

2025 - 2026

Student Handbook

St. Francis High School



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The Peace Prayer

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

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

For it is in giving that we receive;
It is in pardoning that we are
pardoned; And it is in dying,
That we are born to eternal life.

— *St. Francis of Assi*

INTRODUCTION

History and Background of the School

St. Francis High School was founded under the leadership of the Very Rev. Justin Figas, OFM Conv., who had long desired to establish a secondary school for boys in the Niagara Frontier area. In December 1924, he met with a group of Polish-American professionals and businessmen from Buffalo to consider the possibility of erecting a school in Hamburg, NY on a thirty-two acre site which had been purchased for the Conventual Franciscans of St. Anthony of Padua Province in 1916 by the Very Rev. Hyacinth Fudzinski, OFM Conv. The site, which is located on the shores of Lake Erie about eight miles south of Buffalo, had been the estate of Dr. Pierce, a nationally famous maker of patent medicines at the turn of the century.

A committee, which came to be known as the “Father Justin Drivers” was formed to raise the funds necessary for the construction of the high school. It met with such great success that on July 12, 1925 ground-breaking ceremonies were held and sixteen months later construction was completed. St. Francis High School was formally dedicated on November 25, 1926 as a college-preparatory Catholic high school for young men. The following year the first class of students was officially enrolled.

In 1928, two additional wings were built to accommodate the overflow of applicants. Shortly after, the science laboratories were completely equipped and the library was enlarged. When all requirements were met, accreditation was granted by the Board of Regents of the State of New York on May 21, 1937. In the fall of 1943, St. Francis was affiliated with the Catholic University of America in Washington, D.C.

With the great increase in enrollment in the 1940’s additional facilities were added. In April, 1946, after several years of planning, permission was granted for the erection of a new dormitory and gymnasium. Fr. Justin assumed the responsibility for raising funds to finance the building. With the generous aid of the Father Justin Rosary Hour and the Justin Drivers Committee, he was successful, and ground for the new addition, which was to be built behind the main school building, was broken in October, 1950. The Gymnasium was completed on September 2, 1951 and the dormitories were finished six years later, completing construction of the building, known as Justin Hall. A tunnel connecting it with the original building, now known as Friars’ Hall, was also constructed.

The 1960’s and 1970’s were decades of renovation, reconstruction, and rejuvenation. This launched the further development of the educational program at St. Francis, resulting in the school’s ability to provide a full-range college preparatory curriculum for both resident and day students. Consequently the number of commuter students increased dramatically, requiring additional classroom facilities in Justin Hall. Conversely, during the 1970’s and 1980’s the number of resident students continued to decrease, leading to a decision by the Board of Directors to end the residency program after the 1987-1988 school year.

In the mid 1980’s, plans were put in place for the construction of an auditorium complex, commencing a two-year fund-raising campaign for the construction. Ground was broken in May 1987 for the new building, situated adjacent to Justin Hall; and it was dedicated on October 29, 1988 as the John Ormsby Alumni Hall Auditorium. Incorporated into the design of the auditorium is a thrust stage and orchestra pit, with tiered rows of seating for 800 people. In addition, the complex featured a campus book store, a fitness center, and the Louise Michalek Board Room. Additional facilities planned for the complex — a

band practice room, private practice rooms, dressing rooms, and storage and office space — were funded and constructed during the summer of 1995.

In 1999 the campus was expanded with the acquisition of a 16.65 acre parcel of land on Big Tree Road adjacent to the football field to be used to expand athletic facilities and practice fields. The Board of Trustees of St. Francis High School named the first President of the school in April, 2000 ushering in a new governance model for the institution. The President - Principal Governance model was adopted to provide long-term viability for the school, allowing the President to concentrate on development and long range oversight of the institution.

In February, 2003, St. Francis High School launched an ambitious fund raising campaign as the school celebrated its 75th anniversary. The Forever St. Francis Fundraising Campaign, with a goal of \$4.5 million, provided funds to establish a \$1 million endowment fund for tuition assistance and completed \$3.5 million of capital improvements.

These improvements included repairs to Friars' Hall Chapel; creation of a state-of-the-art science complex; upgrading information technology; renovation of the current gymnasium; expansion of Justin Hall to provide an additional gymnasium, three new classrooms, new locker rooms for physical education, home and visiting teams, a new training room and offices for the athletic department, development of new practice and playing fields on the property that was acquired in 1999; providing a new green space to form a quadrangle and enhancement of the fine arts program with a new Visual Arts Center in Justin Hall and new facilities for the instrumental music program.

Between 2003-2007 work on the new Science Complex, the refurbished gymnasium and the athletic fields was completed. In addition the quadrangle was completed in the summer of 2005, which created additional parking and a new traffic pattern on campus. Located on the lower level of Friars' Hall, The Mary E. Schneider Visual Arts Center was opened in October 2007. The center includes an art studio, dark room and an art gallery.

The St. Anthony Residence opened in September 2011 with accommodations for 26 resident students in 13 double rooms. The residence, located in a section of the third floor of Justin Hall, closed in 2024. On May 5, 2014, the union of the Conventual Franciscan Friars from Immaculate Conception Province (founded -1872) and St. Anthony of Padua Province (founded - 1906) formed Our Lady of the Angels Province. It is governed by the Board of Trustees and directed by a School Board composed of lay and religious professionals who oversee the policy and management of the school.

In December, 2014 an effort to raise funds for extensive renovations to the school's outdoor athletic facilities began. Using the theme "Stepping Up Our Game" over 4.5 million dollars was secured leading to the construction of Polian Family Field and the Gacioch Family Athletic Center. Construction took place in two phases. The major component of phase one, Polian Family Field, was completed in September, 2015 and built as a multiuse artificial turf playing surface lined for football, soccer and lacrosse games. In addition, a new eight lane synthetic track complete with jump pits and electronic scoring capabilities was built around the turf field and a new scoreboard was installed.

The focal point of phase two was the construction of the Gacioch Family Athletic Center which was completed and dedicated in May, 2016. This structure is the permanent home of the Fr. Rufinus Niedzwiecki, OFM Conv. Athletic Hall of Fame and prominently

features the Mastrantoni Family Hospitality Suite which overlooks Polian Family Field from the building's second story. This Gacioch Family Athletic Center also houses home and away team rooms, a concession stand, restrooms, an officials room, an outdoor observation deck, an athletic training room, an admissions booth and a filming tower.

In July, 2016 renovations began on the varsity baseball field. Improvements included the addition of dugouts and bullpens, a new infield, new drainage, a new backstop and fencing that enclosed the park as well as the addition of a scoreboard. From its inception, St. Francis High School has been administered and staffed by the Conventual Franciscan Friars of St. Anthony of Padua Province, U.S.A.

School Seal

The Seal of St. Francis High School was designed by the Reverend Henry Kozikowski, OFM Conv. It consists of a shield outlined by a rosary, recalling the devotion to the Blessed Virgin Mary of the Very Reverend Justin Figas, OFM Conv., the founder of the school. The shield is divided by a horizontal cord with three knots, symbolic of the vows of poverty, chastity and obedience professed by the Franciscan Friars. The upper right segment shows the crossed arms of Christ and St. Francis of Assisi, thus incorporating the crest of the Order of Friars Minor. The lower left segment contains two torches, symbolic of knowledge and faith, linked together by the bond of learning. The motto *Deus Scientiarum Dominus* ("God, the Lord of Knowledge"), found at the bottom of the coat-of-arms, borrows the title of the apostolic constitution of Pope Pius XI in 1931 which addressed reforms in ecclesiastic education. The year 1927, surrounding the cross at the bottom, indicates the year in which the first class enrolled at St. Francis.

Philosophy of Education

St. Francis is an independent Roman Catholic college-preparatory school founded and administered by the Conventual Franciscan Friars of Our Lady of the Angels Province; it is staffed by religious and lay men and women. The school's philosophy of education rests in the rich tradition of the Conventual Franciscans, developed since the 13th century, which understands education in terms of an individual's relationship with God, with other persons, and with the world community. Each young man at St. Francis High School is therefore encouraged to seek knowledge of his God, his own personal identity, and his place in the world.

Of primary importance to the Franciscan tradition is the belief in God as the Universal Father of all people, Whose love embraces the individual and is made manifest in the Incarnation. This emphasis on love is rooted in the Gospel of Jesus Christ, which was the central rule of life for St.

Francis of Assisi.

The acquisition of knowledge is only one aspect of Franciscan education. Knowledge of the truth, right reasoning, and good judgement are also essential elements which allow a person to live and love more fully. These qualities are emphasized so as to encourage the student to embrace a realistic preparation for life.

Self-discipline is the foundation of an individual's total development, and enables the student to achieve his goals, by fostering self-esteem and promoting greater respect for others. The St. Francis student is taught to live within the bounds of society and take responsibility for his actions.

Since Franciscan education takes a holistic approach toward the development of the

individual, the student is encouraged to become a more active Christian within society. Therefore, religion, academics, fine arts, athletics, and numerous academic and social activities are all important facets of a St. Francis education.

The ultimate goal of a St. Francis education is the transformation of the student into a true Christian gentleman, who strives to appreciate his God-given talents and gifts, and who develops them to foster a healthy, loving relationship with his God and his neighbor.

St. Francis High School Mission and Belief Statements

St. Francis High School is an independent Roman Catholic, Franciscan, college preparatory school that serves young men of diverse faiths and backgrounds from around the world. Conducted by the Conventual Franciscan Friars, the entire school community works to develop the whole person through academic excellence, religious principles, and a wide variety of extracurricular activities.

Imbued with the spirit of St. Francis of Assisi, we prepare young men to use their knowledge for the good of society and to see God in all people, especially the poor and neglected. We envision graduates who will live the Gospel of Jesus Christ and become leaders who are known by their faith, critical thinking, service to others, integrity, self-discipline, concern for the environment, and an openness to lifelong learning.

We Believe in:

- assisting our students to develop character that adheres to the Franciscan values of faith, humility, compassion and integrity.
- ensuring academic excellence by providing a comprehensive and challenging academic curriculum in a safe and secure learning atmosphere.
- advocating for our students' maximum spiritual, personal and social development through integrated curricular and extracurricular programs.
- providing an exceptionally dedicated faculty and staff and encouraging and supporting their continuing professional and spiritual development.
- maintaining an environment of discipline, structure and accountability to foster the development of responsible young men.
- showing respect and compassion toward all people and respect for all of creation.
 - sharing our God-given gifts by serving others, especially the needy.
 - encouraging our students' involvement in their parishes or other faith communities.
 - encouraging our students' participation in a cross-section of activities that provides opportunities for discovery, creativity and personal growth.
 - involving our students' parents and families, alumni and alumni parents, volunteers and members of the larger community in supporting our academic and extracurricular activities. *May, 2006*

Franciscan Goals and Objectives

In light of the Franciscan philosophy of education and the school mission statement, the Administration and Faculty of St. Francis High School have the following educational goals and objectives for the students:

1. To develop Christian attitudes, proper methods of inquiry and proper work habits so that each student may gain self-esteem and maintain physical, mental, and emotional health, which will lead to religious, moral and intellectual growth;
2. To encourage a respect for nature as a gift from God to be used, developed, preserved

and revered;

3. To develop a family spirit within the school-community, as well as a spirit of brotherhood in the universal community of all people;
4. To provide an eclectic and solid curriculum which meets both the individual needs of the student, as well as the future demands of both the collegiate and business worlds;
5. To encourage prudent and rewarding educational and vocational decisions through counseling and guidance;
6. To instill the importance of personal discipline in the development of personality and character formation, which will lead to respect for order and authority in all aspects of life; and
7. To promote the use of leisure time for beneficial recreation and enrichment of body, mind and spirit, as well as the development of personality.

Franciscan Commitment to Belonging, Dignity, and Respect

In keeping with the Franciscan tradition of care for all people, especially the poor, neglected, and marginalized, St. Francis High School continues to promote and affirm its commitment to belonging, dignity, and respect by creating an environment for our staff and young men which is in line with Catholic Social Principles and inclusive of all. Faithful to the mission of St. Francis High School we want to develop young men of diverse faiths and cultures who are able to use their knowledge for the good of society and to see the goodness of each person. It is our intention to empower our young men to live Gospel values and accept all in the way that we are accepted by Jesus Christ, who fostered respect and love for all.

St. Francis High School strives to create a diverse community where all members are safe, respected, and valued. In keeping with the Franciscan tradition of care for all people: St. Francis High School is committed to *brotherhood*. If our brothers are different from us, we are to treat all persons with dignity and respect.

Amendments

St. Francis High School reserves the right to amend the *Student Handbook*, and any amendments shall be binding upon all students. The administration reserves the right to waive and/ or deviate from any and all disciplinary regulations for just cause at their discretion.

ACADEMIC POLICY

Academic Departments (listed alphabetically)

Business and Computers

English

Fine Arts

Foreign Languages

Mathematics

Natural Sciences

Physical Education & Health

Religious Studies

Social Studies

Academic Referral Policy

Academic Referrals may be submitted to school administration by teachers for students who chronically fail to complete assigned work or who fail to submit major papers or projects. Once an Academic Referral is submitted to the Assistant Principal, a student

will be assigned Academic Detention, and he will have one week to complete the assigned work; during this week, the student will need to report to the instructor who assigned the referral during the Activity Period and/or during the detention period between 2:15-3:00 pm after school until the work is completed. If the student fails to submit missing work at the end of one week, he will receive a zero (0) on the assignments.

Class Attendance

Attendance at all class sessions is required. Students who skip class will be considered truant and are subject to disciplinary action. Class attendance will be recorded every period. Exemptions from classes, examinations, and other required school exercises for the purposes of employment will not be granted. The school year ends on the last day of scheduled examinations for underclassmen and on the night of graduation for seniors.

Course Levels, Placement, and Scheduling

Courses are offered at various levels—College Prep, Accelerated, Honors, Advanced Placement, Dual-Enrollment—to meet the diverse needs of students' aptitude and ability. Student placement will be mainly based on past performance, teacher recommendation, and/or student interest with electives.

The Counseling Department, Department Chairpersons, and faculty play an important part in the placement of students. Every attempt is made to match the incoming students' needs and aptitudes with appropriate courses using past achievements and standardized testing scores.

Current students are placed in course levels for the following year by their teachers in the respective subject area, in conjunction with their Department Chairperson, based on aptitude, achievement, and the school's curriculum guidelines. Students consult with their Counselor in selecting appropriate electives and when requesting a course level change.

The administration reserves the right to refuse to admit students to courses for which they prove to be unqualified. Students who have scheduling conflicts will be placed in appropriate courses at the direction and discretion of the Counseling Department. Once scheduled, students are expected to pursue the course of studies to which they have been assigned. Scheduling changes to accommodate requests for specific teachers or class sections are not permitted.

Course Remediation

Students are informed of course failures by a phone call from their school counselor. A student must make up all course failures (maximum of two) for the current academic year during the summer months. If the course is not offered in any summer school, the Counseling Office will help the student enroll in an online credit recovery program. The obligation of registering for summer remedial work rests with the student. This must be done prior to the deadline set by St. Francis High School.

