoon, it was necessary to provide the students with a mid-afternoon snack. Later, as the schools grew, the cost and logistics of providing daily goûter became too complex. Today, goûter, is a special treat to which students in Sacred Heart schools look forward on special feast days and holidays.

Noels: Following a tradition in which students used to sing Christmas Carols as their Christmas gift to their teachers, Convent & Stuart Hall convokes as a K-12 community for the singing, grade by grade, of holiday-themed songs in their language of study.

Prize Day: Prize Day brings a formal end to the school year in Sacred Heart schools. Students are recognized for their academic achievements throughout the year and, in some schools, for character formation. The school community comes together for a formal assembly to distribute the prizes.

Feast Days: Network Schools recognize the accomplishments and impact of two of the Founding Mothers of Schools of the Sacred Heart — St. Madeleine Sophie Barat and St. Rose Philippine Duchesne — on their Feast Days, May 25 and November 18 respectively.

The Academic Program and Expectations

Convent & Stuart Hall students are invited to participate fully in a comprehensive and challenging academic curriculum. Students generally take six or seven courses per semester, where the minimum course load is five scheduled courses. Freshman and sophomore years offer a foundation in each curricular area, in preparation for elective options in junior and senior year when students may elect to take the International Baccalaureate Diploma Programme or an “à la carte” combination of regular, honors, and Advanced Placement courses.

Graduation Requirements

| | |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English Language & Literature | 4 Years |
| Religion, Theology & Spirituality | 3.5 Years |
| Modern & Classical Language | 3 Years (or up to Level III of same language) |
| History/Social Science | 3 Years (U.S. History required) |
| Laboratory Science | 3 Years (Physics, Chemistry, Biology recommended) |
| Mathematics | 3 Years required; 4 Years recommended |
| Visual & Performing Arts | 1 Year (must be in same field; visual or performing) |
| Retreats | Attendance and participation in all class retreats. |
| Community Service | Must fulfill service program expectations (100 volunteer hours minimum) |
| Athletics, Health & Wellness | 4 Semesters of athletic participation recommended <i>It is highly recommended that students develop swimming competency by their sophomore year in preparation for the Costa Rica trip</i> |

Classes

Classes meet as denoted by the semester schedule. Students receive course-specific syllabus information from their individual teachers. Junior and senior students who have an unscheduled academic period may go to The Center (Broadway campus), The Gallery (Broadway), Carroll Learning Commons (Pine/Octavia campus), the Columbus Room (Pine/Octavia), Mother Williams Library (Broadway), an open lab, or may seek help from a teacher, meet with a teacher or advisor, or work on an extracurricular activity. In the interest and safety of our community, it is

expected that students remain on campus during class periods. 11th and 12th graders may leave campus for errands (walk to coffee, for example) provided they sign out at the front desk and sign in upon their return. 9th and 10th graders may not leave campus during an unscheduled academic period. Families are encouraged to schedule outside appointments after school hours. Outside appointments during the school day must be confirmed and verified by a parent and students must sign out with the High School Front Office if they leave campus and sign back in upon return. Students with an unscheduled period to start or end the school day are expected to be present at school in service of the expectations of their academic program.

Class Rank

Convent & Stuart Hall does not publish an official rank order for its students.

Valedictorian

A class valedictorian will be chosen for each graduating class from the pool of students who have displayed exceptional academic achievement and participation in the community of the school. The school's administrative team makes the final selection. A student must have attended Convent & Stuart Hall a minimum of six semesters to qualify for the honor of valedictorian.

Academic Integrity

Policy

Academic integrity is required of all members of our community. Homework, papers, tests and major assignments are to be the work of the individual student. Copying and/or sharing of assignments, submitting any work that is not one's own, cheating on any test or passing on of test information, and plagiarism are not tolerated. Cheating can display an isolated poor choice, or in some cases, a need for intervention. Academic integrity violations undermine the trust that is required in an academic environment. Continued violations may result in removal from the community in the form of suspension or dismissal and may be reported as part of the college application process.

Intervention

The school activates the following process for identifying and responding to integrity violations. Certain acts, ~~such as tampering with teacher testing materials, record books or grading software~~ may accelerate the level of intervention.

Level I: When a teacher becomes credibly aware of a student's breach of academic conduct, the teacher will meet with the student and inform an administrator. The administrator will follow up with the student and contact parents. In many cases, the work will be required to be redone honestly and possibly for lower credit. The school expects the breach will not be repeated.

Level II: When the school becomes aware of repeated offenses, elements of Level I will apply. In addition, an in-person meeting will be called with the student and parents to identify next steps, which may include in-house restriction and convening of the Honor Council.

Level III: When a student does not respond to a Level II intervention, formal and reportable disciplinary action (such as a removal from the community in the form of suspension or dismissal) may apply. The school is required to notify colleges when students reach this level of intervention.

Students with Diagnosed Learning Differences

Convent & Stuart Hall respects and supports the diversity of learning styles that are present in the classroom. We believe that teaching strategies designed to accommodate students with learning differences (such as multi-modal instruction and scaffolding) benefit all students in a classroom. Convent & Stuart Hall supports students with diagnosed learning differences who can participate fully in a college preparatory curriculum and provides reasonable accommodations for students with a current psychoeducational report that supports a diagnosed learning difference. In the high school setting, the most common school-based accommodation is extended time. The school generally follows the standards and practices of The College Board and ACT, with some students benefiting from assistive technology (e.g., calculator, computer for word processing). Should families engage an outside tutor to support their child's learning, the tutor is not permitted to work on campus with the student and work with outside tutors is not permitted during the hours of the scheduled school day.

Academic Performance Review

Student performance is assessed and formally communicated quarterly and by semester through the Academic Portal via a grade report. Semester grades are grades of record. For yearlong courses, both semesters must average to a passing standard to earn course credit and students must earn a passing second-semester grade to qualify for course credit.

Quarterly and semester grades are used to evaluate course placement and to guide students in their academic program.

Academic Status: Good Standing, Academic Warning, Academic Probation

A student who earns a first semester D and/or GPA under 2.0 but above 1.5 receives an Academic Warning.

A student who earns a first semester F or 2 D's, or a GPA under 1.5 is placed on Academic Probation.

The Director of Academic Guidance and the Grade Chairs for each grade level may create and direct academic intervention plans for students whose academic performance is of concern. Academic intervention plans must be reviewed and approved by the Chief Academic Officer. An academic intervention plan may include a need for remediation or an adjustment to a student's academic program. Students with an academic intervention plan because of an Academic Warning may be subject to a different re-enrollment calendar or academic performance conditions for re-enrollment. Students whose academic performance is of significant concern and who are on Academic Probation will not receive a re-enrollment

agreement until academic progress is evident. If academic progress is not evident, the student is likely not to be eligible for re-enrollment or continued enrollment in the program.

Fall and Spring Conferences

Academic conferences take place during the course of the year in the following format:

Grade 9 and Grade 10 - Student-Grade Chair individual conferences in the Fall Semester

Grade 9 and Grade 10 - Student-Grade Chair individual family meeting in the Spring Semester

Grade 11 - Student and grade chair individual family meeting (with parents) in the Fall Semester

Grade 11 - Student and College Counselor individual family meeting (with parents) in the Spring Semester

Grade 12 - Student and College Counselor individual family meeting (with parents) in the Fall Semester

Additionally, we host parent-teacher conferences in the Fall Semester.

Transcript Request Policy

All requests are regulated by the Right to Privacy Act; consequently, all requests for transcripts must be made in writing to the school. For students under 18 years of age, the request must be accompanied by their parent's or legal guardian's consent. Only unofficial copies of the transcript can be shared directly with a student; official copies will be sent directly from the school to the institution requesting the transcript.

Attendance Policy and Procedures

The general expectation for attendance is that students respect the community by respecting class time. Each student is expected to show this respect by arriving promptly to school, all scheduled classes, and required meetings or assemblies. Attendance is recorded at each class meeting. When there is a special schedule or program, all students are expected to attend.

Tardy Attendance

A student who is late for a class period must check in at the High School Front Office for an admit slip to class. Five tardies in a semester comprise a pattern of concern, and parents can expect notification from the school if a student's attendance becomes a chronic problem. There is no distinction between excused and unexcused tardies. Missing class is detrimental to learning outcomes and meeting academic goals. Excessive tardies constitute a disrespect of class time, reduce learning capacity and cause disruption. Tardies may result in the following consequences:

- Before school (7:30 a.m.) service and activity restriction
- In-school restriction
- Communication from teacher regarding concern for course progress/achievement as a result of missed class time
- Disciplinary hearing and/or full suspension or other significant sanction

Attendance Reporting

Parents/Guardians must contact the High School Front Office via email at hsoffice@sacredsfs.org or by phone (415-292-3122 for jeanne.asdourian@sacredsfs.org or 415-345-5811 for laura.maupin@sacredsfs.org for Stuart Hall) **before 9 a.m. to report a student absence, late arrival or early dismissal**. Absences due to illness of more than three consecutive school days must be verified by a doctor's note.

Students with advance notice of a trip, workshop or special event must have a REQUEST TO MISS CLASS FORM signed by all teachers at **least two days** prior to departure. A note from the parent regarding the reason for the planned absence must accompany the form. When the form is completed, it must be returned to the High School Front Office. Failure to submit a permission to miss class form may result in disciplinary action and/or lowering of class participation grade.

Following any absence, the student is responsible for contacting course teachers to catch up on assignments or missed content.

Vacations

The school year is based on an intentional calendar of instructional days. Vacation time outside of established school breaks is detrimental to learning — and attendance requirements for academic credit — and may affect eligibility for continued school enrollment. Families **may not** add to extended school breaks by scheduling travel on days preceding or following these breaks. In respect of the academic calendar, assignments that are due or tests that are given on days that precede or follow vacations may not be made up in advance or retroactively.

Attendance Policy for Academic Credit

Consistent attendance is a critical component of success. Students must attend 90% of scheduled classes during each semester in order to earn academic credit. Should a student's attendance be cause for concern, the teacher will notify the student and the student's family via email. If attendance concerns are not resolved, the Head of School will provide written notification to the student's family of pending loss of academic credit. Long or continuous absences due to illness verified by a doctor will be acknowledged as an exception to the general policy; in the case of extended absence, the student must perform whatever makeup work is specified by the teachers from whose classes s/he has been absent.

Illness at School

A student who becomes ill at school should report to the High School Front Office. The High School Front Office will notify a student's parent/s if the student needs to go home. Students may not be dismissed from school without parental consent. In the event that the parent cannot be reached, the second contact person on the emergency form will be notified and asked to give permission for a student to leave school.

Early Dismissal

Medical and other professional appointments should be scheduled outside of school hours whenever possible. Requests to leave school during school hours for an appointment or other necessity should be presented in writing to the High School Front Office on the day the permission is needed prior to the first period of the day. Students who miss classes in such cases are responsible for contacting their teachers and understanding their responsibility for assignments. Students must check out with the High School Front Office when leaving school. On their return to school, students are to obtain an ADMIT SLIP from the Administrative Assistant.

Lunch

Lunch is provided for all members of the Convent & Stuart Hall community and we view lunch as an opportunity to build and participate in community. Students may eat lunch on either campus. In service of community and lunch time “traffic flow,” we ask that students respect their appointed lunch time (Lunch 1 or Lunch 2.) If a student chooses to eat lunch off campus at a local vendor, students must sign out and sign back in. Adherence to handbook standards is expected when off campus, as students are representatives of the Convent & Stuart Hall community. Students are not expected or permitted to go home or to anyone else’s house at lunch period or any time during the school day.

Cutting Class and Truancy

Students who deliberately fail to attend a required class but who remain in the building will be charged with cutting a class. This will result in loss of class credit for that day, and students will be accountable for making up the time outside of the scheduled school day. Students are considered truant if they leave campus during the school day without authorization. Truancy — an unauthorized and unreported absence — may result in loss of class credit and may include suspension from school and loss of privilege to participate in extracurricular activities.

Study Period

Students generally have an unscheduled academic period on their schedule. This period is considered a study period; it is not considered a “free” period. Freshmen and sophomores must stay on campus during their study period. Juniors and seniors may sign out for a pass to leave campus briefly (for example to grab a snack from a local store) and are expected to sign back in on their return. In the interest of student safety and community, students should be present on campus during class and study periods. Students who happen to have a study period at the beginning or end of the day are nevertheless expected to be on campus and should not expect to stay or return home.

Media and Library Services

The Library and Student Common spaces are to be used for meaningful study or research activities and are reserved as working spaces for students.

Use of Computers, Tablets and Mobile Devices

In keeping with the school's commitment to building community, and with equal respect to each student's growth and development, we discourage ubiquitous connection to screens during the course of the school day when the screen in question is not in service of enhancing learning and instruction. To the extent possible, the school community promotes "in-person" interaction.

There is a time and a place for productive screen use. For many years, research has pointed to the fact that a teen's mental health and well-being may be inversely correlative to reflexive use of social media and screens. You may find these articles of interest:

60-Minutes article: [CBS News - Hooked on Phones](#)

New Yorker article: [How Facebook Makes Us Unhappy](#)

New York Times article from 2009 on texting: [Texting May Be Taking a Toll](#)

For this reason, students are asked to use phones on a limited basis during school hours. Mobile devices may be used before school, during lunch and after school. Otherwise, phones should be stowed (not on one's person) and not accessed during class time or passing periods. Inappropriate student use of phone in class or the hallways may result in confiscation. We therefore ask that parents — to the extent possible — refrain from calling or texting during the school day and call the front desk instead. Students may use the High School Front Office phone with permission.

Prior to accessing wifi on campus, students must agree to conditions of acceptable use. Computers and tablets used within the school environment are for school-related tasks. Students may not use their computers or tablets during the school day to play online games, post or participate on social media, or access other websites inappropriate to the work of school. Online streaming of entertainment is against the school's conditions of use.

College Counseling

During the spring semester of junior year and fall semester of senior year, a college counselor meets with students to prepare them for the college application process. The counselor will meet regularly with students and their parents during their junior and senior years and will be extensively involved in assisting the students in college placement. The school is required to report disciplinary suspensions and/or probations as part of the college application process.

Registration for Classes

Students are required to enroll in six academic classes each semester. Students who wish to add or drop a class must clear the change in conversation with their Grade Chair and any schedule adjustment must be formally approved by the Registrar.

Testing Protocol

Students sitting for major examinations (finals) and standardized tests (e.g., PSAT, AP, IB) must adhere to the following testing protocol: 1) phones must be turned off and handed in to the proctor before the tests have been distributed; 2) bags must be stowed away from the student's desk — in a designated area in the front of the room; 3) no food or drinks will be allowed in the testing room; 4) students may not leave the room before they turn in their test to the proctor. If a student has an emergency and must leave the room, the proctor will instruct the student to report to the Administrative Assistant before returning to the testing room to complete the exam. Upon the completion of a test, students must remain in their assigned seat and remain silent until dismissed by the proctor.

Classroom Protocols

Students are expected to respect class time by arriving to class or assemblies on time at every period of the school day. Teachers take attendance at each class meeting. Students are expected to use pass periods to use the bathroom, and should be in class for the duration of the class period. Unless explicitly requested by the teacher for use in the classroom, phones and other electronic devices are not permitted in class and must be stowed and not accessed during class time. In the context of our philosophy with regard to respect for space, gum, food or drink (other than water) is not allowed in class meetings. Similarly, students are expected to refrain from graffiti and any misuse of furniture.

Progress Reports

During a designated period of time in each quarter of the school year, teachers email a progress report to students, parents and grade chairs and advisors if they are falling below expected performance level. This communication is intended to make all constituents aware of the need to develop a plan for improvement. Students and parents may meet with teachers to discuss any concerns that they might have regarding a student's behavior or work in class. Students having difficulty with one or more subjects are strongly encouraged to meet with their teachers or advisor to develop a plan of study and for personal support.

Report Cards

A link to a student portal with updated report card information is sent via email four times a year at the end of each quarter or semester. Families may print a report card and review transcript information from this portal. Grades for all classes and comments regarding student performance are indicated on the report card. Grades of record are semester grades and these are calculated into each student's GPA; quarter grades are grades in progress and are not calculated into the GPA. GPAs are noted on the semester report cards.

Assessment and Grading Philosophy

Convent & Stuart Hall recognizes that student discovery, understanding and achievement take root over time. As such, teachers encourage the acquisition of skills and content via formative

and summative assessment practices. By each semester's end, teachers report on student performance and achievement of learning goals with the following rubric as a general definition of the letter grade:

A = Student work displayed a *mastery* of the key elements of course content and *fully met* or *exceeded* course expectations. **4 grade points**

B = Student work displayed a *solid understanding* of most of the key elements of course content and *mostly measured up to* course expectations. **3 grade points**

C = Student work displayed *satisfactory, developing* understanding of learning goals, though with *some gaps* in skills related to key content areas. **2 grade points**

D = Not enough course learning goals were met to merit satisfactory progress. **1 grade point**

F = Not enough learning goals were met to merit academic credit for the semester. **0 grade points**

"Incomplete" grades are assigned only in the case of extended illness or unusual circumstances that interfere with a student's ability to attend to academic responsibilities. "Incomplete" grades may become an "F" two weeks after the end of the term unless the approved work is completed, submitted to the appropriate teacher, and recorded by the registrar. Any plans for submitting incomplete work must be approved by the Academic Department Chair and the Division Head.

Grade Point Average

GPA's are computed on the basis of: A=4 pts., B=3 pts., C=2 pts., D=1 pt., F=0 pts. Cumulative GPA's are posted on a student's transcripts at the end of each semester. Convent & Stuart Hall calculates a weighted GPA for informational purposes. The unweighted GPA is the school's official GPA of record. Student participation in Student Council, Clubs Council, any leadership position, and all athletic teams requires maintenance of a GPA that reflect a serious commitment to academics; failure to do so may result in removal from the activity.

The School Community and Expectations

Student Conduct

Students are expected to engage in the spirit of the Goals and Criteria of a Sacred Heart education.

Behavior that undermines the quality of the community experience and the safety of the learning environment are not tolerated. Conduct that detracts from the educational experience includes

- disruption of class activity,
- willful and deliberate disrespect or disregard for authority of faculty or staff,
- vulgarity and obscene language,
- vaping and smoking,
- displays of physical affection related to romantic engagements among students,

- harassment (defined below),
- verbal and physical altercations,
- illegal activity.

The School reserves the right to interpret and apply these principles of conduct. Such conduct may result in disciplinary action including convening of the Honor Council, reporting in the college application process, possible suspension or expulsion from school.

In addition to establishing a quality of community experience in regard to the behavioral norms listed above, the School takes seriously the following societal boundaries and laws:

Harassment & Hostile Environment

Convent & Stuart Hall respects the dignity of all students and strives to insure that each student is provided with an environment that is free from hostility and intimidation. Actions that denigrate a student's race, creed, color, national origin, physical disability, gender or sexual orientation are strictly prohibited. Such conduct includes:

- Teasing and taunting, including the appropriation and distribution of another's image, messages, or likeness.
- Verbal and physical intimidation of others.
- Unwanted touching, contact, assault, impeding or blocking movement, or any intimidating interference or contact with personal space.
- Obscene or threatening communication.
- Racial, ethnic, or religious slurs or comments of a demeaning nature.
- Sexually demeaning comments, sexual statements, sexually suggestive questions, slurs, jokes, epithets, anecdotes or materials.

This policy prohibits harassment whenever it is related to school activity or attendance and includes school grounds, travel to and from school, and/or school activities. Should substantiated conduct outside the school environment — including use of social media — come to the attention of school officials, the student may also be subject to disciplinary action including suspension and dismissal from school.

Procedure for Reporting Harassment

When there is credible evidence of a breach of the harassment policy, the school will intervene to ensure a safe environment within the school. Upon corroboration, the Head of School may convene the Honor Council. Disciplinary action such as suspension may be initiated prior to the hearing. Convent & Stuart Hall treats allegations of harassment seriously and will review such allegations in a prompt and professional manner.

Weapons

The School considers safety to be of paramount concern. Possession of any weapon at school, including school-sponsored activities off campus, is not tolerated. Disciplinary action may

include dismissal from school and filing of a criminal complaint with the police department. Facsimiles of weapons, regardless of context, are not tolerated.

Theft

As noted in the Honor Code, students are expected to respect others' belongings. Taking any property, identity or money that belongs to others without permission constitutes theft. Such conduct will result in disciplinary action, including possible suspension or dismissal from school. Further disciplinary action may include dismissal from school and filing of a criminal complaint with the police department.

Physical Altercations

Physical altercations, regardless of resulting injury, will be addressed immediately by the High School Chair of Community Life. Engagement in such conduct will result in disciplinary action, including possible suspension or dismissal from school.

Graffiti, Vandalism and Willful Damage

Participation in the defacement or damage of school property is not tolerated. Students will be liable for reimbursing the school for any damage caused by engaging in these activities. Further disciplinary action may include dismissal from school and filing of a criminal complaint with the police department.

Police Investigation

As an integral member of the community, Convent & Stuart Hall will respond to police investigations in an appropriate manner. Parents will be notified in the event the police come to campus to question a student concerning a matter not directly related to a school incident. When possible, police will be requested to arrange any interviews with students after school hours and off school premises. In the case of illegal activity on the part of students at school, the school reserves the right to summon police to campus.

Out-of-School Activities

Conduct outside of the school day and school activities is typically not under the purview of the School. However, if such conduct is detrimental to the quality of the school community, the School may find it fitting to respond. Misconduct might include posting of inappropriate information on the internet or social media, illegal sexual activity, or social behavior that demeans self or others. Convent & Stuart Hall students involved in inappropriate or illegal activities at any time are liable for disciplinary action, up to and including permanent separation from the school. The School may also contact law enforcement in situations that our own policies and procedures do not cover or have the authority to address.

To be successful in achieving our educational mission, it is essential that families and the School work together. A successful partnership can exert a strong influence by modeling adult working relationships based on civility, honesty, and respect, and by helping young people become educated, mature and responsible young adults.

Our students' safety and well-being are of paramount concern, whether on campus for school activities or off campus in their private moments. In this spirit, we expect that Convent & Stuart Hall families, as members of this community, will work cooperatively with us to ensure the welfare of the students in our mutual charge.

Basic recommendations for your child on evenings and weekends:

1. **Know the plan:** Determine where your child is going and with whom. If there is a home-hosted event, contact the parents of the home to determine if there is appropriate supervision and if basic tenets of the law (e.g., no alcohol to minors, no illegal substances) and acceptable behavior will be followed. It is developmentally normal that a child may not want to tell you these details or want you to contact the family; nevertheless, it is within your parental rights and responsibility to know.
2. **Make a back-up plan, if/as needed:** Having established with your teen ground rules for behavior, make an additional back-up plan should conditions change. If there is illegal behavior, unsafe conditions, or some other reason that your son or daughter wishes to leave, make it known that your teen is encouraged to call you (or a designated adult) for pick-up at an agreed upon location.

If you are entertaining thoughts of hosting a student event at your home, make yourself aware of the liabilities and responsibilities in regard to the law, the student handbook, and the suggestions made in 1) and 2).

Non-School Sponsored Activities/Trips

Parents may, from time to time, organize events for parents and students in a class that are not school-sponsored events. The School has no responsibility for the planning or execution of these activities/trips. Participation is not required by the School and is voluntary by the participants. The safety or appropriateness of these activities/trips should be determined by the parent or guardian of each participant, as they are optional activities/trips organized by parents. Families that choose to participate assume all responsibility for itinerary, transportation and all activities and supervision related to these activities/trips.

Pornographic and Similarly Inappropriate Materials

Students found in possession of, selling, distributing, viewing, or conducting any internet activity related to pornographic or other similarly inappropriate materials (depicting demeaning or debasing images of any people, or any incidence of "sexting") will be subject to disciplinary action. Such action may include suspension or dismissal from school.

Students and Driving

Parking in San Francisco and in the vicinity of the campus is very challenging and students are therefore discouraged from driving to school. Students who drive to school must sign the school's traffic agreement, which includes parking restrictions information with regard to registering their vehicle. Students who drive to school without signing the agreement may face disciplinary consequences including loss of driving privilege. Students may not excuse themselves from class or other programming to move their cars during the school day.

Students may not transport other students to required school activities (including classes). Students may transport themselves to scheduled practices, service sites or other school-sponsored events.

Transportation Between Campuses

Students should use the school-provided shuttle during passing period for cross-campus transportation. Expectations for appropriate behavior extend to the bus. During lunch, if students choose to walk between campuses, they must walk safely, obey all stop lights and signs, and cross at designated crosswalks. For their safety, students should not text, use their cell phones, or listen to music when walking between campuses. The prescribed route between the Pine/Octavia and Broadway campuses is Pine Street and Webster Street.

Substance Policy and Intervention

Policy

Possession or use of illegal substances is not tolerated on the school campuses or at school-sponsored functions. A breach of this policy will most likely result in removal from the community in the form of suspension or dismissal. Similarly, a student's use of these substances before or after the school day or school activities is not tolerated, and students may not attend any school event while under the influence of substances.

Known distribution or sale of controlled substances constitutes grounds for dismissal from school.

Intervention

Use of substances by a student can display an isolated poor choice, or in some cases, a need for intervention and professional assistance. The school follows the following process for identifying and responding to student use of substances.

Level I: When the school becomes credibly aware of a student's potential misuse of substances, and the school culture is not at risk, the school will initiate confidential communication with the student and the family.

Level II: When the school becomes aware of a student's misuse or abuse of substances in behavior out of school, and the school culture is not at risk, the school will initiate confidential communication and may require professional treatment or therapy.

Level III: When a student does not respond to a Level II intervention, the school will mandate drug testing and success of treatment must be proved for the student to continue enrollment.

Disciplinary Action

Learning, particularly in regard to choices and behavior, requires feedback. The intent for such feedback is that it be educational; in most cases, the correction will take the form of a verbal correction or a redirecting conversation. Some infractions warrant consequences that promote

greater accountability and may involve the Honor Council, disciplinary probation, restrictions, and separation from the community (i.e., suspension and expulsion). The school is required to notify colleges of significant infractions as part of the application process .

Honor Council

The purpose of the Honor Council is to advise the Heads of School in matters that affect student life and to provide avenues for restoration when there are breaches of community. The Council is a joint faculty/student committee, chaired by the High School Chairs of Community Life. In addition to the Chair, the Council is composed of a small group of faculty/staff members and a selection of the student body. At the beginning of each year, the committee will appoint a student chair who will work with the Council Chair to develop agendas for the faculty/student committee and act as the liaison between the faculty and student members of the Honor Council.

The Honor Council may convene as a form of intervention for students in matters of significant breaches of community or the Honor Code. A meeting may engage the full Council or a segment of the Council depending upon the nature of the case. A student who is asked to review any violation before the Honor Council may choose a faculty advisor or another teacher, administrator, or staff member from the school to serve as an advocate. The student will be required to present a written statement to the Honor Council regarding the specific violation of the Honor Code. The Honor Council's perspective on the case is advisory to the Head of School.

Behavioral Probation

Students who commit serious breaches of conduct or whose behavior reflects a pattern of disregard for school community may be subject to behavioral probation. The term of the probation may last a quarter, a semester or the entire school year. The Chair/s of Community Life in coordination with the Head/s of School will draw up a behavioral contract, and the student and the student's parents must sign the contract, indicating their willingness to abide by its terms. Failure to comply with the contract may result in dismissal from the school. For behavior that results in probationary status, the school is required to notify colleges as part of the college admissions process.

Activity Restriction

Repeated violations of the code of conduct may result in restriction of privileges related to participation in school activities such as clubs, athletics, drama or other extra-curricular activities.

In-School Restriction

In-school restriction will be assessed for a serious code of conduct violation or a pattern of violations. In-school restriction requires the student to be present at school but prohibits the

student from attending class or any school activity. Students receiving in-school restriction will lose credit for class participation and will be responsible for obtaining and completing assignments given during the missed periods. Additional disciplinary action may include any or all of the above sanctions.

Out-of-School Suspension

Out-of-school suspension will be assessed for serious violations of the student code of conduct. Actions that lead to an out-of-school suspension may also result in dismissal from school. In addition, suspension may be imposed because of a prolonged pattern of repeated lesser violations of the student code of conduct. All suspensions and/or probations are reported as part of the college admissions process. This includes disciplinary actions that occur after completion of the college admissions process through graduation from Convent & Stuart Hall.

Dismissal from School

In instances involving an egregious and irreparable offense, dismissal from school may be the consequence. The Head of School will decide on this course of action.

Advisory

Advisory groups at Convent & Stuart Hall support students by providing a space for the creation of an intentional and healthy group dynamic under the guidance of a faculty leader. Students stay with the same group for the duration of their years at Convent & Stuart Hall. Advisory meets on a regular basis and is a time to develop relationships in the community and to engage further in a small-group format certain topics we may have addressed or will address at chapel or assembly period.

Personal Counseling

Acknowledging that students bring a frame of mind and heart to school every day, the school provides a counselor to provide short-term intervention to students in need of emotional support. The counselor will work with parents for outside referrals when these services are needed. Should a student display evidence of being a risk to themselves and/or others, the school will request written documentation from a doctor before the student returns to school. Yearly programming provides students with information regarding health and wellness, including life balance, sleep and healthy relationships.

Elevator Use

The use of the elevator is reserved for the facilities team and for adults. Students are expected to use the stairways. A student with a physical disability or injury may use the elevator after receiving authorization from the Administrative Assistant.

School Building Hours

The Convent & Stuart Hall buildings open at 7:30 a.m. A security guard is on site until 7 p.m. In the interest of student safety, students may not remain in the school building outside of school building hours.

Internet Use

Internet network access is provided by the school. Students are required to review and sign the Acceptable Use Policy (AUP) and Contract before using the school's internet service and are expected to adhere to the AUP at all times when using a device on campus.

Appropriate Use of Space

It is expected that students treat campus spaces with respect. Students are not allowed in the Faculty Room, and students may not congregate in classroom spaces without a teacher present. Students should use the main Siboni stairs and not the secondary (side) stairs of the Siboni Building. In following a core belief that all should leave a given environment better than they found it, it is expected that students will clean up after themselves.

Clubs and Organizations

Convent & Stuart Hall encourages student initiative in the development of clubs and organizations that meet the interests and talents of the students. The High School Chairs of Community Life must approve each club and organization to be considered in legitimate standing at Convent & Stuart Hall. Clubs will go through a vetting process and complete an application under the supervision and engagement of a faculty moderator.

Student Government

The student government at Convent & Stuart Hall is the elected governing body for student input on the school experience and its programs. Student Body Officers are elected by the entire student body after the candidates for office have formally presented their ideas in a student forum. Class officers serve as members of the governing body and are elected by their classmates. Candidates must be in good academic and behavioral standing to run for office. Students on probation for academic or behavioral issues are not eligible to run for office. Candidates must be on pace to fulfill their service requirement.

Student Appearance: Philosophy and Expectations

The school expects that student appearance reflect a global standard of excellence as characterized by the international hallmark of a Sacred Heart education. In many Sacred Heart schools across both the nation and globe, daily school dress follows a strict uniform code. In acknowledgment of the context of the Bay Area in which Schools of the Sacred Heart San Francisco operate, Convent & Stuart Hall follows a dress code for most school days. The

school dress code and student appearance should reflect a readiness for the work of education, and should demonstrate an understanding of the difference between being dressed for a day at school and dressed for a recreational/social activity outside of school time. The school appraises student misuse of the dress code throughout the school year and reserves the right to amend the dress code accordingly.

If a question arises as to what is appropriate, any member of the faculty reserves the right to make a judgment in regard to student dress and appearance. In general, Convent & Stuart Hall relies upon the judgment and cooperation of both students and their parents in the implementation of these norms.

Students out of dress code can expect correction from teachers, and if not correctable within the context of the classroom, by the Chairs of Community Life. Parents will be notified if there is a pattern of non-compliance.

In general, students who wear a collared shirt and khaki pants will be compliant with the dress code.

Dress Code

Convent & Stuart Hall Dress Code:

- Tops
 - Must have a collar
 - May be long or short-sleeved
 - Must cover the shoulders and the midsection, should not be low cut or unbuttoned
 - May be worn untucked provided that the tail does not extend beyond arm's length
 - Must be free of advertising and printed graphics with the exception of a small manufacturer's logo
- Sweaters and sweatshirts
 - May be hooded or crew neck
 - The hood may not be worn up to obscure the face
 - Must be plain, Convent & Stuart Hall branded or college-branded
- Pants and shorts
 - Casual, fitted pants or shorts (of minimum knee length) in neutral colors
 - Examples of neutral colors include black, grey, khaki, navy, white, olive
 - No tears or holes
 - May not sag

*For Convent Students: The uniform skirt **may only be worn** with tights or leggings as a component of full dress uniform; it is not a dress code, "mix and match" item. When tights are worn with the uniform skirt, they should be opaque, black tights. No sheer or torn/ripped pantyhose.

-
- Shoes

- Must be closed-toe
- May be athletic shoes

In general, in support of community and inclusion in community, the school discourages excessively overt “branding.”

Casual Dress Days:

- On designated casual dress days, students may wear T-shirts
- Casual clothing may not be
 - Excessively tight
 - Torn, patched, sheer or cut off
 - Excessively sagging or baggy pants are not allowed

Dress Uniform

Dress uniform is required on designated school days, often to celebrate a school or religious tradition. Dress uniform may be worn on any school day at the student’s discretion.

Convent Dress Uniform:

- White polo shirt
- Burgundy sweater for Grades 9-11, navy sweater for seniors. Convent & Stuart Hall branded logo is preferred but not required.
- Dress uniform skirt or tailored black slacks
 - Dark tights are required for students opting to wear a dress uniform skirt; no sheer or ripped hose.
- Formal black flats for footwear

Stuart Hall Dress Uniform:

- Navy blue blazer
- White, collared dress shirt
- School tie
- Tan pants
- Brown or black belt
- Dark socks
- Brown or black dress shoes

The school does not find the following to be appropriate for academic work at any time, and they are not allowed:

- Sleeveless tank tops or crop tops
- Leggings without a dress uniform skirt
- Camouflage
- Clothing that reveals the underwear
- Athletic shorts or swimwear

- Non-dress uniform skirts
- Open-toed shoes, including flip-flops, sandals and slippers
- Sheer, torn or ripped clothing
- Hooded sweatshirts with the hood up
- Hats that obscure the face (no baseball caps)

Jewelry and Tattoos — Body piercings other than earrings are prohibited. Studded belts and bracelets and chains are not allowed. Tattoos on normally exposed parts of the body are not allowed.

General Appearance — Students are expected to follow good hygiene practices. This includes washing and shampooing hair, bathing regularly and maintaining oral hygiene. Students should avoid using excessive fragrances including full body sprays. No unnatural coloring or excessive spiking or patterning of hair is allowed. Facial hair is permitted if it is groomed (scraggly, unshaven facial hair is not permitted). Stuart Hall students who violate the facial hair policy will report to the High School Chair of Community Life and will be required to shave.

Chapel/Assembly

The student body congregates as a community every week for Chapel or Assembly. Faculty and students gather during Chapel period for *espacio* prayer, reflection and announcements. Respect of space and program is paramount during Chapel Services; therefore, attendance is required and eating/drinking is not permitted.

Special Liturgies and Masses

As a Sacred Heart school rooted in the Catholic tradition, Masses or special prayer services take place throughout the year, and all faculty and students are expected to attend. Respect of space and the school program are paramount during liturgies; therefore, food items, gum and eating are not permitted.

Student Retreats

Each year students participate in class retreats. The Director of Spiritual L.I.F.E, in conjunction with key faculty, organize and coordinate retreats. Participation in retreats is mandatory and part of the graduation requirement.

Field Trips (Daylong)

Parents will be provided with specific information regarding field trips during the school day. If the trip is one that involves the entire student body, parents will receive notification from the school. If the trip is related to a specific class or group of students, the sponsoring faculty or staff member will provide specific information regarding the activity. If a trip involves a monetary cost, parents will be informed of the charges in advance. In some instances, the school may provide financial support for students if the cost poses a hardship.

At the start of the school year, parents provide the school with a signed permission slip, allowing students to occasionally leave the school campus for short excursions. In most cases these excursions involve walks to and from the Broadway campus or destinations near the school such as a park or a setting that may provide a learning environment in subject areas (e.g., science, history, art, etc). On other occasions, students may use the Muni system to reach field trip destinations. In these instances the students are supervised by school staff. Out of concern for student safety, students may not drive other students to field trips. Uber and Lyft are also not permitted forms of transportation to school-sponsored events.

School Trips (Overnight)

Convent & Stuart Hall provides opportunities for students to participate in school-sponsored trips to other parts of the country and abroad. All sophomores are expected to attend the Costa Rica trip, which involves expenses not part of tuition or general fees. In some cases the school may assist families in meeting the expenses related to this opportunity. Other trips, such as community service trips and immersion trips, are voluntary and involve expenses not part of the tuition or general fees. Because these excursions are school-sponsored, all of the regulations outlined in this handbook apply to students involved in these programs. Furthermore, the School reserves the right to restrict participation based on students' behavior/disciplinary history and unmet financial obligations to the School.

Service Learning

Goal of Service Learning

The goal of Convent & Stuart Hall's Service Learning Program is to develop socially aware adults who value a life-long commitment to service and translate this commitment into service leadership. The Service Learning Program at Convent & Stuart Hall primarily engages Goal Three of a Sacred Heart education: "A social awareness that impels to action." Students engage in service activities that encourage the care and advocacy of the human person, an appreciation for community, a more conscientious environmental stewardship and a sense of leadership in the spirit of Janet Erskine Stuart, RSCJ: "Try to render all possible service to others, not talking of the thing, but doing it."

Students must complete a record of hours completed via an online app. Students are expected to take leadership and ownership of their plan to complete their commitment. Upon completion of their service, students will have identified where their strengths, interests and gifts fit the needs of the community.

Fire/Earthquake/Lockdown Drills

Safety drills are held periodically throughout the school year. Students will follow the directions of the faculty members in their classroom and maintain silence. In the event of an emergency, students will not be dismissed from school until parents have made contact with the school.

STUDENTS WILL REMAIN AT SCHOOL UNTIL PARENTS ARRIVE OR UNTIL PARENTS RELEASE STUDENTS VIA PHONE CONFIRMATION.

Use of School Name

The Convent High School, Stuart Hall High School, Schools of the Sacred Heart San Francisco name, or variations thereof, may not be used for any event, either social (including social media groups), athletic, political or other similar purposes, nor may anything be published under the school name unless permission has been obtained from the President of School for each use.

The Athletic Program Expectations

Convent & Stuart Hall Athletic Philosophy

In order to provide a healthy, competitive experience for student-athletes, Convent & Stuart Hall strives to create a positive atmosphere of sportsmanship and learning, both at practice sessions and at athletic contests. Participation in athletic programs provides the opportunity to live out the Goals and Criteria of the Network of Sacred Heart Schools, which fosters the balance in education between academics and extracurricular life. Thus, each student is encouraged to make athletics a part of their high school experience and to strive for excellence while making a commitment to their team members, coach and community.

Sports Seasons

The following sports are offered at Convent & Stuart Hall:

Fall:

Convent — Cross Country, Golf, Sailing, Tennis, Volleyball

Stuart Hall — Cross Country, Football, Sailing

Winter:

Convent — Basketball, Wrestling, Soccer

Stuart Hall — Basketball, Soccer, Wrestling

Spring:

Convent — Badminton, Fencing, Sailing, Swimming, Track and Field, Lacrosse

Stuart Hall — Badminton, Baseball, Fencing, Golf, Lacrosse, Sailing, Swimming, Tennis, Track and Field

League Affiliation: Bay Counties League — West, Bay Area Conference

School Athletic Representatives: Elena De Santis, Convent; Charles Johnson, Stuart Hall

Nickname: Cubs, Convent; Knights, Stuart Hall

Colors: Red and White, Convent; Cardinal and Navy, Stuart Hall

Student-Athlete-Parent Standards

1. **Conduct.** All athletes are expected to adhere to the standards set forth in the Convent & Stuart Hall Student/Parent Handbook and to follow the team rules set forth by the head coach and/or assistant coach. Athletes are directly responsible to the head coach and assistants and

must remember that participation on any team is a privilege, not a right. Student athletes are expected to be completely committed to the sport in season and participate in all practices and games. The C.I.F. code of conduct for interscholastic student-athletes is enforced by Convent & Stuart Hall. Copies of the student-athlete code of conduct is provided to all student athletes. In addition, all student athletes must sign the N.C.S. ejection policy notification form for each season of athletics in which they participate. Spectators at athletic contests are expected to support the teams and/or individual participants in a positive manner. Verbal abuse of coaches, student-athletes, officials or other spectators will not be tolerated. Spectators engaging in verbal abuse and other unsportsmanlike conduct which interferes with the athletic contest or negatively impacts other spectators will be asked to leave the venue.

2. Academic Standards. All student-athletes must maintain a 2.0 grade point average with no failing marks in order to compete in Athletics. Any student falling below a 2.0 grade point average or receiving an F at the end of a grading period may be subject to Athletic Probation, which may result in loss of eligibility to compete in C.I.F. contests and may include suspension from scheduled practices. Athletic Probation will be in effect for the subsequent grading period; progress reports will determine restoration of eligibility within that period. Students who fail to maintain a 2.0 GPA in the subsequent grading period will lose eligibility to participate in athletics until the following grading period. Athletes are responsible for contacting their teachers regarding missed assignments prior to early dismissal for scheduled games.

3. Attendance. Athletes are required to be in attendance all periods of the day on a game or practice day unless excused by the administrator in charge. Athletes must be on time to practices and contests and to transportation to practices and contests. Practices are held after school at a variety of venues located in San Francisco as well as Schools of the Sacred Heart facilities. Some practices and contests may occur on Saturdays.

4. Uniforms and Equipment. Athletes are issued team uniforms and, in some instances, equipment necessary for participation in a particular sport. It is the athlete's responsibility to provide proper care in maintaining school uniforms and equipment. Uniform and equipment return will be conducted at the end of each sports season. Uniforms and equipment must be returned in satisfactory condition or the athlete will be assessed a fee for replacement of uniform or equipment which is deemed damaged. A player fee will be assessed in sports that require personal equipment that will be issued but not returned.

5. Transportation. Student-athletes will be provided transportation to practices and games. Transportation by team parents may occur with prior approval from Administration. Student-athletes may only transport themselves to practices and contests with prior approval from the Head of School. Student-athletes may not drive other student-athletes to contests.

6. Drugs and Alcohol. Any violation of the Convent & Stuart Hall code of conduct regarding use of drugs or alcohol may result in the loss of privilege to participate in the interscholastic athletic program at Convent & Stuart Hall.

7. **Cause for Dismissal.** Consistent abuse of any of the above-mentioned items may show cause for an athlete to be removed from any Convent & Stuart Hall team.

8. **Grievance Procedure.** The following steps should be taken if an athlete's conduct becomes problematic or if an athlete has a concern regarding the specific program in which s/he is participating:

- i. The head coach meets with the athlete in question to discuss behavior and/or concerns.
- ii. A conference shall be scheduled with the Athletic Director, Coach and athlete to discuss the concerns.
- iii. Parents will be notified and alerted to the issues concerning their student. Parents' presence may be requested at an additional conference.
- iv. The Coach, Athletic Director and Head of School will make a decision regarding the athlete's status in the Athletic Program.

It is the hope of the Convent & Stuart Hall Athletic Department that healthy communication between the head coach and athletes will prevent any negative student-athlete disciplinary action at Convent & Stuart Hall.

California Interscholastic Federation/North Coast Section

Code of Conduct for California Interscholastic Student-Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). This Code applies to all student-athletes involved in interscholastic sports in California. I understand that, in order to participate in high school athletics, I must act in accord with the following:

TRUSTWORTHINESS

Trustworthiness — be worthy of trust in all I do.

Integrity — live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.

Honesty — live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability — fulfill commitments; do what I say I will do; be on time to practices and games.

Loyalty — be loyal to my school and team; put the team above personal glory.

RESPECT

Respect — treat all people with respect all the time and require the same of other student-athletes.

Class — live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre-and post-game rituals.

Disrespectful Conduct — don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

Importance of Education — be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

Role-Modeling — Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. ***Suspension or termination of the participation privilege is within the sole discretion of the school administration.***

Self-Control — exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

Healthy Lifestyle — safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game — protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

Be Fair — live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

Concern for Others — demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.

Teammates — help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

Play by the Rules — maintain a thorough knowledge of and abide by all applicable game and competition rules.

Spirit of rules — honor both the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Whom to Contact When

Reporting an absence (please report absences by 9 a.m.)

Convent: Jeanne Asdourian, 415-292-3122.

Stuart Hall: Laura Maupin, 415-345-5811

Or send an email to: hsoffice@sacredsfs.org

If I have a question about the class schedule or academic program:

Betsy Pfeiffer, Registrar

betsy.pfeiffer@sacredsfs.org

If I have a question about the IB Programme:

Devin DeMartini Cooke, IB Diploma Coordinator, 415-292-3129

devin.demartini@sacredsfs.org

If I have a question about the Athletic Program:

Head of Athletics and Physical Education, Dana Kuwahara: dana.kuwahara@sacredsfs.org

If I have a question about calendar: The answers to many questions regarding calendar can be found online at www.sacredsfs.org