

STUDENT & PARENT HANDBOOK

2026-2027

CREDO UT INTELLIGAM

SERVITE HIGH SCHOOL

BELL SCHEDULES 2026-2027

BELL SCHEDULES

Regular		
7:45 - 8:15	Office Hours*	
7:30 - 8:15	0-Period	45 mins
8:20 - 9:10	Period 1	50 mins
9:15- 10:00	Period 2	45 mins
10:00 - 10:15	Break	15 mins
10:20 - 11:05	Period 3	45 mins
11:10 - 11:55	Period 4	45 mins
11:55 - 12:25	Lunch	30 mins
12:30 - 1:15	Period 5	45 mins
1:20 - 2:05	Period 6	45 mins
2:10 - 2:55	Period 7	45 mins
3:00 - 3:30	Teacher Prep/Collaboration	

Mass ALL		
7:45 - 8:15	Office Hours*	
7:30 - 8:15	0-Period	45 mins
8:20 - 9:00	Period 1	40 mins
9:05 - 9:40	Period 2	35 mins
9:45 - 10:20	Period 3	35 mins
10:20 - 10:35	Break	15 mins
10:40 - 11:15	Period 4	35 mins
11:15 - 12:25	Mass	70 mins
12:25- 12:55	Lunch	30 mins
1:00 - 1:35	Period 5	35 mins
1:40 - 2:15	Period 6	35 mins
2:20 - 2:55	Period 7	35 mins
3:00 - 3:30	Teacher Prep/Collaboration	

Block Priory/Flex		
7:45 - 8:15	Office Hours*	
7:30 - 8:15	0-Period	45 mins
8:20 - 9:40	Period 1/2	80 mins
9:40 - 9:55	Break	15 mins
10:00 - 11:15	Period 3/4	75 mins
11:20 - 12:15	Priory/Flex	55 mins
12:15 - 12:45	Lunch	30 mins
12:50 - 2:05	Period 5/6	75 mins
2:10 - 2:55	Period 7	45 min
3:00 - 3:30	Teacher Prep/Collaboration	

BELL SCHEDULES

Block Mass		
7:45 - 8:15	Office Hours*	
7:30 - 8:15	0-Period	45 mins
8:20 - 9:40	Period 1/2	80 mins
9:40 - 9:55	Break	15 mins
10:00 - 11:15	Period 3/4	75 mins
11:15 - 12:25	Mass	70 mins
12:25 - 12:55	Lunch	30 mins
1:00 - 2:15	Periods 5/6	75 mins
2:20- 2:55	Period 7	35 mins
3:00 - 3:30	Teacher Prep/Collaboration	

Block 1:55 p.m. Dismissal		
7:45 - 8:15	Office Hours*	
7:30 - 8:15	0-Period	45 mins
8:20 - 9:40	Period 1/2	80 mins
9:40 - 9:55	Break	15 mins
10:00 - 11:15	Period 3/4	75 mins
11:15 - 11:45	Lunch	30 mins
11:50 - 1:05	Period 5/6	75 mins
1:10 - 1:55	Period 7	45 mins
2:00 - 3:30	Faculty Meetings	

Block Late Start		
8:45 - 9:15	Office Hours*	
8:30 - 9:15	0-Period	45 mins
9:20 - 10:40	Periods 1/2	80 mins
10:40 - 10:55	Break	15 mins
11:00 - 12:15	Periods 3/4	75 mins
12:15 - 12:45	Lunch	30 mins
12:50 - 2:05	Periods 5/6	75 mins
2:10 - 2:55	Period 7	45 mins
3:00 - 3:30	Teacher Prep/Collaboration	

Office Hours are held before school Tuesday, Wednesday, Thursday, and by teacher discretion

Teachers who have a 0-Period Class will post Office Hours availability in their Classroom Management Plans

CREDO

Updated 7/14/2026

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OVERVIEW

Servite High School
1952 E. La Palma Avenue
Anaheim, CA 92801
Main: (714) 774-7575
Attendance: (714) 204-3026
servitehs.org

Founded in 1958 by the Order of Friar Servants of Mary

Accredited by the Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC)

Leadership Team:
President: Stephen Walswick ’02
Principal: Nancy Windisch
Vice President of Advancement: Steffanie Early
Director of Operations: Michael Betwarda ’18
Assistant Principal of Catholic Identity: Brendan Ronan
Director of Athletics: Matt Marrujo ’07

Chair of the Board of Directors: Mr. David McCloskey ’86

Administration/Directors:

Servite Chaplain: Fr. Chinnappan Mudiyappan O.S.M.
Assistant Principal of Academics: Brian Hunt
Sr. Director of Counseling Services: Hilary Recknor
Sr. Director of Informational Technology- Peter Corley
Director of Support Services- Lisa Barnard
Director of Campus Ministry- Aaron Mascaro
Director of Formation- Scott Kahler ’99
Director of Communications and Marketing- Valerie Castillo
Director of Trinitas- Michael Betts
Dean of Students: Chris Higgins
Dean of Academics: Rory Bevins ’05

THE SERVITE ORDER



The Seven Holy Founders of the Order Friar Servants of Mary (Servites) were young, successful merchants who came together in Florence, Italy. United by friendship and devotion to the Blessed Virgin, they gave themselves to common prayer and works of charity. Their desire to serve God eventually led them to leave their homes and their businesses and form a community outside the city walls. About the year 1245, they moved to Monte Senario where, for a time, they followed a life of prayerful seclusion. As others came to join them, they laid the foundation of the Servite Order, whose members would be committed to the service of the Lord and others. They promised to follow Christ and witness his gospel; they took the Blessed Virgin as their Lady; they lived communal life according to the Rule of St. Augustine. Pope Leo XIII canonized them collectively as the Seven Holy Founders of the Servite Order in 1888.

Mission of the Order Friar Servants of Mary

The Order Friar Servants of Mary, which arose as an expression of evangelical apostolic life, is a community of men gathered together in the name of Jesus the Lord. Moved by the Spirit, they commit themselves, as did their First Fathers, to witness the gospel in fraternal communion and to be at the service of God and all people, drawing abiding inspiration from Mary, Mother and Servant of the Lord.

(Article 1 of the Servite Rule of Life)

SCHOOL MISSION AND PHILOSOPHY

School Mission Statement

Servite High School is a Catholic college preparatory school which accepts young men of all religious, ethnic and socioeconomic backgrounds. Recognizing that parents are primary educators, we develop Faith-Filled Leaders through an intentional and multidisciplinary Formation Process founded upon the Catholic Faith and the charism of the Order of Friar Servants of Mary (Servite Friars).

Servite as a Catholic School

Servite forms faith-filled leaders on the foundation of the Roman Catholic faith and the charism of the Order of Friar Servants of Mary. As such, everything in the Servite community flows from Jesus Christ and his Gospel. Who we are, what we do, and how we speak and behave are informed by our Catholic and Servite values.

Servite is committed to fulfilling its mission and remaining authentically faithful to the Catholic Church and her teachings. We recognize that not all Servite students are Catholic and honor the rich diversity of faith traditions of our students and their families. At the same time, we ask that every student and his family respect our Catholic and Servite traditions and refrain from behavior and language that conflict with them. While some of our Catholic values are countercultural to modern society's, we remain responsible for faithfully sharing our Catholic teachings, forming our students in Truth, and creating encounters with Jesus.

Philosophy Statement

> *"Progress becomes true progress only if it serves the human person and if the human person grows: not only in terms of his or her technical power, but also in his or her moral awareness. I believe that*

the real problem of our historical moment lies in the imbalance between the incredibly fast growth of our technical power and that of our moral capacity, which has not grown in proportion. That's why the formation of the human person is the true recipe, the key to it all, I would say, and this is what the Church proposes."

Pope Benedict XVI, Interview, 2006

At Servite High School, formation is the process by which a Friar becomes the person he has been called to be by God. The formation process is concerned with the complete human person and, consequently, is driven by a single question: "Who am I?". Without intentional, systematic formation, the Friar's human and spiritual development is without proper concern for the unique vocation that God has called him to fulfill.

In *The Catholic School*, the Sacred Congregation for Catholic Education (SCCE) reminds us that, "The school must begin from the principle that its educational program is intentionally directed to the growth of the whole person." An educational program directed in this way requires attention to the fundamental components within each student: the *body* and the *soul*. More specifically, the soul is composed of the *intellect* and the *will*. Thus, "whole person" involves three principal components understood as follows:

- The *body* is the vehicle which gathers information from and responds to the world around us.
- The *intellect* organizes and interprets the information gathered.
- The *will* is the ability to choose how to use the gathered information.

Properly used, the *intellect* arranges the gathered information in such a way that truth is discovered. Once truth is discovered, one can choose to act in accordance with truth, or contrary to it. Goodness is choosing to act according to what we know is true and thus right. The *will* is our ability to make that choice.

Servite High School believes it is vital to place proportionate emphasis on the development of the *body, intellect* and *will.* An imbalance in this regard results in information being inadequately gathered, poorly processed, or improperly applied. Therefore, in an effort to direct the formation of the whole Friar in a balanced, intentional and systematic way, Servite High School has developed a formation process that culminates in leadership.

Within the context of formation, teaching is not limited to the classroom experience. All members of the faculty and staff play an active role as teachers and guides in the formation of every student. The importance of each member's active and proper participation cannot be overstated. As the SCCE reminds us in *The Catholic School on the Verge of the Third Millennium*:

> "Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not write on inanimate material, but on the very spirit of human beings. The personal relations between the teacher and the students, therefore, assume an enormous importance and are not limited simply to giving and taking. Moreover, we must remember that teachers and educators fulfill a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that it depends chiefly on them whether the Catholic school achieves its purpose."

Thus, every component of the school experience provides a unique and vital element in each student's formation. The whole Friar is formed and affected by every activity and relationship that comprises his unique Servite experience. Bearing all of this in mind, Servite High School forms Faith-Filled Leaders, Friars who embrace Christ, love Christ, imitate Christ, live Christ, and are Christ, so as to draw others to Christ.

The Servite Way

THE SERVITE WAY

SERVITE
HIGH SCHOOL

IDENTITY

An all-boys Catholic high school in the Servite tradition dedicated to formation

WHY ALL-BOYS?
Because boys learn and develop differently from girls, Servite fosters a unique environment that encourages and accelerates a young man's growth and builds strong, lifelong bonds of brotherhood.

WHAT DOES IT MEAN TO BE CATHOLIC?
We encounter Jesus Christ and live the message of the Gospel through prayer, sacramental life, retreats, and service. Christ calls us to love God and to love our neighbor as ourselves (Mk 12:30-31).

WHAT IS THE SERVITE TRADITION?
Tracing its history to the 13th century, the Servites express their faith through service, fraternity, and devotion to Mary, the first disciple of Jesus. In particular, Servites follow Mary's example of saying yes to God from the Annunciation to the foot of the Cross. Hospitality through service to those in need is valued by all Servite communities.

WHAT IS FORMATION?
Formation is the process by which we challenge each student to become the man God made him to be, celebrating his gifts and talents, and helping him develop into the best version of himself.

VISION

Inspiring ordinary boys to become extraordinary men

Each student is challenged to pursue greatness with the support of his family and Servite educators. Greatness begins with an act of faith and the "yes" to believe in himself and to work through adversity.

MISSION

To form faith-filled men who lead and serve others by modeling the virtues of Christ and his Mother

Servite men are called to be servant leaders who care about improving the lives of others. They model themselves after Jesus Christ, who saw the potential in each of the apostles, took time to talk and heal those He encountered, and provided His followers with what they needed to become extraordinary individuals.

FULLY PRESENT FULLY RESPONSIVE FULL OF HOPE

INTEGRAL STUDENT OUTCOMES

Spiritual and Ethical Formation

A Servite High School graduate is a leader who through a deliberate process of formation:

- Develops his body, intellect, and will through participation in academic courses, team-based activities, and civic responsibilities.
- Accepts religious, ethnic, and cultural diversity and works collaboratively with others in accordance with Catholic social justice principles.
- Acknowledges his relationship with God and lives in a Christ-like manner as demonstrated through participation in prayer, liturgy, sacraments, counsel, retreat experiences, and Christian service.
- Understands, respects, and applies the teachings of the Catholic Church and the charism of the Order of Friar Servants of Mary (Fraternity, Service, and devotion to Mary).
- Knows and lives the Gospel of Jesus Christ and recognizes that God calls every person into a relationship with God, the Father, the Son, and the Holy Spirit.
- Demonstrates, in word and deed, the Centrality of Christ.

Academic and Intellectual Formation

A Servite High School graduate is a leader who through a deliberate process of formation:

- Develops a lifelong desire for learning that culminates in wisdom.
- Demonstrates mastery of the academic curriculum in order to succeed in post-secondary education.
- Exhibits intellectual maturity by evaluating multifaceted challenges and opportunities and creating innovative solutions.
- Demonstrates proficiency in the use of current technologies relevant to higher education and the workplace.
- Develops insight into Sacred Scripture so as to find personal meaning.
- Gains the knowledge of humanity which fosters a reverence for life.
- Demonstrates, in word and deed, the Primacy of Faith.

Personal and Social Formation

A Servite High School graduate is a leader who through a deliberate process of formation:

- Communicates effectively and respectfully with persons and groups from diverse backgrounds.
- Emulates the Blessed Mother in her example at the foot of the Cross.
- Lives life whereby the Gospel of Christ is the motivating power that guides his behavior.
- Understands and applies the ethical and legal use of technology.
- Demonstrates, in word and deed, Mastery of Self and Necessity of the Other.
- Embraces Christ, loves Christ, imitates Christ, lives Christ, and is Christ so as to draw others to Christ.

SERVITE HIGH SCHOOL FORMATION PROGRAM



The Formation Program is the intentional, systematic direction of the complete student experience toward the end of developing the whole person, body and soul, and facilitating each student's address of the question, "Who am I?". It is important to note that within the context of the Formation Program, "teaching" is not limited to the classroom experience. All members of the faculty and staff play an active role as a teacher, or guide, in the formation of every student with whom they work. Thus, every component of the student experience must play a unique and vital role in the formation of each student, for the whole student is not limited to any one component, but is rather formed and affected by every activity and relationship that comprises their unique student experience.

With this in mind, the following Formation Themes are intended to guide the formation of the Servite student in any context, both inside and outside of the classroom. Again, all faculty and staff are responsible for applying the Formation Themes through the medium within which they interact with students.

Primacy of Faith

Life's greatest moments and most important truths cannot be discovered by reason alone. We must accept that mystery exists and that life is a series of acts of faith, large and small. The most elemental act of faith is the belief that we possess a fundamental uniqueness that makes us who we are - unlike anyone else, past, present, or future.

Mastery of Self

The gifts that make us who we are reveal the unique vocation we have been given by God. By mastering ourselves and developing our gifts, we will make the world a better place in a way that no one else ever can. This is the fundamental responsibility that gives meaning and purpose to our lives.

Necessity of the Other

An honest assessment of who we are reveals that we have limits and need others. Properly developing ourselves requires that we properly develop all the relationships that make us who we are.

Centrality of Christ

There is one "other" we can never do without. God made us who we are and Christ brought us direct contact with God. Therefore, everything we do should be under Christ's direction and modeled after him. We should note especially that Christ's fundamental teaching is love as defined by mercy. This should be the measure for all of our relationships.

GUIDING PRINCIPLES OF SERVITE HIGH SCHOOL

Servite High School follows a set of fundamental principles addressing the manner in which we, as a community, should interact with and treat our fellow students, parents, alumni, staff, and faculty, and the greater community. It encompasses the mission, values, and the ways in which we, the Servite High School community, live our lives.

With Christ at the center of our community, everything we do is centered on developing a deeper relationship with God and a stronger foundation for our brotherhood. It is the development of our faith, character, and our unique gifts that bond us to our Creator and each other.

Our Mission as members of the Servite community is to create an environment with a common culture and build a community that will form our students into Faith-Filled Leaders. We do this by living our guiding principles in each and every encounter: internally with colleagues, students, and parents; externally with alumni; and the greater community. These principles, affirmed by each constituency and community group, will help us perfect our ministry.

The Guiding Principles and charism of the Order of Friar Servants of Mary (Fraternity, Service, and Devotion to Mary) and Formation are the foundation of the Servite High School and its school culture.

Fraternity

We journey together as a Christian Community, bound by trust and love.

- We are a community formed in the light of the Catholic Church through the Servite charism.
- We welcome all people, inviting them to share in our community and campus life.
- We actively encourage each other to grow spiritually through prayer, study, and service.

Service

We recognize God in our neighbor and each other.

- We act and interact in the spirit of service, putting the needs of others before our own.
- We value all people as members of the living Body of Christ.
- We live by the example of Christ to others and model Him in every encounter.
- We treat all people with respect and love.

Devotion Mary

We embrace Mary as our model of discipleship and compassion.

- We look to Mary's example of humility, courage, and love to give direction to our lives.
- Like Mary, we seek to follow Christ and witness the Gospel together to be good examples to the community.
- We accept and respond to the will of God.