Curriculum

The following is the general outline for St. Francis students.

Freshmen

Religion: Old Testament & Franciscan Studies
English I: Foundations of Language & Literature
Exploration of Buffalo History & Classical

Civilizations
Biology/Chemistry/Earth Science/
Engineering Essentials
Integrated Math 9

Language I, II (Spanish, French)
Physical Education
Introduction to Computers
Instrumental
Study Management/Honors Seminar
Health

Sophomores

Religion: New Testament & Franciscan Studies
English II: Advanced Language & World
Literature
Turning Points in World History or AP World
History
Chemistry/Earth science/Engineering Essentials
Integrated Math 10
Language II, III (Spanish, French)
Physical Education
Chorus or Studio Art
Instrumental

Juniors

Religion: Morality and Ethics
English III: American Literature & Rhetoric *or*
AP English Language and Composition
United States History: Building a Nation *or*
NUSTEP History
Integrated Math 11
Physics or SUPA Physics
Chorus or Studio Art
Instrumental
Physical Education
Elective (choose one)

Seniors

Religion: Apologetics & the Theology of the
Body
English IV: College Composition & Literature
(Electives)
Economics/Government/ *or* NUSTEP
Government
Physical Education
Senior Seminar
Elective (Choose 3)

Electives

21st Century Literature
Accounting Foundations (Canisius)
Advanced Chorus
AP Biology
AP Calculus
AP Chemistry
AP English Language & Composition
AP English Literature & Composition
AP World History: Modern
Biomedical Sciences & First Aid
Chemistry & Society
College Algebra
Creative Writing (Hilbert)
Computer Applications
Computer Programming
Digital Photography
Drawing & Painting
Film, Journalism
Fundamentals of Entrepreneurship
(Canisius)
Horror in Literature
History of Sports & American Society
Principles of Business
Principles of Management & Marketing
(D'Youville)
Instrumental Music
Introduction to Calculus
Jazz Ensemble
Jazz Improvisation
Language (French, Spanish)
Law in Society
Music Theory
Percussion Ensemble
Pre-Calculus
Sculpture Foundations
SUPA Physics
SUPA Psychology
Statistics (Hilbert)
Studio in Art I
Studio in Art II

Eligibility

Students' academic progress is reviewed every 5 weeks coinciding with the distribution of Progress Reports and report cards.

At the first Progress Report, freshmen and first-year-transfer students failing three (3) courses are placed on academic probation; students on probation may be assigned ineligibility at the next Progress Report if they are still failing three (3) courses. All other students sustain probation with failures in two (2) courses.

Students on probation are required to meet with the teachers of the courses they are failing

either during the Activity Period OR after school. The Assistant Principal and Counseling Office will monitor student progress. A student's eligibility will be reviewed at the next Progress Report. If he is passing his courses, then he will be removed from probation; if he is still failing his courses, then he may become ineligible.

Students who are ineligible are excluded from all sports and extra-curricular participation, for 5 weeks. A student's eligibility will be reviewed at the next Progress Report; if he is passing the required number of classes, then he will become eligible. If an ineligible student is still failing after 5 weeks, he will remain ineligible.

Exemptions from Final Examinations

Students who receive a minimum 95 overall GPA at the end of Semester 2, will be exempt from final examinations in June.

Faculty Availability and Office Hours

Teachers are available daily during the Activity Period (10:24-10:53 am) and are required to be available after school (2:15-3:00 pm) to assist students who need additional review or who need to make-up work due to absence or neglect. Students are encouraged to take advantage of these opportunities for help to improve their grades by communicating with their teachers, coaches, and parents about attendance and transportation arrangements. Students may be able to schedule meetings with teachers prior to the school day at the individual teacher's discretion.

A teacher may require a student to stay after school if the student does not take initiative to seek extra help or make up work in a timely fashion, not as a punishment, but as a measure to ensure the student succeeds in the course.

Family Education Rights and Privacy Act

Under the provisions of the *Family Educational Rights and Privacy Act (FERPA) of 1974*, also known as the Buckley Amendment, student records are confidential. As a private, Catholic school, St. Francis High School is not legally required to comply with this act. However, in choosing to model its policy on the disclosure of student records after *FERPA*, it is the policy of St. Francis High School to limit disclosure of personally identifiable information from educational records to others, unless it has the student's (or parent's/guardian's of minor students) prior written consent. Excluded from this protection is information which has been designated as "directory" information as follows: name, address, telephone listing, date and place of birth, photograph, courses completed or in progress, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors received, and most recent previous educational institution attended. Directory information may be disclosed to legitimately interested parties at the discretion of school administrators unless the student submits a written notice informing the school not to disclose any or all of the above categories. Such notice should be filed with the school's Registrar in the Counseling Office within three weeks of the beginning of each academic year. Students and others who wish specific information regarding their rights of access to the institutional educational records maintained in their names are advised to contact the Director of Counseling Services for details concerning the complete Student Records Disclosure Policy of St. Francis High School.

Final Exams

A specific date and time will be scheduled by the administration for all final exams for all

courses. Testing time for all final exams will be a minimum of 1 ½ hours and a maximum of 2 ½ hours unless authorized for extended time according to an NYS mandated IEP or 504 plan.

Grade Point Average

For each course in which a student receives a percentage (numerical) grade for his performance and achievement, a weighted grade point average (GPA), which reflects the degree of challenge, difficulty, and academic advancement, is also calculated. Weighted grade points are computed by multiplying the grade received in the course multiplied by the corresponding course level coefficient. The weighted GPA is the sum of all weighted grades divided by the number of credits attempted.

Course Coefficients

AP/Dual Enrollment 1.07
Honors 1.05
College Prep 1.00

Grading

Evaluations of students' academic performance is reported periodically, using a numerical (or percentage) grading system in which seventy (70) is the passing grade. Any letter grades will be converted using the following scale:

A+ = 100
A = 96 - 99
A- = 93 - 95
B+ = 90 - 92
B = 88 - 89
B- = 85 - 87
C+ = 84
C = 81 - 83
C- = 78 - 80
D = 70 - 77

Teachers will inform their students regarding the system they will use in computing the semester grades, as it is important that students be aware of how their performance will be evaluated. In general, students should keep in mind that semester grades are computed from class recitations, written assignments, examinations, quizzes, homework assignments, projects, etc., as well as a general manifestation of the student's knowledge of subject matter.

Graduation Exercises

Participation in Baccalaureate and Commencement exercises is earned by seniors who have met the academic and disciplinary standards of the school. A senior who does not meet the academic requirements for graduation or who has not met his financial obligations to St. Francis High School may not participate in the graduation exercises.

Participation in both the Baccalaureate exercises and the Graduation rehearsal are also required in order for a student to participate in the Commencement Ceremony.

Graduation Requirements - St. Francis High School

In order to receive the St. Francis High School diploma, a student must complete his senior year at the school. Furthermore, in addition to the competency requirements

established by New York State and participation in the Franciscan Service Learning Program, St. Francis High School requires the following academic accomplishments for graduation:

Religious Studies	4 units
English	4 units
Social Studies	4 units
(including 1 unit of American History & Government and 1 unit of Economics/Government)	
Natural Sciences.....	3 units
Mathematics.....	3 units
Foreign Language.....	2 units
Physical Education.....	2 units
Health.....	½ unit
Fine Arts (Music/Art)	1 unit
Freshmen Seminar	¼ unit
Senior Seminar.....	¼ unit
Electives.....	<u>3 units</u>
Total =.....	27 units

Honors

For each marking period and for the year as a whole, academic honors are awarded to students who have shown outstanding scholastic achievement. Honors, which require passing grades in all subjects, are determined on the basis of the student’s weighted Grade Point Average as follows:

- First Honor Roll** 95-100+
- Second Honor Roll** 90-94.99
- Merit Roll** 85-89.9

Passing Grade

Students earn credit at the completion of a course with a minimum grade of 70 percent. The final grade for a course is computed cumulatively, including two semesters and final assessments as follows:

- 1st semester grade 40%
- 2nd semester grade 40%
- Final Exam 20%
- Total = 100%**

Permanent Records

A permanent record of each student’s academic achievement and attendance is maintained in the school’s Counseling Office. Records of recent graduates are stored in fire-proof vaults; records are converted to microfilm for long-term storage in multiple locations. Students may obtain a transcript of their permanent record through the Registrar in the Counseling Office by written request.

The content of a student’s permanent record is as follows:

1. Listing of regular courses with final grades;
2. Final grade point average for each academic year;
3. Cumulative grade point average for four (4) years;
4. Listing of summer session courses and final grades; and
5. Date of graduation

Rank In Class

Rank is calculated only for internal, school use. St. Francis High School does not report rank unless specifically requested by a student or parent.

Report Cards

Report cards are electronically available at the end of each semester during the school year, generally within one week of the end of the marking period as indicated on the school calendar. The report card is a cumulative record of the student's academic performance for the current year. It includes all grades earned, attendance data, teacher comments, and grade point average for the current reporting period.

Schedule and Course Changes

A student may change a course or level, upon the recommendation of his counselor, only before June 20th prior to the beginning of the academic year. After that date, a student may not change a course or section under any circumstances.

Semester Academic Review

At the end of Semester 1, freshmen and first-year students who are failing four (4) or more credit units of their course load, and all other students with three (3) or more unit failures, **may be dismissed from St. Francis High School.**

At the end of the academic year, any student who failed three (3) or more subjects (partial or full unit courses) of his course load may not be promoted to the next year of his course of studies; he **may be dismissed from St. Francis High School.**

Students who, at the end of the academic year, fail fewer than three (3) subjects **must attend summer school** and obtain passing grades in those subjects in order to be promoted to the next year.. If he fails to do so, he will be **required to transfer** from St. Francis High School.

Testing Program

The Department of Counseling Services coordinates all standardized testing programs for students at St. Francis. Test dates will be listed on the school calendar.

The costs for these tests are included in yearly student fees.

Preliminary Scholastic Aptitude Test (PSAT)

National Merit Scholarship Qualifying test (NMSQT).

The costs for these tests are the responsibility of the student..Failure to appear for any of these tests results in the forfeiture of the testing fee.

Scholastic Aptitude Test (SAT-I)

Advanced Placement

The Counseling Department retains the results of these tests for each student. These files serve as an important resource for the evaluation of each student as he progresses through the school. They are a part of the criteria for the student's academic placement into course levels.

The student receives his set of scores, and, in most cases, an accompanying explanation of the respective scores with necessary information for interpretation of these scores. Each student is instructed as to the significance and mechanics of each test before and after the test

is administered.

Parents should follow the academic progress of their son, and students should review the testing results with their parents. Parents can obtain information or clarifications regarding these tests by calling the Counseling Office.

Tutoring

Students having difficulty in a course should seek help from the teacher of that course. Additional support can be provided through The National Honor Society and Paduan Scholars Program in the form of tutoring. These tutors will be recommended by the faculty based on their competence in a given subject area. Any student's School Counselor can also assist him in looking for local or online tutoring services if needed.

SCHEDULE - ATTENDANCE

Regular Class Schedule (40 minute periods)

Warning Bell 8:05

First Period 8:10 - 8:53

Second Period 8:57 - 9:37

Third Period 9:41 - 10:21

Activity Period/HR 10:24 - 10:53

Fourth Period / First Lunch 10:56 - 11:19

Fourth/Fifth Period 10:56 - 11:36

Fifth/Sixth Period 11:23 - 12:03

Sixth Period / Second Lunch 11:40 - 12:03

Sixth/Seventh Period 11:40 - 12:20

Seventh/Eighth Period 12:07 - 12:47

Eighth Period / Third Lunch 12:24 - 12:47

Ninth Period 12:51 - 1:31

Tenth Period 1:35 - 2:15

Afternoon Announcements 2:15

Teachers available for consultation 2:15 to 3:00

Club meetings, activities 2:45

Library research

Inter-scholastic & Intramural Sports 3:00

Comprehensive Attendance Policy

Attendance

Consistent attendance is integral to a student's comprehensive mastery of course material and his connection to his school community. Consistent attendance supports the development of responsible work habits and ethics that will help prepare students for their future. Recording and tracking of student attendance is *mandated* by New York State Law. In an effort to encourage consistent attendance and communicate attendance patterns to individual students, parents/ guardians, and school personnel the school follows the policies listed below.

The following policies should be noted:

1. Classrooms will be opened at 7:55 a.m. The warning bell will sound at 8:05 a.m. Attendance will be taken in first period class at 8:10 a.m.
2. Anyone entering a first period class after 8:10 a.m. is tardy. Students arriving at school after the 8:10 a.m. bell must report to the Main Office. Excessive lateness will be handled as a discipline matter (see Tardiness).
3. If absence is necessary: an electronic attendance note from the parent or guardian is required before 8:10 a.m. of the day of absence. Attendance notes can be submitted in advance of the date of absence. **Electronic notes can be found on the school website: www.stfrancishigh.org under the Parent Hub header. Select "Attendance Note" and click "Submit."** Failure to provide an electronic excuse as outlined above on the day of the student's return will result in him being assigned detention the following school day.
4. Since consistent attendance is integral to the student's comprehensive mastery of subject matter, excessive absence is to be considered a serious matter. Even if occasioned by illness or other legitimate reason, absence in excess of 25 days may be at risk of not being promoted to the next year of his course of studies. School-related absences do not count towards this total.
5. According to the state mandate, period-by-period attendance will be taken.
6. Truancy and illegal absence are disciplinary matters and will be treated accordingly.
7. During a prolonged illness, parents are urged to notify the Counseling Office to arrange for class assignments.
8. Between his arrival in the morning and dismissal, any student leaving the school premises without permission will be considered truant and liable to disciplinary action.
9. Any student absent from school, arriving after 10:00 a.m. with an unexcused tardy, or sent home by the nurse, is ineligible to participate in any sport or extra-curricular activity for that day.
10. A student who arrives at school after 10:00 a.m., or who departs on early dismissal before noon is considered one half-day absent. Any student who is tardy after the beginning of first period must provide an electronic note from his parent/guardian that day. If a student is tardy, then he must sign in at the Main Office. If the student cannot submit a legitimate excuse on the day of the tardiness, he will be assigned detention the following school day. This policy is in place to assist the school in fulfilling its legal obligations to New York State, which requires an excuse be on file for each tardy.

Communicating Attendance Patterns

The attendance officer will contact the parents/guardians of any student who is absent from school without prior notification regarding that absence.

Once a student has 5 unexcused tardies, parents will be notified by mail and every subsequent unexcused tardy will result in detention the following school day. Once a student receives in excess of 20 days or more full day absences, parents are notified in writing and informed of the school's requirements to earn course credit. Parents/Guardians will be notified of total absences and tardies each semester, which will be reported on the student's report card.

