

# PARENT/ STUDENT HANDBOOK

MAY 1, 2026 – JUNE 30, 2027

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# Welcome to St. Francis High School

The St. Francis Catholic High School Parent/Student Handbook outlines all rules and guidelines parents and students are expected to adhere to during the school year. This Handbook serves as a contractual agreement between St. Francis High School (SFHS), students and parents or guardians and outlines the expectations and standards for the SFHS community. Parents/Guardians and students are expected to read, understand and follow all policies outlined in this Handbook.

## Mission

St. Francis Catholic High School is a diocesan college preparatory school dedicated to serving young women and their families who seek a community of faith, excellence, leadership, and service, grounded in the teachings of Jesus Christ. In the spirit and charism of Saints Francis and Clare of Assisi, SFHS forms students who share their gifts and talents as models of Pax et Bonum.

## Philosophy

The philosophy of St. Francis Catholic High School (SFHS) is based on a belief in God and is committed to the values of our Catholic faith.

- SFHS is committed to educating young women to live full, responsible, and meaningful lives, strengthened through the curricula and experiences unique to a Catholic school and unique to SFHS.
- SFHS serves the needs of all students through a varied and comprehensive college preparatory curriculum.
- SFHS prepares all students for higher education, career opportunities, lifetime vocation choices, artistic development, and athletic proficiency. In imitation of the patron Saint Francis of Assisi, SFHS helps students develop a love for God’s creations, and to serve others.
- SFHS believes each student can be a force for “peace and goodness” throughout the world. Thus, young women graduating from SFHS have been challenged to reach their full potential: spiritually, intellectually, artistically, physically, and socially.

## **Integral Student Outcomes (ISOs)**

Integral Student Outcomes are essential attributes of an educated person, as someone formed in a Catholic culture. These are derived from the school's mission and philosophy statements and are defined in the form of broad-based behaviors signifying what a student knows, understands, values, and practices. These are integral as they serve to unify all the academic achievement outcomes and the co-curricular outcomes that the school establishes as goals for its students.

### **A St. Francis graduate is a Woman of Faith**

- She understands the major tenets and traditions of the Roman Catholic Church.
- She demonstrates an active faith life.
- She respects the members of other faith traditions.

### **She strives for Excellence**

- She meets or exceeds the requirements for university admission .
- She has the ability to think independently and becomes a lifelong learner .
- She possesses self-worth.
- She practices habits conducive to spiritual, emotional, and physical wellness.

### **She demonstrates Leadership**

- She appreciates the efforts of her peers and of the school community.
- She models moral behavior and prudent judgment.
- She values and facilitates collaboration.

### **She embraces Service**

- She responds to the needs of the poor and the vulnerable.
- She promotes social justice based on Catholic teachings.
- She acts as a responsible citizen.

# Student/Parent Code of Conduct

It is critical that students attending SFHS behave in a manner, both on and off campus, consistent with the religious principles of the Roman Catholic Church and the philosophy and policies of SFHS. It is a condition of enrollment that the parents/guardians of each student adheres to the standards of conduct as determined by SFHS, as outlined below:

- Parents/guardians and students will work respectfully and cooperatively with all faculty, coaches, moderators, counselors, Administrators, support staff, other students, and other parents.
- Students and parents/guardians will discuss any concerns that arise with the appropriate Administrators and staff in a polite, courteous, non-threatening manner.
- Students and parents/guardians will follow behavioral expectations at all school-sponsored events, including sporting events, field trips, retreats and other activities.
- Each student, in or out of school uniform and on or off campus, will conduct herself in a manner consistent as a member of SFHS. Behavior that is deemed contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of SFHS makes a student subject to disciplinary action.
- To the extent possible, students who are present when wrongdoing is evident have an obligation to remove themselves immediately from the situation; otherwise, they share in the consequences related to such behavior.

SFHS reserves the right to determine, at its discretion, which actions fail to meet the principles and Catholic philosophy of the school. Failure to follow these guidelines may result in disciplinary action, removal from co-curriculars, removal from baccalaureate and graduation activities, suspension or dismissal of a student, or revocation of a parent/guardian privilege to attend or to participate in school activities, depending on the severity of the offense.



## Honor Code

While all SFHS student outcomes are important, the foundation is living out Catholic values through ethical behavior on and off campus. Rooted in its Catholic mission, SFHS seeks to help young women make responsible, thoughtful decisions guided by Christian values and the teachings of Christ. Students are expected to uphold standards of honesty, effort, compassion, and integrity, realizing that true learning and growth depend on these values.

# Admission Policies

SFHS is a Sacramento Diocesan school and operates in accordance with Canon Law of the Roman Catholic Church. Guided by its mission to reflect the love of Christ for all, SFHS admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally offered to students. SFHS in the Diocese of Sacramento does not discriminate on the basis of race, color, nation and/or ethnic origin, age, or disability in the Administration of education, policies, scholarships and loan programs, and other school-administered programs.

# Financial Policies

SFHS uses FACTS Online Billing and Tuition Management system to set up payment for tuition and other school fees. Tuition for the 2026-2027 school year is \$18,080. The following payment plans are available:

- Annual Payment: \$18,080 due July 1, 2026
- Semi-Annual Payment: \$9,040 due July 1, 2026, and November 1, 2026
- Ten Payments: \$1,808 due July 2026 through April 2027
- All families must select one of the above payment plans through the [FACTS](#) online Billing and Tuition Management system.

## Registration

All new and returning students are required to pay a non-refundable registration fee of \$850. This fee is typically due in March for the next school year. For transfer students, the non-refundable registration fee is due at the time of acceptance.

## Transfer Students

Tuition will be calculated and charged at a daily rate per quarter for students who transfer to SFHS during the academic year. For example, a student transferring to SFHS with ten days remaining in the third quarter will be charged ten days for the third quarter and all of the fourth quarter tuition.

## Delinquent Accounts

Parents are asked to notify the Finance Department if unexpected circumstances or financial hardships affect tuition payments. Students with overdue tuition balances may be held from taking semester exams, and credit for the semester will not be given until exams are completed.

Students with unpaid accounts may be denied admission for the following school year. Diplomas will not be issued to graduating seniors who have not fulfilled all financial obligations to the school.

## Refunds

Parents/guardians who voluntarily withdraw their daughter from SFHS remain financially responsible for tuition for the full academic quarter in which she last attended.

Parents/guardians whose daughter involuntarily withdraws from SFHS agree to pay tuition through the last date of attendance. For example, if a student's last day of attendance is five days from the end of the third quarter, the student's family will be expected to pay for three-quarters of the annual tuition less five days of tuition.

## Financial Aid

SFHS partners with FACTS Grant and Aid to review and process financial assistance applications. Financial assistance supports students who would not otherwise be able to attend. To qualify, a family must complete an application and demonstrate financial need. Although total financial need exceeds the school's resources, SFHS helps as many families as possible. Only registered students will be considered for financial assistance. Applications are available online at [FACTS Grant & Aid](#). Families who apply after the application deadline must first receive permission from the Finance Office.

Financial assistance recipients: Below is the Minimum Requirements Contract. By accepting financial assistance, parents/guardians and their students are accepting the terms of the Minimum Requirement Contract. Failure to meet these terms may affect a student's financial aid eligibility for the next semester.

## Minimum Requirements for Financial Aid

To receive tuition assistance at SFHS, a student must:

- Maintain good academic standing and may not be placed on academic probation.
- Maintain a good conduct record. Serious suspensions or conduct violations may result in the loss of financial assistance at the discretion of the Financial Aid committee.
- Behave in a manner on and off campus that is consistent with the Catholic principles and philosophy of SFHS.

It is the parent's/guardian's responsibility to comply with the following requirements for their student to receive financial assistance at SFHS.

- The parent/guardian must comply with the Payment Plan as set forth by the Financial Aid Office.
- The parent/guardian must promptly return (within two business days) all phone calls or emails from school officials.
- The parent/guardian must communicate the inability to make scheduled payments at least two business days prior to the Electronic Funds Transfer date.

## Damaged Equipment

Parents are responsible for the cost of repairing or replacing any school equipment or facilities damaged by their student.

Parent volunteers play an important role in the SFHS community. Throughout the year, volunteers support a wide range of events and programs, including Admissions, Advancement, Academics, Arts, and Athletic events, as well as administrative needs. SFHS offers parents many opportunities to get involved and work alongside faculty, staff, and other committed parents in support of our students and school community.

# Parent Service Hours

While family service hours are required, we know that many families contribute more than the basic requirement. Because of such dedication and support, SFHS is able to provide our Troubies with a holistic and enriching education grounded in our pillars of faith, excellence, leadership, and service.

## **Minimum hours:**

For the 2026-27 school year, every family at SFHS is required to fulfill a minimum of 25 hours of service during the school year. Grandparents may earn hours toward the family requirement. Parent/family service hours can be completed through a combination of active service and donations of items requested.

## **Earning parent hours through active service:**

Hands-on volunteer service is essential to the success of SFHS and our community, and we encourage all families to maximize their hours in this way. Volunteer hours are awarded based on the actual time spent performing each service activity. All opportunities are posted in MVP. Active service can include:

- Volunteering in departments across campus, including Admissions, Advancement, Academics, Arts, Athletics, Wellness, Counseling, Campus Ministry, Facilities, etc.
- Time spent attending board meetings for parent/grandparent groups may be counted toward earned hours, with a maximum of one hour credited per meeting.

## **Earning parent hours through donations:**

Many SFHS activities and special events are made possible through the generosity of our parent and grandparent community. Families may earn up to 15 of their required service hours by donating items requested from SFHS. Only designated items, delivered at requested times, will be counted toward service hour obligations. A minimum donation value of \$30 is needed for each hour of credit.

Families must use the donation list provided (usually an Amazon Wishlist or Sign-up Genius) for each specific event to receive parent service hour credits for their donation. Due to allergy concerns, compliance with the specific requests for donated food items is mandatory. Items not in compliance with requests will not count toward the service requirement and may be returned.

## **Earning parent hours through active service:**

Service hour opportunities (active service and donated items) occur throughout the year and are posted on the MVP system. Excess hours do not carry over to the next school year.

- [Create an MVP Account](#)
- [Returning User – Log-in to MVP](#)

## **Recording parent service hour participation and due dates:**

All families must record their volunteer service hours using the MVP system. SFHS reviews the total hours per family throughout the year. Families can start earning service hours for the 2026-27 school year beginning March 24, 2026, and must be completed by April 12, 2027.

## **Non-Participation Fee**

Failure to complete the family service hour requirement will result in a mandatory \$1,000 fee due by the end of the school year. This amount cannot be prorated for partial hours completed; therefore, all 25 hours must be performed or earned and reported by the reporting deadline to avoid paying the annual non-participation fee. The \$1,000 nonparticipation fee is non-refundable. If a student leaves the school, the fee is not prorated or returned. Email [volunteerhours@stfrancishs.org](mailto:volunteerhours@stfrancishs.org) with any service hour inquiries.

[Family Service Hour Information 2026-27](#)

# Parent Organizations

SFHS offers many opportunities for parents to become involved in the community: Parents' Guild, Booster Club, Patrons of the Arts, Dads' Club, Black Parents Group, Grandparents' Club and Troubie Parents for Life. Detailed information about each group can be found on the SFHS website.

# Fundraising Events and Activities

The Advancement Department helps strengthen the St. Francis community by building lasting relationships with current and former families, alumnae, and supporters. Through fundraising, volunteer involvement and community engagement, the department provides resources that support financial assistance, academic programs, faith experiences including Kairos, arts and athletics, campus facilities, and other expenses not covered by tuition.

The Advancement Department oversees the St. Francis Fund (our annual fund), #supportHER Week of Giving, fundraising events such as the Crab Feed and the annual Auction, scholarship outreach, planned giving, the vehicle donation program, endowment efforts and capital campaigns. The Department ensures all gifts are acknowledged and used according to donors' wishes.

For the 2026-27 school year, every SFHS student benefits from a \$2,500 tuition subsidy made possible through donor support and fundraising efforts. Families are invited to make a financial gift meaningful to their circumstances to bridge the gap between tuition and the true cost of a St. Francis education. [Details on the various ways to support St. Francis can be found on our website.](#)

Supporters who contribute more than \$2,500 during the fiscal-year (July 1 - June 30) are recognized as Benefactors and invited to the annual President's Society Event in the fall.

## Service of Alcohol at Parent Events

At some school events designated primarily for parents or adult community members, alcohol may be served. Students attending these events as performers or event assistants must have a parent or guardian sign a permission slip acknowledging alcohol will be present. Signed permission slips are due to the school prior to the event.

Students must remain in good academic standing to participate in academic, arts or athletic teams, co-curricular activities, and the fall or spring play. Progress reports and report cards will be checked before the start of each sports season as well as at the quarter and semester grading periods. Students are considered ineligible if they are on academic probation (see Academic Probation Policy).

## Grading System

SFHS uses an A through F grading scale, as follows :

- A (4.0) Indicates superior proficiency and achievement
- B (3.0) Indicates above-average proficiency and achievement
- C (2.0) Indicates satisfactory proficiency and achievement
- D (1.0) Indicates minimum proficiency and achievement; credit will be given
- F (0.0) Indicates unacceptable work and no credit given
- Inc. (0.0) Given when a student has not completed the work for a legitimate reason. An incomplete must be made up within ten school days of the due date for grades, as indicated on the school calendar. If work is not made up within the above specified time or the time agreed upon by a student, Administration and teacher, the "Inc." automatically becomes an "F."

## Grading Scale and Policies

SFHS uses the following scale for all standard-level courses. Honors and Advanced Placement (AP) courses may use a different scale based on specific department policies. Students enrolled in Honors and AP courses should refer to their course syllabi for specific grading policies.

- |               |              |              |               |
|---------------|--------------|--------------|---------------|
| • A+ 100%-97% | • B 86%-83%  | • C 76%-73%  | • D 66%-63%   |
| • A 96%-93%   | • B- 82%-80% | • C- 72%-70% | • D- 62%-60%  |
| • A- 92%-90%  | • C+ 79%-77% | • D+ 69%-67% | • F 59%-Below |
| • B+ 89%-87%  |              |              |               |

## Honor Roll

Honor roll is granted to students whose semester-weighted GPA falls into the following categories:

- 3.50-3.74 Honor Roll
- 3.75-3.99 High Honor Roll
- 4.00+ Highest Honor Roll

## Grade Points and Grade Point Average

SFHS grade points are calculated on a 4.0 scale where A = 4, B = 3, C = 2, D = 1 and F = 0 grade points. Honors and AP courses receive 1 additional grade point calculated into the semester and cumulative weighted GPA (ex: A=5, B=4, C=3).

To calculate an unweighted GPA, take (total grade points) divided by (Number of classes). For a weighted GPA, take (total weighted grade points) divided by (number of classes).

SFHS calculates two cumulative grade point averages: unweighted and weighted.

- The unweighted GPA is based on a standard 4.0 scale
- The weighted GPA adds one extra grade point for each semester of Honors or AP coursework, allowing the GPA to exceed 4.0

Only grades of C- or higher in Honors or AP courses qualify for the additional weighted grade point. Weighted GPAs will be recorded each semester on the student's report card. P.E., sports, student internship and academic teams are not included in SFHS GPA calculations.

## Class Rank

SFHS offers a rigorous college preparatory program. Because a cumulative GPA ranking does not fully reflect a student's overall achievement, SFHS does not rank students.

## Credit Requirements

A total of 240 credits is required for graduation. Each course is worth 5 credits. Students must be enrolled in at least six courses (30 credits) each semester and may not exceed eight courses (40 credits) per semester. The only exception is participation in one academic team (1 credit) per semester. Seniors may also enroll in one Student Intern course (5 credits) per semester to meet the six-course (30 credits) minimum.

## Requirements by Subject

Theology	40 credits / 8 semesters
English	40 credits / 8 semesters
Visual and Performing Arts	10 credits / 2 semesters
Modern & Classical Language	20 credits / 4 semesters
Mathematics	30 credits / 6 semesters
Physical Education	5 credits / 3 semesters
Health	5 credits / 1 semester
Science	30 credits / 6 semesters
Social Studies	35 credits / 7 semesters
Electives	5 credits / 3 semesters

A grade of C- or higher is required in courses for admission to most colleges.

## Honors and Advanced Placement

SFHS recommends that students take no more than three (3) Honors or AP courses per year. All students enrolled in an AP course are required to take the AP exam and pay the non-refundable registration fee. Partial fee waivers are available in the business office if they qualify for College Board's fee waiver program.


Any student who misses the AP exam (due to sickness or other reason) must take the late AP exam. If a student misses the late AP exam, she will take the second late exam in June. If she misses all exam opportunities, she will be required to take a department final, regardless of her grade in the course or grade level.

Students not enrolled in an SFHS AP course that offers an exam will not be able to sit for that AP exam at St. Francis.

## P.E. Policy

Students participating in any level of an SFHS athletic team will be exempt from taking physical education (P.E.) in the semester during which their sport competes and will receive 5 credits toward the P.E. requirement. (see Athletic Policies).

