

FRANCISCAN

HIGH SCHOOL

Student and Family Handbook

2022-2023



4000 St. Gerard Avenue
Baton Rouge, LA 70805
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School Information

Franciscan High School
4000 St. Gerard Ave., Baton Rouge, LA 70805
Phone: (225) 615-7479
Fax: (225) 615-7532
Website: www.franciscanhigh.org

Accredited by Cognia (formerly AdvancEd)
Recognized by The State of Louisiana
A Member of the Franciscan High School

Mission Statement

The mission of Franciscan High School is to prepare young people for lives of Faith, Purpose, and Service. Committed to the Franciscan High mission to serve students from communities most in need, our college preparatory curriculum integrates rigorous content with meaningful work experience and faith formation. Inspired by the Franciscan Missionaries of Our Lady to be living witnesses to the gospel message, we are committed to the teachings of the Catholic Church and the fulfillment of each student's God-given potential.

Mottos

The School that Works

Prayer of St. Francis

Lord, make me an instrument of your peace,
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy;

O Divine Master, grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved as to love.

For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life.

Franciscan High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school administered programs.

Statement of Agreement

Failure to read the material contained herein does not excuse the student from observing the information and/or regulations stated. The Principal retains the right to amend the Handbook if necessary. During the 2022-2023 school year, the handbook is subject to change on short notice due to the evolving nature of the COVID-19 pandemic and related guidelines and restrictions required by state and local government and health authorities. If this occurs, Parents/Guardians will receive written notice.

Student Acknowledgment: I have read the Parent/Student Handbook for the 2022-2023 academic year. I understand the rules and will cooperate with the school in this regard.

Additionally, I hereby consent to the use of my image, likeness, name, schoolwork, and/or work product, in whole or in part, in any and all media worldwide at any time now or in the future for purposes of advertising and promoting Franciscan High School and/ or the Franciscan High Corporate Work Study Program (collectively, "Franciscan High ") without additional compensation. I release Franciscan High from any liability or claims arising out of the use of my image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I may have to review or approve the form and use of any such materials.

_____	_____	_____
Student Signature	Date	Date of Birth

Printed Student Name		

Parent/Guardian Acknowledgment: I am the legal parent or guardian of the above signed student. I have reviewed a copy of the Student Handbook. I understand the rules and will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my daughter/son/dependent to Franciscan High School, Franciscan High Corporate Work Study Program, and their respective agents and anyone authorized by them (collectively, "Franciscan High ") for the following:

1. to take my daughter/son/dependent on school or work-related field trips on foot (if within walking distance of school) or in school or work program-provided transportation;
2. to use the image, likeness, name, schoolwork, and/or work product of my daughter/son/dependent, in whole or in part, in any and all media worldwide in perpetuity for purposes of advertising and promoting Franciscan High without additional compensation or prior review/approval;
3. to allow my daughter/son/dependent to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
4. to have my daughter/son/dependent drug tested in accordance with the school and/or work program policies.

On behalf of myself and my daughter/son/dependent, I hereby release Franciscan High from any liability or claims arising out of the use of my daughter/son/dependent's image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I or my daughter/son/dependent may have to review or approve the form and use of any such materials.

_____	_____
Mother or Guardian Signature	Date
_____	_____
Father or Guardian Signature	Date

*A signed copy of this page must be submitted to the school office by **Friday, August 19, 2022**. This signed form must be on file for a student to begin classes.*

Dear Student,

Welcome to Franciscan High School! You have chosen to carve a path for yourself that will lead you to and through college. With hard work and dedication, great opportunities and experiences will be available to you. We read in *Jeremiah 29:11* – “*For I know the plans I have for you,*” declares the Lord, “*plans to prosper you and not to harm you, plans to give you hope and a future.*”

As your teachers and mentors, it is our privilege and responsibility to prepare you for this journey by providing rigorous academic formation, professional skills and experience, and prayers and support for all the challenges you may face. We are all here for you! But our cheers and support will only get you so far; you must make the choice to travel this path purposefully. We have established rules and procedures so that the path is clear for you. This handbook outlines those policies to provide you the resources to succeed as a Franciscan High School student. By signing the handbook, you acknowledge that you know and understand all school policies and procedures, as well as the consequences that you may receive if you choose not to abide by school rules.

Please also note that the policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Franciscan High policies. Statements in this Handbook are subject to amendment whenever the school deems it necessary. Franciscan High will attempt to keep you and your parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances. Congratulations! We are proud to claim you as a Franciscan High School student, and we are praying for your growth and success.

- The Franciscan High School Faculty and Staff

Table of Contents

FAITH

Franciscan Charisms
Religious Program Expectations and Requirements
Retreats

PURPOSE

Academic Program Expectations
 Academic Credits and Graduation Requirements
 Grading Scale / Reporting Periods / GPA
 Honor Roll / Grade Point Average Expectations / Eligibility
 Student Success Team
Corporate Work Study Program Expectations
 Program Overview
 CWSP Policies and Procedures

SERVICE

Christian Service
Student Activities and Athletics
Student Support Services

RESPECT

Code of Conduct
Dress Code
Respectful Language
Policy on Harassment
Policy on Bullying
Respect for Campus Facilities / Student and Family Confidentiality
Grievance Policy

INTEGRITY

Academic Integrity
Acceptable Use Policy for Technology
 General Computer and Internet Use
 Appropriate Online Behavior
Electronic Devices and Cell Phones
Drug Testing

RESPONSIBILITY

General Policies
 Change of Personal Information / Child Abuse
 Communication Policy / Custodial Rights
 Food / Medication Policy
 Parent Engagement Expectations / Student Passes
 Sollicitations / Student Drivers / Visitors
General Technology/Internet Information
Discipline System
Tuition and Other Financial Information

PERSEVERANCE

Attendance Policy
 Daily Schedule / Daily Bell Schedules
 Absence Policy
 Tardiness Policy
 Illness at Work
Counseling
Crisis Plans
Senior Page

CWSP STUDENT-WORKER FAMILY AGREEMENT

FAITH

Franciscan High School is a community of faith, formed in the Catholic tradition and in the spirit of Saint Francis of Assisi, that fosters spiritual development and helps students come to know the love of God.

Franciscan Charisms

As a Franciscan school, under the sponsorship of the Franciscan Missionaries of Our Lady, our students understand and honor the charisms that define our unique Catholic identity.

- Humility—by enthusiastically participating in the school’s liturgy and prayer service offerings, and by continually seeking to learn more about themselves and their faith
- Family Spirit-- by working cooperatively and collaborating with others, and by encouraging family involvement in school activities and celebrations
- Courtesy—by always showing respect and concern for others
- Joy—by always being a positive light for others and living out the Christian faith
- Praise—by regularly praying and participating in liturgies, by participating in retreats and/or spiritual direction, and by doing spiritual reading
- Respect and Love for Creation—by being good stewards of the school’s resources and by treating our campus with care and respect

Religion Program Expectations/Requirements

Religious life at the school is an integral and indispensable part of the Franciscan High experience. Just as a student matures socially, intellectually, and physically, her/his relationship with God should mature to include a strong personal faith and the active response of a Christian adult. Franciscan High combines the academic discipline of theology with a program of worship, retreats, and Christian service. The Campus Minister at Franciscan High coordinates all liturgies, retreats and service, offering a number of opportunities for students to grow in their faith and spirituality.

Attending a Catholic school awards a student many opportunities to participate in faith formation activities. While a student does not need to be Catholic to participate in any offered liturgies, retreats, or service programs, it is the expectation that the student will demonstrate reverence and respect for God and others during all faith formation activities. Reverent participation is defined as calm, quiet behavior, the refraining from talking, making excess noise, or sleeping, and being present and mindful of others during the activity.

Retreats

The school sets aside one day per grade-level, when classes do not meet and workers do not report, for our Campus Ministry team to lead all members of the class through a day of prayer, reflection, and Christian fellowship. Students are expected to attend and participate in the Retreat as part of the Franciscan High formation program.

PURPOSE

Members of the Franciscan High School community work intentionally to become men and women of purpose, focusing our actions and words on fulfilling our mission and achieving our goals for the future.

Academic Expectations

1. Every student at Franciscan High has the right to a good education. All behavior in the school should help to establish and maintain an environment that fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.
2. Students are expected to study every school night as required to complete homework, review the material from the day, and prepare the assignments for the next day.
3. Students are expected to use all available resources to enhance their education. (teachers, tutors, academic support staff, online support programs, etc.)
4. In class, students are expected to be active, cooperative learners - listening, asking, and answering questions. Students are expected to help establish an orderly, active learning process.
5. Courses from each year must be passed or made up during the summer to continue at Franciscan High School the following year. An academic support plan will be put in place for any student failing a class at the end of the first grading period. Students with multiple failures may be placed on probation or be subject to dismissal if all components of the academic support plan are not met. Seniors with failures in the 1st grading period must make up those credits before graduation or may be ineligible to graduate.

Graduation Requirements

Students must fulfill all requirements in order to graduate. Students who fail any class and, therefore, have not fulfilled their credit requirements will not graduate. A Senior Year Calendar will be distributed to all 12th Grade Students by the College Counselor. Students must adhere to all college counseling deadlines to be cleared for graduation. Students who owe money, books, CWSP workdays, detentions, service hours, or other such requirements will not participate in graduation and will not receive a diploma until all requirements are met. Any student who presents disciplinary problems at the end of the year may not be permitted to participate in graduation.

English	4 credits
Spanish.....	2 credits
Math.....	4 credits
Science.....	4 credits
Social Studies.....	4 credits
Religion.....	1 credit each year of attendance
Physical Education.....	1.5 credits
Health.....	0.5 credits
Fine Arts / Electives.....	4 credits
Corporate Work Study Program	1 credit each year of attendance
Business Literacy.....	0.25 credits each year of attendance (beginning with the Class of 2026)

Grading Scale

Below is the standard grade scale for the school. The following are the numeric equivalencies for letter grades:

A	93-100%
B	85-92%
C	75-84%
D	67-74%
F	0-66%

Grade Reporting Periods

Students receive a numeric percentage and the equivalent letter grade at the end of each semester. At dedicated times during the semester, the school will issue Progress Reports to indicate the student's academic standing at that time. If adequate progress towards passing is not being made at that time, an academic support plan will be established for the student, which may include during- or outside-of-school interventions, the appointment of an academic advisor, a parent conference, and/or suspension of eligibility for athletics or extracurricular programs

For the 2022-2023 School Year, the following dates are designated for grade reporting:

1 st Quarter	August 15- October 7
2 nd Quarter	October 10- December 9
End of 1 st Semester	December 16
3 rd Quarter	January 3- March 10
4 th Quarter	March 13- May 25

Additionally, Interim Assessments will be administered in October and March to check for progress towards End-of-Course proficiency, and End-of-Course Assessments will be administered in December and May for all core courses (English, Math, Science, History, Religion, Spanish, Health), which may count up to 15% of a course's final average.

Grade Point Averages

The grade point average (GPA) which is reported on all report cards, is a calculation of all the grades given. The following are the numeric equivalences for letter grades:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

Example of how the GPA is calculated.

Religion: if a student receives a	A =	4.0
Math: if a student receives a	B =	3.0
English: if a student receives a	C =	<u>2.0</u>
		9.0
9.0 divided by 3 classes	=	3.0 GPA

According to the courses and grades in the given in example below, the student would have an overall average of a 3.0 which is equivalent to a B. If a student were to receive all As, his GPA would be a 4.0. If a student were to receive all Fs, his GPA would be a 0.0.

