

Saint Francis High School

Student-Parent Handbook



2024-2025

Saint Francis High School, sponsored by the Brothers of Holy Cross, admits students of any race, color and national or ethnic origin. The school does not discriminate based on disability if the student is otherwise qualified and can, with reasonable accommodations, meet the graduation requirements of the school.

1. About

Saint Francis High School is a private Catholic co-educational community that was established by the Brothers of Holy Cross and the Diocese of San Jose.

1.1. Administration

President

Jason Curtis, Andre House

Principal

Katie Teekell '00, Welcome Center

Vice Principal of Campus Life

Michael Pilawski, Welcome Center

Vice Principal of Curriculum & Instruction

Meighan Wilson Friedsam '97, Welcome Center

Dean of Students

Keala Keanaaina, Welcome Center

Dean of Students

Kathryn Miller, Welcome Center

Chaplain

Fr. Anthony Mancuso, Educator Center

Chief Advancement Officer

Amy Peabody, Andre House

Chief Financial Officer

Sue Reyneri, Welcome Center

Director of Admissions

Simon Raines, Andre House

Director of Auxiliary Programs

Tom Williams, Welcome Center

Director of Alumni Relations

Greg Calcagno '83, Andre House

Director of Athletics

Therren Wilburn, Alumni Gym

Director of Holy Cross Mission & Ministry

Jodi Min, Sobrato Family Learning Commons

Director of School Culture and Belonging

Natalie Lai '06 , Welcome Center

Director of Strategic Marketing & Communications

Jamie Ceccato Perkins '97, Welcome Center

Director of Technology

Larry Steinke, Welcome Center

1.2. Vision, Mission & Values**1.2.1. Our Vision**

We shape the future by nurturing exploration of thought to create leaders of impact rooted in faith and service.

1.2.2. Our Mission

In the tradition of the Catholic Church and the spirit of Holy Cross, Saint Francis High School is committed to providing the finest college-preparatory program in an inclusive family environment, encouraging students to achieve their highest potential through:

- Spiritual Development which expresses their Christian values in the convictions of their hearts and the actions of their hands;
- Intellectual Development which translates their knowledge and skills into independent and creative thinking;
- Social Development which transforms their activities and experiences into leadership in and service to the community.

Our students become Holy Cross men and women who are uniquely prepared for college, service and leadership. Holy Cross men and women are people of integrity who discover their God-given talents, respect the dignity of every person, celebrate family and bring hope to others.

1.2.3. Our Values

Holy Cross individuals embody the core values of our community. We call these values the “BRIC” of our educational mission.

B Bring Hope by changing the world through Christ's love

R Respect others by seeing the face of Christ in everyone

I Inspire integrity of the heart and mind by being true to the Gospel in word and action

C Celebrate family by building a loving Holy Cross community

1.3. Graduation Outcomes

The Saint Francis graduate embodies the Holy Cross charism and is expected to be:

- I. A person of faith who imparts Holy Cross values in the Catholic tradition by

- Demonstrating a basic understanding of the life and teaching of Jesus Christ and the essential doctrines and practices of the Catholic Church.
 - Recognizing and respecting the dignity of the human person, and responding to the call to love and serve in the tradition of Catholic moral and social teaching.
 - Serving the community particularly by reaching out to those most in need.
 - Participating in and embracing our faith-filled community.
- II. An intrinsically motivated scholar who pursues lifelong learning by
- Thinking critically and creatively to solve problems and make decisions, both independently and as members of a team.
 - Listening effectively, reading critically and using language precisely in speech and writing.
 - Interpreting and evaluating complex information presented through various media.
 - Utilizing and adapting technology resources productively and responsibly.
- III. An engaged individual who demonstrates personal and social responsibility by
- Understanding the rights and responsibilities of a local, national and global citizen.
 - Demonstrating critical interpersonal skills of clear communication and meaningful collaboration.
 - Becoming self-directed, resilient individuals who are able to set goals to maintain physical and emotional well-being.
 - Exploring new and diverse opportunities and embracing the call to lead.

1.4. History

In 1954, the Brothers of Holy Cross and the Archdiocese of San Francisco established Saint Francis High School on its current site for the Catholic education of young men. A complementary school for young women was established at about the same time by the Sisters of the Holy Cross and the Archdiocese of San Francisco at Holy Cross High School. In 1972, Saint Francis High School and Holy Cross High School merged to become a coeducational Holy Cross Catholic secondary school mirroring the ideal of

the Congregation of Holy Cross as a community of men and women, religious and lay, seeking gospel values and sharing the Mission of Jesus.

1.4.1. Congregation of Holy Cross Tradition

The Congregation of Holy Cross was founded by Basil Anthony Mary Moreau after he took over direction of the Brothers of Saint Joseph from Father James Dujarie in LeMans, France, in 1835. Father Dujarie and Father Moreau saw from the beginning that the Mission of the Brothers of Saint Joseph and then the Congregation of Holy Cross would be in the education of youth in gospel values, which would give purpose to the lives of young people in the chaos of society which surrounded them in post-revolutionary France. In 1841, Father Edward Sorin and five Brothers journeyed from France to Indiana to bring the work of the Congregation of Holy Cross to the United States, and they were soon joined in their effort by the Sisters of the Holy Cross. The work of the Congregation spread to all parts of the United States from these beginnings.

1.4.2. Service of the School

Saint Francis High School serves the Catholic families of the area, but also opens itself to other families who wish to experience the totality of Catholic education. As a Holy Cross school, Saint Francis High School serves students with a broad range of abilities and backgrounds and unites them into a community, in which each is able to respect his or her own abilities and limitations and the abilities and limitations of others. Despite the broad range of abilities which the school serves, Saint Francis High School recognizes that its academic program is primarily verbal—reading, writing, speaking and listening. Thus, it establishes required proficiencies for entrance of students into its programs and for their continuation in and graduation from these. Saint Francis High School also recognizes that its total program as a Catholic school involves more than just academics and, therefore, establishes other requirements for students for entry into and for continuation in the school.

1.5. Alma Mater

O Lancers hail the Brown and White

Raise it to the sky;
Stand loyal to our Alma Mater
Praise her name on high.
Let mountains echo back our loud acclaim:
Saint Francis High we pledge to you
All honor, love and fame.

1.6. General Code of Conduct

In order to adhere to the vision and mission of the school and for students to meet the graduation outcomes, all members of the Saint Francis community must work together to support the Holy Cross mission and philosophy of the school. As a Catholic school, Saint Francis should be a place where Jesus Christ's principle of loving one another is followed by all. Members of the community are called to respect the value and dignity of all people, and to live their lives in the image of Christ.

- Respect means that we esteem others as people created and loved by God and treat others as we wish to be treated ourselves.
- Respect means that when we need to express concerns, we do so in a respectful manner.
- Respect means that we recognize the dignity and worth of every person, including an individual's race/ethnicity, national origin, religion, gender, sexuality, economic status, and/or ability.
- Respect for others should be given at all times, on or off campus.
- Respect extends to all people, not just members of the Saint Francis school community.

Therefore, it is a condition of enrollment that a student and parent/guardian follows the policies, principles, and/or procedures set forth in this handbook.

1.7. Reserved Rights

The community expectations, policies, and procedures articulated in the *Student-Parent Handbook* provide guidance for students and parent/guardian(s) on how to successfully navigate their time at Saint Francis High School. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further or protect the mission and philosophy of the school.

2. Academics

At Saint Francis, we create an academic community that inspires learning, fosters collaboration, and sparks growth. A well-developed curriculum that is diverse in its offerings prepares students for their future by providing a solid foundation in the skills needed to share ideas ethically and act as compassionate stewards of society. The environment at Saint Francis gives us the opportunity to learn from each other, work together, and create a shared beloved community.

The Principal is the official representative of Saint Francis High School in all matters pertaining to the scholastic life of the entire student body. Interpretations made by the Principal, or the principal's designee, regarding the regulations contained in the *Student-Parent Handbook* have the same force as the regulations themselves.

2.1. Academic Day

2.1.1. Bell Schedule

Saint Francis operates on a rotating block schedule with 80-minute periods and a staggered lunch. Students are expected to be in their assigned academic space during each period unless expressed permission has been granted.

Alternating Day Bell Schedule

Brown 1 Day	
Student Collaboration (15) 7:45 - 8:00	
Period 1 8:05 - 9:25	
Break 9:25 - 9:35	
Period 3 9:35 - 10:55	
Period 5A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 5B 11:45 - 1:05
Period 7 1:10 - 2:30	

Gold 1 Day	
Student Collaboration (60) 7:55 - 8:55	
Period 2 9:00 - 10:20	
Advisory (30) 10:25 - 10:55	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 6 1:10 - 2:30	

Brown 2 Day	
Collaboration (15) 7:45 - 8:00	
Period 1 8:05 - 9:25	
Break 9:25 - 9:35	
Period 7 9:35 - 10:55	
Period 5A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 5B 11:45 - 1:05
Period 3 1:10 - 2:30	

Gold 2 Day	
Faculty Collaboration (30) 7:45 - 8:15	
Student Collaboration (30) 8:15 - 9:15	
Period 6 9:20 - 10:40	
Break 10:40 - 10:50	
Homeroom 10:50 - 11:00	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 2 1:10 - 2:30	

Gold Day Activity Schedule

Activity 1 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 2 8:20 - 9:40	
Break 9:40 - 9:50	
Homeroom 9:50 - 9:55	
Activity 9:55 - 10:55	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 6 1:10 - 2:30	

Activity 2 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 6 8:20 - 9:40	
Break 9:40 - 9:50	
Homeroom 9:50 - 9:55	
Activity 9:55 - 10:55	
Period 4A 11:00 - 12:20	Lunch 1 11:00 - 11:40
Lunch 2 12:25 - 1:05	Period 4B 11:45 - 1:05
Period 2 1:10 - 2:30	

Activity 3 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 2 8:20 - 9:40	
Period 4A 9:45 - 11:05	Brunch 1 9:45 - 10:10
Brunch 2 11:10 - 11:35	Period 4B 10:15 - 11:35
Period 6 11:40 - 1:00	

Activity 4 Day	
Student Collaboration (30) 7:45 - 8:15	
Period 6 8:20 - 9:40	
Period 4A 9:45 - 11:05	Brunch 1 9:45 - 10:10
Brunch 2 11:10 - 11:35	Period 4B 10:15 - 11:35
Period 2 11:40 - 1:00	

Special Schedule

Liturgy 1 Day	
Student Collaboration (15) 7:45 - 8:00	
Period 2 8:05 - 9:25	
Break 9:25 - 9:35	
Homeroom 9:35 - 9:40	
Liturgy 9:40 - 11:00	
Period 4A 11:05 - 12:25	Lunch 1 11:05 - 11:40
Lunch 2 12:30 - 1:05	Period 4B 11:45 - 1:05
Period 6 1:10 - 2:30	

Liturgy 2 Day	
Student Collaboration (15) 7:45 - 8:00	
Period 6 8:05 - 9:25	
Break 9:25 - 9:35	
Homeroom 9:35 - 9:40	
Liturgy 9:40 - 11:00	
Period 4A 11:05 - 12:25	Lunch 1 11:05 - 11:40
Lunch 2 12:30 - 1:05	Period 4B 11:45 - 1:05
Period 2 1:10 - 2:30	

Flex Day	
Collaboration (90) 12:00 - 1:30	
White Day	
Period 1 7:45 - 8:30	
Period 2 8:35 - 9:20	
Break 9:20 - 9:35	
Period 3 9:35 - 10:20	
Period 4 10:25 - 11:10	
Period 5A 11:15 - 12:00	Lunch 1 11:15 - 12:00
Lunch 2 12:05 - 12:50	Period 5B 12:05 - 12:50
Period 6 12:55 - 1:40	
Period 7 1:45 - 2:30	

Virtual Brown Day	
Collaboration (30) 8:00 - 8:30	
Period 1 8:30 - 9:45	
Period 3 9:55 - 11:10	
Lunch 11:15 - 11:45	
Period 5 11:50 - 1:05	
Period 7 1:15 - 2:30	

Virtual Gold Day	
Advisory (30) 8:30 - 9:00	
Period 2 9:10 - 10:25	
Period 4 10:35 - 11:50	
Lunch 11:55 - 12:25	
Period 6 12:30 - 1:45	
Community Time 2:00 - 2:30	

2.1.2. Collaboration

A student collaboration period is built into the schedule most days. Collaboration provides students with time to connect with peers, receive additional assistance from educators, and develop skills around time management and organization. All classroom educators are available to assist students in a designated place on campus during collaboration.

2.2. Graduation Requirements

2.2.1. Academic Term

The semester period is the unit of measurement for work done. Normally, a semester period of credit means the successful completion of a course requiring 80 minutes of class time every other day for a semester. The successful completion of a semester course would ordinarily earn a student five semester periods of credit.

2.2.2. Coursework

Students must successfully complete 240 semester periods of course work. Included within the semester credits are the following required credits:

Religious Studies - 40 semester periods *

English - 40 semester periods **

Mathematics - 30 semester periods

Social Studies - 30 semester periods ***

Science - 30 semester periods

World Languages - 20 semester periods (same language)

Health and Fitness - 10 semester periods

Visual and Performing Arts - 10 semester periods

Ethnic Studies - 10 semester periods

Community Service - 50 hours

* or five semester credits for each semester in attendance.

** in a curriculum which specifically includes literature, oral and written composition.

*** including World History and Geography, U.S. History, U.S. Government, and Economics.

2.2.3. Community Service Program

The Saint Francis High School Holy Cross Service Program is a four-year graduation requirement. Freshmen are responsible for a minimum of 10 hours, sophomores 15 hours, juniors 15 hours, and seniors 10 hours of service. These hours are to be completed by the published due date. Students who have not completed their hours will not be allowed to return to Saint Francis or graduate. Students may complete service hours during the summer prior to the start of the school year or outside of school hours during the academic year.