A senior who has taken two P.E. courses (10 credits) and is in a spring sport must complete the entire season. If she is cut from a team within the first two weeks of the semester, she must join a St. Francis non-cut sport, or she will be placed in P.E. If she quits after the first two weeks of the semester, she will be placed in an SFHS P.E. class with a grade reduction commensurate with the amount of class time missed.



Students who have been active and competitive for at least a year in a sport not offered at SFSH may be eligible for a P.E. waiver. Students must provide appropriate documentation for approval. The Non-SFHS Sport Team PE Waiver will be available at the beginning of the school year. Coaches must sign the application and attach a letter of recommendation along with the competition calendar.

Students approved for a non-SFHS Sport Team are exempt from one semester of P.E., and their graduation requirement for that semester is fulfilled. The maximum credit given for a non-SFHS Sport Team waiver is 5 credits per year regardless of the length of the sport.

## **Report Cards**

Grade reports are published quarterly in the PowerSchool Portal: October (Quarter 1), January (Semester 1), March (Quarter 3), and June (Semester 2). Semester grades also appear on the official transcript.

Students and parents are encouraged to monitor progress via PowerSchool (report cards and transcripts) and Schoology (daily grades and assignments) on a regular basis.

## **Course Scheduling Policy**

Every effort is made to accommodate course requests. However, course availability, prerequisites and departmental guidelines may result in some requests not being fulfilled.

## **Prerequisites**

Prerequisites are designed to ensure that students have the foundational knowledge and skills needed to succeed in a subsequent course. For example, a student must successfully complete Algebra 2 before enrolling in precalculus.

## **Course Load Requirements**

A student must be enrolled in a minimum of six courses (30 credits) each semester. Students may not exceed eight courses (40 credits) each semester; exceptions are made for one academic team (1 credit) each semester. Only seniors may register for one (5 credit) Student Intern course per semester to meet their six courses (30 credits) minimum.

## Schedule Changes / Dropping a Course

SFHS will not process schedule changes to accommodate teacher preferences, free block preferences or carpools.

During the academic year, schedule changes are only allowed under the following circumstances:

- Students cut from a sport must add P.E. (see P.E. Policies)
- The school initiates the change, determined through student performance in the class
- SFHS erred in scheduling; for example, a schedule that is missing a required course

Additionally, students may not request a drop for a course in Theology, Social Studies, English or an impacted course if there is a waiting list. Students may not drop a course and add a Student Intern course to meet the six courses (30 credits) semester minimum requirement. Students are cut from a sport and must add P.E. (see P.E. Policies)

Drops requested after the school schedule change window closes will result in the following:

### Yearlong Courses:

- Students will receive a "W" on their transcripts for courses dropped within two weeks of the first day of school. Courses dropped after that will be reflected on the transcript as a "WF" and will be counted as an "F" (0 grade points) in the GPA.
- Students who request a drop after the second semester has begun will receive their first semester grade and a "WF" on their transcript for the second semester.

### Semester Courses:

- Students will receive a "W" on their transcripts for courses dropped within two weeks of the first day of school. Drops that occur after the first two weeks of school will be reflected on the transcript as a "WF" and will be counted as an "F" (0 grade points) in the GPA.
- Students participating in Academic Teams may request to drop the team only if the request is initiated by the teacher and approved by the Academic Team coach. Requests must be made by the midpoint of the team's season. Because each Academic Team's season varies in length, the midway point is determined by the number of meetings outlined in the team syllabus.

## Retaking a Course

If a student earns a semester grade of "D" or "F" and retakes the course, both courses and grades will remain on the transcript. However, only the higher grade will be used in the GPA calculation and will count as credit toward graduation. Students wishing to retake a course at another institution must receive approval from the department, counselor and Administration before the course can be placed on the SFHS transcript.

## Remediation Policy of D and F Grades

Students who earn a “D” in a course that fulfills CSU/UC requirements will be advised by their counselor how or whether to remediate the grade.

Students who earn an “F” in a course required for graduation must remediate the grade by successfully retaking it before the next academic year or have a counselor document it on the student’s Course Request Form as a planned repeat course. Information regarding course remediation will be provided by counselors and the Administration office.

## Auditing Policy

Occasionally, a student may be given the opportunity to audit a course. In this instance, the student will be enrolled in the course, must attend all class sessions, complete all work, and must take the course final. In lieu of a letter grade and credits, students will receive a notation of “audit” on the transcript.

## Seal of Biliteracy

The Seal of Biliteracy recognizes students who demonstrate fluency in two or more languages by the time of high school graduation. Students who meet the requirements will receive a “Seal of Biliteracy,” along with a language notation on their official St. Francis transcript.

For languages offered at SFHS (Spanish, French, Italian and Latin), students must earn a score of 3 or higher on the corresponding College Board Advanced Placement (AP) Exam. Students enrolled in the Latin program may also take the ALIRA Exam. Arrangements must be made with the Latin teacher.

For languages not offered at SFHS, students should contact the Department Chair of the Modern and Classical Languages department for information on how to earn a Seal of Biliteracy.

## **Makeup Assignment/Testing Policy**

Students are responsible for following each teacher's syllabus regarding make-up work and deadlines. If a student is absent, she will be given the same number of block meetings as the length of her absence to make up assignments and tests. It is the student's responsibility to contact her teachers to arrange makeup work no later than the end of her first class meeting after returning to school. All make-up assignments and tests should be completed on the date and time arranged with her teachers.

Teachers are not required to give make-up tests during the regular school day. Students who miss make-up dates are not automatically granted an extension or an additional make-up date. Students who fail to make up assignments or tests within the designated timeframe will receive a zero. In cases of prolonged absences, all make-up work and testing should be completed within 10 block days of the student's return.

## **Standardized Testing Policy**

SFHS offers several school day standardized testing opportunities for students:

- Sophomore year: optional PSAT 10 in March or April
- Junior year: mandatory PSAT/NMSQT in October; optional SAT and ACT in March or April
- Senior year: optional SAT and ACT in October

The PSAT 10, SAT and ACT are optional tests and students must pay the exam fee if they choose to participate. The PSAT/NMSQT is mandatory and does not require students to pay a fee.

Students must arrive on time for all school day standardized tests. Once test instructions have begun, students will not be allowed to enter the testing room. Make-up tests will not be offered. If a student misses a test or is sick, refunds will not be issued.

Additionally, SFHS partners with Revolution Prep, an online test prep company, to offer students free practice tests.

## Final Exams

SFHS does not offer the opportunity for students to take early final exams. Students who miss finals due to a one-time extraordinary circumstance such as a death in the family, an illness supported by a medical note, or a school-related event must take their exams on the school's scheduled make-up exam dates. Students who miss finals multiple times for extraordinary circumstances may receive reduced credit or no credit on their final exams. Make-up finals will not be granted to accommodate family trips or vacations.

## Senior Finals Policy

If a senior receives an "F" during her first or second semester grades, she may not graduate or participate in graduation activities unless the failed class is made up prior to graduation.

Additionally, seniors with excessive absences in the second semester without a medical note may not be eligible to graduate.

A senior in her second semester may be excused from taking the final exam in a class if she meets all of the following requirements:

- Has achieved a B- or better in the class (this includes weighted or unweighted letter grades) in the second semester
- Has no more than 6 absences each semester for non-school sponsored events (illnesses, trips, etc.). Students with extraordinary extenuating circumstances (death of family members, surgery, long-term illnesses of more than two weeks, COVID, etc.) may be excused from the 6-absence requirement
- Has completed her senior service hours by the designated date (see additional specifics for Salutatorian/Valedictorian service hour requirements)
- Has attended all mandatory events (assemblies, Masses, liturgies, etc.) or provided medical notes to excuse the absence. Missing more than one mandatory event in a semester will result in the student being required to take final exams
- Has no suspension or Saturday School in either semester

Students required to take finals for discipline or attendance may file an appeal with the Dean of Students' office by May 1.. Students not required to take finals do not need to attend second-semester final review days. Administration reserves the right to amend this policy as needed.

## Transfers Prior to Final Exams

A student who transfers out of SFHS prior to the end of the first semester and who is officially enrolled in another school may be excused from taking final exams. The student's grade will be calculated and submitted at the point of transfer. Note: A student who has transferred out of SFHS at the end of the first semester and transfers back to SFHS within two weeks of the second semester is required to take the final exam upon her return. The student's final grade and credits for the course will be adjusted accordingly.

## Courses Taken at Other Academic Institutions or Retaking a Course

SFHS will accept credit toward graduation from WCEA/WASC-accredited and UC a-g-approved high schools under the following conditions:

- Students must consult with their academic counselor and the appropriate department chairpersons prior to registering to ensure the class is acceptable. Classes taken at other institutions may not be compatible with the SFHS curriculum. Students assume the risk and responsibility for any discrepancies.
- The required courses for graduation in English, Theology, Social Studies and P.E. must be taken at SFHS.
- Courses may be taken to remediate a "D" or "F" with prior approval from a counselor. The course must be UC-approved. The student is responsible for ensuring that an official transcript is sent to SFHS. The course will be included on the St. Francis transcript, credits will be applied, and the new grade will be factored into the grade point average calculations. The original grade will remain on the transcript and will only be removed from grade point average calculations if the new course bears the same title.
- Approved high school classes taken at other WCEA/WASC-accredited high schools will be recorded on the student's transcript and included in the GPA calculations.
- Honors points for GPA calculations will be given only if the same course is also offered at SFHS.
- No courses taken prior to the fall semester of the freshman year will be posted on a student's transcript.
- High school courses taken through an online provider and community college courses will not be placed on the SFHS transcript. Seniors will be responsible for reporting these courses on college applications and sending community college transcripts or other high school transcripts to colleges to which they apply .

## Dual Enrollment Policy

Concurrent enrollment is designed to provide educational opportunities at the community college and state university levels for students who can benefit from the experience. In order to participate, a student must:

- Have parental and administrative approval
- Request courses that constitute an expansion of her high school courses or courses not available at the high school.
- Have a grade point average of 3.0 or better
- Be aware that the offering of the course may conflict with SFHS hours (8:00 a.m.-3:00 p.m., M-F)

## Graduation Diplomas

St. Francis Catholic High School creates a formal and inclusive graduation ceremony for all students, one that maintains the focus on the scholastic achievements of the entire graduating class. Tradition and policy dictate students wear the school-issued white cap and gown. Certain conditions may restrict a student from attending the graduation ceremony:

- Failure to meet academic or Christian Service requirements for graduation
- Serious behavioral issues which merit administrative decision and action
- A student's personal choice
- Failure to attend mandatory practices
- Failure to pay graduation fee
- Failure to return required sports materials

Diplomas may be withheld, and a graduation date will not be posted on the transcript if:

- Credits are not sufficient or are incomplete
- Academic requirements for graduation are not met
- Financial obligations are not met
- Wearing unapproved regalia at Graduation or Baccalaureate Mass and/or misconduct during either ceremony

In addition, a student is not eligible if she has an "Incomplete" on her most recent report card. Once the "Incomplete" is changed to a grade, the report card will be reviewed again by the specific administrator to determine if the student is eligible. Students who have not completed their academic requirements within one calendar year of their anticipated graduation date will not be eligible to receive an SFHS diploma.

## Christian Service Graduation Requirement

Seniors who fail to meet their quarterly service requirements may also be prevented from participating in senior dances (including Homecoming, Winter Formal, Senior Ball), Kairos leadership, other senior-level activities, and the graduation ceremony. All verification of service must be submitted via MobileServe.

- Senior Christian Service requirements with due dates
- Friday, October 16th - End of Quarter 1: 10+ hours
- Friday, December 18th - End of Term 1: 20+ hours
- Friday, March 12th - End of Quarter 3: 30+ hours

If the Christian service requirement is not fulfilled, the student's final transcript (which is mailed to her college/university in June) will show an NP (Non-Pass).

## Academic Communication

SFHS uses the following web-based programs. Portals are located on the SFHS website:

- PowerSchool is used to view report cards/progress reports and attendance.
- Schoology is used to view daily grades and assignments. Parents are expected to regularly check Schoology to view their daughter's academic progress.
- Google Workspaces for Education provides the campus-wide email system, document sharing, website creation, and other collaboration tools.
- Naviance Family Connection is a Counseling Department resource to help students and parents in the college selection and application process, as well as in exploring scholarships and career options.
- MobileServe is used by students to log Christian service hours.
- FACTS is used for tuition payments and outstanding balances.
- Final Forms is the official online registration process for parents and students and is used for back-to-school forms, including medical and emergency information and required athletic forms. Final Forms may also be used for other school-related forms.
- My Volunteer Program (MVP) is used to record parent volunteer service hours.
- CampBrain is used to register for school retreats, summer school, and certain student activities.

## Academic Probation

A student will be placed on Academic Probation if she meets any of the following criteria:

- A grade of D+ or lower in a core course; core courses include English, Mathematics, Modern and Classical Languages, Science, and Social Studies
- One or more "F"s
- Two or more "D"s
- Failure to fulfill Christian Service hour requirements - by required due dates.

Students who are not in good academic standing may not participate in co-curricular events, including, but not limited to:

- Academic, e-sports, sports teams or academic teams (including practices or being on the sideline)
- Field trips
- All senior or graduation events
- All homecoming events (including practices or events)
- SFHS or other schools' dances, including junior prom/senior ball
- Theater or arts department events (unless required by being in specific class to the event)

Students who are on academic probation for two semesters in a row may see an impact on their financial aid. Students who continue to earn D+ or lower grades in core courses for two grading periods will be placed on contract and may be asked to leave. The final decision as to whether a student will be allowed to continue at SFHS will be made on a case-by-case basis by an academic review board.

Parents are notified of Academic Probation or Academic Contract by a letter from their grade level assistant principal. The counselors will call in students on academic probation to devise a plan for making up the course that needs to be repeated.

## Academic Grievance

If a student or her family believes they have an academic grievance, they must follow this procedure, in the order given:

- Meet privately with the teacher and attempt to reconcile the issue; if the issue pertains to a grade, the meeting should be called within ten (10) days of the grade posting.
- Consult with the student's counselor and the Department Chair of that academic area.
- Request a conference with an Assistant Principal if the above steps are unsatisfactory. The conference may include the teacher, parent, student, and counselor.

## Transcripts

The transcripts are permanent records of all courses taken and semester grades earned throughout high school. Once a course has been completed, it may not be replaced or deleted from a student's transcript. Grades posted to a student's transcript may be changed only by the teacher assigning the grade and only with the approval of the Principal.

## Access to Student Files

Parents have the right to access their child's permanent school records, as do students who are 18 years of age or older (DSB 5415). Anecdotal notes and psychological test results are not part of the permanent record and are not available for review.

Parents who wish to review those records need to schedule an appointment with the appropriate Assistant Principal. The Assistant Principal and the registrar, or other designated staff member, will be present to interpret records, if necessary. Parents may request a copy of their child's records. Copies will be clearly marked as such, and original records will not be released until the student has withdrawn or graduated.

All students must be identified by their legal name in school communications and documentation, including, but not limited to, email addresses, rosters, transcripts and diplomas.

## Withdrawal from School

Students whose parents wish to withdraw them from SFHS during a semester or at the end of a semester must complete the withdrawal procedures and file proper information with the Enrollment Office. If a student leaves during a semester without officially withdrawing, the student may receive an "F" grade in all courses. Transcripts will not be issued until the withdrawal process is complete.

# Athletic Program

SFHS Athletics is committed to the holistic education of young women by providing a comprehensive, fair, and equitable program for the school community in a caring, supportive environment. The athletic program strives to enrich students' mental, physical, and moral development by integrating athletics into the school's education program. The athletic program pursues excellence with these core goals as its foundation. Championships, individual recognition, and the ability to compete are desirable outcomes of a strong educational sports program, but they are secondary to its primary purpose. SFHS does not recruit students for its athletic program, nor does it offer athletic scholarships to students.

All student-athletes must adhere to school expectations for attendance, conduct, academic performance and Christian service hours to remain in good standing with their respective teams.

## Athletic Opportunities

SFHS is a member of the California Interscholastic Federation (CIF), the Sac-Joaquin Section, and the Sierra Foothill League. SFHS fields the following teams:

- Fall: Cross-Country, Golf, Tennis, Volleyball, Water Polo, Flag Football
- Winter: Basketball, Soccer
- Spring: Diving, Lacrosse, Softball, STUNT Cheer, Swimming, Track and Field

## Eligibility Rules and Regulations

SFHS follows the [eligibility rules and regulations established by the CIF and the Sac-Joaquin Section](#), and may, in some cases, enforce even more stringent guidelines.

### Scholastic Eligibility

Students must remain in good academic standing to participate in athletics. SFHS follows the scholastic eligibility requirements set by CIF Sac-Joaquin Section Bylaw 205. All freshmen will be automatically placed on probation in their first enrolled semester to ensure compliance with Bylaw 205.A. Eligibility is reviewed before each season begins and at each quarter grading period.

Students are considered ineligible if the following standards are not met:

- Minimum grade point average of 2.0 on the most recent report card
- No "Fs"
- No more than one "D"
- No "Incompletes"
- Fulfillment of Christian Service hour requirements

A student can regain eligibility upon meeting the above standards at the next quarter report card review.