Weighted GPAs

GPAs are weighted with extra quality points for Advanced Placement (AP), Dual Enrollment (DE), and Honors classes. Weighted GPAs are used only for internal award purposes, including figuring graduation honors, awarding Honor Roll designations, the ranking of graduates, and other academic awards. **Weighted GPAs are not reported or shown on transcripts.**

Weighted GPAs are calculated as follows:

- Calculate the total quality points.
- Add one (1) extra quality point for each AP or DE course.
- Divide by the total number of courses attempted, excluding those courses for which a “P” (Pass) has been earned.

Honor Roll

Honor Roll is posted at the end of each grading period and is based upon individual performance in all courses.

- President’s Honors = 4.0
- Principal’s Honors = 3.5 – 3.99
- High Honors = 3.0-3.49

Anyone receiving an “F” in any course is not eligible for the Honor Roll regardless of her/ his grade point average.

Grade Point Average (GPA) Expectations / Eligibility

Students are expected to maintain a minimum cumulative grade point average of 2.0, and continued attendance at Franciscan High may depend on it. Eligibility in athletic or extracurricular programs may be dependent upon maintaining the required grade point average. Students must maintain a minimum 2.0 GPA to be considered in “good academic standing” and eligible for participation in sports and activities.

After each grading period, if the student’s GPA for that particular report is below a 2.0, s/he may be declared ineligible in any organized team or club that falls under the Athletic Department or Student Activities Department so that time and energy can be focused on improving academic standing. Additionally, students who are terminated by their CWSP employer or who receive an unsatisfactory performance review may be considered ineligible.

If a student is ineligible but part of an athletic team, s/he may practice, but not play in any games. If a student is ineligible but part of an organized student activity club, s/he may be subject to restrictions outlined in the club charter, which may include limiting attendance at meetings, revoking voting privileges, rescinding performance rights, etc.

For one-time events (i.e.: conferences, field trips, retreats, etc.), students who are not in good academic standing (below a 2.0), must petition the administration to participate, where factors such as the duration of event and demonstrated academic progress will be considered in the decision.

Student Success Team

The Student Success Team is comprised of members of the Administration and Academic Leadership Team, Corporate Work Study Program, the counseling department, and teachers, as necessary. If a student is struggling to find success at school, a meeting with parents and with the student will be called to put into place a plan of action.

Corporate Work Study Program Overview and Expectations

The Corporate Work Study Program (CWSP) is an innovative educational and financial model that allows students to receive a private, college preparatory education while getting invaluable work experience. The work study program enables students to earn a significant portion of the cost of their education and the program is separately incorporated, effectively functioning as an employment agency alongside Franciscan High School (FHS). This experience is an essential part of students' education and growth by enabling them to directly contribute to the cost of their education while exposing them to the world of work. A positive attitude and a commitment to high standards of integrity, responsibility and performance behavior are required.

Students are assigned to work at a client organization five full days each month without missing any instructional time. Each student works at least one day per week. Typically, four students share one job. On Friday, the students rotate. Students will still receive the minimum number of hours of classroom instruction as required by the Louisiana State Department of Education for the completion of a fully accredited college preparatory curriculum. At the same time, however, students gain valuable exposure to a variety of office environments, learning and interacting with adults in a professional atmosphere. Finally, students earn income that is paid directly to the school in order to offset the full cost of education.

Students are employees of the CWSP and not employees of the clients. Parents/guardians should not contact clients directly. Students are not eligible for client benefits, and consequently students should never presume that they may partake in those benefits.

All students and parents/guardians are expected to read and follow the rules set forth in this Exhibit A as part of their agreement with the Franciscan High School Corporate Work Study Program. The terms of this Exhibit A are subject to change at the discretion of the Corporate Work Study Program. Students and parents will be given notice of any changes in writing.

All questions and concerns should be directed to Mrs. Angelica L. Collins, Director, at 225-615-7479 or acollins@franciscanhigh.org.

Taxes and Employability

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Franciscan High School to help offset the cost of their education. Students will receive a W-2 form for tax purposes every January.

Because of the tax responsibility created by the program, every student is required to complete an IRS [Form W-4](#) and a DHS [Form I-9](#). Students must be at least 14 years old to participate in the CWSP. Students under 16 years of age must complete a State of Louisiana work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form.

Workday Attendance

Student employees are expected to conduct themselves in a professional manner, which includes being punctual to their obligations. Each student employee is expected to attend work every day that they are assigned to work. Since each student works only 5 days per month, missing a day of work is a serious matter.

Pandemic Related Attendance Status

Student workers will be categorized into the following levels of deployment:

- **Currently Deployed Worker** – student worker placed and actively supported as a CWSP worker in-person, deployed to their job placement on designated workdays.
- **Virtual Worker** – student worker reports to their job placement virtually and is assigned on-going instruction as scheduled by their job placement on designated workdays.

Daily Schedule

The CWSP schedule follows the same schedule of the FHS daily schedule. On mornings that they are deploying to work, student employees should check-in with CWSP staff at the designated area no later than 7:50 AM to begin workday preparations. Departure transit to client organizations takes place between 8:00 AM and 8:15 AM, with student employees arriving at work between 8:30 AM and 9:00 AM. Whereas the normal classroom day ends at 4:00 PM, on the day a student is assigned to work he/she will typically do so until between 2:30 PM and 3:30 PM, with student employees returning to school no later than 3:50 PM for check-out and release.

Absences

Franciscan High and the student promise the client that they will fulfill their work responsibilities for the entire school year. Clients pay Franciscan High for this work and students automatically receive financial credit toward their education. If a student does not work, Franciscan High must recoup the financial credit to the student. Missing work for any reason will result in a \$100.00 fine. Fines are added to the student's tuition balance.

A student must make up any absence as soon as possible. Once an absence has been made up, the student is eligible to receive a \$100.00 tuition credit back from the original fine. The student is responsible for making the arrangements with her/his supervisor and notifying the CWSP Office. Students are responsible for arranging transportation to and from work for any day they must make up. If a client's schedule offers no opportunity for the student to make up an absence, the student forfeits the full \$100.00 fine and receives no refund.

The deadline to make up absences for the Fall Semester is Christmas Break. The deadline to make up absences for the Spring Semester is Spring Break. Any absences remaining after these deadlines, will result in mandatory payment of the fine owed. If a student ends the school year with more than one absence that is not made up or the fine is not paid, the student will be liable for expulsion or asked not to return to Franciscan High the next school year.

Tardiness

Tardiness to school, class or work is not acceptable. A student employee who is on campus on the day they are assigned to work but not at the CWSP designated area by 7:50 AM is considered tardy. Each instance of tardiness will be entered into the student's attendance file, with an accompanying note documenting the infraction sent to their family. Each accumulation of three tardiness will be considered the equivalent of an absence.

Illness at Work

If a student becomes ill at work, the student should call his/her CWSP Manager, and the CWSP Manager will arrange for transportation of the student back to school. The CWSP Manager will call the student's parent/guardian and request that the student be picked up from school. If a parent/guardian or emergency contact cannot be reached, the student will remain in the Nurse's Office or designated area until either the end of the school day or until someone can be reached. A student who is feeling acutely ill in the morning should not go to work.

Holidays and Early School Dismissals

It is not uncommon for the Franciscan High School to have a holiday which client organizations do not share. In those instances, student employees will not be required to attend work. Early school dismissals do not apply to students who are assigned to work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling. Students should assume that they have work every assigned workday of the school year unless they are notified otherwise.

On rare occasions, a client may have a business holiday or special circumstance which may preclude a student from attending work. In this event, the student will be provided further guidance by CWSP staff.

Dress Code

Please reference [DRESS CODE](#) section for workday dress requirements.

Young Professionals Training

Our *Young Professionals Training (YPT)*, is conducted every year before the deployment of students to prepare incoming students for the corporate work environment. The Young Professionals Training will take place July 29 – August 12. Students should plan a full day of attendance during the Young Professionals Training.

Adherence to attendance and dress code policies is mandatory. Students who arrive out of dress code will not be admitted for that day of training and will be marked absent.

Attendance on each day of training is mandatory. If absent for a day of training, the student will not be accepted into the CWSP and therefore cannot be a student at Franciscan High School.

The Young Professionals Training is graded just like any other class, with homework, quizzes and tests. Any student who fails the Young Professionals Training will not be accepted into the CWSP and therefore cannot be a student at Franciscan High School.

Transfer students will also receive *Young Professionals Training (YPT)* before job deployment.

Transportation

As their employer, the CWSP coordinates all transportation to and from the client organizations for all student employees. The specific mode of transportation for student employees may vary. Student employees are required to take the mode of transportation coordinated by CWSP staff every day in which they work.

Drivers and chaperones, like any other faculty and staff member of Franciscan High , must be treated with respect. These individuals are responsible for the safety of all students in their charge and should not be distracted by inappropriate or unsafe behavior. Students who disobey these rules will receive the same disciplinary action as they would for violating a policy on campus: detention, suspension, disciplinary hearings, etc. Should a driver or chaperone be cited for a moving or pedestrian traffic violation, or otherwise due to inappropriate or unsafe behavior on the part of the student employee, the cost of that infraction will be passed on to the student employee and their family.

Performance & Evaluations

During the regular academic year, students receive a grade for their participation in the work study program. A percentage of the grade is based on the *Work Performance Evaluation* filled out by the student's supervisor at work. Additional determinations include attendance, timecard submissions; and the student's performance on a semester-long project designed to help students integrate what they are learning at work with what they are learning at school, as well as gain life skills that will help them prepare for college and a professional career. All grades will be updated in the school's system, Plus Portals.

CWSP Grade will be determined by the following objective metrics:

1. Attendance
2. Dress code
3. Timeliness
4. Timecard completion (student) - Worth 60% of the students grade.
5. Performance based on daily timecards and end of semester evaluations

If at the end of the year a student has failed CWSP, that student may be prohibited from continuing in the CWSP the following year, and therefore not allowed to return as a student at Franciscan High School. If that student is not expelled by the CWSP and allowed another opportunity, that student will have to attend and successfully complete the Young Professionals Training that summer in order to continue in the CWSP and return as a student at Franciscan High School.

Timecards

Student employees are required to submit a timecard for each day that they are assigned to work. Timecards will be issued to student employees electronically to their FHS email account at the completion of their workday. In order to receive credit, timecards must be completed online and submitted before dismissing on their workday. Timecards are used to record the specific hours in which student employees spent at a client and that those hours are within Department of Labor rules governing work study programs. Timecards also provide an opportunity for student employees to reflect on the specific duties they supported at a client and events of a given workday. These reflections allow CWSP staff to better understand a specific workplace environment and inform additional training to students as necessary.

Timecard submissions account for part of your CWSP grade each grading period. Timecards can only be submitted if an assigned workday was completed in its entirety and will not be accepted after the assigned workday.

Technology

Internet and technology serve many educational and professional purposes in modern classrooms and workplaces. As with any resource, to be effective they must be used in an appropriate manner so as not to become a distraction or impediment to success.

The [FHS Acceptable Technology Use Policy](#) details what devices are permitted, for what purposes and when the use of such devices is permitted. Student workers are required to adhere to these policies at all times and locations while school is in session, including on their assigned workdays and at their assigned client worksites. Student workers are further obligated to adhere to policies governing technology and internet usage at their client worksites. Any violation of these policies as determined by the CWSP staff or designated client personnel is grounds for termination from a job placement.

Use of personal portable electronic devices, including but not limited to laptops, cell phones, headphones/earbuds, audio players and game consoles, is not permitted regardless of the policy of a client. Violation of this, as determined by the CWSP staff or designated client personnel, is grounds for confiscation of the device on their workday and/or termination from a job placement. Refusal to comply will result in a missed workday as well as a \$100 fine.