Early Dismissal

Permission to leave school early should be requested for serious reasons, e.g. court appearance, doctor appointments, etc. **If a student is released to go to the doctor, dentist,**

court, or hospital, a note from the health care professional or court official verifying the appointment must be submitted upon his return in addition to the electronic note from the parent/guardian.

Procedure for Early Dismissal:

An **electronic note** must be submitted by 8:10 a.m. on the day of the early dismissal.

A parent/guardian **phone call** to the Main Office by 8:10 a.m. the day of the dismissal is **REQUIRED**.

Students will receive a pass from the Main Office in the morning, and students are **REQUIRED to Sign Out** in the Main Office when leaving campus.

Parents/guardians are encouraged to schedule all appointments outside of school hours.

Excused/ Unexcused Absences

An *excused absence* is any absence which by necessity or emergency prohibits the student from attending school, such as illness, medical appointments, court appointments, family, or weather emergencies. Such absences must be reported by a parent/guardian to the Main Office Attendance Officer, and verified by an electronic note. An *unexcused absence* is an absence by a student verified by a parent or guardian related to personal reasons, such as travel, family vacation, out-of-season sports, and non-scholastic sports.

Emergency Closings and Delayed Openings

When weather conditions or other unforeseen circumstances warrant either the closing or delayed opening of school, students should reference major TV networks, radio stations, media websites, and the school website for information regarding school closings and delayed openings.

1. If Frontier Central School District is closed, St. Francis High School will also be closed.
2. If Frontier does not close, but it is determined that conditions here at St. Francis High School are hazardous, St. Francis will make a special announcement regarding the closing major TV networks, radio stations, media websites, and the school website.
3. In the event that a delayed opening is being announced for Frontier due to inclement weather, St. Francis High School will also be delayed in opening.
4. Once school is in session, decisions to dismiss early will be made by school Administration.

Tardiness

As a part of the educational process, students must learn the importance of being prompt. Future employers, when requesting recommendations, place great weight on the student's attendance records, i.e., the total number of days late and absent for the four years. St. Francis High School, therefore, maintains a rigorous policy regarding tardiness.

Any student who is late and does not have a valid excuse, **which is to be determined by the administration**, will be reported to the administration. Legitimate and valid reasons (e.g. doctor's appointment, court appearance, funeral, weather, accident) for a student's tardiness must be substantiated, in writing, by a note from the student's doctor or parent/guardian.

If a student is tardy, then he must sign in at the Main Office and his parent/guardian must

submit an electronic note. If the student cannot submit a legitimate excuse on the day of the tardiness, he will be assigned detention the following school day.

After five (5) unexcused tardies, a letter will be sent home informing the parents/guardians of the student's excessive tardiness. **Once a student has 5 unexcused tardies, parents will be notified by mail and every subsequent unexcused tardy will result in detention the following school day.** If this action does not help curtail a student's lateness, more severe penalties may be imposed. In the event that the excuse is transmitted by phone on the day of the lateness, a written excuse by the caller must be presented the following day. A student who arrives at school after 10:00 a.m. is considered one half-day absent; the reporting requirements for an absence are to be followed. Excessive tardiness (lateness) may necessitate a conference with parents/guardians, and will be considered at the year end conduct evaluation.

Post-Secondary School Visits

Seniors are permitted to make two post-secondary school visits, and Juniors are permitted one. The following procedure is to be followed by students requiring such visits while classes are in session:

1. Students must complete the "College Visitation Request Form", available in the Counseling Office. This form must be signed by the students' parents/guardian and returned to the College Counselor no later than the day before the visit.
2. If approved, the College Counselor will sign off on the College Visitation Request Form and submit the form to the Attendance Officer.
3. Parents/Guardians must submit an electronic note regarding the absence by 8:10 am on the day of the college visit.
4. If any of the above steps has not been fulfilled, the absence will be considered unexcused.

Truancy

A student will be considered truant from school if they are absent from school without the consent of a parent or guardian or if a student does not report to a classroom or designated area of the school when required by his course schedule.

STUDENT LIFE

Assemblies

Assemblies in the theatre are a scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide an alternative means of acquiring knowledge and experience, as well as an opportunity to understand the appropriate times to listen, respond, and participate as a formal (and sometimes informal) audience. The student body is expected to be respectful, courteous, and appreciative. Performers and speakers are very conscious of the audience; therefore, talking, whispering, whistling, stomping of feet, booing, and disruptive noises are discourteous and distracting. Also speakers may be invited guests and our audience may consist of families, alumni, and students from other schools; it is imperative that our guests feel welcomed and our students represent themselves as St. Francis Gentlemen.

1. When instructed, students are to proceed to the assembly quietly and promptly with their homeroom teacher
2. Students are not permitted to go lockers.

3. Cell phones and personal belongings must be left in the homeroom.
4. Students will be seated in designated sections with their homeroom teachers for all formal assemblies.
5. Lavatory use during assemblies is discouraged and will only be permitted in the case of emergencies.
6. The student body should come to order immediately when directed
7. Courtesy to neighbors and performers alike is expected.
8. Applause should be generous, courteous, and appropriate
9. Students are not to leave the assembly until dismissed.
10. Students must report directly to the location to which they are dismissed.
11. Students found in any area of the school or on school grounds other than the designated, expected location will be subject to disciplinary action.

Co-Curricular Activities

Each student is encouraged to participate in one or more co-curricular or extra-curricular activities, to take advantage of the full high school experience. Various athletics, arts, clubs, organizations, and activities are offered to meet students' interests, talents, and curiosities. Once committed to an activity, the student owes it his best efforts, not only to the benefit of the activity, but also to himself.

With regard to student participation in extra-curricular activities and athletics after dismissal, the following procedure will be followed:

1. Practice sessions for Intramural & Inter-Scholastic sports will not begin until 3:00 p.m.
2. Students should advise their coaches during the school day of a meeting with a teacher or a club scheduled for after school.
3. Moderators will allow students to leave no later than 3:00 p.m. If further meetings are necessary, arrangements should be made for meeting on other days.
4. Club meetings should not be extended beyond 3:00 p.m.
5. Students attending meetings or meeting with a teacher for academic reasons must have a pass from the moderator or teacher if reporting to an athletic practice late.
6. Extra-curricular participants fall under the jurisdiction of academic ineligibility.

Dances and Student Socials

To be admitted to St. Francis, school-sponsored dance one must present a valid photo I.D. and pre-purchased ticket .A St. Francis student may sponsor a maximum of 2 female guests and 1 male guest from another school. Sponsors must be present with guests for the duration of an event. Guests must be enrolled in high school, have a ticket purchased ahead of time, and submit a permission form signed by an administrator at their high school.

St. Francis students are responsible for their actions and for their sponsored guests' actions. St. Francis students will be liable to disciplinary action for any violations of the Student Handbook policies while in attendance. Students on Disciplinary Probation are only permitted to attend school dances or socials if given special permission by the Dean of Students and approved by the Principal.

Field Trips

Educational field trips and school excursions are scheduled throughout the year for students. *Permission Forms* provided by moderators or teachers must be completed by a parent or guardian and returned to the faculty member in charge. These forms will contain information about dates, times, locations, costs, and supervision. An additional form is required if personal transportation will be used.

The Administration may deny permission for students to attend a field trip or school excursion for reasons including but not limited to excessive absenteeism, academic ineligibility, and disciplinary probation. In general, no field trips will be scheduled two weeks prior to the end of either semester.

House System

In the Fall of 2023, the administration of St. Francis High School unveiled an exciting initiative known as the "house system" that marked a significant milestone in the evolution of St. Francis' vibrant campus community. Designed to foster fraternity and a sense of belonging, the House System at St. Francis organizes its student body into smaller, interlinked communities known as "houses." Each house is a microcosm of the school's diverse population, comprising students from all grade levels. Each house is named after a Franciscan saint and is marked by a particular virtue that embodies the school's founding pillars of Humility, Excellence, Respect, and Fraternitas. This next chapter in St. Francis' history reflects the school's commitment to overall student enrichment, infusing our campus with enthusiasm, and fostering more opportunities to build our community together.

School Spirit

School spirit takes a variety of forms and is essential to our brotherhood and camaraderie. St. Francis students are expected to cheer loudly, respectfully, and positively in support of their brothers during athletic competition, and show grace toward their brothers and our opponents win, lose, or draw.

Student attendance at and participation in fine arts events, campus youth ministry, school service, and scholastic competitions is equally vital to the healthy morale of the school. Volunteering time and service for events that support or promote St. Francis High School such as Open House, Justinian, New Student Orientation is the ultimate show of school spirit. We foster school spirit as a means of developing positive attitudes about ourselves and others.

Senior Privileges

The Principal **may** grant Seniors certain privileges in the course of the school year. The Principal may consult with the House Student Leaders regarding potential privileges if earned. Leadership, good behavior, strong school spirit, and overall cooperation with faculty, staff, and administration will be considered. The Principal and Assistant Principal reserve the right to cancel or temporarily suspend any privileges in whole or in part, either for individuals or the entire class, if situations or circumstances require a resetting of expectations.

Campus Ministry Program

The Office of Campus Ministry serves to further the Mission of St. Francis High School. It works to develop the whole person of every member of the school community, by safeguarding our Catholic and Franciscan identity. Campus Ministry seeks to provide the entire school community opportunities for the deepening of faith and the development of a spiritual life.

Striving to animate the spiritual life on campus, The Campus Ministry ministerial program focuses on four major areas; liturgical and sacramental life, student groups, retreats, and service-learning.

Morning Mass is offered daily on official school days in the Chapel at 7:20 a.m.. Mass is celebrated by the entire student body twice every month—once in the auditorium together and once in various locations on House System Days. An opportunity to participate in the Sacrament of Reconciliation is provided twice each year: once at the start of the academic year, and once during the season of Lent. Various additional liturgical events take place throughout the academic year, including the traditional Franciscan practices of *Transitus*, *Greccio*, and Stations of the Cross.

For the development of greater spiritual values and habits, students may become members of Franciscan Youth Ministry (FYM). FYM plans a variety of spiritual-focused activities throughout the year; activities include hikes, service projects, social outings, and Pro-Life advocacy.

At the end of their Sophomore year, students will be able to apply for junior and senior vicars, as well as house chaplains at the end of their sophomore and junior years, respectively. Class Retreats are considered an integral part of formation in our Franciscan tradition identity, and therefore are mandatory for all students. Retreat experiences for all grade levels are scheduled during the school year, taking place at retreat centers around Western New York.

Franciscan Service-Learning Program

We become the best versions of ourselves through service to others. Since St. Francis High School believes strongly in the formation of the entire person, importance is placed upon developing the spiritual as well as the intellectual, artistic, and physical lives of our students. In teaching Catholic values from a Franciscan perspective, we believe that no gift is for the individual alone. We instill in students a willingness to share their God-given talents in a spirit of fraternity, a desire to extend the bonds of brotherhood built on campus out into the wider community, and a sincere love for the poor.

Through the Franciscan Service-Learning Program, every member of the student body participates in experiences of service, designed to progressively introduce students to a variety of ways to use their talents in service to their school and the community as they develop a lifelong commitment to the works of mercy. Students participate in a required minimum number of service experiences, based on their year in school. The yearly requirement builds in amount and intensity of service.

Students receive pre-approval for their selected service experiences from the Campus Minister and/or Religion teacher, and complete a Franciscan Theological Reflection after each service experience.

Participation in and successful completion of the program, indicated on the report card by a Pass/Fail grade, is required for a student's matriculation to the following year and a requirement for graduation for seniors. Specifics of the program (e.g., forms, suggested service experiences) can be found through the "Franciscan Service-Learning" link of the Campus Ministry page on the school's website.

Health Office

Health and safety are important phases of an educational program. The school nurse is willing to be of assistance whenever and wherever she can. Any communicable disease, injury, serious illness, hospitalization or accident is to be reported to the school nurse.

If a student becomes ill during class, he must obtain a pass from the teacher in charge to go to the Health Office. Any work due for that class should be turned in to the teacher before leaving for the Health Office. If the student is too ill to return to class, arrangements will be made for his return home. Students should not ask to go to the Health Office to avoid taking tests or to avoid consequences for not having homework or projects completed. No student is allowed to call home on his own as this will be taken care of by the school staff.

New York State Education Law mandates and school policy requires all incoming freshmen, transfer students and students who will be sophomores to have a **physical examination** for the new academic school year. Incoming freshmen and transfer students must have a medical (physical) form completed by their own Primary Provider (MD, DO, NP or PA) and returned to the Health Office. Students who will be sophomores may have their own primary provider conduct this examination, using forms from St. Francis High School. In accordance with the law, the Frontier District nurse practitioner will provide the physical examination for sophomores who do not return the form. A parent or guardian may be present at school during the examination with advance notification so a time can be arranged.

New York State requires an updated yearly physical be performed on all students participating in an interscholastic sport. This physical can be performed by the students own primary provider, the school's doctor, or the Frontier School District Nurse Practitioner.

ACCIDENTS — It is of utmost importance that every injury, no matter how small or trivial, be reported, and an *Accident /Injury Report* filed. This pertains to any injury that occurs on school property or during a school-sponsored event off campus. Any student who has an accident resulting in injury should be immediately brought to the Health Office.

MEDICATION — When it is necessary for a student to take medication during school hours, the following procedure shall be followed:

1. Before medication is provided to a pupil by school personnel, the school nurse must receive a written statement from the student's physician which indicates the frequency, dosage and method of administration of the prescribed medication. The request from the doctor must be accompanied by a request from the parent to administer the medication as specified by the student's physician. The request from the doctor and from the parent shall be kept in the health office of the school nurse. All medications will be locked in an appropriate cabinet in the health office.

2. If a parent requests that a student receive medication during school hours, the medication in its original container shall be brought to the school by the parent or guardian. When filling prescriptions, parents should request two containers for home and for school. The medication shall not be brought to the school by the pupil.

Notes: 1. Asthmatics, diabetics and those with anaphylactic conditions may carry/self administer specific medications such as Albuterol Inhaler, Diabetic Emergency Kit or an Epi-Pen with Doctors orders. Parents must inform the school nurse as soon as possible if this condition applies to your son. 2. Any student diagnosed with COVID who remains out of school for a period longer than the normal excused period; or has experienced severe or unusual symptoms; or has been hospitalized **must** have a primary provider's clearance before returning to school, physical education or athletics.

Any changes in your son's medical history should be reported to the school nurse. Your son's health care provider should update any changes to his medical history on the physical form. All medical conditions, injuries, illnesses and allergies should be shared with the school nurse in order to best meet your son's needs while in school.

Temporary Disabilities

Students, who cannot use the corridors or stairwells because of medical reasons may be assigned to the Library. Teachers, informed that the student is in the Library, provide work for the student and make every attempt to see the student each day as their schedule allows.

Counseling Office

The Counseling Office contains offices for the respective counselors as well as the Registrar. It is also a place where students can research information about colleges, trade schools, careers, scholarships, and financial aid. There are resources available through the office and school counselors to assist students through their college or career search.

The Resource area may be used by a student during his lunch period provided a pass has been issued by his counselor. Requests for passes should be made before homeroom. Under no circumstances is food or drink allowed in the Counseling Office.

The major services and goals of the Department of Counseling Services are as follows:

1. provide counseling to help with educational, moral, personal, vocational, and social development
2. hold conferences with students, parents/guardians, teachers and outside resources, if necessary, concerning student progress.
3. conducts group counseling classes.
4. explains the curriculum to students for the following year. Curriculum meeting and explanation is held for incoming freshmen and their parents/guardians. Scheduling interviews are held for upperclassmen.
5. conducts all testing programs.
6. assists students in their selection of and application to college and/or technical school.
7. assists students in investigating and obtaining scholarships and financial aid for a college or technical school.
8. offers assistance in job placement searches.
9. maintains and processes all permanent records of students and graduates.
10. assists students with any information they might need in finding and registering for their own summer school arrangements.

Counseling Appointments

A student can request an appointment with his counselor directly through his counselor or through the Registrar. The counselor will schedule an appointment and issue a pass to the student as soon as possible. Counseling passes will be assigned using SMARTPass. If a major test or quiz has been scheduled at the same time as the appointment, the student must notify the Counseling Office immediately so the appointment can be rescheduled. When a student has a Counseling appointment during a class period, he should inform his teacher before the beginning of the period. At the appointed time, the student should quietly leave the classroom and proceed directly to the Counseling Office. At the end of the appointment, the counselor will sign the pass, re-admitting the student to return directly to class.

The student is free to request an interview from any counselor if he wishes to discuss non academic matters. For all *academic* matters, however, (course failures, study conflicts, etc.) the student is requested to seek an interview with his assigned counselor. Parents/guardians may request an interview with any of the counselors by calling the

Counseling Department for an appointment.

Counseling Resources

St. Francis High School maintains a relationship with counselors from the Erie County Council for the Prevention of Alcohol and Substance Abuse (ECCPASA). These counselors are available to assist students during the school day. Students may be referred to the ECCPASA Counselor by a school counselor or school administrator. ECCPASA counselors provide early intervention, informational and prevention counseling related to alcohol and substance abuse. Students being referred to a ECCPASA counselor would be informed that the content of their sessions will be shared with their Counselor, but would otherwise remain confidential. ECCPASA counseling sessions will not become part of a student's educational record.

Parents or guardians who do not want their son referred to a ECCPASA Counselor must decline this service by completing the appropriate form. This form will be distributed by the Counseling office at the beginning of the school year.

Transcripts/Records

A transcript is an official copy of a student's educational record and, as such, its release is governed by school policy which conforms to the *Family Educational Rights and Privacy Act (FERPA) of 1974*. Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the Counseling Office by completing a *Transcript Request Form*. There is a 7 school day turnaround time after a student has submitted their Transcript Release Form to the Counseling Office.

As required by New York State law, St. Francis High School maintains Health Records (immunization records, major accident reports) until the student reaches the age of twenty seven. A copy of this record may be obtained at the school's Health Office.

Transfer to Another School

If a student has decided or is directed to transfer to another school, he must obtain a *Student Transfer Records Release* from the Counseling Office. This form must be completed and returned to the Counseling Office before any records can be released.

No transcript or grades will be forwarded to another school until all financial obligations to St. Francis High School have been met, Chromebooks returned to I.T., athletic equipment has been returned, and all state-loaned textbooks are returned to the Textbook Coordinator.

Working Papers

Application forms for working papers may be obtained from the school nurse in the Health Office. The form must be taken to the senior high school of his local district to obtain the working papers.

Family Illness or Death

Parents/guardians should notify the school office about a serious illness or injury to the student or any member of the student's immediate family. This includes parents, brothers, sisters, and grandparents. If the individual is hospitalized, please inform us of the name of the individual, the hospital, and room number.

Likewise, in the event of the death of an immediate member of a student's family, we would also appreciate being notified before texting or calling your son. Every attempt will be made to be at a student's side if/when such information is transmitted. Students should consider it their responsibility to keep us informed about their immediate family.

Parking

All students must register their vehicles with the Main Office and are required to have a St. Francis High School parking sticker on each vehicle that they intend to drive to school. The parking sticker must be displayed in the bottom left corner of the rear window.

Students are not permitted to go to their vehicles during the school day. All necessary items (e.g. books, lunches, etc.) should be brought into the building upon arrival. Students and others use the parking lot at their own risk and the school assumes no responsibility for lost, stolen or damaged property. Valuables should not be left in parked cars.

The speed limit on the school parking lot is 10 m.p.h. at all times. Parking is prohibited in the spaces reserved for visitors or other individuals, and any areas not indicated as parking spaces by yellow stripes.

Valuables and Personal Property

Students are cautioned not to bring large sums of money or other valuable items to school, and if they wear glasses, watches, or jewelry to keep track of them at all times. Students, not the school, are responsible for their personal property including personal electronic devices such as cell phones, computing, and personal music devices. If it is necessary to bring more money than needed to pay for lunch, students should leave these funds at the Main Office for safe keeping; excess funds should not be left in lockers or bookbags.

Video Surveillance

To assist in providing a safe, secure, and orderly environment for students, faculty, and staff, the St. Francis High School installed video surveillance throughout the campus. This video surveillance is stored for a limited time on campus and may be used to investigate cases of vandalism, theft, or other misconduct that may occur on campus.

FACILITIES

Student Waiting Area

Room 1A, on the first floor of Justin Hall, has been designated as the location where students may wait for rides home after school hours. While there is no direct adult supervision, the room is under camera surveillance. Students are expected to act reasonably and responsibly while waiting in this room. The rules and regulations for the use of the Student Waiting Area follow:

1. The room is open only after school. Students are not to congregate in this room before school or during school hours.
2. The room is to be used as a waiting area. Students are free to do homework, read the newspaper or just hang out.
3. It is expected that since this room is being provided for their comfort the students will take care of it. Likewise, since it is provided for students when they are here after school hours, there will be no direct supervision. If there is evidence that students' behavior is unacceptable or that they cannot take care of this area, the Student Waiting Area will be

closed down.

4. Students are to keep the area neat and clean. Trash is to be thrown away. Newspapers, etc. are not to be strewn around the room, chairs are to be placed under the tables, etc.
5. Students should clean up any spills they make. Empty bottles and garbage should be deposited in the proper receptacle. Open containers are not to be taken to other parts of the buildings.
6. Students should not leave their belongings in the room unattended. Students are responsible for the care of their book bags, phys. ed. items, clothing, etc.

Gymnasium

The Gymnasium is not an open gym or a community center; it is primarily intended for use by the Athletic and Physical Education Departments. Therefore, students and others do not have free access to the building or its facilities for other purposes. Unless participating in their scheduled classes, students are not permitted in the gymnasium or locker rooms during the school day without the express permission of a faculty member.

Any student who wishes to use the Gymnasium for activities must be supervised by a faculty or staff member who has the permission of the Athletic Director or Principal to use the facility. Tennis shoes or sneakers must be worn in the gymnasium. The facility is to be left in a clean and orderly state.

Elevator

Students are not permitted to use the elevator in Justin Hall during the school day unless given a medical exemption from the Health Office due to an injury or health condition. Students who cause the elevator to "emergency shutdown" or use the emergency call feature for inappropriate reasons will face school disciplinary action and will be responsible for paying the \$750 elevator maintenance fee along with any other fees or costs incurred by St. Francis High School to the elevator company for the maintenance, resetting, and calibrating of the elevator due to the students misbehavior.

Lockers

Each student is assigned a locker for the safekeeping of his books, lunch, and personal items. While the locker is allocated for the student's use, it remains the property of the school. The Administration reserves the right to inspect lockers periodically. It is the student's responsibility to see that his locker is kept locked and in order at all times. Each student may use only the locker assigned to him, and only official school locks, which must be purchased at the school's Campus Store, may be used on the lockers. Tampering with another's locker is strictly prohibited and giving combinations to another person is strongly discouraged. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. The cost of repairs for damage caused by misuse or abuse of a locker will be charged to the student's account.

Lockers should be cleaned on a monthly basis. They are to be cleaned out completely and left open on the last regular school day prior to Christmas, Easter, and summer vacations. Failure to do so may result in a cleaning fee.

Lavatories

The lavatories are for student use and not abuse; therefore, students are expected to keep them clean. Loitering, smoking, vaping, writing on walls, or damaging the facilities in any way will result in disciplinary consequences.

Library

The library at St. Francis High School is dedicated to Dr. Leo M. Michalek, Sr. As an integral part of classroom learning, the library is open to students and faculty for the purpose of study and research. The library moderator is charged with assuring that an atmosphere conducive to such endeavors be maintained. Therefore, the seating capacity may be limited and students demonstrating inappropriate behavior will lose their privilege to use the library.

Materials are selected to support the school's curriculum and to encourage recreational reading with a collection of fiction and nonfiction books regularly required for class or typically falling within the interests of students on a high school and college reading level. Rules and regulations governing the use of all library materials and the conditions under which they may be used in the library and circulated for home study are set by the librarian.

Library materials lost, damaged or removed without consent will result in financial penalties. Cost of materials and replacement fees will be assigned by the librarian. Generally books may be kept for a period of two weeks with renewals possible if needed. Books or special reserve materials may be held for overnight use returning them the following morning. Overdue books incur a fine of five cents per day including Saturdays and holidays.

Library orientation and effective library skills are incorporated into many courses at the beginning of each school year. Students are encouraged to use the library for research and study..

Students are not to receive a pass to the library from any teacher except by prior arrangement with the library moderator. Students who desire to use the library during lunch periods are required to register with the library moderator by the beginning of 3rd period. Students must remain in the library until the end of the lunch period.

Arrangements for library passes for varsity athletes to study and do research during physical education periods must be made on a daily basis prior to the first period. Varsity athlete status is not an automatic admission to the library during physical education classes. Library use is a privilege and passes are given at the discretion of the librarian. All students must sign in and sign out of the Library.

Lost and Found

Any items that are found should be turned into the Main Office in Friars' Hall. Students who lose items should check for them in the Main Office as well as in their individual classrooms.

ACCEPTABLE USE POLICIES FOR COMPUTER NETWORK AND INTERNET SERVICES

St. Francis High School is pleased and proud to be able to offer a variety of technological equipment and services for use by students, faculty and staff. These technology and information services are intended to support and enhance the spiritual and educational mission of the school. At all times, users are expected to maintain and conduct themselves according to the high standards of behavior established by St. Francis High School and supported by their families and in accordance with the Discipline Policy of the *Student Handbook*.

Access to this equipment and services is a privilege, and may be withdrawn from those individuals who choose to violate these policies. Furthermore, if circumstances warrant, disciplinary action may be taken by the school at the discretion of the Administration in accordance with the Discipline Policy in the *Student Handbook*. If necessary, law enforcement agencies may become involved.

Supervision and site filtering software will be used by the school to control access to Internet sites and material that the school may deem objectionable. Although attempts will be made to screen Internet materials, it should be noted that offensive matters may elude these controls. If a user mistakenly gains access to inappropriate information, he/she shall have the duty, responsibility and obligation to immediately inform a member of the faculty or the system administrator.

In addition, each student shall adhere to the following rules:

1. Students will employ only the software and services provided by St. Francis High School (SFHS) on school equipment. Students will not install software of any type, nor will they alter or destroy the established configuration of the school's computer system without the explicit permission of the system administrator.
2. Students will observe the Copyright Laws of the United States with regard to the installation, copying and duplication of copyrighted materials and software.
3. This equipment will not be used for commercial purposes (buying and selling of goods/services).
4. Students will not employ any of the technology equipment at SFHS to obtain, download, send, print, display or gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
5. All students must refrain from any form of personal attack toward any other individual or group, including, but not limited to, obscene, threatening, disrespectful, or inflammatory language or images. This includes but is not restricted to all social media during or outside of school hours.
6. Students will respect the privacy and rights of others. They will not disclose personal information about themselves, of other students or faculty through the school's network. They will not try to learn others' passwords or gain access to their personal materials. However, it should be noted that system administrators will have access to all files and will make files available to the administration of the school upon request.
7. Students will not use the computer equipment for non-academic activities when

others require these resources for academic purposes.

St. Francis High School makes no guarantee that the services offered by this equipment will be error free or completely without defect. Therefore, St. Francis High School will not be held responsible for problems related to the loss of data, interruption of services or deliveries, and takes no responsibility for the accuracy or quality of the information obtained from the Internet via this network.

DISCIPLINE POLICY

Introduction

The St. Francis student is to be a gentleman at all times. He is always courteous, respectful, and obedient; vulgar or obscene language is unacceptable. Students are expected to use proper titles (Father, Mister, Miss, etc) when speaking to a Faculty or Staff member. St. Francis students should be sensitive to the reputation of St. Francis High School in the local community and refrain from any form of public misconduct or illegal behavior that will tarnish their own reputation and that of the school. Any reports made to school administrators of student misconduct or unacceptable behavior are liable to disciplinary action.

The Dean of Students will handle discipline in conjunction with involved teachers, the Principal, and if of a serious nature, the President. The Dean of Students will help to coordinate the orderly operation of the school and the enforcement of the St. Francis Student Handbook. Appropriate consequences will be assigned to modify behavior when necessary and all students will fulfill those obligations. All students are expected to serve disciplinary consequences when assigned. All students are expected to accept accountability for their actions. Parental cooperation is essential for any system of discipline to work effectively.

St. Francis faculty and staff are committed to providing safe, positive, and respectful learning environments for all parts of school and student life including classrooms, hallways, SDR, liturgies, assemblies, sporting events, etc. by enforcing the rules and regulations of the student handbook.

Policies

Academic Integrity

Honesty and integrity are crucial aspects of a young person's moral development. Consistent with the goals of this school, such academic integrity is expected of all students. Since the grades issued to a student are reflective of his personal academic progress, any student found **cheating** will be given a zero. This includes **plagiarism and use of artificial intelligence**. Plagiarism is common and often misunderstood. We are dedicated to helping our students understand the various forms of plagiarism that exist to prepare them for college.

Plagiarism can be accidental or deceptive. Accidental plagiarism provides instructors with a teaching opportunity to clarify any misunderstandings about using original work or properly citing sources. Deceptive plagiarism is a deliberate attempt by a student to earn

credit for ideas and writing that does not belong to them. There are various reasons students choose to do this: procrastination, lack of confidence in their own work, failing to read and complete homework for daily skill-building and critical thinking practice. Some people simply like to take shortcuts. Whatever the reason, deceptive forms of plagiarism will carry with them academic and disciplinary consequences.

Before students choose to plagiarize, the best course of action in every case is to approach the instructor and ask for help. A delayed deadline or a penalty for late work is much easier to recover from than a damaged reputation, loss of trust, and a zero for the work. Plagiarism exists in student writing when they choose to do the following:

1. Submit another person's work, word-for-word, as one's own
2. Copy significant portions of text from a single source or artificial intelligence site like ChatGPT without alterations
3. Change key words and phrases but retain the essential content and sentence structures of a source
4. Paraphrase from multiple sources, blending the copied passages so they fit together
5. Borrow generously from their own previous work or submit old assignments as new work
6. Combine perfectly cited source material with no citation for copied passages from that same exact source
7. Mix copied material from multiple sources, such as other students' papers
8. Include citations to non-existent or inaccurate information about sources
9. Include proper citation to all sources but the paper contains almost no actual, original work from the student
10. Submit a paper that a relative or friend ghost writes from them, or that they purchased from the internet

Any student found to be cheating or plagiarizing on an exam, test, quiz, paper, homework, or project will receive the following:

- A score of zero for the assignment
- Parents are notified by the teacher (via email or phone call)
- The teacher reports the incident to the Dean of Students office, and a note of the incident is placed in the student's St. Francis discipline file for record-keeping.
- School Detention will be assigned.

Bias/Hate Related Incidents

Bias/Hate related incidents are defined as those occasions where victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation*. Any bias/hate related incident by an individual or group, is forbidden. Such actions render the student liable to disciplinary action and/or participation in a restorative justice process. Any student found initiating or perpetuating a Bias/Hate related incident will receive Saturday detention(s) and could be liable for suspension. A student involved in repeated incidents may be subject to Disciplinary Board Hearing, which could result in expulsion.

* as defined in New York State Law

Bullying & Harassment

St. Francis High School has a zero-tolerance policy when it comes to bullying and harassment. Our young men are expected to be gentlemen at all times and respectful brothers to each other. Bullying is an ongoing, repeated, deliberate, aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.

Bullying has three distinguishing characteristics:

- Purposeful negative acts to cause fear or harm
- A pattern of behavior repeated over time
- Involves an imbalance of power or strength

St. Francis High School identifies bullying and harassment in the following ways, including but not limited to:

- The misuse of power in relationships through repeated verbal, physical, and social behavior that intends to cause physical, social, or psychological harm. May involve an individual or a group misusing their power, or perceived control, over one or more persons who feel unable to stop it from happening.
- Hazing, initiation, or harassment of other students under any form whatsoever.
- Threats or verbal intimidation, including those made through the internet, cell phones, or other electronic or Social Media outlets, will not be tolerated.
- Any threats to intimidate, fight, or intend to injure or damage a person or property will not be tolerated.

Any student found initiating or perpetuating a hazing, initiation, harassment, or bullying-related incident, will receive Saturday detention(s) and is liable for suspension from St. Francis High School.

Cell Phones & Electronic Devices

St. Francis High School has a zero tolerance policy regarding the use of cell phones and other personal, internet-enabled devices. Students are expected to place their cell phones and other personal internet-enabled devices (tablets, laptops, earbuds, smart watches, etc.) into assigned pockets in wall-mounted holders throughout the entirety of each class period. Phones will remain in these pockets even if a student asks to use the restroom or leave the classroom for any reason other than being dismissed for the day. Students are expected to bring their **charged**, school-issued Chromebook with them each day. This will be the only internet-enabled device that can be used in the classroom.

A student may use his cell phone to communicate with family before and after school and during the two designated check in times throughout the instructional day. Students are permitted access to their cell phones during 1) the first 5 minutes of the daily Activity Period and 2) their lunch period in the SDR.

If a student needs to be contacted outside of these two designated check in times, parents/guardians are expected to call the main office. In the event of an emergency, parents/guardians will be transferred to the counseling center and assistance will be provided to the student as needed. In all other non-emergency situations, the main office will take a message for the student that will be given to the teacher and relayed to the student before the end of the class period.

Students who fail to comply with the device storage requirements or usage expectations will be subject to progressive disciplinary action as outlined in the student handbook. St. Francis High School administration will be enacting a three-strike policy for students who fail to comply with the personal device policy.

Strike 1	1 hour of school detention AND loss of cell phone privileges for the day
Strike 2	2 hours of school detention AND loss of cell phone privileges for the day
Strike 3	3-hour Saturday Detention
*A student who violates the policy for a 4th time may lose his cell phone privileges for the remainder of the year.	

Students who use their cell phones for the purpose of violating academic integrity, harassing or bullying St. Francis students or students from other schools, accessing or sharing pornographic images, or any unlawful behavior will be subject to a review by the Discipline Board and consequences more severe than the three-strike policy.

Class Tardiness & SmartPass

Class tardiness is handled by individual teachers. Students who are late for class without an excuse presented in writing by the faculty/staff member responsible for his tardiness may be assigned detention by the student's teacher.

St. Francis High School will use SmartPass as our hallway pass system throughout the school day. This system will replace all paper passes that have existed in the past. SmartPass is a digital pass system that tracks the location of all students in the hallways at any given time. This system is designed to improve school safety and ensure students are in class and learning as much as possible. Students who are in the hallways for longer than the designated time on their pass will face disciplinary action.

Defiance and Disrespect

Students are expected to follow the rules, policies, procedures, and expectations as dictated by the St. Francis High School Student Handbook, classroom policies and procedures set by St. Francis Faculty, and any written policy guideline or verbal request by any St. Francis High School staff member.

Failure to comply with written or verbal requests by St. Francis High School faculty and staff will be considered acts of defiance and disrespect and will result in disciplinary action.

Dress Code

St. Francis High School's Dress Code policy is intended to foster a professional and focused learning environment by setting clear expectations for appropriate dress attire, grooming, and neatness. A unified identity among students is intended to reduce distractions, to enhance the academic environment, and to build camaraderie and respect among students. We aim to prepare

our young men for expectations in the professional world, giving them dynamic experience with formal and business casual options, teaching them how to present themselves appropriately in various settings with confidence as they make first impressions or set standards for those under their leadership.

Fall Dress Code	September 8th - October 2nd	SFHS polo <u>or</u> dress shirt & tie
Winter Dress Code	October 7th - April 1st	Dress shirt, tie & approved outerwear (SFHS polo shirts will be permitted at the Dean of Students discretion on unseasonably, warm weather days)
Spring Dress Code	April 13th - June 5th	SFHS polo <u>or</u> dress shirt & tie

SFHS polo shirts, sweaters, sweater vests, and ¼ zips can be purchased at the campus store or ordered online through the [online campus store link](#) on the school website.

Dress-Down Days

Throughout the school, Dress-Down Days will be announced to support local charities, to build school spirit, to promote the school house system, or to celebrate holidays. The Dean of Students will communicate specific themes and guidelines for each Dress-Down Day one week in advance. Some weekly opportunities to dress down above the waist are listed below. Students can be creative, but no objectionable language and inappropriate messaging on clothing is permitted at any time.

Kolbe Tuesdays: As winners of the 2024-25 Fr. Justin Figas Cup, all members of Kolbe House are encouraged to wear any Kolbe-themed upperwear in place of a dress shirt, tie, or polo every Tuesday.

Game Day Spirit: All members of athletic teams are encouraged to wear their school-issued jerseys or warm-up tops on game days in place of a dress shirt, tie, or polo.

Arts, Activities, and Clubs Recognition: Performing and visual artists as well as members of clubs and activities will be permitted to wear cast shirts or club shirts in recognition of performances or gatherings at the discretion of the Dean of Students.

General Dress Code Attire Terms and Guidelines

Students are always expected to wear dress pants, belt, socks, and dress shoes that are in compliance with the general guidelines below, regardless of season.

POLO SHIRTS: Official SFHS polo shirts (long-sleeve or short sleeve) are approved for the Fall and Spring Dress Codes. The shirt must be tucked in at all times. Students who choose to wear a polo shirt may wear a short-sleeve solid white or solid black undershirt; however, long-sleeve undershirts and printed shirts are not permitted with short-sleeve polos.

DRESS SHIRTS & TIES: Button-down dress shirts (long-sleeve or short-sleeve) are approved year-round. Students may wear solid white or black undershirts. Shirts with printed patterns should not be visible through the dress shirt. Tropical shirts and flannel shirts are not permitted. Neckties and bowties, tied properly and secured to cover the top button, are approved

year-round.

OUTERWEAR: A sports coat, suit coat, SFHS sweater, SFHS sweater vest, or **SFHS 1/4 zip*** over a dress shirt and tie. Ties and collars should be visible at all times. Outerwear is not permitted over polo shirts. Any non-SFHS issued sweaters, hoodies, fleece jackets, and other outerwear are not permitted.

*Seniors will be permitted to wear SFHS 1/4 zips during the Winter Dress Code.

*Juniors and Sophomores can earn the privilege of wearing SFHS 1/4 zips as outerwear during the Winter Dress Code based on their cooperation with the Fall Dress Code.

*Freshmen can earn the privilege of wearing SFHS 1/4 zips as outerwear following the Christmas Break based on their cooperation with the Fall Dress Code.

*Individuals who earn 1/4 zip privileges may have the privilege revoked for repeated dress code violations.

DRESS PANTS & BELTS: Pants of various formal and casual styles can be worn provided they fit properly, reach from the waist and the ankle bone, and have loops at the waist for an appropriate belt. Pants that resemble jeans in material or appearance, pants with external pockets, pants that gather at the ankle, capri pants, athletic wear with elastic waistbands & camouflage pants are not permitted.

DRESS SHOES & SOCKS: Leather, hard-soled loafers or lace up shoes, typically black or brown are required. Work boots, winter boots, footwear that gives the appearance of sneakers, moccasins, slippers, shoes with fur-like interior, canvas shoes, Crocs, Hey Dudes, UGGs, and any other casual footwear are **not** permitted. Socks must be worn and be visible, at least above the ankle bone.

Neatness and Grooming**

HAIR: Neatly trimmed on all sides, hair length should not exceed the top of the shoulder, the eyebrows, or the earlobes with sideburns not exceeding the bottom of the ear. Unconventional or non-natural hair coloring is not permitted. Hair accessories that aid in a neat appearance must be approved by administration. Students should be clean-shaven. Beards and mustaches are not permitted.

ACCESSORIES: Hats, earrings, makeup, tattoos with inappropriate images or language, head phones, winter coats, and excessive jewelry are not permitted. Earrings must be removed for the entire school day. Band-aids, tape or other coverings are not permitted. Inappropriate tattoos on the arm must be covered at all times during the school day by a long sleeve dress shirt or long-sleeve polo shirt.

**Consistent with New York State Law, St. Francis High School does not prohibit hairstyles associated with cultural or religious significance. Exceptions for religious, cultural, and/or medical reasons may be considered through a request made with the Dean of Students. Students with questions about what is acceptable should speak with the Dean of Students before altering their appearance or committing to a piercing or tattoo.

Disciplinary Process

Any questions regarding the dress code policy of St. Francis High School should be referred to the Dean of Students, who serves as the interpreter of the school dress code. The neatness and grooming policies are also in effect for athletics, arts, and extracurricular activities. The Dean of Students will make any disciplinary decisions regarding dress code, and this decision will be final.

Discipline Progression for Dress Code Violations

1st Infraction: Warning/Reminder

2nd Infraction: 1 hour detention

3rd Infraction: 2 hours detention

4th Infraction: 3 hours detention and loss of privileges

All matters dealing with dress and grooming are to be settled before first period. It is within the competency and jurisdiction of the homeroom teacher to send students to the Dean of Students for a decision on any question of dress and grooming. The first three minutes of first period is the designated time for all matters of this nature. No student is permitted into class without proper dress.

Students who are assigned detention are expected to remain in full compliance with the dress code. Students who arrive late to detention or who arrive at detention without being properly dressed will receive an additional hour of detention.

Students who are continually defiant and disrespectful in regard to dress code policies may receive additional or more severe consequences for poor behavior at the discretion of the Dean of Students.

Drugs, Alcohol, Tobacco, Vaping

St. Francis High School is a tobacco-free campus and takes a strong stance against the use or possession of drugs, drug-related paraphernalia, and alcohol. The abuse of stimulants, inhalants, edibles, or other legal or illegal substances for psychotropic or hallucinogenic effects is likewise prohibited. Energy drinks are strictly prohibited on school property.

Any student under the influence of legal or illegal controlled substances, or who possesses, uses, sells, or buys legal or illegal drugs of any kind or drug-related paraphernalia, on school property, in the vicinity of the school property, or at any event held in connection with school activities, is liable to review before the discipline board and faces possible expulsion from St. Francis High School.

Any student who possesses, consumes, or is under the influence of alcoholic beverages or drugs on school property, in the vicinity of school property, or at any event held in connection with school activities is liable to review before the discipline board and possible expulsion from St. Francis High School.

Students are not permitted to smoke, chew, distribute, or possess tobacco or smokeless tobacco products anywhere on school property or in the vicinity of school property, including all vaping products. Penalties for violating tobacco and vaping rules include a Saturday Detention and possible referral to the Board of Discipline.

Fighting

Any threats, fighting, or intents to injure or damage a person or property of any person, by an individual or group, is strictly forbidden. Such actions render the student liable to disciplinary action. Any student who shoves, slaps, punches, kicks, or assaults a student in any way will be suspended at minimum. Any student found carrying or possessing objects or weapons which could inflict bodily harm renders himself open to expulsion.

Any group or individual observing or attending a fight will be subject to disciplinary action. A fight without a crowd can self-dissolve.

Gambling

Students are not permitted to gamble, use mobile betting apps, or take part in games of chance. The use of sports betting apps or in-building sports gambling is strictly prohibited. St. Francis faculty and staff will confiscate any material or money involved and refer students to the Dean of Students for further disciplinary action.

Gum Chewing/Food

Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and cleaning problems and costly repairs. **Therefore, gum chewing is not permitted in the school buildings at any time.** Violation of this regulation will result in detention. Smokeless chew is also strictly forbidden during school or at any event held in connection with a school activity.

Likewise, no food (including items from the Campus Store) is to be eaten in the classrooms, corridors, gymnasium, or library at any time. Eating food in these areas makes a student liable to detention.

Pornography

Any student found carrying, possessing, or distributing indecent literature or pornographic, lewd, or suggestive pictures or drawings renders himself open to expulsion. Dissemination of such materials via texting or social media is a federal offense and will be referred to local authorities for further action.

Public Deportment

Every student is a representative of St. Francis High School in the local community and is expected to refrain from any form of public misconduct or illegal behavior that will injure his own reputation and that of the school. Students are advised to be particularly sensitive to their behavior in the vicinity of school, avoid trespassing or congregating on others' property, and refrain from causing any type of disruption at area business establishments. Students who engage in these or any such public activities, which in the opinion of the Board of Discipline or the Administration are detrimental to the good name of St. Francis High School, are liable to disciplinary action.

A student who can be identified by SFHS clothing or facial recognition, and who is reported to Administration, or faculty member, will be subject to due process and penalties noted above.

Social Media

St. Francis High School students are personally responsible for the content they post, share, and respond to online. St. Francis High School relies upon parents and guardians to monitor their son's social media behavior closely and encourage internet safety at all times. When posting, even on the strictest of settings, students should act on the assumption that all postings are in the public domain. **Every student should be sensitive to the reputation of St. Francis High School at all times.** When reports are made to school administration regarding students who misuse social media for purposes of academic cheating, promoting underage drinking, drug use, criminal activity, bullying and harassment, racism and prejudice, or any other behavior that is deemed unacceptable while at school or which in the opinion of the Board of Discipline or the Administration are detrimental to the good name of St. Francis High School, are liable to disciplinary action.