## **Athletics Eligibility Committee**

An eligibility committee made up of the Assistant Principal(s), the Athletic Director, and the student's counselor may review cases in which a student meets the minimum academic eligibility requirements established by the CIF Sac-Joaquin Section but does not meet the stricter standards set by SFHS.

The committee may reinstate a student-athlete's academic eligibility if it determines circumstances beyond the student's control significantly contributed to the student not meeting SFHS standards. The committee may also place conditions on the student-athlete's reinstatement eligibility.

## **Preseason Student and Parent Meetings**

SFHS requires each athletic program hold mandatory student and parent meetings as soon as possible after the teams are selected and before the first scheduled competition. The head coach and an athletic department Administrator will review the following information:

- The mission and philosophy of the SFHS Athletic Department
- Team expectations and policies
- Scholastic eligibility standards
- Conflict resolution procedures
- Parent permission forms and the season schedule for all events

## **Sportsmanship-Negative Commentary**

SFHS discourages and prohibits negative comments directed toward officials and/or St. Francis athletes or opponents. Disciplinary action will be taken if student-athletes or family members violate this policy.

It is the duty of all concerned with high school athletics to review and understand the CIF Sac-Joaquin Section Sportsmanship Resolution-Code of Ethics:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
- To eliminate all possibilities which tend to destroy the best values of the game
- To stress the values derived from playing the game fairly
- To show cordial courtesy to visiting teams and officials
- To establish a happy relationship between visitors and hosts
- To respect the integrity and judgment of sports officials
- To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility
- To encourage leadership, use of initiative, and good judgment by the player on the team
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players

- To remember that an athletic contest is only a game and is not a matter of life and death for the player, coach, school, officials, fan, community, state or nation.
- Those violating these guidelines may be removed from an event and/or banned from future events.

## **Commitment of Athletes**

All student-athletes at SFHS are expected to uphold the highest standards of conduct toward teammates, officials, coaches, and opponents. Failure to abide by these expectations may lead to suspension or permanent dismissal from the team. Student-athletes are expected to attend all practices and games during the season, including playoffs. Unexcused absences from practices and games may result in suspension or possible dismissal from the team. Coaches of each sport will clearly state their policies at the beginning of each season. On the day of their competition, students must attend half of their classes and mandatory school events, such as Masses, Assemblies, Liturgies, etc., to be able to be eligible to compete.

## **Contract P.E. Agreement**

Student-athletes will be exempt from taking P.E. in the semester during which their sport competes. A P.E. Contract is required for the following sports: cross country, golf, tennis, volleyball, water polo, basketball, lacrosse, soccer, softball, STUNT Cheer, swimming, diving, flag football, and track and field.

The P.E. Contract guidelines are as follows:

- **Academic Eligibility:** League and Section rules require that each student must have a grade point average of 2.0 or above in the most recent grade reporting period. SFHS also requires a student must not have more than one "D" or any "F"s on her report card.
- Each student who meets the academic requirements, turns in a completed SFHS physical form and is a member in "good standing" on one of the school teams (Varsity, JV, Freshman level) is abiding by the P.E. contract.
- Each student must maintain "good standing" on the team for the entire season, including playoffs, in order to receive a P.E. Contract grade and 5 credits.
- Coaches will submit grades to the Athletic Director before the end of each quarter. Attendance at practices, games and playoffs is required and can affect the student-athlete's grade.

Starting in the 2026-2027 school year, students who are on contract PE agreements will be allowed 5 (five) excused contract PE days per semester. Any additional days that are issued will be regular attendance absences.

## Final Forms

Each student and parent must complete a profile on the [Final Forms athletics clearing site](#). Information must be updated each year the student-athlete participates in a sport . [Go to our website and click on athlete registration](#).

## Physical

An SFHS physical form for the corresponding school year must be on file with the Athletic Director before conditioning and/or team tryouts begin. Students who do not have a completed and current SFHS physical form on file will not be permitted to participate in a sport and will be placed in P.E.

## Return to Participation Policy


Students must provide written clearance from a physician before returning to play after an injury that required a visit to the doctor or hospital. CIF regulations require a mandatory MINIMUM 7-day return-to-play protocol for a student-athlete diagnosed with a concussion or head injury. The return- to- play protocol begins on the day of diagnosis, NOT on the date of injury. Students cannot participate in any SFHS athletic or co-curricular activity until she enters what is known as the phase 5 of recovery.

Non-participation events include, but are not limited to

- Academic, e-sports, or sports teams or academic teams
- Field trips
- All senior or graduation events
- All homecoming events
- SFHS or other schools' dances, including junior prom/senior ball
- Retreats including Kairos, Masses, prayer services, etc.
- Theater or arts department events
- Rallies – participation or opportunity to sit in the gym foyer will be determined on a case-by-case basis

## Bylaw 524 Agreement: Use of Steroids

SFHS abides by the CIF-adopted new requirement under Bylaw 542 regarding the use and abuse of androgenic/anabolic steroids. CIF Bylaw 542 requires that all participating students and their parents/guardians sign the agreement. By signing the SFHS Student/Parent Handbook agreement form, parents/guardians agree that the students shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency, as well as the substance synephrine, without a written prescription of a fully licensed health care practitioner to treat a medical condition.



We recognize that under the CIF Bylaw 200.D, our student may be subject to penalties, including ineligibility for any CIF competition if she, or we, her parent(s)/guardian(s), provide false or fraudulent information to the CIF. We also understand that the SFHS policy regarding “Substance Abuse” will be enforced for any violation of these rules.

## Concussion Information

Athletic concussion protocols apply to all students. SFHS follows all current CIF safety guidelines and California concussion laws, including AB 2127. At the start of each sports season, student-athletes must undergo the ImPACT Concussion Test. A concussion is a brain injury, and all brain injuries are serious. Concussions are caused by a bump, blow, or jolt to the head, or by a hit to another part of the body that transmits force to the head. Concussions can range from mild to severe and may disrupt normal brain function. Although most concussions are mild, all concussions have the potential to be serious if not recognized and properly managed, which could lead to prolonged brain damage or even death.

Students who suffer a concussion may be placed on a Concussion Care Plan (CCP) through the Counseling Department, which will support their academic modifications and accommodations during recovery. CCPs are developed and updated in coordination with the student’s physician. [Follow this link for current information on concussions.](#)

## Uniform, Equipment, Evaluations, and Financial Responsibility

Student-athletes are financially responsible for all uniforms and equipment issued to them and are expected to return all items in the same condition in which they were received. Uniforms should be cleaned and washed before being returned. Any lost or unreturned items must be replaced or paid for at replacement cost.

Students who leave a team before the end of the season must return in their all equipment and uniforms within one week. Failure to return or pay for outstanding items may result in a financial obligation, blocked PowerSchool grade reports, and withholding of a diploma until the obligation is cleared.

## **Participation on Non-School Teams and Use of Non-School Coaches**

CIF Sac-Joaquin Section Bylaw 600 restricts a student's participation on non-school teams in the same sport during the high school season. The varsity head coach sets team policy regarding any exceptions approved by the Section office. At SFHS, no exemptions are currently granted for any sports.

While students may work with non-SFHS-affiliated coaches and/or trainers during the season, these services should be used only to support, and not interfere with, team participation.

Failure to follow this expectation may result in the student's removal from the team.

## **School Holidays, Practices and Games**

Practices and games may be held during school holidays and breaks, and as such, coaches will communicate expectations and requirements for practices and games during these times. Students planning to participate in a sport should be aware of these commitments when deciding to join a team.

## **Cuts and Tryouts**

Some sports at SFHS, such as golf, tennis, volleyball, water polo, basketball, diving, lacrosse, softball, STUNT cheer and soccer hold tryouts and may make cuts based on team selection. Other sports, including cross country, swimming, and track and field are generally non-cut sports, but roster size or safety/fitness concerns may still affect participation.

Students going from a sport in one season to the next will be able to complete her current sport and then try out for the next sport once the season has ended (for example, going from SF Volleyball in the fall to SF Basketball in the spring).

Students in all grades are at risk of being cut, but the head coach will first consult with the Athletic Director before cutting a senior who has previously participated in that sport at SFHS.

## **Senior Night Recognition**

The athletics department recognizes senior student-athletes with a simple ceremony on the date of the last home game for each sport. To ensure alignment with SFHS values and league rules, and to avoid placing undue burden on families, team parents must submit all ceremony plans including themes, decor and any gift collection to the head coach and the Assistant Athletic Director for review and approval well in advance of the event date.



## **Important NCAA Rules**

All high school students planning to participate in sports at a Division I or Division II college must be certified by the NCAA Eligibility Center. Students should connect with the counseling office during their junior year to review important information and deadlines.

## Reporting Absences

The attendance line is available 24 hours a day. Parents or guardians must call the Attendance Office at **916-737-5050 by 8:00 a.m.** on the day of the absence to explain the reason for the absence (emails or faxed notes are not acceptable). **Parents or guardians may not call after the fact to clear a student from leaving campus.** Be prepared to give the following information:

- Name and class (freshman, sophomore, etc.) of the student (clearly spell the last name)
- Specific explanation for the absence (for example, illness, trip, legal, college visit, etc.)
- Your name and relationship to the student

## Absences Policy

Excessive absences can impact a student's academic standing and her ability to participate in co-curricular activities. **All non-school-related absences count in absence totals for monitoring purposes.** Students with excessive absences may be placed on an Attendance Contract. If a student is placed on an Attendance Contract, she could lose privileges to participate in extracurricular activities, lose class credit, or possibly be suspended or expelled from SFHS.

## Absences Loss of Credit

More than seven (7) absences in any one class during a semester is considered excessive. Students with excessive absences will be notified by the Dean of Students' office. A student with ten (10) or more absences in one class in a semester may lose credit for that course.

- Long-term illnesses or family emergencies will be reviewed on an individual basis by the Dean of Students and Administration. In some cases, home courses or withdrawal may be required. Medical or personal situations do not automatically guarantee approval for restored credits. SFHS Administration reserves the right to require a student to withdraw from SFHS due to excessive absences.
- Prior to losing credit, students experiencing health-related issues, including concussions or physical, mental or emotional health concerns, may be asked to withdraw from the school for the remainder of the semester. SFHS does not provide an independent study program. Students may appeal attendance credit loss to the Administration.

## College Related Absences

- Juniors are permitted two one-day college visits, with one day allowed per semester. Seniors are permitted two college visit absences of up to two days each per semester. Unused days cannot be combined into one semester or carried over for future use. Parents or guardians must notify the attendance office when students will be on a college visit.
- Recruited students: Informal recruitment visits must take place during the student's personal time off. Students formally recruited under NCAA rules must meet with the Dean of Students and Athletic Director to create an attendance plan for their absences. Formal documentation of recruitment is required, and the Administration office will determine if the student meets the criteria of formal recruitment.
- Auditions for University Arts Programs: Students auditioning for highly selective university arts programs must meet with the Dean of Students and Arts Director to determine an attendance plan for their absences.

## School-Verified Absence

Some school-related activities may require a student to miss a regularly scheduled class. While participation in these activities is encouraged, students are still considered absent from class. The following are recognized as school-verified absences:

- School-sponsored Campus Ministry, athletics, arts, Academic Team, or other event as determined by Administration (no non-SFHS events will qualify)
- Christmas Tree Lane participants whose names are on file in the Dean's office.

## Attendance Requirements for School-Related Events

Any student who misses one-half or more of her classes on the day of a co-curricular or school-related event, including athletics, arts, or dances, may not participate in that event without prior approval from the Dean of Students or other designated Administrator. All designated school days are mandatory, and attendance is required. During the school day, all students are required to attend designated community events, including but not limited to: Mass, prayer services, liturgies, assemblies, or other school-wide events. Absence from these events without a medical note will be considered truancy and will result in a full-day absence, even if the student attends classes that day. Seniors who miss mandatory events without a medical note (in either semester) will not be eligible to participate in graduation ceremonies. Students with three or more unexcused absences from mandatory community events may also be ineligible to attend Senior Prom, Junior Ball and/or Spring Fling.

## Sick Student on Campus

SFHS does not have a school nurse or nurse's office. If a student becomes ill during the school day, she must report to the Main Office, where a parent or guardian will be notified. Students too ill to attend class may not remain on campus.

Students exhibiting symptoms such as fever, vomiting, disruptive cough, or other signs of illness must be picked up by their parents, guardian or designated emergency contact and may not remain on campus. **School personnel will not place a student in an Uber, Lyft, or similar rideshare service, even with parent authorization.**

## Early Dismissal

If a student has a free block scheduled as her last block of the day, a parent/guardian must complete an Early Dismissal (ED) permission form for the student to leave campus. This form must be renewed each semester. All students are required to check out through the front office every time they have an early dismissal.

## Tardiness

During regular school hours, a student is marked tardy if she misses 15 minutes or less of a class period. After 15 minutes, the student is considered absent for that class.

Students arriving late to school must report to the Main Office before going to class. If a student is delayed by a previous class, she must get a note from her teacher and bring it to the Main Office to receive a pass to the next class.

Consequences for tardies are as follows: For every tardy after the fourth, the student will receive detention; the seventh through ninth time tardies will result in Saturday school, and a tenth tardy will result in suspension from school.

Students with repeated tardiness may not be allowed to participate in co-curricular activities, including but not limited to dances, athletic or arts events, and senior events such as Baccalaureate or graduation.

## Cuts and Truancy

If a student becomes ill and misses a class before notifying the Main Office, the absence will be considered a "cut" class and the student will receive detention. Students who do not sign into class when a teacher is not present are also considered to be "cutting" class and will receive detention. Truancy is any unauthorized absence(s) from class or campus and may result in an automatic suspension.

## Closed Campus / Out of Bounds - Safety

SFHS is a closed campus and students are expected to remain on campus the entire school day, for example leaving for lunch or study periods. Students are not permitted to leave campus during school hours, including free blocks without prior verbal parent permission. Upon their return, students must bring a valid, authorized medical note and submit it to the attendance office. Failure to bring authorized notes may result in loss of privileges, such as dances, games, art events, etc.

Students authorized to leave campus, except those utilizing their early dismissal pass, must sign out in the Main Office. Parents may not notify the school after a student has left campus to retroactively grant permission for an early departure. Students who leave campus without prior permission or fail to properly sign out will receive Saturday School or face suspension. Participation in co-curricular activities may also be impacted. Administration reserves the right to modify this policy as needed throughout the school year.

### Out-of-bounds areas

In addition to being a closed campus, some areas are out of bounds during the school day. Any student found in the following areas without an adult will automatically receive Saturday School:

- All parking lots between 7:00 a.m. and 3:00 p.m. (students may not sit in their vehicles or go to their vehicles during the school day without an adult present)
- Soccer, softball fields, or dugouts
- Garden and surrounding grass and gravel areas
- The Grove
- Grass or gravel areas near portables
- Armory or warehouse (STEM zone)
- Outside any fenced or gated area
- Non-designated lunch areas (hallways, theater foyer, etc; refer to the map provided map provided by the Dean's office.)
- The gym (except on announced days due to inclement weather)

## Parents Traveling

Parents who plan to be away from home while school is in session must notify the school in writing, identifying the person who will be legally responsible for their daughter during this time. A copy of the information must be kept on file with the Dean of Students.

## Accommodation for Students in Crisis

SFHS strives to support students experiencing extraordinary circumstances or personal crisis. SFHS will make reasonable efforts to provide temporary accommodations for students facing short-term challenges that significantly affect attendance or academic performance. These accommodations may be granted once, for one semester only, during the student's four years at SFHS.

Within the school, wellness counseling, both individual and group, provides students with a safe and supportive environment to discuss personal concerns, challenges, and problem-solving strategies. School wellness counseling is not a substitute for psychotherapy. Students who may benefit from individual or family therapy will be referred to outside agencies for evaluation and possible ongoing treatment. Meanwhile, the wellness component of the SFHS counseling program provides the following:

- Education, resources, and support that foster healthy lifestyles throughout high school
- Short-term individual and small group meetings for personal issues
- Facilitation of programs and activities on teen issues
- Referral information on services available in the local community
- Education on mental health issues
- Peer mediation as needed
- Crisis assistance and evaluation

### Peer Team Support

The Guardian Angels Peer Support team is a wellness-facilitated group of students trained in basic support and peer assistance skills. Team members are available to students experiencing challenges such as friendship conflicts, bullying, loneliness, and other wellness-related concerns. They are also trained to assist students facing a variety of health and wellness issues.

The Peer Support Team serves as an additional resource for students and families who would benefit from peer involvement and support.

## Mandated Students

Students experiencing non-disciplinary wellness concerns may be required by the Wellness Counselor and Administration to remain off campus temporarily. Students placed on a mandated leave must remain off campus for a minimum of 72 hours following medical clearance to allow for processing and review.

Before a student may return to campus, the Wellness Counselor must have direct verbal communication with the student's therapist, doctor, or other treating professional. The Wellness Counselor and Dean of Students will also meet with the student's parent(s)/guardian(s) to discuss safety concerns related to the mandated leave.

