



SERVITE
HIGH SCHOOL

PARENT/STUDENT HANDBOOK
2021-2022

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OVERVIEW

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Founded in 1958 by the Order of Friar Servants of Mary

Accredited by the Western Catholic Education Association (WCEA) and
Western Association of Schools and Colleges (WASC)

President: Randall Adams
Principal: Stephen Walswick '02
Vice President of Finance: Jim Welch '79
Vice President of Advancement: Steffanie Early

Chairman of the Board of Directors: Philip Stump

Administration:
Assistant Principal of Academics: Olga Hofreiter
Assistant Principal of Catholic Identity: Brendan Ronan
Director of Counseling Services: Hilary Recknor
Dean of Students: Jack Conklin
Director of Athletics: Alan Clinton

THE SERVITE ORDER

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.

Mission of the Order Friar Servants of Mary

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)

SCHOOL MISSION, PHILOSOPHY, AND INTEGRAL STUDENT OUTCOMES

School Mission Statement

Servite High School is a Catholic college 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."

Pope 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 OF SERVITE HIGH SCHOOL

Servite High School 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 ways 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 act and interact 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 and by maturing intellectually, morally, physically, and spiritually.
- We seek excellence in all things, and with God's grace, become leaders living disciplined and virtuous lives.

ACADEMIC POLICIES

Principal's Right to Amend

When developing these academic policies for Servite High School, we wrote this handbook as clearly and as explicitly as possible. Nevertheless, during the school year, new and unusual situations may arise; therefore, the Principal reserves the right to amend these policies as necessary during the school year. The Principal is the final interpreter and arbiter within the school..

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, students must 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. Academic dishonesty is cheating, and cheating is grounds that could be the basis for expulsion. Students should represent themselves, their families, and their community by remaining academically honest at all times while a Servite student and throughout their academic career.

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. This also includes failing to cite, attribute, or (foot)note another published source.
- 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.

**If a switch to remote learning becomes necessary, academic honesty is still critical and expected of all students. Sharing answers, tests, texting or calling peers, or in any way compromising the integrity of an assessment administered remotely violates our Academic Honesty policy and is subject to disciplinary consequences.

Academic Probation and Enrollment Review

Servite students must maintain a minimum cumulative and semester academic Grade Point Average (GPA) of 2.0. A student who fails to meet the minimum GPA at a semester will be placed on Academic Probation. Counselors will monitor student progress to ensure that he completes the minimum number of credits needed to graduate. A student who does not meet the minimum GPA requirement or who fails to earn the minimum number of credits may be asked to withdraw from Servite.

At the conclusion of each school year, the grades and discipline records of students who did not meet the friar standards in those areas will be reviewed, and students who show little evidence of future success may be asked to withdraw from Servite before the new school year begins. Counselors will notify students and their parents/guardians if the student lacks the necessary credits to move to the next grade level.

A student may progress to the next grade level if he has completed the following minimum credits by the end of each semester:

Grade Level	First Semester	Second Semester
Freshman		55 credits
Sophomore	100 credits	130 credits
Junior	160 credits	200 credits
Senior		270 credits

A student may move to the next grade level only after redeeming all Fs from the previous grade level. On very rare occasions, after a bona fide effort has been made to redeem all F’s, the Director of Counseling Services may allow a student to progress to the next grade level with a maximum of one (1) F carried over from the previous year.

Academic Awards and Recognitions

Students who demonstrate academic excellence are granted special recognition after every semester of coursework according to the following Honor Roll criteria:

Students with a minimum 3.30 semester GPA and no semester grade lower than a B-	Principal’s Honor Roll
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Students with a minimum of 3.80 semester GPA	Principal's High Honor Roll
Students with no semester grade lower than an A- in any course AND at least three (3) HP/AP-level courses in his schedule. For freshmen only who are enrolled in the Math/Science Honors track; Ninth-grade students with no semester grade lower than an A- in any course AND at least two HP-level courses.	Principal's High Honor Roll with Distinction

Two graduating seniors who achieve the highest grade point averages in their graduating class through outstanding performance in Servite's rigorous academic program are named Valedictorian (highest GPA) and Salutatorian (Second highest GPA). The outstanding performance is determined by calculating the students' cumulative, weighted Academic GPA up to and including the students' first seven semesters. Only students who have attended Servite High School for all four years will be considered for Valedictorian and Salutatorian.

Advanced Placement Program

The College Board's Advanced Placement Program (AP) enables students to pursue college-level studies while still attending high school. Based on their performance on rigorous AP exams administered in May, students can earn credit or advanced placement for college. In addition, the AP Program offers students the following benefits:

- Allows high school students to take courses that are challenging, rigorous, and in-depth, preparing them well for the rigors and demands of college courses.
- Prepares students to succeed in college
- Enables students to pursue a double major, to study abroad, or to undertake a combined Bachelor's degree and a Master's program through the credits they earn for the AP achievements.
- Allows students to take more advanced courses in disciplines where they have received a firm grounding from AP achievements
- Allows students to take more advanced courses in disciplines where they have received a firm grounding from AP.

Servite is committed to serving and supporting the students who exhibit academic excellence by offering 22 AP courses that include:

Art History	Calculus AB	Latin Vergil
English Lang. & Composition	Calculus BC	US Government & Politics
English Lit. & Composition	Statistics	US History
Physics C	Computer Science A	Macroeconomics
Biology	Computer Science Principles	Microeconomics
Chemistry	Spanish Language & Culture	World History
Environmental Science	French Language & Culture	
Psychology	Chinese Language & Culture	

Class Management Plans

All teachers distribute Class Management Plans at the beginning of each school year. These Management Plans contain valuable information that is specific to each teacher and course. Students and parents review each management plan and sign the form to indicate they have read and understand the information in the

management plan. Students will be held accountable to those classroom policies and regulations throughout the school year. Contact the individual teacher with any questions about his/her management plan.

CURRICULUM AND COURSES

Servite offers over 100 courses from which to choose. The curriculum at Servite is multi-layered, offering college preparatory academic classes, as well as Honors and Advanced Placement classes, for those students who qualify. Students are also offered a variety of elective courses in multiple disciplines to ensure a well-rounded education that fulfills both Servite graduation and college and university admissions requirements and allows students to explore interests in specific subjects and careers.

Students each take seven classes per semester and work closely with their counselors to ensure that they meet all graduation requirements and are placed in appropriate courses based on their interests, college aspirations, and abilities.

Registration for courses for the following school year takes place during the spring. Students work with their counselors to request their classes for the next school year, review their graduation requirements, and enroll in the courses that best meet college admissions requirements for the colleges of their choice. Freshmen receive their registration forms prior to a mandatory meeting held in the spring. During that meeting, counselors offer assistance to parents and students with scheduling options prior to the submission deadline. A detailed description of each course can be found in our Course Catalog, which is posted on our school website at servitehs.org.