Formation

We grow in knowledge, character and spirit.

- We first believe in order to understand, for all things begin with an act of faith.
- We commit ourselves to be lifelong learners, integrating knowledge and prudence in the pursuit of wisdom.
- We develop our character daily by forming healthy habits and by maturing intellectually, morally, physically, and spiritually.
- We seek excellence in all things, and with God's grace, become leaders living disciplined and virtuous lives.

PARTNERS IN FORMATION

At Servite High School, education is more than academic achievement—it is the formation of young men who are Faith-Filled Leaders. This mission is accomplished most effectively when parents, students, and the School work together as partners in the intellectual, spiritual, moral, and personal development of each student.

The Catholic Church has articulated the importance of this relationship. "Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed," (Code of Canon Law, 792 §2).

This partnership is rooted in mutual trust, open communication, and a shared commitment to the well-being of every student. It also reflects the Church's principle of subsidiarity, which encourages concerns to be addressed first by the individual most directly responsible whenever possible. Direct and respectful communication strengthens relationships, promotes understanding, and often leads to the most effective resolution.

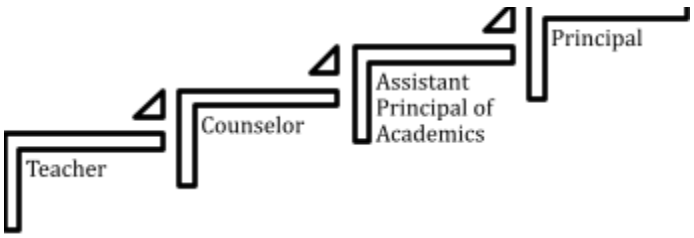
Servite High School is committed to fostering a community where parents, students, faculty, staff, coaches, and administrators work collaboratively in support of each student's growth. Together, we seek to model the Gospel call of Christ: "Love one another as I have loved you" (John 13:34), recognizing that authentic partnership is essential to fulfilling the School's mission.

PARENT COMMUNICATION PATHWAY

Effective communication is essential when partnering in the formation of a Servite High School student. Parents, teachers, staff, and administration must work together by sharing with each other any information that is crucial to supporting the development of the whole student. The Catholic Church operates under the principle of subsidiarity, meaning that if something can be governed at the local level, it should. Additionally, Servite High School values an open dialogue among all stakeholders and endeavors to systematically foster such accord. To this end, the following communication pathways will be implemented and sustained this school year. Please allow up to two school days for an initial response. If you do not receive a response within that time or are not satisfied with the response, please forward your concern to the subsequent position.

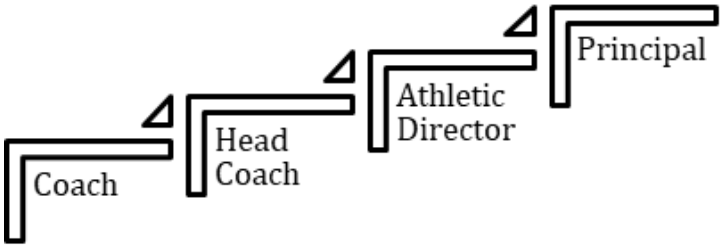
<u>General Classroom Questions or Concerns:</u>

Counselors should be copied on all classroom concerns so that they can help support all parties in resolving any issues.



<u>Athletics:</u>

All coaches will loop in the head coach.



<u>Counseling Services Questions or Concerns</u>

- Academic planning and advising
- Learning accommodations
- Social/Emotional support



After following the above protocols, if the problem or question still remains unresolved, the parent may contact the office of the appropriate member of the LeadershipTeam.

While Servite considers family and student satisfaction to be important, there are rare times when a parent or guardian remains dissatisfied with the resolution of a problem or question, even after meeting with a member of the Leadership Team. While the decision of a Leadership Team member is generally considered final, the President may, at his discretion, review any decisions or actions.

PARTNERSHIP AND COMMUNITY CONDUCT

Enrollment at Servite High School reflects a shared commitment between the School, students, and parents or guardians to support the educational, spiritual, and formative mission of the School. This partnership requires mutual trust, respect, and cooperation among all members of the Servite community.

Students and parents/guardians are expected to communicate with faculty, staff, coaches, administrators, volunteers, and fellow community members in a manner that reflects the values of the Gospel and the mission of Servite High School. Respectful disagreement is welcomed; however, conduct that is hostile, threatening, intimidating, harassing, abusive, defamatory, intentionally misleading, disruptive, or otherwise inconsistent with the School's mission is unacceptable. These expectations apply to all forms of communication, including in-person interactions, written correspondence, electronic communications, social media, and public forums.

Ordinarily, a student will not be deprived of a Catholic education because of the actions of a parent or guardian. However, there may be circumstances in which the conduct of a student, parent, or guardian substantially impairs the trust, cooperation, or mutual respect necessary for the School to fulfill its educational and religious mission. When such circumstances arise, the School will ordinarily make reasonable efforts to restore the partnership through communication and collaboration.

If the School determines that a fundamental breakdown in the relationship has occurred and that continued enrollment is no longer consistent with its mission or the best interests of the School community, Servite High School reserves the right to deny or withdraw enrollment. Such determinations shall be made by the appropriate administrator in consultation with the Principal and/or President. These decisions are final.



ACADEMIC POLICIES

Principal's Right to Amend

When developing these academic policies for Servite High School, this handbook was written as clearly and as explicitly as possible. Nevertheless, during the school year, new and unusual situations may arise; therefore, the Principal reserves the right to amend these policies as necessary during the school year. The Principal is the final interpreter and arbiter within the school.

Class Management Plans

All teachers distribute Class Management Plans at the beginning of each school year. These Management Plans contain valuable policy information that is specific to each department, teacher, and course. Students and parents review each management plan and sign the form to indicate they have read and understand the information in the management plan. Students will be held accountable to these classroom policies and regulations throughout the school year. Contact the individual teacher with any questions about his/her management plan.

Late Work Policy

Servite High School strives to form faith-filled leaders through a rigorous academic curriculum designed to hold every Friar to the highest of standards. The Late Work Policy at Servite intends to encourage students to complete assignments on time while also recognizing the existence of legitimate reasons for late submissions.

Missing Assignments Due to Failure to Complete

If an assignment is not submitted by the specified due date, it will be considered late and may be unable to receive full credit. Furthermore, each Academic Department on campus has a clearly outlined policy regarding missing assignments and late work. These policies will be posted in each teacher's Classroom Management Plans. **Sevite's administration has approved these departmental policies.**

Missing Assignments/Assessments Due to Verified Absence

Students who miss 1-2 days of school due to verified absences must complete all missing work (homework, classwork, and assessments) within three academic school days of returning to school.

Students who miss 3 or more consecutive days of school should meet with their counselor and work with teachers to create an agreed-upon timeline for completing all of their missing work.

Long term projects or assignments must be turned in on the assigned due date to receive full credit.

Missing Assignments Due to School Activity

A student who misses school for a School Activity (S) and/or Game (G) is required to submit all missing work and take missed tests upon return unless prior arrangements have been agreed upon with his teacher(s).

Missing Assignments Due to Suspension

There may be times when it becomes necessary to suspend a student from attending classes at Servite High School. The length of the suspension (days) depends upon the severity of the student's behavior and time needed for the school and family to understand the situation fully. When this occurs, students may be allowed to make up work, tests and quizzes. All missing assignments will be submitted the day the student returns or during the suspension period. All missing tests or quizzes must be made up upon return to school.

Academic Honesty Policy

High-performance teams, good leadership, and a good learning environment require high levels of trust between students, teachers, administrators, and staff. Trust depends on respect for each other's honesty, integrity, and character. As we form Faith-Filled Leaders at Servite, students must develop a deep internal sense of honesty, integrity, and justice.

The Academic Honesty Policy provides students with guidelines and rules for appropriate and inappropriate academic behavior. Academic honesty means that each student does his own work on assignments, homework, and examinations (tests/quizzes) and accurately recognizes/cites the work of others when appropriate. Academic dishonesty is cheating, and cheating is grounds that could be the basis for expulsion. Students should represent themselves, their families, and their community by remaining academically honest at all times while a Servite student and throughout their academic career.

To reinforce the importance of academic integrity and to protect the behavior of honest/honorable students, teachers and administrators will implement measures to deter dishonesty. If a violation of the Academic Honesty Policy is suspected, the teacher will work with Servite administrators to evaluate the situation and take appropriate disciplinary action. Students who violate the Academic Honesty Policy are subject to the Servite Disciplinary Policy. Students should be aware that cheating often results in the student earning zero credit on the assignment, which could have a devastating effect on the student's grade.

Academic Honesty Violations:

MINOR Violations of the Academic Honesty Policy refer to homework assignments:

- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his own.
- Misrepresenting the work of another as his own work, whether original or copied. This also includes failing to cite, attribute, or (foot)note another published source.
- Using AI (Artificial Intelligence) to create, write, or otherwise complete a non-assesment assignment without teacher approval.

MINOR Violations of the Academic Honesty Policy will result in a lunch detention and no credit on the assignment.

MAJOR Violations of the Academic Honesty Policy refer to all assessments:

- Communicating with anyone other than the teacher during an examination (test/quiz).
- Viewing another student's paper during a quiz or test or knowingly allowing another student to view personal work or attempting to cheat or cheating on an examination (test/quiz).
- Taking assessments, assignments, or work from a teacher's room without permission.
- Being in possession of a phone or other electronic device during an examination (test/quiz) or taking a picture of a test or quiz or.
- Providing information about an examination (quiz/exam) to any student who will be taking it at a later time.
- Receiving information about an examination (quiz/exam) from a student who has already completed it.
- Providing or receiving information concerning an examination test/quiz) or an assignment that enables a student to claim credit for work that he did not complete on his own.
- Attempting to change or changing a grade in a teacher's paper grade book, online grade book, or student records.

- Using AI (Artificial Intelligence) to create, write, or otherwise complete an assessment without teacher approval.

MAJOR Violations of the Academic Honesty Policy will result in the following consequences:

- 1st violation - after-school detention/warning/written notification to parents/no credit
- 2nd violation - meeting with parents and academic contract/no credit
- 3rd violation - Enrollment Review Board Hearing/no credit

Artificial Intelligence (AI) Acceptable Use Policy

Servite High School is dedicated to holistically developing each young man on campus by promoting academic excellence, instilling mastery of self, and encouraging spiritual development in line with the teachings of the Catholic Church and the school's mission:

"It is my prayer... that the rapid development of forms of artificial intelligence will not increase cases of inequality and injustice all too present in today's world, but will help put an end to wars and conflicts, and alleviate many forms of suffering that afflict our human family. May Christian believers, followers of various religions and men and women of good will work together in harmony to embrace the opportunities and confront the challenges posed by the digital revolution and thus hand on to future generations a world of greater solidarity, justice and peace."

Message of His Holiness the Pope Francis, for the 57th World Day of Peace, January 1, 2024

Because Servite strives to promote integrity and responsibility within each young Friar, the use of technology, including artificial intelligence (AI), must coincide with Servite's values and principles.

The AI Acceptable Use Policy ensures that students use AI tools responsibly and ethically—we do not want our Friars to outsource their humanity. Servite's mission is to empower young men with an understanding of how to acceptably and effectively use new technologies such as AI, so that we can continue forming them into the faith-filled leaders God intended them to be.

If multiple AI detection software applications determine any assignment is 60% or above generated by AI, a student is in violation of the Servite AI Acceptable Use Policy. These cases will be considered MINOR (assignments) or MAJOR (assessments) Academic Honesty Violations; they will result in stated consequences for those violations.

Acceptable Use of AI

The following lays out acceptable ways in which AI can be used to complement the learning experience:

- **Educational Enhancement:** Aid in student research, develop useful study guides and learning materials, or increase their understanding of their course(s) through AI-powered educational resources.
- **Creative Projects:** Used in creative projects to generate ideas for writing assignments, art, and other creative endeavors.
- **Skill Development:** Utilizing AI tools to develop programming and coding practices, further understanding of data analysis and interpretation and expand critical thinking and problem-solving skills.

Unacceptable Use of AI

The following lays out ways in which AI use violates the originality and goals laid out by the school:

- **Academic Dishonesty:** Using AI to complete assignments or assessments to be submitted as original work; submitting AI-generated work as one's own or using AI to plagiarize/fabricate information.
- **Inappropriate Content:** Creating or sharing content with AI that is offensive, obscene, or harmful to others.
    - If AI use is in violation of school policies in the areas of harassment, bullying, or discrimination, then the student or students in violation may be suspended or expelled.*

Academic Probation and Enrollment Review

Servite students must maintain a minimum cumulative and semester academic Grade Point Average (GPA) of 2.0. A student who fails to meet the minimum GPA at a semester will be placed on Academic Probation. Counselors will monitor student progress to ensure that he completes the minimum number of credits needed to graduate. A student who does not meet the minimum GPA requirement or who fails to earn the minimum number of credits required to progress may be asked to withdraw from Servite.

At the conclusion of each school year, the grades and discipline records of students who did not meet the Friar standards in those areas will be reviewed, and students who show little evidence of future success may be asked to withdraw from Servite before the new school year begins. Counselors will notify students and their parents/guardians if the student lacks the necessary credits to move to the next grade level.

A student may progress to the next grade level if he has completed the following minimum credits by the end of each semester and has a plan in place and approved by the Sr. Director of Counseling to recover/remediate credits/coursework to remain on track to graduate:

Grade Level	**FIrst Semester**	**Second Semester**
Freshman		55 credits
Sophomore	100 credits	130 credits
Junior	150 credits	190 credits
Senior		260 credits

Academic Awards and Recognitions

Students who demonstrate academic excellence are granted special recognition after every semester of coursework according to the following Honor Roll criteria:

Students with a minimum 3.50 semester weighted GPA, *be in good academic standing, and no grade lower than a C-.	Principal's Honor Roll
Students with a minimum of 3.80 semester weighted GPA, *be in good academic standing, and no grade lower than a C-.	Principal's High Honor Roll
Students with no semester grade lower than an A- in any course AND at least three (3) HP/AP-level courses in his schedule. For freshmen only who are enrolled in either Full Honors, Math/Science or Liberal Honors track; Ninth-grade students with no semester grade lower than an A- in any course AND at least two HP-level courses.	Principal's High Honor Roll with Distinction

Two graduating seniors who achieve the highest academic grade point averages in their graduating class through outstanding performance in Servite's rigorous academic program are named Valedictorian (highest AGPA) and Salutatorian (second highest AGPA). The outstanding performance is determined by calculating the students' cumulative, weighted AGPA up to and including the students' first seven semesters. Only students who have attended Servite High School for all four years will be considered for Valedictorian and Salutatorian. Servite does not rank students.

***Students on Academic Contract due to repeated Academic Honesty Violations are not eligible for academic awards.**

CURRICULUM AND COURSES



Servite offers over 100 courses from which to choose. The curriculum at Servite is multi-layered, offering college preparatory academic classes, as well as Honors and Advanced Placement classes, for those students who qualify. Students are also offered a variety of elective courses in multiple disciplines to ensure a well-rounded education that fulfills both Servite graduation and college and university admissions requirements and allows students to explore interests in specific subjects and careers.

Freshmen and sophomores are required to enroll in seven courses each semester. Juniors and seniors must enroll in a minimum of six courses per semester. Students will work closely with their counselors to ensure they meet all graduation requirements and are placed in courses that align with their academic abilities, interests, and college and career goals.

Registration for courses for the following school year takes place during the February/March. Students work with their counselors to request their classes for the next school year, review their graduation requirements, and enroll in the courses that best meet college admissions requirements for the colleges of their choice. A detailed description of each course can be found in our Course Catalog, which is posted on our school website at servitehs.org.

Advanced Placement Program

The College Board's Advanced Placement Program (AP) enables students to pursue college-level studies while still attending high school. Based on their performance on rigorous AP exams administered in May, students can earn credit or advanced placement for college. In addition, the AP Program offers students the following benefits:

- Stand out in college admissions—taking AP is a sign that students are ready for college.
- Earn college credits—colleges nationwide offer credit, advanced placement, or both for qualifying exam scores, which can save time and money for families.
- Skip introductory college classes—students can move directly to upper-level and major-specific courses.
- Build college skills and confidence—(e.g., problem solving and time management).
- Pursue interests—students can dig deeper into subjects they want to learn about.

Servite is committed to serving and supporting the students who exhibit academic excellence by offering 27 AP courses that include:

Art History	Cybersecurity	Physics C: Mechanics
Biology	English Lang. & Composition	Psychology
Business	English Lit. & Composition	Research
Calculus AB	Environmental Science	Seminar
Calculus BC	European History	Spanish Language & Culture
Chemistry	French Language & Culture	Statistics
Chinese Language & Culture	Human Geography	US Government & Politics
Computer Science A	Macroeconomics	US History
Computer Science Principles	Music Theory	World History

Grades and Grade Reporting

Teachers maintain gradebooks in Aeries and should update them on a weekly basis. Grades are given for a variety of assignments that can include tests, quizzes, homework, classwork, projects, presentations, participation, essays, etc. Teachers should collect, grade, post, and return work to students in a timely manner. Special projects, reports, or essays may take a little longer to evaluate and post, resulting in a 14-day turnaround.