- A student may be required to undergo an immediate evaluation at a medical or mental health facility.
- The student will be required to undergo a mental health evaluation by a licensed mental health professional before being able to return to campus.
- The requirement to obtain follow-up mental health counseling before the student is allowed to return to school will be discussed.
- The request for parent(s) to sign a release of information form for communication between the school and the facility to which the student will be taken, the student's therapist, and other individuals as appropriate will be addressed.
- SFHS will provide information about resources to the parent(s)/guardian(s) for contact in case of an emergency.

If the parent(s) refuses to come to school, or refuses to cooperate, and/or if their response could be harmful to their daughter, the Wellness Counselor will contact law enforcement and/or Child Protective Services. The Administration reserves the right to disenroll a student whose parents do not work in partnership with the school for the health and safety of their daughter.

## **Return to School: Re-entry Meeting**

This meeting will be set with the parent(s), student, and the student's support team to evaluate if the student is able to return to regular classes after the re-entry meeting. Re-entry is not automatically granted. SFHS reserves the right to require additional time off from class participation and may require additional evaluation updates prior to allowing the student to return to campus.

## **Return to participation**

Students returning from a mandated leave may be permitted to attend class but may not immediately regain eligibility to return to non-participation events. Decisions regarding the timeline to participate in these events will be determined by the Wellness Counselor and Administration.

Non-participation events include the following, but are not limited to:

- Academic, e-sports, or sports teams or academic teams, including practices or being on the sideline
- Field trips
- All senior or graduation events
- All homecoming events
- SFHS or other schools' dances, including junior prom/senior ball
- Masses, prayer services, and retreats including Kairos
- Theater or Arts Department events including rallies. Participation to sit in the gym foyer will be decided on a case-by-case basis.

As a Catholic school, SFHS embraces the teachings and traditions of the Roman Catholic Church. At the same time, St. Francis is a community of many faiths, each bringing their unique gifts to the greater community. The community is united by its commitment to Pax et Bonum (Peace and Goodness), as evident in the life of its patron, St. Francis of Assisi. All members of the community, students, teachers, staff, and parents are to respect one another's beliefs, share in each one's spiritual journey, and pray and work together as a community of faith. Campus Ministry shares in the mission of the global Catholic Church, including sharing its values of Catholic Social Teaching. Students are given the opportunity to think, analyze, and reflect upon its key principles:

- Care for God's Creation
- The Dignity of Work and the Rights of Workers, Solidarity
- Life and Dignity of the Human Person; Call to Family, Community, and Participation
- Rights and Responsibilities (Human Rights and Dignity); Preferential Option for the Poor and Vulnerable

The Campus Ministry program serves to challenge the faith life of the students and encourages them to put their faith into practice. This is accomplished through prayer, retreats, service, and community.

## Prayer


School-wide liturgies and prayer services mark key moments in the liturgical and school year. Students also attend family Masses at each grade level, special liturgies, and memorials, as requested. School liturgies and prayer services are mandatory, and students are required to wear formal uniforms. In lieu of the Eucharist, non-Catholic students are encouraged to receive a blessing. Parents and grandparents are welcome to attend.

All students, regardless of religious background, are expected to attend their yearly family Mass:

- Freshman Family Mass
- Sophomore Family Mass and Ring Ceremony
- Junior Family Mass and Commissioning Ceremony
- Senior Baccalaureate Mass

## Retreats

The retreat program offers students the opportunity to explore their lives, their spirituality, and their relationship with God and others. Students of all faith backgrounds are expected to attend a retreat each year while attending SFHS as it is an integral part of each student's faith formation as well as an expression of the mission and philosophy of SFHS. Teachers and staff support retreat attendance by relieving the pressures of their absences from class, sports, or other school responsibilities.



Students who miss work, tests, or quizzes while on retreat will be provided an equal number of block meetings/days after they return to make up for what was missed. Teachers will post missing assignments and due dates on their Schoology class pages.

Students are expected to follow all school policies regarding behavior and free dress while participating in retreats. To encourage reflection, meaningful connection and full engagement in the retreat experience, cell phones, smart watches, and other electronic devices are not allowed .

## **Registration, Fees, and Refunds for Retreats**

Registration for all retreats begins in the summer, and space is limited. Parents must register their student via CampBrain and pay the required student fee. Requests for financial assistance may be submitted in CampBrain but must be confirmed by email to the Campus Ministry Department.

Retreat fees help offset a portion of the actual cost of retreats, with the remaining expense covered by the school. A non-refundable deposit is due at the time of registration for all retreats. Should you cancel before the late cancellation deadline for your retreat, you will receive a refund of all monies paid, minus the non-refundable deposit. If you cancel after the late-cancellation deadline for your retreat, you will be responsible for the full cost of the retreat. The late-cancellation date will be communicated to you via email by the Campus Ministry Department.

If you change retreat dates before the late cancellation deadline, no additional fees will be incurred. If you change retreats after the late cancellation deadline, you will be responsible for the cost of both retreats.


Campus Ministry will send an email reminder to all registered students prior to the retreat departure date to allow adequate time for any schedule changes or cancellations before full fees are charged.

## **Christian Service Requirement**

Christian Service is more than just one of SFHS' Four pillars —it is a cornerstone of school culture. Through service, students build character, strengthen leadership and communication skills, and deepen their understanding of compassion and social responsibility as they serve those in need.

Only direct service hours completed through approved 501(c)(3) nonprofit organizations will be counted toward the required service hours. Direct service means students are interacting with and assisting the individuals or organizations they serve. Examples of direct service include tutoring, visiting the elderly, serving food to those in need, and coaching or mentoring children. Donating money, goods or making items at home does not qualify as direct service.

Christian Service is recorded on Semester 1 and Semester 2 transcripts.



Students who do not meet the minimum requirements will receive an “Inc,” or “Incomplete,” on their transcript. Students who meet minimum requirements will receive a P (pass). Students must meet the quarterly benchmarks to remain eligible to participate in co-curricular activities. The service period for this school year is June 1, 2026 to May 31, 2027. If preferred, students may complete all their hours for the upcoming school year during the summer.

\*See [Christian Service FAQs](#) for information on direct service expectations.

## **Charity Drives and Collections**

All donation and charity drives and fundraising activities must receive prior approval from Campus Ministry and Administration and must be scheduled in coordination with the school calendar. Clubs, student organizations, and athletic teams may only raise money or organize donation drives for organizations approved by Campus Ministry. SFHS may provide in-kind donation items to our feeder schools upon written request. Recipient organizations must be in good standing with the Catholic Church.

## **Campus Life Center (CLC)**

The Campus Life Center (CLC) is home to the Campus Ministry Offices and serves as a student gathering space on campus. It is open on school days from 7:30 a.m. to 4:30 p.m. Hours may change without notice for a variety of reasons, including First Fridays or designated late start days.

CLC rules and guidelines are posted and include water only (no other beverages), and no food or gum. Use of the CLC is a privilege, and misuse of the space will result in detention and the temporary closure of the CLC.

# Counseling Department

The Counseling Department at SFHS shares in the general philosophy of the school in its respect for the uniqueness of each student and her right and responsibility to achieve her potential. Our commitment is to educate the whole student by providing an environment where students achieve their highest potential through intellectual, social, and spiritual development.

## Counseling Department Philosophy

The Counseling Department strives to encourage students to grow in awareness of their potential and become lifelong learners who are prepared to succeed in a rapidly changing world. A distinguishing strength of the Counseling Department is the assignment of each student to a designated counselor to work with throughout her entire high school experience. This connection nurtures the student as she navigates the academic and social transitions of high school.

Additionally, students are assigned to work with a College Advisor during their junior year. This four-year perspective makes the college counseling process more personalized and helps each student identify the best college fit.

## Academic Counseling

Counselors provide academic support, resources, and guidance to help students meet graduation requirements. They inform, advise, support, and monitor each student's academic progress through the following activities and services:

- Orientation to SFHS course offerings and graduation requirements
- Individual appointments with each student
- Ongoing monitoring of students' fulfillment of graduation and college entrance requirements
- Facilitation of parent/teacher/student conferences as necessary
- Referral to tutoring
- Provision for study skills sessions
- Administration of national tests (PSAT, SAT, ACT, AP) and interpretation of results
- Training and advising through Naviance Family Connection
- Required class advisory meetings (during Late Starts)

## Learning Resources/Formal Education Plan

For students with learning differences, academic counselors will work with them and the Learning Support Specialist to provide the following services:

- Referrals for diagnostic testing
- Provision for recommended interventions
- Coordination of student study teams
- Assisting parents with completion of IEP or 504 with public school districts
- Assist in applying for accommodations through the College Board and ACT

## College Counseling Program

The college counseling program begins with an introduction at the ninth-grade level and increases in scope in the Junior Year as students begin working closely with their assigned College Advisor. Students are offered support throughout the college admissions process with a variety of meetings, workshops, one on one assistance, and informational opportunities for parents.

## Confidentiality Statement

Any personal information disclosed by a student during counseling is kept confidential. However, in matters involving health, safety, or risk of harm, information may be shared while maintaining student anonymity, with the Principal and/or appropriate member(s) of the Administration.

In addition, California State Law outlines exceptions to confidentiality, including the ability to consult with licensed physicians, psychiatrists, psychologists, or health care providers for the purpose of referring a student for treatment.

Because it is impossible to foresee all issues that may arise, pursuant to this Handbook, the Administration and their designees may take any and all disciplinary action for any conduct occurring within or outside of the school community that violates the spirit, philosophy, or code of conduct of the school and that could reflect adversely on SFHS, the Diocese, or the Catholic Church, even though it is not specified. Conduct shall include, but is not limited to the following:

- Any criminal activity
- Violations, or attempted violations, of the school policies.
- Acts of discrimination, prejudice, bias, hate, or negative attitude of any sort and in any manner (for example, verbal, written, physical, social media, or text, including jokes, songs, pictures, or emojis) that can be perceived as detrimental to a student's experience, whether intended, unintended, or implied, or any matter that involves race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, or physical or mental disabilities or financial or social status.
- Parent or student non-cooperation: students who deceive, lie, or fail to cooperate with faculty or Administration at any time, especially during a disciplinary investigation.

Any student wishing to file a formal complaint for investigation must do so within 60 days of the initial incident. Any incident beyond that timeframe will be determined on a case-by-case basis.

SFHS believes that student conduct reflects and impacts her participation in her co-curricular activities; in such, repeated conduct may be reported to the student's co-curricular Advisor, Coach, or Director.

## Reporting Incidents/Concerns

Students who are victims or witnesses may report incidents directly to the Dean's office, Wellness Office or any Administrator. They may also use the STOPIT confidential alert system. A reporting individual may remain anonymous, but SFHS cannot impose disciplinary consequences on an accused student(s) solely based on an anonymous report. If an anonymous report cannot be substantiated due to a lack of supporting evidence, the matter will be considered unsubstantiated and no disciplinary action will be taken.

## Conflict Mediation

Students may be required or may choose to participate in conflict resolution with the parties involved in a situation. These mediations may vary in length depending on the nature of the issue and the number of students involved. Mediation is typically held during lunch or after school.

One or two mediators, either adults or trained peer team members, as deemed appropriate, facilitate the session. Students communicate directly with one another with the support of the mediator(s) to help resolve the issue. Mediation may be conducted by a Wellness Counselor, Equity and Inclusion Specialist, or another designated staff member.

## Detention Policy

Detention provides students with an opportunity to serve SFHS and make amends for any minor disciplinary infraction. All detentions will be issued via email, and students are responsible for arriving on time. Students must serve detention on the Wednesday following notification. Excuses for missing detention, including athletics or other co-curricular events, work, medical appointment, carpool issues, or failure to check email will not be accepted. Students are required to check their email at least once every 24-hours.

## Saturday School

The program meets on Saturday morning from 8:00 a.m. until 11:00 a.m. (unless directed specifically to the afternoon per request from the Administration). Students may be assigned to Saturday School for various disciplinary concerns. Examples of what Saturday School will be issued for:

Attendance	Uniform	Behavioral	Phone or Technology	Other
<p>7 tardies</p> <p>2nd failure to serve in one semester will be automatic cause for Saturday school.</p> <p>2 absent cut</p>	<p>2 or more uniform violations within one semester</p>	<p>Major disrespect to another student or staff.</p> <p>Any violation of school rules where a student fails to fully participate or cooperate in mediation or restorative discipline.</p>	<p>2 use of cell phones in classroom, or during mass, prayer service or assembly.</p> <p>Technology violation</p>	<p>2 parking lot violations</p> <p>Any multiple violations for the same offense or a compilation of 4 or more offenses that already resulted in detention(s)</p> <p>Retaliation (may also rise to suspension).</p>

- Late students will not be allowed in .
- Students must report on time and remain for the full three hours. No credit for serving will be given to any student arriving late or leaving early.
- Students will not be provided food .
- Students will be assigned essays or various campus cleanup opportunities, depending on the needs of the school at the time of discipline.
- Students who cannot participate in campus cleanup will be assigned a school research essay (students must make these arrangements with the Dean of Students).

## Suspension Policy

Suspension is a disciplinary action imposed at the discretion of the Administration. A student may be suspended for up to five (5) consecutive school days. Additional violations during or after a suspension may result in further disciplinary action, including additional suspension or expulsion. Certain offenses that warrant suspension may also constitute grounds for expulsion.

Suspended students may be placed on a single-year or multi-year Behavioral Contract and may be at risk of losing partial or full financial assistance provided by SFHS.

During the suspension period, the student may not be present on campus or participate in any school-sponsored activities, including but not limited to sports, theater productions, retreats, dances, senior activities, Baccalaureate and Graduation.

## Prohibited Behaviors

The following are some, but not all, examples of conduct that, at the discretion of the Administration, may subject a student to suspension, multi-day suspension, Discipline Board, request to withdraw, or expulsion:

### General Conduct

- Disobeying the SFHS Academic Honesty Policy
- Conduct at school or elsewhere that could reflect adversely on SFHS, the Diocese of Sacramento or the Catholic Church
- Having possession of a powered mobile device (tablet, phone, watch, glasses, etc.) during a test or quiz or a proctored time,
- Dishonesty (whether by failure to tell the complete truth or by lying), non-cooperation with teachers or Administration (defiance) (whether during investigations or not), or other disobedience or violations of this Handbook, SFHS' mission, or philosophy.
- Repeated tardiness and/or truancy
- Any unauthorized absence(s) from campus

### Inappropriate or Discriminatory

- Inappropriate, lewd, inflammatory, scandalous, pornographic, or disrespectful behavior or materials that devalue the dignity of a person
- Personal attacks of others (whether verbal, physical, threatened, or implied)
- Verbal or written (whether audio, visual, or written; videos, texts, posts, likes, re-posts, or forwarding) false or defamatory information about a person or organization

Discrimination, prejudice, bias, or negative attitude of any sort via verbal, written, physical, intended/unintended, or implied actions that involve race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities, fiscal or social status, etc., including jokes, songs, pictures, or emojis that can be perceived as detrimental to a student's experience

## **Criminal or Substance Abuse**

- Violation of the substance abuse policy
- Involvement in any manner of crime or criminal activity
- Failing to report to a teacher or Administrator knowledge of actions or plans of another student whose actions or plans, if carried out, could result in physical or emotional harm (like bullying, intimidation, public humiliation, hazing, etc.) to another person(s) or damage to SFHS or another's property
- Intimidation, threatening, coercion, or retaliation against any person(s) implied or substantiated

## **Harassment, Racial, Sexual, Technology**

- Violation of the Harassment or Technology Policies
- Taking or sharing pictures, video, recordings, without permission of all those recorded or photographed (applies to all students, staff, parents or visitors)
- Communicating or behaving in a sexual nature, whether consensual or non-consensual, verbal, written, physical, or any other form of communication.
- Intimidation, threatening, coercion, or retaliation against any person(s), parents, and/or law enforcement may also be included

# Conduct/Discipline Matrix

The following Conduct/Discipline Matrix is an overview of the steps that may be taken in response to the outlined behavioral issues. While generally first offenses will be treated as designated, the Administration reserves the right to invoke a Discipline Board as deemed necessary.

This chart is simply an example of discipline information and is not meant to be construed as comprehensive of all information that is included in the SFHS Parent-Student Handbook. Please refer to the Handbook for additional or more specific information.