2.2.4. Class Standing

A student's class standing is determined by a combination of specific courses completed and the total number of semester periods of credit earned. Ordinarily at the end of the academic year, a freshman has completed a minimum of 60 semester periods of credit, a sophomore has completed a minimum of 120 semester periods of credit, and a junior has completed a minimum of 180 semester periods of credit. The course load for freshmen, sophomores and juniors is a minimum of six courses per semester with the option to enroll in seven courses. Seniors normally enroll in six courses, but may petition the Vice Principal of Curriculum & Instruction to take five classes if they have a valid reason and parental consent.

2.3. Course Requests & Schedules

A student will ordinarily be assigned to the core courses that the student requests for an academic year, if all prerequisites for these courses are met. It is important that a student select these courses carefully, considering future study plans, career goals and life goals. Ordinarily a class schedule request cannot be changed after it has been submitted. Teacher change requests will not be honored.

2.3.1. Admission to Class

A student ordinarily must have completed all the steps of the registration process, have submitted all required forms to the office, and have made payment on any outstanding financial obligation to the school before being admitted to class. Additionally, students who have not filed forms required by law with the school will not be admitted to class.

2.3.2. Adding & Dropping Classes

Ordinarily a student will not be permitted to add or drop a course after a semester begins. Requests for schedule changes must be made through the student's counselor, and in exceptional cases, an approval may be granted by the Vice Principal of Curriculum & Instruction for a schedule change after the semester begins. No schedule changes will be made after three days of the academic semester. For specific details refer to the Academic Course Bulletin or the Guidance and Counseling Department.

2.4. Assessments

Saint Francis High School is committed to equitable grading practices that are reflective of students' fluency in identified learning objectives. Coursework includes both formative and summative assessments to give students the opportunity to learn and demonstrate skills and content.

2.4.1. Formative Assessment

Students can interpret their progress toward the identified learning objectives in a mistake-friendly manner with formative assessment. Formative assessments help monitor student learning and allow teachers to offer feedback as students progress toward unit and course objectives. These assessments help teachers plan instruction and guide students toward growth areas. While teachers will give feedback to students on their progress, formative assessments minimally factor into the grade.

2.4.1.1. Homework

Homework is defined as learning activities that students work on outside of the classroom and may be classified into

one of three categories: practice, preparation, or extension. It is a tool to support student achievement, mastery of skills and exploration of thought. Homework is most effective when it is developmentally appropriate, meaningful to students and has a clearly articulated purpose.

2.4.1.2. Quizzes

Quizzes check students' knowledge and comprehension while building toward higher-order skill development.

2.4.1.3. Feedback

Both narrative and quantitative feedback on formative assessments prepare students to complete summative assessments of the same objectives. A record of feedback provides a useful narrative to teachers, students, and parent/guardian(s), who can track a student's progress.

2.4.2. Summative Assessment

When students complete a unit, they will demonstrate their fluency in the learning objectives through summative assessments. Rather than a formative task that monitors learning or informs teaching (or reteaching), a summative assessment evaluates student learning to determine the extent to which students have met the learning objectives. Summative assessments factor more heavily in the overall course grade than formative assessments.

Summative assessments vary by discipline and by the skills students are asked to demonstrate. Examples include but are not limited to: projects that build over time, portfolios, podcasts, essays or research papers, performance tasks, end of unit or term projects, or tests.

Students have the opportunity to reflect on and revise many summative assessments to demonstrate developed understanding of skills. The revision process ensures that students' grades are an accurate reflection of their knowledge and skills.

2.4.2.1. Tests

In order to consistently model academic ethics at Saint Francis, the teaching faculty agrees to a set of general procedures for all testing situations at Saint Francis. While faculty members have the professional right to adopt additional rules consistent with their philosophy, all students can expect to follow the testing procedures listed below:

- Students must follow teacher directions.
- Students cannot talk to other students during the examination period.
- Students must keep their eyes on their own paper during the exam.
- Students must cover their answers to the test.
- Students may not use unauthorized electronic devices during testing.

2.4.2.2. Revisability

A minimum of 55% of graded work must be eligible for retake/revision/reassessment when a student scores <85% (levels may choose to allow revisions for higher grades as well, and may exceed a minimum of 55% revisable assignments).

2.4.2.3. Final Assessments

Final assessments are the last summative assessment of the semester, which could take the form of a seated exam. Seated final assessments must be taken on the designated day. Students who are ill for a seated final assessment will be expected to make up the assessment during the scheduled make-up time or at a time to be determined by the Vice Principal of Curriculum & Instruction. A doctor's note is required to be considered for an exception to the scheduled make-up time due to extended illness.

Families are advised to check the school calendar when making plans to ensure students are present for the duration of the semester.

2.4.3 Artificial Intelligence

Educational use of AI is emerging, as is ours. Students must have confirmation from the teacher verbally or via instruction to use AI. Teachers may permit students to use AI only for particular purposes or portions of assignments.

2.5. Grades

Grades convey accurate information about a student's progress towards fluency in a course's learning objectives.

2.5.1. Grade Reports

Although progress grades are reported every six weeks, only semester grades appear on a student's transcript as grades of record. The semester grade in each class is a reflection of the student's demonstration of fluency in the course's learning objectives.

2.5.2. Transcripts

A fee of \$2.00 is charged for each transcript processed through normal procedures. Official transcripts are \$5.00 (\$10.00 if a rush order). Requests for transcripts should be made on the official school "Transcript Request Form" through the Main Office. Official transcripts are issued only to other schools or institutions, students or parents. Student extracurricular involvement is reported each semester by club moderators and coaches. Students must meet the stated requirements of participation in order to receive transcript credit for their involvement.

2.5.3. Grade Points

Only courses which are academic in nature are included in a student's grade point average (Office Assistant, Jazz Band, Yearbook, Leadership and Advanced Rhetoric are not included in a student's academic GPA). Averages are computed for each semester reporting period. A cumulative grade point average, which appears on the semester report card, is also maintained for each student. These averages are computed using the following scale:

A	4.0 points per semester period
A-	3.7

B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F/I	0

If a student withdraws from a course after the end of the course change period the withdrawal will be noted on the student transcript. A "WP" is issued for a student who was passing at the time of withdrawal; "WF" for a student who was not passing at the time of withdrawal. Neither the "WF" nor "WP" factor into the calculation of the student's grade point average.

A student with a documented medical excuse that is unable to perform physical activity required for course participation will be issued an "M" on the transcript for that course. A grade "M" does not factor into calculation of the student's grade point average.

2.5.4. Honor Roll

The Honor Roll is published at the end of each semester. To attain this mark of distinction, a student must have attained at least a 3.50 grade point average for high honors or a 3.00 grade point average for honors in the previous semester marking period.

2.5.5. Class Ranking

Saint Francis calculates a class ranking of students using the weighted GPA. Honors classes and Advanced Placement classes are given an additional point in the ranking process. Ranking is used for internal purposes only and will not appear on the student's transcript or reported to colleges.

2.6. Graduation

2.6.1. Residency

In order to graduate from Saint Francis High School, a student must be registered, enrolled and attending school during the two semesters of the student's senior year. Seniors who have attended Saint Francis High School for seven semesters but are not enrolled during the graduating semester may be eligible for a Saint Francis diploma if they have a compelling family or health reason to leave Saint Francis in the eighth semester, secured prior approval from the principal and completed all graduation requirements through Saint Francis or another accredited institution.

2.6.2. Ceremony

In order to participate in the graduation ceremony for Saint Francis High School, a student must meet all of the following criteria:

- Be of senior standing.
- Be currently enrolled at Saint Francis High school in five or more courses for spring semester.
- Successfully complete all graduation requirements, including second semester senior courses and required service hours.
- Be in good standing with the disciplinary code, specifically not in serious violation of school rules or expectations, including but not limited to drug and alcohol violations and other serious offenses as articulated in the *Student-Parent Handbook*.

Enrolled students who are not eligible to participate in the graduation ceremony due to academic or disciplinary deficiencies may be eligible for a Saint Francis diploma following successful completion of:

- Outstanding graduation requirements at an accredited summer school following graduation;

- Outstanding community service hours in a summer program sanctioned by Saint Francis High School;
- Outstanding disciplinary hours and after the graduation ceremony.

2.6.3. Graduation Honors

Diplomas awarded by Saint Francis High School are granted with certain distinctions noted in the Graduation Program:

- *Cum Laude* for a student maintaining at least a 3.50 weighted cumulative grade point average through seven semesters.
- *Magna Cum Laude* for a student maintaining at least a 3.70 weighted cumulative grade point average through seven semesters.
- *Maxima Cum Laude* for a student maintaining a weighted cumulative grade point average of at least 3.90 through seven semesters.

The first- and second-ranked students in the class through seven semesters will be honored as the valedictorian and salutatorian, respectively.

2.6.4. Graduation Speaker

The speaker for the graduating class will be selected by the Vice Principal of Curriculum & Instruction and a committee of educators. In order to be considered as a speaker for the ceremony, a prospective candidate must meet the following criteria:

- Have senior standing.
- Completed three academic years at Saint Francis.
- Reflect the mission and philosophy of the school.
- Have a cumulative weighted grade point average of 3.0 or higher.
- Be in good disciplinary standing.
- Complete the application by the due date.

After the audition process, the committee will choose the speech and speaker deemed most suitable for the graduation ceremony.

2.7. Summer School

Students who take summer school courses for credit must have the approval of the Guidance & Counseling department chair in order to transfer these credits to Saint Francis High School. A student who fails one or more semesters of a required course during the academic year is expected to make up the course in summer school if the student wishes to return to Saint Francis High School for the following academic year. Grades for classes that are repeated in summer school are listed on a student's transcript and calculated in a student's grade point average, but are an addition, not a replacement, for previous grades.

2.8. Community College Classes

Students are encouraged to take enrichment classes at local community colleges when these classes are not offered at Saint Francis High School. Seniors especially may want to take a class to enhance their preparation for college or for a career. These classes, however, may not be taken in lieu of a class at Saint Francis High School nor may the credit be transferred to the school for high school credit. Any student wishing to take a class at a local community college is required by the college to have the signed approval of the Guidance and Counseling department chair. Further information on community college classes can be obtained from your counselor. The student will not receive GPA credit or credit toward graduation for classes taken outside of Saint Francis. These classes will not appear on the Saint Francis transcript. Students will submit them separately to colleges.

2.9. Withdrawal From School

Students whose parents wish them to terminate their work at Saint Francis High School during a semester or at the end of a semester must complete the withdrawal procedures and file proper information with the Registrar. If a student leaves during a semester without officially withdrawing, the student will receive a grade of "F" in all courses. Parents are

responsible for all financial obligations through the last day of the last month of attendance.

2.10. Academic Eligibility

In order to participate publicly in an extracurricular activity at Saint Francis, a student must achieve a grade point average (GPA) of at least a 2.00 for the prior six-week grading period. When a student becomes academically ineligible, the student may no longer participate publicly or be excused from any class for anything related to that activity.

A student who does not attain a 2.00 GPA in a six-week grading period will be granted probationary eligibility if the student's GPA is between a 1.7 (C-) and 2.00. If the student's GPA is below a 1.7 (C-) no probationary eligibility will be granted. When granted probationary eligibility, the student will remain eligible to publicly participate until the next grade-reporting period, at which time the student must attain a minimum of 2.00 GPA to remain eligible. If the probationary student does not attain the 2.00 GPA necessary, the student becomes ineligible until the next six-week reporting period.

A student will be granted only one (1) probationary period during any school year, and it will be granted for the reporting period immediately following the student's first failure to attain the required 2.00 GPA. There will be no probationary eligibility granted after the second semester. Thus, if a student does not attain a 2.00 GPA at the end of the second semester, they will be declared ineligible for the first reporting period the following school year. The student, however, could go to Summer School to make up their deficiency and become eligible.

2.10.1. Academic Probation

A student is automatically placed on academic probation for one semester if their semester academic grade point average falls below 2.0 (C) or if they receive two semester grades of "F" in any one semester. At the conclusion of this period of probation, the Academic Board will evaluate the student's academic performance and make one of the following recommendations based upon this performance: that the academic probation be lifted from the student; that the student continue on academic probation for an additional semester; that the student be disqualified from further attendance at Saint

Francis High School. Students admitted on academic probation follow the terms of probation as outlined in the admission policy.

2.10.2. Academic Dismissal

Saint Francis High School reserves the right to dismiss a student for poor performance in any academic semester. In addition, a student is dismissed from further attendance at Saint Francis High School for any one of the following five academic conditions:

- A student remains on academic probation after three probationary semesters, or
- A student on academic probation receives two semester grades of "F" in any one semester, or
- A student not on probation receives three semester grades of "F" in any one semester, or
- A student has a cumulative GPA below 1.5 at the end of their freshman year, or
- A student has a cumulative GPA below 1.7 at the end of their sophomore year
- A student has excessive absences and it is determined they cannot reasonably continue to remain enrolled and receive credit for their courses.

A student who is academically dismissed will be withdrawn at the end of the semester in which dismissal occurs.

2.10.3. Disqualification

As written in our mission and philosophy statements, our primary goal is to provide a value-based education for each student enrolled at Saint Francis High School. We also recognize, however, that there are sometimes occasions when a student's conduct and/or academic performance falls below the expected standards of the school. Therefore, the school reserves the right to disqualify from further attendance any student who fails to meet the academic and/or disciplinary conditions set forth in this handbook.

2.11. Academic Board

The Academic Board reviews the academic performance of all students and recommends students for academic probation. In addition, the Board is empowered to dismiss any student who fails to meet the conditions of their academic probation, or for poor performance in any academic semester.

The Academic Board is made up of:

- Vice Principal of Curriculum & Instruction, Chair
- Director of Admissions
- Head of Guidance and College Counseling
- Student Services Representative
- Teacher Representative

Decisions of the Academic Board may be appealed to the Review Board. The Review Board will only consider questions on procedure. Please refer to the “Restorative Practices” section of the *Student-Parent Handbook*.