A grade may be changed only for just cause, and the grade change request must be made by the teacher of the course. The Assistant Principal of Academics will approve the grade change, and the change will be made on the transcript (if it affects a semester grade) and Aeries in the Grade Table. Although teachers monitor their gradebooks regularly, if an error is identified, contact the teacher directly to allow that teacher the opportunity to address and correct the error, if appropriate.

In the event a student withdraws from Servite before grades have been posted for a grading period, the Registrar will contact the teachers to obtain exit grades and verify current grades earned up to and including the student's last day of attendance.

Servite High School uses Aeries as its student information system. Aeries is the official attendance and grade keeping program and offers parents and students access to students' attendance records, progress report, and semester grades, demographic and contact information, and other valuable information to help monitor students' progress. Current gradebooks are also accessible in Aeries through the student and parent portals. In the event that a discrepancy is identified, the teacher of the course should be notified immediately so that the discrepancy can be addressed and corrected, if appropriate.

Parents receive Aeries access information at the beginning of the school year via email. Anyone requiring assistance may request help by emailing AeriesSupport@servitehs.org. Families with financial holds may have their portal access disabled until financial obligations are met.

All grade reporting is done through Aeries. Grades are posted at multiple grading periods throughout the year. Parents are encouraged to monitor their sons' progress regularly, especially after progress report grades are posted halfway through each quarter.

Grades and progress reports are posted in Aeries according to the schedule found on the school calendar. Only Semester Grades appear on a student's transcript. Report cards are **not** mailed home. Report cards can be accessed in Aeries under the Report Card History tab.

Any questions about accessing report cards in Aeries should be directed to the Registrar in Counseling Office at 657-347-1332.

Semester Grades

Semester grades are calculated according to the following formula:
Semester 1 = Semester 1 Coursework at 80% and Semester 1 Final at 20%
Semester 2 = Semester 2 Coursework at 80% and Semester 2 Final at 20%

Semester grades will be posted on students' transcript.

Final Exams

All final semester exams must be taken at scheduled times. Students who miss a regularly scheduled semester exam without prior approval may earn a zero grade for that exam. Semester exams represent 20% of the semester grade. Performing Arts courses may also consider performances as part of the student's final exam grade. Physical Education classes do not hold final exams.

In rare cases, a student may fall ill on the day of a semester final exam. A parent must contact the Attendance Office to verify the student's illness. Students who miss a final exam due to illness must make arrangements with their respective teachers to make up the exam.

If the student must miss a final exam for a reason that is unavoidable and known in advance, a student may request to have a final rescheduled through the Assistant Principal of Academics. If approved, the AP and student will agree on when he will take the exam. Students may not take finals before finals week due to a scheduled absence.

Requesting a Grade Review

If a student believes that an error occurred in the calculation of his grade, he must contact the respective teacher directly with a request for the teacher to review the grade. Graduating seniors who require an immediate review should also contact their counselor as soon as the error is suspected in the event that a teacher has already checked out for the summer. If a grade change is appropriate and necessary, the teacher will submit a Grade Change Request, and once approved, it will be sent to the Registrar for a formal grade change in both Aeries Grades and the student's transcript. For returning students, requests for grade reviews received after June 10 may not be processed until August, when teachers and counselors return to campus.

Grading Scale

Servite issues letter grades with pluses and minuses to students based on the achievement in each course. Grades are also used to calculate a student's Grade Point Average (GPA). Grades are awarded as follows:

Grade	%	Grade Points CP	Grade Points HP/AP*	Explanation of Grade
A+	97-100%	4.0	5.0	Outstanding; demonstrates full mastery of all learning objectives
A	93-96%	4.0	5.0	
A-	90-92%	3.7	4.7	
B+	87-89%	3.3	4.3	Commendable; demonstrates full mastery of most learning objectives
B	83-86%	3.0	4.0	
B-	80-82%	2.7	3.7	
C+	77-79%	2.3	3.3	Satisfactory; demonstrates some mastery of most learning objectives
C	73-76%	2.0	3.0	
C-	70-72%	1.7	2.7	Lowest grade at which an extra grade point is awarded
D+	67-69%	1.3	1.3	Below Satisfactory; demonstrates little mystery of some learning objectives
D	63-66%	1.0	1.0	
D-	60-62%	0.7	0.7	Lowest grade at which credit is earned
F	59% or below	0.0	0.0	Failing; demonstrates no mastery of learning objectives or completed so little work that progress is impossible to measure; No credit earned

Rounding occurs at a 0.5 or higher only at the semester grading periods.

Priory: Students receive a grade of “P” (Pass) or “F” (Fail)
A student who earned an F in Priory must see their Grade Level Formation Director to remediate a priory grade.

Grades are computed on a 4.0 scale. *Honors and AP courses receive an extra grade point for only A’s, B’s, and C’s and are reflected in the student’s weighted academic GPA.

A grade of Incomplete (shows as an “I” in Aeries) may be assigned when a student has not been able to complete required coursework or exams due to a prolonged illness or some other extenuating circumstance that prohibited him from attending school and meeting his academic responsibilities. The counselor will work with teachers to establish a plan for the student to make up missing work and assignments for each course. Students will have up to six (6) weeks to make up missing work and take missed assessments. At that time, if the student has completed the missing work, the teacher will calculate the corrected grade and submit a Grade Change Request. Once the Grade Change Request is approved, the Registrar will post the corrected grade on the transcript and in Aeries.

Graduation Requirements

In order to receive a diploma from Servite High School at graduation, a student must:

- All Students must have successfully completed the required academic credits of coursework (260) credits.
- Have remediated all F grades on his transcript for courses required for graduation.
- Be in good standing with attendance and discipline.
- Have no outstanding financial obligations with the Business Office.
- Have completed 100 Christian Service hours.

A senior who has earned an F grade in a required course (credit or subject) will not receive a diploma from Servite High School until he remediates the F. To participate in graduation exercises, a student must:

- Have no more than two (2) F grades on his transcript.
- Be in good standing with attendance and discipline.
- Have no outstanding financial obligations with the Business Office.
- Have completed all Christian Service obligations. (Failure to meet this requirement is considered an F)

Any student who has a school hold on his diploma will not receive the diploma until the hold is removed. The school may hold a diploma for several reasons:

- The student did not earn the required number of credits to graduate.
- The student has remaining financial obligations with the Business Office.
- The student did not complete the required Christian Service hours.

When applicable and approved by the Senior Director of Counseling Services, a student may complete the incomplete requirements at a community college or university. The student will submit a transcript from the college or university to the Counseling Office for validation.

A student must fulfill the requirements by August 31st of the graduation year to be considered a graduate from that academic year. If a student fulfills the requirements after the August 31st deadline, the diploma will reflect the year the requirements were fulfilled.



To earn a Servite High School diploma, a student must complete the following academic requirements:

Graduation Requirements

Theology	40 credits
English	40 credits
Laboratory Science	30 credits
Mathematics	30 credits
Social Studies	30 credits
World Language	20 credits (all in the same language)
Fine Arts	10 credits
Physical Education/Health	10 credits
Electives	50 credits
Total	260 academic credits

Note: A semester course has a credit value of 5, and a year course has a value of 10. It is strongly recommended that students take their first year of a world language in their freshman year.
The following chart illustrates the typical Freshman schedule for each of our programs (College Prep, Math/Science Honors, Liberal Arts Honors, and Full Honors).

Freshman College Preparatory	**Freshman Math/Science Honors**	**Freshman Liberal Arts Honors**	**Freshman Full Honors**
CP English 1	CP English 1	HP English 1	HP English 1
CP Theology 1	CP Theology 1	CP Theology 1	CP Theology 1
CP Algebra 1	HP Algebra 1	CP Algebra 1	HP Algebra 1
CP Biology	HP Biology	CP Biology	HP Biology
Physical Education/Health	Physical Education/Health	Physical Education/Health	Physical Education/Health
CP Fine Art	CP Fine Art/HP HP World History* or CS Pathway	CP Fine Art/ HP Word History* or CS Pathway	CP Fine Art/HP World History*/AP Human Geography or CS Pathway
CP World Language	CP World Language	HP World Language	HP World Language
Priory	Priory	Priory	Priory

* Honors students selecting HP World History, CS Pathway, or AP Human Geography can take a Fine Art over the summer or review alternative options with a counselor.

The following chart illustrates the typical program of study for grades 10 – 12. Individual students' schedules will vary depending on student needs, aspirations and interests.

Sophomore Year	Junior Year	Senior Year
English 2	English 3	English 4
Mathematics	Mathematics	Mathematics or Elective
Theology 2	Theology 3	Critical Reflections
Science/Elective	Science or Elective	Science or Elective
World History	United States History	US Government/Economics
World Language 1 or 2	World Language 2-3 or Elective	World Language (AP) or Elective
Athletics or Elective	Athletics, Elective or Opt Out	Athletics, Elective or Opt Out
Priory	Priory	Priory

The following chart illustrates the course requirements for admission into each university system.

UC Admission Requirements		CSU Admission Requirements	
English	4 years	English	4 years
History/Social Science	2 years/3 recommended	History/Social Science	2 years, including 1 year of US History
Mathematics	3 years including Algebra 1, Geometry, Algebra 2/Trig. (4 years recommended)	Mathematics	3 years including Algebra 1, Geometry, Algebra 2/Trig. (4 years recommended)
Laboratory Science	2 years, 3 recommended (must be two of the following: Biology, Chemistry, Physics)	Laboratory Science	2 years, including 1 year biological and 1 year physical
World Language	2 years in same language required (3 years recommended)	World Language	2 years in same language required
Visual & Performing Arts	1 year in a UC/CSU-approved course	Visual & Performing Arts	1 year in a UC/CSU-approved course
Electives	1 year required, in an approved course from the subject areas above	Electives	1 year required, in an approved course from the subject areas above

Courses in which students receive a semester D or F grade must be made up for admission to UC and CSU campuses.

Enrichment, Advancement and/or Remediation

All required courses for graduation must be taken at Servite High School. If a student requests to take a course off campus, they must complete an off-campus course request form and return to the Counseling Department for approval.



Enrichment Courses

Students are encouraged to take enrichment courses at their local community college when these classes are not offered at Servite High School. Juniors and seniors especially may want to take a class to enhance their preparation for college or for a career. These classes, however, may not be taken in lieu of a required class at Servite High School (unless approved), nor may the credits be applied toward Servite graduation requirements. Any student wishing to take a class at a community college or through a university extension program must obtain signed approval by the Sr. Director of Counseling Services or a counseling designee prior to enrolling in the class. Grades earned from approved enrichment courses can be posted to transcript but will be done so without credit attached and will not be included in the Servite High School GPA. The only exception to this would be if a student was approved to take a graduation requirement elsewhere and then both grades and credits would be posted to the transcript.

Remediating Courses and Summer School

Students may take remedial courses in Summer School at Servite High School. Grades below a C- should be remediated for college admissions purposes, and all Fs earned in either semester require summer school remediation to earn the credits necessary to meet graduation requirements.

Summer school classes are intensive, running 12-14 days per semester of coursework and approximately four hours a day. Attendance in summer school is critical; therefore, students who miss summer school class for any reason may not be able to take missed assessments or turn in missing work for the days they missed.

All courses that must be remediated must be taken at Servite High School, if the course is offered. Students in Summer School remediation may not take more than 10 credits without the written approval of their counselor. Seniors may remediate a maximum of 10 credits in concurrent enrollment during his senior year, but he may take only five credits at a time.

In rare instances, a student will be approved to remediate a course outside of Servite Summer School. A student with 15 credits or more to remediate in one summer will take as many credits at Servite, but he may be approved to take the remaining credits through another institution or program. Students who must complete their remediation at another school must receive approval from the Sr. Director of Counseling prior to enrolling in the class.

Remediated grades do not replace original grades/credits. All grades will be posted to the transcript and overall GPA will be averaged inclusive of all grades.

Advancement Courses and Summer School

Summer School also offers students advancement opportunities in Fine Arts and Geometry. Students and parents should consult with their counselor to determine if advancement classes are in the best interest of the students. Advancement classes must be taken at Servite unless approved by the Sr. Director of Counseling.

Early Graduation Requirements for Enrollment in an Accredited College or University

Parents or guardians may request that their senior student graduate early in order to enroll at a college or university during the spring of their senior year. Early graduation will not be awarded before the end of the first semester of the student's senior year. In order to be considered for early graduation, a parent or guardian must request a Servite High School Early Graduation Form from the Counseling Office. They must submit a completed form and a letter that includes an explanation as to why the student must graduate early from high school in order to enroll in the college or university. The Early Graduation request must be submitted to the Counseling Office no later than the end of the student's junior year. Once the request and official letter are received, the request will be reviewed. If early graduation is approved, the Counseling Office will notify the parents and students and make the necessary arrangements for course completion and other considerations with the student, his family, and the school.

Eligibility Criteria

A student will be considered for early graduation if they meet the following requirements:

- **Minimum GPA:** 3.0 or by approval.
- **Credits:** Must be on track to graduate with the required credits. (NCAA guidelines if applicable)
- **Standing:** Must be in good standing with the school.
- **Grades:** Must have no unremediated failing grades.
- **Finances:** Tuition and all associated fees must be fully paid by the end of the first semester. Any additional courses required to be taken outside of Servite or in the summer to meet graduation deadline will be paid by the family. (i.e. English 4 first semester)

All second semester coursework must be completed at Servite unless the Sr. Director of Counseling Services pre-approved coursework from another institution. If the student meets all graduation requirements (and NCAA requirements, if applicable), the student will be granted a Servite High School diploma and graduate early. The student may attend graduation and senior activities with approval by the Principal.

Scheduling and Schedule Changes

Freshmen are offered one of four academic placements upon acceptance to Servite: College Prep, Math/Science Honors, Liberal Arts Honors, or Full Honors. Placement designations are made by counselors and the Sr. Director of Counseling Services and are based on multiple factors, including junior high grades, teacher recommendations, student interview, previous standardized test scores, and the High School Placement Test scores. We take great care in placing students appropriately into classes that are best-suited for each student's goals, talents, and abilities. Students who wish to challenge their math or world language placement may take the Algebra 1, Geometry, and/or Spanish 1 challenge exams in April/May. The Admissions Department sends out detailed registration information as the dates of the exam approach.

Returning students submit their course requests in March. If a student requests an honors or AP course, he must meet the requirements established by the respective department. Those requirements can include prerequisite courses, teacher recommendations, minimum grade/GPA requirements, writing samples, or auditions. A student who does not meet the requirements may request to be admitted into the class under contract in which the student and his parents take on the responsibilities of providing all additional support necessary to ensure the student passes the course.

After course requests are processed, students are randomly assigned to classes based on requests and class availability. Students may not request specific teachers. Schedules will be adjusted in the event an error occurs in the form of an input error, assigning a class the student has already taken, or assigning a class for which the student has not completed the prerequisite course. Schedule changes for any other reason after the first four weeks of school must be approved by the teacher and the counselor; students must complete a change of course request form obtained from the counseling department. If a schedule change is determined to be in the best interest of the student, the counselor will make the appropriate changes to the student's schedule. Generally, only level downs will be considered after the first four weeks of school, and schedule changes after the first four weeks of school must be approved by the counselor and Assistant Principal of Academics. If approved, the grade earned by the student on the last day the class is dropped will transfer to the receiving teacher to incorporate into the new gradebook at his/her professional discretion.



Support Services

Students with mild learning differences that impact their ability to learn with more traditional methods of instruction may participate in Servite's Support Services Program. The program is designed to assist and respond to the needs of students who learn differently. The program features ongoing educational support, training in executive function and self-advocacy skills, communication with parents and teachers, and referral procedures to obtain/maintain comprehensive assessments such as an IEP/504 plan or psychoeducational testing. Students diagnosed with specific learning differences are granted accommodations to address their learning needs. **To qualify for an accommodation plan, students must have a current (within the last three years) IEP, 504 plan, or psychoeducational assessment.**

Students with physical needs (such a visual or hearing impairment, heart conditions, or other medical issues that require special accommodations) may receive appropriate accommodations that align with their needs.
A student is identified with learning needs and qualifies for the support services program after undergoing appropriate psychoeducational testing that includes at least:

- Wechsler Intelligence Scale for Children-III or Wechsler Adult Intelligence Scale - Revised
- A standardized measure of achievement such as Woodcock-Johnson Psychoeducational Battery - Revised, Peabody Individual Achievement Test Battery, Wechsler Individual Achievement Test Battery, Kaufman Achievement Test Battery
- Measure of processing capabilities such as the Detroit Test of Learning Aptitude or the Slingerland or Woodcock-Johnson Psychoeducational Battery - Revised

Students in the program participate in one on one consultations with the support staff to identify specific challenges and areas of strength. Students are encouraged to apply the strategies given for academic improvement. Students diagnosed by a professional with a specific learning disability will receive appropriate accommodations. Servite High School does not offer modifications of curriculum.