Disciplinary Table Key: D = Detention SS/S = Saturday School or Suspension DB = Discipline Board

POLICY	D	SS/S	DB	INFORMATION
<p><b>ACADEMIC HONESTY:</b> Cheating, lying, copying, plagiarism, coercion, etc. <a href="#">See Academic honesty policy.</a></p>	X	X	X	<p>First instance : 0 on paper, discipline. All instances over the span of students' entire time at SFHS will be used to calculate progressive discipline.</p>
<p><b>ACTS OF DISCRIMINATION:</b> Discrimination, prejudice, bias of any kind. <a href="#">See Harassment policies.</a></p>		X	X	<p>Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued. Immediate off campus suspension may be indicated.</p>
<p><b>ACTS OF PHYSICAL CONTACT:</b> Caused, attempted to cause, threats, coercion, etc. <a href="#">See Bullying/Harassment policies.</a></p>	X	X	X	<p>Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued. Law enforcement may be contacted</p>
<p><b>ALCOHOL/SUBSTANCE USE:</b> Possession, use, under the influence or in the presence of substances including smoking/vaping etc. <a href="#">See Substance Use policy.</a></p>	X	X	X	<p>First offense, may be considered for substance diversion, off campus. Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.</p>
<p><b>ATTENDANCE:</b> Falsification of information, cutting class, failure to sign in or out, excessive absences. Leaving campus without permission. Students are allowed 10 absences per semester before credit loss. <a href="#">See Attendance policy.</a></p>	X	X	X	<p>First offense ranges from Detention, Saturday school or suspension. Any additional violations will result in progressive discipline. Failure to sign in or out, or leaving campus without pre-permission is automatically Saturday school. Parents cannot excuse themselves after a student has left campus. Students may be put on probation and are at risk of losing co-curricular participation.</p>

Disciplinary Table Key: D = Detention SS/S = Saturday School or Suspension DB = Discipline Board

POLICY	D	SS/S	DB	INFORMATION
<p><b>BULLYING:</b> Any [physical, verbal, psychological, coercion, implied or threat to harm or disturb another. Bullying has specific criteria. <a href="#">See Bullying/Harassment policies.</a></p>	X	X	X	Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.
<p><b>CONFLICT-NON PHYSICAL:</b> Interpersonal, emotional, disagreements, disputes, attempt to interfere or cause harm by action or inaction, implied or not..</p>		X	X	Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.
<p><b>CRIMES INVOLVING LAW ENFORCEMENT:</b> Any involvement with or in situations on or off campus that involves law enforcement engagement. Any specific crime, information may be turned over to law enforcement</p>		X	X	Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.  Law enforcement may be contacted.
<p><b>HARASSMENT:</b> Any physical, verbal, or psychological act to harm. <a href="#">See Harassment policies.</a></p>	X	X	X	Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.
<p><b>INAPPROPRIATE CONDUCT:</b> In any form, including implied and/or generated in any manner, that could be considered obscene, profane, lewd, inflammatory, hurtful, disrespectful, threatening, or reflects negatively to SFHS standards or as deemed by Administration.</p>	X	X	X	Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.
<p><b>LYING/FORGERY/TAMPERING:</b> written, verbal, falsifying, evading, misleading, dissemination of false information creation of AI or photoshop generated image or written content.  * Failure to cooperate with Admin during investigation</p>	X	X	X	Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.  * Students who fail to cooperate or lie during an investigation are subject to immediate suspension and may face a discipline board.
<p><b>SEXUAL HARASSMENT MISCONDUCT:</b> Includes but not limited to unwelcome sexual advances, sexual favors, sexting, coercion, revenge pornography, use of AI or other photo shop programs, etc...Communicating or behaving in a sexual nature, whether consensual or non-consensual, verbal, written, physical or any other form of communication. Threats of retaliation etc. written, verbal, physical, implied or intimation of same. <a href="#">See Harassment policies</a></p>		X	X	Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.  Law enforcement may be contacted.

Disciplinary Table Key: D = Detention SS/S = Saturday School or Suspension DB = Discipline Board

POLICY	D	SS/S	DB	INFORMATION
<p><b>SUSPENSION &amp; DISCIPLINE BOARD ACTIVATION:</b> Any violation of all the policies outlined in this matrix and all policies covered in the SFHS Student-Parent handbook. Or any time a student fails to follow a direct request or order by any SFHS employee or Administration.</p>			X	<p>Students will immediately be suspended off campus, pending activation of the Discipline Board.</p> <p>Law enforcement may be contacted.</p>
<p><b>TARDIES:</b> Students receive (4) four free tardies per semester before detention or other actions are issued.</p>	X	X	X	<p>5-6 Tardies Detention 7-9 Tardies, Saturday School 10 or more tardies Suspension 15 or more student will be asked to leave the school</p> <p>Students may be put on probation and are at risk of losing additional privileges including, but not limited to, dances, sports/art events, and/or participation in senior events, Baccalaureate or graduation.</p>
<p><b>TECHNOLOGY:</b> Taking or sharing pictures, video, recordings, without permission of all those recorded or photographed (applies to all students, staff, parents or visitors) . To not create negative or harmful content on social media/technology sites, especially behavior or conduct that can be interpreted as bullying, harassment, hate speech, or disseminating illicit or profane content. Failure to return or maintain any technology issued by the school. <a href="#">See Technology policy</a></p>	X	X	X	<p>Failing to return school property in a timely manner is an automatic detention, and progressive discipline for additional acts.</p> <p>Generally all other technology violations are automatically Saturday school, suspension or discipline board, based on the specifics of the issue.</p>
<p><b>TRUANT:</b> Cutting class, failure to sign in or out, failure to participate in mandatory events, failure to come to school. Failure by students or parents to cooperate with Administration. See handbook for additional information.</p>	X	X	X	<p>Each event is individually reviewed. All ranges of discipline up to and including suspension or Discipline board may be issued.</p> <p>Law enforcement or CPS may be contacted.</p>

# Dispute/Conflict Resolution Process (Mediation)

When conflict arises between school authority and a student or her family, the following process should be followed to ensure that the rights of all parties are respected: All individuals involved are expected to act in good faith and work toward resolution in a spirit of mutual understanding, confidentiality, and Christian charity. Every effort should be made to resolve disputes through open and honest communication at the earliest stage possible.

In each case, the parties involved should meet to clearly identify the issue and begin working toward a resolution.

- Through participation in this process, all parties are empowered to contribute to the resolution of the dispute. In every case, the parties should first attempt to resolve concerns at the level where the issue originated before moving forward in the process. For example, a dispute involving a teacher should first be addressed directly with the teacher before involving the Principal. Whenever possible, the parties involved, such as student/teacher, student/coach, or student/Administrator, should work together to resolve differences of opinion or conflict at that level. Appeals to higher authorities will not be considered until this attempt at resolution has been completed. Appeals occur in the following order:
  - Teacher/Coach
  - Department Chair/Athletic Director
  - Assistant Principal
  - Principal (This is the final appeal at the school level)

## Harassment Policy

The SFHS community works hard to ensure the school is a welcoming and inclusive space for all. All students have a right to participate fully in the educational process, free from discrimination and harassment. Any words or actions that are inconsistent with these expectations are prohibited. We denounce any students creating/using/participating in the use of verbiage, actions, or any racial epithets or ethnic slurs. Any student's involvement in these actions will be thoroughly investigated. Students found to have been involved in the creation/use/participation in these actions may automatically appear before a Discipline Review Board to determine appropriate disciplinary action.

Any employee involved in these actions will be reported to the Principal and Human Resources. Any parent/guardian involved in these actions directed at or involving students or employees will be referred to Administration. It is a condition of enrollment that the parent(s)/guardian(s) of each student adhere to standards of conduct as outlined in the Student-Parent Code of Conduct.

We encourage anyone who feels they have experienced or seen harassment or discrimination to report the incident immediately to the Dean of Students, Administration, Wellness, Equity and Inclusion Specialist, or a Counselor.

If there are specific teacher, parent, or student concerns, Administrators are available to meet to address any issue(s) and work collaboratively on a resolution. SFHS is committed to providing a learning environment that is free from harassment in any form.

Harassment or intimidation of any student, staff member, guest, or student attending another school by an SFHS student will not be tolerated. Harassment includes conduct that is hostile, or intimidating, or otherwise inappropriate, regardless of when or where the behavior occurs. Both intentional and unintentional actions may be considered violations under this policy.

Additionally, harassment based on any protected characteristic is strictly prohibited. This includes any verbal, written (social media or text), or physical conduct that denigrates or shows hostility or aversion toward an individual or their relatives, friends, or associates that involves race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities, fiscal or social status, and:

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

### **Harassing conduct includes, but is not limited to:**

- Swearing, slurs, negative stereotyping, derogatory or demeaning comments, jokes, songs, or any verbiage or picture a person finds offensive (including face/body painting with negative impacts, such as blackface)
- Threatening, intimidating words or hostile acts spoken to or implied about a student, written (including any posted material on a computer network), graphic materials, inflammatory drawings, cartoons, posters, gestures, or altered media that denigrates or shows hostility or aversion towards an individual or group.
- Unwanted physical contact, touch, impedance, blocking movements, assault, or intimidating interference, deliberately impeding, or blocking movements or any intimidating interference with normal student movement, or any other action deemed by the Administration as inappropriate.
- Cyberbullying includes harassing messages, direct or indirect threats, social cruelty, or other harmful text or images, on digital technologies, or by assuming another identity in order to create a negative or harmful situation; Any unauthorized use of any form of Artificial Intelligence (AI) tools involving another student may be considered harassment.

Cancel culture harassment: Treating real or perceived missteps/transgressions with shaming or other negative responses to the point that a person feels as if “they don’t exist” or by creating and/or encouraging others to withdraw support, withdraw friendships, shun another, pile on, ignore, isolate, or combine such actions, including “bystander” behavior.

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices, and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated or has the potential to be repeated. Single incidents and conflicts or fights between equals, whether in person or online, are not defined as bullying.

### **Sexual harassment or conduct:**

Unwelcome advances, verbal and/or physical, and any conduct of a sexual nature that causes discomfort to a student at SFHS, including, but not limited to:

- Sexting
- Sextortion
- Unwelcome sexual advances or physical contact of a sexual nature
- Verbal, written, or any other form of communication requests for sexual favors (including asking for body pictures); sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets; leering; gestures; displays of sexually suggestive objects or pictures, cartoons, false AI, avatars, photoshopped posters, etc.
- Conduct of a sexual nature, whether consensual or non-consensual, is unacceptable in the SFHS environment.
- Sexual exploitation: The taking of sexual advantage over another for one’s own gain or the gain of others.

### **Harassment - Racial Microaggressions, Microassaults, Microinsults, Microinvalidations:**

Racial bullying, intimidation, or harassment of students based on actual or perceived race, color, or national origin will result in disciplinary investigation, and appropriate disciplinary action will be taken based on the outcome of the investigation.

- Microaggression - a verbal, behavioral, or environmental indignity that communicates hostile, derogatory, denigrating, and hurtful messages to people of color. They may be snubs, gestures, and tones in person or in any written format.
- Microassault - the verbal or nonverbal attack meant to hurt the intended student through name-calling or purposeful discriminatory actions.
- Microinsult - the insensitive communication that demeans someone's racial identity, signaling that their contributions are unimportant .
- Microinvalidation - involves negating, ignoring, or nullifying the thoughts, feelings, or reality of a person of color's experiences or realities.

**See website for Code of Conduct for Employee Interactions with Students**

## **Substance Abuse Policy**

The philosophy of SFHS emphasizes a commitment to those values that honor the sanctity of life and the importance of each human being. The use of alcohol and other drugs is in opposition to this belief and creates an obstacle to learning. Any student or parent who freely approaches a counselor, Administrator, teacher, coach, or other staff members for help regarding a drug/alcohol problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). The same will be true for students referred to any staff member for intervention. Any violation of the spirit or specifics of this policy can result in actions as deemed necessary by the Administration. The Administration and faculty of SFHS expect parents and students to support all policies on substance use:

- Students found in possession of, dealing in or selling any controlled substance or paraphernalia on campus or at school-related activities will be expelled and law enforcement may be notified.
- Smoking includes, but is not limited to, any tobacco products, smokeless tobacco, electronic cigarettes, Juuls, or vapes/vapor-type equipment, with nicotine, non-nicotine, or other illegal substances; in addition, any item that may create aerosol, liquid, vapor, or smoke in any manner.
- The trade, or ingestion, of medication prescribed to someone else is illegal and will result in suspension, Discipline Board or expulsion.
- The consumption and/or possession of non-personal medication is illegal for all students.

## **Breathalyzers Used at School Events**

Administration may use designated breathalyzers for the evaluation process as a systematic method of examining a student to determine whether or not she or he is under the influence of drugs or alcohol. Students found to be under the influence are in violation of school policy and immediate disciplinary action will be taken.

## Drug Testing

With reasonable cause, students may be drug tested while enrolled at SFHS. These tests will be required by the Administration at their discretion. When the Administration determines that a student is required to be tested, the parent(s) will be notified. All fees associated with the drug test will be the responsibility of the parent(s).

## Searches - Drug Dogs

SFHS reserves the right to conduct random and specific drug and alcohol testing on campus or at any and all school events. In a continuing effort to maintain a safe and healthy learning environment for all students, SFHS had adopted a program to detect the presence of illicit drugs, alcohol, gunpowder-based items, abused medications, and other contraband normally prohibited from campus. A contraband detection and drug dog service will make periodic unannounced visits to campus throughout the school year. Dogs will normally check lockers, classrooms, common areas, gym areas, vehicles, parking lots, student bags and backpacks, and other areas identified by Administration.

The dogs will also be provided for on or off-campus dances, graduation, and graduation night events, if required. Failure to follow the requests of the dog service personnel or school Administrator will result in the automatic notification of law enforcement. These areas may also be checked by school Administrators or law enforcement as predicted by the situation.

## Academic Honesty

In keeping with the SFHS philosophy, students are expected to learn academic skills, civic responsibilities, and Christian values. Students must conduct themselves in a manner consistent with Catholic values, a sense of integrity, honesty, accountability, and trust in all academic matters. All academic dishonesties during a student's four years at SFHS will be considered for progressive disciplinary action. Academic honesty is ultimately about the student's personal honor. She should always be able to say, "This work is solely mine. Upon my honor, I have not used, nor received, or given unauthorized aid in the work process or in its creation."

Students are expected to:

- Do their own work/homework (no sharing physically or electronically)
- Work or test without cheating or using external resources
- Submit original work for all assignments
- Deny all requests to copy or "review" from their own work
- Immediately notify the teacher if others are cheating
- Know that sharing of information without teachers' permission, not as part of an authorized group project, is part of academic dishonesty. This includes work shared with students who are absent from class.

- Only use Artificial Intelligence (AI) tools (including text, image, voice, video or other AI generator tools, and video and/or audio recordings) that have been pre-authorized in writing by their teacher or Administration.
- Use authorized recordings for educational purposes only

Any unauthorized use of any form of AI tools involving another student may be considered harassment. Students are prohibited from sharing recordings publicly or on social media without explicit written consent from all involved parties. Academic dishonesty includes but is not limited to:

## **Plagiarism**

- Is the appropriation of another's ideas (content) and/or language (form), in part or in whole, intentionally or unintentionally, without the necessary assignment of credit.
- Is the representation of someone else's ideas as your own (e.g., copying text without using quotation marks or not acknowledging in an in-text citation, a footnote, or a bibliography a scholarly source). Changing words to different words or sentence structure does not represent your original ideas and thus is plagiarism.
- Plagiarism includes but is not limited to copying homework or labs, quoting, paraphrasing, or summarizing another's written work (including sources off the Internet), or oral statements without proper citation.

## **Cheating includes but is not limited to:**

- The use of another person's test/answers either before or during the exam (e.g., giving information about a test or quiz that has already been taken to another student who is to take the same test or quiz or receiving of information), sharing of answers (orally, electronically, or in writing), or allowing one's work to be copied in any manner.
- The use or possession of notes, answers, cheat sheets, electronic devices (including watches, phones, or translators), or any other source not pre-approved by the teacher during the exam, stealing/receiving test papers or information prior to the test.
- Looking at another person's paper or the person, talking during testing, copying assignments
- Marking or adjusting answers after the test period is over or after the paper should have been turned in.
- Falsifying or preventing communication between home and school (e.g., signing parent's names to progress reports, changing report cards, etc).
- Phones or electronic devices found to be accessible during testing will result in academic dishonesty discipline, whether in use or not.
- Homework is an integral part of the educational process to assist students in getting the most out of their high school experience. Homework is considered an individual activity to be completed outside the general school day. All homework is to be completed according to the specifications of the instructor.

## Academic Dishonesty

Academic dishonesty will result in:

- “0” on the assignment or test
- The teacher notifies the Dean of Students
- Progressive discipline may be issued, to be determined by the Dean of Students
- Any repeated academic dishonesty may result in suspension and/or expulsion (student will be placed on a behavior contract).

Academic dishonesty during finals will result in:

- “0” on the final
- The teacher notifies the Dean of Students
- Parent(s) will be notified by the school within a reasonable amount of time (via writing, email, or phone call). This affords a student the right to discuss the pending issue with her parents
- Discipline may be issued, up to and including suspension or a Discipline Review Board
- Any repeated academic dishonesty may result in suspension and/or expulsion

## Use of Artificial Intelligence (AI) Programs

SFHS acknowledges that AI can be a powerful learning tool. SFHS also believes that it must be used ethically, with care and caution, and in accordance with our mission statement.

Students are prohibited from using AI tools beyond what individual teachers expressly permit in writing. Deviations from the teachers’ written guidelines or syllabus will be considered a violation of academic integrity. If a teacher has not expressly permitted the use of AI, then by default students are prohibited from using any and all Artificial Intelligence (AI) tools, large language model (LLM) tools, or essay writing services to guide, brainstorm, draft, create, edit, or revise work related to any assessment or assignment, including written assessments, projects, and performance tasks.

As with any resource, SFHS expects students to cite their sources and note the use of resources when completing assignments. If a student has used AI according to the teacher’s written directions, she must still cite all AI resources used according to the specified citation style. Students acknowledge that use of AI in place of her own personal research or work, or use of AI without proper citation, is considered plagiarism, which represents a violation of the SFHS Parent/Student Handbook and will be considered a serious academic infraction. SFHS or individual teachers may require students to upload their work to <https://www.turnitin.com/> or similar services to help uphold these expectations.