Workplace Termination and Retraining

CWSP and client organizations reserve the right to remove student workers from their job placements at any time. Reasons may include but are not limited to unsatisfactory performance, attendance and timeliness, adverse interactions (sexual harassment, theft etc.) with workplace colleagues, or behavior which violates the [FHS Code of Conduct](#). Depending on the cause of termination, student workers may face additional disciplinary action up to and including dismissal from the school.

Students who are terminated from their job placement are not eligible for a passing grade during that semester. If eligible, student workers who have been terminated from their job placements will enter a retraining program. During retraining, students are expected to demonstrate appropriate professional behavior and complete work tasks as assigned in order to demonstrate their comprehension of the CWSP rules and expectations and to express their interest and commitment to continue their participation in the work study program at Franciscan High School.

If faculty and staff members determine the student worker has satisfactorily completed the retraining, the student worker will be placed at another client worksite. Student workers who fail to complete the retraining process will be dismissed from Franciscan High School. Students may only participate in the retraining program one time during their time in CWSP and FHS. In the event of a second dismissal from a job placement, the student worker will be dismissed from FHS.

Contact Information

If student workers or families have questions about or otherwise need to contact the Corporate Work Study Program, please dial 225.615.7479 ext. 5 or email at acollins@franciscanhigh.org.

Please review the information provided and sign and return [the Student and Family Agreement](#) included at the end of the Handbook. A signature is required to complete your student's registration.

SERVICE

Franciscan High School community members strive to serve all those around them, with an attitude of selflessness, kindness and gratitude.

Christian Service

As Jesus taught us and St. Francis modeled for us, serving others at the sacrifice of our own time, talent, and treasure is asked and expected of all God's children. Therefore, the school will regularly engage students in service projects both during the school day as scheduled grade-level events, and as outside of school-time extracurricular opportunities. Additionally, students are encouraged to participate as volunteers in any school activity or off-campus event, earning service hours that will be added to their record for purposes of financial aid, scholarships, and awards. All service hours completed outside of school time should be documented on the Service Hours Verification Form and submitted to the Campus Minister. The school will recognize outstanding service annually, as outlined below.

Bronze Award:	25 hours of service above and beyond school-required hours
Silver Award:	50 hours of service above and beyond school-required hours
Gold Award:	75 hours of service above and beyond school-required hours
Spirit of St. Francis Award:	100+ hours of service above and beyond school-required hours

Student Activities & Athletics

To serve in the development of the whole person, the school encourages student participation in activities, sports and clubs. The purpose of any extracurricular activity, club or sport is to complement and enhance the educational experience of the students. Participation, however, is a privilege, not a right. All students involved in extracurricular activities will be required to meet eligibility requirements. For the good of the student's overall academic welfare, this privilege may be revoked at any time.

Given the nature of Franciscan High School's work-study program, conflicts will arise between work schedules and practices, games and activities. Work always takes precedence over extracurricular activities. A student may not miss any work in order to participate, nor should the student ask his/her supervisor for an exception under any circumstance. A student must be in attendance for at least 50% of the school day in order to participate in any after-school activity or program that day.

Students participating in sports must have a report of a physical less than 365 days old on file with the school.

RESPECT

Franciscan High School is a community built on respect, committed to acknowledging and honoring the good in others and ourselves in all that we say and do.

Code of Conduct

Any time a student is representing the school – on school property, on school-provided transportation, engaged in any school activity, at work, or in the community in uniform or otherwise noted as a Franciscan High student – he or she is expected to act, speak, and look in a professional manner reflective of our school’s high standards. The following code of conduct provides guidelines for such behavior.

1. Students at Franciscan High have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are more specific, but not comprehensive, examples of responsible or thoughtful conduct:

- respect for God, others, and self;
- respect for personal, school, and other’s property;
- possession of required materials and timely completion of homework assignments;
- cooperation with classroom procedures;
- completion of one’s own homework and class work;
- performance to the best of one’s ability;
- attention and respect at all times, particularly during school assemblies;
- respect for classroom and office work through maintaining appropriate volume in one’s conversations.

Lapses in any of these areas will be dealt with through the discipline system. Gross or repeated conduct unbecoming of a Franciscan High student is grounds for dismissal from the school.

2. There should be no physical displays of affection between students, including physical contact other than a shoulder hug-and-release. Students should not engage in kissing in any form, handholding, or embraced walking.
3. As a Catholic school of the Diocese of Baton Rouge, we are concerned with the Christian moral development of the individual and the student body as a whole. In a society, which often undermines Christian values and principles, we strive to provide an atmosphere, which stimulates and fosters the growth of these same principles. Premarital sex is not in keeping with Christian values and principles and is not considered acceptable for Catholic school students. However, Catholic schools are concerned with respect for life and the individual. Should a pregnancy occur, every measure should be taken to encourage counseling, health care, continued education and direction to help each student make a mature decision in accordance with the teachings of the Roman Catholic Church and with the goal of supporting students to make life-affirming decisions. Franciscan High School follows the guidelines for Catholic schools set forth by the Diocese of Baton Rouge regarding student pregnancy. The student will be subject to disciplinary action, according to the school’s Discipline System, if he or she does not adhere to the Code of Conduct:
4. Cohabitation: If a student chooses to marry and/or cohabitate, she/he will be unable to continue attending Franciscan High School.

5. We strongly believe that gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families which we serve. Therefore, students will also be subject to disciplinary action, up to and including immediate suspension or expulsion, for gang membership, affiliation, or behavior, which can be defined in many ways, including, but not limited to:
 - gang graffiti and/or tagging;
 - representation of gang affiliation by way of colors, symbols, signs, clothing, etc. at any time or place, including online;
 - overt or covert recruitment of students;
 - violence of any kind, albeit vocal threats or physical harassment;
 - membership in gang-like crews;
 - shaved brows and/or bald heads.
 - Tattoos referencing gang affiliation
6. All policies governing the student Code of Conduct are in effect while the student is on-campus in an in-person learning environment as well as while the student is participating in any form of virtual learning environment or school activity, and students are expected to uphold all school rules and to display core values regardless of the learning environment.
7. The student will be subject to disciplinary action, according to the school's Discipline System, if he or she does not adhere to the Code of Conduct.

Dress Code

Overview

The Dress Code ensures that every student will dress in a professional, modest, conservative, and safe manner. Franciscan High School's dress code corresponds to business, semi-formal dress.

When they go to work, students enter professional work environments. Their dress should reflect a high standard of professionalism. The conservative colors and styles of the school dress code are required for all Franciscan High students regardless of the particular policy of the sponsoring company. Work environments are also adult environments. Parents must be sensitive to the fact that their daughters/sons might be assumed to be much older than their actual age. For the comfort and security of all our students, they should dress modestly.

The safety of our students is a priority. Most jobs require some interaction with office machinery such as copiers, fax machines, etc. Neat appearance and properly fitting clothes will help avoid potential mishaps. In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as cell phones, iPods, or headphones will help ensure their safety. Students are expected to follow the same dress code for work as they do for school, regardless of the dress code enforced at the workplace.

- The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of general guidelines. However, in all cases, the school has the final say.
- The dress style at Franciscan High School is intended to allow each and every student to achieve her/his best, both in the academic and the professional world. Personal hygiene is very important to one's health and appearance; therefore, each student will practice good hygiene.

- Students are expected to be in full dress code at all times while on school grounds, at work, to and from work, at special events, and during all field trips unless otherwise specified by the school.
- Students are always expected to follow the dress code when school is in session, whether on the school campus, at the workplace, regardless of the dress code enforced at client organizations, or elsewhere. Students that are not compliant with the dress code policy will not be permitted to work on their assigned day and are subject to a fine and other protocols for workday absences as outlined in the attendance policy of this document. Franciscan High faculty and staff reserve the right to determine what constitutes appropriate dress.
- It has been observed over and over again that the more seriously a person dresses, the more seriously that person performs in her/his role and the more seriously others receive her/him. Expressing individuality should be done through hard work at school and at the workplace, and not through one's clothing.
- Garments worn under clothing should not be visible.
- Violation of dress code will result in disciplinary action.

When questions arise, School Administration will have sole discretion in determining the appropriateness of dress code policies and that discretion extends to matters of dress and appearance that are not explicitly stated in the Parent/Student Handbook. In all cases, the School Administration has the final say concerning dress and appearance.

FRANCISCAN HIGH SCHOOL SCHOOLDAY UNIFORM

Ladies

Top

Light blue polo-style shirt (collared) with official FHS logo. Senior class can wear white shirts if preferred.

Bottom

Navy Blue dress pants with brown, black or navy dress belt (no large buckles). Pants may not be leggings, jeggings or “skinny” style and must cover fully to or beyond the ankle. Uniform plaid skirt or skort, worn no shorter than 3 inches above the knee.

Outerwear

All FHS approved and issued outerwear can be worn on school days. Solid black, navy, gold or gray cardigan, vest, jacket, sweatshirt, or blazer are also allowed. Solid blue denim jackets are allowed, with no tears, rips, or holes.

Shoes

Solid brown, black, white, navy, or gray shoes. Shoe soles must be black or white. No sandals (such as Crocs) or slippers. Must be worn with solid-colored socks (brown, black, white, navy or gray).

Accessories

No more than 2 ear piercings allowed per ear. Earrings may be no larger than the size of a quarter. No other visible piercings of any kind. Headbands of 1 inch or smaller may be worn. No hats or other headwear allowed. Navy blue or black tights may be worn with the skirt or skort, with no patterns. No sunglasses may be worn inside the building.

Grooming

Conservative hair style of natural colors. Braiding hairstyles are not to exceed the waistline in length. Nails must be modest in length, neatly trimmed, and conservative in color. No visible tattoos. Maintain proper hygiene; perfume, if used at all, should be used sparingly, and never sprayed inside a school building.

Gentlemen

Top

Light blue polo-style shirt (collared) with official FHS logo. The senior class can wear white shirts if preferred.

Bottom

Navy Blue dress pants, with brown, black, or navy dress belt (no large buckles), worn at the waist.

Shoes

Solid brown, black, white, navy, or gray shoes. Shoe soles must be black or white. No sandals (such as Crocs) or slippers. Must be worn with solid-colored socks (brown, black, white, navy or gray).

Outerwear

All FHS approved and issued outerwear can be worn on school days. Solid black, navy, gold or gray vest, jacket, sweatshirt, or blazer are also allowed. Solid blue denim jacket is allowed, with no tears, rips, or holes.

Accessories & Grooming

No earrings or visible piercings of any kind. Single, simple necklace may be worn. No headwear allowed at any time. No sunglasses may be worn inside the building.

Grooming

Grooming Conservative hair style of natural colors. Clean-shaven faces. No visible tattoos. Maintain proper hygiene; cologne, if used at all, should be used sparingly, and never sprayed inside a school building.

WORKDAY UNIFORM

All dress code items above apply with the following changes or exceptions:

Ladies

Top

Light blue oxford-style shirt (collared, button-down) with official FHS logo, tucked neatly into skirt, skirt or pants. The senior class can wear white, oxford shirt (collared, button-down) if preferred.

Tie

Uniform plaid long tie or navy-blue cross tie (may be purchased from approved uniform vendors).

Shoes

Solid brown, black, navy, or gray dress shoe – may not be sneaker-style, sandals, gym shoes, slippers, open-toed shoes or boots. Loafer-style preferred. Must be worn with solid-colored socks (brown, black, white, navy or gray). Flat, solid-colored shoes (ballet style) are allowed.

Outerwear

All other outerwear items apply but NO hoodies are allowed on workdays.

Gentlemen

Top

Light blue oxford-style shirt (collared, button-down) with official FHS logo, tucked neatly into pants. The senior class can wear white, oxford shirt (collared, button-down) if preferred.