Students accepted to the support services program are expected to utilize and put into practice the services and strategies offered by the support services department which include:

- Assistance in developing accommodations necessary for a student's academic success
- Communication with teachers to develop learning strategies for the student
- Direction and guidance in academic performance for the student with learning differences
- Participation in the Academic Achievement elective, if placement in that class is deemed appropriate for the student and his needs

Support Program with Accommodations

The Support Program with Accommodations is for students with documented learning differences. Students will present their IEP, 504, or psychoeducational assessment to the Director of Support Services at a consultation meeting. During that time an Individualized Accommodation Plan (or IAP) is developed. The plan is signed by all parties and uploaded to Aeries for teacher access. The support services team checks in with students regularly to make sure the plan is being followed and that accommodations are being met. Students in the Support Program with Accommodations must opt into Tier 1, Tier, 2, or Tier 3 support.

Please reach out to Ms. Lisa Barnard at lbarnard@servitehs.org to sign up for the Support Program with Accommodations and opt into Tier 1, Tier 2, or Tier 3 Support.

Support Program without Accommodations

The Support Program without Accommodations is open to Servite students who do not have documented learning differences but are looking for extra academic support on campus. To enroll in the Support Program without Accommodations, students must opt into Tier 2 Support which provides students with an Academic Achievement class that gives them structured time throughout the school day to work on assignments and receive extra content-specific tutoring. The Academic Achievement Class also teaches students to develop executive functioning skills and establish effective learning strategies.

Please reach out to Ms. Lisa Barnard at lbarnard@servitehs.org to sign up for the Support Program without Accommodations and opt into Tier 2 Support.

To be enrolled in the Support Program with Accommodations or the Support Program without Accommodations, a student must opt into one of the following support tiers.

Tier 1- $250 per semester

- Open to students in the Support Program with Accommodations
- Regular consultation meetings with Support Services for academic coaching

Tier 2- $850 per semester

- Open to students in the Support Program with Accommodations or Support Program without Accommodations
- *Academic Achievement Class

- Regular Consultation meetings with Support Services during Academic Achievement Class
- Students in Tier 2 who have documented IAPs will also receive testing in the library for less distraction and support for those with anxiety and take their finals in the library.

Tier 3- $1,250 per semester

- Open to students in the Support Program with Accommodations
- *Academic Achievement Class
- Regular Consultation meetings with support services
- Testing in the library for less distraction and support for those with anxiety
- Finals in the library
- *Algebra 1 Support Class with reduced class size
- *Geometry Support Class with reduced class size

Extended Time on Tests and Finals

A common accommodation offered to students who qualify is extra time to complete assessments. In order to receive this accommodation on testing that occurs outside of Servite (for example, the SAT, the PSAT, the ACT, AP exams, college placement exams, etc.), students must undergo specific testing within a specific time frame to qualify for extended time on tests. The following is a list of guidelines that must be met to qualify for extended time on tests:

- The documentation of testing needs to be within the last three years and the document must be on file with the support services department .
- Evaluations must be performed by a licensed educational psychologist.
- The assessment must be in writing, report the standardized scores achieved for each of the tests, state the qualifying diagnosis, and the data which supports the clinician's diagnosis.

Any student may take advantage of extended time on Servite final exams; however, only students with the documentation listed above will be able to take extended time on standardized tests administered outside of Servite High School. Students requesting extended time on these types of exams must sign up for extended time through the support services office two months prior to taking the exam. The Director of Support Services will publish additional information and dates for sign-ups on the school website. Any questions regarding support services should be directed to the Director of Support Services, Mrs. Lisa Barnard, at lbarnard@servitehs.org or 657-456-0269.

Withdrawal from Servite

If a student withdraws from Servite to attend another school for any reason, the parent/guardian must first contact the Business Office to initiate the withdrawal process. Withdrawal grades will be obtained by the Registrar from the teachers and will forward them to the new school upon receiving their request for school records.

ATHLETIC POLICIES

Clearance to Participate in Athletics

Every student planning on participating in athletics during the school year must complete the online athletic clearance application. The application includes contact information, emergency contact information, medical history, CIF and school-required waivers, and a place to upload your physical form. To access the online application and the Servite physical form, please go to servitehs.org/athleticclearance.

Students will not be allowed to participate in any practices or competitions until they have been officially cleared by both the Athletic Training team and the Athletic Office. If any student has any equipment that has not been returned, the Athletic Office will not clear the student for additional activities until all equipment has been returned to the proper coach.

Athletic Eligibility

A student must be eligible by CIF standards (Blue Book) in order to participate on an athletic team. All CIF rules will be followed.

A semester GPA and number of credits earned determines a student's athletic eligibility. If a student does not earn 20 credits or have a 2.0 grade point average (GPA), the student-athlete may be placed on probation. The length of a probationary period equals one full semester. If GPA or credits do not improve, the student-athlete may be ineligible. The length of an ineligibility period equals one full semester or longer. The Administration and Athletics Department will produce a list of those students who are on probation or ineligible to participate.

Definition of Terms

- **Semester:** The first semester is generally August through December. The second semester is generally January through the first week of June. Athletic eligibility is determined by semester.
- **Eligible:** Student-athlete is academically eligible if his most recent GPA, including one PE grade, is 2.0 or higher. Student athletes must earn 20 credits during the semester.
- **Probation:** If a student's GPA is below 2.0 in the most recent semester, but not below 2.0 in the previous semester, the student may continue interscholastic competition for one full semester while on probation. "Athletic Probation" is not the same as academic probation because the PE grade is computed into eligibility. Athletic Probation is also based on semester GPA, not cumulative GPA.
- **Ineligible:** At the end of the probationary period, if a student is still earning below a 2.0 GPA, the student may practice with the team but may not compete in interscholastic competition for one full semester or longer. He will remain ineligible until his semester GPA reaches a minimum of 2.0. This involves any sport for the duration of the semester. If a student athlete earns less than 20 credits in a semester, he will be ineligible for one semester or longer.
- **Quarter Grading Periods:** These are considered progress reports for the Athletic Department and will not be used in determining athletic eligibility.

Sportsmanship

Servite students are expected to demonstrate exemplary sportsmanship in their behavior at all athletic events. As student-athletes in a contest or as spectators at athletic events, the Men of Servite must represent their school and should live up to its values at all times. Failure to adhere to the highest standards of a Christian gentleman and sportsmanship is grounds for disciplinary action and possible temporary or permanent removal from a team.

Spectator Guidelines

Families, fans and supporters of Servite student-athletes are expected to conduct themselves appropriately and in a manner that reflects the mission of Servite High School. Expectations include:

- Cheers should be of a positive nature. Cheers should only be directed towards the support of our own student athletes and teams.
- Unflattering, negative or abusive cheers or remarks directed at at an opponent, opposing coach or a game official are prohibited
- Refrain from bringing noisemakers of any kind to an athletic contest.
- All signs must be approved by either the Administration, Director of Communications, Dean of Students, or Athletic Director.
- Spectators must refrain from going onto the court or field at all times.
- Spectators must obey instructions provided by Servite High School employees.

Servite Student Guidelines

Servite students must always:

- Be financially responsible for equipment provided including any lost or stolen equipment.
- Remember that they represent Servite at all times and should do so in a gentlemanly and sportsmanlike manner.
- Recognize that the good name of our school is their primary concern and responsibility.
- Refrain from the use of profanity, vulgarity, or other offensive language or gestures.
- Appreciate an exhibition of fine play or good sportsmanship by any player or team.
- Respect the integrity and judgment of game officials.
- Follow all rules and regulations of CIF, the Trinity League,and the above Spectator Guidelines.
- Win with character and lose with dignity.
- Respect the opponent's campus.
- Respect injured players on both teams.
- Respect and follow the directives of any Servite Faculty or Staff in attendance at an athletic contest.
- Uphold the ideals of the Servite Mission Statement at all times, honoring that our school is based on the Gospel of our Lord Jesus Christ.
- Subscribe to the CIF's "Victory with Honor" program guidelines.

Athletic Teams

Servite offers 16 athletic teams. Below is the list of the sports by season.

- Fall Sports: Cross Country, E-Sports, Football, Hockey (Non-CIF), Water Polo
- Winter Sports: Basketball, E-Sports, Rugby (Non-CIF), Soccer, Wrestling
- Spring Sports: Baseball, E-Sports, Golf, Lacrosse, Swim, Tennis, Track & Field, Volleyball

Scholar-Athlete Recognition

Varsity Letter:

- Student-Athletes will be rewarded with a Varsity letter and sport specific patch after completing their first season as a Varsity athlete. Only one letter will be issued if Varsity status is accomplished in multiple sports.
    - Students will be given a bar for additional varsity seasons. .

Scholar-Athlete Patches:

- Student-Athletes who have earned their Varsity Letter and have been awarded with Honor Roll or better during their season of sport will receive a Scholar-Athlete patch. Fall and winter sports will be based on fall grades, spring sports will be based on spring grades.
    - A Scholar-Athlete patch will only be given the first time a student-athlete earns this recognition but certificates will be available upon request in subsequent years.

Scholar-Athlete Graduation Cord:

- Graduating seniors who participate in athletics for three years including through their senior year and who have a minimum cumulative 3.5 GPA will be recognized with a graduation cord.



ATTENDANCE POLICY

Philosophy

Servite High School expects that all students will attend school and be actively engaged in the school's educational program. When a student is absent, he misses a class experience that will never be duplicated. Students and families must be aware that it takes valuable instructional time to assist a returning student. If families fulfill their obligation by keeping their son in school, not only will their son improve and learn, but the entire educational program at Servite will benefit. Parents and guardians must also recognize that excessive absences may result in poor academic progress, low grades and insufficient credit. These may place a student in jeopardy to remain at or graduate from Servite High School.

Attendance and Absence Verification

Servite recognizes that students may need to be absent from school due to illness, family emergencies, medical appointments, or other unavoidable circumstances. Parents and guardians are responsible for ensuring their son attends school regularly and for verifying all absences.

When a student is absent, a parent or guardian must notify the Attendance Office on the day of the absence. The preferred method for documentation is by emailing attendance@servitehs.org. You may also call 657-456-0271 and leave a voicemail. A voicemail must be left for every absence, regardless of the reason or length of the absence. The voicemail should include:

- Student's full name
- Grade level
- Date(s) of the absence
- Reason for the absence
- Parent/guardian contact phone number

If a student is absent due to a contagious illness, including but not limited to Flu, Strep Throat, COVID-19, Pink Eye, or Mononucleosis, parents/guardians must notify both the Attendance Office and the School Nurse. This notification helps the school maintain accurate attendance records while also allowing the Health Office to monitor illnesses on campus and provide any necessary guidance regarding a student's return to school. The School Nurse may be contacted at 657-347-1377 or nurse@servitehs.org.

For student safety and accountability, all absences must be verified and cleared on the same day they occur. An absence is considered verified when the school has received notification from a parent or guardian and the absence is determined to be due to illness, unavoidable circumstances, or other reasons approved by the Administration.

If an absence has not been verified, the school may send an automated phone call, text message, or email to the parent or guardian on file. Students are responsible for contacting their teachers regarding any assignments, assessments, or coursework missed during a verified absence and are eligible to make up work in accordance with school policies.

Anticipated Absences

Servite recognizes that there may be circumstances in which a student will knowingly miss school. Requests for verified absences should be made when a student will miss three (3) or more consecutive school days.

Servite strongly discourages extended absences for vacations and other non-school activities, as such absences may negatively impact a student's academic performance. Verified absences count toward a student's total semester and course absences.

Parents/guardians should notify the Attendance Office as soon as possible by leaving a voicemail at 657-456-0271 or emailing attendance@servitehs.org. Examples of approved requests for extended verified absences include:

- Illness (doctor's note required)
- Extensive medical procedures (doctor's note required)
- Serious injuries (doctor's note required)
- The death or funeral of an immediate family member
- Other circumstances approved by the Administration

Planned Absences of Three (3) or More Consecutive School Days

To request an extended absence of three (3) or more consecutive school days, the student or parent/guardian must obtain an Extended Absence Request Form from the Attendance Office and return the completed form at least seven (7) school days before the anticipated absence. Parents/guardians should also leave a voicemail at 657-456-0271 or email attendance@servitehs.org when submitting an Extended Absence Request. Exceptions may be made for unforeseen medical emergencies involving the student or an immediate family member.

Once approved, the student's counselor will coordinate with the student's teachers regarding missed coursework and assignments. Approval of an extended absence does not exempt a student from completing missed assignments, assessments, or exams.

Early Release Absences

If a student must leave campus before the end of the school day, a parent or guardian must notify the Attendance Office at least two (2) hours in advance by leaving a voicemail at 657-456-0271 or emailing attendance@servitehs.org.

The student should report to the Attendance Office to receive an Early Release Slip before leaving campus.

Examples of approved early release absences include, but are not limited to:

- Funeral services
- Medical appointments
- Dental appointments
- Other circumstances approved by the Administration

Student Responsibilities

No student may leave campus during the school day without authorization from the Attendance Office. This requirement applies to all students, including those who are 18 years of age or older.

A student who is absent without parent/guardian permission or who leaves campus without authorization may be considered truant. Students who are truant will not be eligible to make up missed assignments, assessments, quizzes, tests, or classwork and may receive a grade of zero for work assigned or due during the period of truancy.

Any student found truant will be required to meet with the Dean of Students and his Grade-Level Formation Director. Additional consequences may include Saturday School, placement on an Attendance Contract, or other disciplinary measures as determined by the Administration.

A student will be referred to the Enrollment Review Board (ERB) upon a second truancy in the same course during a semester or upon a third cumulative truancy during a semester across all courses.

Students who become ill during the school day must report to the Nurses Office. The school nurse will evaluate the student and contact a parent or guardian if the student needs to leave campus.

Absences and Extracurricular Activities

Any student who is truant or absent for more than 50% of the school day will be ineligible to participate in or attend Servite athletic practices, competitions, performances, meetings, or other extracurricular activities on that day.

Students serving an out-of-school suspension are ineligible to participate in or attend any Servite athletic or extracurricular activities for the duration of the suspension.

Excessive Absences

Regular attendance is essential to academic success. Excessive absences, whether verified or unverified, may negatively impact a student's academic performance and standing at Servite.

Attendance interventions will occur at the following thresholds:

- 7 Absences (Verified or Unverified) in a Course: The student will be required to meet with the Dean of Students and Grade-Level Formation Director to review attendance concerns and develop a plan for improved attendance.
- 11 Absences (Verified or Unverified) in a Course: The student and parent/guardian will be required to attend an Attendance Review Board. The Attendance Review Board may include representatives from Administration, Counseling, Formation, and Student Support Services. The purpose of the board is to evaluate the student's attendance record and determine whether continued enrollment or additional interventions are appropriate.
- 15 Absences (Verified or Unverified) in a Course: The student will receive a 5% reduction in the final semester grade for that course.

The Administration reserves the right to implement attendance contracts, restrict participation in extracurricular activities or leadership positions, or require additional interventions when attendance concerns become excessive.

Tardies

A tardy occurs when a student arrives late to school or to any class. Tardiness disrupts instruction, distracts classmates, and negatively impacts the learning environment.

Students arriving on campus within the first 10 minutes of the school day should obtain a Tardy Slip from the Security Booth before proceeding to class. Students arriving more than 10 minutes after the start of the school day must report directly to the Attendance Office to receive a Tardy Slip before being admitted to class.

If the tardy is due to a medical appointment, family emergency, or other excusable reason, appropriate documentation must be provided. The Attendance Office will determine whether the tardy should remain an Unexcused Tardy (T), be changed to an Excused Late Admit (X), or be recorded as a Verified Absence (V).

Students who are tardy will serve a 15-minute lunch detention on the same school day. Due to extraordinary circumstances, the Administration reserves the right to modify consequences on a case-by-case basis.

Parents/guardians are responsible for notifying the Attendance Office of a student's late arrival by leaving a voicemail at 657-456-0271 or emailing attendance@servitehs.org within 24 hours of the tardy. Failure to provide notification within 72 hours may result in the tardy remaining unexcused.

Tardiness may be excused for the following reasons:

- Family emergency
- Medical or dental appointment (documentation required)
- Court appearance
- Religious observance

Traffic, carpool delays, oversleeping, transportation issues, car trouble, or similar circumstances will generally not qualify as excused tardies.

Extreme Tardies

An Extreme Tardy occurs when a student arrives with 15 minutes or less remaining in a class period. In such cases, the student will be marked absent for that class period and may not enter the classroom until the next class period begins.