Late Work

Students are expected to complete all assignments to the best of their ability and to turn in assignments on time. Teachers regularly assign homework to students as a way to reinforce skills learned in class. It is imperative that students stay current on their homework; however, we recognize that occasionally there are legitimate reasons for a student to not turn in an assignment on time. In order to allow students the opportunity to get the required work in without devastating their grade, teachers will accept late work under the following conditions:

- Unless otherwise specified by the teacher, an assignment is considered “due” during the class period the student has that class, upon the request of the teacher. (In some cases, teachers impose a specific time that assignments must be submitted – for example, by 10:00 p.m., or by 3:00 p.m. Assignments not submitted by the specified time will be considered late.)
- A student may turn in an assignment one day late to receive 50% credit. Again, unless otherwise specified by the teacher, the student is expected to turn in the late assignment at the beginning of the period he attends the class during the day.
- The student receives a zero on the assignment if it is not turned in by the late submission deadline.
- Long-term projects that are assigned well in advance of the due date must be turned in on the due date, regardless of whether the student is in class or not. A classmate or parent can submit the work on behalf of the student if the project cannot be emailed or electronically submitted to the teacher.
- If a student knows he will miss school for a college visit, a non-school sporting event, a vacation, or other verified but unexcused reason, he should turn in his project before his absence begins unless otherwise arranged with the teacher. For example, if a student knows he has a club tournament on

Friday and Saturday, but his project is due Friday, he should turn it in Thursday before he begins his absence.

- If a student is absent for verified reasons on the day an assignment is assigned to students, he has the number of days he was out to complete and hand in the assignment for full credit. For example, if a student is absent Tuesday, and the assignment was assigned to students on Tuesday and due on Wednesday, the student must turn in the completed assignment on Thursday.
- If a student is absent for verified reasons on the day an assignment is due, he must turn in the assignment immediately upon his return to class in order to receive full credit. For example, if an assignment is assigned to students on Monday, and that assignment is due Tuesday, a student absent on Tuesday must turn in his assignment upon his return on Wednesday in order to receive full credit.

Grades and Grade Reporting

Teachers maintain gradebooks in Aeries and should update them on a weekly basis. In most courses, students should see at least two grades added to their gradebooks each week. At the end of each grading period, teachers should post approximately 18 separate grades with which to assess their student's progress toward mastery of the content. Grades are given for a variety of assignments that can include tests, quizzes, homework, classwork, projects, presentations, participation, essays, etc. Teachers should collect, grade, post, and return work to students within seven calendar days. Special projects, reports, or essays may take a little longer to evaluate and post, resulting in a 14-day turnaround.

A grade may be changed only for just cause, and the grade change request must be made by the teacher of the course. The Assistant Principal of Academics will approve the grade change, and the change will be made on the transcript (if it affects a semester grade) and Aeries in the Grade Table. Although teachers monitor their gradebooks regularly, if an error is identified, contact the teacher directly to allow that teacher the opportunity to address and correct the error if appropriate.

In the event a student withdraws from Servite before grades have been posted for a grading period, the Registrar circulates the Student Withdrawal Form for teachers to verify current grades earned up to and including the student's last day of attendance.

Servite High School uses Aeries as its student information system. Aeries is the official attendance and grade keeping program and offers parents and students access to students' attendance records, progress report, quarter, and semester grades, demographic and contact information, and other valuable information to help monitor students' progress. Current gradebooks are also accessible in Aeries through the student and parent portals. In the event that a discrepancy is identified, the teacher of the course should be notified immediately so that the discrepancy can be addressed and corrected, if appropriate.

Parents receive Aeries access information at the beginning of the school year via email. Anyone requiring assistance may request help by emailing AeriesSupport@servitehs.org. Families with financial holds may have their portal access disabled until financial obligations are met.

All grade reporting is done through Aeries. Grades are posted at multiple grading periods throughout the year. Parents are encouraged to monitor their sons' progress regularly, especially after progress report grades are posted and at the end of each quarter.

Grades and progress reports are posted in Aeries according to the schedule found on the school calendar. Only Semester Grades appear on a student's transcript.

Any questions about accessing report cards in Aeries should be directed to the Registrar at avalenzuela@servitehs.org or at 714-774-7575 x1134.

Quarter Grades

Quarter grades are calculated by assignment weights to categories of work. The categories and weighting differ by department and by the level of the course (CP vs. HP vs. AP). Categories used to calculate student grades can include, but are not limited to, homework, classwork, assessments (quizzes, tests, or projects), participation, lab work (for the sciences), and writing/essays. Each department determines the weights of each category. For detailed information about the weighting and categories of a course, please see the teacher's management plan.

Semester Grades

Semester grades are calculated according to the following formula:

Semester 1 = Quarter 1 at 40%, Quarter 2 at 40%, and Semester 1 Final at 20%

Semester 2 = Quarter 3 at 40%, Quarter 4 at 40%, and Semester 2 Final at 20%

Physical Education classes do not administer a final; therefore, PE grades are calculated on a 50%-50% basis. Consult individual management plans to determine what type of final exam is given in each course.

Final Exams

All final semester exams must be taken at scheduled times. Students who miss a regularly scheduled semester exam without prior approval may earn a zero grade for that exam. Semester exams represent 20% of the semester grade. Performing Arts courses may also consider performances as part of the student's final exam grade. Physical Education classes do not hold final exams; therefore, their semester exams are calculated on a 50% (Quarter 1 or 3) and 50% (Quarter 2 or 4) basis.

In rare cases, a student may fall ill on the day of a semester final exam. A parent must contact the Attendance Office to verify the student's illness. Students who miss a final exam due to illness must make arrangements with their respective teachers to make up the exam.

If the student must miss a final exam for a reason that is unavoidable and known in advance, a student may request to have a final rescheduled through the Counseling Office. If approved, the teacher and student will agree on when he will take the exam. Note that teachers may require students to take an exam early or after the last day of school.

Requesting a Grade Review

If a student believes that an error occurred in the calculation of his grade, he must contact the respective teacher directly with a request for the teacher to review the grade. Graduating seniors who require an immediate review should also contact their counselor as soon as the error is suspected in the event that a teacher has already checked out for the summer. If a grade change is appropriate and necessary, the teacher will submit a Grade Change Request, and once approved, it will be sent to the Registrar for a formal grade change in both Aeries Grades and the student's transcript. For returning students, requests for grade reviews received after June 10 may not be processed until August, when teachers and counselors return to campus.

Grading Scale

Servite issues letter grades with pluses and minuses to students based on the achievement in each course. Grades are also used to calculate a student's Grade Point Average (GPA). Grades are awarded as follows:

Grade	%	Grade Points CP	Grade Points HP/AP*	Explanation of Grade
A+	97-100%	4.0	5.0	Outstanding; demonstrates full mastery of all learning objectives
A	93-96%	4.0	5.0	
A-	90-92%	3.7	4.7	
B+	87-89%	3.3	4.3	Commendable; demonstrates full mastery of most learning objectives
B	83-86%	3.0	4.0	
B-	80-82%	2.7	3.7	
C+	77-79%	2.3	3.3	Satisfactory; demonstrates some mastery of most learning objectives
C	73-76%	2.0	3.0	
C-	70-72%	1.7	2.7	Lowest grade at which an extra grade point is awarded
D+	67-69%	1.3	1.3	Below Satisfactory; demonstrates little mastery of some learning objectives
D	63-66%	1.0	1.0	
D-	60-62%	0.7	0.7	Lowest grade at which credit is earned
F	59% or below	0.0	0.0	Failing; demonstrates no mastery of learning objectives or completed so little work that progress is impossible to measure; No credit earned

Rounding occurs at a 0.5 or higher only at the semester grading periods.