Shoes

Solid brown, black, navy, or gray dress shoe – may not be sneaker-style, sandals, gym shoes, slippers, or boots. Loafer-style preferred. Soles must be black or white. Canvas style dress shoes and Vans are acceptable. Must be worn with solid-colored socks (brown, black, white, navy or gray).

Tie

Uniform plaid long tie or bow tie (may be purchased from approved uniform vendors).

Outerwear

All other outerwear items apply but NO hoodies are allowed on workdays.

Other Uniform Notes:

Consideration should be taken for utilizing different shirt colors to notate accomplishments of students each quarter/semester.

- Gold polo shirts for honor roll students for first semester
- Gray polo shirts for students who meet a defined disciplinary metric
- Special jacket or outerwear for perfect attendance
- Spirit shirts designed for each grade level

Respectful Language

To maintain an environment of professionalism and respect at school and in the workplace, appropriate spoken and written language is expected.

In Speech

Franciscan High School students refrain from using curse words; slang terms that deride, ridicule, or persecute; racial, sexual or other demeaning epithets; and overly casual terms inappropriate for a professional workplace. When responding to adult correction or prompting, the student replies with “Yes, ma’am” or “Yes, sir.”

In Written Word

Franciscan High School students use Standard Formal English in writing for graded written or typed assignments for all classes, for all written communications with teachers and other school staff members, and for all written communications required for the workplace.

Policy on Harassment

Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or her/his relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- has the purpose or effect of creating an intimidating, hostile, or offensive school environment
- has the purpose or effect of unreasonably interfering with an individual’s performance in school;
- otherwise adversely affects an individual’s school experience.

Harassing conduct includes, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating, or hostile acts;
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school’s premises where it could be viewed by others or circulated by any means in the workplace.

Sexual harassment in particular is strictly prohibited. Government regulations define sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- when submission to such conduct is made a condition of a student’s continued attendance at Franciscan High School;
- when submission to or rejection of such conduct is used as the basis for decisions affecting a student;
- when such conduct has the purpose or effect of unreasonably interfering with the student’s performance or creating an intimidating, hostile, or offensive school environment.”

Employees or students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Franciscan High or by any person who does business with Franciscan High School, even a Corporate Sponsor, should bring the matter to the attention of a Franciscan High staff member, the Principal, or the President of Franciscan High School. Upon notification of negative treatment, the student will be pulled from her/his sponsor site and not be allowed to return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted, and appropriate corrective action taken if warranted.

To the extent possible, complaints of harassment will be treated as confidential. Franciscan High will not retaliate in any way against any current, potential, or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

Policy on Bullying

To reflect Gospel values and to ensure a positive and safe learning climate, Franciscan High School does not condone harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication whether by means currently in use or by any new electronic devices that may be developed in the future. Reported incidents of bullying may result in an investigation by the school's administration. Students who engage in bullying behavior may receive consequences that include suspension and/or expulsion and may be subject to criminal charges.

Respect for Our Campus and Facilities

Franciscan High School is a closed campus school. Permission is needed to be off campus between the hours of 7:50 a.m. and 4:00 p.m. Once a student is dropped off at school, s/he is considered to be the responsibility of Franciscan High. Therefore, once a student arrives at school, s/he is to remain in the cafeteria or other assigned location on campus until dismissed or checked out by a parent. Students leaving campus during school hours without permission are subject to disciplinary action. Students are not to be on campus during hours when the office is closed or without the supervision of a Franciscan High School staff or faculty member. When school dismisses and when students return from work, students are to be picked up promptly in carpool or should ride the bus. Any student chronically remaining on campus after 4:15pm will receive disciplinary consequences. No supervision is provided by Franciscan High after 5:00 p.m. A student may only remain on campus after school hours under the direct supervision of a club sponsor, school-approved tutor, or athletic coach for such purposes. A student remaining on campus after school hours without supervision may be considered to be trespassing.

During and outside of school hours, students show respect for our campus by refraining from leaving litter or personal belongings on the grounds or cluttering classrooms. Students maintain clean desks and lockers and other student areas. Students refrain from writing on desks, walls, bathroom stalls, or doors. Students show respect for our resources and for the generosity of our benefactors by using materials such as paper, paper products, and school supplies judiciously.

Respect for Student and Family Confidentiality

Teachers, administration and school staff will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of concerns.

Grievance Policy

Occasionally during the course of the year, misunderstandings or problems may arise between any combination of student, parent, teacher, and school. This is often a result of a lack of communication between those involved. In order to best assist families, Franciscan High has a process that should be utilized to outline a grievance and to describe the steps already taken.

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems; we call it "*The Matthew 18 Principle*." The following are the words of Christ: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

There are several clear principles that Jesus taught in solving people-to-people problems incorporated into school policy for handling all school grievances. All questions, problems, or complaints should be brought promptly to the teacher or staff member directly involved first, before anyone else is involved.

If the situation is not resolved at this level through direct contact (most of them are!), both parties should approach the appropriate supervisor to request to file a grievance. If the matter involves a disciplinary issue resulting in suspension or expulsion, a disciplinary hearing may be scheduled, according to our [disciplinary policy](#).

Student procedures for appeal to a teacher can be summarized by "right time, right place, right spirit" (Ecclesiastes 8:5-6). The right time may be "later" if the teacher is in the middle of a task, such as teaching. The right place is a setting where there can be privacy between the two. The right spirit is being respectful.

When approached through proper Biblical guidelines, teachers and administrators have an "open ear" policy to parents and students and will always listen to any problems concerning a student's instruction. Normally, administrators will decline to become involved unless the above steps have been followed.

"If it is possible, as far as it depends on you, to live at peace with everyone."

Romans 12:18

INTEGRITY

Members of the Franciscan High School community carry themselves with integrity, seeking to be women and men of our word through honest and sincere interactions with others.

Academic Integrity

In its attempt to instill Christian values and academic integrity while in the classroom and during virtual learning, Franciscan High School expects students to act responsibly in regard to her or his own learning. As a Franciscan community that seeks to ‘care for the whole person,’ Franciscan High desires to form students who demonstrate a deep self-awareness that extends beyond lessons learned in the classroom. This self-awareness is characterized by the clear formation of a moral consciousness that allows the individual to distinguish between right and wrong, truth and falsehood.

As such, the community believes that all academic work is the product of the individual student.

The academically honest student:

- completes his/her own homework and does not allow his/her work to be copied by other students;
- completes quizzes, tests, and exams without seeking help from or offering help to another student;
- completes quizzes, tests, and exams without copying from notes or from a book;
- acknowledges another person’s contributions to his/her own work, whether written or oral, by citing the source and individual’s name;
- submits his/her own work and does not misrepresent someone else’s work as his/her own.

Franciscan High stands firmly against academic dishonesty in any form whether it is intentional or not. Students at Franciscan High School refrain from the following behaviors:

Cheating: Using or attempting to use unauthorized materials in any academic situation or having someone else complete work for which you are responsible. Examples of cheating or violation of testing procedures include, but are not limited to:

- leaving books or notebooks open during a testing period;
- writing answers on desktops, or hands, or clothing;
- communicating verbally or nonverbally with another student during a test period;
- exchanging answers with another students
- copying another’s test answers with or without his/her permission;
- copying unauthorized information from digital sources and using at the student’s work without proper documentation;
- using unauthorized “cheat sheets”;
- communicating with students who have taken the quiz or test earlier regarding test content and/or structure
- using cell phone or smartwatch to transmit information or to share photos of test or homework answers.
- Students whose response mirror online content or other students’ submission will receive a zero for that assignment without the option of recovery
- Searching online platform for answer that require work or personal effort.

**Tests and exams require a high level of attention to academic integrity. Therefore, it is important that students comply with the testing procedures specified by the teacher. Students should be aware of their behaviors during a testing period and avoid looking around or looking at other students' papers to prevent giving the impression of cheating.*

Fabrication: Inventing or falsifying information. Examples include, but are not limited to:

- inventing lab data for an experiment done incorrectly.
- citing sources not used.
- Falsely reporting inability to access a website and/or assignment
- Falsely reporting the submission of an assignment

Copying: Examples include, but are not limited to:

- copying homework or papers from another person whether word for word or with minor changes.
- acquiring answers from unauthorized sources such as the internet, teacher answer keys, etc.
- allowing another student to copy your work.

Deception or Misrepresentation: Lying about your work or academic records. Examples include, but are not limited to:

- forging a teacher's signature on a document.
- taking credit for group work to which you did not contribute significantly.
- forging an adult's signature on a note or other communication or altering that note or communication.

Electronic Dishonesty: Using network access inappropriately. Examples include, but are not limited to:

- using another's computer account or computer files.
- damaging or deleting others' computer files.
- using calculator programs and/or data in a manner not approved by the teacher.

Plagiarism: Plagiarism is the representation, in a written or oral manner, of another person's words or ideas as one's own, whether intentional or not. Paraphrasing and summarizing the ideas of someone else are considered plagiarism. At all times, credit must be given to outside sources, including, but not limited to research materials, online databases, internet sources, encyclopedias, charts, graphs, pictures, and paraphrasing and summaries of another's written or spoken work. Plagiarism, regardless of intent or amount, is intellectual theft and thus a violation of academic integrity. Students uncertain about what material to cite should consult teachers for guidance and advice.

Academic dishonesty compromises the integrity of those involved, destroys the community of learning, and distorts the system of academic evaluation for students and faculty alike. While recognizing the strength of both the temptations to be dishonest and the pressure to cooperate in such behavior, the school cannot overlook any instance of dishonesty without compromising its mission. Thus, enforcing the code of academic integrity falls on all members of the Franciscan High community including teachers, staff, students, and parents. Students should not lend their work to others. If a student needs assistance with an assignment, the assistance should be given in face-to-face instruction and not by-passing written work from one student to another. Students passing their work to others share equal responsibility and consequences if academic dishonesty occurs.

Students caught copying daily homework assignments may receive a zero for the assignment and additional consequences by the teacher. If a student has multiple offenses of copying homework during his/her time at Franciscan High , s/he may face more severe consequences given by administration.

If a student is found to have engaged in or facilitated a more serious act of academic dishonesty, the student and the parent will meet with a member of the administration to determine the appropriate disciplinary action.

Repeated offenses during the student's time at Franciscan High will result in further consequences and may lead to expulsion from the school.

Acceptable Use Policy for Technology

The Franciscan High School Acceptable Use Policy (AUP) applies to all technology resources. Students are expected to use all technology resources in a considerate, ethical, moral and legal manner.

All Franciscan High School issued chrome books and windows-based laptop/tablets and information stored on them are property of the school and are subject to the policies set forth by school administration and are subject to supervision and inspection. Franciscan High School reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, and/or stored on the school issued device. Students who receive school-issued devices are responsible for their daily use and care and must accept the acceptable use policy below. Students who receive devices for school use should treat them responsibly, avoid intentionally damaging them and should use the devices for school assignments only. Any student who violates this policy or any applicable local, state or federal laws, is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

Examples of acceptable use violations include but not limited to:

- Unauthorized games or activities (Video games, browser games, social media)
- Watching videos or streaming during class
- Attempting to bypass content filters by any means
- Attempting to take other students devices
- Intentionally damaging school issued devices
- Loss of school issued devices.

The administration of Franciscan High School reserves the right to amend any item in the Acceptable Use Policy or any technology policy during the year. The Principal will provide written notification of any changes by email or letter home to students and parents.

General Computer and Internet Use

Franciscan High School provides on-campus Internet access and network resources to students and employees who use the access in accordance with the mission of the school. Students must remember that technology devices and resources they are allowed to use, are a privilege, not a right. By using such devices and resources, students agree to the following terms:

- Student use of the school's network and Internet usage must be consistent with the mission of Franciscan High School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of Franciscan High School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language and/or symbols.
- Students will not use their network resources or Internet access to interfere with or disrupt network users, services, Franciscan High School data or data of another student, or equipment, either on or off campus.
- Students will not access or try to make unauthorized entry to any computer accessible via the network or on remote networks. If a student notices a security problem, the student must notify administration immediately.
- Students will not use network resources or Internet access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos and videos, or broadcast messages via our network or email system.
- The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Franciscan High School students will not use network resources or Internet access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
- Students should not email, post to websites or blogs, images, photos or video of employees of Franciscan High School. Photographing and/or recording (audio or video) a teacher or staff member without permission is prohibited.
- Students will not provide their passwords or share another student's password with any other student or non-student.
- Students may not use another individual's account or log onto the Internet or network as anyone else.
- Students are prohibited from doing anything to compromise the privacy and/or security of other users.
- Students are held responsible for any communication that comes from their account regardless of who had access to that account.
- Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
- While at school, students may only connect to the Franciscan High School Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cellphone and/or other external devices.
- The intentional destruction, deletion, or disablement of Franciscan High School installed software on any computer is prohibited. Unauthorized copying/installation of software programs belonging to the school is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited.

Appropriate Online Behavior

Students must maintain a proper decorum while using social media and any electronic device. All social media posts and/or digital communication (including text messages) must uphold the ideals of Franciscan High School. Any producing, distributing, or viewing of inappropriate, sexually suggestive or pornographic images is strictly prohibited. The school may be obligated to contact law enforcement in situations involving inappropriate images of individuals who may be under the legal age of consent. The school utilizes anonymous reporting tools for students to

report activity, and faculty and staff members are considered mandated reporters for any instances of harassment, abuse, or illegal activity, including the sharing of inappropriate images or messages.

It is the responsibility of the parent to monitor and/or restrict their child’s access to social network sites, including adhering to the age limits placed on such sites. While Franciscan High views this as a parent responsibility, issues and incidents that arise at school, or are brought to our attention, stemming from interactive dialogue from web-based or mobile technologies off campus will be addressed. Franciscan High will follow the policies and procedures outlined in this Handbook.

Electronic Devices and Cell Phones

There is no cell phone use on any part of the campus during school hours except for approved use for academic purposes during class time and during lunch time. Any electronic devices, such as but not limited to cell phones, hand-held video games, iPods, iPads, smart watches, etc., may not be visible or heard from 7:45 a.m. until the final bell. These items will be confiscated, and the student is subject to disciplinary action. Students may only use communication devices while on campus and during activities with the permission of the supervising adult, such as the teacher, bus driver, athletic coach, or sponsor. Should a student need to call home during school hours for an emergency reason, s/he may go to the Main Office to request the use of a school phone.

Consequences for improper Cell Phone Use during school hours

1 st Offense	Confiscation of device, returned to student at the end of the school day. Notify parents, meet with student.
2 nd Offense	Confiscation of device, Parent must pick up the phone. Meet with student and parent. Lunch Detention
3 rd Offense	Confiscation of device, parent must pick up the phone. Saturday Detention
4 th Offense	Confiscation of device, held for remainder of the year. Lunch/Saturday Detention. Conference with parent and student.
If student refuses to surrender phone when requested, the offense will escalate to a Level III Infraction, which will result in a suspension.	

Drug Testing

Franciscan High reserves the right to drug test any student at its discretion. Since many job partners require drug testing, results of testing may be made available to sponsors (in confidence) at their request. Positive results may be grounds for dismissal from the CWSP and expulsion from school.

RESPONSIBILITY

Members of the Franciscan High School community demonstrate responsibility for their own actions and performance by exhibiting self-control and self-discipline, following through and giving attention to detail, and abiding by the systems of accountability set in place.

General Policies

Change of Personal Information

Each student is expected to notify the Main Office promptly if there is any change in address, telephone number, parent or guardian occupation, or any other pertinent information.

Child Abuse

By law, the State of Louisiana requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

Communication Policy

The official manner of communication from school to home is email. Every family should have an email address on file and should check it regularly. To better serve families, various mechanisms of communication are utilized, such as phone calls, texts, and social media. However, email is the official communication tool, and families are responsible for information received by email. Additionally, students are expected to check their Franciscan email at least daily to stay informed of school announcements.

Custodial Rights

In the case of divorce or separation of parents, the law holds that parents do not cease to be parents when they no longer have custody of their children. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the parent to provide the school with an official, signed copy of the court order.

Food

Food for students is restricted to the cafeteria during lunch periods. Students are not allowed to have food, snacks, or drinks in other buildings at any time. The only exception to this is if a teacher arranges with the Principal's Office for a special event ahead of time. If necessary, the Principal will arrange to cancel any lunches. As a school food authority, Franciscan High participates in the federal school lunch program and partners with a third-party meal provider, which provides all Franciscan High School students one breakfast and one lunch daily, including on the student's workdays. Parents are required to complete and submit a federal free/reduced lunch application to participate in the school lunch program. A student may bring a lunch from home for herself/himself, if desired. Water and sports drinks are available through a vending machine during breakfast and lunch.

Medication Policy

All medications must be kept in the Main Office with the exception of prescribed inhalers. Medications will be given only to students who have a medication form on file with the Main Office signed by a parent or guardian. Prescription medication must be brought in annually in pharmacy-labeled containers and registered in the Main Office along with a prescription.

School personnel will administer medication to students only when all these conditions are met:

- it is medically necessary that the medication be administered during school hours,
- the parent has provided a signed Administration of Medication form,
- for over-the-counter medication, the parent has provided the medication in its original container
- for prescription medication, the parent has provided the medication in the pharmacist's container labeled with full details regarding the patient's name, name of medication, strength, dosage, and directions for administration. Unit dose containers or blister packs are strongly recommended.

Other important notes:

- If a student possesses any substance in violation of the Codes of Conduct, he or she will be subject to the consequences in the Codes.
- Medication must be brought to school and picked up by the parent or legal guardian. Except as expressly related to life-sustaining medication, students are not allowed to have any medication in their possession.
- Medication will be kept in locked medical cabinets.
- Parents may come to school and administer medication directly to their children at any time during the school day after checking in at the office.

The provisions stated here shall not preclude the administering of first aid by the school in the event of injury or accident.

Students may be allowed to carry medication if:

- it is medically certified in writing by a physician that the student must have medication on his or her person to sustain life,
- the student has been properly instructed on its care and use, and
- school administration and every teacher of the student have specifically been notified in advance that the student will be carrying medication. Otherwise, the medication will be kept in locked medical cabinets.

Parent Engagement Expectations

Parental support is essential to the healthy life of our school, and the school strongly encourages attendance by every parent. A parent or guardian is expected to attend the mandatory family orientation offered prior to the start of the school year, as indicated on the official school calendar. A parent or guardian is expected to attend a parent/teacher conference once in the fall and once in the spring, though parents are encouraged at any time during the year to schedule a conference with a teacher or administrator as needed.

Parent University (Parent U) meetings are held monthly at school and are an important component of our school. The purpose of these meetings is to serve as an avenue for parental education concerning the child or family and to communicate the philosophy and purpose or programs at Franciscan High; to build and maintain a parental support group that is involved and responsive to school needs. A parent or guardian is expected to attend at least three Parent U meetings during the school year.

Franciscan High has many needs that can only be met through the unselfish giving of parents' time and talents. Parents may serve in many different capacities: as committee members,

chaperones, guest speakers, mentors, tutors, coaches, club sponsors, advisory board members, substitute teachers; or parents who have occupations or hobbies that can be shared with students in connection with their studies. Other than in the classroom and serving on committees, parents may volunteer in the Athletic or Theatre Department, through the Chapel Club, and in other extracurricular areas. Parents may contact teachers, Admissions, or the principal to inquire about ways to serve our Franciscan High community. Volunteers should sign the service -hours log in the office to help the school with required reporting, and volunteers must obtain a visitors pass from the front office at every visit.

Student Passes

Students are expected to be in class at all times. Any student who is not where s/he is scheduled to be must have a pass signed by a faculty or staff member. This includes going to the bathroom or seeing a counselor, etc. If a student is between periods and needs to see somebody, s/he must first report to the next class and receive permission from that teacher as well as a signed pass. If a student, for example, decides to visit the Main Office between periods and is then late for their next class, s/he will be given a signed pass from the Main Office.

Solicitations

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Principal's Office.

Student Drivers

The school assumes no liability for damages to or losses from cars parked on campus during the school day or during extracurricular activities.

A. Parking Pass

Students who have obtained an official driver's license may purchase a parking pass for \$25.00 each semester. To obtain a parking pass, the student must bring his or her driver's license to the Main Office with the \$25.00 semester pass fee. Parking passes must hang from the rear-view mirror and be always visible. Failure to purchase a pass or not having a visible pass may result in forfeiture of the right to park on campus. Students may park only in designated student parking spaces along Wildwood Pkwy (between the football field and legacy lot) during the school day.

B. Vehicle Restrictions

Student drivers are expected to obey all traffic laws, especially noting one-way streets and school zones in our area. Failure to drive safely may result in the forfeiture of campus driving privileges. **Once the student has arrived at school, the car must be parked, locked, and vacated.** Students may not congregate in cars or parking areas before school. Students may not return to vehicles until the end of the school day, unless they have permission from a teacher, coach, or administrator. Students may not leave campus during school hours without written permission from parents and school administration. Violators of student driving rules may have their driving privileges suspended and be subject to other penalties per the disciplinary system.

Time Management

Students are responsible for managing their time while at work and at school. It is recommended that each student wears a watch daily.

Visitors

All guests to classes must have approval from the Principal's Office prior to their visit. All visitors must report to the reception desk to sign in and indicate their presence at the school.

General Technology/Internet Information

Email and Communication Use

Franciscan High School students will be issued a password-protected login for the network, school email, and other communication resources. Students will use Office 365 for their school email account.

- Students are responsible for reading emails regularly and should check their school email at least once every 24 hours; however, it is recommended that students check their email in the morning and in the evening to make sure they are up to date.
- All communications sent or received serve as a representation of Franciscan High School. Communication exchanged via the Internet or email must not damage the school's reputation.
- Students may not change their given email username.
- All email communication between faculty, staff, coaches, and students must be exchanged through the school-hosted email account.
- Students are prohibited from attempting to access or use another student's email.
- Franciscan High School reserves the right to access student email accounts for routine maintenance and to retrieve school records. Access also includes, but is not limited to carrying out internal investigations, accessing internet history, the disclosure of messages, social networking data, or files to law enforcement.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited during class time unless these activities are related to class activities and/or participation.

Student Laptop/Tablet Responsibilities

All Fujitsu laptop/tablets and Chromebooks are property of Franciscan High School and exceptional care should be given to all devices. Students are responsible for maintaining proper care and use of their device from the time it is issued to the time it is returned to the school.

- For school-issued laptops taken out of the classroom, the laptop/tablet should travel in a protective carrying case. Failure to do so could result in disciplinary consequences. If a student experiences a problem with his carrying case, he should report the problem immediately to the Technology Coordinator located on the Franciscan High School campus in room D207.
- Care should be taken daily to ensure that the laptop/tablet is not put in a situation where there is an increased risk for theft or damage.
- Students must report computer problems or issues to the Tech Coordinator immediately.
- Students are responsible for charging their devices overnight so that they are ready for use at school the following day. Failure to do so may result in consequences.
- Students are not to add stickers, paint, or other materials that can damage or deface the exterior surface of the computer.

- All information stored on the computer should be backed up regularly. This is the student's responsibility. The Tech Coordinator is not responsible for files or information lost during computer troubleshooting, diagnosing, re-imaging or repair.
- Students are to keep laptop/tablets protected while any food or drinks are present.

Tech Support

The Franciscan High School Tech Room is in Room D207 and is open school days 7:15 a.m. to 4:00 p.m. Holiday schedules for the Help Desk will be posted as necessary.

- Submit a tech support request by emailing helpdesk@franciscanhigh.org.
- Students should always RESTART their laptop/tablet before going to the Help Desk.
- Students should always backup their laptop/tablet BEFORE going to the Help Desk.
- Students other than Franciscan High School employees are prohibited from entering the Tech Room and designated areas.

Damage/Malfunction

While standard wear and tear is expected over time, students may be liable for any misuse or negligent damage done to the device(s). Device misuse or damages may include but are not limited to, physical damage, liquid or food damage, lost keyboard keys, screen cracks, etc. A list of fees for the repair or replacement of damaged devices are shown below, however are subject to change.

Chromebook Component	Cost for repair or replacement
Case	\$40
Keyboard / Mousepad	\$90
Screen	\$60
Motherboard	\$100
Battery / Charger	\$40
Lost Device	\$150
Removed Labels/Added Stickers	\$5 per incident

Discipline System

The students of Franciscan High are respected as individuals of substantial merit and potential. The discipline system used at Franciscan High simply provides an objective and cumulative record of a student's demonstration of behavior as well as an attempt to right those behaviors that may inflict harm to the student's potential and merit.

The discipline system at Franciscan High School recognizes that different action must be taken depending upon the circumstances of the incident. As such, the discipline system attempts to reflect differences in student decision-making by delineating between the severity of infractions. The following is a multi-tiered system which addresses minor infractions and more severe infractions in different ways. Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member.

Level I Infractions

Level I infractions are considered errors in judgment, but not serious violations of the Franciscan High Disciplinary Code. Examples of such behavior include, but are not limited to, one-time occurrences of chewing gum on school property, dress code violations, tardy to school and to class, public displays of affection, etc. If a student commits an infraction, any faculty/staff member has the authority to report the infraction after providing a warning and an opportunity for the student to self-correct the behavior.

1 st Offense	Grace
2 nd Offense	Warning/ Intervention (parent contacted by teacher)
3 rd Offense	Detention (parent contacted by administrator)
4 th Offense	Saturday Detention 8:00am-12:00pm (parent conference scheduled)
5 th Offense	Suspension (parent conference scheduled)
6 th Offense	Suspension (parent conference scheduled; student put on probation)
7 th Offense	Suspension (parent conference scheduled; under consideration for expulsion)

Detentions

1. Detentions will be held on days and times as designated by Administration.
2. Detention work may include written corrective assignments, service to the school community including campus cleaning and beatification or cafeteria cleaning, or service to the neighboring school or community.
3. Detentions take precedence over any other school activity.
4. Detentions will be served on the date assigned by Administration.
5. Multiple detentions in a week or missing an assigned detention may result in more serious consequences.
6. Chronic detentions will be handled by the administration and could lead to further disciplinary action.

When a detention is assigned, the student is expected to attend on the assigned date following the infraction. Detention will be held in a place designated by the administration. If a daily detention is not attended, students may be required to attend daily detention for two consecutive days. If a student does not attend the two consecutive daily detentions to make up for the one that he/she missed, then the student will be issued a more serious consequence. Repeated infractions could result in further and more serious consequences.

Level II Infractions

Level II infractions are considered serious errors in judgment and, as such, major violations of the Franciscan High Code of Conduct and a failure to meet the expectations for a Franciscan High student. Examples of Level II infractions include, but are not limited to disrespect, truancy, abuse of property, stealing, academic dishonesty or forgery, disregard for school expectations, or repeated Level I infractions. If such incident occurs, the administration will meet with the student(s) involved and the documenting teacher or staff member to consider all circumstances surrounding the incident. In accord with our Franciscan identity, we seek to place the student in the forefront of our efforts to create a community that values the dignity of each person. Consequences range from multiple detentions through Saturday detention or loss of privilege and suspension, up to and including a recommendation for dismissal to the principal, according to the guidelines below. The school administration reserves the right to modify or alter consequences at their discretion.

1 st Offense	Detention
2 nd Offense	Detention (parent contacted by administrator and put on Behavior Plan)
3 rd Offense	Saturday Detention 8:00am-12:00pm (parent conference scheduled)
4 th Offense	Suspension (parent conference scheduled)
5 th Offense	Suspension (parent conference scheduled; student put on probation)
6 th Offense	Suspension (parent conference scheduled; under consideration for expulsion)

Level III Infractions

Level III infractions are egregious disciplinary matters that may warrant immediate expulsion. When appropriate, the school will engage law enforcement for a Level III infraction. The list presented below is not exhaustive, as other instances of serious misbehavior may be classified as a Level III infraction. Consequences will be administered according to the following guidelines.

Drugs: possession, distribution, use on campus or bus, at work or school-related activity, or positive result on random drug testing (refusal to test equates to positive result) *only school personnel can administer medications with prior parental approval	Illegal Drugs: Expulsion Over the Counter (e.g. Tylenol, Advil) or Prescription Drugs (e.g. ADHD medication): One-day Suspension up to Expulsion
Weapons: including guns, knives, and any other item used with the intent to harm or intimidate, located in vehicle, on person, in backpack, or other personal belonging on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
Fighting: on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
Alcohol: possession, distribution, or consumption on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
Stealing: on campus or bus, at work or school-related activity	Restitution and one-day Suspension up to Expulsion
Smoking: possession, distribution, or use of any tobacco product on campus or bus, at work or school-related activity	One-day Suspension up to Expulsion
Leaving campus without permission	One-day Suspension up to Expulsion
Vandalism: deliberate defacing or destruction of school or personal property on campus	One-day Suspension up to Expulsion

Disciplinary Hearing

A student who has committed an offense which may warrant a recommendation for expulsion will receive a disciplinary hearing before the administration within a reasonable time following the alleged misconduct. Prior to the hearing, the school will send a written notice to the student and the student's parents, including:

- the basis for the proposed expulsion
- the date, time, and location of the hearing
- The members of the hearing committee
- the right of the student, at the hearing, to be present; be accompanied by his or her parents or guardians; present evidence, call witnesses, and testify; and be informed of the school's evidence.

After making a good faith effort to inform the student and the student's parents of the time and place of the disciplinary hearing, the school shall hold the hearing regardless of whether the student or the student's parents attend.

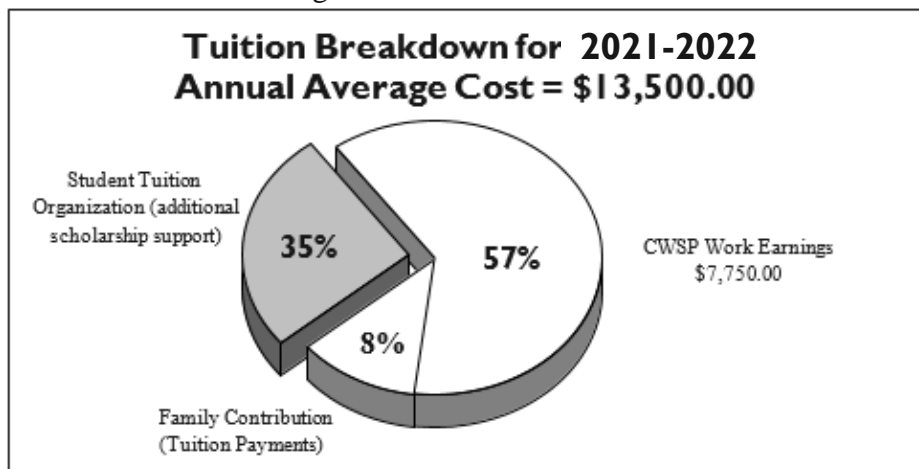
Within three days following the disciplinary hearing, the administration will notify the student and the student's parents in writing of the school's decision. If a student is expelled from Franciscan High, the parents will be responsible for their full year of parent contribution towards tuition, according to the plan outlined in the enrollment agreement.

Search and Seizure

School authorities or designated law enforcement agents are allowed to inspect and search places such as lockers, desks, parking lots, other school property and any other items brought to school, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials.

Tuition and Other Financial Information

Franciscan High School provides an affordable means of education for deserving young people and their families. By attending Franciscan High, students automatically receive a sizable amount of financial assistance. The following is an illustration of the approximate cost of educating a student at Franciscan High School:



Corporate Work Study Program Earnings

When a student enrolls at Franciscan High School, she/he becomes an employee of the Corporate Work Study Program and is assigned a Sponsoring Organization. By working five full days a month throughout the school year, each student generates a total of \$7,750.00 towards her/his education.

Student Tuition Organization Support

Eligible families may choose to participate in a supplemental scholarship program through an approved Student Tuition Organization such as ACE or San Damiano Scholars. Families are responsible for completing the STO application and submitting all required documentation, such as income and residence verification, as well as the FACTS financial support application, to receive STO scholarship funds. A designated parent or guardian must report to campus to sign scholarship checks each quarter to remain eligible for scholarship funds.

Family Contribution Tuition Payments

The family contribution for the school year is calculated based on need, informed by household income information as reported on the TADS or FACTS Financial Aid Assessment application.

A Registration and Family Contribution Contract is generated for each family once all financial aid information has been received and must be signed and returned by the family. Families are expected to follow through with the payment plan indicated on the contract in order for a student to remain enrolled at Franciscan High School.

Failure to Make Payment

- Families of withdrawing students must pay all of the tuition due and other balances due until student officially withdraws from school. No official records will be released until all money owed to the school is paid in full.
- Students with overdue tuition or fee payments are ineligible to participate in extracurricular activities, such as athletics, field trips, or dances until all accounts are brought current.
- If there are very special circumstances that prohibit making a payment on time, parents must make an appointment with the Principal (225) 615-7479 to discuss the situation.

Returned Checks, Bank Drafts & Credit card (NSF, invalid signature, account closed, etc.)

- A \$25.00 fee will be applied to any returned payment to the Business Office.
- Persons writing a returned check will not be allowed to make future payments with personal checks.
- If the tuition account becomes past due because of the returned check, a \$25.00 late fee will be charged in addition to the \$25.00 returned check fee.

Acquired Charges

- Any additional charge/fee (aside from tuition) must be paid immediately (some examples include finance charges, lost book fees, missed workday fines, etc.). Acquired charges left unpaid after the first of each month will be treated the same as tuition and will be past due.

Late Fees

- A \$25.00 late fee is applied for each month that an account is past due.
- If, after the first of the month, an account has an outstanding balance for any reason, late fees will be charged and will accumulate until the account is brought up to date

PERSEVERANCE

Franciscan High School empowers its members to work hard and persevere through challenges with positivity and resourcefulness on their life journeys.

Attendance Policy

Per the Louisiana State Department of Education Nonpublic Bulletin 741, high school students must be present for a minimum number of days to earn receive grades and earn credit for courses. Attending school regularly and on time is essential for a student’s success in high school. The following policy outlines expectations for attendance.

Daily Schedule

The Franciscan High school day begins promptly at 8:05 a.m. Students may arrive between 7:35 a.m. and 8:05 a.m. Students on campus are to enter through the St. Francis Gathering Area gate, follow instructions for daily entrance screening, and report directly to the designated supervised areas on campus. Students who arrive to school by 8:05 a.m. but are not at their appropriate destination will be considered tardy and must report directly to the Main Office.