Excessive Tardies

Students who demonstrate a pattern of excessive tardiness will be referred to the Dean's Office for review. Consequences may include a parent meeting, attendance monitoring, placement on an Attendance Contract, or other interventions deemed appropriate by the Administration.

Aeries Attendance Codes

Attendance codes are submitted using the following letters:

A = Unverified Absence
D = Truant
G = Game
I = Illness
M = Medical
N = Verified Quiz/Test Absence
O = School Office
Q = Unverified Quiz/Test Absence
S = School Activity
T = Unexcused Tardy
V = Verified Absence
X = Excused Late Admit
Z = Suspended



CLUBS AND ORGANIZATIONS

Servite offers a wide variety of clubs and organizations and highly encourages students to participate in as many clubs as their schedule allows. Club offerings will vary annually, depending on student interest and will be made known to students during our two Club Rushes in the fall and in the winter, as well as through announcements throughout the year. The following is a list of the current and past clubs offered during the school year.

Academic Decathlon
Automotive Club
California Scholarship Federation (CSF)
Catholic Pro Life Club
Chess Club
Club Vocati
Creative Writing
Dodgeball Club
Entrepreneur Club
Fencing Club
French Club
International Student Immersion
International Thespian Society
Investment Club
Junior Statesmen of America (JSA)
Key Club
Latin Club
Lego Club
Model UN Club
Motor Sports Club
Music Appreciation Club
National Honor Society
Peer Assistance Leadership (PAL)
Photography Club
Ping Pong Club
President's Volunteer Service Club
Red Cross Club
Robotics Club
Servite Fishing Club
Servite Medical Device and Sociedad Honoraria Hispánica
Research Club
Servite Ski and Snowboard Club
Spanish Club
Speech and Debate Club
Spike Ball Club
Sports Medicine Club
Surf Club
Technology Assistance Group
Theological Debate Club
Trinitas Arts Conservatory
We Rise Together
Wiffle Ball Club

**Clubs are added and closed, depending on student interest. If a student is interested in forming a club, he should contact the Associate Director of Formation (Junior).



BEHAVIORAL GUIDELINES AND RULES

The school recognizes parents/guardians as the primary educators of their children. To fulfill its goal of *Forming Faith-Filled Leaders*, Servite High School strives to create an environment where students develop the virtues and good habits that will help them be successful, both personally and professionally. These virtues include honesty, integrity, courage, justice, self-discipline, humility, responsibility and community (respect for others). A well-disciplined student is one who has achieved the freedom and ability to control his own behavior, focusing it in healthy ways to achieve success. The guidelines and rules of the school are in place to create a positive educational environment. Servite students are expected to engage each other, faculty, staff, and the school in a positive manner and in good faith.

To develop self-discipline, students must assume responsibility for their own behavior. Violations of school guidelines and/or rules harm both the student committing the violation and the Servite school community. When a student violates school guidelines or rules, parents and school personnel should work together to help the student correct his behavior. Student and parental support of the disciplinary policy is essential.

Friar Standards

At Servite, we strive to develop young men of character, integrity, and faith. Every Servite student is expected to:

- Be Present and Prepared
  Attend school regularly, arrive on time, bring required materials, and be ready to learn.
- Contribute Positively
  Work with teachers and fellow students to create a respectful, productive, and supportive learning environment.
- Treat Others with Respect
  Demonstrate courtesy, honesty, cooperation, and respect toward classmates, faculty, staff, parents, and campus visitors.
- Represent Servite with Pride
  Uphold the values, traditions, and reputation of Servite through appearance, conduct, and decision-making both on and off campus.
- Servite 24/7
  A Servite student represents himself, his family, and the school at all times. Students are expected to act in accordance with Catholic Christian values and the charism of the Order of Friar Servants of Mary wherever they are.

Discipline Philosophy

Servite's disciplinary process is designed to promote accountability, growth, and responsible decision-making. Student conduct will be evaluated based on the nature of the incident, prior disciplinary history, and the student's commitment to meeting Servite's expectations.

The administration reserves the right to determine appropriate consequences, which may include detention, suspension, behavior contracts, loss of privileges, enrollment review, withdrawal, or expulsion.

Disciplinary action may result from:

- Conduct that violates school policies or negatively impacts the school community.

- Behavior occurring on or off campus that is inconsistent with Servite's mission, values, or reputation.
- Actions that create a threatening, unsafe, intimidating, or disruptive environment.
- Repeated misconduct, multiple violations, or patterns of inappropriate behavior.
- A single serious violation that warrants significant disciplinary action.
- A lack of cooperation by a student or family in addressing behavioral concerns.

A student's disciplinary history is an important factor in determining consequences. Repeated violations, patterns of misconduct, or a failure to respond positively to previous disciplinary interventions may result in more serious consequences.

As a result, two students who commit the same violation may receive different disciplinary consequences depending on their individual circumstances and disciplinary records.

The Principal and School Administration retain final authority over all disciplinary matters and reserve the right to determine consequences in the best interest of the school community.

Discipline Process

When school guidelines or rules are violated, disciplinary consequences will be determined by the administration based on the specific circumstances of the incident.

- Minor disciplinary matters may be addressed by a teacher, staff member, or administrator.
- More serious disciplinary concerns may be referred to the Dean of Students, Assistant Principal of Catholic Identity, Principal, or the Principal's designee.

Questions Regarding Discipline

Parents with questions or concerns regarding a student's attendance or disciplinary status are encouraged to contact:

1. Dean of Students
2. Assistant Principal of Catholic Identity
3. Principal

Right to End Relationship: Servite reserves the right to end its relationship with a student and/or family at any time and for any reason if the administration believes that doing so is in Servite's best interest. At the Administration's discretion, the student may be given the opportunity to voluntarily withdraw or be disenrolled.

Types of Disciplinary Consequences: Violations of Servite rules or policies may result in disciplinary action, including but not limited to, one or more of the consequences listed below.

- **Referral:** School personnel use a referral to send a student to the Principal, the Dean of Students, or the Principal’s designee for disciplinary action.
- **Counseling:** Includes counseling with Servite staff and/or off-campus counselors, at the discretion of the Servite administration.
- **Family Conference:** This is typically a meeting in which administrators, counselors, formation directors, faculty, and/or staff meet with the student’s parents/guardians to discuss past behavior and future expectations.

- **Detention:** Detentions may be assigned by teachers and/or the Dean of Students as a disciplinary consequence. Detentions are to be served the following day of the assignment, unless the student has made prior arrangements with the Dean of Students.

Detention types include:

- Teacher Detentions: Assigned by and served with a teacher or staff member
- Dean's Detention: Assigned by a teacher or staff member and served with the Dean of Students or a representative of the Dean's office.
    - Lunch Detention (30 minutes)
    - After School Detention (45 minutes)
    - Morning Detention (45 minutes)
    - Saturday Detention/Work Detail (2 hours)
- **To help students learn from their mistakes and correct behavior, detentions will follow this clear progression:**
    - Detentions 1 & 2: Lunch Detention
    - Detention 3: After-School Detention
    - Detention 4: Morning Detention
    - Detention 5: Saturday Detention/Work Detail (Parent meeting required)

FAILURE TO SERVE A DETENTION UNLESS OTHERWISE EXCUSED MAY RESULT IN AN IN-SCHOOL SUSPENSION.

Restriction: The student may be restricted from participation in Servite activities, athletics, and/or events at the discretion of the Dean of Students and/or the Principal. Specific restrictions may be communicated by letter or email to the parents and student.

Contracts: Servite may place a student on a Behavior Contract to ensure that the student understands the seriousness of a disciplinary problem and to provide the student with an opportunity to improve. The student and parents may be required to sign a contract outlining the terms, conditions, sanctions and/or restrictions of the probation. A student may be placed on probation for as long as the Dean of Students deems necessary.

Suspension: The parents/guardians of suspended students will be notified of the suspension by phone or in-person. Suspended students are responsible for making up all schoolwork activities and assignments missed while on suspension. Servite may require a family conference before permitting a student to return to school.

Types of Suspensions:

- **In-School Suspension:** The student serves the suspension at Servite under the direction of the Dean of Students or his designee. The student will check in with each of his teachers and complete all required assignments during the school day. The student can also expect to perform community service on the campus such as campus beautification. The student will not be permitted to attend school, activities or athletic events while on suspension, unless prior and agreed upon arrangements have been approved by the Principal, Dean of Students, or principal's administrative designee.
- **Out-of-School Suspension:** The student is not permitted on campus or at any Servite activities or events during the suspension period. Students are responsible for all missed assignments due to suspension immediately upon their return to school or while they are suspended.

Enrollment Review Board: The Enrollment Review Board is an advisory body to the Principal that may be convened to study disciplinary problems and provide recommendations on appropriate consequences. The

Enrollment Review Board is advisory only. The Principal always retains the authority to determine the disposition of disciplinary issues. The Enrollment Review Board may consist of administrators, counselors, formation directors, and priests. Students may be referred to the Enrollment Review Board by the Principal or Dean of Students.

The Enrollment Review Board may (but is not required to) meet with the parents and student so that the student and his parents/guardians may make a presentation to the Board concerning the disciplinary issue. The Board may request written documentation from the parents and student to supplement a presentation or in lieu of a meeting. Legal counsel or advocates are not permitted to attend the Enrollment Review Board. The Enrollment Review Board may make one of the following recommendations to the Principal:

Continued Enrollment: Student continues to be enrolled at Servite High School. Continued enrollment may have other disciplinary consequences such as, but not limited to, a contract or Work Detail. Work Detail hours will not count towards Christian Service Hours.

Voluntary Withdrawal: This designation provides a student and his family the opportunity to voluntarily withdraw from Servite. Upon withdrawal or disenrollment, the student's attendance at Servite is terminated by Servite High School.

Withdrawal for Disciplinary Purposes: Upon withdrawal for disciplinary purposes, a student's attendance at Servite is terminated by Servite High School. The student's record will be marked as a withdrawal for disciplinary purposes.

Expulsion: Upon expulsion, a student's attendance at Servite is terminated by Servite High School. The student's record will be marked as an expulsion.

Discipline Rules, Regulations, And Infractions

Examples of disciplinary infractions include (but are not limited to):

General

- Any conduct, in the judgment of school personnel, Dean of Students, or Principal, that:
    - Is inconsistent with the values or harmful to the reputation of Servite; and/or
    - Undermines the authority of school faculty, staff or administrators; and/or
    - Is disruptive, disrespectful, insubordinate or defiant of faculty, staff, administrators, or others in authority

Safety & Security

- Assault, battery, or physical aggression
- Fighting
- Threats toward students, faculty, staff, or the school
- Bullying, harassment, intimidation, or hazing
- Sexual harassment
- Weapons or dangerous instruments (real or replica)
- Fireworks, explosives, or misuse of emergency equipment
- False fire alarms
- Drugs, alcohol, tobacco, nicotine products, vaping devices, or related paraphernalia

- Extortion or coercion
- Indecent exposure or lewd conduct
- Unsafe driving on campus or in surrounding neighborhoods
- Transportation misconduct
- Failure to cooperate during a safety investigation

Respect for Others & Community Standards

- Disrespectful, insubordinate, or defiant behavior
- Conduct inconsistent with the mission and values of Servite
- Conduct that harms the reputation of the school
- Campus disturbances or refusing to follow staff directions
- Profanity, obscene language, gestures, or drawings
- Throwing food or other objects
- Littering
- Unauthorized assemblies or demonstrations
- Gang-related activity or affiliation
- Unauthorized sales or solicitation
- Violation of behavior contracts, restrictions, or probation

Academic Integrity & Classroom Expectations

- Cheating or plagiarism
- Unauthorized use of Artificial Intelligence (AI)
- Academic dishonesty in any form
- Failure to be prepared for class
    - Missing textbooks
    - Missing assignments
    - Missing required materials
    - Failure to bring a charged school-issued laptop
- Leaving class without authorization
- Truancy
- Excessive tardiness (See Attendance Policy)

Technology & Digital Citizenship

- Unauthorized use of cell phones or personal electronic devices during the school day
- Misuse of school technology or internet access
- Recording, photographing, or distributing images or videos without permission
- Cyberbullying
- Creating or sharing inappropriate digital content
- Possession or distribution of pornographic or obscene material
- Misuse of social media that disrupts the educational environment
- Violations of the Student Acceptable Use Policy

Campus Operations & Property

- Destruction or vandalism of school or private property
- Theft or robbery
- Forgery or falsification of school documents
- Gambling
- Dress code or grooming violations
- Parking permit violations
- Leaving campus without authorization
- Unauthorized access to restricted areas
- Failure to comply with administrative directives
- Any other conduct that disrupts the orderly operation of the school



DRESS CODE POLICY

Philosophy

Servite High School believes that there is a direct correlation between a student's appearance and his overall attitude toward school. A student's dress reflects his approach to his studies, the amount of respect he holds for members of the faculty and staff, and his behavior as it affects other students. Dressing professionally and appropriately for school signifies a respect for self, the Formation Process, and the Servite Order. Students' clothing must never denigrate the Catholic faith or Servite Order or go against their values.

With the support of faculty and staff, the Dean of Students is directly responsible for the administration and interpretation of the Dress Code Policy. The Dress Code is most effectively enforced with the direct collaboration and support of parents and guardians. This policy is not exhaustive. It does not and cannot account for every scenario. The responsibility for rulings not covered by this policy rests with the Dean of Students.

Each student is expected to be in the school dress code, neatly dressed, and groomed while on campus. The Dress Code Policy is in effect for the entire school day (morning bell to dismissal bell, including break and lunch) and will be enforced from the first day of school through the last final examination.

To maintain a respectful and professional learning environment, periodic dress code checks will be conducted by teachers and/or the Dean's Office.The following progressive discipline will be implemented for standard dress code violations:

- 1st Violation: Verbal warning issued. Incident noted in Aeries.
- 2nd Violation: Parent(s)/guardian(s) will be notified via email. Incident noted in Aeries.
- 3rd Violation and Beyond: Students will be assigned a Lunch Detention.

In certain cases where a student is not in compliance with the dress code (e.g., inappropriate attire/hair or repeated non-compliance), the student may be sent home until he corrects the violation. Repeated disregard for The Dress Code may result in additional consequences at the discretion of the Dean of Students.

Liturgical/Professional Day Dress

Professional dress must be worn appropriately for the **entire school day.**

- White long-sleeved dress shirt only
- Servite tie
- Black dress pants
- Black dress shoes
- Black dress socks
- Black leather-style belt
- Professional dress must be clean, pressed, and size-appropriate.
- A suit jacket or a Servite letterman's jacket are the only permitted outerwear during Mass.
- No caps or hats will be worn with professional dress at any time.

Daily Attire

Pants

- Pants must be khaki, black, or gray and must have a belt loop.
- Pants must be clean and in good repair.
- Pants must fit the individual.
- Pants must be worn with a black or brown belt with a traditional buckle (no seatbelt or double-ring type buckles).
- No cargo-style, denim, or jogger-style pants.

Shirts

- Servite branded polo shirts (Student store, Athletics, or Clubs).
- Shirts must be tucked in at all times.
- Only seniors may wear an appropriate Hawaiian shirt.

Shorts

- Shorts must be khaki, black, or gray and must have belt loops.
- Shorts must be clean and in good repair.
- Shorts must fit the individual.
- Shorts must be worn with a black or brown belt with a traditional buckle (no seatbelt or double-ring type buckles).
- No cargo-style, denim, or athletic-style shorts.
- Undergarments must be completely covered.

Shoes

- Shoes must be worn at all times.
- Only athletic, leather, or canvas shoes may be worn.
- Shoes must be clean and in good repair.
- Shoes must be closed-toe with a back and worn properly.
- Shoes must have laces and must be laced and tied.
- White or black socks must be worn and visible a minimum of ½ inch above the top of the shoe at all times.

The following types of footwear are not permitted at Servite:

- Recovery shoes or recovery slides
- Rubber or foam-style shoes
- Open-back shoes or clogs
- Sandals or slides
- Slippers or house shoes
- Any shoe that does not securely fasten to the foot

Jackets/Sweatshirts

Only approved outerwear may be worn during the academic day. Approved outerwear includes:

- Servite-branded sweatshirts, jackets, quarter-zips, and outerwear
- College or university-branded sweatshirts, jackets, quarter-zips, and outerwear.

No other sweatshirts, hoodies, jackets, or outerwear may be worn on campus during the academic day unless specifically authorized by the Dean's Office. Additional outerwear options may be approved and communicated by the Dean's Office during periods of inclement weather.

Students who repeatedly violate this policy will have unauthorized outerwear confiscated and held in the Dean's Office until the end of the academic day.

Hoods/Hats/Gloves/Sunglasses

- Only Servite hats/caps/beanies may be worn but are never permitted indoors.
- Sweatshirts may have hoods, however, hoods may not be worn indoors.
- Bandanas may not be worn at school or to school events.
- Sunglasses are never permitted indoors.

Spirit Dress

Spirit Dress Days are intended to promote school pride and celebrate the Servite community. Students are expected to wear Servite apparel and represent the school in a positive manner.