Students who misuse AI will be subject to disciplinary policies as laid out in this Handbook or as decided by Administration.

## **Discipline Review Board**

The purpose of the Discipline Review Board is to review and recommend to the Principal and President whether a student continues enrollment at SFHS and under what circumstances. Students may be sent before a Review Board for multi-day suspensions, recommendations for withdrawal, or intention to expel, or at the discretion of the Principal.

## **Expulsion Policy**

It is the policy of SFHS that actions to expel students from the school are taken in accordance with the policies and procedures that follow. Nothing in this expulsion policy shall limit, nor is intended to limit, the discretion or authority of the Administration to impose discipline upon any student for any violation of any of the rules or policies of SFHS. The decision to expel a student, performed in accordance with this policy, shall be final and binding upon the student and her parent(s) or legal guardian(s).

## **Recommended Withdrawal**

In certain cases, the Principal or designee may recommend that a student voluntarily withdraw.

## **Notice of Discipline Review Board**

Whenever any grounds for multi-day suspension or expulsion exist, the Dean of Students shall provide the student who is subject to suspension or expulsion and her parent(s)/guardian(s) with a written notice for a Discipline Review Board, which shall clearly and concisely state the reasons and grounds for such intended discipline. The notice shall advise the student and parent(s)/guardian(s) of her right to an informal hearing before the Discipline Review Board.

## **Informal Hearing**


A student with her parent(s) shall have the right to an informal hearing before the Discipline Review Board.

### **Timing of Informal Hearing**

Unless requested by the student or parent(s), the Informal Hearing should be no later than five (5) days following the receipt of the notice of intent to suspend or expel, unless an alternate date is agreed upon.

### **Rights of Students at the Informal Hearing**

The Informal Hearing is designed to provide the student with an opportunity to be heard on the question of her pending multi-day suspension or expulsion and is not designed to be a formal hearing. As such, the student is not entitled to be represented by legal counsel at the Informal Hearing, nor shall formal Rules of Evidence apply.



However, the student shall be entitled to the following rights in the Informal Hearing:

- A student shall be entitled to have her parent(s)/guardian(s) attend
- Right of student to attend and right to speak on her own behalf.
- Neither the student nor her parent(s)/ guardian(s) shall be entitled to be present during the deliberation of the Discipline Review Board
- The decision resulting in a multi-day suspension or expulsion will be made by the Principal, in consultation with the President, within two working days following the Discipline Review Board informal hearing.

## **Discipline Review Board Members**

The Discipline Review Board is made up of the Principal, an Assistant Principal, the Dean of Students (non-voting), one to five members of the SFHS faculty, and a counselor.

Families of a student facing expulsion may be given the option to withdraw before the expulsion goes into effect, at discretion of the Principal based on the severity of the incident . The decision to permit withdrawal will be made by the Principal and President. Students who are expelled from SFHS will not have their transcripts or cumulative records released until all hearing processes and/or legal proceedings have been completed.

# Dress Code

The students of SFHS have the honor of wearing a uniform to school. An important goal of a uniform dress code is to teach students that, in the larger arena of life, different types of dress codes are appropriate for different settings.

Ever-changing styles of clothing and grooming, the different values of parents and students, and individual interpretations of what is acceptable school dress make judgment in such matters subjective. The school reserves the right to regulate against fads or fashions. Parents who send their daughters to SFHS choose the SFHS experience and accept the judgment of the Administration as final in matters of school policies, including the dress code for a high school college preparatory environment.

Students are to be in the required uniform while on campus or attending any official SFHS events.

Students must wear their uniforms during finals review and finals. Regular and random dress code checks will be conducted during the school year.

## **If the article of clothing is not listed below, it is not acceptable to wear to school:**

- **Shirt:** White or red polo with the SF logo in short or long sleeves. The SF uniform shirt with a logo must be worn at all times, even under the uniform sweater, sweatshirt, or jacket. Only a solid white shirt may be worn under the polo.
- **Skirt:** SF checkered box pleat skirt. It is to be buttoned and zipped and not rolled at the waist. The skirt must extend (at a minimum) to the fingertips of the student. Skirts must be clean, have no adornments (pins/ribbons, etc.), and not be written on.
- **Pants:** Black or tan khaki "Dockers" style pants (no flared, cotton, corduroy, denim, sweat, or pajama-style pants). Pants must fit properly and have no cargo-style pockets or drawstring waist.
- **Sweater/Fleece:** SF red pullover, fleece, or vest only.
- **Shoes:** Shoes or backless sandals (i.e., Birkenstocks and Crocs) may be worn by all classes. Flip-flops are not allowed. (Backs to sandals must be manufactured with the shoe, not be handmade). Shoes must be worn at all times. No over-the-knee boots or high-platform shoes. This also applies to modified dress days unless specific permission has been given by Administration.
- **Socks/Tights/Leggings:** Tights or leggings are skin-tight (not loose) and must be black, navy, gray, or white and must be solid. No patterns or netting allowed (flared pants/sweats/pajamas, etc., are not leggings). Socks may not be above the knees. Socks do not have to be worn with sandals.
- **Sweatshirt:** Required SFHS red sweatshirt (gold lettering). Every student must have at least one SFHS red sweatshirt with gold lettering. Optional SFHS black sweatshirt (with red/gold lettering). NO OTHER SWEATSHIRTS may be worn without specific pre-permission from Administration.
- **Layering:** Students may layer with St. Francis uniform items only. The top layer must be a long-sleeved uniform sweatshirt, a long-sleeved uniform sweater, or a long-sleeved uniform fleece.
- **Jackets:** Only an SFHS uniform jacket may be worn.
- **Undergarments/shorts:** At no time may a student wear anything under her white polo or oxford that can be seen through the shirt, including, but not limited to, colored or patterned bras, sports bras, t-shirts, etc. Students must wear close-fitting shorts under their uniform skirts. Shorts must not hang down below the edge of skirts and should not be visible at any time.

**If students need to change out of their free dress or uniform, only restrooms or locker rooms should be used. At no time may a student disrobe anywhere outside these locations. At no time should students "sunbathe" (raising skirts/shirts) in their uniform or free dress while on campus.**

## Formal Uniform Requirements

A formal uniform is required for designated assemblies, class meetings, liturgies, prayer services, and special events. Formal uniforms must be worn from the beginning of the school day until the end of the specific event. Students must come dressed for formal uniform day; parents dropping off items will not negate the detention for being out of formal uniform.

The blue blazer is mandatory from October 1st to May 30th, unless changed by Administration. The blazer must be worn at all Masses, designated prayer services, and designated assemblies.

- SF blue blazer, white shirt, and red sweater or vest (mandatory for all classes). SFHS jackets may be worn with the formal uniform after the required event. Blazers must be worn BEFORE and DURING the event
- Checkered box-pleat skirt or khaki or black Docker-style pants
- SF white polo shirt or white long-sleeved shirt (must not hang below the sweater)
- SF red sweater or vest
- Solid white, black, blue, grey socks, tights/leggings may be worn (sandals do not require socks)
- No layering with non-formal uniform items during gatherings on formal uniform days
- No hats, scarves, or other items allowed

## Additional Guidelines Regarding the Uniform and Personal Appearance

- Hair: Hairstyles should be of natural colors and neat in appearance. Dying, bleaching, tinting hair to an unnatural color, or having severely contrasting colors is not permitted. Extreme hairstyles are not permitted. (This includes partially or fully shaved heads, razor-cut style, mohawks or spikes).
- Hats: Hats, caps, or sweatshirt hoods are not to be worn in class. Hats, caps, and hoods may be worn outside.
- Sunglasses: Sunglasses may not be worn indoors (unless deemed medically necessary).
- Piercing: Pierced jewelry is only allowed in the ears and one small side nose stud (2mm or smaller) or side ring (6mm or smaller). Piercings of the lip, brow, septum, or any other visible piercing bar, spike, gauge, or ear disk are not allowed. No bandages covering the piercings.
- Jewelry: Jewelry should be limited and in good taste. Decorations are not to be sewn on or attached to the uniform.
- Tattoos: Permanent or temporary tattoos are not permitted. (Henna with Administration pre-approval only).

## Special Event Dress Code

- **Awards Assembly and Farewell Mass/Honor Guard:** The same rules apply for “Dress Code/Open Dances,” and seniors are encouraged to wear appropriate garments and must adhere to the dress code policy. Honor Guards will be in formal uniform.
- **Baccalaureate and Graduation:** The same rules apply for “Dress Code/Open Dances.” However, light-colored garments should be worn under the white graduation gown.
- Students must adhere to standard school policy pertaining to hairstyle, color and dress code.
- As a reminder, clothing containing objectionable references, symbols, words, advertising, or political or propaganda that is against the philosophy of SFHS is not permitted at any time.

## Graduation Regalia

To honor the diverse backgrounds of our students, graduates may wear one (1) item of personal significance that must be related to their ethnicity, culture, religion, nationality, race, color, or ancestry during the graduation ceremony. This item must align with Catholic teachings and the SFHS mission. Items must be respectful and may not be inappropriate or misrepresent the culture being represented.

All qualified students may wear, in addition to their one personal item or separately, the following:

- (1) NHS honor cord (blue cord) and (1) CSF Lifetime Member/Sealbearer (gold cord)
- (1) Seal of Biliteracy cord (red cord)
- (1) SFHS graduation tassel
- Academic medals earned during senior year at SFHS

### Please note:

- Items that are not directly related to a student's ethnicity, culture, religion, nationality, race, color, or ancestry (examples such as scouting awards, National Charity League, 4-H, volunteer service awards, etc.) will not be authorized.
- LEIS are only permitted for students whose ethnicity, culture, religion, nationality, race, color, or ancestry is being reflected and for no other reason.
  - Please be respectful and mindful of cultural appropriation. If you do not meet this criterion, you will not be authorized to wear a lei. **Money and candy leis are not permitted.**
- Clothing or items containing objectionable references, symbols, words, advertising, or propaganda that contradict the philosophy of SFHS are **not permitted** at any time.

### Caps and Gowns

- No decorations of any kind are permitted on caps or gowns.

### Baccalaureate Mass

- Only the designated white graduation gown may be worn (no regalia or caps may be worn).

**Students not following policy will not be allowed to participate in the graduation ceremony.**

## Friday Dress Code

On Fridays students may wear St. Francis t-shirts, sweatshirts, or jackets that are school, sport, or club-related. These will be worn with a uniform skirt or tan/black docker pants (no leggings, pajamas, or sweats). **This only applies when the last day of the week is a Friday, not when SFHS closes early on a given week.**

## Free Dress/Modified Dress Days

Free dress or modified dress days occur during spirit week, retreats, and special fundraisers for charities. Permission must be obtained from Administration.

### Students may wear:

- St. Francis logo sweats or St. Francis logo team warm-up pants
- St. Francis t-shirts, sweatshirts, or jackets that are school, sport, or club-related
- Personal shirts/pants/jeans/skirts/dresses in accordance with dress code and open dance rules

### Students may not wear:

- Dresses/skirts/rompers/shorts that are less than a minimum of fingertip length. Note: Leggings do not change the length rule.
- Torn, soiled or ragged clothing
- Pajamas/sweatpants
- Tops that expose the stomach, back, or chest; strapless or tube tops; halter tops; tops that begin below the shoulder blades; and tops that plunge too deeply. Tops and bottoms must overlap.
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings
- Clothing containing objectionable references, symbols, words, advertising, or political or propaganda that is against the philosophy of St. Francis; these are not permitted at any time.

Students who are not properly dressed may be asked to have parents bring a change of clothes, may not be allowed to participate in class or events, or may be sent home.

# Student Activities

Students elected as student body officers, class officers or class senators are required to be enrolled in Student Leadership. Students serving in leadership roles are expected to act as role models for the school community by demonstrating honesty, integrity, justice, and respect in all aspects of curricular, co-curricular, extracurricular, and social life.

To enroll in and remain in student leadership, students must do the following:

- Be elected to a student body office or class office or be selected as a Class Senator
- Be able to participate in the designated B Block leadership class
- Remain in good academic standing
  - Maintain a minimum 2.5 cumulative grade point average
  - Students who fall below the 2.5 cumulative GPA or earn below a C in any course may be placed on a designated probationary period
  - Failure to meet academic standards after the probationary period may result in removal from office and the leadership class
- Remain in good disciplinary standing:
  - Students may not be on disciplinary probation or serve a suspension during their term in office
  - A student who is suspended from school for any offense, including violations of the Honor Code, may be removed from office at any time without a probationary period.
  - Additionally, serious misconduct may result in removal at the discretion of school Administration.
- 

Removal from office for any reason may result in:

- Removal from the leadership course
- Impact on the student's grade in the course
- Documentation in the student's school record, which may be reported to colleges when required

Participation in student leadership is both an honor and a responsibility. Students are expected to uphold the standards and values of the school community at all times.

## Inter-School Policies for Dances

The four participating Catholic high schools will enforce the following policies at all of the open dances:

- Dances are generally from 7:30 p.m. to 9:30 p.m.; no entrance after 8:00 p.m. and dismissal generally is 30 to 60 minutes prior to the end of the dance as dictated by each dance
- Each student may only buy one wristband
- No admittance without a current Student Body Card (hard copy or electronic)
- Students may not arrive or depart in rented vehicles, limousines, buses or RVs
- Students remaining 45 minutes after the end of the dance may be sent home by taxi at the family's expense

- Bags or purses may be inspected and searched by drug dogs and law enforcement personnel at the door
- School or law enforcement may use the testing/services of security dogs and/or breathalyzers randomly to detect drugs, alcohol, or contraband items
- Student Body Cards will be confiscated for inappropriate actions
- A second violation will result in the student being banned from any dances during that school year
- Students or guests may be banned based on safety complaints

Students may be denied admittance to SFHS dances for various safety reasons as determined by Administration

## Guest Policy-Applies to Date Dances

- Guests may be no older than 20 years of age or younger than 9th grade
- A guest pass request form must be on file with the Dean of Students
- Guests must show a current picture ID
- Guests must enter with their host students
- The SF student is responsible for the actions of her guest
- Guests must be in good standing and have no suspensions, expulsions, or withdrawals within the school calendar year (or as determined by SFHS Administration).

## Dance Dress Code

### Open Dances

Students wearing the following will not be admitted to the dances:

- Skirts, dresses, rompers, or shorts that are shorter than fingertip length. Note: Leggings do not change the length rule.
- Tops that expose the stomach, back, or chest; strapless or tube tops; halter tops; tops that begin below the shoulder blades; tops that plunge too deeply; tops with straps less than one (1) inch wide. Tops cannot be lower than the middle of the back.
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings
- Clothing that sags, bags, or is low-cut, that exposes undergarments or excessive skin
- Clothing that is excessively tight; no body-con, ruched dresses, or spandex
- Hand-decorated clothing (tops with slogans/sayings painted or printed onto a shirt)
- Glow, strobe, flashing, or light accessories of any kind
- Removal of clothing revealing any of the above
- Clothing containing objectionable references, symbols, words, advertising, or propaganda that is against the philosophy of St. Francis is not permitted at any time.
- While strapless dresses are not banned, there is a higher likelihood of a "wardrobe malfunction" or top being pulled - these are strongly discouraged.

## Date Dances

- Girls should wear semi-formal wear to Homecoming and formal wear to Junior Prom and Senior Ball
- Dresses must extend (at a minimum) fingertip length and no higher
- Girls may wear a strapless dress; however, no skin may be fully exposed on the stomach, back, or chest
- The male dates for semi-formal dances should wear dress shirts, dress pants, or Docker-style pants. (No shorts, cargo pants, or sweats)
- The male date for formal dances should wear a tuxedo or a shirt, suit, and tie
- All other rules as stated under the open dance dress code will be enforced

Appropriate dress is determined by Administration. Class-level dinner dances have modified dress codes specific to each dance.

## Inappropriate Behavior

Students behaving in the following manner will have their Student Body Cards taken and held for six weeks and will face disciplinary action:

- Straddling or wrapping legs around another person
- Inappropriate physical contact, such as lap dancing
- Lying or sitting on tables or the floor
- Removal of clothing or revealing a dress code violation
- Possession or use of alcohol, drugs, or other contraband
- Moshing, crowd-surfing, front-to-back dancing, grinding, sandwiching, freaking, break or circle dancing, or other types of dancing that are lewd or potentially dangerous; dancing must be consistent with safe and appropriate practices.
- Singing derogatory words to songs

SFHS students found in violation may also lose the right to participate in any co-curricular activities for the remainder of the semester or year.

**Appropriate behavior is determined by Administration.**

## Acceptable Use

When a student is using technology (of any variety), she must always bear in mind that her actions reflect upon the school, the Diocese of Sacramento, and the Roman Catholic Church as a whole. It is imperative that all students conduct themselves in an ethical and responsible manner when using technology.