Priory: Students receive a grade of "P" (Pass) or "F" (Fail)

A student who earned an F in Priory must see their Grade Level Formation Director to remediate a priory grade.

Grades are computed on a 4.0 scale. *Honors and AP courses receive an extra grade point for only As, Bs, and Cs and are reflected in the student's weighted academic GPA. At graduation, Servite identifies the graduating senior with the highest GPA and the graduating senior with the second highest GPA to receive the honor of Valedictorian and Salutatorian, respectively, but Servite does not rank students.

A grade of Incomplete (shows as an "I" in Aeries) may be assigned when a student has not been able to complete required coursework or exams due to a prolonged illness or some other extenuating circumstance that prohibited him from attending school and meeting his academic responsibilities. The counselor will work with teachers to establish a plan for the student to make up missing work and assignments for each course. Students will have up to six (6) weeks to make up missing work and take missed assessments. At that time, if the student has completed the missing work, the teacher will calculate the corrected grade and submit a Grade Change Request. Once the Grade Change Request is approved, the Registrar will post the corrected grade on the transcript and in Aeries.

Graduation Requirements

In order to receive a diploma from Servite High School at graduation, a student must:

- Have successfully completed the required academic credits of coursework (270) credits).
- Have remediated all F grades on his transcript for courses required for graduation.
- Be in good standing with attendance and discipline.
- Have no outstanding financial obligations with the Business Office.
- Have completed 100 Christian Service hours.

A senior who has earned an F grade on his transcript will not receive a diploma from Servite High School until he remediates the F. To participate in graduation exercises, a student must:

- Have no more than two (2) F grades on his transcript (260 credits).
- Be in good standing with attendance and discipline.
- Have no outstanding financial obligations with the Business Office.
- Have completed all Christian Service obligations. (Failure to meet this requirement is considered an F)

Any student who has a school hold on his diploma will not receive the diploma until the hold is removed. The school may hold a diploma for several reasons:

- The student did not earn the required number of credits to graduate;
- The student has remaining financial obligations with the Business Office;
- The student did not complete the required Christian Service hours.

When applicable and approved by the Director of Counseling Services, a student may complete the incomplete requirements at a community college or university. The student will submit a transcript from the college or university to the Counseling Office for validation.

A student must fulfill the requirements by August 31 of the graduation year to be considered a graduate from that academic year. If a student fulfills the requirements after the August 31 deadline, the diploma will reflect the year the requirements were fulfilled.

To earn a Servite High School diploma, a student must complete the following academic requirements:

Theology	40 credits
English	40 credits
Laboratory Science	20 credits (Biology + 1)
Mathematics	30 credits (Algebra 1, Geometry, Algebra 2)
Social Studies	30 credits (World, U.S., Government, and Economics)
World Language	30 credits (all in the same language)
Fine Arts	10 credits
Health	5 credits (semester course)
Physical Education	10 credits**
Computer Science	5 credits (semester course)

Electives	50 credits
Total	270 academic credits

**Special accommodations are made for students who take the Computer Science Pathway. They will take one semester of PE and one semester of health (Servite will waive the PE requirements to 5 credits instead of 10).

Christian Service hours are broken down by year to keep students current and on track to complete them by the spring of their senior year. Hours completed in the summer will count for the following school year. We recommend that students complete their hours as follows:

- 30 hours during their freshman year
- 30 hours during their sophomore year
- 20 hours during their junior year
- 20 hours during their senior year

Note: A semester course has a credit value of 5, and a year course has a value of 10. 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 CP Theology 1	1151 CP 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 9101 Health	9506 Computer Apps 9101 Health	9506 Computer Apps 9101 Health	9506 Computer Apps 9101 Health
7596 Priory	7596 Priory	7596 Priory	7596 Priory
..... Plus 1 Elective Plus 1 Elective Plus 1 Elective Plus 1 Elective
Academic Achievement	World Language 1	World Language 1	World Language 1
World Language 1	Fine Art	Fine Art	Fine Art
Fine Art			

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
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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 Priority 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.

Enrichment Courses

Students are encouraged to take enrichment courses at their local community college when these classes are not offered at Servite High School. Juniors and seniors especially may want to take a class to enhance their preparation for college or for a career. These classes, however, may not be taken in lieu of a required class at Servite High School, nor may the credits be applied toward Servite graduation requirements. Any student wishing to take a class at a community college or through a university extension program must obtain signed approval by the Director of Counseling Services or a counseling designee prior to enrolling in the class.

Remediating Courses and Summer School

Students may remediate courses in Summer School at Servite High School. Grades below a C- should be remediated for college admissions purposes, and all Fs earned in either semester requires summer school remediation to redeem the Fs and earn the credits necessary to meet graduation requirements.

Summer school classes are intensive, running 12-14 days per semester of coursework and approximately five hours a day. Attendance in summer school is critical; therefore, students who miss summer school class for any reason may not be able to take missed assessments or turn in missing work for the days they missed.

All courses that must be remediated must be taken at Servite High School if the course is offered. Students in Summer School remediation may not take more than 10 credits without the written approval of their counselor. Students who have remediated 20 credits or more by the end of the summer following his sophomore year may be asked to withdraw from Servite before he begins his junior year. Seniors may remediate a maximum of 10 credits in concurrent enrollment during his senior year, but he may take only five credits at a time.

In rare instances, a student will be approved to remediate a course at another school. A student with 15 credits or more to remediate in one summer will take as many credits at Servite, but he may be approved to take the remaining credits through another institution or program. Students who must complete their remediation at another school must receive approval prior to enrolling in the class.

Advancement Courses and Summer School

Summer School also offers students advancement opportunities in Fine Arts, Math, and Computer Applications & Health. Students who wish to advance during the summer can take Fundamentals of Theatre or Geometry to fulfill their fine art requirement or to advance in math. Students and parents should consult with their counselor to determine if advancement classes are in the best interest of the students. Advancement classes must be taken at Servite.

Early Graduation Requirements for Enrollment in an Accredited College or University

Parents or guardians may request that their senior student graduate early in order to enroll at an accredited college or university enrollment during the spring of their senior year. Early graduation will not be awarded before the end of the first semester of the student's senior year. In order to be considered for early graduation, a parent or guardian must request a Servite High School Early Graduation Form from the Counseling Office. They must submit a completed form and an official written letter from the college, university, or other institution making the request. The official letter must include an explanation as to why the student must graduate early from high school in order to enroll in the college or university. The Early Graduation request must be submitted to the Counseling Office no later than the end of the student's junior year. Once the request and official letter are received, the request will be reviewed. If early graduation is approved, the Counseling Office will notify the parents and students and make the necessary arrangements for course completion and other considerations with the student, his family, and the school.