The Dean of Students will designate and announce Spirit Dress Days throughout the school year. Students who choose to participate must wear approved Spirit Dress attire. Students not participating must remain in the regular school uniform.

Approved Spirit Dress Attire

Tops

- Any Servite-branded shirt, including polos, t-shirts, long-sleeve shirts, and approved team or club apparel.

Bottoms

- Dress code pants
- Dress code shorts
- Servite-branded sweatpants or joggers
- Solid black/gray sweatpants or joggers
- Servite-branded athletic shorts
- Solid black/gray athletic shorts
- Jeans or Jean Shorts in good repair

Footwear

All footwear must comply with the school's dress code standards.

Hair and Grooming

A student's appearance should reflect the professionalism, pride, and standards of the Servite community. Hair must be clean, neatly groomed, and maintained in a manner that does not distract from the educational environment.

Hair Color and Style

Hair must be their natural hair color. The following are not permitted:

- Bleached tips or sections
- Highlights or coloring that creates a non-natural appearance
- Extreme or exaggerated hairstyles
- Two-toned or contrasting hair colors
- Designs, patterns, or shaved artwork in the hair
- Any hairstyle determined by the Dean's Office to be disruptive to the educational environment

The Dean's Office reserves the right to determine whether a hairstyle or hair color complies with school policy.

Hair Length

Hair must be worn in a manner that keeps it out of the eyes and off the face at all times during the school day.

- Hair may not cover the eyes or ears.
- Hair in the back may not extend past the bottom of the shirt collar.
- Sideburns may not extend below the bottom of the ear and must be neatly trimmed.

Students with longer hair must keep their hair secured and in compliance with these standards throughout the school day. Hair that exceeds the permitted length must be worn in a bun, secured with a headband, or otherwise restrained so that it remains out of the eyes, off the face, does not cover the ears, and does not cover the shirt collar during the academic day. Professionally groomed braids, twists, locks, and rows are permitted, provided they comply with all other grooming and appearance standards.

Enforcement

Students who fail to comply with the hair and grooming policy may be required to correct the violation immediately. Students may be removed from class, sent home, or restricted from attending classes and school activities until the issue has been corrected to the satisfaction of the Dean of Students or school administration.

Facial Hair

- Students must be clean-shaven of all facial hair at the beginning of each school day.
- Students who are not clean-shaven will be sent to the Dean of Students to shave; if they refuse, they will be sent home.

Tattoos & Piercings

- No earrings/posts/coverings/plugs/piercings during the academic day.
- No visible tattoos during the academic day.

Fingernails

- Fingernails must be clean and appropriately trimmed.
- Students are not allowed to wear fingernail polish on campus or at school activities and events.

Make-up

- Students are not allowed to wear makeup on campus or at school activities and events.

SCHOOL DANCE POLICY

Servite is a Catholic high school rooted in the traditions of the Order of Friar Servants of Mary. All young men and women attending school events are expected to treat these traditions and Servite High School with respect. This includes respecting oneself by dressing appropriately at all functions and being aligned with Catholic Christian values. Please read and be mindful of the rules listed below.

All guests are required to bring a school ID. Students without a school ID may not be admitted to the dance.

Expectations: Students must demonstrate a commitment to academic achievement, respectful behavior, and consistent attendance. Specifically, students must maintain passing grades, uphold the school's standards for behavior and attendance. Failure to adhere to these expectations may result in the inability to attend school dances.

Headwear: All headwear is prohibited unless directly connected to a particular dance theme.

Outerwear: All outerwear must be size appropriate. Clothing may not be too big, too small, too baggy, or too tight.

Dress Code: Modest dress, consistent with Catholic Christian values, is required. Servite students are responsible for notifying their non-Rosary guests of the dress code for the dance. Since dances range from informal to formal, students are expected to know and adhere to the dress code designated for each dance he is attending. Dress code details for each dance are printed on the guest pass for that dance. Final determination will be made by the Servite and/or Rosary school administrators chaperoning the dance.

Students attending Servite dances are not permitted to:

- Leave the dance early or go off campus unless parents notify the school ahead of time;
- Linger at their cars before the dance;
- Go to their cars during a dance without a school chaperone;
- Engage in inappropriate dancing;
- Be in possession, furnish, consume, or be under the influence (including upon arrival) of any tobacco products, e-cigarettes (vaping), or any smoking-related products, alcoholic beverages, or use any other harmful or illegal substances.

Students are expected to arrive and depart on time. All parents must pick up their sons no later than 15 minutes after the end of a dance. All school rules apply at Servite dances, whether held on or off campus. Servite High School reserves the right to determine what is appropriate behavior and dress. Students asked to leave a dance may not be allowed to attend the next school dance. Servite students who are not in good standing with the Dean of Students will be placed on the Exclusion List and will not be permitted to attend. All individuals attending the dance are subject to the search of their belongings and vehicles in order to ensure that contraband is not brought to the dance and to provide for a safe environment for all. Attendees may be asked to submit to random alcohol breathalyzer tests. Students will be given an alcohol breathalyzer test if there is a suspicion of alcohol consumption.

DRUG AND ALCOHOL POLICY

Servite High School is committed to providing a safe, healthy, and substance-free learning environment. The use, possession, sale, distribution, or being under the influence of alcohol, illegal drugs, controlled substances, or drug paraphernalia is inconsistent with the mission and Catholic values of Servite High School and is prohibited on campus, at school-sponsored events, and whenever a student's conduct affects the school community.

To support this commitment, Servite reserves the right to conduct random, unannounced, or reasonable suspicion drug and/or alcohol testing. The School also reserves the right to utilize trained detection dogs to assist in maintaining a drug-free campus. To help maintain a safe and substance-free campus, Servite High School uses vape-detection technology in student restrooms. These devices are designed to detect the presence of vaping aerosols and alert school administrators. Alerts generated by the detection system may result in an investigation, including student interviews, searches when appropriate, and reasonable suspicion drug or alcohol testing in accordance with this policy.

While Servite seeks to educate and support students, the School does not assume responsibility for detecting, preventing, or treating substance abuse.

Prohibited Conduct

Violations of this policy include, but are not limited to:

- Possession, use, sale, distribution, or being under the influence of alcohol.
- Possession, use, sale, distribution, or being under the influence of illegal drugs or controlled substances.
- Possession or use of any nicotine or THC product, including vape devices, nicotine pouches, or cannabis products.
- Possession of drug paraphernalia or devices intended for the use of prohibited substances.
- A positive drug or alcohol test.
- Refusal to submit to a required drug or alcohol test.
- Any attempt to alter, falsify, substitute, or otherwise interfere with the testing process or its results.
- A student's admission of substance use.
- Information provided by a parent/guardian, law enforcement agency, or other reliable source.
- Social media posts, photographs, videos, or other credible evidence indicating substance use or abuse.

Substance abuse violations are reviewed on a case-by-case basis by the Dean of Students and Principal and may result in referral to the Enrollment Review Board.

Self-Referral and Student Support

Servite strongly encourages students who are struggling with substance use to seek help before a disciplinary incident occurs. A student may voluntarily self-refer to his counselor, or may be referred by a parent, teacher, coach, advisor, counselor, faculty or staff member, or another student.

A good-faith self-referral or referral made before a student has been selected for testing or is under investigation will generally not result in disciplinary action. Students are permitted one self-referral during their enrollment at Servite. The School reserves the right to determine whether a referral qualifies as a good-faith referral.

Following a referral, the student will meet with his counselor to develop an appropriate support plan. This plan may include:

- A professional substance abuse evaluation.
- Counseling or treatment recommendations.
- Periodic drug and/or alcohol testing.
- Possible restrictions from athletics, extracurricular activities, or leadership positions pending support plan

Students will not receive academic penalties solely as a result of a positive drug or alcohol test. Testing records will be maintained separately from the student's academic record and will remain confidential except as required by law.

Testing Procedures

Testing procedures are administered at the discretion of the Principal and may be modified as circumstances require.

Drug and alcohol testing may include urinalysis, hair follicle testing, breathalyzer testing, or other appropriate screening methods. Students selected for testing will provide samples under procedures designed to preserve privacy, dignity, and the integrity of the testing process.

Students taking prescription medication that may affect test results must provide current documentation from their healthcare provider to the School.

Consequences

Violations of the Substance Abuse Policy are considered serious breaches of the expectations of Servite High School.

Depending on the nature of the violation, disciplinary action may include:

- Parent conference.
- Mandatory substance abuse assessment.
- Continued drug and/or alcohol testing at the family's expense.
- Counseling or treatment recommendations.
- Restrictions from athletics, extracurricular activities, or leadership positions.
- Disciplinary probation.
- Suspension.
- Referral to the Enrollment Review Board.
- Involuntary withdrawal or expulsion.

Students are expected to fully cooperate with all required interventions and recommendations. Failure to comply with an assigned intervention plan, refusal to submit to required testing, or additional substance abuse violations may result in further disciplinary action, including referral to the Enrollment Review Board.

Servite believes that accountability and support are both essential in helping students make positive choices. Whenever appropriate, the School will partner with families to encourage student growth while maintaining the safety and integrity of the school community.



GENERAL SCHOOL INFORMATION

Announcements: Servite has daily announcements. Students requesting a morning announcement must complete the Announcement Request Form with the Formation Directors. Requests for announcements should be submitted by the end of school the day prior to when the announcement is to be read.

Bicycles/Skateboards/Roller Blades: Bicycles must be parked in the bicycle racks by the back library gate or behind the gym and should not be left anywhere else on campus. Students should always lock their bikes. The school is not responsible for any stolen bicycles. Skateboards, scooters and rollerblades/skates are not allowed on campus unless administration approval is granted.

Buildings: No running or loud activities are permitted in buildings during school hours. Food and beverages (except water) may not be consumed inside the buildings.

Bulletin Boards: Any announcements or posters that are placed on the school's bulletin boards or posted throughout the campus must have the approval of the Assistant Principal of Catholic Identity. Material that does not have the required approval will be removed.

Change in Student Information: Parents must notify the Main Office and the Registrar **immediately** when there is a change in student information (ie, address, phone number, email address, etc.). Please do this through our online Contact Update Form found in the Parent Portal.

Change in Policy: The Servite Administration may add to or amend any school rules, regulations and/or policies in this handbook by providing oral or written notice to students and/or parents. The Administration is the final arbiter of questions of policy.

Chapel: The Seven Holy Founders Chapel is open during school hours. Students are encouraged to visit for private or liturgical prayer when such a visit does not conflict with their assigned activities or scheduled classes. Check the Chapel schedule for Mass times and days.

Christian Service Hours: Christian Service is at the heart of what it means to be a Servite Friar. The Order of Friar Servants of Mary holds service as an essential element of their charism. Former Prior General of the Servite Order, Fra. Peregrine M. Graffius, O.S.M. describes the roots of service for the Order in his book One of Love and Service. He states, "Our first fathers were servants, that is, vassals who freely made homage of themselves and everything they had...They were servants of the Queen of Heaven who freely offered the service of their whole lives in return for her patronage and protection" (77-78). Participating in active Christian Service helps form a Servite student so that like the Good Samaritan, he might recognize the needs of others and take action to meet those needs. Christian Service develops the student and prepares him to face the challenges in our world today. It will foster a commitment, responsibility, and dedication to the Gospel values of service, mercy, and compassion.

Christian Service hours are broken down by year to keep students current and on track to complete at least 100 hours by the spring of their senior year. Hours completed in the summer will count for the following school year.

Students are required to complete their hours as follows:

Freshman Year	25 hours or more
Sophomore Year	25 hours or more
Junior Year	25 hours or more
Senior Year	25 hours or more
TOTAL	100 hours or more

All service hours must be logged through the MobileServe platform, verified by their on-site supervisors, and approved by Campus Ministry. Service hours completed over multiple dates require a log. Students will be instructed on how to use MobileServe by Campus Ministry through Theology classes.

25 or more service hours must be completed, submitted, and verified by supervisors through MobileServe by the 2nd Monday after Easter Break. Failure to complete this requirement by the deadline will result in one or more of these consequences: grade impact, a hold being placed on one's account, and potentially limiting release of financial aid for the following school year. **Seniors who complete 400 or more hours will receive a blue cord to be worn at graduation, but these hours must be submitted by the MobileServe deadline above.**

Seniors must have their 100 required hours submitted through MobileServe, verified by supervisors, and finally approved by Campus Ministry the Friday before Graduation in order to receive their diplomas. Failure to do so will result in their diploma being withheld until after graduation. Any Senior who does not complete their *required number of service hours by graduation must complete them before receiving their diploma. (*Hours are pro-rated according to a student's entry date: 12.5 hours per semester.)

Closed Campus Policy: In order to provide a safe, orderly campus, Servite High School maintains a closed campus. All students are required to stay on campus for the entire academic day. Any student who leaves campus early must sign out through the Attendance Office. All visitors must check in with Campus Security or the Main Office to receive a visitor's identification badge. Students from other schools are not permitted on campus other than for authorized or official business or school activities.

College Visitation: Servite recognizes the importance of visiting college campuses for college preparatory students. College visits should be scheduled after school hours and/or during school vacation periods. Student athletes being recruited by colleges must also schedule college visits outside regularly-scheduled school hours when possible. Students who visit colleges outside of these times must complete a Request for Absence form obtained from the Attendance Office.

Commitment Signature Sheet: Parents and students are required to thoroughly read the handbook and sign and return the school's Commitment Signature Sheet by the date indicated in order to attend classes.

Contacting the School: Parents may contact school offices or employees by dialing the main school line: (714) 774-7575 and listening to the prompts for a particular office or using the Dial by Name Directory.

Counseling Services: The Counseling Department offers a comprehensive program that supports all students academically, emotionally, socially, spiritually, and vocationally as well as guiding the students through the college process. They accomplish this by providing a compassionate, safe and confidential environment and by advocating on behalf of students to meet their developmental needs.

Students are assigned to counselors based on their grade level and first letter of the student's last name. Assigned counselors can be viewed in Aeries. Counselors are available to help students plan their high school program, discuss career opportunities and prepare for college. The Counseling Office is located in the administrative area of the main building. Counselor assignments are as follows:

- A-G, St-Z 11th-12th & A-Mb 10th are assigned to Ms. Hilary Recknor.
- H-Ss 11th & Mc-Z 10th are assigned to Mrs. Caroline Tran-Ryan.
- All 9th Students and 10th Support Service Students are assigned to Ms. Ellise Floreani.

Spiritual Counseling: Servite provides spiritual direction/counseling to students. Those who seek religious or spiritual counsel are encouraged to do so from the Friars of the Servite Order, from a member of the Campus Ministry staff, or from a formation director.

Grading Periods: Servite teachers maintain their grades in Aeries. This software enables parents and students to access grades and attendance at all times.Notification of a risk of failure will be communicated to parents/guardians as deemed necessary by the teachers via email or phone call. Semester grades are posted in January and June. Report cards are posted at the end of each quarter. Class credit is earned at the end of the semester. Only semester grades appear on a student's transcript and are calculated in a student's GPA.

Gum: Students may not chew gum on campus at any time.

Health Services: All students must have an emergency contact on file in the Main Office. Parents will be notified of accidents and are responsible for transporting their sons to seek medical attention, except in cases of extreme emergency. Please be sure to update your son's record with any changes.

ID Cards: <u>Student Identification Cards</u>

Each student is issued a Student Identification (ID) Card, which also functions as a "cash card" or "meal card" for school purchases. Students must carry their ID card at all times and present it upon request by a school official. The ID card provides students with free admission to home sporting events and discounted rates for other school activities.

Replacing a Lost or Damaged ID Card: If a student needs to replace their ID card, the following steps must be taken:

1. Visit the Business Office to pay the $5.00 replacement fee. A receipt will be issued upon payment..
2. Take the receipt to the Principal's Assistant. A new ID card will be printed upon receipt verification.
3. Pick up the new ID card from the Principal's Assistant.

Insurance: Servite participates in a program through the Diocese of Orange that provides insurance for accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating solely in school-sponsored and supervised activities. This is a secondary insurance policy after the parents' primary insurance.