Students who use school or personal electronic devices (including computers, tablets, and phones) inclusive but not limited to the following misuses will lose their technology use privileges, and be subject to disciplinary and legal action, up to and including expulsion or the involvement of law enforcement: to access unauthorized databases; send/receive messages that are unethical or illegal; procure access to inappropriate information or images; use inappropriate, sexist, racist, discriminatory or demeaning language; digitally harass or “cyber-bully”; damage or deface computer hardware or software; record/take images of students, faculty, staff, and Administration without expressed permission; offer, provide or purchase goods for personal use; violate academic integrity; gain unauthorized access to SFHS network/computers or another student’s computer; attempt to disrupt the network, or destroy data in any manner, including spreading of computer viruses; attempt to obtain and/or use another student’s login information.

**Social media and digital citizenship** on social media (or texting), such as Instagram, Facebook, Reddit, Snapchat, TikTok, Discord, Twitch, and similar apps, can have serious consequences for students, their families, and the SFHS community. It is the responsibility of each student to uphold the common standards and practices of good digital citizenship and to not create negative or harmful content on social media/technology sites, especially behavior or conduct that can be interpreted as bullying, harassment, hate speech, or disseminating illicit or profane content. Creating any accounts in SFHS’s name or affiliation is strictly prohibited and subject to disciplinary consequences.

## Electronic Communications

Students are assigned a school-provided Google email account and are required to use this email account when contacting any school faculty, staff, and Administration. SFHS-issued emails are for school purposes. Correspondence with colleges and parents should not be conducted through school email. Students are encouraged to set up a personal email address for college communication. School-provided Google email accounts are suspended immediately upon dismissal/withdrawal from the school or three months after a student’s date of graduation.

Students must not forward messages sent to them privately without permission from the sender. Each student is responsible for her account and should not provide her password to another person. Students should not post/share PINs (personally identifiable information) in any manner.

## Electronic Completion of Coursework

Students are only permitted to use SF-approved software to complete their coursework (for example, SF Google account, SF Gmail, Schoology, etc.). Coursework completed on non-SFHS approved software or personal accounts will not be accepted for credit.

## Chromebook 1:1 Program

The Chromebook is the property of SFHS and must be returned upon dismissal/withdrawal from the school. Students may keep their Chromebook upon graduation from SFHS. Students who leave the school prior to graduation may be given the option to purchase their Chromebook at a prorated price.

Students are required to report Chromebook damage to the Technology Department ([SFTech@stfrancishs.org](mailto:SFTech@stfrancishs.org)).

Students and their parents will immediately report any lost, missing, or stolen Chromebooks to the Dean of Students. A police report must be filed for any incident of theft or vandalism to the Chromebook.

Families are responsible for the cost of a replacement Chromebook and must purchase the replacement through the Technology Office.

Students are required to bring their SFHS-provided, fully charged Chromebooks to school daily for educational purposes. If a student does not have her Chromebook or the battery is not charged, she is still responsible for completing all coursework expected that day.

Students are responsible for securing their Chromebooks at all times. Students should:

- Keep track of the device at all times and not leave it unattended or unsupervised
- Use only the provided charger for charging the Chromebook
- Keep food and drink away from the Chromebook at all times
- Keep the Chromebook in its protective sleeve when it is not being used
- Ensure the Chromebook is protected and secure when transported, especially the screen side
- Not rest objects on top of the Chromebook
- Never lift the Chromebook by the screen or carry it with the screen open
- Lift from the center of the lid when opening the device; do not pull it open by grabbing one side
- Clean the screen only with a soft, dry, microfiber cloth or antistatic cloth
- Students may only use vinyl stickers on the outside top lid of the Chromebook. No other stickers may be used, and students may not put stickers on the inside or bottom of their Chromebook. All stickers should be appropriate and in line with the mission of the school. No glitter stickers are allowed.
- Not remove the asset tag or in any way obscure the serial number of the device
- Use the Chromebook appropriately and for educational purposes only
- Not keep inappropriate material on the Chromebook
- Use only school-approved software (apps and extensions)
- Log into the Chromebook using her school-issued G Suite for Education account
- Not allow another student to log onto her Chromebook

Parents are highly encouraged to purchase additional insurance for the Chromebook through the school's preferred vendor each year. SFHS assumes no responsibility or financial liability for any damage the student or parent suffers, including, but not limited to:

- Theft
- Physical damage
- Loss
- Software/hardware malfunction
- Loss of data

## **Chromebook and Charger Loaner Program**

SFHS will loan students Chromebooks overnight in the case of the Chromebook being lost, stolen, or out for repair. If a student forgets to bring her Chromebook to school, a loaner will be available but must be returned at the end of the school day. Loaner chargers, if available, must be returned after two hours. Failure to return borrowed equipment on time may result in a charge against the family's account for the amount of the Chromebook or charger. The student may also be ineligible to take final exams and may receive detention.

## **Monitoring**

There should be no assumption of privacy on the SFHS network. SFHS has selected a technology protection measure (Internet filtering) for use with the school Internet system.

The filtering technology will always be configured to protect against access to material that is obscene or illegal (for example, pornography) and material that is harmful to minors, as defined by the Children's Internet Protection Act (CIPA).

SFHS may, from time to time, reconfigure the filtering software to meet the educational needs of the school and address the safety needs of the students. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. SFHS reserves the right to inspect files stored on SFHS devices and network, including, but not limited to, all forms of electronic communications. The school also uses an in-school monitoring system where teachers can monitor a student's devices during their scheduled class time to refocus off-task students, share resources, and monitor academic honesty on assessments.

## **Personal Computers/Non-SFHS WiFi-Enabled Devices**

Students are not allowed to use their personal laptops in class or on the SFHS network. Students will not have access to the school's network for their personal computer, cell phone, or any other non-SFHS Wi-Fi-enabled device.

## Google Services Usage Policy

As part of the educational tools and resources provided by SFHS, the following Google services will be made available to students to support their academic growth, creativity, and technological proficiency:

- Applied Digital Skills: Training modules to develop digital literacy and productivity skills.
- Chrome Web Store: Access to educational extensions and tools for enhanced browsing and learning.
- Google Arts and Culture: Exploration of global art, history, and cultural resources.
- Google Books: A digital library for research, reading, and academic enrichment.
- Google Earth and Google Maps: Interactive tools for geography, mapping, and spatial learning.
- Google News: Reliable current events and updates for classroom discussions and projects.
- Google Photos: Storage and organization of project-related images.
- Google Play: Access to educational apps and media content.
- Google Translate: Language translation support for multilingual communication and projects.

By signing the Parent-Student Handbook, parent(s)/guardian(s) acknowledge and agree to the use of these Google services by their student(s) as part of their educational experience. These services are essential for promoting digital literacy and equipping students with 21st-century skills. Students will be held responsible for adhering to all academic honesty and other policies as outlined in this Handbook or deemed by the Administration.

## Cell Phone Policy

Because electronic devices are often a main cause of anxiety, distraction, and other conditions adverse to our desire for a respectful, engaging, faith-based learning environment, use of personal mobile or cellular phones or devices (iPads, tablets, phones, iWatches, and similar personal electronic/mobile devices) is not permitted during class unless approved by the teacher(s) prior to that specific class. All electronic devices should be powered off and placed in the provided caddies unless your teacher expressly permits the presence of such devices for a specific purpose.

## Disclaimer

The policies stated herein are designed to express a framework and to form general principles for the use of technology at SFHS. Any use of technology that is contrary to the mission of the school, on or off campus, will be considered a punishable offense. The policies, procedures, and information in this document are school-wide. Teachers and staff may establish additional policies and requirements for use in their classrooms or other settings or events. The use of SFHS network services is a privilege, not a right. There is no assumption of privacy on SFHS devices and networks. Our goal in providing electronic resources is to promote educational excellence.

# General Student Information

## Accidents

On-campus accidents must be reported to the Administration. Failure to do so will result in disciplinary action.

## Age of Majority

Students eighteen (18) years of age and above must attend all assigned classes, homerooms, and assemblies and follow all school rules. Reaching the age of majority does not imply any specific rights, including the right to sign notes or call in absences. If the student is eighteen (18) or older and chooses not to follow the rules, regulations, and/or policies of the school, she will be subject to disciplinary action or a request to withdraw from SFHS.

## Assembly Information

**Attendance at all assemblies, Masses, prayer services, and liturgies is mandatory for all students.**

The following behavior is expected during these events:

- **NO PHONES** are allowed in assemblies, rallies, Masses, prayer services, or other gatherings as designated by the Administration unless specifically announced.
- Be courteous. Listen attentively and do not talk when someone else is speaking.
- Pay attention. Working on homework, reading, playing with another's hair, or other actions is prohibited.
- Students may not bring in food or drink.

Behavior violations during assemblies are determined by supervising staff and reported to the Dean of Students.

## Bicycles, Skateboards, Roller Blades, Scooters, Etc.

Bicyclists should always use pre-approved bike lanes and wear bike safety helmets as prescribed by law. All bicycles should be parked in the racks provided and should be locked at all times. Skateboards, rollerblades, scooters, razors, wheelie shoes, etc. are prohibited on campus.

No Nerf, squirt, squirt-type water guns or water projectiles may be used on campus.

## Blankets

Blankets are not allowed on campus or in the classroom with the exception of specific school-sponsored events.

## Cameras/Sensors

- Cameras, which may record both audibly and visually, may be placed in public locations, such as, but not limited to, school entrances, exits, lobby areas, hallways, cafeterias, athletic areas, parking lots, or gathering spaces. There are no cameras in the bathrooms or locker rooms.
- Smoke/Vape sensors are in all bathrooms and locker rooms on campus. These are smoke/vape sensors only and do not have cameras as part of the sensor. Students found to be in violation of the school's substance abuse policy will be subject to disciplinary action.
- All recordings are the sole property of SFHS and the Catholic Diocese of Sacramento.
- Classwize and Linewize software are used to monitor student Chromebook activity and internet usage.

## Concussion Policy

Students who suffer from a concussion will follow strict protocols, as outlined in the SFHS Concussion Policy. Students who are under CCP guidelines may have their co-curricular activities limited until such time as they are cleared to fully resume school participation.

## Dropping Off or Sending of Non-School Related Items to Students

The Main Office cannot accept items such as, but not limited to, balloons, flowers or gifts for students. This applies to all school days and holidays such as birthdays, Valentine's Day, and other special events. Delivery of these items will be denied and returned to sender via the process of attempted delivery. Food delivery services, such as DoorDash or UberEats will not be accepted, even if a parent purchased it for their student. Students will be given one warning and will then receive detention.

## Early Dismissal

Students who wish to leave campus early must either have a parent pre-approve (via a call to the attendance line) or apply for and be granted an early dismissal pass. Students leaving campus without an early dismissal pass or without signing out at the Main Office are subject to Saturday School or suspension.

## Field Trips and Other School Sponsored Events Off-Campus

Activity permission forms must be returned to the moderator of the trip at least one (1) week prior to the trip. When a field trip has been planned, the moderator(s) will notify the student of the dress code for the trip. Other teachers will be given notice of students attending the trip; teachers have the option to request that a student remain in school. **Parent chaperones and drivers must follow the transportation and parent volunteer fingerprint policies.**

## Food or Drink

Students may eat only in specific designated areas of campus. **Food, or drink may not be taken into classrooms, foyers, the library, Fine Arts building, CLC, or the gymnasium.** Students eating in these areas are subject to discipline. **Gum is not allowed on campus.**

## Garden

The St. Francis Canticle Garden is a place of sanctuary and reflection. Students wishing to use the garden must be supervised at all times. The fruits and vegetables being grown there are for use in the dining hall kitchen and not for personal consumption. Taking, eating, or throwing away the fruits and vegetables will result in disciplinary action. The garden is not open for students to eat in during lunch or breaks.

## Gym/Fitness Center

Any student wishing to use the gym or fitness center, regardless of time or purpose, must have the permission of and be supervised by a designated authority.

## Health and Medications

The physical well-being and safety of the students are essential. Parents and students must contact the school with any health-related concerns. Parents of affected students are encouraged to inform the Dean of Students of their daughters' confidential medical conditions to best meet the needs of their children. Students who use their electronic devices to notify parents to pick them up because they are ill must report first to the Main Office so SFHS personnel can assist them. It is imperative that students follow this procedure for their safety and welfare.

Immunization forms must be completed and on file prior to the first day of the school year or within one week of a student transfer. Students will be denied admission to SFHS or sent home until such records are received.

Any student who has a severe allergic reaction or a medical condition of any kind and who may have to take prescription medicine during the school day or during a school-related event is required to complete the medical and parent authorization form and return it to the Dean of Students. The student and her family are responsible for providing the proper medicine from her doctor with clear, written instructions for administering. SFHS is not an allergen-free environment and cannot meet all requests for accommodations. SFHS does not provide a school nurse.

Students with severe allergies or other types of conditions that require the use of immediate medication, such as an EpiPen, Glucagon shot, or an inhaler, may carry these on or off campus. It is strongly recommended that students needing these types of medications have backup medications in the Main Office.

Students may not carry any medications on campus, with the exception of personal use (3 or 4 pills) amounts of aspirin, Midol, or aspirin-type substances, with parent authorization.

Students may not share their medications with other students at any time, or disciplinary action will occur. Medical release forms are available to parents to allow a school official, in case of emergency, to permit medical treatment for a student. It is important for parents to complete and return the forms by the first day of school and to inform the school of changes during the school year. Students without completed emergency cards will be required to stay home until the information is received. If a student needs immediate medical attention, an ambulance will be called. The school will not be responsible for the fees involved in ambulance transport.

Any student with hearing or sight problems, or any other physical condition that may affect her learning process, should inform her Counselor. Teachers will be advised to make adjustments in classroom seating. Any student with a physical condition that would prevent her from participating in P.E. classes should provide a physician's written statement to the P.E. Department Chair.

Students who participate in field trips, retreats, or overnight events should ensure that their leader has received a copy of their medical form and that they supply any prescription medication needed during the event. Students may not carry prescription medications at off-campus events without a parent medication form (exceptions: inhalers, Glucagon shots, EpiPens).

## **Contagious or Infectious Diseases**

Students whose absence from school is due to a contagious disease (e.g., COVID, chicken pox, pink eye, mononucleosis, strep throat, hepatitis, or any others) will be asked for a doctor's note or proof of a negative test before being allowed to return to school.

- Any student who has lice must stay home until she has completed at least the initial removal treatment.
- AIDS/HIV students do not pose a health risk to other students or staff in the classroom setting or involvement in co-curricular activities. Affected students shall be allowed to attend classes and participate in activities without restrictions as long as they are physically able and do not have compounded infectious diseases related to AIDS/HIV. School personnel have been trained in bloodborne pathogen response.

## Allergies

Numerous students on campus have life-threatening allergies to various foods (nuts, milk, shellfish, gluten, etc.), latex, plastic, nickel, and many other items. SFHS is not an allergen-free environment and cannot meet all requests for accommodations. High school students and their parents are expected to be proactive in regard to students' consumption of any food that is not prepared at home and brought to campus for the students.

All students should be treated with respect concerning their medical conditions and should not be subject to any criticism or recrimination. No food should be dispersed to another student without her knowledge of how it was prepared (e.g., in a nut-free environment or cooked in certain oils, etc.). Latex balloons are not allowed on campus without special permission from the Administration, due to possible severe allergic reactions. If your student needs additional resources, contact the Dean of Students.

**STUDENTS WITH ALLERGIES, please ask the Dining Hall manager to determine food content.**

## Flyers/Handbills

Students may not post or distribute flyers anywhere on campus without pre-approval from Administration (at least 48 hours in advance). Flyers not approved will be automatically removed or confiscated and disciplinary action may be taken. Continuous disbursement or postings will result in a higher level of discipline. Posting of flyers on social media may be a violation of SFHS policies.

## Student Body Cards

Student Body (I.D.) Cards are issued to all SFHS students. The Card must be carried at all times during school hours and at all Catholic high school functions. Electronic versions of both sides of the Student Body Cards will be accepted. If requested by authorized Catholic school personnel, the Student Body Card must be shown and possibly surrendered. Parents may not drop off Cards so a student can avoid detention. Student Body Cards may be taken from a student for violation of school policies and may be held for up to six school weeks.

If a Student Body Card is lost, the student must pay a \$10 replacement fee. Any further replacement cards needed after the first one will cost \$50 each.

## Legal Custody Issues

SFHS abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, SFHS will provide a non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy.

Never-married parents should also have custody documents on file as needed. This information will help school officials in determining when, if ever, the child or her records may be released to the non-custodial parent.

Once a parent is listed as a “parent of record” on a student's registration, final forms or emergency form, they may not be removed without

- A court order
- The parent being removed gives permission

Parents or family members cannot remove or stop another parent from receiving information if they do not meet one of these two criteria.

## Lockers

Each student is provided with a locker. Students may not trade lockers without clearance from the Administration. Lockers must be kept locked at all times and a student should never share her locker combination. The school takes no responsibility for lost or stolen articles.

Students may not deface lockers or locker doors through any writing or etching, or by attaching or applying any tape or other temporarily affixed substance or item. Only magnets may be used on the inside of the locker.

There will be a \$100 minimum charge each semester for any damage to the locker or if the locker is not cleared out before the end of the last day of school. All items left after the last day of school will be donated or thrown away.