3. Campus Ministry

Campus Ministry strives to involve the entire Saint Francis High School Community in service to God and to neighbor. The Campus Ministers collaboratively work to encourage, promote and organize the celebration of sacraments, prayer services, retreat experiences, pastoral care, the Holy Cross Service Program and the Immersion Program.

3.1. Organization

The office of Campus Ministry includes the Director of Holy Cross Mission and Ministry, Chaplain, Associate Campus Minister for Retreats, Associate Campus Minister for Immersions, Associate Campus Minister for Service and Outreach, Associate Campus Minister for Holy Cross Mission, Associate Campus Minister for Christian Formation, Director of Liturgy Band and the Associate Campus Minister for Pastoral Care. The Religious Studies Teachers along with a myriad of student, faculty, staff and administrator volunteers contribute to the vibrancy of the extensive programs offered by

Campus Ministry. In the spirit of inter-religious dialogue and as the characteristic mark of the charism of the Brothers of Holy Cross all students are welcomed and encouraged to assist in programs and activities. Campus Student Ministers meet to plan and prepare Campus Ministry activities. Dates of the various sacramental and prayer events are found on the school calendar, and additional information may be found on our website.

3.2. Pastoral Guidance

The chaplain and other members of the Campus Ministry Team are available for spiritual guidance. Students have the opportunity for prayer through the Religious Studies program and the student-led youth group. Campus Ministry and the Chaplain's Office also function as "drop-in" centers for informal gatherings of students, as well as faculty and staff.

3.3. Celebration of Sacraments

The Catholic faith is expressed through prayer, in word, sign and symbol. Students along with faculty, staff and administrators have the opportunity to plan, prepare and participate in worship experiences as an entire school community, through Religious Studies classes and Campus Ministry, and through the Ignite Youth Group.

3.3.1. Eucharist

The school year begins with the ancient tradition of the Mass of the Holy Spirit. Mass is also celebrated on holy days of obligation, the patronal Feast of Saint Francis of Assisi as well as days honoring feasts connected to the Brothers of Holy Cross. Class Masses are integrated into the curriculum wherever appropriate. Mass is offered at 7:15 a.m. daily. All are welcome to attend. Athletic teams or clubs can contact Campus Ministry to sign up to attend the 7:15 a.m. Masses or request a personalized prayer service tailored to their sport or club. Additionally, Advent Wreath blessing, Ash Wednesday and other Catholic traditions are celebrated throughout the year (i.e. blessing of the throats on the Feast of St. Blasé.)

3.3.2. Sacrament of Reconciliation

The sacrament of Reconciliation is available daily for students and all employees of the Saint Francis Community. During the seasons of Advent and Lent, the entire student body and employees of the Saint Francis Community are invited to celebrate this sacrament of God's love and forgiveness. Several members of the clergy from the Archdiocese of San Francisco, the Diocese of San Jose and Religious Orders make themselves available for these celebrations. Additionally the sacrament of Reconciliation is made available on all senior retreats, as well as during Confirmation preparation.

3.3.3. Sacrament of Confirmation

The Confirmation program is offered to Catholic students who are seniors. The program is meant to serve those students who missed enrollment in their parish Confirmation program. The program is not meant to be an alternative to Confirmation in the parish. As a participant in the program, the student must complete what is required by Church Law. Seniors in the Confirmation program are required to register for Spirituality as their senior selective.

3.4. Prayer Life of the School

3.4.1. Public Morning Prayer

Public Morning Prayer designed to follow the Ordo of the Church is said over the public address system each day after the pledge of allegiance.

3.4.2. Flagpole Prayer

Once a month before school, our community gathers at the flagpole for a student-led prayer service.

3.4.3. Ignite Youth Group

Ignite is a Catholic student-led youth group open to all students of all faiths that meets twice a month to pray, hear student testimonies, form small faith sharing groups, perform service projects, plan liturgies, reconciliation services and other more traditional Catholic rituals like adoration and the rosary.

3.5. Retreats

It has long been the tradition of Catholic Christians to take time away from the world and so Saint Francis High School has made a committed effort to provide such opportunities for its students.

3.5.1. Freshman

A mandatory retreat experience on the yearly theme of Holy Cross is held in August before the start of the school year. This retreat is the start of a student's Holy Cross formation and includes a social and interactive experience.

3.5.2. Sophomore

Sophomores attend a day-long, immersive service learning trip with their religion class for their sophomore retreat experience.

3.5.3. Junior

Students have the option of attending a two-day, overnight retreat. Junior retreats are offered throughout the school year. This retreat is a social and interactive retreat revolving around the themes of faith, family and friends.

3.5.4. Senior

Students have the option of attending a two and a half day, overnight retreat. Senior retreats are offered throughout the school year. This retreat is a silent and reflective retreat experience.

3.5.5. Encounter Retreat

This retreat is open to all grade levels and is an opportunity to reimagine our perspective on who is the Person of Christ and/or to allow Jesus to re-present Himself to us. Too often students who attend parochial school feel they need to know everything there is about Jesus and this retreat (re)awakens the relationship to be less religious and more faith. Many students leave feeling as if they've never experienced Jesus until our retreat. We have music, Mass, small groups, Reconciliation, talks, games and activities, adoration, affirmation and much more! This retreat is one day-long and takes place on the Saint Francis campus.

3.6. Holy Cross Service Program & Service Learning

3.6.1. Service Requirements

As a Catholic Holy Cross High School, Saint Francis feels called to provide opportunities for educating the hearts and minds of its students to serve the world. Completion of the Holy Cross Service Program, including both completion of individual community service hours and the completion of the sophomore and junior service learning components are requirements for successful completion of the Religious Studies courses. Completion of 50 required service hours, over the course of four years, is a graduation requirement as set by the Board of Directors of Saint Francis High School. Each year the school mandates that every student fulfill this requirement and submit the required hours through their account in the school's online service platform, x2VOL, for verification and approval. The annual service requirements are as follows:

- **Freshman** - 5 “Andre Hours” of on-campus service to the school and 5 hours of direct service with a vulnerable population off campus.
- **Sophomores** - 5 hours on a service learning trip (completed through Religion classes) and 10 hours of direct service with a vulnerable population.
- **Juniors** - 5 hours on a service learning trip (completed through Religion classes) and 10 hours of direct service with a vulnerable population.
- **Seniors** - 10 hours of direct service with a vulnerable population.

All service hours must be completed with a valid agency or organization (not with family, friends or neighbors). The only exception is the freshman 5 hours of on-campus service which are part of the total community service hours for freshmen.

Service hours for the following year may be started as soon as the current school year's service deadline for the student's particular grade has passed. Any direct contact community service work done over the summer will count toward the requirement for the upcoming school year. Service hours cannot be completed during school hours without the express permission of the Associate Campus Minister, Service Learning.

3.6.1.1. Intervention

The completion of service hours is a graduation requirement. The minimum number of required service hours must be submitted and verified in x2VOL by the deadline. Service hour deadlines will be communicated to students by Campus Ministry and the Religious Studies department. Failure to complete hours by the deadline will result in a 50%

grade on that student's comprehensive service reflection in religion class in addition to the following interventions:

- **Level 1 Intervention**

The student will have a one-on-one conversation with a member of the Campus Ministry team to discuss options for completion of hours. Parent/guardian(s) will be notified of the failure to complete service hours and implications for graduation eligibility. A student may be referred directly to Level 2 Intervention.

- **Level 2 Intervention**

The student will participate in a restorative circle and planning workshop, facilitated by an educator on campus. The student will develop a written plan for the completion of service hours to be approved by Campus Ministry. A second meeting will take place approximately 3 weeks later to discuss progress. Parent/guardian(s) will be notified of the approved plan and implications for graduation eligibility.

- **Level 3 Intervention**

A freshman, sophomore, or junior student that fails to complete service hours by the final day of regular instruction will be automatically enrolled in the Campus Ministry summer service program. Failure to complete the program will disqualify the student from continued enrollment at Saint Francis

A senior student that has not completed service hours by the final day of regular instruction will be ineligible for a diploma or participation in the graduation ceremony. Diplomas will be conferred upon the completion of the requisite service hours.

3.6.2. Service Learning Component

All sophomore and junior students will participate in a full day of service learning through their Religious Studies classes.

Sophomore and junior students are required to attend their service learning day with their Religious Studies Class as scheduled; exceptions will, of course, be made in case of illness or extreme circumstances, at the discretion of Campus Ministry staff. In such an event the Service Learning component must be rescheduled and completed with another Religious Studies class before the end of the current school year. The Service Learning Trip for sophomores and juniors is mandatory for all students as a part of their annual service requirement.

3.6.3. Other Service Opportunities

Campus Ministry lends support to the Holy Cross Giving Program which includes but is not limited to the Thanksgiving Food Drive, the Mission Collection and the Homeroom Projects.

3.7. Immersion Program

Inspired by the life of Jesus and the humble service of the Brothers of Holy Cross, our Immersion Program offers students an opportunity to cultivate relationships with the poor and marginalized. Students are exposed to local and global challenges, encouraged to reflect theologically, and called to respond with service or action. The experience invites students to be open to transformation and to integrate their faith with justice and a sense of the common good. The four tenets of our program are: Solidarity, Community, Spirituality and Simplicity. Interested students and parents are strongly encouraged to attend an information session in October. The Immersion program is open to junior and senior students. Please see the Campus Ministry website for descriptions of past immersions. Please note: service performed on immersions are in addition to the hours completed for Holy Cross Service Program and will not be counted as part of a student's required service hours.

4. Community Expectations

As a Holy Cross community, Saint Francis will center humility, healthy relationships and identity formation in its community expectations. When restoring community is necessary, we will provide redemptive opportunities to learn and grow in a way that is developmentally appropriate and consistent with the principles of social justice and solidarity.

4.1. Organization

4.1.1. Deans

The Deans are primarily responsible for maintaining a positive, safe learning environment for all members of the school community. The Deans act as a resource for both students and educators, mediating conflicts, and providing direction in terms of meeting the community expectations. The Deans are empowered to investigate any violations of community expectations and implement a restorative outcome and/or consequence, including but not limited to suspension and/or dismissal.

4.1.2. Dismissal Board

The Dismissal Board reviews recommendations for dismissal made by the Dean of Students. Additionally, the Dismissal Board will convene periodically to review special disciplinary cases. As a result, the Board may issue escalated warnings and make determinations about placement on probation and recommendations for student withdrawal.

The Dismissal Board consists of one appointee from each of the following departments:

- Academics
- Student Services
- Leadership Team

4.2. Attendance

Saint Francis High School considers regular attendance in classes an important obligation of each student. Students who are not present in their assigned academic classroom space during any given period will be marked

absent. We encourage students to stay at home when they are ill to protect themselves and our entire community.

If a student is present at school for any part of a school day where an assessment is being given, the student is responsible for making arrangements with the teacher to complete the assessment that same day or receive permission to reschedule the assessment, even if they are not present for that particular class.

4.2.1. Tardiness

Students who are not present in the classroom when the second bell rings are considered tardy for that class. Tardy students must report directly to the Attendance Office for an admit slip. No tardy student will be admitted to class without an attendance slip. Students will serve a 15-minute period of lunch duty on the day the tardy is issued. Failure to serve lunch duty will result in an escalated disciplinary consequence.

After 30 minutes into the class, the missed time is recorded as an absence, not a tardy. Any student arriving from a medical or dental appointment is required to provide a note from the appointment. The Deans and the Attendance Clerk reserve the right to make exceptions to this policy.

Saint Francis High School considers five tardies per semester to be excessive and the student and parent/guardian(s) will receive a warning notification. Once a student has exceeded five tardies, detentions may be issued for successive tardies.

4.2.2. Attendance Procedures

In the event of an absence, parents should report through an online form on the parent portal.

a. Full Day Absence Form (Parent Portal - Havallo)

Parents may use this program via a desktop or mobile device on the evening before or the morning of the absence -- before 9 a.m. Students do not need to bring a parent note if this form is used.

b. **Late Arrival Form** (Parent Portal)

This form may be accessed on the Parent Portal and allows parents to notify the school when a student will be arriving 30-min or more late to a class. Students should submit verification notes from a health care provider in addition to a parent's completion of the online form in the event of a late arrival due to medical or dental appointments.

c. **Early Dismissal Form** (Parent Portal)

A parent will need to complete this form by 9 a.m. on the day of a student's early dismissal from school. The parents should specify the student's name, time to be dismissed from class, and reason for early departure. If a parent uses this form, they do not need to send a paper note with the student. *School activity dismissals should not need to be noted through this form.*

4.2.3. Illness During School Day

A student who is ill during the school day should report to class first and then get a pass to the Deans' Office if they desire to go home. Students should not contact a parent before coming to the office. A student may stay in the Deans' Office for a maximum of 20 minutes. In the event of a more serious health concern or need, a parent will be called. Under NO circumstances should a student go home before the school contacts the parent or guardian. Failure to do so may result in detention, and the absence declared "unexcused." Only with permission from a parent or guardian will an ill student be allowed to drive home.

4.2.4. Early Dismissal

A student may not leave campus for any reason without specific approval through the Attendance Office. Saint Francis does not expect students to make medical or dental appointments during the school day. Any student needing to leave campus for any reason will be cleared through the Attendance Office if the following procedures are followed.

a. **Required Note/Early Dismissal Form** (Parent Portal)

Written requests must be brought to the Attendance Office before 9 a.m. Student should come to the office to call home and receive a pass to leave.

b. **Dismissal Pass**

A student will be issued a pass that should be shown to the teacher when the student leaves. The student must check in through the Attendance Office to receive their departure pass before leaving campus. Failure to do so may result in a disciplinary consequence.

4.2.5. Missed Class

Students who miss class have the opportunity to complete missed assignments by the next class period. Individual teachers have the discretion to extend this timeline.