Classes end at 3:45 p.m. All student workers will return from their workday by 4:00 p.m. as well. Buses will leave campus by 4:15 p.m. and all car riders must be picked up by 4:15 p.m.

Students absent from school or work due to illness may not participate in any school activity held the day of the absence, including sports practices or games, dances, etc. A student must be in school for at least half of his/her classes to participate in or attend co-curricular or athletic events after school. This applies to students who arrive late to school even if they are ill.

Daily Bell Schedule (Monday – Thursday)

7:35am-8:05am	Student Arrival / Breakfast
8:10am-9:35am	1 st Block
9:39am-10:54am	2 nd Block
10:58am-12:13pm	3 rd Block
12:13pm-12:56pm	Lunch
1:00pm-2:15pm	4 th Block
2:19pm-3:45pm	5 th Block

Friday / Dismissal Bell Schedule

7:35am-8:05am	Student Arrival / Breakfast
8:10am-8:55am	1 st Hour
9:00am-10:10am	Mass
10:15am-10:55am	2 nd Hour
10:59am-11:39am	3 rd Hour
11:39am-12:19pm	Lunch
12:23pm-1:03pm	4 th Hour
1:07pm-2:51pm	5 th Hour

Absence Policy

Excused Absences

Excused absences are defined as absences due to personal illness, court appearances, unavoidable circumstances (excused by administrative approval), school-sponsored activities, medical appointments, pre-approved college visits, or death in the family. Documentation of excuse is required for absence to be considered excused.

Unforeseen Absences

A parent or guardian should telephone the school at (225) 615-7479 before 8:30 a.m. and briefly state the nature of the unforeseen absence. A phone call must be made for each day the student is absent.

Foreseen Absences

Franciscan High School students make it a priority to attend school on time every day. In the event that a student must miss a day of school for a reason known in advance, the parent or guardian must write a note, in advance, notifying the Main Office of a scheduled foreseen absence. The Front Office will then issue a Foreseen Absence / Early Release form to the student to be completed prior to departure from Franciscan High and returned to the Main Office. Upon returning to school, the student must report to the Main Office to obtain an admit slip. Please note that a foreseen absence is not necessarily an excused absence.

Pandemic Related Absence

If a student must be absent from school due to mandatory quarantine for COVID or exposure risk, students are expected to make up all necessary assignments (No virtual learning option). Parents are required to provide documentation to the school office from the doctor on positive test results. Upon returning, students should continue to wear masks and can return to school after 5 days quarantine no symptoms (fever free, coughing, running nose etc.) Parents must provide the school with negative test results after 5 days.

Absences due to medical conditions must be certified by a physician's note, which is to be turned in upon return to school, physically to the Main Office or via the Attendance Email (attendance@franciscanhigh.org). Students with a medical emergency requiring a hospital visit must have a physician's note authorizing that the student is able to return to school. Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school via the attendance email address (attendance@franciscanhigh.org) or (225) 615-7479 for any absence from school as soon as possible. Absence is defined as missing school physically on campus or the inability to attend virtual synchronous classes or live classes remotely.

Returning to School

Upon returning to school after each absence, the student must report to the Main Office between 7:15 – 8:05 a.m. The student must present an absence note to the School Secretary from a parent or guardian with an acceptable excuse. Once the absence note is accepted, the student will receive a pass to proceed to class. If a student does not have a note from a parent or guardian, s/he may receive additional consequences.

Make-up Policy

Students are given the same number of days to make up a test or to turn in missed work as the number of days missed unless administrative approval is granted for an alternate timeline.

Make-up tests will be given at the discretion of the teacher within the allotted timeframe. It is the student's responsibility to schedule the make-up test with teachers in the timeframe of days absent or by the end of the quarter, whichever comes first. Failure to schedule make-up tests or failure to report to take the scheduled make-up test within the timeframe allowed may result in a zero grade for the assessment or missed work.

Early Release

If a student is to be released early, s/he should present a note from a parent or guardian to the Main Office upon arrival to school in the morning stating the time and reason for departure. A parent, guardian, or emergency contact must come to Franciscan High and sign out his or her son/daughter in person. We are unable to accommodate early release requests on a student's workday.

Scheduling Outside Appointments

Medical and dental appointments should be scheduled during non-school and non-CWSP hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance. Students may not miss CWSP workdays to attend medical/dental appointment, extracurricular activities or events including athletic events, conferences, and trips without prior approval.

Excessive Absences

Excessive absences may result in a student's being dismissed from Franciscan High or losing credit for coursework. Absences from work are considered school absences. A student may face the possibility of losing academic credit for CWSP and may be dismissed from the CWSP and from the school if work absences are in excess of 2 per semester or 4 in one year. If a student is at risk for losing academic credit, the school will require the student to attend mandatory attendance recovery hours after school or on designated Saturdays to recover the missed instructional time. In the event a student does not meet the minimum requirements for attendance, s/he will not earn credit for coursework, even if the course has otherwise been passed.

Medical Absences

Absences due to medical conditions must be certified by a physician's note and turned into the Main Office upon return to school. Students with a medical emergency requiring a hospital visit must have a physician's note authorizing that the student is able to return to school. Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible.

Truancy

Absence from school, class, or work without sufficient reason is considered truancy and may result in suspension and the school may report the truancy to the Department of Child and Family Services as an act of parental negligence. Additional offenses may result in additional and increasingly severe disciplinary action up to and including expulsion.

Absence from Work

Please reference the [CWSP policy for work absences](#).

Tardiness Policy

Tardiness is defined as not being in one's assigned seat and prepared to begin class when the bell rings. Tardiness to school, class, or work is not acceptable.

- A student is considered tardy if s/he arrives to school after 8:05 a.m. but by 9:30 a.m.
- If a student is tardy to school, the student must report to the Main Office to receive a signed admit slip in order to enter class. Each tardy to school will be entered into the student's attendance record.
- **If a student arrives tardy on his or her scheduled work day and does not arrive in time to be transported to work by the school, s/he must return home for the day, and the missed work day will count as an absence.**
- Both a tardy to school or a tardy to class will be recorded as a Level I infraction and will earn consequences according to school policy. See [Discipline Policy](#) for details.
- For a student who is tardy after 9:30 a.m., a half absence will be entered into the student's attendance record and the student may be subject to consequences for excessive absences as appropriate.
- Chronic tardiness to class may result in loss of credit. **Students who are excessively tardy will be placed on tardy probation, requiring them to sign in at the Main Office before 8:00 a.m. each school day. Continued violations of tardy probation may result in further disciplinary consequences.**

Illness at School/Work

If a student is displaying any symptoms, such as headache (with or without fever), stomach distress, nasal congestion, coughing, loss of taste or smell, he or she should not come to school and should contact our Main Office at (225) 615-7479.

If a student arrives to campus showing any symptoms, such as headache (with or without fever), stomach distress, nasal congestion, coughing, loss of taste or smell, a parent will be called to pick up the student immediately.

If a student becomes ill at school, the student should ask permission to go to the Main Office. If it is determined that the student should not remain at school, a call will be made to the parent/guardian to release the student to their care. If a parent/ guardian or emergency contact cannot be reached, the student will remain in the reception area until either the end of the day or until someone can be reached.

If a student becomes ill at work, the student should call school, and the school will arrange for transportation of the student back to school. The school will call the student's parent/guardian for the student to be picked up from school. A student who is feeling ill in the morning should not go to work. Leaving work early due to illness may be considered an absence. If the student becomes ill and must leave work, she/he must present a written note to the CWSP Office from a doctor or parent/guardian when she/he returns to school. If the student fails to bring a note, the departure from work will be treated as an unexcused absence from work.

Counseling

The counseling department at Franciscan High School is committed to assisting all students and their families in meeting the demands of high school and in dealing with problems that may arise in school, at home, or in the neighborhood. Our Counselor assists students in understanding their abilities and interests as well as formulating and achieving realistic goals and maintaining satisfactory personal and social adjustments. The Counselor meets with students at the beginning of each semester to assess the need for counseling services. If counseling services are needed, the counselor meets with the students individually or in groups. Students who need more intensive counseling services are referred out to local counseling agencies and hospitals.

Counselors are available Monday through Friday, 7:50 a.m. to 4:00 p.m. or by appointment. In the case of a crisis or emergency, families are urged to contact emergency services.

Crisis Plans

Detailed plans for emergency events or crisis events, such as a fire, inclement weather, or unregistered visitor on campus will be set in place and on display throughout all buildings at school. The school's Crisis Management Team will train all faculty and staff members on emergency protocols, and drills will be practiced throughout the year to ensure student safety. Parents will be notified by phone and email in the event of an emergency on campus.

Notification of Designation of Directory Information

Notice is hereby given of Franciscan High School's FERPA (Family Educational Rights and Privacy Act) policy and parents' and eligible students' (students over 18 years of age) rights under the Act.

Designation of Directory Information

Parents and eligible students are advised that Franciscan High School has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, parish, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Franciscan High school, degrees and awards received, and previous educational institution(s) attended. Directory Information may be disclosed without consent.

Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information

Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of Franciscan High School.

Annual Notification of Rights under FERPA

FERPA affords parents and eligible students certain rights with respect to the student's education records. These rights are:

- A. The right to inspect and review the student's education records within 45 days of a written request to the Principal of Franciscan High School.
- B. The right to request in writing an amendment of the student's education records that the parent or eligible student believes are inaccurate and to a hearing if the requested amendment is denied.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Franciscan High School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School's Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the School); 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.

Parents and Guardians are also afforded the right to file a complaint with the U.S. Department of Education concerning alleged failures by Franciscan High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Class of 2023 Senior Pages

A Franciscan High School Graduate

Franciscan High School graduates are academically, spiritually, and emotionally prepared to face their challenging college courses with confidence and determination to succeed. They have the skills to be self-sufficient and responsible in college and beyond, unbound by external limitations. They know they are loved by their Franciscan High family and have faith that God has a purpose for their lives. They treat others with respect and have well-formed consciences to help them act with integrity. They are rooted in the Franciscan High community but are ready to stretch their wings and persevere through college and the next journeys in life. They are eager to succeed in school and career so that they can make a positive contribution in service back to their communities.

CWSP (Last Day, Project CEO)

All junior and senior students will be required to participate in CWSP's Project CEO. This project is designed to be a reflection of the students' time in the Corporate Work Study Program and an opportunity to share their skills, thoughts, and experiences with the executives and supervisors of their job partners. This project takes place over the course of the second semester, with presentations taking place throughout the spring. Project CEO is equivalent to a student workday for CWSP and will receive similar consequences if missed: a workday absence that is unable to be made up, resulting in a 0 for the day, and a \$50 fine added to their tuition. In Business Lit classes Project CEO is counted for two 100-point grades: the PowerPoint presentation that is created and the presentation to the job partner.

The Seniors' last day of work for CWSP, will be Monday, May 1, 2023.

Tuition Payments

Students with overdue tuition or fee payments are ineligible to participate in extracurricular activities, such as athletics, field trips, or dances until all accounts are brought current.

Student Drivers

The school assumes no liability for damages to or losses from cars parked on campus during the school day or during extracurricular activities.

A. Parking Pass

Students who have obtained an official driver's license may purchase a parking pass for \$25.00. To obtain a parking pass, the student must bring his or her driver's license to the Main Office

with the \$25.00 pass fee. Parking passes must hang from the rear-view mirror and be always visible. Failure to purchase a pass or not having a visible pass may result in forfeiture of the right to park on campus. Students may park only in designated student parking spaces along Wildwood Pkwy (between the football field and legacy lot) during the school day.

B. Vehicle Restrictions

Student drivers are expected to obey all traffic laws, especially noting one-way streets and school zones in our area. Failure to drive safely may result in the forfeiture of campus driving privileges. **Once the student has arrived at school, the car must be parked, locked, and vacated.** Students may not congregate in cars or parking areas before school. Students may not return to vehicles until the end of the school day, unless they have permission from a teacher, coach, or administrator. Students may not leave campus during school hours without written permission from parents and school administration. Violators of student driving rules may have their driving privileges suspended and be subject to other penalties per the disciplinary system.

Attendance

Per the Louisiana State Department of Education Nonpublic Bulletin 741, high school students must be present to earn receive grades and earn credit for courses.

Food

Food for students is restricted to the cafeteria during lunch periods. Students are not allowed to have food, snacks, or drinks in other buildings at any time. The only exception to this is if a teacher arranges with the Principal's Office for a special event ahead of time. If necessary, the Principal will arrange to cancel any lunches. As a school food authority, Franciscan High participates in the federal school lunch program and partners with a third-party meal provider, which provides all Franciscan High School students one breakfast and one lunch daily, including on the student's workdays. Parents are required to complete and submit a federal free/reduced lunch application to participate in the school lunch program. A student may bring a lunch from home for herself/himself, if desired. Water and sports drinks are available through a vending machine during breakfast and lunch.

DoorDash and all other outside food vendors are prohibited. Food will be confiscated, and students will receive a disciplinary action.

**FHS WORK STUDY PROGRAM, INC.
STUDENT-WORKER FAMILY AGREEMENT**

This agreement (the "Agreement") is entered into as of August 15, 2022, and is executed by and between the Student-Worker whose name appears on the signature page hereof ("Student-Worker"), the parent or legal guardian of the Student-Worker whose name appears on the signature page hereof ("Parent"), and the Franciscan High School Corporate Work Study Program, Inc., a Louisiana not-for-profit corporation, hereinafter referred to as "CWSP".

WHEREAS the Student-Worker and the Parents want the Student-Worker to be enrolled at Franciscan High School ("FHS") and FHS wishes to enroll the Student-Worker; and

WHEREAS the Student-Worker and the Parents acknowledge that FHS requires that as a condition of entering and continuing enrollment in FHS each of its Student-Workers must participate in the work study program administered by CWSP and comply with the rules, regulations and duties set forth in Student and Family Handbook distributed and updated from time to time by FHS and CWSP.

THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1. **Employment by CWSP.** CWSP agrees to employ Student-Worker in its work study program throughout the term of this Agreement. CWSP retains the right to select the duties (in every case, entry-level office work: e.g., filing, photocopying, reception, mailroom, research, data-entry, etc.) to be performed by the Student-Worker and the business where the Student-Worker will perform such duties as part of the work study program (the "Client"). CWSP retains the right to change such duties and the Client from time to time.
2. **Student-Worker Responsibilities.** Student-Worker agrees to perform the duties selected by CWSP in accordance with this Agreement. Student-Worker acknowledges and agrees that he/she has read the Handbook and agrees to follow the rules, regulations and duties set forth therein throughout the term of this Agreement. Student-Workers perform entry-level office work (e.g., filing, photocopying, reception, mailroom, typing, data-entry, etc.) for client companies, each of which have filed a detailed job description with CWSP that will be furnished to a Student-Worker upon being assigned to work at that client's location.
3. **Parent Responsibilities.** Parents hereby authorize the Student-Worker's participation in the work study program of CWSP and agree to such participation on the terms of this Agreement. Parents acknowledge and agree that they have read the Handbook and agree to follow the rules, regulations and duties set forth therein throughout the term of this Agreement and to support the Student-Worker in complying with the terms of this Agreement. Additionally, I hereby give my permission to FHS and CWSP for the following:
 - a. To take my child/dependent on school or work-related field trips on foot (if within walking distance of school), by public transportation under the supervision of a designated school chaperone, or in school or work program-provided transportation;
 - b. To allow my child/dependent to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
4. **Term.** Student-Worker's beginning date with CWSP is September 6, 2022, and his/her participation will continue until the termination of the Student-Worker's enrollment at FHS ("Term"). Student-Worker's enrollment at FHS may terminate due to graduation, transfer, withdrawal, expulsion or termination of this Agreement by CWSP.
5. **Compensation.**
 - a. **Rate.** CWSP will establish Student-Worker's pay rate during the term of this Agreement in compliance with applicable federal, state and local minimum wage provisions. CWSP reserves the right to change such rate from time to time.
Client Fees. During the Term of this Agreement, CWSP will set, and reserves the right to change from time to time, the fees to be paid by the Client in exchange for services rendered by the Student-Worker as a condition of her/his employment by CWSP.

FHS WORK STUDY PROGRAM, INC.
STUDENT-WORKER FAMILY AGREEMENT

- c. Payroll Deductions. CWSP will automatically deduct applicable federal, state, and local payroll taxes from the Student-Worker's gross pay. Student-Workers and Parents will be responsible for any income tax or other tax-related or personal expenses incurred as a result of the Student-Worker's participation as an employee of CWSP.
 - d. Assignment. All parties agree that CWSP shall pay over to FHS all the Student-Worker's net earnings for participation in the work study portion of CWSP and that such net earnings shall be assigned to CWSP to fund the Student-Worker's contribution to his/her education expenses at FHS. Student-Worker agrees to assign her/his net earnings for each payroll period on a continuing basis and Parents authorize and consent to this assignment. Student-Worker's assignments of such earnings are non-refundable. Student-Worker and Parents agree to sign such additional forms or documents as may be necessary to implement this assignment of pay. The Student-Worker and Parents agree that at no time shall they have or make any claim, for any reason, to any portion of the Client Fee(s) paid by the Client to CWSP or to recover Student-Worker's contribution to education expenses. By this Agreement, CWSP acknowledges and consents to this assignment of wages and agrees to cause such net earnings to be paid to FHS to fund the Student-Worker's education costs at FHS.
 - e. Non-CWSP Compensation. Student-Worker may be requested at a Client's discretion and the Student-Worker's option to provide services to the Client similar to those provided as a condition of his/her participation in the CWSP on a day or at a time when the CWSP is not in operation. Compensation for such services rendered by the Student-Worker at his/her election and not as a condition of his/her participation in the CWSP, whether paid by the Client directly or through a payroll processing mechanism of the CWSP, are not Client Fees, but the personal earnings of the Student-Worker. All parties agree that Student-Worker and Parents will be responsible for any income tax or other personal or tax-related expenses incurred as a result of such Non-CWSP Compensation.
6. Medical Authorization. Parents hereby agree to give representatives of CWSP and the Client full authority to seek professional medical treatment on behalf of the Student-Worker in the event that it becomes necessary during work hours or while participating in the work study program. Parents agree further to authorize representatives of CWSP or the Client to dispense over-the-counter medication, as authorized in Student-Worker's medical file, if the Student-Worker requests it. Parents agree further to permit drug or other medical screening of Student-Worker according to the policy of CWSP or the Client.
 7. Media. Student-Worker and Parent hereby grant FHS, CWSP, Franciscan High School, and their partners, the absolute right and permission to use the name, image(s), video(s), and recording(s) of Student-Worker to be used in whole or part, now known or later developed, for the purposes of promoting, publicizing, and advertising on behalf of FHS or CWSP. Student-Worker and Parent understand the given name, images, videos, and recordings may be used in publications, websites, and other publicity material including but not limited to print, television, radio, internet, and social media, and expressly authorize such use. Student-Worker and Parent hereby waive any right to inspect and/or approve the finished product or the copy that may be used in connection therewith, where Student-Worker's name or likeness appears, or the use to which they may be applied.
 8. Labor Laws. Both the Student-Worker and the Parents acknowledge that pursuant to federal, state, and local labor laws, certain restrictions apply to Student-Workers who work under the age of eighteen (18), including the number of hours per week a Student-Worker may legally work. CWSP affirms that its employment of minors is in compliance with the minimum wage and youth employment provisions of the FLSA and Louisiana State Labor Law. In connection with the work study program, Student-Workers will work no more than: (i) eight (8) hours per day; (ii) two days per week; and (iii) five days per month. Furthermore, a Student-Worker will never exceed eighteen (18) hours of work in a given work week, and all Student-Worker work will be conducted between the hours of 8:00AM and 4:30 PM. CWSP agrees to use its best efforts to ensure that all applicable federal, state, and local laws are likewise observed by the Client(s) to whom the Student-Worker may be assigned.
 9. Termination by CWSP. CWSP may terminate this Agreement at any time if the Student-Worker does not comply with the terms hereof, including the rules, regulations and duties set forth in Exhibit A. If CWSP terminates this

**FHS WORK STUDY PROGRAM, INC.
STUDENT-WORKER FAMILY AGREEMENT**

Agreement, the Student-Worker will not (i) be allowed to continue enrollment at FHS; (ii) continue employment with CWSP or Client; or (iii) be entitled to any further compensation. This Agreement will terminate automatically if Student-Worker ceases to be enrolled at FHS for any reason.

10. Indemnification. Parents and Student-Worker hereby agree, for themselves and for any person who may claim by or through them, to indemnify, defend and hold harmless, and hereby release and forever discharge CWSP, FHS, and all their past, present, former and/or future officers, directors, trustees, employees, agents, attorneys, divisions, subsidiaries, affiliates, successors, administrators, executors, and assigns or insurers, from any and all claims or causes of action, liability, loss, cost or expense of any kind or nature, including attorney's fees, arising from or in connection with: (i) any breach by Student-Worker of any representation, covenant, agreement or undertaking under this Agreement including, without limitation, failure to comply with the rules, regulations and duties set forth in the Handbook; (ii) any breach by the Parents of any representation, covenant, agreement or undertaking under this Agreement; and (iii) Client's utilization of the services of the Student-Workers.
11. Entire Agreement. This Agreement, including the Handbook, contains the entire agreement between the parties regarding the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties. No supplement, modification or amendment to this Agreement shall be binding unless executed in writing by CWSP.
12. Severability. If any provision of this Agreement or its application to any person or circumstance shall be determined by any court of competent jurisdiction to be invalid and unenforceable to any extent, the remainder of this Agreement or the application of such provision to such person or such circumstance other than to those as to which it is so determined invalid and unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
13. Assignability. Neither party may assign or transfer this Agreement, or any rights pursuant thereto, without the prior written consent of the other party.
14. Waiver. Failure of CWSP at any time to require performance by the Student-Worker or the Parents or to claim a breach by the Student-Worker or the Parents of any provision of this Agreement shall not be construed as a waiver of any subsequent breach nor shall it diminish the effectiveness of this Agreement, nor any part hereof, nor prejudice CWSP with respect to any subsequent action.
15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
16. Paragraph Headings. The paragraph headings of this Agreement are for reference only and shall not be considered in the interpretation of the Agreement.
17. Read and Understood. By signing below, Student-Worker and Parent each represent that they have received and read this Agreement, which it is written in terms that they understand, that they have had sufficient time to become familiar with its terms, and that each entered into this Agreement freely and voluntarily.

Execution Copies. This Agreement may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same document

FHS WORK STUDY PROGRAM, INC.
STUDENT-WORKER FAMILY AGREEMENT

INTENDING TO BE LEGALLY BOUND, the parties have executed this Agreement as of the date first written above.

Student-Worker Signature

Student-Worker Name (printed)

Social Security Number

Date

Parent or Guardian Signature

Parent or Guardian Name (printed)

Telephone Number

Street Address

City, State & Zip Code

Date

On behalf of FHS Work Study Program, Inc., a Louisiana not-for-profit corporation:

Mrs. Angelica L. Collins, CWSP Director

Date

FHS Work Study Program, Inc.
4000 St. Gerard Avenue
Baton Rouge, LA, 70805