

August 2025

Dear St. Francis Families,

Welcome back to St. Francis High School! I hope that all students and families had a safe and relaxing summer. My name is Kyle Anderson and I am honored to serve as the new Dean of Students at St. Francis. As the first day of school approaches, I would like parents and students to take some time to review this letter, containing important information regarding policy updates and areas of focus for the 2025-2026 school year.

My role as Dean of Students is to help coordinate the day to day operations of the school and to enforce the St. Francis Student Handbook. It is my responsibility to support our students' academic and personal growth, ensuring a safe, respectful, and engaging school environment for everyone. Appropriate consequences will be assigned to modify behavior when necessary in accordance with the Student Handbook. All students are expected to accept accountability for their actions and serve disciplinary consequences when assigned. Parental cooperation is essential for any policy or discipline system to work effectively, and I'm here to be a resource for both students and parents, working together to address any challenges that may arise.

Updated Policies and Areas of Focus for the 2025-2026 School Year

SmartPass

St. Francis High School will begin using SmartPass as our hallway pass system throughout the school day. This new 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. With SmartPass, we will have more clarity about how long, and where, a student is going while at St. Francis. This will improve school culture and safety, helping us ensure students are where they should be—in the classroom learning. Staff will be able to use the data from SmartPass to support more effective and informative parent-teacher conferences, as well. Students will learn how to use the SmartPass system on student orientation day. Students who are in the hallways for longer than the designated time on their pass will face disciplinary action.

Academic Integrity - Includes the use of Artificial Intelligence (AI) and Plagiarism

Any student found to be cheating or plagiarizing on a test, quiz, paper, homework, or project, including the use of Artificial Intelligence or similar programs 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 and a note of the incident is placed in the student's St. Francis discipline file for record-keeping.**
- **School Detention will be assigned.**

At the discretion of the Dean of Students or the School Administration, students found cheating repeatedly or on major exams, tests, and projects may face school disciplinary consequences that may include Saturday Detention, Suspension, and Behavioral Probation, or be subject to a Disciplinary Board hearing making the student liable to expulsion.

Cell Phone and Internet-Enabled Devices

St. Francis High School has updated the school 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. The entirety of the Cell Phone and Internet-Enabled Device Policy is available on the school website in the Parent Hub.

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.

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 discretion of the Dean of Students on unseasonably, warm weather days)
Spring Dress Code	April 13th - June 5th	SFHS polo <u>or</u> dress shirt & tie

Designated Dress-Up Days for the 2025-2026 School Year:

All "Dress-Up Day" dates are listed on the school calendar. On Dress Up Days, all students must wear a sports coat or suit, a dress shirt, a tie, dress pants, a belt, dress shoes, and socks.

September

3rd–Orientation Day
4th–First Day of Classes
5th–Opening School Liturgy

October

3rd–Feast of St. Francis

November

7th--Fall Drama Preview
24th–School Liturgy

December

8th–School Liturgy
18th–Christmas Program

January

8th–School Liturgy

February

3rd–School Liturgy

March

11th–Spring Musical Preview
25th–Alumni Career Day
27th– Stations of the Cross

April

23rd– Focus on the Arts
29th–Senior Signing Day

May

14th–School Liturgy

Dress-Down Days

Throughout the school year, 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 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.

General Dress Code Standards for 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.

Disciplinary Action

Teacher Detention Policy

- An individual teacher may issue a teacher detention for classroom misconduct.
- The student should expect to serve this detention on the day following the infraction with the teacher who assigned the detention.
- Proper behavior is expected of all students and disruptions in the classroom will not be tolerated.

School Detention Policy

- School detention is assigned for violations of school rules, infractions of the disciplinary code, and unacceptable behavior.
- School detention will be held in room 204 on Tuesdays, Wednesdays, and Thursdays every week. Students must attend detention when detention is assigned. Any student assigned a school detention should report to the Dean of Students office immediately following the end of tenth period.
- If a detention postponement is granted, the student should expect an additional hour for not serving the detention on the designated day.
- If a student skips school detention, he will automatically receive an additional two hours to serve.

Behavioral Referral Policy

- Repeated misconduct will result in a behavioral referral.
- Consequences are assigned by the Dean of Students and may include: School detentions, Saturday detention, Suspension, or Disciplinary Hearing
- Any skipped Saturday Detention is liable to receive a suspension.
- Students with excessive detentions will be placed on Disciplinary Probation to be monitored by the Dean of Students and the Disciplinary Board.

Suspensions

- The Administration or Board of Discipline may suspend a student for severe violations of school discipline.
- Suspensions can be in-school or off-campus for the regular school days as determined by the school administration.
- **Students on suspension may also be required to serve Saturday detentions, perform public service, and complete a written assignment.**

By working together and reinforcing these policies and expectations, we can ensure a positive and productive learning environment for all students. I look forward to meeting you at upcoming school events and partnering with you to make this a successful school year.

Sincerely,

Mr. Kyle Anderson '11

Dean of Students

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