If a student misses an assessment due to arriving at school late or leaving school for any reason early, the student must contact the teacher before the end of the same school day. In the event of a cut class or an unexcused absence, missed tests or graded assessments may not be eligible for retake.

4.2.6. Extracurricular Participation

All Saint Francis students, in order to be involved in any school-sponsored event, should attend a minimum of two full academic classes that day. Any exceptions must be cleared with the Dean of Students prior to the activity.

4.2.7. Class Absence

A student who misses any single period without documented permission from a parent/guardian or Saint Francis educator will be marked absent. Absences must be verified by the student's

parent/guardian(s) and communicated to the Attendance Office. Absences that are not verified will remain “unexcused.”

4.2.8. Extended Absence

In the event of a need for an extended absence (five or more days) for an illness or other reason, the parent/guardian(s) must contact the Vice Principal of Curriculum & Instruction to discuss the request before the absence is to begin or as soon as otherwise possible.

4.2.9. Academic Credit

Saint Francis High School considers eight absences of any type in a class per semester to be excessive. This includes illness, medical/dental appointments, meetings, college visitations and personal/family trips. After eight absences of a particular course in a semester, a student may become ineligible for academic credit for that course. If a student exceeds that number without prior approval for an extenuating medical reason, the student will become ineligible for credit in the course. This means that a "WF" (Withdraw Fail) will be on the transcript and the student will be dropped from the class at that time. A student who may experience a prolonged absence due to illness or another condition/circumstance and is unable to fully participate in the academic program, may be required to develop an alternate plan for the completion of graduation requirements prior to returning to school. This student may be asked to withdraw and complete the courses at another institution. This plan will be created should a student reach 10 absences in any given class.

4.3. Behavior Expectations

Community expectations apply both on- and off-campus. Conduct which is found to be inconsistent with our Holy Cross mission and philosophy will be addressed with disciplinary consequences and/or restorative practices implemented.

4.3.1. Academic Integrity

Saint Francis educators consider academic honesty and personal integrity to be essential components in fostering self-respect, achievement and positive relationships with peers, educators and the larger school community. As such, Saint Francis teaches all students to cultivate an ethical climate that promotes honest effort and respect for others. Students are expected to do their own homework, to test without external resources and to submit original work for all assignments. Saint Francis students are also expected to deny all requests to copy or to share from their own work. A student who is found in violation of a first offense of the code of academic ethics will still complete the assignment but will not be allowed to complete revisions on the assignment that was plagiarized. A second violation will prohibit a student from resubmitting the assignment for a grade.

Saint Francis will use the following definitions when assessing academic integrity violations.

4.3.1.1. Plagiarism

“Fundamentally, plagiarism is the offering of the words or ideas of another person as one’s own” (Writing Research Papers 78).

Examples of plagiarism include, but are not limited to:

- The use of another person’s work, in part or in full.
- This includes copying homework.
- The use of material without documentation, in part or in full.
- Paraphrasing original material without documentation.
- Allowing the use of one's work to another student, in part or in full.
- The use of AI to generate ideas, evidence, and/or language, unless permission is expressly granted by the teacher.

4.3.1.2. Cheating

Cheating is an attempt to improve one's score or to help to improve someone else's score through dishonest means.

Examples of cheating include, but are not limited to:

- The use or possession of another person's test/answers either before or during the exam.
- The use or possession of notes, answers, cheat sheets, screen shots, electronic devices or other sources not approved by the teacher during the exam.
- The stealing/receiving of test papers or taking/possessing a photo of the test prior to the test or
- The giving/receiving of specific test information in any format.
- Marking answers after the test period is over.
- The use of AI to complete assignments without express permission granted by the teacher.

4.3.2. Assemblies, Rallies & Liturgies

Assemblies, rallies and liturgies are offered to enhance the school's academic, social and spiritual programs. Students must go directly to the assembly and should sit in their assigned section. Students should be attentive and respectful to speakers at all times and should not disrupt the assembly in any way. Students must remain in their seats until formally dismissed from the assembly. Behavior or actions by a student that violate Saint Francis community expectation guidelines or are contrary to the mission or philosophy of the school, will be referred to the Deans for investigation and appropriate action.

4.3.3. Athletic Contests

At all home and away athletic contests, athletes and spectators should display good sportsmanship toward opposing players, coaches, fans and referees at all times. Sportsmanship entails treating one's opponents with fairness, courtesy and respect.

In accordance with California Interscholastic Federation (CIF)/Central Coast Section (CCS) and league sportsmanship policies, the following behavior is considered unacceptable at all high school athletic contests:

- Insulting your opponents' school or mascot.
- Insulting opposing players.
- Making unsportsmanlike, derogatory or obscene cheers or gestures.
- Signs meant to be derogatory toward one's opponent.
- Using artificial noisemakers.
- Insulting officials verbally or through gestures.
- Proceeding onto the playing court or field before, during or after the contest.
- Acting disrespectful during the prayer, national anthem, or opposing team introductions.
- Visiting an opposing team's campus before or after a contest with the intent to perform a prank or commit vandalism.

4.3.4. Bicycles, Scooters, Skateboards & Rollerblades

Bicyclists should use the bicycle lanes and bridges provided and follow the same traffic rules by which motor vehicles abide on campus. Students should not ride on the track. All bicycles should be parked in the racks provided and should be locked at all times. Bicycles chained to other areas may be confiscated. Missing bicycles should be immediately reported to the Deans.

For the safety of the school community, students are prohibited from riding bicycles, skateboards, scooters, rollerblades or similar vehicles on campus without expressed permission from the Deans' office.

4.3.5. Driving on Campus

Only a student with a valid driver's license is to operate a motor vehicle on school grounds. The school speed limit is 5 m.p.h.

Excessive speed, distracted driving, cutting in line while entering or exiting and driving in the wrong direction will result in disciplinary action, which may include rescinding the privilege to park on campus.

Saint Francis reserves the right to follow-up on reckless driving that occurs to and from school. All state motor vehicle laws apply on campus.

Students should never ride on the outside of automobiles.

The school reserves the right to search any vehicle on school property, or at any school-sponsored activity.

4.3.5.1. Parking

All students who drive to school must register a car each school year with the Deans' Office and will receive a parking sticker—regardless of where they choose to park. Any student who will be driving to school should register their cars with Havallo. Seniors and juniors have preferential student parking on campus. Sophomores who have registered their cars will be allowed to park on campus while space is available. The school issues parking stickers, and students must obey all regulations on the parking map, including, parking in their designated lot and not reverse parking into stalls. Student parking is not permitted in the hospital or professional office spaces near campus. Students who park off campus should always reflect our Holy Cross values of respect while parking on neighboring streets.

Cars parked illegally or not displaying a registration sticker may be towed. Repeat violations may cause loss of the privilege to park on campus. Motorcycles are to park in the area designated by the Dean's Office. Upon arrival or departure, students are expected to be on campus and not remain in cars/parking lots. Students need to secure a parking lot pass from the Dean's Office before going to their cars.

4.3.6. Electronic Devices

The privacy of all students and employees is protected during the school day. All personal devices shall be kept out of sight and turned off at all times from the start of the first period of the school day until 2:30 p.m. Personal items that can take and/or transmit electronic data or images including digital cameras, cell phones, computing devices and video cameras cannot be used to take or transmit data or images at any time during the school day. The school reserves the right to confiscate and review information on any electronic device from students. If a student receives a second electronic device violation, the student will be required to surrender the device in the morning to the Deans' Office and pick it up at the end of the school day for a determined time limit.

4.3.7. Facilities

Lunch areas must also be cleaned before students return to class. Students who litter will be assigned to after-school or lunchtime cleaning crews. Food and drinks are permitted only in designated eating spaces. Gum chewing is prohibited on campus. Students eating or drinking in other areas may be given an infraction notice and detention.

4.3.8. Law Enforcement

The school cooperates with all law enforcement investigations and police protocol will dictate when parents are notified. In the event of a student's removal from campus, a school official will notify the parent or guardian. A school official may be invited to be present for any police interview, but ultimate discretion is reserved for the authorities.

In addition, the school reserves the right to dismiss any student that is involved in a police investigation.

4.3.9. Learning Environment

In order to provide a healthy, safe and effective learning environment, Saint Francis educators expect students to demonstrate

preparedness, attention, respect and productivity in the classroom and library settings.

Students should maintain the cleanliness of their learning space and report defacement or damage of school property to the educator.

Unless expressly permitted by the educator, cell phones should be turned off and secured in backpacks.

If an educator is not present in the learning space, students are expected to study quietly until an educator arrives and gives instruction. If an educator does not arrive within five minutes, a single student should notify the front office.

4.3.10. Lockers

Students are not to go to lockers or be in hallways during lunch periods. Student valuables should be locked up at all times in either the hall locker or the P.E. locker. Lockers should be kept secured and combinations kept private. Opening another student's locker without permission may result in disciplinary action. The school is not responsible for valuables taken from lockers or left unattended. Only authorized school locks purchased from the school should be used on gym or hall lockers. Other locks will be removed.

Locker items or decorations must be easily removable. Items that are in poor taste, suggestive or contrary to the Christian philosophy of the school will be removed. All food items should be removed from lockers daily.

Locker assignments are yearlong; any problems or change requests should be reported to the Deans' Office. Saint Francis reserves the right to inspect lockers periodically for cleanliness and safety assurance.

Permission to post anything on lockers, with the exception of birthday greetings and athletic posters, must be obtained in advance from the Deans.

4.3.11. Public Performance

When speaking, performing or otherwise representing Saint Francis High School in a school or public event, students must conduct themselves in a manner consistent with the mission and philosophy of the school, and in accordance with the community expectations outlined in the Student-Parent Handbook. Public performance expectations include, but are not limited to, any print or digital media created or produced by Saint Francis High School or its agents or affiliates.

Students must never:

- Consciously use offensive language or profanity.
- Emphasize sexually explicit language, gestures or behavior.
- Exploit unnecessary references to sex or drugs.
- Make racial, ethnic, religious, sexual, stereotypical or cultural slanders.
- Make sexist slanders or perpetuate stereotypes.
- Create fake social media accounts that include SFHS affiliation.

Students must check with the Saint Francis educator assigned to supervise the activity before publicly presenting any material in order to ensure that each public performance is consistent with the mission and philosophy of the school.

Any student who is sent home from an off-campus event or activity sponsored by the school will be sent home unaccompanied at the parent/guardian(s)'s expense.

4.3.12. School Property

Any student who damages school property by misuse or negligence will be held responsible for replacing the item or reimbursing the school. Disciplinary action may also result.

4.3.13. Visitors

For the safety and well being of our school community, Saint Francis is a closed campus. All campus visitors, including parents, siblings and alumni, will be scanned in compliance with Megan's Law. Visitors must report first to the Main Office and register with a photo ID in order to receive a visitor's pass which will be worn for the duration of the visit. Students may not invite anyone to campus unless specific permission is obtained from the Dean's Office in advance. Gatherings during the school day are limited to students. Some events include community members by invitation.

4.4. Dances

Dances provide an opportunity for students to socialize in a supervised and safe environment. The values and regulations given below were developed collaboratively by the Deans and Activities Directors of each of the schools in the diocese and will be implemented, published and enforced therein.

These common policies emerge from our shared mission in promoting the Catholic, Christian values that recognize the dignity and self-worth of all people. Student behavior and manner of dress should reflect this guiding principle.

4.4.1. Dance Regulations

All students in attendance must provide a student ID upon request from school personnel.

Large jackets, purses and backpacks may be inspected by school personnel before admittance to the dance. Students bring valuables at their own risk; there may not be storage guaranteed.

For the duration of the dance, students should comply with the dress code stated below. Additionally, all dance styles must comply with standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate or dangerous.

Students violating any of these rules may have their parents phoned and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures. Behavior regulations and school policies apply to school dances, on or off campus.

Any student attending a Saint Francis High School dance may be subject to a breathalyzer test.

4.4.2. Manner of Dress

Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation and good taste. Any interpretation and judgment in these matters lies with school personnel supervising the dance. Clothing should be clean, hemmed and unripped. Clothing displaying any offensive or sexually-suggestive language, or anything related to tobacco products, alcohol or other illegal drugs will not be permitted. Shirts must be either tucked into the pants or extend below the waistline. Pants, which may be short or long, must be secured around the waist. Gym or team shorts are not allowed. Shoes must be worn at all times. Hats are not permitted.

Shorts, skirts and dresses may be no shorter than mid-thigh. Slits on dresses or skirts that end above mid-thigh are not permitted. Tops and dresses should not be too low cut in the front or the back. Exposed mid-sections are also not permitted. Shoes must be worn at all times.

Please note that some schools may modify the dress requirements for a theme dance or formal. In such circumstances, the school will provide clear instruction regarding the expectations for a particular dance. In addition to the diocesan-wide policies given above, here at Saint Francis the following regulations are also in effect.

Any student who is deemed out of dress code will normally not be allowed to attend the next school dance. In extreme cases the student may also not be permitted to enter the dance.

4.4.3. Guest Policy

Guest passes are available for juniors and seniors unless otherwise specified. Except for the first dance of the school year, students may bring a guest to school dances by obtaining a guest pass from the Deans' office. Freshmen and sophomores may bring a guest to the sophomore sponsored dance. Saint Francis students are responsible for the behavior, conduct and appearance of their guests. Dance guest passes are available in the Deans' office a week and a half prior to the dance, and are due the Wednesday immediately preceding the dance. All guest requests are subject to approval by the Deans' Office.

Any late guest pass will only be accepted with prior approval from the Deans. Students dismissed from Saint Francis High School are not permitted to attend dances as guests of Saint Francis students.

Guests are not admitted without a high school ID or guest pass. Failure to have an ID card may result in not being admitted to the dance.

All students in attendance must provide student ID upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest's school will be notified of the incident.