Stealing

Any student who participates in the theft of money, goods, clothing, etc., or is found to be in possession of stolen goods, or who aids in theft and stealing, is liable to disciplinary action, which will include a minimum three-day suspension with greater sanctions, as determined by a Board of Discipline, that may include expulsion, and will be held responsible for making restitution.

Truancy

Truancy and illegal absence are disciplinary matters. Furthermore, any student who leaves school premises during the school day without permission is considered truant and will incur disciplinary action.

A student found to be truant will compensate for the periods he missed of the school day with an equivalent number of detentions. The truancy will be indicated on the student's discipline record and parents/guardians will be notified. In addition, the student cannot receive credit for any tests, quizzes, or classwork given during the violation. A student who is truant will be placed on disciplinary probation and the parents will be notified.

Vandalism

Any student who mars or destroys school property renders himself open to expulsion. Any damages caused will be the responsibility of the parents/guardians of the student(s) involved. Should accidental breakage or damage to school property occur, it should be reported to the office immediately.

Weapons

St. Francis High School provides students with a safe and secure learning environment and takes precautions with regard to school safety. There will be zero tolerance for the possession or use of any item/weapon which may cause harm or be reasonably understood to cause harm, to any individual or group in the community. Any student who is determined to have brought a weapon onto school property or any school-sponsored activity will be liable for expulsion from St. Francis High School.

General Misbehavior

Dishonesty, continued disobedience, inappropriate language, inflammatory or racial remarks, or any misbehavior which disrupts or interferes with the learning environment are grounds for disciplinary action. Any behavior deemed detrimental to the reputation or good name of the school, or the student body, are also grounds for disciplinary action. Such infractions will be

referred to the Dean of Students and may result in a Board of Discipline review of actions/events.

Disciplinary Action

Introduction

Disciplinary action at St. Francis High School is defined as those actions taken by faculty and staff to reprimand or correct behavior in response to disruptive or inappropriate behavior detrimental to the educational process. Detention can be assigned by **any** faculty and staff members for violations of school policies or unacceptable behavior as defined in this handbook. More serious violations may earn the student more serious consequences such as a Behavioral Referral, Saturday Detention, Suspension (in-school or out-of-school), or Disciplinary Probation. Serious or repeated violations may result in a Board of Discipline hearing to discuss expulsion from St. Francis High School.

Teacher Detention

A student may be required by a teacher to stay after class or report after school to discuss a disciplinary issue. If disciplinary issues persist or if egregious violations of classroom policy occur, a teacher may assign a student a **Teacher Detention**. Teachers will contact Parents/Guardians by email to inform them that a Teacher Detention was assigned to their son. Detention should be served on the next school day, following the offense. If a student skips detention or fails to communicate a valid reason to the teacher to reschedule the detention, the teacher will call the parents/guardians and the student will earn an hour of School Detention with the Dean of Students.

Teachers are required to refer students in violation of school rules to the Dean of Students or the Assistant Principal. The student should not return to the teacher without a pass indicating that the issue has been handled by the Dean of Students or his delegate.

Teachers may also require students to report after school to address academic issues. If a student is not compliant with the teacher's request, an Academic Referral will be assigned.

School Detention

School Detention is assigned for violations of school rules, infractions of the discipline policy, and unacceptable behavior beyond basic classroom policies or for violations outside of the classroom.

School Detention will be held in room 2F on Tuesdays, Wednesdays, and Thursdays every week. Students should report to the Dean of Students Office immediately following 10th period for attendance. Students must serve detention the first day it is offered after the detention is assigned

If a student skips school detention, he will automatically receive an additional two hours and the Dean of Students will notify him that if he skips detention a second time he will be given a Behavioral Referral and assigned Saturday detention in addition to the other hours already accumulated.

Students must assume responsibility for any conflicts due to their schedules after school and on weekends (sports practices or games, work schedule, etc.). Students may submit a request to the Dean of Students for a detention postponement, which is generally granted only for a satisfactory reason, for instance: meeting with a teacher for academic reasons or an

appointment with a professional (e.g., doctor, dentist). Verification will be required in the form of a doctor's note or an email from the teacher the student is scheduled to meet with. Dishonesty and avoidance by the student in this process will not be tolerated, and disciplinary consequences will escalate.

Saturday Detention

In addition to regular school detention, a student may also be assigned **Saturday Detention** for more serious disciplinary infractions. Saturday Detention is held between the hours of 9:00 am. to 12:00 pm.. Any student skipping Saturday detention is liable to suspension and a Discipline Board hearing.

Behavioral Referrals

A **Behavioral Referral** may be submitted by a teacher for an ongoing classroom problem that has not been corrected by the student serving the Teacher Detention or for serious infractions of the discipline code at the discretion of the faculty and administration. Such infractions may include disrespect to a faculty or staff member, defiance, inexcusable language, harassment of other students, repeated skipping of teacher detentions, accumulation of minor infractions, or other serious inappropriate behavior. Teachers are required by Administration to submit a behavioral referral after a student accumulates three (3) behavior-related detentions. A student who earns three behavioral referrals during the school year will receive a one-day suspension. Additional referrals will lead to a Discipline Board review and more severe consequences including suspension or expulsion.

Suspension

The Administration or the Discipline Board may suspend a student for serious or excessive violations of school discipline policy. This suspension may be **in-school or out-of-school** for the number of regular school days determined by the Administration and may require some type of public service and/or a written assignment on a case-by-case situation. In any case, a parental conference is to be held, followed by a letter documenting the situation. In conjunction with the suspension, Saturday detention(s) may be assigned. ***The student may not participate in sports or extra-curricular activities until he returns to school***

Any student who is suspended is required to complete all work missed—assignments, tests, quizzes, projects—given on the date(s) the suspension is in effect. All work should be submitted upon the student's return to classes. A student will earn a score of **zero** for any work not turned in.

Upon his return to school, the student will be required to meet with the Dean of Students to discuss a behavioral plan, specific to the student's needs. This is to support the student's future success at St. Francis High School while also communicating potential consequences for future discipline violations.

Disciplinary Probation Status

Probationary status is given at the discretion of the Board of Discipline, Principal, Assistant Principal, or Dean of Students to those students who commit major violations of the school rules and regulations or who accumulate a significant number of violations without evidence of improvement in behavior. In the event that a student is placed on Probation, parents will be notified by phone and a formal letter indicating the status will be sent home. The Dean of Students will meet with the student to develop a Discipline Plan for improved behavior. The student is expected to see this as an opportunity to grow and mature through the help of the administration and his own effort to conform to the

expectations at St. Francis High School.

Amplified consequences will be given for subsequent violations. For instance, an offense that would normally warrant an hour of detention would result in multiple hours of School Detention or Saturday Detention. Any serious offense committed by a student on Probation will result in action by the Assistant Principal of Academics, Dean of Students, or the Discipline Board, which may include a decision to suspend or expel the student.

Students on extended Disciplinary Probation (semester or year), will meet with the Dean of Students regularly to review the Discipline Plan and assess behavioral improvement.

At the conclusion of each academic year the discipline record of each student will be evaluated by the Dean of Students who determines which cases are to be forwarded to the Discipline Board for further review. Following review, the Board may extend a student's disciplinary probation, place a student on disciplinary probation, or recommend to the Principal that the student be dismissed. If the Principal concurs, the student will not be permitted to re-enroll for the following year. Such decisions are not subject to the appeal process.

Discipline Board

The Discipline Board is appointed by the Principal to handle serious discipline matters or those referred by the Principal, Assistant Principal of Academics or Dean of Students. They are to impartially consider the facts of the situation and decide on the appropriate sanction or disposition of the matter. The members of the Discipline Board are as follows:

- Assistant Principal (Chairman of the Board)
- Dean of Students (non-voting member)
- Four (4) veteran faculty

Ordinarily all members are present for meetings of the Board. However, the Board may meet when only four members are present. The student's school counselor will be present as well to provide any background or information deemed pertinent by the Board. The counselor does not participate in the decision-making process of the Board and is not present for action deliberations.

Disciplinary Process

The Dean of Students can request a Discipline Board Hearing based on student behavior and discipline record. The student is suspended from school until the Dean of Students can schedule the hearing with the student's parents/guardians. On the day of the hearing, the student will arrive with his parents/guardians and report to the pre-determined location. The process for the hearing is as follows:

- The Dean of Students presents the case to the Discipline Board and the student's Counselor;
- The Discipline Board discusses the circumstances;
- The Dean of Students brings the student into the room to address the Discipline Board; he is able to speak freely or read a prepared statement;
- The Discipline Board asks questions that will assist them in their decision making;
- The student and his Counselor leave the room so the Discipline Board can rule on consequences for the student's behavior;
- The Dean of Students will offer consequences for a vote; there must be a majority vote in order to finalize the results;
- The Discipline Board is then dismissed while the Dean of Students and Assistant

Principal convey the results to the parents and student.

In the event that the Board of Discipline imposes a sanction which consists of dismissal or a suspension longer than five (5) days, these penalties, and these alone, may be appealed by the student and/or his parent(s)/guardian(s) for review by the Principal. Such an appeal must be requested within three (3) school days of the first verbal notification of the sanction. The nature of the appeal is limited to ascertaining that the Discipline Board worked within its competence in weighing the nature of the offense and imposing a commensurate sanction, and that all of the facts and circumstances of the event were revealed and considered. Within 10 days of the request for a review, the Principal shall affirm, revoke, or modify the decision of the Board. (To ensure impartiality, the Principal may defer the Appeals process to the President in cases where the Principal was substantively involved in the discipline process). The Principal's decision is final and may not be further appealed to the President. During this process, the student serves the original sanction pending the outcome of the appeal.

ATHLETICS

Athletic Department Philosophy & Objectives

The Athletic Department of St. Francis High School exists as a vital and integral part of the educational program. Therefore, the Athletic Department seeks to promote the same goals and objectives in the school's philosophy and objectives statement. The Athletic Department

- views athletics as a function of the education process,
- teaches the values of fair play and good competition,
- encourages team work as an important part of a student's growth toward maturity
- promotes school spirit and develop a sense of pride in the school,
- develops proper care and respect for one's physical self, knowing that conditioning one's body also helps develop one's mind,
- nurtures respect for athletes, fans, officials, and coaches from St. Francis and from opposing teams in pursuit of true sportsmanship, fair play, and grace regardless of the final result,
- communicates the benefits of competition and sportsmanship as it applies to future careers and life in general.

Absence

Any student who misses a game or practice without a valid excuse communicated to and acknowledged by the head coach of a team, may face suspension from future games or practices as determined by the head coach and the Athletic Director.

Athletic Facilities

The following facilities are available to the Athletic Department for training and competition: Gacioch Family Athletic Center, Polian Family Field, Jeff Sgroi Memorial Field, fitness center, two gymnasiums, eight lane synthetic track, tennis courts and grass practice fields.

Students using the locker rooms in Justin Hall to prepare for games or practices must be appropriately attired when exiting the locker rooms and are not permitted to walk through the hallways of the building with cleats, spikes, or soiled athletic footwear.

Athletic Injuries

All injuries should be reported to the school nurse and/or athletic trainer. Any illness that exceeds 3 days must be reported to the school nurse.

1. Following evaluation by the emergency room or private health care provider, **written documentation** outlining diagnosis, treatment, restrictions, and return to play time period is required. Verbal approval is not acceptable.
2. All written documentation related to the injury/illness must be submitted to the Health Office. Coaches are not to accept any health related documentation.
3. All athletes seeking return to play after an injury or prolonged illness will be evaluated in the school Health Office. The school nurse will confer with the school physician/nurse practitioner if the athlete's health status is in question. The school nurse will give written clearance for return to play to the athlete. The athlete will present the written clearance to the coach.
4. If a student sustains a **concussion**, parents will be given detailed written instructions regarding the guidelines for a student to return to sports following a concussion. Final approval of the school physician/nurse practitioner and, in some cases, an outside primary care provider may be required.

Athletic Letters

To be eligible for a Varsity letter, all candidates must strictly observe all regulations of the Administration and Athletic Department as set forth in this *Handbook*.

Each athlete will receive only one letter on each level of participation regardless of how many sports he plays. For each additional sport in which he participates he will receive a gold pin signifying that sport. A gold pin will be awarded to the athlete for each additional year in the same sport. He attaches these to his letter.

Letters will be awarded to all members of a team who are on the team roster at the end of the league season, including injured players who did not finish the season due to injury, but remained with their teams in some capacity. To receive a letter a student must have completed at least $\frac{1}{2}$ of the season. To be eligible for other team recognition such as Most Valuable Player, a student must have completed the entire season.

Student managers may be awarded the athletic letter after one season of satisfactory service upon the recommendation of the coach. Athletic letters are distributed to students at the Athletic Awards Ceremony in June.

Dismissal From Team

Only the Principal can dismiss a player from a team once the student has been put on the roster by the coach. In a circumstance where the coach believes that the student should be dismissed, he may suspend the player for that day and bring the matter to the immediate attention of the Athletic Director. Further action will then be taken by the Athletic Director to investigate the circumstance and forward a recommendation to the Principal. The Principal may dismiss the player from the team and revoke the student's athletic eligibility for one year.

The Principal may "pull an athlete's jersey" for a period of time, number of games, if an athlete's behavior warrants.

Early Dismissal For Athletics

Members and managers of all interscholastic sports teams receiving early dismissal for competition are not allowed to leave the locker room area prior to the time of departure. Violators will be returned to class for the remainder of the school day.

Eligibility requirements for Interscholastic sports

- 1. Current Physical Exam / Health Appraisal** – To be completed annually by the athlete's primary provider OR by the School MD/Nurse Practitioner if scheduled during sports registration.
- 2. Parent Permission/ Sports Participation Update form** – To be completed each sports season, no earlier than within 30 days of tryouts.
- 3. School Health Screening** – To be completed annually by the SFHS School Nurse - height, weight, vision & hearing.
- 4. Medication** - (if indicated) An up-to-date Physician order for inhaler or Epi Pen must be kept on file in the Health Office. Students must bring medication to the Health Office to show expiration date and demonstrate appropriate use.

Game and Practice Policies

1. Any student absent from school or tardy after 10:00 a.m., or sent home by the nurse, is ineligible to participate in any sport or extra-curricular activity for that day. Exceptions to this rule (e.g., attendance at a funeral) fall under the jurisdiction of the Assistant Principal or Principal.
2. Any student late for practice, must contact one of his coaches explaining in advance with a valid reason. In cases of a last-minute emergency, the coach reserves the judgment of whether an effort to communicate could have been made. Late athletes may be held out of practice or games. Habitual tardiness is a reason for dismissal from the team.
 - a. Any student who misses a game or practice without a valid excuse communicated to and acknowledged by the head coach of a team, may face suspension from future games or practices as determined by the head coach and the Athletic Director.
 - b. For any appointment with a professional (e.g., doctor, dentist), the player must present a note from the professional to indicate the player's presence at the appointment. If a note does not accompany the player the following day, he may be kept from playing in the next game, but will practice as usual.
 - c. Practices for interscholastic athletics shall not begin before 3:00 p.m.