Library: The library is open from 7:00 AM to 4:30 PM, Monday through Friday. Students are encouraged to use the library for study purposes, to conduct research, and to receive academic tutoring. Students are expected to behave appropriately while in the library. Students who abuse the use of the library will be denied library privileges and may face disciplinary action. Materials from the library may be checked out for a two-week period. Overdue notices will be issued when books have not been returned on time. Any lost or damaged materials must be replaced at the borrower's expense. **No cell phones or food allowed in the Library. The library is closed during break and lunch. Students may utilize classrooms for study hall.**

Lockers

- **Hall Lockers:** All students may request a locker be assigned to them by the Dean of Students. Each student must bring a numeric combination lock with the combination code to the Dean when requesting the locker. The locker assignment and combination code will be stored with the Dean. Use of any other lock will result in the lock being cut off the locker. Students should keep their lockers in good order; they may not place stickers or paste pictures or other materials on the inside or outside of any lockers. Each student will be held accountable for his locker and any damage done to it. Students may not switch or share lockers that have been assigned to them by the Dean of Students. Problems with the operation of a locker should be brought to the Dean's attention. **It is the personal responsibility of the student to secure his locker when he leaves it.** Students are advised not to give their combination to anyone. **VALUABLES SHOULD NOT BE BROUGHT TO SCHOOL,** but if they are, the student is responsible for securing his possessions in a properly locked locker.
- **Gym Lockers:** Students who participate in P.E. classes or who are on an athletic team may be assigned lockers in the gym locker room and an athletic combination lock. The only locks which may be used in this area are those provided to the athlete by the athletic administration. **Gym lockers are for storing P.E. and athletic gear/equipment only.** It is the personal responsibility of each student to prevent theft **by securing the approved lock on his locker.** Students should change their clothing only in the locker room facility. Students must wear shirts at all times while on campus, even while participating in athletics.

SCHOOL ADMINISTRATORS HAVE THE RIGHT TO INSPECT STUDENT LOCKERS AT ANY TIME.

Lost and Found: Students are responsible for their own personal property. For easy identification, all items **should be labeled with the name of the student.** Servite High School is not responsible for students' books or other personal belongings. Items found on campus after break or lunch will be gathered and placed in the lost and found bin. If a student loses something, he may check the lost and found bin on the quad stage (non valuable items) or the Attendance Office (valuable items).

Lunch/Break: Students may eat only in designated areas. These areas are announced at the beginning of each school year. Anyone bringing lunch to a student must deliver it to the Attendance Office/Main Office before 12:00 pm. Food is not to be delivered to a student in the parking lot or in front of the school without authorization. Use of food delivery services such as DoorDash or Postmates is prohibited.

Medications on Campus: If your son is in need of any medications while on campus, this includes over the counter medications, they must be administered in the Nurse's office or by Designated School Personnel. The

Prescription Medication Form must be completed by his Healthcare Provider and on file in the Nurse's office. The only exception to this is EpiPens/AviQ, Inhalers and Diabetic medications. These can be carried on his person with proper documentation. If he is in need of any Over the Counter Medications, please complete the appropriate form for those. Both forms can be found on the Servite website under Health and Wellness. Medications must come in their original container and be marked with the student's name. **All prescriptions must be in the student's name.**

Messages to Students: As a rule, messages from parents to students will not be delivered during class time. Parents should not text students during the academic day; students **cannot** access their phones during that time. In the event of an emergency, please contact the school office. To minimize class interruptions, students should be made aware of their medical appointments and any other reasons for early release **before** they come to school. If you need to speak to your son, please contact the Attendance Office at (714) 204-3026.

Office Hours: On a regular school day, the school's Main Office is open 7:30 am - 4:00 pm. Summer and holiday hours vary.

Academic/Counseling	7:30 a.m. – 4:00 p.m.
Administration Office	7:00 a.m. – 4:00 p.m.
Attendance Office	7:00 a.m. – 3:00 p.m.
Admission Office	8:00 a.m. – 5:00 p.m.
Advancement Office	8:00 a.m. – 5:30 p.m.
Athletic Office	8:00 a.m. – 4:00 p.m. (Hours vary on game days)
Business Office	8:00 a.m. – 4:00 p.m.
Campus Ministry	8:00 a.m. – 4:00 p.m.
Facilities/Campus Store	8:00 a.m. – 4:00 p.m.
Office of the President	8:00 a.m. – 5:00 p.m.

Political Neutrality: Servite High School encourages civic engagement and informed political dialogue aligned with Catholic Social Teaching. Students may express non-partisan views respectfully.

Partisan political expression—including campaign apparel (e.g., candidate, party, or slogan), buttons, hats, verbal advocacy, or distribution of materials—is prohibited on campus at all times. Non-partisan issue-related messaging (e.g., human rights, environmental awareness) is permitted, unless it causes disruption.

Student expression is subject to time, place, and manner rules: non-disruptive discussions and materials may be allowed during non-instructional times per school guidelines.

The school maintains a neutral stance and does not permit the use of its platforms or resources for campaigning. Classroom discussions may include political topics in an educational, balanced manner under teacher supervision.

Harassment or targeting based on political beliefs is prohibited.

Students may only be disciplined for political expression that either:

- conflicts with Catholic doctrine, or
- disrupts school or violates policy.

Disciplinary measures—detention, suspension, expulsion—will be applied proportionately, with consideration for the context and severity.

Public Transportation: Servite is served by the OCTA with a stop immediately in front of the school. Schedules for most major routes may be found online. Student behavior on public transportation or buses chartered by the school which is not consistent with Servite standards, including destruction of property, is a serious offense. This type of behavior is a poor representation of the school and will be addressed according to the school's Discipline Policy.

Rights: As a private school, Servite operates under contract law, not constitutional law.

Security Camera Footage: Servite High School maintains security cameras on campus to ensure the safety of students, staff, and visitors. All footage is considered confidential and is the property of the school, with access limited to authorized personnel. Parents may submit a written request to view footage only if their child is directly involved in a documented incident; however, such requests are subject to administrative review and approval. If granted, parents may view the relevant portion of the footage on campus under supervision—footage will not be copied, shared, or released. To protect the privacy of all individuals, requests may be denied if the footage includes other students or staff, is not relevant to a specific incident, falls outside the retention period, or is part of an active investigation. Servite may release footage to law enforcement in compliance with legal requirements.

Student Records: All student records are kept with the Registrar in the Counseling Office. Alumni who wish to have transcripts sent to colleges or universities must fill out a Transcript Authorization form found on the Servite website. In addition, any student who withdraws from Servite must have a parent notify the Registrar, Mrs. Valenzuela, and complete the required withdrawal procedures before the student's records are released to his new school. All address and phone number changes during the course of the school year should be reported immediately through our Contact Update Form on the Parent Portal. To maintain accurate student records, divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Admissions and Records Office. The school will not be held responsible for failing to honor arrangements that have not been communicated to the school.

Student Store: The Student Store is located in the quad adjacent to the cafeteria and opposite the restrooms. During the school year, the store hours may vary. Please call the main office for more information.

Unauthorized Sales: No student may sell food or snacks on school property at any time.

Work Permits: Work Permits can be obtained from the Counseling Office.

BUSINESS OFFICE AND FINANCIAL RESPONSIBILITIES

Tuition & Financial Information

At Servite, our goal is to provide students with the best education available while trying to keep the cost of tuition down. The following is a summary of tuition and payment information.

The annual cost to attend Servite includes Student I.D. and loadable meal card, yearbook, online student newspaper, guidance and counseling services, locker, report cards, student activity insurance, standardized testing, Servite school calendar, Kairos, formation and campus ministry services, strength and conditioning training, and facility upgrades.

Tuition Discounts

Families may be eligible to receive various tuition discounts which are deducted from the base annual tuition amount stated above. The following are the different discounts available.

Registered Catholic Discount - $1,000

The Catholic discount is mandated by the Bishop of the Diocese of Orange and is only available to students that are practicing Catholics who are participating in sacramental life, parish activities and their families are contributing financially to their parish. We must receive a completed Parish Verification form from your parish stating that you fulfill the above criteria.

Brother Discount - $250

Servite offers a brother discount of $250 per student attending Servite during the current school year.

Pay in Full Discount - $500

Servite offers a full discount to families who pay their total amount of tuition & fees through our AutoPay option on or before May 20th prior to the upcoming school year. (Monthly or Semi-annual payments through AutoPay are not eligible for the full discount). Payments in full should be made through AutoPay. If you are planning to pay your tuition via Credit Card, you will incur a 3.12% convenience fee which will be added to your total due. The AutoPay accepts Visa, MasterCard, American Express or Discover. The pay in full discount will be prorated for financial aid recipients at 2.37% of net tuition due (Base Tuition – Financial Aid). Therefore, if you are receiving financial aid, and choose to pay in full, the pay in full discount is subject to proration as described above.

Additional Costs and Fees

Incoming Freshman & Transfer Students' Registration Fees (Non-Refundable)

The registration fee/tuition deposit due date is indicated on your son's acceptance letter. If the registration fee is paid after the due date or after April 15th, whichever is later, the registration fee will be increased by $50.00. This non-refundable registration fee/tuition deposit is due from all accepted incoming freshmen and transfer students. Physical Education shorts and shirt, professional dress shirt and a Servite tie, as well as Freshman Formation Weekend are included in this fee for Freshmen only. The registration fee reserves your son's place. If not received, your son's place may be given to the next student on the waiting list. Payment should be made through the Enrollment/Admission Portal or directly to the Servite Admissions Office. Please contact the Admissions Office for more details.

Returning Students' Registration Fee (Non-Refundable)

Registration fee/tuition deposit and contracts are due on April 15th. Contracts submitted after that date are subject to a $50 late fee. Payment should be made through the Enrollment Portal or directly to the Servite Business Office. Credit card convenience fees will apply at a rate of 3.12% of your total due.

Tech/E-book Fee
Tech/E-book fee is due on or before May 20th. Fees not paid by this date or rolled into your monthly payment are subject to a $50 fee.

This fee includes the use of a laptop computer and carrying case, imaging and access to all online textbooks, interactive software, online resources, internet access, Microsoft Office, and applicable curriculum. Students using online books may elect to also purchase traditional textbooks for an additional cost. Please note: some titles are not available on-line through the publishers. The purchase of books not available online is the responsibility of the parents. These books are listed in the book list, on the Servite website under Academic Information.

Some classes may have additional lab fees, which are posted on the book list as well. Payment for this fee must be paid through our Enrollment Portal via credit card or e-Check. Credit card convenience fees will apply at a rate of 3.12% of your total due.

Facility Fee
Facility fee is due on or before May 20th. Fees not paid by this date or rolled into your monthly payment are subject to a $50 fee.

Payment for this fee must be made through our Enrollment Portal via credit card or e-Check. Credit card convenience fees will apply at a rate of 3.12% of your total due.

Graduation Fee (Senior Year Only)
Graduation fee is due on or before May 20th. Fees not paid by this date or rolled into your monthly payment are subject to a $50 fee.

This non-refundable fee applies only to senior students. The fee includes all Senior graduation activities as well as the cap, gown, graduation program, transcript submission, diploma, and cover. Payment for this fee must be paid through Blackbaud Tuition Management via credit card or e-Check. Credit card convenience fees will apply at a rate of 3.12% of your total due.

Parking Permit
If students wish to drive to school during school hours, a parking permit is required to always be displayed and visible while on campus. To purchase a parking permit, either the On-Campus or Off-Campus Parking Permit Application form must be filled out online and payment must be submitted online via credit card or e-Check. Off-Campus Parking Permits are $25 and On-Campus permits are $100. There are a limited number of permits for both on and off campus so issuance is on a first come, first served basis. Parking permits can be picked up on or after August business day. Students must show proof of:

- Current valid California Driver's License
- Current Registration
- Current Proof of Insurance

Sports and Activity Fees

Sports, clubs and other activities usually charge additional fees and may have fundraising requirements in order for your son to participate. Please note that sports and activity fees are in addition to the school fees mentioned above. If you require further fee information regarding a particular sport or activity, you should contact the varsity head coach of the sport or moderator of the activity.

Late Fees
Blackbaud Tuition Management will assess a $40 fee 10 days after a payment is missed and every subsequent month that the overdue payment is not made.

Tuition Commitment/Refund of Annual Payment
The tuition financial obligation is incurred at the time of enrollment. Students may withdraw for voluntary or involuntary reasons at any time during the school year. Reasons for involuntary withdrawal include, but are not limited to, poor academic performance, disciplinary issues or disregard for financial obligations to the school. If a student is withdrawn, voluntarily or involuntarily, on or before August 1, no tuition will be due. Any payments applied to your tuition and fees will be fully refunded less the non-refundable Registration Fee.

However, if a student is withdrawn, voluntarily or involuntarily, after August 1, the parents or guardians, who are financially responsible for the student, are obligated to pay the full annual tuition according to the schedule below. This schedule applies to the balance due on all accounts, even for families using the monthly payment plan. If your son leaves the school before the end of the school year, you are still obligated to pay the remaining balance regardless of the reason for leaving, whether voluntarily or involuntarily.

Please note: All school fees are non-refundable after July 1, and the following schedule will be used to calculate your prorated tuition due to the school.

Month of	If student's tuition is paid in full	If student's tuition is paid on a payment plan
August	90% refund of total tuition	10% of total tuition is due and payable upon withdrawal
September 1-30	80% refund of total tuition	20% of total tuition is due and payable upon withdrawal
October 1-31	70% refund of total tuition	30% of total tuition is due and payable upon withdrawal
November 1-30	60% refund of total tuition	40% of total tuition is due and payable upon withdrawal
December 1-31	50% refund of total tuition	50% of total tuition is due and payable upon withdrawal
January 1-31	40% refund of total tuition	60% of total tuition is due and payable upon withdrawal

February 1-28	30% refund of total tuition	70% of total tuition is due and payable upon withdrawal
March 1-31	20% refund of total tuition	80% of total tuition is due and payable upon withdrawal
April 1-30	10% refund of total tuition	90% of total tuition is due and payable upon withdrawal
May 1-31	0% refund of total tuition	100% of total tuition is due and payable upon withdrawal

Payment Plan

Servite offers families the option to pay tuition annually, semi-annually, or monthly. All families must be enrolled in Servite's Automatic Billing Program through Blackbaud. Automatic payments help our school achieve a more reliable cash flow and help our families maintain a priority emphasis on their financial commitment to private education. The timely receipt of payment creates a stronger school and ensures that we concentrate our efforts where they belong—on the education of your son. Missed or delinquent payments are subject to disciplinary action up to and including expulsion.

Sign Up For Payment Plan

During the completion of the Enrollment Contract through Blackbaud Tuition Management, you will choose the automatic payment options and your preferred payment plan. We use AutoPay to set up payment plans and you will need to have bank account or credit/debit card information available to complete this process. We accept Visa, MasterCard, American Express and Discover credit cards (Please note: Payment should be made through the BBTM Portal or directly to the Servite Business Office. Credit card convenience fees will apply at a rate of 3.12% of your total due and ACH payments will be assessed a Platform Fee of 1% + $.30 per transaction, with a maximum of $2.50 per transaction.) You may choose the payment method during your Contract setup.

Other items to be aware of:

1) School personnel do not have access to your account outside of the parameters of this agreement. All account information is kept confidential.
2) Upon signing your contract, you will be required to pay your Registration Fee and a $56 annual processing fee for your semi-annual or monthly plan option. Annual plans will not have a processing fee.
3) Tuition payments begin on July 5th and end according to the scheduled payment plan that you choose. All payment plans must conclude on or before June 30th. Annual payment deduction must be made by May 20th in order to receive the calculated Pay in Full discount (maximum of $500).
4) The party responsible for the AutoPay account may edit their personal information or method of payment for their account at any time during the school year.
5) Payment due dates and amounts can only be changed by the Business Office. Changes must be submitted three business days prior to the scheduled withdrawal date.
6) If you are a financial aid recipient, payment plans will be adjusted when the actual financial aid amounts are awarded which could be after tuition contract issuance. If the annual payment is paid prior to the award, the adjusted amount will be reimbursed.
7) All AutoPay Payment Agreements must be completed online by June 15th.
8) AutoPay tuition payments that are unable to be collected due to Account Closure or NSF will be considered delinquent and subject to a $40 late fee for each month the account remains delinquent.

Additional Information

Student Billing Statements

Account statements are e-mailed monthly to families for their monthly tuition amount due. If you have successfully completed your AutoPay, your account will be deducted for the monthly amount due. You can access your tuition account through the single sign-on through the Blackbaud Enrollment Portal.

Late Fees

Delinquent accounts are charged a late fee of $40 ten days after the due date and each month the account remains delinquent.

Non-Payment and Severely Delinquent Accounts

Students with balances from a prior school year and no payment plan in place may be denied admission for the upcoming school year. Aeries access will be withheld and the student may be prohibited from participating in sports, school activities, and semester finals until the account is brought current or a payment plan agreement has been approved by the Business Office. Accounts showing continued delinquency or nonpayment may be turned over to a collection agency or small claims court as well as the student being denied continued enrollment for the current school year.

Seniors with a delinquent account may not be allowed to attend or participate in Prom, Graduation ceremonies or Grad Night. Also, diplomas and/or official transcripts will be withheld until the delinquent student account is paid in full.

Additional Fees

Additional incurred fees such as computer damage, course fees, sport fees, NSF fees, late fees, etc. will be added into the student's automatic payment account. Those additional fees will be set to be paid on your next billing cycle unless otherwise notified.

STUDENT RECORDS - RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) guarantees parents/eligible students certain rights concerning student records.

Policy

The school has the right and responsibility to collect and maintain educational records on all students. Procedures for collection and maintenance are found in the district records policy (CV 216). That policy is based on the federal Family Educational Rights and Privacy Act (FERPA), which protects the confidentiality of student records by limiting their disclosure. No information may be collected without the informed written consent of the parent or the representational consent of the administration.