4.4.4. Timing of Dances

Students arriving an hour after the dance start time will not be allowed to enter. Students are expected to remain at the dance until departure. Students will be allowed to leave 30 minutes before the end time of the dance. Any exception or accommodation to this time policy requires a signed note from a guardian submitted to the Deans' Office before the start of the dance.

4.5. Dress Code

The Saint Francis dress code reflects the Catholic Holy Cross and academic atmosphere of the school with the purpose of promoting safety

and strengthening community. Student attire should reflect respect for self and the school.

4.5.1. Policy Enforcement

The dress code is in effect from the time a student arrives on campus until the end of the academic day. If a student is in doubt as to whether a particular garment is acceptable or not, the student should ask before wearing it to school.

4.5.2. Tops

- Short- or long-sleeved collared shirt that falls below the waistband when seated (top button may be unbuttoned) **OR** sweatshirt and outerwear styles that do not display inappropriate, offensive and/or exclusionary language or messaging.
- Sweaters with or without a collar and must cover both shoulders.
- All clothing should be free of rips, tears, sheer or see-through material.

4.5.3. Bottoms

- Uncompromised-denim or dress pants.
- All bottoms must be mid-thigh or longer.
- Leggings, athletic shorts, pajamas and sweatpants are only permissible on Lancer Dress Days or otherwise designated “special dress” days.
- All clothing should be free of rips, tears, sheer or see-through material.

4.5.4. Personal Accessories

- Body art must be appropriate for school or must be fully covered at all times

- Hats, beanies, hoods and sunglasses are allowed during the school day but may not be worn inside buildings or classrooms during school hours.
- In the interest of safety, close-toed shoes with backs are highly recommended.
- Cell phones are to be turned off and put away in back packs during the school day. Visible cell phones will be regarded as a dress code infraction.
- Saint Francis ID must be worn on an appropriate lanyard around the neck during school hours

4.5.5. Lancer Gear Friday

A visible Saint Francis top with any approved “Lancer gear” bottom; leggings, athletic shorts, pajamas or sweatpants that are uncompromised and are mid-thigh or longer. OR standard dress code.

4.5.6. Injured Students

Any student needing to modify the dress code due to an injury must request this modification through the Deans of Students prior to returning to school.

4.5.7. Liturgy & Special Occasion Wardrobe

In keeping with appropriate dress and respect for certain occasions and events, Saint Francis will require students to dress more formally on specific designated days. These days will be announced in advance and students will be expected to adjust to these guidelines for the school day. This wardrobe is a way to promote school spirit and unites us with Holy Cross schools nationally and abroad.

All students will wear an approved liturgy dress shirt with school logo* with khaki or dark slacks or mid-thigh or longer skirts. An approved liturgy outer garment with school logo* may be worn, but is optional.

*Items may be purchased exclusively from Lands' End. A link for these items can be found on the school website.

4.6. Threats to the Community

The following are examples of behaviors that are contrary to the mission and philosophy of Saint Francis High School and that threaten the health, safety and well-being of students, employees and others in the school community. It is not possible to list all behaviors that may be considered threats to our school community, although engagement in any of these offenses may result in immediate disciplinary action, including, but not limited to, suspension and/or dismissal. Repeated engagement in violation of other community expectations will also be considered a threat to the community.

4.6.1. Bullying & Harassment

There are some forms of gross disrespect so grave that they can be classified as harassment, even if they only occur once, whether on campus, off campus or online. Such actions include, but are not limited to:

- Creating, distributing and/or sharing content, in print and/or digital form, that is demeaning or disrespectful towards any individual or group
- Creating an intimidating and/or hostile environment for any individual or group, verbally and/or physically
- Defacing property belonging to the school or belonging to a member of the school community
- Creating, distributing, and/or sharing images, symbols and/or language that is racist, sexist and/or demeaning or disrespectful towards any individual or group

4.6.2. Offensive Language & Hate Speech

Saint Francis is committed to fostering belonging, creating equitable access and providing diversity of experience so that all members of our community feel safe, respected and included. We value openness, collaboration and creativity as ways to commit to social justice. Slurs and/or offensive language toward a specific group

or person, in oral, written or visual forms of expression, will not be tolerated.

4.6.3. Forgery/Misrepresentation

Forgery includes, but is not limited to:

- Forging a parent/guardian(s) name and/or signature
- Altering a communication to and/or from the school
- Misrepresenting the identity of an individual or organization

Lying or misleading an employee, or intentionally omitting important information is unacceptable.

4.6.4. Gang-related Conduct

Gang-related conduct and/or activity includes, but is not limited to, symbols, graffiti, apparel, colors, hazings/initiations and hand signals commonly associated with gangs. Any student suspected to have any affiliation with a gang and/or any student promoting or encouraging gang involvement/activity on school grounds will be referred to the Deans' Office. Gang involvement and/or any suspected affiliation with a gang will not be permitted.

4.6.5. Possession of Weapons

Students are not permitted to possess any illegal and/or dangerous items, including, but not limited to, a weapon, firearm, explosive and/or ammunition, on or off campus.

4.6.6. Physical Altercation

Involvement in a physical altercation includes, but is not limited to, physical assault on another individual, participating in the organization of a physical assault and/or withholding knowledge of an impending or past physical assault.

Students are expected to avoid all physical conflicts, confrontations and altercations unless their own safety or that of another is at extreme jeopardy.

4.6.7. Sexual Harassment & Assault

Unwanted or unwelcome sexual language or behavior makes a person feel uncomfortable and can interfere with their daily life. Sexual harassment can take many forms, can occur once or over a period of time and may take place on campus, off campus, or online. Such actions can include, but are not limited to:

- Unwanted sexual advances
- Making sexual comments or jokes
- Requesting sexual favors
- Displaying sexually suggestive objects or pictures
- Intimidating words or body language
- Retaliations in response to a rejection of a sexual advance
- Engaging in lewd or sexual activity on campus
- Sexual assault

In accordance with the Complaint Process outlined below, a student that has been subjected to sexual harassment or assault should report the incident to a Saint Francis educator for investigation.

4.6.8. Substance Use

Saint Francis High School recognizes substance addiction as a disease that requires treatment.

Drugs, alcohol, marijuana and/or other controlled substances are not permitted on campus or at school-sponsored events. This includes, but is not limited to, tobacco, electronic cigarettes or vaporizers, non-authorized prescription drugs and illegal substances. Students may not come to campus or to a school-sponsored event under the influence of any of these substances. The sale and/or distribution of any of the aforementioned substances is illegal.

Saint Francis High School reserves the right to conduct a search and seize substances and/or drug paraphernalia to enforce this policy and to contact local law enforcement agencies if a student is found in violation of the policy. Any student who is found to have used or have been in primary possession of any of the

aforementioned substances, on or off campus, is subject to an investigation and potential action by the school.

4.6.9. Theft

Theft includes, but is not limited to, taking anything without permission, keeping lost or stolen property and/or witnessing a theft and not reporting it.

4.6.10. Threats/Intimidation

Threats that express an intent to harm an individual, the community and/or school property include, but are not limited to, verbal or written threats.

4.6.11. Vandalism, Trespassing, Technology Misuse & Pranks

Vandalism is the deliberate damaging of property. Students are prohibited from engaging in vandalism, misusing school property and/or technology or pranks. Students who enter the school grounds at unauthorized times will be treated as trespassers.

4.7. Complaint Process

A student that has been the victim of any action that violates the community expectations outlined above should report his information immediately to a Saint Francis educator. The concern will be forwarded to the Deans' office for further investigation and action.

As mandated reporters, Saint Francis educators are required to report information to persons outside the school when the individual deems a student to be a threat to harm themselves, threat to harm another person or a threat to destroy property.

5. Restorative Practices

Saint Francis High School is committed to the intentional creation of a positive, relationship-based community. The implementation and maintenance of a beloved community is based on providing tools to educators and students to engage in positive behavior intervention strategies and restorative, trauma-informed practices. These positive engagement strategies establish high

behavior expectations of students in a bias-free and culturally proficient school community.

Restorative practices engage educators, students and members of the school community in creating safe spaces for developing supportive relationships, de-escalating incidents, preventing re-traumatization and building social-emotional skills. Saint Francis works to ensure that these strategies are implemented with a culturally responsive lens that looks at the individual strengths of students and families and respects their identities and lived experiences.

The Living in Holy Cross Community restorative practices program is designed to support students in working towards and achieving personal growth in the areas of social awareness, responsible decision making, self awareness, self management, and relationship skills. Students are referred to the program lead via the Dean's office and will participate in a four-week session leading to a restorative conversation or resolution and action plan, with follow up as needed.

If a student engages in an offense that harms and/or threatens the community, their actions may result in the initiation of a restorative practice and/or consequence. In certain circumstances, the consequence may be suspension and/or dismissal. The school reserves the right to investigate and take action on any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.

5.1. Intervention Levels

5.1.1. Level 1 Intervention

In the event of a violation of the behavior regulations as outlined in "Community Expectations," the following actions may be taken by a Saint Francis educator:

- **Warning:** An educator may provide the student with a verbal notification of violation of behavior regulations.
- **Restorative Conversation:** An educator may talk with a student about concerning or disruptive behavior and its impact on the classroom community.
- **Restorative Circle:** An educator may activate a community building, healing, or restorative circle.

- **Parent/Guardian(s) Contact:** An educator may contact the student's parent/guardian(s) to inform them of a violation of behavior regulations.

In the event of a violation that causes a threat to the community or a significant interruption of the learning environment and/or a school-sponsored space, an educator may bypass Level 1 interventions.

5.1.2. Level 2 Intervention

In the instance of repeated violations or from a single major offense of behavior regulations, an educator may issue a formal discipline referral to the Deans' office. The educator will complete a referral form giving specific details about the violation, as well as a written description of which Level 1 interventions were implemented prior to issuance of the referral. The student will be asked to report to the Deans' office within 10 minutes after the end of the academic day. An educator may also refer a student to an internal educational program to learn more about living in Holy Cross values.

In the event of a significant interruption of the academic or other school-sponsored space, an educator may request that the student report immediately to the Deans' office for further investigation and appropriate action.

Upon arrival at the Deans' office, a student may be required to complete an incident report. Following an investigation, the Deans' office will assign a final resolution.

As a result of a single serious action or a series of behaviors, the Deans may refer a student to an internal educational program to learn more about living in Holy Cross values.

5.1.3. Level 3 Intervention

In exceptional cases resulting from a single major offense, Saint Francis High School may immediately suspend a student from all academic and extracurricular activities pending further investigation. In the event of an

immediate suspension, the Deans' office will inform the parent/guardian(s) in writing of the specific violation under investigation, information about the process that will be followed during the investigation and a date by which the next communication will take place.

5.2. Incident Reports

Upon arrival at the Deans' office for any violation of the *Student-Parent Handbook*, the student will be asked to complete an incident report, detailing the student's understanding of the circumstances of an incident under investigation. The incident report will become a part of the official investigation by the Dean's office and remains confidential.

Other involved parties or witnesses may be asked to complete an incident report to assist with an investigation by the Deans' office.

5.3. Restorative Outcomes

The restorative outcome will be determined by the Deans' office, except in cases resulting in a recommendation for dismissal.

An investigation by the Deans' office may result in any of the following disciplinary outcomes:

5.3.1. Detention

Students are expected to begin serving any detention hours on the day the detention is issued. Detention takes precedence over all personal, extracurricular or athletic commitments, with the exception of Saint Francis sponsored games and performances. Any exception to this policy must involve special circumstances, and be approved by the Deans' Office in advance. Failure to report to detention may result in additional penalties, including suspension.

5.3.1.1. Extended Detention Hours

Students receiving multiple hours of detention are expected to complete their hours in an expedient manner. As a general rule, students with extended hours are required to complete the hours utilizing the after school detention program until all hours are completed.

5.3.1.2. Special Events Detention

On occasion, students with extended detention hours may be asked to serve these hours in conjunction with a special event on campus or on a Saturday. Students scheduled for a special event or Saturday detention will be notified in advance by the Deans' Office.

5.3.2. In-House Reflection (IHR)

In-House Reflection is the partial-day removal of a student from the classroom environment in order to reflect and meet with a Dean to discuss a serious violation of the Handbook. Parents or guardians will be notified immediately if their students receive an IHR. Students may complete and submit any missed work in class due to an IHR. A Dean will schedule the IHR with a student in a timely manner. Any student receiving an IHR will receive a formal warning from the Deans' Office.

5.3.3. In-School Suspension (ISS)

In-School Suspension is the full-day removal of a student from the classroom environment while staying on campus for the duration of the school day. Parents or guardians will be notified immediately if their students receive an ISS. Students may complete and submit any missed work in class due to an ISS. Tests and quizzes may be taken on the same day. ISS begins at 8:05 a.m. and ends at 2:30 p.m. A formal warning from the Deans' Office or a period of probation may be issued.

5.3.4. Suspension

Suspension is the temporary removal of a student from the school community due to a serious discipline violation. The parents or guardian of a suspended student will be notified immediately. Any student who is suspended from school shall not be re-admitted until parent/student/Dean contact has been made. Suspended students are the responsibility of the parents or guardian and are not to appear on campus or at any school-sponsored event during the suspension. Students may complete and submit any missed work in class due to a

suspension. A suspended student may also not participate in any school-sponsored event including games, performances or any other activity during the suspension. Serious offenses may result in multiple days suspension. A formal warning from the Deans' Office or a period of probation may be issued.

5.3.5. Restorative Support

Restorative support is education and guidance provided to the student by a subject matter expert, either in-house or an external professional. The school reserves the right to set the terms of restorative support specific to the situation. The parent/guardian(s) of a student referred to restorative support will be notified immediately.

5.3.6. Extracurricular Disqualification

A student may be subject to disqualification from participation in extracurricular activities, including public performance at any school-sponsored event. A student may also be disqualified from membership and/or induction into any school, state or national honor society consistent with the bylaws of said organizations.