General Policies

1. Any student who is seen, or reported to be seen, by a member of the coaching staff, faculty, or Administration to be smoking, vaping, chewing smokeless tobacco, drinking alcoholic beverages, or to be under the influence of drugs or alcohol, will be reported to the Dean of Students and the Athletic Director for immediate disciplinary action.
2. Any student who embarrasses the team and school by his conduct during or after a game or uses profane language during a game or practice session will be removed from the game or practice session and will be subject to disciplinary action.
3. Any conflicts between teammates or between a player and the coach should be brought to the attention of the coach or Athletic Director.
4. St. Francis High School athletes are expected to set a good example in the classroom as well as in the sport venue. Conflicts arising between the students and teachers should be handled prior to practice sessions. Detention is not a valid excuse for missing practice; an athlete should make responsible decisions in class with the importance in mind of his obligations to his teammates and coaches. A student must satisfy any detention obligations

prior to reporting to practice.

5. Disrespect and unsportsmanlike conduct to other teams, coaches, fans, officials, sports writers, or school officials while representing St. Francis, either on or off the field, will not be tolerated.
6. St. Francis High School buses and vans are to be driven by school officials only. Any player(s) who drive a school vehicle will be subject to suspension from school and team activities.
7. All athletes must limit the wearing of issued equipment and uniforms, unless purchased by the athlete himself, to game days only; wearing such equipment during practice or Phys Ed classes is not permitted.
8. Athletes violating the above policies and individual team policies run the risk of suspension or dismissal from a team, and may cause them to lose their athletic eligibility for one year.

Inter-Scholastic Sports

St. Francis High School has entered various fields of competition on an interscholastic level and is a member of the Monsignor Martin High School Athletic Association. The officially recognized sports having varsity and junior varsity status are: baseball, basketball, bowling, cross country, football, golf, indoor track, ice hockey, lacrosse, soccer, swimming, tennis, track and field, volleyball and wrestling.

Intramural Sports

A program of intramural sports under the supervision of the Intramural Sports Director provides an opportunity for all students to participate in athletics. Participants in intramural sports must have a physical exam report on file with the Health Office to participate.

Since intramural sports form a part of the general student activities program of the school, the parent's/guardian's registration of the student in the school constitutes their permission for their son to participate unless an explicit and written exclusion to do so is filed with the Athletic Director within three (3) weeks of the beginning of the academic year.

Lost Equipment

Any student who has lost or inexcusably damaged athletic equipment issued to him by the school must pay the cost for the replacement of that equipment. A student will not be allowed to participate in another sport until this financial obligation to the school has been absolved.

Parental Responsibility

In order for a student to participate in interscholastic sports, a parent or guardian is required to give explicit permission in writing for the student to participate in that particular sport. Such permission must include a declaration of the parent's/guardian's awareness of the risks involved in such athletic participation and their acceptance of the responsibility for any injury the student might incur thereby, including but not limited to participation in training, practices, scrimmages, league or non-league games, and transportation to and from such events.

St. Francis High School cannot assume responsibility for medical costs incurred by a student or his family as a result of participation in interscholastic sports, and therefore strongly advises parents/guardians to ensure that the student-athlete is covered by adequate health

care insurance.

Participation on Other Teams

Certain restrictions regarding participation on other teams or competitions apply to student athletes on St. Francis High School rosters. Student athletes who participate in a practice or game for a team other than his high school team, at the same time as a scheduled high school practice or game, is in violation of the commitment rule, and will be suspended from the next scholastic game; however, the player will be required to practice with his school team during the suspension period. A second occurrence of the commitment rule may result in removal from the team.

Sportsmanship

All St. Francis students, team members, coaches, parents/guardians, and faculty are expected to demonstrate courtesy and hospitality to visiting teams and officials and to conduct themselves in a sportsmanlike manner whether home or away. St. Francis High School athletes are encouraged to be mindful of the fundamentals of good sportsmanship:

1. Showing courtesy and respect for all faculty, staff, coaches, fellow students, opponents and officials.
2. Knowing, understanding, and appreciating the rules of the contest.
3. Exercising self-control.
4. Appreciating skill and performance regardless of an athlete's affiliation.
5. Maintaining a healthy desire to excel and win while having the ability to win and lose gracefully.

Student Dress

Except when traveling in uniforms and equipment, student athletes are required to maintain the school dress code en route to away games; the school grooming code is to be followed at all times. If a student is not following the dress code, he will not be allowed to participate in the event.

Suspension

Any student under disciplinary suspension of any nature is not permitted to participate in any athletic event until the day following the last day of the suspension. This does not constitute an excused absence, and the student is therefore subject to the policies set forth for unexcused absences from games or practices.

A student-athlete who demonstrates flagrant disregard for disciplinary policy or sanctions may be suspended from participation in games or practice for that day by the Dean of Students, Assistant Principal, or Principal who will inform the Athletic Director for further possible action.

Team Colors

The official team colors of St. Francis High School are White and Red. These are the primary colors used for all uniforms and equipment of the athletic teams

Team Name and Mascot

The official mascot for all St. Francis High School athletics teams is the Red Raiders

Fitness Center Policies

The following policies are to be followed by all coaches and students using the Fitness Center.

1. A coach or faculty member must be present when students are in the room.
2. No one should be in the room unless properly dressed: Tee shirt or sweat shirt, gym shorts or sweat pants, athletic supporter, socks, and athletic shoes.
3. Absolutely no gum, food, or drink is allowed in the room.
4. When using free weights, no one should lift without a spotter.
5. Bars, dumbbells, and plates are to be returned to their appropriate racks after use.
6. First Aid kits are for emergency use only; tape/bandages may not be used for routine wrapping.
7. Anyone engaging in unsafe or unruly conduct will be ejected & lose Fitness Center privileges..

Withdrawal From Team

In exceptional circumstances, a student may withdraw from a team for academic or personal reasons, with the approval of the Athletic Director and Principal, without any penalty. Such a request must be submitted in writing by the student to the Athletic Director. Any student who withdraws or quits a team without approval is liable to lose athletic eligibility for one year.

AWARDS

Athlete of the Year and Sportsmanship Awards Committee

Consideration for these awards requires that the student has been enrolled at St. Francis High School for at least two years, that he is a man of good character and is in good academic standing.

- The process for the selection of the Athlete of the Year and the Sportsmanship Award is as follows:
1. Faculty, staff, and varsity coaches, may nominate any athlete using the form provided by the Athletic Director; The nominees are approved by the President.
 2. The Athletic Director, Assistant Athletic Director, Strength & Conditioning Coach, Athletic Trainer, President (or his delegate), Principal (or his delegate), Assistant Principal, Counseling Director, Dean of Students, and two faculty members meet to vote on the nominees.
 3. The voting is accomplished using a point system in which five points are awarded for first choice, three points for second choice and one point for third choice.
 4. The nominee with the greatest number of total points is the recipient of the award.

The Athlete of the Year Award was established in 1945 in memory of Chaplain Captain Ignatius Maternowski, a Conventual Franciscan Friar and an alumnus of the Class of 1931. As a chaplain, he died in the line of duty for our freedom on the beaches of Normandy, France on June 6, 1944. The recipient must excel in at least two varsity sports and must possess the qualities of athletic prowess, scholarship, teamwork, leadership, and loyalty. He is considered to be an invaluable part of the team.

The Sportsmanship Award is an annual presentation from the Athletic Department. The student/ athlete must excel on the field or court, and also must demonstrate sportsmanship, leadership, and be recognized as a total team player. This honor carries with it a \$250 award.

Athletic Awards

Presented at the Annual Sports Award & Hall of Fame Banquet to recognize the achievements and accomplishments of student-athletes:

The Ron Pace Memorial Award is presented to a senior who displayed a perseverance in maintaining high academic standards and fulfilled his desire to compete athletically. Ron Pace, a St. Francis graduate who passed away in 1990, had a great love and respect for St. Francis High School, and the sports he participated in: football, wrestling and lacrosse. Despite being dyslexic, Ron set, and achieved, outstanding goals for himself in the classroom and in sports. The family of Ron Pace annually presents a football scholarship and plaque to a deserving graduate.

The George Wilson Memorial Scholarship Award is presented to an underclassman who participates in wrestling, football or both, and who is well-rounded, has a love of St. Francis and maintains at least a 2.0 grade point average. The recipient must exemplify the spirit, hard work and community involvement that emanated throughout George Wilson's life. George Wilson, along with his wife Mary, without a formal education, through hard work, determination and perseverance fulfilled their dream of financial independence. Throughout his life, George gave of himself to many charities and organizations. It is with this in mind that his family would like to further his commitment to the young athletes at St. Francis, presenting a plaque and scholarship in memory of this long time benefactor of the school.

The Jablonski Salute Award

The Jablonski SALUTE Award is an award presented to athletes and students who embody its acronym: Selfless, Acts of Leadership, Unite Teammates to Excel. The award is given by St. Francis High School in honor of Jason D. Jablonski, a former student and U.S. Naval Academy Midshipman. Jason was known for his qualities of perseverance, tenacity, and selflessness. The award recognizes individuals who best demonstrate these traits, fostering qualities of leadership and teamwork within an athletic or student environment

The Bycina Optimist Award

The Michael Bycina Optimist Award is given annually to a student-athlete at St. Francis High School. The award honors the legacy of Michael J. Bycina, a St. Francis graduate known for his optimistic outlook and passion for hockey. A member of the St. Francis Class of 1982, Bycina was remembered as a devoted husband, father, son, friend, coach, and mentor. An outstanding hockey player, he played collegiately at the University of Waterloo and professionally in several leagues. A respected coach: After his professional career, Bycina coached youth hockey teams across Western New York, sharing his love for the sport and inspiring young players with his constant encouragement. His award carries on his enthusiastic outlook and positive spirit.

Athletic Hall of Fame

Established in 1977 and dedicated to the memory of Very Reverend Rufinus Niedzwiecki, OFM Conv., a well-respected former Athletic Director, basketball coach, and principal. Nominations may be submitted by any friend or supporter of St. Francis High School.

A selection committee, comprised of the Athletic Director, Assistant Athletic Director, and three coaches appointed by the Athletic Director, choose the recipients according to the following criteria; recipients must have:

- a) attended St. Francis for at least two years;
- b) graduated in good standing at least five years prior to nomination;
- c) participated in at least one sport at St. Francis
- d) receive a simple majority of votes cast.

Fine Arts Awards Committee

Nominations are submitted to the Fine Arts chair by instructors in chorus, visual arts and instrumental music as well as director of drama, technical director of drama, and directors of mixed and male choruses.

The selection committee consists of the President (or his delegate), the Principal (or his delegate), Fine Arts Chair, Director of Drama, the Instructor of Visual Arts, and one Music instructor. A simple majority decides the recipients.

The general criteria for selecting the recipients are:

1. displays creative ability in his artistic field,
2. acceptable academic achievement;
3. be a young man of good character, possessing firm Christian values.

The Artist of the Year Award was established in 1974 and two years later was dedicated to the memory of Friar Kevin Kane, OFM Conv., an accomplished artist himself, who was an alumnus of the Class of 1975 and died in 1976. The award honors the graduating senior who has had a significant impact on the Fine Arts program at St. Francis High School.

The Creativity Award is presented to a member of the graduating class by the Department of Fine Arts to honor the visual, performing, or journalistic artist whose spirit and creative efforts have the greatest effect on his individual means of expression in arts activities and in his relationship to others.

Fine Arts Hall of Fame

The St. Francis High School Fine Arts Hall of Fame was established in 2014 and named in honor of David G. Nease, a 39 year veteran of the faculty, a founding member of our Fine Arts Department, and its first chairperson. The award seeks to honor PAVAS alumni, both men and women, who have continued their involvement in the Fine Arts long after high school. Nominations are solicited from our PAVAS alumni.

A selection committee comprised of the Director of Fine Arts, Chair of the Fine Arts Department, Visual, Instrumental and Vocal Arts Instructors, and one faculty member from the Literary Arts choose the recipient according to the following criteria:

- a) individuals must have contributed substantially to our Fine Arts program during high school;
 - b) graduated from high school at least 5 years prior to nomination and reflecting the values of St. Francis High School;
 - c) display a continued involvement in the arts, either on a professional or amateur level.
- Ordinarily, no more than two recipients will be chosen in any given year, and selections are subject to the approval of the President of St. Francis High School

Man of the Year and School Service Awards Committee

The process for the selection of the Man of the Year and St. Francis School Service Awards is as follows:

1. All faculty members are able to nominate a candidate via the appropriate form as provided by the Assistant Principal;
2. The selection committee consists of the following votes on the nominees: Assistant Principal, Dean of Students, Campus Minister, and one member from each academic department (the Department Chairperson or their delegate);
3. Nominations for the Man of the Year are treated first; a nominee must receive a 2/3

majority to be elected; all students who are nominated for Man of the Year are automatically eligible for the St. Francis School Service Award;

5. St. Francis School Service Award nominees are treated second; a nominee must receive a simple majority ($\frac{1}{2}$ plus one of all votes cast).

The Man of the Year Award is the highest award given at St. Francis High School. It is presented to a member of the graduating class who, in the judgement of the faculty and administration, demonstrates that he is mindful of the presence of God, possesses outstanding qualities of scholarship, character, leadership, service and school spirit, strives to realize his academic potential, and represents the ideal Christian gentleman of St. Francis High School. This honor carries with it a \$250 award presented in honor of the Pacholski family.

The St. Francis School Service Award is the second highest honor bestowed at St. Francis. This award is presented to a young man who has shown extreme loyalty to the school and his classmates. He has rendered extraordinary service as exemplified by his cooperation, enthusiasm, participation in and support of school projects.

Senior Awards

Presented annually at the Commencement and Baccalaureate Exercises, the following awards constitute some of the highest honors a St. Francis student might achieve.

Departments will make recommendations to the Administration and nominees will be approved by the President.

Valedictorian Award is presented to the young man who has the highest grade point average at the end of 7 semesters. The Valedictorian addresses his class at the Commencement Exercises.

Salutatorian Award is presented to the young man who has the second highest grade point average at the end of 7 semesters. The Salutatorian addresses his class at the Baccalaureate Liturgy.

The Academic Excellence awards are sponsored by the Michalek Family in memory of Dr. Leo Michalek, Sr. These are calculated based upon courses completed at St. Francis High School.

1. Excellence in Religious Studies is presented to a senior for the highest four year grade point average in Religious Studies.
2. Excellence in English is presented to a senior for the highest four year grade point average in English.
3. Excellence in Mathematics is presented to a senior for the highest four year grade point average in Mathematics.
4. Excellence in Natural Sciences is presented to a senior for the highest four year grade point average in the Natural Sciences.
5. Excellence in French and Spanish is presented to a senior for the highest three year grade point average in French or Spanish.
6. Excellence in Social Studies is presented to a senior for the highest four year grade point average in Social Studies.

St. Francis High School Scholar-Athlete Award, established in 1981 is given to a graduating senior who has demonstrated excellence in both academics and athletics.

St. Francis High School Distinguished Athlete Award is given to a graduating senior who is

considered to be an exemplary role model for younger students and who exhibits the personal traits of courage, self-confidence, and leadership as a high school athlete.

The Robert Schutz Memorial Award is presented to a senior who has displayed outstanding school spirit and loyalty. Robert Schutz, a 1986 graduate of St. Francis, was tragically killed in a car accident not long after graduating. While at St. Francis, Robert showed extreme loyalty to the school as well as a *lively* spirit at school activities. The senior chosen for this award must exhibit the same characteristics.

The President's Recognition Award recognizes a graduating senior who demonstrates a spirit of dedication by striving to do the best for themselves and for St. Francis. The recipient(s) is (are) selected by the President after consultation with the Principal, Assistant Principal, Director of Counseling and the Dean of Students.

The Principal's Recognition Award recognizes a graduating senior who in the view of the Principal and school administration has shown significant personal growth or has overcome serious obstacles during their years at St. Francis High school, while also making a positive impact in the life of the school and their classmates.

The Drama Award is presented to a senior who has demonstrated his ability to act, as well as his commitment to our drama program. He is also a young man who has been instrumental in establishing artistic standards of excellence. Likewise, he has demonstrated a willingness to accept direction and provide meaningful leadership among his fellow artists. The Director of Drama selects the recipient of this award.

The Visual Artist Award was initiated in 1989 to recognize outstanding talent in and dedication to the Visual Arts. The recipient of this award is a graduating senior who not only possesses significant skills in his craft, but also has exhibited a generous spirit in sharing his talents with our school community.

The St. Francis High School "Spiritus Musicae" or Spirit of Music Award, is presented to an outstanding senior band member who holds a first chair position, is capable of performing as a soloist, and who is outstanding in character.

The Anthony A. Brese Award is presented in memory of Anthony A. Brese, a member of the class of 1966, who died in Vietnam. The recipient has shown that he would benefit from training in a course of higher learning. This award has been presented annually since 1973 in conjunction with the Community Foundation For Greater Buffalo who determines the amount of the award.

The Deacon Jeffrey Vogt Memorial Award is presented to a senior who has displayed selfless service to others. This award was instituted in 2003 in memory of Deacon Jeffrey Vogt, a former faculty member of St. Francis High School, who dedicated his life to the service of God, church and community.

The Bruce S. Reopolos Memorial Mathematics and Science Award is named in memory of longtime faculty member Mr. Bruce S. Reopolos, a true gentleman and a scholar, who passed away in April of 2012. He was passionate about math, science, the arts, and teaching his students. This award is presented to a graduating senior who has shown exceptional accomplishments in the areas of both mathematics and science.

The Father Justin Award, established in 1967, is named in memory of the founder of St.

Francis High School, Fr. Justin Figas, OFM Conv. It is presented to a senior who best exemplifies the characteristics and ideals of Father Justin. The student must give of himself selflessly for the benefit of his school and his fellow students, asking nothing in return. The recipient receives a check from an anonymous donor in memory of Fr. Leon Krop, OFM Conv.

The President's Award for Educational Excellence, signed by the President of the United States and the Secretary of Education, is given to graduating seniors who have achieved an overall cumulative grade point average of 90% or higher and at least a 630 on the Math SAT or equivalent ACT score.

Honorary Awards

The Father Leon Krop Alumni Recognition Award This award, memorialized after our late principal (1979-1983), Fr. Leon Krop, OFM Conv., who founded the alumni program at St. Francis, is presented to an alumnus who has given of his time and efforts to promote the development of St. Francis High School and enhance the alumni association. The recipient of the award has distinguished himself through his service and contributions to his alma mater. This award is presented at the Baccalaureate Liturgy.

The Fr. Justin F. Figas Memorial Award, named after the founder of St. Francis High School, is presented to special friends of St. Francis. The award is presented to someone who continues to make the dream of Fr. Justin come true today by continuing to make it possible for us to provide a Franciscan education to young men in Western New York. The award is presented to an individual for his/her continuing commitment and dedication to the improvement of the educational programs of our school and his/her untiring selfless contributions to the students of St. Francis High School. This award is presented at the Commencement Exercises.

The Principal reserves the right to himself to accept or reject any candidate presented or approved by the faculty for any of the above mentioned awards.

FINANCIAL INFORMATION

Registration & Tuition Deposit

A \$500 non-refundable tuition payment is required during the semester preceding enrollment or re-registration. An additional tuition deposit of \$500 is required for incoming freshmen in mid May. Deadlines are published in the special *Tuition and Fee Schedule*.

Basic Charges

Tuition \$14,850

Fees \$ 1,100

New Student Device Fee (One-Time) \$380

Student Fundraiser Fee \$ 300

Includes any and all course fees, technology fees, graduation fee), PSA/NMSQT testing fees, student insurance, Parents' Guild and Class dues, class retreats, Student ID, Library Fee, one student ticket to each Fine Arts production, and student admission to all non-tournament home Athletic events. This fee is waived if the students sells the minimum requirement for the Red Raider Raffle..

Miscellaneous Fees for Hockey (Prep, Federation, Varsity and JV) will be communicated through the Enrollment Office and the Hockey Director.

Tuition and Fee Charges

Charges are posted to students' accounts by semester. Unless the Full Payment or Monthly Payment plans are chosen, the First Semester tuition and the fees (except hockey fees) are due before the start of the first semester; second semester tuition is due before the start of the second semester. See the school calendar for deadlines.

Family Discounts

Families with more than one son in attendance at St. Francis receive a \$1000 discount on each additional son's tuition.

Full Payment Discount

Tuition accounts paid in full (tuition & fees) for the entire year by July 1, 2025 receive a \$200 discount; and tuition accounts of those receiving scholarships and/or tuition assistance paid in full by July 1, 2025 will receive a \$100 discount.

Monthly Payment Plan

The Monthly Payment Plan distributes tuition charges over a 12 month period (first payment due 6/2025) through the Finalsitetuition Management Account.

Non-Refundable Fees

Fees are non-refundable and are posted to the first semester.

Delinquent Accounts

Accounts which are past due are subject to the following penalties:

1. There will be a \$40.00 per month late fee for every month that the account is in arrears.
2. If an account becomes past due, the student may be excluded from attending classes and participating in sports and extra-curricular activities. The report card of students whose accounts are in arrears will be withheld from distribution.
3. No transcripts or grades will be released to another school, employer, or other agency until all financial obligations to St. Francis High School have been met.
4. St. Francis High School reserves the right to suspend a student for a period of up to five days if financial obligations, as agreed to in writing at the time of registration, have not been met by parent(s) or guardian(s). During the course of this suspension period, it is the responsibility of the parent(s) or guardian(s) to contact St. Francis High School and settle the debt. If, at the end of the five day suspension period, financial obligations have not been met, the student will be invited to transfer or be dismissed.

Payment Terms

Standard terms are payment by semester; Full Payment and Monthly Payment Plans are available.

Payments must be made through Blackbaud Tuition Management Account on or before the due dates. Questions concerning accounts and payments may be directed to the Business Office (716-627-2399), weekdays 8:00 a.m. to 4:00 p.m.

Refunds

Parents/guardians of a student who withdraws from or must leave St. Francis High School for whatever reason are financially responsible for tuition and any other expenses incurred by the student up to and including the entire quarter during which the student leaves. Tuition paid in excess will be refunded.

Tuition Assistance

All available Tuition Assistance, in the form of grants and/or work-study, is awarded to students who demonstrate satisfactory academic achievement and financial need based upon the family's resources and obligations. Some scholarships, according to the criteria specified by the donor, are awarded in view of both academic accomplishment and financial need. Students must demonstrate satisfactory academic performance in order to maintain eligibility for any financial aid awarded.

Applications for all tuition assistance are made through the Business Office who will provide the appropriate forms. The completed forms, and all required supporting documentation, must be submitted by the applicant in March of the previous school year; all instructions included with the form must be carefully followed. Students must be registered in order to be considered for financial assistance and/or work study.

Work-Study Program

A program to allow students to diminish financial obligations to the school by engaging in on-campus employment during the summer or academic year is available to eligible students who have demonstrated need through the financial aid application.

AUXILIARY ORGANIZATIONS

Alumni Association

The Alumni Association, founded in 1985, has the purpose of keeping graduates informed about their alma mater and encouraging them to remain active members of the St. Francis Family. Sponsored events include: Homecoming activities and reception, a Memorial Mass for deceased graduates, faculty, staff and students; participating in the school's Open House; supporting scholarships for current students; an annual Golf Tournament; helping to coordinate and run class reunions; and special events during the year to support various projects in the school. The Alumni meet regularly as indicated on the school calendar.

Alumni Parents Association

The Alumni Parents' Association, which provides Alumni Parents with a means of maintaining the friendships and bonds that developed while their sons attended St. Francis, allows them also to remain active in numerous social events and continue assisting with a variety of school events and fundraisers. Alumni Parents plan their annual activities at four meetings scheduled throughout the school year. Through this organization, alumni parents continue to be a most welcome part of the St. Francis family.

Parents' Guild

The Parents' Guild was founded to establish a closer relationship and more effective communication between parents and faculty. The objectives of the Parents' Guild are:

1. To promote the spiritual and temporal welfare of St. Francis High School through the sponsorship of religious activities in participation with our sons and social activities for parents/guardians and friends of the school.
2. To cooperate with the faculty in maintaining the highest standards of the school through mutual exchange of ideas and suggestions.
3. To render financial aid to the school for the maintenance and improvement of academic facilities and the acquisition of additional instructional materials which might not be possible within the normal operating budget of the school.

4. To promote mutual acquaintance and good fellowship among members of the association, faculty, administration and students.
5. To promote the ideals and beliefs of St. Francis of Assisi.

Parents are invited to attend meetings of the Parents' Guild. Scheduled meetings will be announced in the Red Raider Review newsletter and will be posted on the events calendar.

APPENDIX I

Asbestos Management Plan

In October 1986, the U.S. Congress enacted the *Asbestos Hazard Emergency Response Act* (referred to as *AHERA*). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require the school to inspect for the presence of asbestos, to develop a management plan that addresses any asbestos hazards in our building, and to implement response actions (repair or removal) in a timely manner.

During the summers of 1988, St. Francis High School's facilities underwent an exhaustive inspection by asbestos hazard specialists. The final report showed that the few areas in which hazardous asbestos was present were locations in mechanical rooms to which students and faculty have no access. These areas have been repaired in accordance with the stipulations of the law. The facility was reinspected in 1991 and 1995 to insure continued compliance with AHERA.

The Asbestos Management Plan for St. Francis is a document which contains information on inspections, reinspections, response actions and other activities associated with the abatement of asbestos hazards. This document is available to concerned parties for their inspection and review. It is available for review at St. Francis's Business Office within five (5) working days of receiving a request for such review. Concerned parties should contact the Vice President for Finance.

Insurance

All students attending St. Francis High School are covered by the school's student accident insurance policy. This insurance is commonly called supplementary or non-duplicating insurance coverage, which means that the insurance policy of the parents is used first and coverage at St. Francis is processed secondarily. In addition to the basic student accident insurance policy, students are also covered by the Lifetime Catastrophic coverage.

There is a \$25 deductible per claim on all losses except interscholastic football, which has a \$500 deductible per claim.

National Honor Society

The National Honor Society (NHS) is an organization that recognizes and fosters academic achievement while developing other characteristics essential to citizens in a democracy. Scholarship, character, service, and leadership are essential ideals that remain the backbone of the society. Through the NHS chapter, members maintain and extend the qualities that won them selection. Membership is thus both an honor and an obligation.

Membership in the Dr. Leo M. Michalek, Sr. Chapter of the National Honor Society is restricted to a group of select students who have proven themselves to be outstanding in scholarship, service to the school, leadership qualities and character. The National Honor

Society is affiliated at both the regional and national levels, and is chartered by the Association of Secondary School Principals, Washington, D.C. A detailed explanation of the qualifications for nomination, the selection of members and their responsibilities is found in Appendix I.

Admission to the Dr. Leo Michalek, Sr. Chapter of the National Honor Society is contingent upon the ability to meet the general criteria listed below. Eligible students will receive application packets with specific and detailed information about the requirements in November. Eligible students must complete all aspects of the application. Eligibility does not guarantee membership in the society.

1. Juniors who have completed at least one full academic year prior to eligibility at St. Francis High School, and seniors who transferred at the start of their junior year St. Francis High School are eligible.

2. Students must display evidence of each of the following criteria

a. Scholarship – A student must earn a cumulative grade point average of 94.0% or better without rounding up, which must include the first quarter of his year of application.

b. Leadership – The student must demonstrate leadership in the classroom, extra-curricular, and co-curricular activities. He should be thoroughly dependable in any responsibility he accepts. He should take initiative in carrying out any responsibility, and above all, exemplify the qualities and attitudes which are silent influences on others for the common good.

c. Character – The student should demonstrate the highest standards of all moral and character attributes, cooperating with teachers, staff, and fellow students. Applicants must submit three letters of recommendation from current teachers and community supervisors as part of his application.

d. Service – The student must show evidence of a multi-faceted commitment to service to his school, clubs/activities, and the community. An applicant's service record should also be genuine and demonstrated over an extended period of time.

Guidelines for the Selection of Members

1. A list of eligible students (cumulative GPA equal to or greater than 94.0% without rounding) will be published by the Counseling Office.

2. Eligible students who are genuinely interested in becoming members of the National Honor Society must submit the following:

a. A formal, typed letter formally seeking membership. Specific guidelines and formatting must be followed. A detailed explanation of what is required in the essay will be provided to all eligible applicants by the Moderator.

b. Three letters of recommendation from teachers, coaches, and members of the community. There is a required form and process that must be followed that will be explained to all eligible applicants by the Moderator.

c. An activity sheet, detailing an applicant's service, extracurricular, academic, co-curricular, and leadership experience. There is a specific form that must be used for this, and it will be provided to all eligible applicants by the Moderator.

3. On a date determined by the Moderator, the National Honor Society Selection Committee will meet, discuss, and vote on each applicant using a blind review process. The Moderator shall appoint five members of the school faculty, of his or her choosing, to serve on the committee for a one-year term. Each member of the committee has one vote and no abstentions are allowed. A simple majority is required to be selected for induction. In order to keep the blind review process intact, the Moderator will present each applicant to the selection committee, but shall not have a vote and will not participate in the deliberation process. Additionally, per national guidelines, the President and Principal of

the school shall not have a vote.

4. After the selection committee has made its decision, those students who were accepted for membership will be inducted into the National Honor Society during a special ceremony.

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