A student will be considered for early graduation on if he meets the following criteria:

- Has a minimum GPA of 3.0
- Is on track to graduate
- Is in good standing with the school
- Has no failing grades
- Is able to complete all Servite graduation requirements (and NCAA requirements, if applicable) by the end of the first semester of his senior year
- The family and the Vice President of Finance and Operations make and agree to financial arrangements to pay second semester fees and tuition.

Servite requires the family to pay second semester tuition to cover educational expenses. However, all courses taken outside of Servite will be paid for by the family. The family will submit their outside course payment receipts to Servite, and those course fees will be deducted from their Servite tuition expense to avoid the family paying both Servite and outside tuition fees. Servite High School second semester tuition will cover all expenses incurred to ensure graduation requirements are completed by the deadline.

All second semester coursework must be completed at Servite unless the Director of Counseling Services pre-approves coursework from another institution. If the student meets all graduation requirements (and NCAA requirements, if applicable), the student will be granted a Servite High School diploma and graduate early. The student may attend graduation and senior activities with approval by the Principal.

Scheduling and Schedule Changes

Freshmen are placed in one of four academic programs upon acceptance to Servite: College Prep, Math/Science Honors, Liberal Arts Honors, or Full Honors. Placement designations are made by counselors and the Director of Counseling Services and are based on multiple factors, including junior high grades, teacher recommendations, student interview, previous standardized test scores, and the High School Placement Test scores. We take great care in placing students appropriately into classes that are best-suited for each student's goals, talents, and abilities. Students who wish to challenge their math or world language placement may take the Algebra 1, Geometry, and/or Spanish 1 challenge exams in May. The Admissions Department sends out detailed registration information as the dates of the exam approach.

Returning students submit their course requests in the spring. If a student requests an honors or AP course, he must meet the requirements established by the respective department. Those requirements can include prerequisite courses, teacher recommendations, minimum grade/GPA requirements, writing samples, or auditions. In rare cases, a student who does not meet the requirements may request to be admitted into the class under contract in which the student and his parents take on the responsibilities of providing all additional support necessary to ensure the student passes the course.

After course requests are processed, students are randomly assigned to classes based on requests and class availability. Students may not request specific teachers. Schedules will be adjusted in the event an error occurs in the form of an input error, assigning a class the student has already taken, or assigning a class for which the student has not completed the prerequisite course. Schedule changes for any other reason must be approved by the teacher and the counselor after a meeting is held between the teacher, the counselor, the parents, and the student. If a schedule change is determined to be in the best interest of the student, the counselor will make the appropriate changes to the student's schedule. Schedule changes will usually be made immediately after a grading period is over, but if the schedule change must be made during a grading period, the grade earned by the student on the last day the class is dropped will transfer to the receiving teacher to incorporate into the new gradebook at his/her professional discretion.

Instructional Support Services

Students with mild learning differences that impact their ability to learn with more traditional methods of instruction may participate in Servite's Instructional Support Services Program. The ISS is designed to assist and respond to the needs of students who learn differently. The program features ongoing educational support, training in self-advocacy, parent education, and referral procedures to obtain for the student a comprehensive assessment and, if indicated, diagnosis of specific learning differences and effective accommodations to address them.

Students with physical needs (such a visual or hearing impairment, heart conditions, or other medical issues that require special accommodations) may receive appropriate accommodations that align with their needs.

A student is identified with learning needs and qualifies for the ISS program after undergoing appropriate psychoeducational testing that includes at least:

- Wechsler Intelligence Scale for Children-III or Wechsler Adult Intelligence Scale - Revised
- A standardized measure of achievement such as Woodcock-Johnson Psychoeducational Battery - Revised, Peabody Individual Achievement Test Battery, Wechsler Individual Achievement Test Battery, Kaufman Achievement Test Battery
- Measure of processing capabilities such as the Detroit Test of Learning Aptitude or the Slingerland or Woodcock-Johnson Psychoeducational Battery - Revised

Students in the program receive assessment procedures to identify specific problems and areas of strength, and if warranted, a special tutoring assistance referral. Other services available through the program require that a student be diagnosed by a professional with a specific learning disability/difference. Services and accommodations can include:

- Extended time for testing
- Modified administration of tests (for example, a student could take the test orally, he could have the test read to him by an adult or by using a test-reading software, he could write directly on a test instead of responding in a "bubble" answer sheet, or alternative and/or small group or individual testing).

Students accepted to the ISS program are expected to utilize and put into practice the services offered as determined by the Director of Instructional Support Services. Additional services can include:

- Assistance in developing accommodations and modifications necessary for a student's academic success
- Communication with teachers to develop adaptive learning strategies for the student
- Direction and guidance in academic performance for the student with learning difficulties
- Participation in the Academic Achievement elective, if placement in that class is deemed appropriate for the student and his needs

Extended Time on Tests and Finals

A common accommodation offered to students who qualify is extra time to complete assessments. In order to receive this accommodation on testing that occurs outside of Servite (for example, the SAT, the PSAT, the ACT, AP exams, college placement exams, etc.), students must undergo specific testing within a specific time frame to qualify for extended time on tests. The following is a list of guidelines that must be met to qualify for extended time on tests:

- The documentation of testing needs to be three (3) years currently on file in the ISS Program Office.
- Evaluations must be performed by a licensed educational psychologist.
- The assessment must be in writing, report the standardized scores achieved for each of the tests, state the qualifying diagnosis, and the data which supports the clinician's diagnosis.

Any student may take advantage of extended time on Servite final exams; however, only students with the documentation listed above will be able to take extended time on standardized tests administered outside of Servite High School. Students requesting extended time on these types of exams must sign up for extended time through the ISS Office one month prior to taking the exam. The Director of Instructional Support Services will publish additional information and dates for sign-ups on the school website. Any questions regarding support services should be directed to the Director of Instructional Support Services, Mrs. Gina Johnson, at gjohnson@servitehs.org or 714-774-7575, extension 1146.

Withdrawal from Servite

If a student withdraws from Servite to attend another school for any reason, the parent/guardian must first contact the Business Office to initiate the withdrawal process. Withdrawal grades will be obtained by the Registrar from the teachers and will forward them to the new school upon receiving their request for school 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 temporary or permanent removal from a team.

Parents or guardians of student-athletes shall be financially responsible for any 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 or 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 less 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

Families, fans and supporters of Servite student-athletes are expected to conduct themselves appropriately and in a manner that reflects the mission of Servite High School. Expectations include:

- Cheers should be of a positive nature. Cheers should only be directed towards the support of our own student athletes and teams.
- Unflattering, negative or abusive cheers or remarks directed at an opponent, opposing coach or a game official are prohibited
- Refrain from bringing noisemakers of any kind to an athletic contest.
- All signs must be approved by either the Administration, Director of Communications, Activities Director or Athletic Director.
- Spectators must refrain from going onto the court or field at all times.
- Spectators must obey instructions provided by Servite High School employees.

Servite Student Guidelines

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 character 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

Servite High School expects that all students will 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. Students and families must be aware that it takes valuable instructional time to assist a returning student. If families 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 and 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 at 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 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 at **714-204-3026** or 714-774-7575 ext. 1116. Notes for absences may be submitted via email to attendance@servitehs.org, but the email does not replace a phone call notification. If the absence is due to COVID-19 symptoms, or a possible exposure to a contact with COVID-19, please also notify the nurse at 714-774-7575 x 1759 or via email at nurse@servitehs.org.

***Should the school be required to move to a partial-remote or full-remote learning model, attendance procedures will be modified accordingly. Regular student attendance and completion of assignments is expected regardless of the learning model we are in at any given time. See the section below regarding attendance for additional details.*

Stay-at-Home Policy

Students who are unwell should stay home for their own health as well as the health of the campus community. Due to the COVID-19 pandemic, we anticipate an increase in absences for both students, faculty, and staff. We require anyone who is sick, has a fever, or has been in close contact with someone diagnosed with COVID-19 to stay at home following Local Health Care Agency Isolation or Quarantine guidelines.

Parent/Guardian Responsibility

Parents and guardians are responsible for ensuring that their son attends school. All absences need to be verified. Therefore, parents and guardians are responsible for notifying the Attendance Office of their son's absence by 8:10 a.m. the day an absence occurs in person, by calling 714-204-3026 or 714-774-7575 ext. 1116. The voicemail message must include:

- Student's name
- Grade level
- Date(s) of the absence
- Reason for the absence
- Parent/guardian cell phone number

Verifying a student's absence is a matter of student safety and security. An absence is verified when the student is missing from school with the knowledge and consent of both the student's parent/guardian and the School's Administration for illness, unavoidable circumstances, or circumstances that the Administration may deem necessary. Students are eligible to make up assessments and assignments missed during a verified absence. It is the responsibility of the student to contact his teacher(s) for all assignments missed during his absence. If an absence has not been verified by a parent or guardian (day of the absence), the school will send an automated phone call to the preferred contact numbers on file. Students may not return to classes until all absences have been verified. A teacher may not input a grade until the absence is **Verified (V)** by the Attendance Office.

Anticipated Absences

Requests for Verified Absences should be made when a student will knowingly miss two (2) 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 count towards a student's total number of semester and or course absences..

Anticipated Absences of 2 Consecutive Days

Requests for absences should be made in situations where it is absolutely necessary for a student to knowingly miss more than two (2) consecutive days of school. Please call the Attendance Office as early as possible in advance of the absence. Examples of approved requests for consecutive absences include illness (doctor note), extensive medical procedures (doctor note), serious injuries (doctor note), or the death/funeral of an immediate family member.

Anticipated Absences of 3 or More Consecutive Days..

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 Director of Counseling Services **at least seven (7) 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. Once approved, the student's counselor will coordinate with the student's teachers regarding assignments for the duration of the absence.

Early Release Absence:

Should a student need to be released prior to the end of the school day, a parent or guardian should call the attendance office to make arrangements. The student should report to the attendance office to receive his early release slip. Examples include but are not limited to:

- **Funeral**
- **Medical/Dental Appointments**

Student Responsibilities

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. A student absence without parent/guardian permission or when a student leaves campus without permission may be considered a **Truancy (D)**. **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 Enrollment Review Board on their second truancy per course (by semester) or on their third total truancy for all courses combined (by semester).

Students who need to leave school early due to illness must go to the Health Office to see the nurse who will contact a parent or guardian.

Each student is responsible for requesting and completing all missed class assignments and tests. When the student's absence is verified, each faculty member will allow assignments and tests to be made up in accordance with Academic Policies.

There may be times when it becomes necessary to suspend a student from attending classes at Servite High School. The length of the suspension (days) depends upon the severity of the student's behavior and time needed for the school and family to understand the situation fully. When this occurs, students may be allowed to make up work, tests and quizzes. All missing work, tests and quizzes will be submitted the day the student returns unless prior arrangements have been agreed upon with the teacher(s).

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 a **Verified (V) and/or Medical (M) absence** to make up any assignments missed unless other arrangements have been 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 upon return unless prior arrangements have been agreed upon with his teacher(s).

If a student misses **a test due to a Verified (V), Illness (I), and/or Medical (M) absence**, he must make agreed upon 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 the teacher's specific instructions, via email, Google Classroom, or by a representative of the student unless prior arrangements have been agreed upon with the teacher.

Excessive Absences

Students who are excessively absent jeopardize their academic advancement. A student may have a maximum of 8 absences (verified or unverified) per semester per course. All absences must be cleared by the attendance office. On the 5th 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 Dean of Students, Assistant Dean of Students, Formation Director, and counselor. The Attendance Review Board collaborates with the parents and student to develop a plan to avoid any further absences. Failure to adhere to the plan successfully may result in an Enrollment Review and withdrawal failure due to poor attendance in the course(s).

Tardies

A tardy is when a student is late to school or any course. Coming to the classroom late disrupts and distracts all of the student's classmates and his teacher, and it diminishes the learning environment. When a student arrives late to school, he must report immediately to the Attendance Office with a parental note. He will be issued a Tardy Slip which allows him admittance to his class.. Once a valid tardy excuse has been provided to the Attendance Office, the Tardy will be changed from an **Unexcused Tardy (T)** to an **Excused Late Admit (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 Late Admit (X) or Verified Absence (V).**

Parents and guardians are responsible for notifying the Attendance Office (in person, or 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 or guardian does not notify the Attendance Office within 72 hours, the tardy may remain **Unexcused**. If the tardy is not excused, the student may receive a detention and may receive a "zero" score on missed assignments. The written note or email must include:

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

- Parent/Guardian Cell Phone Number

Excessive Tardies

A student may have a total of 10 tardies (excused or unexcused) per semester with no more than 5 tardies per course. On the 3rd tardy in an individual course or the 7th total tardy (all courses combined), the student will 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. Tardiness may be excused for the following reasons:

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

Aeries Attendance Codes

Attendance codes are submitted using the following letters:

A = Unverified Absence
 I = Illness
 M = Medical
 V = Verified Absence
 G = Game
 S = School Activity

O = School Office
 D = Truant
 X=Excused Late Admit
 T =Unexcused Tardy
 Z = Suspended

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 annually, depending on student interest and will be made known to students during Club Rush in the fall as well as through announcements throughout the year. 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 States of America (JSA)	Speech and Debate
Chessmen	Key Club	Spike Ball
Chinese	National Honor Society	Sports Medicine
Film	Red Cross	STEM
French	Robotics	S.I.G.N.

**Clubs are added and closed, depending on student interest. If a student is interested in forming a club, he should contact the Director of Activities.

CONFERENCE PROCEDURES

There are times when problems or misunderstandings can arise between parents and teachers, coaches, 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 (e.g. parent and teacher). Therefore, parents who have problems or questions should first talk with the faculty member, counselor, coach, 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 relevant party, 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, athletic director, 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. Director of Counseling Services
4. Assistant Principal of Curriculum
5. 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, 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 family and student satisfaction to be important, there are rare times when a parent or guardian 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.

BEHAVIORAL 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.

Disciplinary 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 may 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.

Multiple and/or Repeated Violations, and Patterns of Behavior: The School's Administration may determine that repeated misconduct or multiple violations of school rules 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 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/guardian 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 family to attend Servite. This may result in 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 regard to disciplinary issues. The Servite Administration retains the right to modify any part of these disciplinary guidelines at any time, if it believes modification is in the best interest of the school. Written notification will be provided to students and families.

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 of Students, or Principal's designee, or it may be referred to the Enrollment Review 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.
- **Family Conference:** This is generally a conference where administrators, counselors, faculty and/or staff meet with the student's parents/guardians 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 a teacher or staff member 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.

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.

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/guardians of suspended students will be notified of the suspension by phone or in-person.. Suspended students are responsible for making up all schoolwork activities and assignments missed while on suspension. Servite may require a family conference before permitting a student to return to school.

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.

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

directors, and priests. Students may be referred to the Enrollment Review Board by the Principal or Dean of Students.

The Enrollment Review 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 the Enrollment Review Board. The Enrollment Review 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 Work Detail. Work Detail hours will not count towards Christian Service Hours.

Voluntary 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)

A student may be referred to the Enrollment Review Board if they received a maximum 6-4-2 or if they continue to display 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 a Saturday School Detention 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 a Saturday School Detention. Work Detail hours do not count toward Christian Service Hours.

Two (2) Saturday School Detentions: Students may receive no more than two (2) Saturday School Detentions 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 two Saturday School Detentions he will be called to an Enrollment Review Board meeting. Students cannot 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):

- **General:** 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; and/or
 - 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:** This includes any caused, attempts to cause, or threats (including written and verbal) to cause physical injury to another person
- **Bullying/Harassment:** (Also see Policy Against Harassment)
- **Campus Disturbance and Inappropriate Assembly:** This may also include a single student or a group of students that fail to disperse when told to by school personnel.
- **Cell/Smart Phones and Electronic Devices:** Servite encourages students to leave expensive, non-academic electronics at home.
 - Students must adhere to all guidelines stated in the **Internet and Electronic Communications Policy** section of the Handbook.
 - During class periods, students may only use school-issued laptops.
 - 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 THE SCHOOL DAY. 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 before school and after school; **however, at all other times, the phone may not 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 picks up the device from the Dean of Students' Office. Students who bring these devices to school bring them at their own risk. Servite is not responsible for any confiscated devices that are lost, misplaced, stolen or damaged.
- **Cheating or Plagiarism:** (See Academic Honesty Policy)
- **Destruction of Property:** This includes the destruction of school or private property.
- **Dress or Hair Code:** Servite may send a student home anytime he is in violation of the dress or hair code. Other disciplinary action may also apply. ****Note that certain COVID guidelines may require students to wear masks while at school. Should masks be required, they will be considered part of the uniform. Students who regularly fail to, or students who refuse to, wear their masks on campus may be considered defiant and receive appropriate disciplinary consequences.**
- **Unsafe Driving:** This includes improper and/or dangerous driving in the Servite parking lot, adjacent neighborhoods, or travel to or from school.
- **Drugs, Alcohol or Tobacco:** (Also See Drug and Alcohol Testing Policy). This includes the use or possession of drugs, alcohol, tobacco, e-cigarettes (vaping), and/or any smoking-related devices, or the use or possession of any paraphernalia associated with drugs, alcohol, tobacco, e-cigarettes, and/or any smoking-related activity on campus, off campus or found in a student's car.
- **Extortion**
- **Failure to be Prepared for Class:** (missing materials, textbooks, projects, laptop, etc.)
- **Fighting**
- **Fire Alarm:** (False Alarm)
- **Fireworks:** (Possession)
- **Food Fights/Throwing Objects:** (ex. food, bottles or cans)
- **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:** (Also see Policy Against Harassment)
- **Indecent Exposure or Exhibitionism**
- **Inappropriate Use of Internet and Electronic Communications** (See also Student Acceptable Use Policy)
- **Leaving Campus or Class Without Authorization:** Students may not leave campus without authorization from Administration.
- **Littering**
- **Parking Permit:** Students must have a parking permit to park in the school lot. Parking permits are available from the Business Office.
- **Probation or Violation of Restriction/Contract**
- **Profanity, Pornography or Obscene Gestures or Drawings:** Profanity at school, either in the classroom, or outside of it, is prohibited. Drawing or possession of any objects or figures that are offensive, inappropriate, obscene, or pornographic is not permitted. Possession or sharing of pornographic or obscene images on a student's Servite-issued computer, or any other personal electronic device is strictly prohibited.
- **Sexual Harassment:** (See Policy Against Harassment)
- **Tardiness:** (See Attendance Policy)
- **Threats against Servite, Faculty, Staff and/or Others:** This includes statements of any kind that threaten, describe, or hope for violence, or create an intimidating or threatening environment at Servite, or for Servite employees or students, or any others associated with Servite.
- **Theft or Robbery**
- **Transportation Misconduct:** Includes any misconduct on school shuttles or buses chartered by the school or reported to the school by any transportation agency or company.
- **Truancy:** (See Attendance Policy)
- **Weapons and Dangerous Instruments:** Includes possession of weapons (real or fake) or dangerous instruments on school grounds, in the school parking lot, to or from school, or at any school-related or sponsored activity or event. Weapons (real or fake) and dangerous instruments include, but are not limited to, firearms, air guns, paint-ball guns, and stun guns; cutting or puncturing devices like dirks, daggers, knives, or folding knives with locking blades.

DRESS CODE POLICY

Philosophy

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, the Formation Process, and the Servite Order.

With the support of faculty and staff, the Dean of Students is directly responsible for the administration and interpretation of the Dress Code Policy. This policy is not exhaustive. It does not and cannot account for every scenario. The responsibility for rulings not covered by this policy rests with the Dean of Students.

Uniform

Each student is expected to be in school uniform, neatly dressed, and groomed while on campus. The Dress Code 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. **Any student out of uniform during final examination time will not be permitted to take the final.**

Teachers will conduct uniform checks. Any student who is not able to correct a Dress Code violation will minimally receive detention. A student with repeat offenses or major violations will be referred to the Dean of Students. **In some cases, a student may be sent home until he conforms to the policy.**

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
- 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 or a Servite letterman's jacket are the only permitted outerwear during Mass.
- No caps or hats will be worn with professional dress at any time.

Daily Uniform

Pants

- Only Servite uniform pants are permitted.
- Pants must be clean and in good repair.
- Pants must conform to the size of the individual.
- Pants must be worn with a black or brown belt with a traditional buckle (no seatbelt or double-ring type buckles). Belts must be leather or 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.
- Only seniors may wear an appropriate Hawaiian shirt.



Shorts

- Only Servite uniform shorts are permitted (Khaki or Black).
- Shorts 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). Belts must be leather or leather style material (no cloth, woven, or canvas material).



Shoes

- Only athletic or leather/canvas style shoes may be worn.
- Shoes must be clean and in good repair.
- Shoes must be closed toe with a back and worn properly. Sandals are never permitted.
- Vans-style slip-on shoes with tennis shoe soles are acceptable.
- Shoes must be primarily white, brown, black, grey or dark blue in color (no bright/neon colors).
- Shoes with laces must be laced and tied.
- Slipper-style or loafer shoes (even with tennis shoe sole) are not permitted.
- The following are examples of **unauthorized** shoes:



- White or black socks must be worn and visible a minimum of ½ inch above the top of the shoe at all times. **Seniors may wear patterned socks as a senior privilege.**

Jackets/Sweatshirts

- Students may wear only Servite sweatshirts, Servite jackets, or solid black jackets.
- **Seniors may wear a sweatshirt or jacket with a college/university logo as a senior privilege.**

Spirit Day

- The Dean of Students will designate and announce an upcoming Spirit Day. On these days, students may wear any Servite shirt with uniform pants, uniform shorts, or jeans. Students not participating in Spirit Day attire must follow the regular uniform policy.
- Any Servite shirt (polo, T-shirt, long-sleeved) may be worn.
- Jeans must be in good repair and are acceptable **only if worn with a Servite shirt.**
- Belts are required at all times, but shirts may be untucked on Spirit Days.

Hoods/Hats/Gloves/Sunglasses/Masks

- Only Servite hats/caps/beanies may be worn but are never permitted indoors.
- Sweatshirts may have hoods, however, hoods may **not be worn indoors.**
- Bandanas may **not** be worn at school or to school events.
- Sunglasses may **not** be worn during the school day (0 period – 7 period).
- Masks/Face Coverings: When masks are worn, students may not wear a mask that goes against the mission and values of Servite High School. Students shall wear masks properly and according to school policy. Masks shall be worn to protect themselves and others. Those who fail to wear or refuse to wear their masks according to guidelines may receive disciplinary consequences.

Hair

- Hair will be clean, combed appropriately, neatly trimmed and of a natural color.
- Hair will be off the eyes, ears, and collar.
- **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/blended with no excessive differences in length.
- 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 be sent home or suspended from classes until the style/color is corrected to the satisfaction of the Dean of Students and/or administration.
- A senior's hair length may extend on the sides beyond the top of the ear but not below the halfway point of the ear. Additionally, it may touch the collar but not extend beyond the bottom of the collar.

Facial Hair

- Students must be **CLEAN-SHAVEN** of ALL facial hair at the beginning of **each school day**.
- Students who are not clean-shaven will receive a detention and must be in compliance the following day.

Tattoos & Piercings

- No earrings/posts/coverings/plugs/piercings on campus or at school activities and events.
- No visible tattoos on campus or at school activities and events.

Fingernails

- Fingernails must be clean and appropriately trimmed.
- Students are not allowed to wear fingernail polish on campus or at school activities and events.

Make-up

- Students are not allowed to wear make-up on campus or at school activities and events.

ID Badge

- During the school day, students are required to wear their school-issued ID around their neck using the provided Servite lanyard and badge holder.

DRUG & ALCOHOL TESTING GUIDELINES

One of the greatest dangers facing students today is the temptation and effects of substance abuse. 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. 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.

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, smells and viewing of 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

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. Substance abuse violations without a self-referral or a 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 Enrollment Review Board..

Self-Referral or 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. Procedures may be modified by the Principal to accommodate various circumstances.

Substance abuse testing may be conducted at the discretion of the Principal 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

Servite 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/guardians 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 email the Dean of Students for approval. Requests for announcements should be submitted by the end of school the day prior to when the announcement is to be read.

Bicycles/Skateboards/Roller Blades: Bicycles must be parked in the bicycle racks by the back library gate or behind the gym 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 rollerblades/skates are not allowed 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) may not be consumed 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.). Please do this through our online Contact Update Form found in the Parent Portal.

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 encouraged 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 through their MobilServe app beginning in the 2021-22 school year. Students will be instructed on how to use MobilServe by Campus Ministry through Theology classes and must stay current and log in all hours each year. Seniors must have their 100 required hours submitted before Graduation Week 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 obtained from the 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 their grade level and first letter of the student's last name. Assigned counselors can be viewed in Aeries. 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. Counselor assignments are as follows:

- 10th-11th A-G; 12th A-D, L-Z are assigned to Ms. Hilary Recknor.
- 9th-11th H-P are assigned to Mrs. Caroline Tran Ryan.
- 9th-11th Q-Z are assigned to Mr. Oscar Gonzalez.
- 9th A-G; 12th E-K are assigned to Mrs. Amy Bowman.

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 June. Report cards are posted at the end of each quarter. Class credit is earned at the end of the semester. Only semester grades appear on a student's transcript and are calculated in a student's GPA.

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

Health Services: All students must have an emergency contact on file in the Main Office. Parents will be notified of accidents and are responsible for transporting their sons to seek medical attention, except in cases of extreme emergency. Please be sure to update your son's record with any changes.

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 a new I.D. from the Principal's Secretary or Assistant Dean.

Insurance: Servite participates in a program through the Diocese of Orange that provides insurance 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' primary insurance.

Library: The library is open from 7:30 AM to 4:30 PM, Monday through Friday. 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:** All students may request a locker be assigned to them 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.**

Students should change their clothing only in the locker room facility. Students must wear shirts at all times while on campus, even while participating in athletics.

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 Attendance 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. Use of food delivery services such as DoorDash or Postmates is prohibited.

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 on the Parent Portal or from the Health Office. Once this form is on file, any medication which needs to be administered on campus must be stored in the Health/Nurse's 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 to students will not be delivered during class time. It is strongly recommended that parents do not text students during class time. In the event of an emergency, please contact the school office. 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. Summer and holiday hours vary.

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 online. 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 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 through our Contact Update Form on the Parent Portal. To maintain accurate student records, divorced or separated parents 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 and on the website. Student store hours are limited but you can order anytime through our online store.

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

STUDENT RECORDS - RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) guarantees parents/eligible students certain rights concerning student records.

Policy

The school has the right and responsibility to collect and maintain educational records on all students. Procedures for collection and maintenance are found in the district records policy (CV 216). That policy is based on the federal Family Educational Rights and Privacy Act (FERPA), which protects the confidentiality of student records by limiting their disclosure. No information may be collected without the informed written consent of the parent or the representational consent of the administration.

FERPA guarantees parents/eligible students (18 years of age or older) certain rights described below. For a copy of the complete policy, contact the principal.

Access to Records

Parents or eligible students have the right to inspect their child's or their own educational records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Records are purged at the end of Grade 12. Parents have a right to see that information before it is purged. If interested, contact the Counseling Office by May 1.

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document on file in the school, which specifically prohibits it. Report cards, progress reports, and other educational information routinely provided to the custodial parent by the school may also be sent to the non-custodial parent upon request. Non-custodial parents should make this request yearly.

Challenge to Records

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision and advise that person of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Disclosure

FERPA provides that educational records, except Directory Information, not be released without the written consent of the parent or eligible student except: to other educational institutions; at the order of the court or school board; or the health or safety of the student.

This information can be disclosed to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a School Board member; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory Information is excluded from FERPA's protection from release and can be released without parental or student consent. Directory information includes: student name; address; phone number; participation in school clubs, activities and sports; height and weight for athletic participation; attendance; degrees/awards; major field of study; and similar information. Federal law requires schools to provide Directory Information to military recruiters. The district may also release Directory Information to the press if deemed in the best interest of the student.

If you do not want some or all of this information about your child released, you may prevent its disclosure by sending a written request to the building principal prior to October 1 of each school year.

Records Transferred - Moving to New School

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Discipline records are part of your child's educational record and will be released along with all other records, including students transferring to or from nonpublic schools.

Access to Pupil Records in Custody Situation

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a current court order on file in the school which specifically prohibits it.

There are many types of child custody arrangements. Specific policies to cover every situation are impractical. The following guidelines and policies will be practiced:

- Non-custodial parents shall have access to all educational information on their child unless prohibited by a court order specifically denying such access. The access is for information only educational decisions are made by the custodial parent.
- All educational decision-making and decision-approving signatures shall be done by the custodial parent. Noncustodial parents may participate in teacher conferences concerning their child/children but not in a decision-making capacity. Both custodial and non-custodial parents are urged to attend the conference together.
- Stepparents, grandparents, or friends of the parent do not have access to any educational information. Stepparents may have access only if a release is signed by the parent. Stepparent signatures on school documents are not permitted unless written permission is granted by the parent. Stepparents may attend parent-teacher conferences with their spouse. They may not attend without their spouse.
- Non-custodial parents may request the school to send copies of the school's communication, report cards, and any other information relating to their child. Each year requests should be made in writing to the principal.

Complaints

If you believe that the school is not complying with Family Educational Rights and Privacy Act (FERPA) or not guaranteeing you the rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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.

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.

Outerwear: All outerwear 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-Rosary 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). Final determination will be made by the Servite and/or Rosary school administrators chaperoning the dance.

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 (including upon arrival) 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.

NON-DISCRIMINATION POLICY

Servite High School admits students of any color, race, ethnic origin, or faith to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, ethnic origin or faith in the administration of its educational policies, scholarships, financial aid programs, athletic and other school-administered programs. Likewise, Servite High School does not discriminate against any applicant for employment on the basis of sex, handicap, race, color, and national and/or ethnic origin.

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 includes:

- 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, hate speech, 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; and
- 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 the 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. 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 Administration 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.

KAIROS RETREAT POLICIES

KAIROS is a voluntary, intense retreat experience meant to assess the retreatant's relationship with Jesus and with others, as well as God's role in his 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 encourage student participation and provide accommodations for the retreatants and student leaders to make up work and assignments. Student-athletes wishing to attend KAIROS are encouraged to consult with their coach early in the year to select the best time for attendance.

KAIROS Week

Retreatants typically depart on Monday morning and return Wednesday evening. Based on input from the academic departments and the approval of the Principal, the following is Servite's KAIROS academic policy:

1. Students will work with teachers to establish a KAIROS Remediation Plan before the retreat. Since students attending KAIROS may not use any electronic equipment while they are on the retreat, retreatants will be afforded **three (3) 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 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.
3. Students are responsible for all new material taught during KAIROS week which will be included in future assignments.

TECHNOLOGY

Philosophy

The use of technology and devices has many benefits in the education environment, but also carries some risks. Servite has put in place a number of policies and procedures to provide our students with a safe environment to learn how to use technology appropriately, including a mandatory class on computer applications. The following guidelines have been created to support the safe and appropriate use of technology for our students.

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, students bring these devices to school at their own risk and are responsible for securing them while on campus.

Cell Phone Use

Recognizing that families may need to contact their students during the school day, Servite High School allows for students to possess cellular telephones on campus. However, students **shall** restrict the use of their cellular telephones to the following times and conditions:

- Students may use their cell phones before and after school
- In the classroom, at the discretion of the teacher, for academic reasons only
- In an emergency or unique circumstances with the permission of a faculty or staff member
- When not in use, cellular telephones shall be placed on silent mode and kept in the student's backpack or classroom cell phone caddy

Smart watches or similar mobile devices are governed by the same policies as cell phones. Students may not actively use these devices for transmitting or receiving data during regular school hours. Additionally, smart watches are prohibited during test environments. Students must remove their smart watch and put it away while taking a test. Failure to do so may result in the student receiving a detention

Earphones/Earbuds

Students are not allowed to use earphones/earbuds on campus during the school day **except** under the following condition:

- In the classroom, at the discretion of the teacher, for academic reasons only

Email

- Each student is assigned a Servite email address and is expected to check it daily for important information.
- Servite email addresses shall be used for school business only (including applying for colleges and universities).
- Email shall not be used to subscribe to "non-academic" sites.
- Students' school email accounts may be suspended immediately upon a violation of the Acceptable Use of Technology Policy.
- Students' access to their Servite email account terminates when a student graduates or transfers from the school. Students should move important documents and information to their personal email accounts or a storage device in advance of separating from Servite High School.

Limitations and Risks of Technology for Students

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), slate 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, 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 any time. 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.

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. This includes creating spirit wear, signs, or other promotional material.
- 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
- Voicemail 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.

Student Acceptable Use Policy

M I N O R	<p>VIOLATION A Minor Violation includes unauthorized non-school-related electronic activity including, but not limited to:</p> <ul style="list-style-type: none"> • Inappropriate use of Servite email • 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
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M A J O R	<p>VIOLATION A Major Violation includes unauthorized non-school-related electronic activity that also violates Servite's Catholic Christian values including, but not limited to:</p> <ul style="list-style-type: none"> • 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
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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.

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.

Thank you for your continued support of the mission of Servite High School.

Summary of Changes:

November 1, 2021

- **Late Work Policy:** The school's late work policy which has been in effect for many years and listed in each course management plan was added for consistency. It can be found in the Academic Policies section around page 14.
- **Cell Phone Usage:** On page 31 of 7.28.2021 version of the parente student handbook, the cell phone policy for this year had not been updated to be in alignment with the new rule. The corrected language may be found in the Behavioral Guidelines and Rules section around page 36.
- **Senior Haircuts:** The administration after reviewing a formal proposal from representatives of the senior class has amended hair length requirements for seniors only. You may find this under the Dress code section around page 40.





SERVITE

HIGH SCHOOL

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Anaheim, CA 92801

SERVITEHS.ORG

(714) 774-7575