FERPA guarantees parents/eligible students (18 years of age or older) certain rights described below. For a copy of the complete policy, contact the principal.

Access to Records

Parents or eligible students have the right to inspect their child's or their own educational records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parents or Guardian must be verified through Aeries.

Graduate Records are kept in the Counseling office for one full year. The following year, the records are scanned and moved to storage for a minimum of 6 years.

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document on file in the school which specifically prohibits it. Report cards, progress reports, and other educational information routinely provided to the custodial parent by the school may also be sent to the non-custodial parent upon request. Non-custodial parents should make this request yearly.

Challenge to Records

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision and advise that person of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Disclosure

FERPA provides that educational records, except Directory Information, not be released without the written consent of the parent or eligible student except: to other educational institutions; at the order of the court or school board; or the health or safety of the student.

This information can be disclosed to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a School Board member; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory Information is excluded from FERPA's protection from release and can be released without parental or student consent. Directory information includes: student name; address; phone number; participation in school clubs, activities and sports; height and weight for athletic participation; attendance; degrees/awards; major field of study; and similar information. Federal law requires schools to provide Directory Information to military recruiters. The district may also release Directory Information to the press if deemed in the best interest of the student.

If you do not want some or all of this information about your child released, you may prevent its disclosure by sending a written request to the Principal prior to October 1st of each school year.

Records Transferred - Moving to New School

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Discipline records are part of your child's educational record and will be released along with all other records, including students transferring to or from nonpublic schools.

Access to Pupil Records in Custody Situation

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a current court order on file in the school which specifically prohibits it.

There are many types of child custody arrangements. Specific policies to cover every situation are impractical. The following guidelines and policies will be practiced:

- Non-custodial parents shall have access to all educational information on their child unless prohibited by a court order specifically denying such access. The access is for information only. Educational decisions are made by the custodial parent.
- All educational decision-making and decision-approving signatures shall be done by the custodial parent. Noncustodial parents may participate in teacher conferences concerning their child/children but not in a decision-making capacity. Both custodial and non-custodial parents are urged to attend the conference together.
- Stepparents, grandparents, or friends of the parent do not have access to any educational information. Stepparents may have access only if a release is signed by the parent. Stepparent signatures on school documents are not permitted unless written permission is granted by the parent. Stepparents may attend parent-teacher conferences with their spouse. They may not attend without their spouse.
- Non-custodial parents may request the school to send copies of the school's communication, report cards, and any other information relating to their child. Each year requests should be made in writing to the Principal.

Complaints

If you believe that the school is not complying with Family Educational Rights and Privacy Act (FERPA) or not guaranteeing you the rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NON-DISCRIMINATION POLICY

Servite High School admits students of any color, race, ethnic origin, or faith to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, ethnic origin, or faith in the administration of its educational policies, scholarships, financial aid programs, athletic, and other school-administered programs. Likewise, Servite High School does not discriminate against any applicant for employment on the basis of sex, handicap, race, color, and national and/or ethnic origin.

HARASSMENT

THE CONSTITUTIONS OF THE ORDER OF FRIAR SERVANTS OF MARY STATES:

> *53. Mindful of the Lord's presence among us, we must love and esteem one another and bear one another's burdens. For this reason we shall avoid all malicious talk as a serious obstacle to fraternal life.*
> *54. If one of us thinks that a brother is in error, ordinarily he should speak first with him. Should it prove necessary, he will explain the situation to the prior and, if need be, to the community.*

The School is committed to providing an environment free of harassment and discrimination against its students, employees, volunteers, and persons providing services to the School. In furtherance of this commitment, the School strictly prohibits all forms of unlawful harassment which includes harassment on the basis of race, religion, color, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship status, military and veteran status, uniform service member status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), genetic characteristics, disability, as well as any other category protected by federal, state, or local laws.

The School does not allow anyone, including any student, employee, volunteer, vendor or parent to engage in harassment or discrimination against a School employee, volunteers, and students.

Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature, including but not limited to:

- Unwelcome sexual advances or requests for sexual favors.
- Sexual comments, jokes, propositions, or suggestive remarks.
- Graphic comments about another person's body.
- Sexually degrading language.

- Displaying or sharing sexually suggestive or explicit images, messages, or other materials.
- Unwanted physical contact, touching, blocking movement, or assault.
- Electronic or online conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Racial Harassment and Discriminatory Conduct

Servite High School is committed to fostering a community rooted in the dignity of every person based on the Catholic teaching of Imago Dei - every man and woman is made in the image of God. Consistent with our Catholic mission and the values of respect, brotherhood, and personal responsibility, the school maintains a no-tolerance policy for racial harassment and discriminatory conduct.

The following conduct is strictly prohibited:

- Racial slurs, racial epithets, racist jokes, offensive remarks, stereotypes, gestures, symbols, or any other conduct that demeans, intimidates, or targets an individual or group based on race, ethnicity, color, sexual orientation, religion, or national origin.
- Conduct intended as a joke or prank that is discriminatory or offensive in nature.
- Conduct directed at a specific individual or group, whether in person or through electronic communication.
- Posting, sharing, forwarding, creating, or communicating discriminatory or offensive content through text messages, social media, messaging applications, artificial intelligence platforms, gaming platforms, email, or other electronic communication.
- Off-campus conduct that substantially impacts the school community or interferes with the educational environment.

Any student found to have engaged in racial harassment or discriminatory conduct will be subject to disciplinary action, including suspension, Enrollment Review, or dismissal from Servite High School. The school reserves the right to determine the appropriate disciplinary response based on the nature, severity, frequency, and impact of the conduct.

Every member of the Servite community shares the responsibility of creating an environment where all individuals are treated with dignity, respect, and compassion.

If you feel that you are being subjected to harassment or discrimination or that you have witnessed harassment or discrimination directed at another person, you should immediately contact the Dean of Students. You may make your report either orally or in writing. All School employees are required to immediately report any conduct prohibited under this policy that they either witness or become aware of as directed above. You may be assured that you will not be retaliated against in any way for making a complaint or participating in an investigation under this policy, and all School personnel are strictly prohibited from engaging in such retaliation.

All complaints which are reported to the Dean of Students or of which Administration becomes aware will be investigated. While the School cannot promise absolute confidentiality, it will keep complaints confidential to the extent possible and consistent with the School's need to conduct a fair, timely, and thorough investigation that affords all parties appropriate due process and that reaches reasonable conclusions based on the evidence collected. Based on its investigation, the School will take appropriate corrective action when warranted.

The School prohibits individuals from hindering our own internal investigations and our internal complaint procedure.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.



KAIROS RETREAT POLICIES

KAIROS is a voluntary, intense retreat experience meant to assess the retreatant's relationship with Jesus and with others, as well as God's role in his life. KAIROS retreats are an important component of the junior and senior student campus life, and it is necessary that the Servite community support the students attending and leading the different retreats.

A critical part of KAIROS is helping the young men understand how much they are loved. All academic departments encourage student participation and provide accommodations for the retreatants and student leaders to make up work and assignments. Student-athletes wishing to attend KAIROS are encouraged to consult with their coach early in the year to select the best time for attendance.

KAIROS Week

Retreatants typically depart on Tuesday morning and return Thursday evening. Based on input from the academic departments and the approval of the Principal, the following is our KAIROS academic policy:

1. Students will work with teachers to establish a KAIROS Remediation Plan before the retreat. Since students attending KAIROS may not use any electronic equipment while they are on the retreat, retreatants will be afforded **three (3) additional school days** (the duration of the retreat) to complete and turn in any work assigned to the class while they were on the retreat.
2. Students will complete all missed assignments/assessments for credit as per teachers' KAIROS Remediation Plans. Teachers will record an "NA" in Aeries for any assignment/assessment for which retreatants will not be held responsible.
3. Students are responsible for all new material taught during KAIROS week which will be included in future assignments.
4. Students are expected to return to class as usual after Kairos (typically on Friday).



TECHNOLOGY

Philosophy

The use of technology and devices has many benefits in the education environment, but also carries some risks. Servite has put in place a number of policies and procedures to provide our students with a safe environment to learn how to use technology appropriately, including a mandatory class on computer applications. The following guidelines have been created to support the safe and appropriate use of technology for our students.

Internet and Electronic Communication

The parents/guardians of each student are responsible for encouraging the positive and ethical use of technology, and for learning and monitoring the standards of behavior their student(s) should follow when using media or online informational sources.

While on campus, students may access the internet only via the official Servite student wireless network. All students should check their Servite email on a daily basis.

Each day, students should bring to school their school-issued laptop, charged with sufficient battery life to complete a full school day's work. Other electronic/tablet devices may be brought with Administrative approval; however, students bring these devices to school at their own risk and are responsible for securing them while on campus. No personal devices will be allowed on the Servite Network (wired or wireless), unless I.T. approval was granted in advance.

Cell Phone Use

Recognizing that families may need to contact their students during the school day, Servite High School allows for students to possess cellular telephones on campus. However, students **shall** restrict the use of their cellular telephones to the following times and conditions:

- Students may use their cell phones before and after school;
- In an emergency or unique circumstances with the permission of a faculty or staff member;
- During Academic Hours, Cell Phones (silenced) and Headphones/Airbuds will be placed in the student's backpack.

Smart watches or similar mobile devices are governed by the same policies as cell phones. Students may not actively use these devices for transmitting or receiving data during regular school hours. Additionally, smart watches are prohibited during test environments. Students must remove their smart watch and put it away while taking a test. Failure to do so may result in the student receiving a detention

Staff and faculty may confiscate a student's phone at their discretion for violating the cell phone use policy. Confiscated phones are turned in to the attendance office and will not be returned to the student until the end of the academic day. Students will have to sign a log to receive their phones back.

Three Strike Rule

If a student uses their cell phone during the academic day, a faculty or staff member has the right to confiscate the phone. The student may retrieve it at the end of the day

Students who have had their phones confiscated a third time are subjected to the following:

- Phone must be turned in to the attendance office at the beginning of the academic day;

- Phones may be picked up at the end of the academic day at the attendance office;
- This process will begin after the third confiscation, until the end of the school year.

The same policies govern smartwatches or similar mobile devices as cell phones. Students may not actively use these devices for transmitting or receiving data during regular school hours. Additionally, smartwatches are prohibited during test environments. Students must remove their smartwatch and put it away while taking a test. Failure to do so may result in the student receiving a detention.

NOTE:
Teachers will confiscate phones in the classroom and turn them in to the attendance office for violations of the cell phone use policy.

Earphones/Earbuds

Students are encouraged not to bring their earbuds to school as they are typically one of the most misplaced or lost items. Students are not allowed to use earphones/earbuds on campus during the school day **except** under the following condition:

- In the classroom, at the discretion of the teacher, for academic reasons only.

Email

- Each student is assigned a Servite email address and is expected to check it daily for important information.
- Servite email addresses shall be used for school business only (including applying for colleges and universities).
- Email shall not be used to subscribe to "non-academic" sites.
- Students' school email accounts may be suspended immediately upon a violation of the Acceptable Use of Technology Policy.
- Students' access to their Servite email account terminates when a student graduates or transfers from the school. Students should move important documents and information to their personal email accounts or a storage device in advance of separating from Servite High School.

Limitations and Risks of Technology for Students

It is common for students to use the Internet and electronic communications devices to communicate with other students and people. Types of devices may include, but are not limited to, computers, cell/smart phones (see policy), slate devices, wireless communication devices, etc. Modes of communication may include, but are not limited to, phone calls, text messages, picture messages, video messages, voicemails, email, websites, blog entries, and more.

Because these devices and modes are easy to use, students often use them for quick, personal, informal communications. The informality and ease in making these communications often lulls students into the mistaken belief that they can communicate anything they want at any time they want, their communications will remain ‘private,’ and that their electronic communications do not pose any potential problems for them, their family or the school.

Therefore, students must be aware that because these communications—whether voice, email, blog entry, text message, web page, picture message, video message or other—are electronic, are easily stored, copied and/or re-transmitted. Students must understand that anything they say, write, capture, video or transmit, even if they

intend it to be private, can easily and quickly become public at any time. Because students are “Servite students” at all times, and because students are responsible for their communications, whether intended to be private or public, students should never communicate any message or file at any time that reflects thoughts, actions or attitudes inconsistent with the values of Servite or is in violation of the Disciplinary Guidelines or Rules. If this occurs, students may be held responsible in terms of the Disciplinary Guidelines or Rules for any electronic communication that comes to the attention of the Servite administration and is inconsistent with the values of Servite. Students who receive or view any communication that is inconsistent with the values of Servite are expected to report the communication to the school administration.

Students may never use any Servite system to transmit or receive any inappropriate electronic communication. “Servite systems” include (but are not limited to) the Servite network, any computer issued, sold or leased to students for school use, any Servite electronic communications device, or any Servite website, blog or other Internet electronic file system.

Students who receive or view any communication that is inconsistent with the values of Servite are expected to report the communication to the school administration.

Prohibited activities include, but are not limited to:

- Sending, receiving or accessing any type of communication or file that is inconsistent with the values of Servite or contains any material inconsistent with the values of Servite;
- Use of any Servite system to coordinate, plan or facilitate acts inconsistent with the values of Servite;
- Use of any trademarks, logos or symbols associated with Servite without the permission of the school’s Director of Communications or in a manner that brings discredit to, or damages the reputation of, Servite or a person associated with Servite.This includes creating spirit wear, signs, or other promotional material;
- Unauthorized use of names or images of any Servite faculty or staff member in a negative manner or in a manner that brings discredit to the faculty/staff member’s reputation or to the school;
- Use of any copyrighted material without permission;
- Use of the Servite network for commercial advertising;
- Use of the Servite network to lobby for votes.

Parents and students should be particularly mindful of the content used for:

- Creating web pages on websites or other social networking sites (such as X (formally known as Twitter), Facebook, etc.);
- Social media postings, entries or other communications;
- Email;
- Digital photographs;
- File sharing or hosting sites;
- Phone calls;
- Voicemail messages;
- Picture messages;
- Text messages;
- Chat or instant messaging sessions;
- Video messages;
- Websites and web pages;
- Blog entries.

Disclaimer: In accordance with the Children's Internet Protection Act (CIPA), Servite High School uses filtering software to screen network traffic for offensive material. Students are cautioned that many Internet websites contain offensive, sexually explicit, and inappropriate material. Because no screening service is infallible, Servite is not responsible for search requests that may lead to sites with potentially inappropriate content. Additionally, having an email address on the Internet may lead to receipt of unsolicited email containing offensive or inappropriate content. Students accessing the Internet do so at their own risk. Students should immediately report any inappropriate content to the Dean of Students to avoid disciplinary action and to assist the school in providing as safe an educational environment as possible.

Computer Damage

Students and families are responsible for any damage to school computers and will be charged according to the table below. Any subsequent incidences of damage after a first occurrence will be bill at double the rates listed below. Intentionally damaging, reprogramming or installing any programs or viruses onto a Servite computer is considered an act of vandalism and will be dealt with according to disciplinary guidelines. Students may not pick up their computer after repair until they are cleared by the Business Office.

Repair Costs

Damaged Keyboard or Touchpad	$35.00
Re-image Computer	$35.00
Replace Lost or Damaged Stylus	$40.00
Replace Lost or Damaged Power Supply	$60.00
Broken, Bent, or Defaced Case or Chassis	$125.00
Broken Screen	$150.00

Lost or Stolen School Laptop Computer: If a computer is lost or stolen while leased to the student's family, a fee of up to $750.00 will be charged to cover the cost of replacing the missing computer. In the case of a stolen laptop, the family should file a police report in the city where the theft took place.

Student Acceptable Use Policy

M I N O R	VIOLATION A Minor Violation includes unauthorized non-school-related electronic activity including, but not limited to: ● Inappropriate use of Servite email ● Loading any unauthorized media ● Playing games ● Installing unauthorized software/games of any kind ● Being off-task during instruction ● Accessing Facebook, Twitter, Snapchat, Instagram, or other social networking sites on school equipment ● Defacing school computer with stickers or other accessories

M A J O R	VIOLATION A Major Violation includes unauthorized non-school-related electronic activity that also violates Servite's Catholic Christian values including, but not limited to: ● Loading explicit material of a profane and/or derogatory nature ● Attempting to break through or bypass the school's firewall ● Attempting to access the school's network or servers, other than the student wireless network using the school provided laptop ● Accessing and/or viewing pornographic sites; ● Harassment ● Anything that creates an unsafe environment ● Creating or accessing a personal hotspot, Virtual Private Network (VPN), or other non-Servite network ● Defacing school computer with carvings or etchings, or any other intentional damage

The principal reserves the right to amend any of these policies or guidelines as necessary. The handbook on the Servite High School website will be the most accurate and up-to-date

Thank you for your continued support of the mission of Servite High School.



SERVITE

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SERVITEHS.ORG

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