5.3.7. Disciplinary Probation

A student may be placed on disciplinary probation for multiple violations of the community expectations and/or for an action that threatens the safety of the community. Length and terms of probation will be determined by the Deans and will be communicated to the student and parents/guardians in a meeting. Disciplinary probation may be included in a student's school record.

5.3.8. Referral to Educational Programs

In certain cases (substance use, bullying, harassment, offensive language and hate speech), a student may be referred to an internal educational program to learn more about living in Holy Cross values. These programs may run concurrently with or separately from a period of disciplinary probation.

5.4. Dismissal

A student may be dismissed for violating disciplinary probation by a series of minor offenses or a single major offense that poses a threat to the community. The Dean of Students will make a recommendation of dismissal to the Dismissal Board. A majority vote of the Dismissal Board is required for a student to be dismissed.

Students dismissed from Saint Francis High School are not eligible for readmission nor are they permitted to attend on campus school events.

5.4.1. Immediate Dismissal

Immediate dismissal may be necessary for students involved in a single major offense on- or off-campus that is determined by the school as posing a significant threat to the Saint Francis community.

A student will be subject to immediate dismissal for any of the following actions:

- Any serious offense including gross disrespect, vandalism, theft, harassment or intolerant behavior
- Any serious offense that due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others
- Possessing a firearm which is not an imitation firearm, as verified by a faculty member, unless the student had obtained prior written permission to possess the item from a faculty member, with the principal or designee's concurrence
- Selling or otherwise furnishing a firearm
- Brandishing a knife or other weapon at another person
- Selling or distributing a controlled substance
- Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
- Possessing an explosive as defined in 18 USC 921

The Deans' office will notify the student and parent/guardian(s) of the offense committed and will place the student on immediate suspension. A student subject to immediate dismissal is prohibited

from participation in any school-sponsored event or activity until a formal notice of dismissal is issued.

The student will be provided an opportunity to appear before the Dismissal Board within three (3) days of recommendation for dismissal.

At the Dismissal Board meeting, the Dean of Students will present all documentation supporting a recommendation for dismissal to the Dismissal Board which may include, but is not limited to:

- Written testimony
- Communications (print or digital)
- Security footage

The student and parent/guardian(s) will be afforded the opportunity to give statements to the Dismissal Board, and the Dismissal Board members will ask any clarifying questions of the student. Appearance before the Dismissal Board is limited to the student and the parent/guardian(s).

The Dismissal Board will then make a recommendation for a final outcome to the Dean of Students. The Dean of Students will notify the student and parent/guardian(s) of the final decision. The student and parent/guardian will be notified of the right to appeal.

5.5. Third-Party Reporting

Saint Francis High School may report any academic or disciplinary violations which result in suspension, probation or dismissal to matriculating schools, including, but not limited to, high schools, colleges and universities.

5.6. Appeals

The Review Board serves as the body for the adjudication of appeals on decisions made by the Academic Board or Dismissal Board. Appeals may only be brought forth by a student and/or the parent/guardian(s) of a student that has been dismissed. The Review Board is limited to a review of

procedural questions and shall not conduct a *de novo* investigation or hearing.

The Review Board consists of the Principal, Leadership Team member and Academic designee. Appearance before the board is limited to the student and the student's parent/guardian(s).

6. Extracurricular Programs

One of the best ways to foster the critical social development skill of strong interpersonal relationships, leadership and enthusiastic participation in life is through involvement in many and varied activities. This philosophy is at the core of the Holy Cross mission statement which promises to empower students to achieve their highest potential. In order to reach this goal, Saint Francis provides a broad range of activities and experiences for student enrichment. All students are expected to participate in at least two extracurricular activities a year as a means of fostering their development as well-rounded young adults. Verification of extracurricular participation will be noted in a student's record. When students participate in sports, activities or attend school-sponsored events, the school expects all students to leave campus immediately following the end of the activity.

6.1. Eligibility

In order to participate publicly in an extracurricular activity at Saint Francis, a student must achieve a grade point average of 2.00 (C) for the prior six-week grading period.

6.2. Student Activities Program

Student Activities at Saint Francis provides a place for students to explore their interests and contribute to their communities.

6.2.1. Affinity Groups

An affinity group is a group formed around a shared interest or common goal. Under the umbrella of the Office of School Culture and Belonging, affinity groups take on the following additional goals:

- To allow Lancers who share an identity—from historically marginalized groups—to gather, connect and talk in a

comfortable environment about issues related to that identity, and transfer that discussion into action that makes for a more equitable experience at school.

- To provide a majority experience for students regularly who are in the minority at school.
- To provide students with diverse backgrounds the opportunity to honor the shared heritage and experiences.
- To create a more inclusive campus by educating themselves and the Lancer community and advocating for equality for all individuals.

In a spirit of inclusivity and mutual support, affinity groups welcome all students that identify with the group as well as allies.

6.2.2. Clubs

Saint Francis offers over 80 clubs on campus. For students, clubs are a way of finding their identity and expressing their interests, as well as fostering leadership. For educators, it's a way of mentoring students and sharing interests outside the classroom. Every official club on campus is assigned a club moderator who assists the students in fulfillment of the club's mission and vision. Each club will set the guidelines for its leadership structure and meeting times.

6.2.3. Honor Societies

Saint Francis sponsors a chapter of the National Honors Society (NHS), California Scholarship Federation (CSF) and Foreign Language Honors Society (FLHS). Eligibility and membership in these groups are determined by the guidelines set forth by each respective society. The school may institute additional qualifications for membership.

6.2.4. Performance Groups

The band program at Saint Francis High School includes four bands (Concert, Symphonic, Jazz and Marching) as well as a number of small group ensembles. The choral program provides students with solid musicianship skills as they perform creative and challenging choral repertoire. Performances include school liturgies, stage concerts and competitions. Students in the drama program explore all

aspects of the theater, from performance to technical crew. The school also sponsors several dance groups, including Fanaa Bollywood Fusion Dance, K-Pop, Tinikling Dance and Unity Dance Crew.

6.2.5. Publications

The school sponsors three student-produced publications: *Mindframes* literary magazine, *The Lancer* newspaper and *The Poverello* yearbook.

6.3. Student Athletics Program

Athletic participation is an integral part of the educational process at Saint Francis High School. Through athletics, many valuable lessons can be learned in an environment where student motivation is great. Such lessons as sportsmanship, teamwork, dedication to a goal, sacrifice of one's personal gain for that of a team, self-discipline, how to deal with success and cope with adversity are lessons one can carry for a lifetime.

6.3.1. Additional Eligibility Requirements

To be eligible to play, students must meet the extracurricular eligibility requirements. To be eligible, students must also meet the following criteria:

a. Physical Examination

Prior to participation in athletics, students must register on the CIF Home system and input a physical exam by a physician with evidence of such an exam and doctor's clearance of the exam. The physical exam is good for one year from the date of the exam. All physical exams must be post-dated May 31, 2024.

b. Transfer Students

Any transfer student should see the Athletic Director to determine eligibility and to see if the proper paperwork has been filed. Failure to do so could result in the forfeiture of contests and the suspension of the student from CIF competition.

c. Outside Competition

According to CIF Rule 600, a student on a high school team becomes ineligible if the student competes in a contest on an “outside” team in the same sport during the student’s high school season of sport. A violation of this rule results in the student being declared ineligible for the remainder of the season and any games that the student participated in after this infraction would be forfeited.

6.3.2. Athletics Policies

It is a privilege to participate in athletics. As a member of an athletic team, student-athletes represent this school, team and self. A student-athlete is therefore held to a high standard of conduct and is accountable for their actions. Student-athletes should realize this responsibility and understand that violations of school policy and/or disruptive behavior, either on or off the athletic field or court, could lead to the loss of this privilege.

Any student-athlete involved in significant violation of the community expectations outlined in the *Student-Parent Handbook* faces possible loss of their privilege of participating in athletics. The athletic penalty for a student-athlete involved in a violation of this type shall be at the determination of the Athletic Director and the coach involved, after discussion with the Dean. The penalty may range from suspension to a maximum penalty of dismissal from the team for the remainder of that season. If a student-athlete is selected to a team and then quits, they have to wait until this team’s season has ended before trying out for another team the following season.

6.3.2.1. Performance Enhancing Supplements & Steroids

It is the policy of Saint Francis High School to oppose the use of performance-enhancing supplements such as Creatine and Androstenedione, etc. All coaches, teachers and staff members at Saint Francis High School will not promote, sell or distribute any supplements marketed as “muscle building.” The school takes the position that all students should make positive lifestyle choices formed by a Christian conscience and a loving responsibility toward other members of the team. Saint Francis High School student-athletes will

compete and reach their full potential, but will do it based on their natural, God-given abilities, without the introduction of foreign substances in their bodies. Students shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the American Medical Association) to treat a medical condition. As stated under CIF Bylaw 200.D, there could be additional penalties for false or fraudulent information. Any violation of this policy is considered a violation of the Saint Francis High School Substance Abuse policy in the Discipline section.

6.3.3. Transportation

Saint Francis High School will attempt to provide transportation to contests. When it is not available, students are responsible for providing or seeking their own transportation.

Students who are driven to a contest in school provided transportation are allowed to go home from a contest with their parent/guardian only. Students are not allowed to go home in any other vehicle or with anyone else unless the coach in charge has a written note from the student's parent/guardian permitting such transportation.

6.3.4. Sports

Most Saint Francis boys and girls teams participate in the West Catholic Athletic League (WCAL).

Boys Program

August to November

Cross Country Frosh-JV-Varsity

Football Frosh-JV-Varsity

Water Polo Frosh-JV-Varsity

December to February

Basketball Frosh-JV-Varsity

Rugby JV-Varsity

Soccer Frosh-JV-Varsity

Wrestling Frosh-JV-Varsity

January to May

Baseball Frosh-JV-Varsity
Golf Varsity
Lacrosse JV-Varsity
Swimming/Diving JV-Varsity
Tennis JV-Varsity
Track and Field JV-Varsity
Volleyball JV-Varsity

Girls Program

August to November

Cross Country JV-Varsity
Field Hockey Frosh-JV-Varsity (BVAL)
Flag Football
Golf Varsity
Rugby JV-Varsity
Tennis JV-Varsity
Volleyball Frosh-JV-Varsity
Water Polo Frosh-JV-Varsity

December to February

Basketball Frosh-JV-Varsity
Soccer Frosh-JV-Varsity
Wrestling JV-Varsity

January to May

Gymnastics JV-Varsity (SCVAL)
Lacrosse JV-Varsity
Softball Frosh-JV-Varsity
Swimming/Diving JV-Varsity
Track and Field JV-Varsity

6.3.5. Concussions

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

6.3.5.1. Reporting Protocol

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

School protocol is for the parent to contact the student's counselor to coordinate with teachers regarding any accommodations that might be necessary. The counselor will coordinate all communication with teachers.

6.3.5.2. Return to Play

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact

syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for the student-athlete's safety.

6.3.5.3. CIF Guidelines

CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

CIF Bylaw 313. CONCUSSION PROTOCOL

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in education and management of concussion and receives written clearance to return to play from that health care provider. (Approved May 2010 Federated Council)

Q: What is meant by "licensed health care provider?"

A: The "scope of practice" for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO). You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions, you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

7. Facilities & Emergency Procedures

7.1. Facilities Use

Great care is taken to maintain the beauty and availability of the Saint Francis High School campus and facilities. Students are expected to have respect for property and people in the use of any school facilities. Permission to use any school facility should be obtained from the administration and all activities must be supervised. On normal school days, students should not arrive on campus before 7:00 a.m. when the classroom buildings are opened and there is supervision on campus. There is limited supervision for students who remain on campus after school hours when they are not involved in the extra-curricular program.

7.1.1. Angelo A. Aguiar Athletic Complex

This complex includes the Ron Calcagno Stadium, Chris Bradford Stadium and Tom Tuite Track. For safety reasons, students should not utilize this facility unless an educator is present.

7.1.2. Athletic Fields

The main stadium field, Brother Fisher Field, is named after the second Principal of Saint Francis. The baseball stadium field, Higgins Field, is named after Ira Higgins, who donated much of the land on which Saint Francis is located.

7.1.3. Burns Family Pavilion & Alumni Gym

All activities which are held in the gym facilities, including the Gomo Family Fitness Center, must be scheduled through the Master Facility Calendar, and must be supervised by appropriate athletic or school staff.

7.1.4. Cassin Family Library

The library is open from 7:00 a.m. to 6:00 p.m. daily and is located on the second floor of the Sobrato Family Learning Commons. The library is dedicated to Br. Eamon Schaffer C.S.C.

7.1.5. Cunningham Wrestling Room

The Cunningham Wrestling Room is only available when an educator is present.

7.1.6. Chapel

The Chapel is located in Saint Joseph Hall and is open to students before school, at lunch and after school.

7.1.7. Classroom Buildings

Classroom buildings are open throughout the school day and in many cases before or after school. For safety reasons, any buildings open to students will have an educator present.

7.1.8. Holy Cross Aquatic Center

Aquatic facilities are available only when a deck-certified educator is present.

7.1.9 Saint Joseph Hall

The hall is named in honor of the patron saint of the Brothers. It is home to our St. Joseph Chapel as well as offices and gathering spaces for educators.

7.1.10. Laura Ellen Finn Music Center

The Laura Ellen Finn Music Center (RM 600), is located in Higgins Hall (600 Building) and is only available when an educator is present.

7.1.11. Graham Theater

The Graham Theater is available to students who participate in performing arts classes and extracurricular programs. The Graham Theater is only available to students when an educator is present.

7.1.12. Welcome Center, Educator Center & Dining Commons

The Welcome Center serves as the main entrance to the school, where reception, attendance, administrative, and business offices are located. The second floor of the Welcome Center houses our Educator Center and Brothers of Holy Cross Dining Room; a space dedicated to fostering creativity, collaboration and community among our educators. The Dining Commons is our primary servery and dining space on campus.

7.2. Emergency & Evacuation Procedures

7.2.1. School Day Emergency

If a disaster occurs during school hours, school administration will determine the course of action and oversee the release of students. Updates will be posted to the **sfhs.com** homepage, to the school's main social media accounts and the Saint Francis emergency notification system will communicate updates via recorded phone message, text and email.

Faculty and staff will stay with your child until he or she is picked up by you or the school has released your child based on what you authorized on the Transportation section of the enrollment form. The school has a supply of food and water for students who may be required to remain at the school during an emergency. Faculty and staff teams are organized and trained in first aid, security, rescue, roll call and parental communications.

In the event of an emergency:

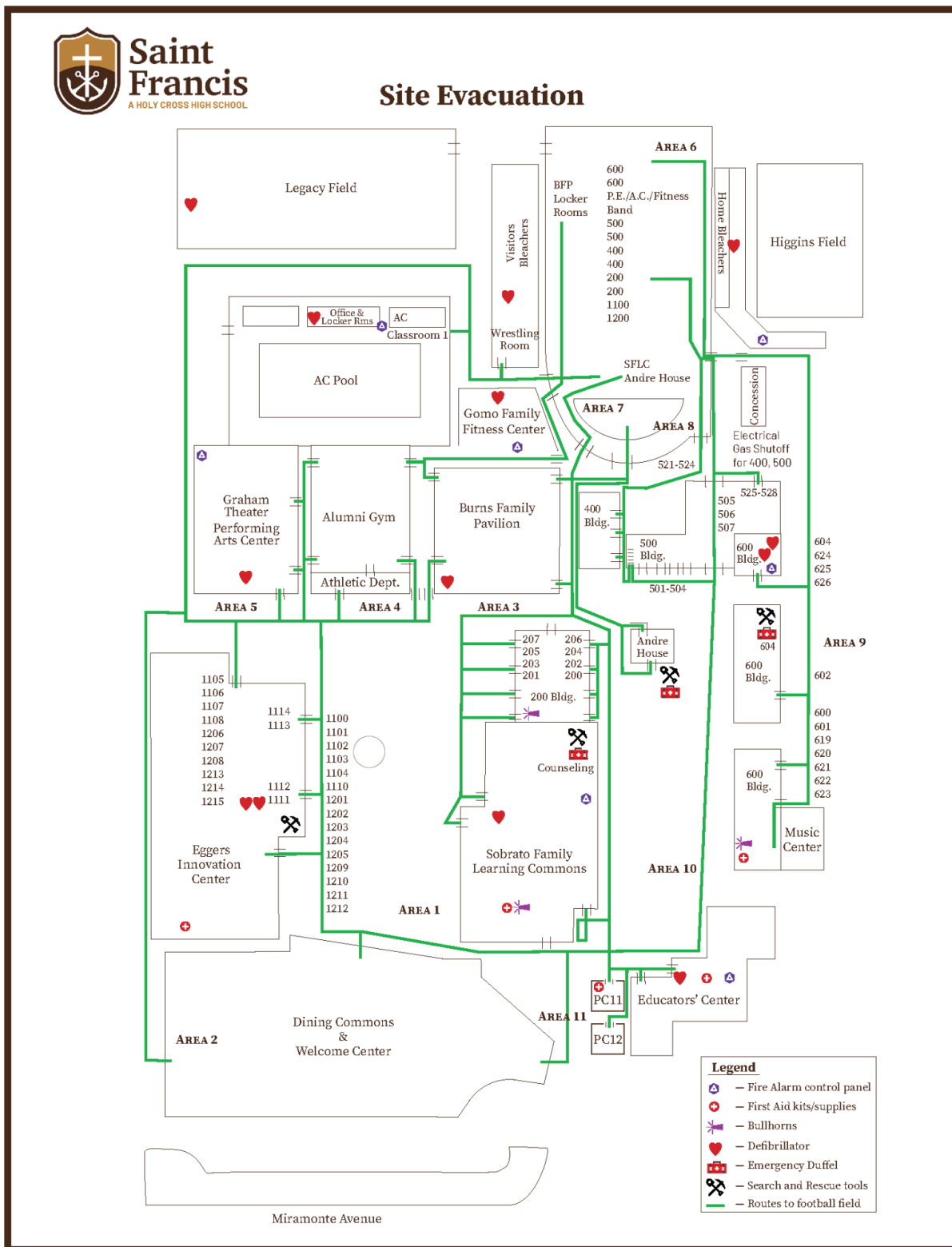
- Do not call the school, as it will be necessary to keep the telephone lines open to communication with emergency and government personnel.
- Please wait for the school's Emergency Notification System to notify you by recorded phone message, text and email with current information and special instructions. To receive up-to-date information, be accessible at the emergency mobile telephone number/email address you provided.
- Before coming to Saint Francis, wait for the school's Emergency Notification System for instructions. In the event of a large-scale emergency, the City of Mountain View's social media channels or local television stations may contain information on how the school would like parents to proceed.
- Do not call your student's cell phone as this could complicate the situation, and the cell phone lines will likely not be working or be busy.

7.2.2. Evacuation Procedures

In the front of each classroom there is a red sign showing the evacuation path for that room. In the event of an emergency which requires evacuation of the building, students are expected to remain quiet and calm and to listen for special instructions from the teacher or from some other authorized person. Students go in single file to their designated evacuation area.

ANY STUDENTS NOT IN A CLASSROOM WHEN THE ALARM IS SOUNDED SHOULD REPORT TO THE FRONT OF BURNS FAMILY PAVILION DURING A FIRE DRILL, OR THE END ZONE IN A SITE EVACUATION.

7.2.2.1. Evacuation Map



8. Guidance & College Counseling

The Guidance and College Counseling program at Saint Francis focuses on three core areas of work with students: academic, college/career and personal/social. School counselors advocate, mediate, coordinate, consult and collaborate with teachers, administrators and parent/guardian(s) to support students in achieving their personal best.

8.1. Guidance Counseling

Counselors provide support to students in the areas of time management, wellness practices and mental health. All students have access to their counselor through email, and on a drop-in basis at collaboration, lunch or after school. Students are encouraged to contact their counselor for an appointment anytime throughout the year. If therapeutic services are recommended, a referral will be made to the student and family.

8.1.1. Recommendation/Referral for Support

Saint Francis High School is committed to helping students maintain their physical and emotional well-being. In the event that the school has a concern about the health or well-being of a student, the school may recommend or require that the student seek support from a licensed mental health and/or medical professional.

In the event that a student is issued an immediate referral for care, the student may not attend class or any school-sponsored extracurricular event or activity until clearance has been received from a licensed mental health and/or medical professional.

8.2. Academic & College Advising

Counselors advise students in selecting a course schedule that best matches their academic profile and personal goals, providing recommendations if additional academic support will be beneficial and ensuring graduation can college requirements are met. In the freshman year, students will work with counselors on a wide range of issues and topics including the Saint Francis curriculum. In the sophomore, junior and senior years, counselors assist students in academic planning, college and career exploration and navigating the college admissions process. The Counselor assignment is noted on the student's schedule and each counselor works to

develop a relationship rooted in respect, trust and effective communication throughout the student's three years. The Counseling Department is committed to the initial pairings established in the Sophomore year between the student and counselor and students will remain with their assigned counselor for three years.

The Guidance and College Counseling Office hosts over 150 college admissions representatives in the fall for students and coordinates parent education events on college admissions topics throughout the year. Parent and student newsletters pertaining to the latest college admissions and financial aid information are distributed on a regular basis.

8.3. Confidentiality Policy

Information students share or reveal in meetings with school counselors is considered confidential and is protected by California state law. The school counselor protects the confidentiality of information with the following exceptions specified by California state law and school policies.

A school counselor shall:

- report suspected child abuse to Child Protective Services.
- report information to persons outside the school when the school counselor deems a student to be a threat to harm themselves, threat to harm another person, or a threat to destroy property.
- consult with the appropriate school administrator regarding such situations that may be potentially disruptive or damaging to the school's mission, personnel and/or property.
- disclose information deemed to be confidential when ordered to do so by a court of law.

8.4. Waiver of Confidentiality

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees of Saint Francis High School, as determined by the principal or their designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

Saint Francis High School will maintain appropriate administrative, technical and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of Saint Francis High School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well being of our students and our community. Thus, parents/guardians and students consent to allow employees of Saint Francis High School who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

8.5. Social-Emotional Learning

The *SF Thrive* program at Saint Francis uses data-driven, research-based practices to inform the intentional inclusion of SEL skills in all classes and programs. Research shows that the development of these foundational skills leads to a number of positive outcomes that help our students thrive in high school and beyond, including higher resilience, increased empathy, better peer and adult relationships and better coping skills. *SF Thrive* is modeled on the framework developed by the Collaborative For Academic, Social, and Emotional Learning (CASEL). SEL programming on the five core competencies is provided for students, parent/guardian(s) and educators throughout the school year.

8.5.1. Advisory

The two-year *SF Thrive* Advisory program matches freshman students with an on-campus advisor to help cultivate critical SEL skills. Research shows that belonging to structured, positive peer groups such as advisories increases students' attachment to school and reduces at-risk behaviors. Students meet with their advisor at least once a week for a check-in and to provide more direct instruction in SEL competencies and development of the foundational skills that will allow them to thrive in high school and beyond.

As part of the SEL program, families of freshman and sophomore students receive a portfolio at the end of each semester which demonstrates their student's growth and development in the

SEL Core Competencies. Participation in advisory is mandatory for all freshman and sophomore students.

Juniors and seniors have opportunities to continue to apply and develop the SEL competencies and root skills through their classroom and extra-curricular interactions with peers and educators.

8.6. Learning Differences

Saint Francis High School welcomes students with a variety of learning and/or attention difficulties who can meet the academic demands of a college preparatory environment. We will make every reasonable effort to ensure that each student receives the most appropriate education available. With proper documentation, a student may receive accommodations and limited academic support at school. This will be determined by the Learning Specialist who is a member of the Guidance and Counseling Department. The ultimate responsibility for specific educational needs and remediation lies with the family.

The procedures applicable to students with learning differences:

1. The Learning Specialist reserves the right to review all documentation submitted to make certain that it meets the above guidelines and is current. The Learning Specialist will advise parents when reevaluation is required, and may find it necessary to disallow students from accommodations when documentation is out of date.
2. After a student's documentation has been approved, a meeting will be held with the student, parent and Learning Specialist to formulate appropriate accommodations and classroom strategies. The Learning Specialist in partnership with the student will then distribute the accommodation form to all of the student's teachers and counselor, and will redistribute to new teachers each subsequent semester.
3. Documentation of a learning disability, psychological disorder or Attention Deficit Disorder does not necessarily guarantee a student accommodations at Saint Francis. A specific diagnosis does not guarantee accommodations on the SAT or ACT. This determination is made independently in consultation with those agencies. Upon approval, testing will be administered according to outside agency timelines and parameters, and may not be available at Saint Francis High School.

4. To apply for accommodations on the SAT, the student must submit documentation of a diagnosed Learning Disability completed within the last three years by a licensed professional according to College Board guidelines. Documentation must state explicitly that the student both has a disability and that he/she is therefore substantially limited in a major life activity related to learning. Examples of appropriate documentation can be found at <https://www.collegeboard.org/students-with-disabilities/documentation-guidelines/disability-documentation>

8.7. References/Recommendations

Letters of reference and/or recommendation are completed by educators on behalf of a student, provided that requests are made in accordance with the guidelines and timelines established by the Guidance and College Counseling department.

Letters of reference and/or recommendation are the property of the author. Any decision to amend or rescind a letter of recommendation is reserved for the independent discretion of the author.

9. Technology

The Saint Francis High School Acceptable Use Policy applies to all technology resources, including, but not limited to: Saint Francis High School iPads, school computers, personal computers, cell phones, video and audio equipment, web services, copy machines and information systems, such as Schoology and Google. Saint Francis High School students are expected to use technology resources in a considerate, ethical, moral and legal manner.

All Saint Francis High School technology systems including services provided by third-party companies we contract with, and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on school owned computers, systems managed by third-party service providers, or personal devices brought on campus by students. Saint Francis High School reserves the right to monitor, access, retrieve, read and disclose all messages, information and files created, sent, posted from, stored on personal devices brought onto campus, or stored on its systems to law enforcement officials or others without prior notice. 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.

9.1. Acceptable Use Policy

Saint Francis High School provides computer network access to students who use the access in accordance with the mission and philosophy of Saint Francis High School. Additionally, there are policies that govern the use of technology of any form on our campus, including usage that is not connected to our network. Students agree to the following terms as a condition of using technology as a Saint Francis student.

9.1.1. Appropriate Use

Student use of technology on campus must be consistent with the philosophy of Saint Francis High School and its educational goals. Misuse includes any Internet conduct, on or off campus, that negatively affects the reputation of Saint Francis High School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.

9.1.2. Vandalism/Hacking

Students will not use personal technology, school-assigned technology or their Saint Francis accounts or other Internet access to interfere with or disrupt other people, services, Saint Francis High School data or data of another student or equipment, either locally or off-campus.

9.1.3. Unauthorized Entry

Students may not access or attempt unauthorized entry to any machine, device, service or system via any network. If a student notices a security problem, the student must notify the Technology Department or other school personnel immediately.

9.1.4. Inappropriate Messages

Students will not use any technology to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate videos, text or photos, or broadcast messages electronically via any system.

9.1.5. Inappropriate Material

The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their Saint Francis devices or accounts to knowingly visit or use sites that contain or to create this material nor import, transmit and/or transfer any of this material to other computers or devices or accounts. Students are cautioned regarding the use of AI in any manner. A student may be responsible for the creation of inappropriate materials through the use of AI or other online tools that are not wholly within the control of the student. Extreme caution is advised when using such tools.

9.1.6. School Personnel

Students may not take, send, share or post to websites or blogs, images, photos, comments or video of employees of Saint Francis High School from any device. This includes the creation of fan pages or groups on social networking sites or the use of AI or other tools to create artificial content that reflects the characteristics of another person in a manner that is not done with the permission being considered.

9.1.7 Impersonation

Students are expected to conduct themselves with integrity in their digital communication. Incidents of fraud, forgery, misrepresentation or impersonation are strictly prohibited.

9.1.8. Private Use

Students will not provide their Saint Francis account credentials, pins or password or share another student's password with any other student or non-student. Students may not use another individual's account, devices or log onto the Internet as anyone else. Additionally, students will not share their login credentials with non-sfhs persons.

9.1.9. Personal Privacy

Students will not communicate sensitive personally identifiable information, such as their address, birthdate, social security number or other sensitive personal information to any person or company on the Internet or through email. This includes

using the school issued student email address for purposes unrelated to Saint Francis High School.

9.1.10. Unauthorized Programs or Computers

Students may only use approved services such as “self-service” to install apps on school-provided devices. It is not permitted to use, copy, delete, save or install any program on a school system without the permission of the Technology Department. If apps are inadvertently installed via some other mechanism the students are still responsible and are hereby instructed to immediately delete them.

Students may not use personal laptops in the classroom with three exceptions; Students who have been granted accommodations by Saint Francis High School; students who are enrolled in any of the computer science or programming courses in those classes; with teacher permission under special circumstances. Personal laptops may be used after school on campus, the same as use of cell phones on campus.

9.1.11. Copyright

Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of Saint Francis High School.

9.1.12. Network Security

Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes the use of hotspots, VPNs, ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or privacy violation including use of an employee's password or impersonation of a school employee online, will lead to disciplinary action. Such action can include suspension and/or expulsion from Saint Francis High School, and may face legal prosecution.

9.2. Student iPad Care & Use

The iPads issued to students are the property of Saint Francis High School and are made available to students as learning tools. Students are permitted to take the iPad home, and expected to have their fully charged iPads at school each day. [Note: iPads may not be dropped off at school for students who have left them at home.] Students will return the iPad to Saint Francis High School at the end of the academic year, if requested, or earlier if they no longer attend Saint Francis.

9.2.1. Care for the iPad

- Students are responsible for the security of the iPad. iPads must never be left in an unlocked locker, unlocked car or any unsupervised area or given to another student
- Students are responsible for knowing how to properly protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, or anti-static cloth
- iPads must always be within the protective cases when carried.
- Students may not remove or alter the “asset tag” located on the iPad.
- iPads and iPad cases must remain free of any writing, drawing, stickers or labels that are not the property of Saint Francis High School.
- If the iPad is damaged or malfunctions, students must take the iPad to the Tech Hub as soon as possible (no later than the next school day) for evaluation so that repair or replacement can be accomplished in an expedient manner. If a student damages the iPad (outside of reasonable wear and tear), the students/parents are responsible for the expense of repairing or replacing the device.
- If the iPad is lost or stolen, the student must report the incident to the Dean’s Office as soon as possible (no later than the next school day). In the case of theft, the student must also file a police report. Students/parents are responsible for the cost of replacing the lost or stolen iPad.
- Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization from Saint Francis

High School. Saint Francis High School will not replace or repair a student iPad without the required payment from the student/parent.

9.2.2. Apps, Files & Other iPad Use

- The iPads are monitored by the school via a management software tool which tracks both iPad usage and apps loaded on the devices. Students may not remove or circumvent the management system installed on each iPad.
- Educational apps will be provided by the school. Students are permitted to download apps from the school-provided management system ("Self Service") only. The school may add software applications throughout the year. The software/apps originally installed by Saint Francis High School must remain on the iPad in usable condition and be easily accessible at all times.
- Music may be stored on the iPads, and it must contain appropriate ratings and adhere to the mission and philosophy of Saint Francis High School.
- Students are expected to back up all educational work on the iPad. Saint Francis High School does not take responsibility for any lost data.
- Students may only connect to the Internet via the wireless network provided by Saint Francis High School while on campus. Hotspots or connection to other community wi-fi networks while on campus is prohibited.
- Students may not use chat rooms or messaging services not authorized by the teacher for academic use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The iPad camera may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email or share images and/or videos of students, Saint Francis High School personnel or the campus beyond the scope of the assignment. Photos or video taken with the iPad for academic assignments must conform to the mission and philosophy of Saint Francis High School.

- Students are discouraged from printing materials on campus. Printers are available in the Innovation Center and the library for limited student use as directed by a teacher or librarians.

Because the iPad remains the property of Saint Francis High School at all times, there is no assumption of privacy. Saint Francis High School reserves the right to inspect student iPads at any time during the school year.

9.3. Personal Electronic Devices

All personal devices that can take and/or transmit electronic data or images shall be kept out of sight and turned off at all times from the time of the first class bell until 2:30 p.m. This includes, but is not limited to:

- Cell phones
- Watches with Bluetooth capabilities
- Laptops, with three exceptions: Students who are enrolled in computer programming courses may use a laptop while in that course only; students who have been granted accommodations by Saint Francis High School; and students who have received special permission from a teacher to use one
- Digital and video cameras

The school reserves the right to confiscate and review material on personal devices brought onto campus. Violation of school rules will result in a disciplinary consequence.

9.4. Student Data Privacy Agreement

Saint Francis High School takes data security, integrity and privacy seriously. We do not share personal data with third-party companies or organizations except to the minimum level necessary for specific, approved purposes. Whenever we adopt a new software service that requires student information we review the privacy statements for each company to ensure that they do not further distribute or sell such information. Additionally, we only provide the minimum amount of information that is necessary for the specific technology in question. As an example, a student's home address would not be shared with a company if all that was required was the student's school-provided email address for the purpose of logging on to the system.

Periodically Saint Francis High School approves the use of new applications and software services. This could happen during the school year, at a time after you have reviewed this privacy policy. This agreement is an automatic OPT-IN for all students to have data shared in the manner described above, except where an explicit OPT-IN or OPT-OUT procedure is required by the third-party. In such cases, the family may be contacted with a request to provide permission for the use of the service. Such agreements will be made available on the student or parent portion of our website.

10. Tuition Policies

10.1. Tuition & Registration

Saint Francis tuition includes a non-refundable initial tuition deposit of \$1,000 and is managed through Blackbaud Enrollment in Blackbaud is mandatory and requires a separate per family enrollment fee.

For returning students, the due date for the deposit/registration fee will be automatically applied in Blackbaud in May. After this payment, the remaining tuition is payable to Blackbaud. A ten-month, single or two-payment plan is available. The first payment will be due in July. Supplemental student fees (i.e. athletics, AP exams, etc) will also be billed through Blackbaud as they are incurred.

Remittances are to be made payable and sent to Blackbaud. The Business Office no longer receives tuition, grad and other fee payments. Tuition remittance not received at Blackbaud by the 5th of each scheduled payment option, will incur a late fee. Please consult Blackbaud instructions for payment methods and options, late and return check fees. A balance due in accounts will incur a late fee.

Tuition accounts must be current in order to allow the administration of the student's semester finals. Past due accounts will be notified by Blackbaud, and the school, of past due fees and amounts prior to the final exams. Tuition accounts will be reviewed several weeks prior to exams to confirm the student's eligibility to take semester exams.

10.2. Tuition Assistance

Saint Francis seeks to make its education accessible to every eligible student who would benefit from a Catholic, Holy Cross education, no matter their financial status. Aid is granted on the basis of financial need with the amount of the award dependent upon the school resources available. Current Saint Francis families have priority for the financial awards, but all entering students who apply for aid will be considered. Applying for tuition assistance has no bearing on the admission process. Tuition assistance is granted solely on the basis of financial need.

10.2.1. Application Process

A FACTS Tuition Assistance Application is to be submitted each year by all families requesting consideration for tuition assistance.

The deadline for submission each year is on or about February 4. Late or incomplete applications will cause delays in providing the assessment of the family's needs. Delays may create a "lower or no award" being available when an assessment is ultimately received.

10.2.2. Maintaining the Tuition Assistance Award

All students enrolled in the tuition assistance program are required to maintain good citizenship and are required to achieve at least a 2.0 in all of their classes to remain in the program. Families must complete the application process each year in order to renew their award.

11. Notices & General Information

11.1. Gender Expression

Rooted in the Catholic and Holy Cross traditions of respecting the dignity of every person, which enables us to see in every person the face of Christ, Saint Francis High School is committed to:

- providing a safe and supportive learning environment for all students;
- ensuring that every student has equitable access to the school's educational programs, activities and facilities;
- reaffirming the roles and responsibilities of students and staff in supporting all members of our community.

Students and families seeking specific accommodations should contact the Director of Guidance and College Counseling.

11.2. Health & Welfare

The Health Room is located next to the Deans' Office. It is open from 10:00 a.m. to 2:00 p.m. and is staffed by volunteers that are usually non-medical personnel. It is only open when there is a volunteer available. The Health Room is intended to be used by students for short durations of time. Health Room volunteers do not dispense medication.

11.2.1. Medication at School

Health Room volunteers do not dispense medication. Students who require medication for any reason during the school day must bring the dose for the day from home in its original container, and have the Permission for Prescription Medication at School form filled out in Magnus Health with a copy brought to the Deans' Office. The student is responsible for both self-administration of the medication and its safe keeping. Otherwise, no prescription medication is allowed to be brought to school. This information is extremely important for any emergency situations that may arise.

11.3. Job Listings

Local businesses and families often contact the school seeking to employ our students. Listings of such job openings are posted in the Sobrato Family Commons through the Activities Office.

11.4. Lancer Locker

Lancer Locker will be opening in the Welcome Center this upcoming school year. Lancer Locker purchases can continue to be made through the [Lancer Locker Online Store](#) 24 hours a day, 7 days a week.

11.5. Lost and Found

Lost and Found is located in the Deans' Office. Any property which students find on the campus should be brought to the Lost and Found. Every two months, all unclaimed articles will be donated to a local charitable organization.

11.6. The BRIC

The BRIC is open before school and at break and lunch. On Gold Day mornings, the BRIC is open from 7:15 a.m. — 8:45 a.m. After school the BRIC is open for drinks and snacks until 5:30 p.m.

11.7. Photograph & Video Notice

Saint Francis High School has the right to photograph or video record parents, guardians, families, students and campus guests and use such photographs or videos to promote, advertise or publicize Saint Francis High

School or its programs to the Saint Francis High School community and the public in general.

Saint Francis High School streams select athletic and student events live on the web. Notification of event streaming will be posted at the ticket gate/entrance.

In order to ensure every student's right to privacy, Saint Francis High School requires that you provide a signed statement if you do not agree to the use of photographs or video recordings by the school. The signed statement should be sent to Michael Pilawski at michaelpilawski@sfhs.com (This does not apply to yearbook photographs or school newspaper photographs printed or published on the school website.)

11.8. Social Media

An extension of the website, Saint Francis High School uses social media channels to serve as the key social media platforms to broadly share school news and celebrate the diverse and wide-ranging stories that make Saint Francis a special community, as well as build continued awareness for the school. Respecting every person is a core tenet of our mission and philosophy. As always, if concerns do arise, please report them to the Deans' Office, or another trusted adult on campus who will follow school protocol in addressing your concern.

You can find us on Facebook, X, Instagram and YouTube under the handle @SFHSLancers. The Marketing and Communication department will monitor the school's main social media handles on these channels and maintain exclusive posting privileges. We encourage you to follow these feeds, as well as our program-specific channels — SFHS Counseling, Athletics, Visual & Performing Arts or Poverello (yearbook).

Any social media account associated with a club, affinity group, athletic team and/or other school-sponsored group must adhere to the established naming convention for Saint Francis affiliated groups. Posts to social media accounts must be pre-approved by the assigned moderator or coach.

11.9. The Sobrato Family Learning Commons

The Sobrato Family Learning Commons is open to all students from 7:00 a.m. - 6:00 p.m. The Cassin Family Library is located on the second floor. Located on the ground floor, the Haughey Family Student Center includes the Activities, Campus Ministry and Guidance and Counseling offices. Eight classrooms (200-207) are also located in the building.

11.10. Student ID Cards

Photo identification cards will be issued to all students and must be in the possession of students at all times on campus. A valid student ID must be presented for admittance to dances and sporting events. The bar code number on the back of the card is required to check materials out of the school library and for participation in the Debit Account Program managed by Lancer Hospitality.

All students, including seniors, must be photographed. There will be a \$10.00 fee to replace lost ID cards.

11.11. Transportation

Saint Francis High School sponsors a number of varied activities, some of which occur off campus. In most cases, the school will provide transportation in a school bus or van that is driven by an adult who is cleared through our authorized driver program by Saint Francis. However, given the number and variety of off-campus activities, the school cannot assume total transportation responsibilities for every student in all situations. There may be times where your student will need to provide their own transportation or seek transportation from another student or a student's parents.

By providing an electronic signature on the enrollment form, you acknowledged that Saint Francis High School makes no pretense about its ability to always provide transportation to and from activities and that you are aware of the information stated above. You also indicated the alternative methods of transportation that you approve for your student on that form. Under no circumstances is Saint Francis High School asking that you waive the rights of your student.

Saint Francis High School neither endorses nor recommends any rideshare or transportation service. The school will not screen, monitor, review or assess the safety of any rideshare or transportation service, driver or vehicle. The use of any rideshare or transportation service is at the sole discretion of the parent or guardian for students. Contracting with, or use of, a professional ride service indicates the express acknowledgement that Saint Francis High School and its employees have not influenced that decision and bear no responsibility.

11.12. Work Permits

Work permits are issued by the Activities Office located in the Sobrato Family Learning Commons. Students who receive employment may pick up an application to be completed by their employer and signed by a parent or guardian. The actual work permit will usually be issued the next working day.

11.13. Yearbooks

Yearbooks are included with tuition.