## Lost and Found

Students should put their names on their books, clothes, or any other personal items brought onto the campus. SFHS is not responsible for lost or stolen items. Each day, items that have been misplaced and brought to the Main Office will be taken to the “lost and found” in the Student Activities Office. Claiming a lost and found item as your own, when it is not, is considered theft and will result in disciplinary action.

## M Street and Surrounding Neighborhoods

Students are to be dropped off and picked up only in the designated areas. **Any student being dropped off or picked up in a non-designated area will be issued a warning, and a second offense will require Saturday School.**

SFHS has a contract with the surrounding neighborhoods, and to that end, **students may never be dropped off or picked up on M Street and surrounding neighborhoods**, including 58th, 59th, 60th, 61st, 62nd Streets, Janey Way, or in any of the surrounding neighborhoods. **Progressive discipline will be issued for any student in violation; continued or repeated violations may result in being assigned to Saturday School.**

Only students who live in the SFHS neighborhood and walk or bike, or those taking public transportation or picking up a sibling from St. Mary's Elementary School are eligible to use the M Street entrance gate. This gate cannot be used for early dismissals or late arrivals.

## Parking

Parking at SFHS is a privilege. All vehicles must have a current 2026 -27 parking pass. Students may not park in another student's space (even with student permission). Students without parking permits showing on the dashboard or from the rearview mirror, or with unregistered vehicles, will receive detention; a second violation will be automatic Saturday School. **Non-registered or identified vehicles will be towed at the owner's expense.**

## Physical Displays of Affection

Because physical displays of affection are exclusive behaviors, these can distract from the SFHS spirit. Therefore, it is inappropriate for students to engage in public, exclusive physical displays of affection on school grounds at any time. This includes but is not limited to prolonged holding, kissing, and caressing.

## Prayer/Pledge

Students may stand or sit quietly (and respectfully) during the recitation of prayers, the Pledge of Allegiance, or the National Anthem.

## Pregnancy Policy

Human life at all stages, including the pre-born child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the Administration, teachers, and other students. Therefore, ordinarily, the expectant student will be allowed to remain in school. This is not to condone unwed pregnancy, but rather to protect the sacred gift of life of the unborn child and to extend love and compassion to those involved. The school will continue to assist the student through graduation, including the ceremony and other related activities.

However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the student involved. Any student who publicizes and advocates an abortion, either planned or already obtained, will be asked to leave the school. This policy pertains to any student spreading rumors about an alleged pregnancy or abortion.

## Protests

It is the role of SFHS to encourage active, engaged citizenship, including how to navigate the processes of our democratic system. We always encourage respectful dialog and debate.

Although SFHS values engaged citizenship, on-campus protests are prohibited unless first presented to and approved by the Administration. This is a permitted time, place, and manner restriction for the purpose of maintaining a safe and orderly educational environment for students, staff, and visitors.

It is imperative that students and Administration work together for the safety of all concerned. Students who fail to immediately follow the directives of school Administration or their designees or fail to disburse may be subject to disciplinary action up to and including discipline, suspension, or expulsion. (See flyer policy.)

## **Searches**

SFHS Administration has the right to conduct a search of a student and the physical plant and grounds of the school without notice. This includes locked or unlocked lockers, backpacks or bags, cell phones and technology devices, and vehicles on campus or at off-campus events. If a search of a person is required, the search will not be conducted by a person of the opposite sex to that of the student.

## **Senior "Ditch Day"/Senior "Pranks"**

There are no authorized senior "ditch days" and all absences must be called in by parents and will count in a student's absence totals. Additionally, there are no authorized senior "pranks." Participation in either event is automatic disciplinary action, including the loss of all senior event privileges and participation in graduation.

## **Senior Privileges**

Senior privileges are just that, privileges. There is no expectation that students who receive discipline are entitled to any senior privilege. Any or all senior privileges may be removed from individuals or groups at the discretion of the Administration. Privileges available to senior students in good standing include:

- Wearing college sweatshirts or t-shirts on Fridays
- College shirts can be worn daily after Easter break
- Full free dress begins on the first full week of May
- Choosing and playing approved music using the system in Serra Court on Fridays
- Seniors dismissed from assemblies and liturgies before other grade levels
- Chair seating when available at Liturgies, if the Senior helps set up and/or clean up
- Senior parking painting fundraiser
- Option for not taking finals in the 2nd semester, based on the guidelines for Senior Finals privileges.

## **Smoking/Vaping**

It is the policy of the Diocese of Sacramento's Catholic School Department that smoking will not be allowed at any school function or anywhere on school premises. A student found smoking or vaping will be suspended. ("Smoking" means, but is not limited to, use of tobacco products, smokeless tobacco, electronic cigarettes, Juuls, vapes/vapor-type equipment with nicotine, non-nicotine, or other illegal substances, in addition to any item that may create an aerosol, liquid, vapor, or smoke in any manner).

Cameras will log all students entering and exiting the bathrooms at the time the sensors go off.

## **STOPit**

St. Francis is committed to the support of our students' well-being and personal safety. With that in mind, we have adopted technology to allow students to reach out in a safe and secure manner. The STOPit app is available on all student Chromebooks. One of the biggest obstacles to aiding a student in crisis or stopping an event is the student's reluctance to report it. The STOPit system encrypts information. Any person can choose to submit a form anonymously or with her contact information. The person retains control, as it is entirely up to her how much information she wishes to divulge.

The STOPit system should only be used to relay important or crisis information. While a student can leave a message or report at any time, concerns and events will only be responded to during regular school business hours, Monday-Friday.

**Life-threatening events should be immediately reported to 9-1-1 and to parents.**

## **Student Property**

Students are solely responsible for their own personal property, including students' vehicles. The school accepts no responsibility for non-school-owned items.

## **Supervision of Students on Campus**

School office hours are 7:00 a.m. – 4:30 p.m. The campus opens at 7:00 a.m. and a member of the maintenance staff and a school Administrator will be on campus. SFHS does not provide organized supervision before or after school, with the exception of school-organized activities.

When classes are in session, faculty and staff are assigned to supervise students at lunch. Students who are not part of an after-school activity or event must leave campus by 4:30 p.m. Students may NOT remain on campus after 4:30 p.m. and must come to the Main Office prior to 4:30 p.m. if there is an issue. When a student reports to her first class of the day, this is the school's first official notice that the student is on campus.

## **Teacher Late to Class**

If a teacher does not arrive to class within five minutes after the start of class, a single student should notify the Main Office. In the meantime, the rest of the class must wait quietly. Students who leave the area are subject to detention.

## **Campuses of Other Schools**

Students may not loiter on or around the campuses of other schools, public or private, while they are in session. SFHS students guilty of unauthorized visitations to other schools, at any time, shall be suspended. SFHS students guilty of vandalism to the property of another school are responsible for all damages and are subject to expulsion.

## Valuables (Stealing/Theft)

Please leave valuables at home and do not bring large quantities of money to school.

- Always keep your possessions locked in your lockers.
- In the event of suspected theft, report it immediately to the Dean of Students. Law enforcement may be asked to help take appropriate action.
- SFHS is not responsible for loss due to theft.

## Visitors/Guests (Students)

Non-students who wish to visit SFHS during school hours must have clearance from Administration. The parent's/guardian's written consent must contain the following information:

- Parent name
- Phone number
- Name of current school
- Emergency contact

Consent from the student's current school is sufficient if the student is from a feeder school. Students who have previously attended SFHS and are enrolled in a different high school may not be on campus during school hours. A St. Francis alumna may visit campus during school hours. She must sign in and receive a visitor pass. Other visitors arriving on campus are required to check in at the Main Office. They must sign in and receive a visitor's pass.

## Weapons

All weapons or simulated weapons or ammunition are strictly prohibited from being on campus, including but not limited to in vehicles, lockers, backpacks, or on persons. Possession may be cause for immediate expulsion, and law enforcement may be contacted. It will be up to the SFHS Administration or law enforcement to determine specific consequences.

## Yearbook and Senior Pictures

Seniors are required to be in a black drape or white gown, provided by the photographer, for her senior portrait that is published in the yearbook. This photo will be used for the graduation ceremony. Graduates will still be required to wear the SFHS white gown for Baccalaureate and graduation ceremonies. Failure to take a senior portrait will result in the SFHS crest being used for the picture during all graduation events.

## Yearbook Picture - Junior, Sophomore, Freshman

All students are required to take a yearbook picture and a Student Body Card picture. The purchase of pictures is optional. Students must take pictures on the designated picture day. Only students who were off campus on the scheduled day will be allowed retakes. No other retakes are allowed.

## Emergency Procedures

In case of an emergency, information regarding parent responsibilities during an on-campus event can be found on the SFHS website.

## Transportation Policy

**This policy applies only in cases where the school organizes transportation.** If participants are responsible for their own transportation, the policy does not apply.

- SFHS requires any students traveling for school purposes to be transported by an adult over the age of 25. All drivers must comply with the requirements listed below:
  - Drivers must be 25 years of age or older.
  - Drivers must have Volunteer Fingerprint Clearance on file at SFHS.
  - Drivers must have a signed "Volunteer Agreement" on file with SFHS.
  - Drivers must have a signed "Driver Information Form" and a copy of proof of insurance on file with SFHS.
  - Drivers must have a good driving history and must provide SFHS with a copy of a valid, unrestricted driver's license. Drivers may be subject to a motor vehicle records check.
- The vehicle must have a valid and current registration and license plates.
- The vehicle must be insured for a \$100,000 per person/\$300,000 per accident limit of liability for bodily injury, \$50,000 for property damage, \$5,000 per person medical, and \$100,000 uninsured motorist insurance.
- The vehicle must be equipped with working seat belts for the driver and every passenger transported. The driver and passenger(s) must use seat belts properly.
- No more than nine persons, including the driver, may be transported in a private vehicle.
- The driver shall observe all state driving regulations.
- Drivers shall follow route directions or other directions issued by the coach, teacher, or adult in charge of the group.
- The driver, or a passenger in the vehicle, is encouraged to carry a cell phone and the SFHS phone number in case of an emergency.
- SFHS assumes no liability for accidents that cause bodily injury or property damage and that result from the use of any privately owned vehicle as described herein.
- Because SFHS is a commuter school drawing students from a large geographic area and because parents' work hours may prohibit them from driving, it may be necessary for students to drive other students to and from school. Be advised that SFHS assumes no responsibility for any of the carpooling arrangements and will not monitor nor supervise any such arrangements. All carpooling arrangements are entered into at the driver's and passenger's own risk and SFHS assumes no liability for any and all claims arising out of "carpooling" arrangements.

SFHS reserves the right to prohibit any student from driving and/or parking if either privilege is abused. All drivers are asked to observe the rules of careful driving, particularly when leaving and entering the school grounds and when driving near neighboring elementary schools.

## **Student Insurance**

SFHS participates in the student insurance program of the Diocese of Sacramento. If a student gets hurt during school activities, the Diocese provides insurance to help with the cost of medical treatment not covered by other insurance or health coverage the student may have. This "school-time accident" insurance is designed to cover some, but not all, of the possible costs and is offered through Myers-Stevens & Toohey. All injuries incurred during the time of school-supervised activities must be reported to the office immediately; accident claim forms will be provided by St. Francis Catholic High School. The cost of insurance is incorporated into the activity fee, which is part of tuition.

## **Student Photo and Name Use Policy**

SFHS produces and distributes a number of publications and electronic communications using photos or names of students or other members of the SFHS community. These include, but are not limited to, the following:

- Student Publications/Presentations: Produced by students for the enjoyment of students and their families, including the Yearbook, the student newspaper (The Mandolin), slideshows, and videos.
- School Advancement Publications: Publications mailed or otherwise distributed to households of current and past parents, alumnae, and friends of St. Francis, including the SFHS Magazine (Pax et Bonum), solicitation materials for the St. Francis Fund and other advancement programs, fundraising and activity invitations, programs, and flyers.
- Publications developed for promotional purposes, including a "viewbook," posters, videos, social media, and advertisements to inform prospective students and their families about St. Francis.
- Other materials.
  - Athletic or academic team programs/posters, arts programs/posters, and photo enlargements to display on campus.
  - Website, Email, and Social Media: the school website, parent newsletter and other email communications, and social networking sites (e.g., Facebook, Instagram, Twitter, etc.) are main sources of information for the members of the SFHS community.
  - Based on current use of social media, we cannot guarantee a specific student's image will not appear in group or background pictures. If requested, we will not identify the student by name.

SFHS reserves the right to include in its print or digital publications and materials photographs with or without identification of students, alumnae, and other members of the school community unless specifically requested not to do so by any individual (or parent/guardian, in the case of a minor) in an email to the Dean of Students.

## Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement

In consideration for being permitted to participate in SFHS activities, to use the equipment provided, and to enter the premises and facilities of SFHS and the Diocese of Sacramento for any purpose, including observation of and participation in activities, we, as parents or guardians, for him or her and any successors in interest, and on behalf of the student, agree as follows:

- To release, waive, discharge, and promise not to sue the Roman Catholic Bishop of Sacramento, a Corporation Sole, and SFHS, its affiliated entities, employees, agents, and volunteers (the "Diocese") from all liability for any loss or damage and any claim or demands therefor on account of injury of any kind, including serious or mortal injury to the body, injury to psyche, or injury to property of the student, parent, or guardian, whether caused by negligence or other conduct by the Diocese while the student, parent, or guardian is participating in SFHS activities or in, upon, or about the premises of the Diocese or any of its facilities or equipment.
- To indemnify and hold harmless the Diocese from any loss, liability, damage, or cost it may incur due to the presence of the student, parent, or guardian in, upon, or about the premises of the Diocese, its facilities or equipment, or while participating in any SFHS activities, whether caused by the negligence of the Diocese or otherwise.
- That he or she has read this agreement and voluntarily signs the Parent-Student Handbook Statement form and that no oral representations, statements, or inducements apart from the contents of this consent form and agreement have been made.

## Media and Social Media Protocol

SFHS owns its own name, logos, images, published (whether visual, written, or audible) materials, and seal ("logo").

SFHS asks students and parents to consider the impact of their direct contact with television news, newspapers, reporters, social media influencers, etc. ("Media"). Sometimes parents provide to third parties or the public the physical description of another's child; the general details of where the other student was or will be at a specific date and time; what the other student wears or how the other student acts; or an actual photograph of another parent's child. Such actions raise serious safety issues that SFHS must address.

Therefore, both students and parents should be cautious when posting to their own, personal social media about making reference to any staff member, student, parent, or school activity/event.

Regardless, in no event should any student or parent directly approach the media or act as if, or allow the media to presume, the student or parent acts on behalf of or speaks for SFHS. The following are also not considered acceptable at SFHS:

- Whether on or off campus, the use or dissemination of the logo to the media without written prior permission from the Director of Strategic Marketing and Communications. This applies to any SFHS-published material, including the internet or written documentation.
- The use or appearance of the logo in a student's or parent's personal social media when not referring to an SFHS-sponsored event, student award, or celebration, or the liking, re-posting, or linking of an SFHS-published announcement.
- The posting of any communications or images that link SFHS to any form of illegal conduct or that may damage the reputation of the school, its students, staff, or teachers. This includes defamatory, harassing, bullying, or other embarrassing or mean-spirited comments, which can adversely impact the target of such comments and the sense of community SFHS strives to uphold.
- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the school, the students, or employees.
- For safety reasons, the posting of any images of employees, children, or anyone directly connected with the school while on SFHS property or engaged in school activities without that person or those persons' consent.

If a parent or student engages in any of the actions described above that create a substantial disruption to SFHS, materially interferes with the school activities, reasonably lead SFHS to foresee such disruption or interference, or infringe upon the rights of students, employees, or families, SFHS may take appropriate steps to address the situation, including disciplinary action against the student or other action involving the parent.

## **Student Overnight Trips Sponsored by SFHS**

The purpose of a student trip is to encourage the cultural and social growth of the student through new experiences while providing close supervision and support for the student by SFHS staff. The teacher chaperone may only accept deposits from students who are current with their tuition payments.

Student applicants who do not attend SFHS may be included on the trip with approval of the Administration. Parents are also welcome. Parent chaperones and drivers must follow the transportation and fingerprint policy. SFHS will not be held liable when students are on a trip under private travel enterprises.

## Concluding Summary

Thank you for reading and reviewing the contents of this Handbook. Your adherence to each expectation and provision helps to ensure not only the SFHS general mission, but also supports one another as we all work in the imitation of St. Francis to develop a love for God's creations, and to be of service to others.

## Parent Release

By signing the Parent-Student Handbook agreement, I give my permission for my student(s) to participate in high school sports and academic teams, realizing that such activities involve the potential for injury. I acknowledge that even with the best coaching, use of the most advanced equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be severe and result in total disability, paralysis, or even death. I acknowledge that I have primary medical insurance for the above student, with medical benefits. I hereby acknowledge that SFHS has a School Time Accident Plan. I am aware that high school sporting and academic team events will require off-campus travel and I hereby give my permission for my daughter to travel to all off-campus meets and practices, either by bus or any approved means of transportation. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect her own safety and has the maturity and judgment not to put herself or others in dangerous situations. I agree to not hold the Catholic Diocese of Sacramento, SFHS, its leaders, employees, or volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject.