



Saint Francis Catholic High School  
Student-Parent Handbook  
2009-2010

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[www.sfchs.org](http://www.sfchs.org)

Ernest D. Herrington, Jr.  
PRINCIPAL

Frank Mackritis  
ASSISTANT PRINCIPAL

Jeffrey Jenkins  
DEAN OF STUDENTS



Dear Students and Parents,

We want to take this opportunity to welcome you to the 2009-2010 Saint Francis Catholic High School community. The tradition of excellence in Catholic Education in our Diocese is long standing dating back to Saint Joseph Academy in St. Augustine which began over 132 years ago and thrives today. Our Handbook helps to ensure a safe and educationally focused environment in which our young people develop into knowledgeable, caring and service-oriented young adults.

Our academic program, within a Christian setting, allows our students to mature spiritually, academically, emotionally, physically and artistically with the guidance and care that our professional teachers and staff give from the first day of school to graduation. Your role as a participating member of the community cannot be over emphasized. With your family's cooperation, involvement and partnership, we can successfully challenge each student to reach their fullest potential.

Please read this copy of the 2009-2010 Student-Parent Handbook of SFCHS (important areas will be highlighted). Our Handbook outlines the minimal expectation for students at SFCHS and represents the ethic by which students should carry themselves. The Administration has the final interpretation on all matters that affect the SFCHS community. We know that respect for each other and the community is a visible demonstration of our Faith.

Peace,

*Ernest D. Herrington, Jr.*

Ernest D. Herrington, Jr.  
Principal

## Vision/Mission Statement

The vision/mission of Saint Francis Catholic High School is to develop young men and women into leaders who exhibit service, faith, community, honor and scholarship in the Catholic tradition.

Essential to our school community are the following beliefs:

1. We live in a God-centered universe;
2. We, as individuals living in it, have an obligation to conduct ourselves according to a Catholic understanding of what God expects;
3. Respectful practice of Sacraments is a demonstration of our dedication to our Faith community;
4. We, as students, owe it to ourselves, our families, and to society at large to use our gifts and talents to the maximum benefit of all;
5. By our actions as life long learners, we will create an environment that nurtures academic excellence;
6. Through our work and in service to others, we show in concrete form what we believe and how we will use our talents after high school;
7. That sound moral values should be applied in all that we do;
8. Catholic education is a collaborative effort involving home, church, and community in partnership;
9. Creative minds and good choices are enhanced through participation in athletics, the arts and extra-curricular activities where the lessons of team play and co-operation prevail.

## The School Motto

The school motto is, "Fides, Scientia et Virtus (Faith, Knowledge and Virtue)."

## The School Mascot

The Mascot of Saint Francis Catholic High School is the Wolves, our school colors are Blue (Cobalt/Royal) and Silver.

## STUDENT RESPONSIBILITIES AND RIGHTS

### Responsibilities

1. Students have the responsibility to become familiar with policies, rules and regulations that concern the students' conduct at school.
2. Students have the responsibility to behave in a manner that allows learning to take place without interruption.
3. Students have the responsibility to show respect for fellow students, all school personnel and campus visitors.
4. Students have the responsibility to neither take nor damage the property of another student or school personnel.
5. Students have the responsibility to respect the property of the school and to help keep SFCHS looking attractive.
6. Students have the responsibility to express themselves without violating the rights of others or without interfering with the educational process. They also have the responsibility to listen courteously to different points of view.
7. Students have the responsibility to carry only those materials which are acceptable by law and which are not hazardous to any person or property.
8. Upon infraction of the rules, a student has the responsibility to accept the disciplinary actions as prescribed in the code of conduct.
9. Students have the responsibility to seek academic, spiritual or personal help before the situation becomes a crisis.

### Rights

1. Students have the right to be given a clear explanation of all school rules and to know the consequences of misconduct.
2. Students have the right to an education without interruption, distraction and/or disturbance from their fellow classmates.
3. Students have the right to expect that other students, school personnel or campus visitors will violate neither their persons nor their dignity.
4. Students have the right to expect that other students and school personnel will respect their property.
5. Students have the right to expect the school to be attractive and well maintained.
6. Students have the right to express themselves and their viewpoints positively and properly.
7. Students have the right to privacy of their personal possessions unless there is cause to believe that a student is concealing material prohibited by law or is distracting to the educational process. The school reserves the right to search backpacks, cupboards, lockers, etc. to preserve the safety of each individual and the common good of the school.
8. Students have the right to expect school personnel to administer disciplinary actions in a fair and equitable manner. Students will receive notice of any accusations, a hearing and access to appeal.
9. Students have the right to seek academic, spiritual or personal help from any teacher, counselor or administrator at the staff member's convenience.

## Campus Ministry

The Office of Campus Ministry Department has a unique role in the goal of forming graduates of competence, conscience, and compassionate commitment to service. The department coordinates religious events and retreats and oversees the Christian Service Program. The Office of Campus Ministry has a special responsibility to both faculty and students to be a Christian witness and resource at all times.

The Office of Campus Ministry Department organizes the major liturgies celebrated by the entire school community and special Masses scheduled for Holy Days. Grade level retreats are held annually. Reconciliation services are offered during Advent and Lent.

The Office of Campus Ministry will be located in the chapel building. Pastoral counseling is available to students by appointment.

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### Christian Service Program

Saint Francis Catholic High School is committed to the religious education of the whole person. We believe that as a Catholic school, it is our unique mission to guide young people in developing a Christian social consciousness and a commitment to a life of justice and peace. Participation in the combination of our educational and service/action programs will enable students to accomplish this goal.

A student's religious education does not end in the classroom, but requires and involves interaction with the community in which he/she lives. Community service is central to what we stand for as a Catholic community. Therefore, all students must complete a minimum of twenty (20) hours of community service each year they attend Saint Francis Catholic High School.

- Each year the time frame for performing community service will be June 1<sup>st</sup> through May 1<sup>st</sup>.
- We strongly suggest that students pace themselves by setting a personal goal of five (5) hours per quarter.
- Service hours will be adjusted on a sliding scale to accommodate transfer students; however, hours may not be rolled over from one year to the next.
- Students are responsible for completely filling out and submitting a *Record of Christian Service* to their theology teacher as documentation of each completed service. Forms are available in the student's theology classroom and must be submitted within three weeks of the service performed to be accepted for credit. An adult supervisor of the service that is not a family member must sign the form as well as one parent.
- For service completed during the summer months, completed *Record of Christian Service* forms must be submitted to the theology teacher before Labor Day.
- Students who do not satisfy the 20 hours will receive an incomplete in Theology.
- Seniors must complete their service hours in order to participate in graduation exercises.
- Students in all grades must complete the minimum number of service hours in order to be promoted at Saint Francis Catholic High School.
- Participation in our Christian Service Program aids students attempting to qualify for the Bright Futures Scholarship.

The Gospel calls each of us to the values of compassion and service to those in need. Service opportunities are plentiful in the greater community of Gainesville. Service opportunities will be regularly posted by theology teachers and broadcast via daily public address announcements.

- Service must be completed through non-profit/charitable organizations
- All hours must be volunteer (non-paid) and completed after school hours.

### **Campus Ministry – Service Hours (continued)**

- Of the 20 hours to be completed each year a minimum of 10 hours must be in direct service to the needy and vulnerable. The following organizations are examples of this type of volunteer work: St. Francis House, Catholic Worker House, Habitat for Humanity, Boys & Girls Club, nursing homes, Haven Hospice, local hospitals, A Woman’s Answer Medical Clinic, Catholic Charities, Arbor House, Peaceful Paths, Child Advocacy Center.
  - Other organizations and projects should be approved by your theology teacher before participating.
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### **Residence, Guardianship, and Custody Requirements**

Students must live with their parent(s) or legal guardian(s) in their household. Students who live independently or with others or who are married may not remain enrolled at Saint Francis Catholic High School. Upon registration, parent, guardian, and emergency contacts must be given to SFCHS. Only those listed have permission to make decisions concerning the student. SFCHS requires a parent, guardian, or emergency representative to make decisions regardless of student age. Emergency contacts are used as a last resort when a parent/guardian cannot be contacted. Parents/Guardians who are going to be out of town and who will leave another party responsible for their student must send in a notarized statement to the Office with pertinent information. This form is included in the back of the handbook.

Foreign exchange students must reside with a family approved by Saint Francis Catholic High School. It is the responsibility of foreign citizens to remain abreast of all current immigration laws in order to maintain residence in the United States. Saint Francis Catholic High School does not give advice to students in this regard.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known to us.

### **Baker Act**

Any student who is taken into custody, on or off campus, under the provisions of Florida Statutes (Baker Act), may not return to Saint Francis Catholic High School until or unless the school receives a written statement from a licensed mental health professional stating that the student does not pose a threat to him/herself or to others and until an appropriate school official has the opportunity to consult with the professional who makes such statement.

### **Handbook Amendments**

The administration reserves the right to amend this handbook at any time during the school year. Any and all such amendments are effective immediately and apply to all students. Copies of all amendments will be updated online.

## BELL SCHEDULE

### REGULAR SCHEDULE (47 min classes)

#### Lunch A

Period 1	8:15am – 9:04am
Period 2	9:08am – 9:59am
Period 3	10:03am – 10:50am
<b>Lunch A</b>	<b>10:54am – 11:24am</b>
Period 4	11:28am – 12:15pm
Period 5	12:19pm - 1:06pm
Period 6	1:10pm - 1:57pm
Period 7	2:01pm - 2:50pm

#### Lunch B

Period 1	8:15am – 9:04am
Period 2	9:08am – 9:59am
Period 3	10:03am – 10:50am
Period 4	10:54am – 11:41am
<b>Lunch B</b>	<b>11:45am – 12:15pm</b>
Period 5	12:19pm - 1:06pm
Period 6	1:10pm - 1:57pm
Period 7	2:01pm - 2:50pm

### AM MASS (40 min classes)

#### Lunch A

Period 1	8:15am – 8:56am
Period 2	9:00am – 9:40am
Period 3	9:44am – 10:24am
<b>MASS</b>	<b>10:28am - 11:24am</b>
<b>Lunch A</b>	<b>11:28am – 11:55am</b>
Period 4	11:59am – 12:39pm
Period 5	12:43pm - 1:23pm
Period 6	1:27pm - 2:07pm
Period 7	2:11pm - 2:52pm

#### Lunch B

Period 1	8:15am – 8:56am
Period 2	9:00am – 9:40am
Period 3	9:44am – 10:24am
<b>MASS</b>	<b>10:28am - 11:24am</b>
Period 4	11:28am – 12:08pm
<b>Lunch B</b>	<b>12:12pm – 12:39pm</b>
Period 5	12:43pm - 1:23pm
Period 6	1:27pm - 2:07pm
Period 7	2:11pm - 2:52pm

### PM MASS (40 min classes)

#### Lunch A

Period 1	8:15am – 8:56am
Period 2	9:00am – 9:40am
Period 3	9:44am – 10:24am
<b>LUNCH A</b>	<b>10:28am – 10:58am</b>
Period 4	11:02am – 11:42am
Period 5	11:46am - 12:26pm
Period 6	12:30pm - 1:10pm
Period 7	1:14pm - 1:55pm
<b>MASS</b>	<b>1:59pm – 2:52pm</b>

#### Lunch B

Period 1	8:15am – 8:56am
Period 2	9:00am – 9:40am
Period 3	9:44am – 10:24am
Period 4	10:28am – 11:08am
<b>Lunch B</b>	<b>11:12am – 11:42am</b>
Period 5	11:46am - 12:26pm
Period 6	12:30pm - 1:10pm
Period 7	1:14pm - 1:55pm
<b>MASS</b>	<b>1:59pm – 2:52pm</b>

### HALF DAY (30 min classes)

Period 1	8:15am – 8:46am
Period 2	8:50am – 9:25am
Period 3	9:29am – 9:59am
Period 4	10:03am – 10:33am
Period 5	10:37am – 11:07am
Period 6	11:11am – 11:41am
Period 7	11:45am – 12:16pm

## ADMINISTRATION

<b>Principal</b>	<i>Mr. Ernest Herrington, Jr.</i> eherrington@sfchs.org
<b>Assistant Principal</b>	<i>Mr. Frank Mackritis</i> fmackritis@sfchs.org
<b>Director of Athletics/Dean</b>	Mr. Jeffrey Jenkins jjenkins@sfchs.org
<b>Director of Campus Ministry</b>	<i>Sister Marie Julie Reineke</i> sjreineke@sfchs.org
<b>Director of Guidance Services</b>	<i>Mrs. Christine Borden</i> cborden@sfchs.org
<b>Assistant to the Principal</b>	<i>Mrs. Kathy Subak</i> ksubak@sfchs.org
<b>Finance Manager</b>	<i>Mrs. Cindy Croom</i> ccroom@sfchs.org
<b>Main office</b> info@sfchs.org	(352) 376-6545 phone (352) 248-0418 fax

## FACULTY

Saint Francis Catholic High School has a professional faculty of 23 men and women dedicated to the education and development of each student. Teaching faculty members are state certified teachers with an average teaching experience of 17 years. Approximately 65% hold Masters' degrees.

### Admission Policy Rationale

As a Catholic school, SFCHS limits its enrollment to those students who have demonstrated the ability to respond successfully to a rigorous college preparatory curriculum. Enrollment is limited to space available with priority given to Catholic students from Catholic sending schools; non-Catholic students who attend those schools; students from Catholic parishes and the community-at-large. Consideration of eligible applicants is made by an admissions committee. The principal serves as the admission officer. Saint Francis Catholic High School does not discriminate against applicants or students on the basis of race, color and national or ethnic origin.

### ADMISSION POLICIES AND PROCEDURES

**Freshmen:** Eighth grade students seeking enrollment as freshmen at SFCHS will be considered after the following have been completed and/or received:

1. Results of the High School Placement Test;
2. Completed Application Form with Application Fee;
3. Middle school records including all academic, disciplinary, health, standardized testing results and IEP if applicable;
4. A recommendation from an 8<sup>th</sup> grade core-course teacher.  
(Catholic school recommendations are automatically sent to SFCHS.)
5. A Registration Appointment with the principal or guidance counselor.

**Transfer Students:** A student wishing to transfer to SFCHS will be considered after all the following have been completed and/or received:

1. Completed Application form with Application Fee;
2. High School records including all academic, disciplinary, health, standardized testing results and IEP if applicable;
3. An admissions interview with the principal. (Parents should bring unofficial copies of the student's records to this interview.)
4. Records release form signed by the parent.

**Acceptance is determined by:**

1. Evaluation of the student's records and approval by the Admissions Committee;
2. The ability to schedule the student into appropriate classes;
3. Recommendation of a current core-course teacher.

A student is provisionally accepted until all official records have been received from the sending school. A student may be accepted on probation with specific terms of continuing enrollment determined by SFCHS Administration.

*SFCHS does not accept senior transfers from local high schools.*

**Immunization Records**

The school must have a current immunization record on file for each student. The original form is returned to the student upon graduation.

**Continuing Enrollment:** For students currently attending SFCHS, continuing enrollment is dependent upon:

1. An assurance from each student of a sincere desire to attend SFCHS and an assurance from parents and student of adherence to all rules and regulations of the school;
2. Successfully meeting the academic and credit requirement for each grade level;
3. Satisfactory adherence to school attendance policies;
4. Satisfactory evaluation of the student's disciplinary record.

Failure to meet any of the above criteria may result in dismissal during/or at the end of any academic year.

A student must be pre-registered for the succeeding school year if he/she wishes to run for any office or to try-out for any athletic sport for the following year. All questions about admission or enrollment policies should be directed to the Principal.

**SCHOOL POLICIES****Fingerprinting, Volunteer Application and References**

Diocesan policy requires that ALL volunteers working with or near students complete the diocesan Protecting God's Children course, be fingerprinted and submit to a Criminal Background Check. If you volunteer to transport students for a school-sponsored field trip you must have your driver's license information and proof of insurance on file with liability limits that are at least \$100,000/\$300,000/\$50,000. Please note that all fingerprints must be done through the Diocese. There is a processing fee. Contact the Main Office for procedures and forms.

**Library/Media Center/Computer Lab**

- Students must adhere to Internet Policy.
- Classroom rules apply to the library, media center and computer lab.
- Students are required to present IDs to check out materials.
- Students are responsible for familiarizing themselves with and adhering to library policies and procedures.
- The Media Center is open at 8:00 a.m. and closes at 4:00 p.m.

**Personal electronic equipment**

(including but not limited to cellular phones/beepers/radios/laser pens/personal music players)  
Students are prohibited from using all personal electronic equipment during the school day. All personal electronic equipment must be turned off when entering the building and secured inside the lockers until the last bell of the school day.

**First violation** will result in confiscation of the equipment for a period of 5 calendar days and a central detention. The **second violation** will result in confiscation of the phone for the entire semester and a Saturday detention.

### **Cars and Parking Policy**

All cars must be registered at the office and have an SFCHS Parking Permit. The cost is \$50. Students obtaining an SFCHS Parking Permit must present the car registration, proof of insurance and FL driver's license when applying for the permit. The permit will be issued when all documentation is received in the front office. If the student will be driving multiple cars, the student must register all vehicles in the office. **Students will have assigned spaces and must have the SFCHS parking tag displayed. Upon arrival at school, students may not loiter in the parking lot.**

### **Telephone Calls/Messages/Gift Deliveries**

Please limit messages to those of an urgent nature. *Students will be notified of messages at the end of the school day.* If there is a family emergency, please make us aware of the situation immediately.

Gift deliveries (flowers, balloons, cookie bouquets, etc.) for the students are prohibited and will not be accepted.

**Distribution of Non-school publications:** Students must have permission from the Principal **BEFORE** literature/information may be posted or distributed on campus.

### **School Representation**

A student who represents Saint Francis Catholic High School off campus, on the Internet or at a community function must have the written approval of the administration.

### **Visitors**

All visitors, including parents, must obtain visitors' passes from the main office. Student visitors must be potential future students whose parents have made an appointment regarding admissions. **Students may not receive visitors during the school day.**

### **Medication Policy**

- **PRESCRIPTION MEDICATIONS:** With the exception of medications which alleviate life-threatening situations (ex. Inhalers, Epinephrine injectors), students are not permitted by the State of Florida to carry prescription medications on school premises during the regular school day.

**Students requiring prescription medications must bring a note from the parent or physician and store the medications at the front office.** It is the student's responsibility to submit medications, to report for required doses at the designated times, and to obtain medications at the end of the school day, if necessary. A "medication record" will be kept on a daily basis to document medication administration.

- **OVER-THE-COUNTER MEDICATION POLICY:** Faculty and staff are not permitted to dispense "over-the-counter" medications to students. **Students are allowed to carry their own "over-the-counter" medications provided the following guidelines are followed:**
  - ◆ **ALL medications are kept in the original packaging; different medications are NOT to be mixed in the same bottle.**
  - ◆ **No sharing of medications between students will be allowed.**
  - ◆ **No liquid medications will be allowed.**

It is the student's responsibility to monitor the dosage and intervals that the medication is taken, and to use sound and prudent judgment in the self-administration of such drugs. **This privilege will be revoked if guidelines are not followed!** Students who are found to be abusing such privileges will be disciplined. The school reserves the right to search lockers, desks, cars, and other personal property if drug abuse is suspected.

### **Student Identification Cards**

Students are required to have their Student IDs with them when they are on campus. Cards will be issued at the beginning of the academic year and will be used as a library card, to purchase lunch and for identification. Failure to carry the Student ID card, or exchanging, defacing or tampering with ID card, will result in one (1) School Detention for each offense.

### **Lunch Accounts**

Student lunch accounts are pre-paid and set up at the beginning of the school year for new students. Any balances will be rolled over to the next school year for returning students. A \$5.00 fee will be charged to the student's pre-paid lunch account to replace a lost or damaged card.

### **Hall Passes**

Student planners will serve as students official hall pass if it is necessary for a student to be out of the classroom during class time. The teacher will decide if the request to leave class is appropriate.

### **Cafeteria, Gum, and Water Bottles**

All students are responsible for the cleanliness of the "cafeteria/eating area". Courtesy and good manners require that each student clean his/her place at a table. All food and drink must be eaten in the cafeteria/eating area or where stipulated by the administration. **No food or drink is allowed in carpeted areas of the school or in classrooms.**

Use of water bottles is permitted during the student's scheduled lunch period only. Water bottles will be confiscated and not returned if used outside the cafeteria.

No food, drink or gum is allowed in the gym during the school day. Athletic shoes with non-marking soles ONLY allowed on gym floor.

**Gum chewing is not permitted on campus.**

### **Lockers**

One locker is assigned for books and a separate locker will be assigned for Athletics/P.E.

**BOOK LOCKERS:** Students are required to use the blue combination locks issued by the school. Exchanging or sharing of lockers, locks, and/or combinations is not permitted. **Students are responsible for the security and contents of their own lockers. The school is not responsible for theft.** No open food or drink or outside locker decoration is permitted in/on lockers. Students are responsible for their school-issued blue locks and keep them through their senior year. The replacement fee for any school lock is \$15.00.

**ATHLETIC/P.E. LOCKERS:** Students are required to use the black combination locks issued by the Athletic Department. Exchanging or sharing of lockers, locks, and/or combinations is not permitted. Students are **responsible for the security and contents of their own lockers. The school is not responsible for theft.** Outside locker decoration is not permitted. No open food or drink is permitted in lockers. The replacement fee for any school lock is \$15.00.

## **Personal Belongings**

School is not responsible for loss or theft of any personal belongings. It is strongly suggested that students refrain from bringing excessive amounts of cash or expensive personal belongings from home.

The administration reserves the right to inspect any and all areas on campus including but not limited to lockers, personal belongings, backpacks, desks, electronic devices, cars, etc. at any time. *STUDENT OR PARENT FAILURE TO COMPLY OR COOPERATE WITH THIS POLICY WILL RESULT IN AN INDEFINITE SUSPENSION OF THE STUDENT AND A DISCIPLINARY HEARING (ART) TO DETERMINE WHETHER THE STUDENT MAY REMAIN ENROLLED AT SAINT FRANCIS CATHOLIC HIGH SCHOOL.*

## **Internet Policy**

By virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. The Internet offers vast, diverse, and unique resources to both students and teachers. Computer settings and any operational hardware may not be altered by students. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church.

The following items are specific areas of responsibility:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine\*. \*All internet/intranet/computer-related systems and work are the property of SFCHS and the Diocese. These systems are to be used for educational purposes.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address, and credit card number.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report to your teacher any message you receive that is inappropriate or makes you feel uncomfortable.
5. Receiving or sending e-mail is prohibited unless it is under the direct supervision of the computer teacher. In the computer lab environment, incoming e-mail will be received through a classroom account and will be reviewed by the computer teacher and the coordinator of technology.
6. Chat rooms, IM and Blogging are prohibited.
7. Soliciting for products or services is prohibited.

### Internet Policy (continued)

8. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
9. Do not download any software without the prior consent of your teacher. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
10. **Students may not communicate with teachers via Internet.**

The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc. without citing the source. Use of another's work without a citation is plagiarism and copyright violation.

### Pregnancy

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Saint Francis Catholic High School adheres to the teachings of the Catholic Church concerning premarital sex, contraception, and abortion. We hold a pro-life position and present these teachings in our instruction.

Convinced of the value and dignity of each human life, we respond with fairness and charity to a student responsible for conceiving life.

1. We believe every effort must be made and every measure taken to preserve this life and the reputations of the students who become parents. An appropriate administrator will meet with the students and parents.
2. If a female becomes pregnant while enrolled at Saint Francis Catholic High School, the student(s) and parent(s) will be encouraged to seek the counsel of their respective pastor.
3. The principal will determine the extent of participation in classes and extra-curricular activities while assuring the continuing education during the term of pregnancy. Additionally, a female student must have time-specified written permission from her physician authorizing her to remain in school.
4. Pregnancy itself is not cause for dismissal for either parent. If the young woman does not marry and chooses to keep the child or seek adoption, she may, at the discretion of the principal and upon written permission from the parents, return to the school to complete her education.
5. Married students may not remain enrolled at Saint Francis Catholic High School.

### FIRE DRILLS:

In the event of an evacuation drill or emergency, all students are to remain quiet and move in an orderly manner to the evacuation point via the evacuation route posted in the classroom they are in. Students will be directed further by faculty and emergency personnel.

### DANCE POLICY:

At SFCHS-sponsored dances, non-SFCHS student may attend only if they are the dates of currently enrolled students and their expected attendance cleared by the Administration. Behavior at dances is subject to the school's disciplinary policies. (Please see Guidelines for Formal and non-Formal dances as posted on the school website.)

**EMAIL ADDRESSES:** Each family is required to provide the school with parent email address which is checked regularly for school updates and information.

**LOST AND FOUND:** Any items found should be brought to the front office. Students may check the front office at the end of the school day for missing items. Items not claimed by the end of each quarter will be donated to charity.

**PETS:** Pets are not allowed on any part of the campus at any time including sporting events and after school hours. Service animals are permitted.

### **ATTENDANCE**

Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is contained in a textbook or on the Internet and a student profits the most from his/her education when he/she plays an active role in the learning process. Further, there is a high correlation between consistent attendance, academic achievement, and future academic success. It is imperative that the following regulations are understood and adhered to by all SFCHS students. **Attendance at retreats, special events, and masses are MANDATORY for all students.**

Compulsory education laws mandated by the State of Florida require regular attendance (See [www.leg.state.fl.us](http://www.leg.state.fl.us)). A student who acquires nine (9) or more unexcused absences (that is an absence from school not documented by an original doctor's note or death in the immediate family, as per Florida State Law) may receive a failure due to absences and denied academic credit. Attendance warning/notification letters will be sent home at the end of each semester.

### **Hours of Operation**

The classroom will be open at 8:00 a.m. and close at 3:30 p.m. The gate opens at 7:30 a.m. during the school year. **Faculty supervision is not provided outside of these hours except for those students who are participating in extracurricular activities and sports.**

### **School Closing**

In the event of possible emergency postponement of school, Saint Francis Catholic High School will follow the directive from the Alachua County Public School System.

### **Truancy/Leaving School Grounds**

Students are NOT permitted to leave school grounds or classroom buildings during the school day for any reason without written permission (planner) from the front office. Students may not leave school grounds without permission after arriving on campus. Leaving school grounds without permission is considered truancy and will result in appropriate consequences.

**Period attendance is documented.** Please note that the student will fail any subject in a given quarter if he/she has nine (9) or more unexcused absences per class per semester. If a student reports to class 20 minutes after the bell rings, he/she will be considered absent from that class.

### **ABSENCES**

**To report an absence, please make sure a parent/guardian calls St. Francis between 7:45am-8:30am. Parents may also leave a message on the school's nightline.** Please remember to send a note stating the date(s) and specific reason for the absence the day the student returns. Notes for absences will not be accepted after the end of the week when the student returned.

Students who provide the proper documentation must make up all school work within the same number of days that they were absent. It is the responsibility of the student to schedule time for make-up work/test at the teacher's convenience.

### Excessive Absences

The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and Social Security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days. **The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privilege. Parents will be notified of their student's excessive absences after 5 unexcused absences.**

<b>Planned Absences - Appointments</b>
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### Planned Absences

A student who needs to be excused for family emergencies or college visits (juniors & seniors, maximum of three college visits per year) must report to the front office at least two weeks before the planned departure. College visits are not allowed after March. The student will be held responsible for all schoolwork.

Parents should make every effort to schedule vacations and appointments during school vacations and after school hours. **A student who wishes to be excused for medical, dental, and legal appointments should report to the main office by 8:00 a.m. the day of the appointment.** The student's name will appear on the Absentee List. Students will NOT be called out of class except in extreme emergencies. **Students are required to present a note containing the reason for the early dismissal, a verification phone number, and the time they expect to return to school.** Students who are dismissed early for appointments must sign out in the main office upon departure, sign in when they return, and present documentation. An excused absence for each period absent will be recorded. The school reserves the right to deny early dismissal if proper documentation is not provided.

**Please note: The terms "excused" and "unexcused" are used solely to refer to the student's ability to make up missed class work. These terms do not refer to whether the absence counts towards the quarterly total of absences for the student.**

### Tardiness

Tardy students cause disruption in the classroom and impede the learning process. The tardy procedure follows the absence procedure.

**Students must report to their 1<sup>st</sup> period class by 8:15 a.m.** Students reporting to school after the 8:15 bell must report to the Dean's Office for a late slip. Students will receive a morning or after school detention after they accumulate 5 unexcused tardies.

<b>Graduation Requirements</b>
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Saint Francis Catholic High School has a college-preparatory curriculum. Twenty-eight (28) credits in the following subject areas are required for graduation:

	<i>Class of <u>2010</u></i>	<i>Class of <u>2011/2012/2013</u></i>
THEOLOGY	4 Credits	4 Credits
ENGLISH	4 Credits	4 Credits
SOCIAL STUDIES	4 Credits	4 Credits
MATHEMATICS	3 Credits	4 Credits
SCIENCE	3 Credits	3 Credits
WORLD LANGUAGE	2 Credits	2 Credits
PHYSICAL EDUCATION	.5 Credit	
PERSONAL FITNESS/LIFE MANAGEMENT SKILLS	1 Credit	1 Credit
PRACTICAL ARTS/ PERFORMING FINE ARTS	1 Credit	1 Credit
ELECTIVES	<u>5.5 Credits</u>	<u>5 Credits</u>
	28 Credits	28 Credits

**NOTE:** Students who transfer from another school in which Theology/Religious Studies were not taught must have at least 6 academic credits for each year they have been in High School. Specific courses by discipline are outlined in the SFCHS Course Catalog.

Additional graduation requirements include:

- A minimum of 20 hours per year of community service
- 2.0 cumulative GPA

To participate in graduation ceremonies:

1. The student must pass all seven courses taken during the senior year.

**NOTE:** If a student fails one course during the senior year, the student will not participate in any graduation ceremonies, but may receive a Saint Francis Catholic High School diploma upon receipt of official documentation indicating successful completion of that course.

2. All financial and other obligations must have been met.
3. Students who are suspended during the senior year will not be allowed to participate in graduation exercises and Senior functions.
4. 12<sup>th</sup> grade community service hours/project must be complete.

**Please see Course Catalog for complete curriculum and graduation requirements.**

### **Academic Regulations**

Students must pass all courses attempted each year of high school. Failure of a course(s) will require summer school attendance or grade level retention (see Credit Shortage Policy).

- Eighth grade courses that are high school level may appear on transcripts for college admission and scholarship purposes, but do not earn academic credit toward a Saint Francis Catholic High School diploma.
- A Theology credit is required for each year enrolled at Saint Francis Catholic High School
- A student may fail to be promoted only once while at Saint Francis Catholic High School
- Only students from a Catholic high school will be considered for transfer or re-enrollment in the 12<sup>th</sup> grade.
- Transfer students must have attempted a minimum of six credits per academic year.

### **Credit Shortage**

Rising Senior, Junior or Sophomore

1 credit short

**Summer school and/or remediation**

2 credits short

**Summer school and/or remediation**

3 credits short/3 failures

Academic Review and possible **academic probation/dismissal**

### **Summer School**

Credits earned in summer school are for enrichment or to make up a credit shortage. All remediation school courses must be approved by Administration. Notification will be sent prior to the end of the school year.

### **Guidance Services**

The Office of Guidance Services assists students individually with academic, college/career planning, and personal needs. In addition, counselors/Administrators conduct classroom presentations to provide students with information necessary for course selection and college preparation.

### **Guidance Appointments**

Every student is scheduled for a minimum of one personal guidance appointment per year.

A student may schedule a guidance appointment prior to or after the annual appointment scheduled by the counselor. If a student finds it necessary to meet with a counselor on short notice or for an emergency, the student requests a hall pass from a teacher and reports to the Office of Guidance Services.

### **Schedule Change Policy**

*Requested schedule changes will be considered until the 15<sup>th</sup> school day of the semester unless deemed warranted by Guidance and/or Administration. After that time, all schedule changes must be approved by a Guidance Counselor.*

### **College Exploration, Scholarships, and Financial Aid**

A student is encouraged to begin the college exploration process early in their high school career. Please see the Course Catalog for specific information regarding College Exploration, Scholarships and Financial Aid; Florida's Bright Futures program; college visits, etc.

Junior and senior students are permitted 3 excused absences per year for college visits. If a college visit cannot take place on a student holiday, please submit a parent-signed letter to the front office, stating the dates and location of the college visitation prior to the visit. Students MUST notify all teachers about the absence prior to the college visit. Please provide proper documentation after the college visit for attendance verification.

### **TRANSCRIPT REQUESTS**

Students should submit requests for official transcripts in writing to the Guidance Office or may also request transcripts by accessing their Naviance account. You will be charged \$5.00 for each official transcript. Your official transcript will then be sent to its destination within 3 days of the receipt of payment. You may request unofficial transcripts in-person by stopping by the Guidance Office.

### **Grading**

#### SFCHS Grading Scale

A+ = 95-100  
A = 90-94  
B+ = 85-89  
B = 80-84  
C+ = 75-79  
C = 70-74  
D+ = 65-69  
D = 60-64  
F = 59 and below  
W = Withdrawal  
I = Incomplete

#### Grading Scale/GPA Calculation

Grade	Regular	Honors	Advanced Placement
A+	4.0	4.5	5.0
A	4.0	4.5	5.0
B+	3.0	3.5	4.0
B	3.0	3.5	4.0
C+	2.0	2.5	3.0
C	2.0	2.5	3.0
D+	1.0	1.5	2.0
D	1.0	1.5	2.0
F	0.0	0.0	0.0

### Grade Averaging

Saint Francis Catholic High School computes grades on an annual system. Point totals are calculated as follows:

Quarter One Grade x2  
Quarter Two Grade x2  
**Mid Term Exam x1**

#### **SEMESTER 1 GRADE**

Quarter Three Grade x2  
Quarter Four Grade x2  
**Final Exam Grade x1**

#### **SEMESTER 2 GRADE/CREDIT**

### TRANSCRIPT EVALUATIONS BY COLLEGE AGENCIES

See Course Catalog for specific information.

### National Honor Society

Those students who academically qualify for the National Honor Society will be invited to apply for membership based on the St. Francis Catholic High School Chapter by-laws.

### **Grade Reports/Progress Reports**

Saint Francis Catholic High School provides an online grade tracking system called **Edline.net**. Teachers post student grades weekly with Progress Reports posted halfway through each grading quarter. Please refer to the school calendar for exact dates and conferences.

Report cards are distributed to students approximately one week after the close of each quarter. Issue dates are found on the school calendar. It is the responsibility of the parents to check Edline for progress reports and to ask for report cards from their student. Please call the Guidance Office if you need another copy.

The guidance counselor will meet with students who are failing subjects. Failure letters will be mailed to parents after the final year-end report cards are issued.

### **Academic Probation**

If a student's G.P.A. drops below a 2.0 at any time, that student is automatically placed on *academic probation*. There will be an appointment with the guidance counselor, the student and the parent(s) to make recommendations and establish a plan to bring up the student's G.P.A.

### **Incomplete Grades**

An incomplete grade ("I") will be given only when necessary due to illness or unusual circumstances. Upon receiving an incomplete grade, the student is required to meet with the teacher and receive a schedule for completion of all missing work.

All work must be completed and a grade turned in to the office within fifteen (15) school days after the end of the grading period. If the student fails to meet the required time schedule a failure ("F") will be recorded as the course grade. An incomplete ("I") will be calculated as an "F" for athletic eligibility.

### **Student Tutoring**

Teachers are available before school at 8:00 a.m. and after school until 3:30 p.m. on an appointment basis for student tutoring. It is the responsibility of the student to schedule an appointment with the teacher.

## **Honor Roll**

First Honors	4.0+ (No Grade lower than B or C+ in an AP course)
Second Honors	3.5-3.99 (No Grade lower than a C)

### **Academic Attendance Policies**

Student attendance and punctuality records are important. A student must be in school for 4.5 periods to be able to participate in any extracurricular activity that day.

### **Missed Work**

- When a student knows that he/she will be absent from class for any reason, the student should schedule a time and date with the teacher to make up quizzes or tests. This should be done **two weeks prior** to the absence.
- If a student is leaving for a school sponsored event they must pick up and hand-in expected work.

### **Exams – Mid-term and Final**

All courses require mid-term and final exams. All students are required to take semester and final exams. **Semester and final exams must be taken when scheduled and may not be taken early.** Students shall be in complete school uniform and are required to sit for their exams at the prescribed date and time.

**Only in a case of extreme emergency will the administration excuse a student from taking an exam on the scheduled date.** If arrangements must be made for a student to make up an exam on a day other than the scheduled exam day, **there will be a \$25 rescheduling fee assessed for each rescheduled exam. The principal should be notified immediately in writing and a make-up time will be scheduled.**

**If an exam is missed due to an unexcused absence, a grade of zero is issued.**

### **Homework Requests**

After an absence of two days, a parent or student should request homework assignments from the teachers, notifying the front office as well. Assignments may be picked up at the school office 24 hours after the request is made.

Students and parents are encouraged to contact classmates for homework information. Homework assignments are posted weekly to Edline. Teachers may be contacted via email (see [www.sfchs.org](http://www.sfchs.org) for faculty email addresses) or by leaving a message on the teacher's phone line. Please copy the front office with your email request.

## **DRESS CODE REGULATIONS**

The student dress code at Saint Francis Catholic High School is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to observe the dress code at any time they are on the school campus or attending a school event. Administrators, teachers and staff monitor the dress code. Any student who reports to school/class with a continual or major uniform infraction will not be admitted to class and will be sent to the Dean's Office.

**The following is the Saint Francis Catholic High School uniform code. Anything that does not conform to these standards is not acceptable. If any item is not listed, it may not be worn.** Exceptions to the uniform shoe will be granted for orthopedic reasons with a physician's note (physician **must** designate the effective dates which orthopedic wear is required) which must be co-signed by the principal and carried by the student at all times.

**The Administration has the final determination about uniform/dress code.**

## RATIONALE

Saint Francis Catholic High School, in its attempt to educate the whole person, establishes a dress policy for the following reasons:

1. To instill good grooming habits and neatness in appearance;
2. To help establish and maintain a proper academic tone with the school;
3. To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character, not appearance;
4. To encourage an atmosphere of unity and teamwork; and
5. To help school officials recognize intruders.

Only the clothing described in the uniform guidelines and purchased through the school's official supplier is acceptable. No substitutes are permitted. The uniform for students attending Saint Francis Catholic High School is purchased through *Scrubs by Design*. Their phone number is 352-331-3555. Physical education uniforms are purchased through the Athletic Department.

Uniforms must be clean, neat, and in good repair at all times. **SHIRTS MUST BE TUCKED IN AT ALL TIMES WITH ALL BUTTONS BUTTONED.** The administration has the right to determine the appropriateness of a student's appearance.

## GUIDELINES

Dress at all Saint Francis Catholic High School activities will be appropriate. The faculty and administration of Saint Francis have the right to ask students to leave events when they are not dressed appropriately.

### Young Ladies

- **SHIRT** - White/Blue SFCHS logo monogrammed uniform shirt. Dress Blouse (white) required on Mass Day.
  - **UNDERSHIRTS** - **Only SOLID WHITE undershirts may be worn under the school shirt. Long sleeve undershirts MUST be solid white in color, also.**
- **SKORTS/SHORTS** - Tan in color. Skorts/Shorts must have the SFCHS logo monogrammed. The bottom length of the skort/shorts must be no more than 4 inches from the floor when the student is kneeling. Skorts/Shorts may not be altered, hemmed, or rolled. Skorts/Shorts must be worn around the waist not the hips.
- **SLACKS** - Tan in color. Slacks must have the SFCHS logo monogrammed. The bottom of the slacks leg must not be rolled in any way. Slacks must be worn around the waist, not the hips.
- **BELT** - Solid plain dark brown or black with a regular buckle.
- **SHOES** –
  - Only **athletic shoes** (solid-colored Black, White or grey) **or solid-colored black, brown, tan, or cordovan leather loafers or docksiders** are permitted.
  - **ALL SHOES MUST BE CLOSED TOE AND CLOSED HEEL. NO BACKLESS SHOES OR SANDALS WILL BE ALLOWED.**
  - Foot problems are addressed if a doctor's note is filed with the Office. A doctor's note will NOT be accepted for more than one week. Skate shoes are not acceptable.
  - **NO SLIPPERS, FLATS, BOOTS, FLIP-FLOPS, CROCS ARE PERMITTED.**

- **SOCKS**
  - Must be worn and come no higher than top of calf muscle (Does not cover the knee)
  - Must be solid in color (white, navy, gray/silver or black) and match.
  - No leggings may be worn. Tights (natural or white) may be worn.
  - Students who come to school without socks on will be violating the dress code.
- **OUTERWEAR** – Only approved SFCHS monogrammed outerwear purchased at school is acceptable during the school day.
  - During severe weather, all unauthorized jackets must be removed upon entering the building and put in the student’s locker.

**NOTE: Sunglasses, visible tattoos, tongue or visible body piercing, coats, hats, caps, bandanas, sweatshirts, and vests are not permitted.**

**Young Men**

- **SHIRT** - White/Blue SFCHS logo monogrammed uniform shirt. Dress shirt with SFCHS blue or silver ties must be worn on Mass Day.
  - **UNDERSHIRTS** - Only SOLID WHITE undershirts may be worn under the school shirt. Long sleeve undershirts MUST be solid white in color, also.
- **SHORTS** - Tan in color. Shorts must have the SFCHS logo monogrammed. Shorts must be worn with a belt and around the waist not the hips.
- **SLACKS** - Tan in color. Slacks must have the SFCHS logo monogrammed. The bottom of the slacks leg must not be rolled in any way. Slacks must be worn with a belt and around the waist not the hips.
- **BELT** – solid, plain dark brown or black with a non-decorative buckle.
- **SHOES** –
  - Only athletic shoes (solid-colored Black, White or grey) **or solid-colored black, brown, tan, or cordovan leather loafers or docksiders** are permitted.
  - **ALL SHOES MUST BE CLOSED TOE AND CLOSED HEEL. NO BACKLESS SHOES OR SANDALS WILL BE ALLOWED.**
  - Foot problems are addressed if a doctor’s note is filed with the Office. A doctor’s note will NOT be accepted for more than one week. Skate shoes are not acceptable.
  - NO SLIPPERS, BOOTS, FLIP-FLOPS, CROCS ARE PERMITTED.
- **SOCKS**
  - Must be worn and come no higher than top of calf muscle (Does not cover the knee)
  - Must be solid in color (white, navy, gray/silver or black) and match.
  - Students who come to school without socks on will be violating the dress code.
- **OUTERWEAR** – Only approved SFCHS monogrammed outerwear purchased at school is acceptable during the school day.
  - During severe weather, all unauthorized jackets must be removed upon entering the building and put in the student’s locker.

**NOTE: Sunglasses, visible tattoos, tongue or visible body piercing, coats, hats, caps, bandanas, sweatshirts, and vests are not permitted.**

## PERSONAL APPEARANCE

### All female students

- Jewelry must be limited to one thin necklace, one watch, one bracelet no wider than ½ inch, and small earrings no bigger than a quarter and no longer than 1 inch.
- Hairstyles should reflect the professional appearance of the uniform. Hair must not touch eyes. Completely or partially shaven or dread-lock style haircuts, spikes, excessively gelled hair, and multi-colored or unnaturally colored hair are not permitted.
- Body piercing, visible tattoos, beads, link chains, extreme hair styles, and all other symbols of the counter culture are never permitted. Excessive make-up is not permitted.
- Proper undergarments must be worn. Bra color should blend with the clothing color or skin color of the wearer.
- There is NO exposure of midriff or undergarments. The midriff area is determined by placing your hands above your head with no part of your midriff showing.
- Length and fit of the clothing should be suitable to the build of each individual.
- **Shirts MUST be tucked in and buttoned completely at all times.**

### All male students

- **Facial hair of any kind is NOT permitted.** Students must be clean shaven at all times. Students will be required to shave at school before being admitted to the classroom.
- Jewelry is limited to one thin necklace and watch. Necklaces should be worn underneath the shirt. Earrings are NOT permitted on campus before, after, or during school hours.
- Hairstyles (student's natural color) should be traditional, conservative, and unpretentious. Length must NOT be longer than mid-ear on the sides. Length must be at least two inches above the collar in the back. When hair is brushed forward, the length must not extend below the eyebrows. All hairstyles must be kept in what the administration deems appropriate. Sideburns must not extend below the plane of the ear.
- Body piercing, visible tattoos, beads, link chains, extreme hair styles, and all other symbols of the counter culture are never permitted.
- **Shirts MUST be tucked in at all times.**

**PRIVILEGES WILL BE REVOKED IF DRESS REGULATIONS ARE NOT FOLLOWED.** The SFCHS faculty and administration reserves the right to judge the acceptability of all hair style/color, and dress appearance. If an appearance is judged unacceptable, a student who is NOT in accordance with SFCHS guidelines will not be allowed to attend classes. In cases where the problem cannot be corrected, students will be required to change into SFCHS clothing the administration provides. The student will not be allowed on campus until the problem is corrected to the satisfaction of the administration.

### Dress Code for Spirit Days (Non-school uniform day)

Shoes must meet all regular dress uniform guidelines. IN KEEPING WITH OSHA SAFETY REGULATIONS, NO FLIP-FLOPS OR BACKLESS SANDALS ARE ALLOWED. A student who does not meet the guidelines or one who takes a Spirit Day without permission will not be able to attend class until he/she is in proper uniform.

**The Administration has the final say with regard to dress codes or styles deemed excessive or extreme.**

## 1. Formal Dress Day:

### Young Ladies:

- Appropriate dress, modest in style (No more revealing than the regular school uniform.), dress or dress blouse/top with dress skirt or slacks. Dress/skirt length must be no more than 4 inches from the floor when the student is kneeling. Tops must cover the shoulders without a jacket.
- Necklines must be no more revealing than the regular uniform blouse.
- **ALL SHOES MUST BE CLOSED TOED AND CLOSED HEEL. NO BACKLESS SHOES, FLIP-FLOPS, CROCS, SLIPPERS, ATHLETIC SHOES OR SANDALS WILL BE ALLOWED.**
- All General Uniform guidelines must be followed.

### Prohibited items:

Tattered, torn or soiled clothes; Tank tops; Spaghetti straps; Shirts with inappropriate sayings/logos; See-through fabrics/exposed midriffs; Shorts; Cargo pants and capris; Jeans of any color; Athletic shoes or flip flops; T-shirts.

### Young Men

- Dress shirt with a collar, tie, suit coat permitted. Dress slacks are required and must be worn properly and with a belt.
- All General Uniform guidelines must be followed.

### Prohibited items:

- Tattered, torn or soiled clothes; Shirts with inappropriate sayings/logos; Shorts; Cargo pants; Jeans of any color; Soiled athletic shoes; Flip flops; Sweatpants; T-shirts; Crocs; Slippers.

**NOTE: If a clothing item is not listed, it is the student's responsibility to check with the Dean.**

## 2. Spirit Shirt Day

- All general uniform guidelines must be followed.
- No more revealing than the regular school uniform.
- **TOPS**
  - Must match the Spirit Day that is being celebrated (e.g. UF Spirit must have shirts that have something to do with the Gators. No shirts that just happened to be a shade of blue or orange will be allowed). Shirts must be tucked in.
  - Regular uniform top permitted.
  - Outerwear (jackets, sweatshirts, etc.) still follows the same uniform guidelines.
- **BOTTOMS**
  - Uniform bottoms

## 3. Casual Dress Day

- No more revealing than the regular school uniform
- **This is NOT a free dress day. The uniform guidelines listed below will apply.**
  - **TOPS**
    - Must have sleeves.
    - Must cover back and stomach. There is no exposure of midriff or undergarments.
    - NO holes (homemade or manufactured).
    - Outerwear – Only school related outerwear may be worn. **(No outerwear with hoods allowed.)**
  - **BOTTOMS**
    - No holes or tears in jeans, shorts, skirts or pants.
    - Shorts and skirts must adhere to general uniform length.

## Casual Dress Day (continued)

- **SHOES/SOCKS**
  - No holes (homemade or manufactured)
  - Must be closed toe and cover the heel
  - Must wear matching socks
  - Multi-colored socks and shoes are permitted
- Jewelry and other "Personal Appearance" regulations are the same as a regular uniform day.

**Please see the website for guidelines regarding Prom/Dance Attire and to obtain guest forms.**

### Travel Dress

All students representing SFCHS at an off-campus function or sporting event will dress accordingly. Gentlemen must wear school uniform, or shirt, tie, and dress slacks or approved school travel gear. Ladies must wear school uniform, or blouse and dress slacks/skirts, or approved school travel gear.

**ACCEPTABLE STYLES FOR LADIES AND GENTLEMEN WILL BE THE SOLE DETERMINATION OF THE ADMINISTRATION. THE ADMINISTRATION HOLDS THE AUTHORITY TO SUSPEND INDEFINITELY ANY STUDENT WHO VIOLATES THESE GUIDELINES. ANY STUDENT WHO DOES NOT MEET THE DRESS GUIDELINES WILL NOT BE ALLOWED TO ATTEND CLASSES.**

### **Field Trips/Off-Campus Activity**

A student must be in good academic standing and must obtain permission from each teacher in order to participate in a field trip or off-campus activity during school hours.

## **INTERSCHOLASTIC ATHLETICS ELIGIBILITY**

To participate all student athletes must meet the following eligibility requirements set forth by the FHSAA and St. Francis.

1. Must be regularly enrolled and in regular attendance at Saint Francis Catholic High School.
2. Academic Eligibility: A student athlete will remain academically eligible as long as he or she maintains a cumulative grade point average (GPA) of a 2.0 or higher on an unweighted 4.0 scale and does not receive a failing grade in a core course (theology, math, science, English, social studies)
  - 9<sup>th</sup> and 10<sup>th</sup> graders whose grades fall below a 2.0 may be allowed to participate on a semester by semester basis.
    - Must earn a 2.0 on courses taken in the previous semester alone.
    - Must sign an academic performance contract with the school.
    - Must attend summer school. All courses taken for remediation during the summer school must be completed before the first day of the fall semester. (FHSAA Bylaw 11.2.5).
  - Once a student enters the 11<sup>th</sup> grade he/she must maintain a 2.0 cumulative GPA.
3. A student will be eligible in the School in which he/she enrolls each school year or at which he/she becomes a candidate for an athletic team by engaging in a practice that begins prior to the start of the school year. This is regardless of any past interscholastic participation at his/her former school, or a non-change of residence. Any student transferring during the school year, without a corresponding change of residence, will render the student ineligible in the new school for the duration of the school year unless he/she applies for and is granted an undue hardship waiver of the rule by the Section Appeals Committee.

## INTERSCHOLASTIC ATHLETICS ELIGIBILITY (continued)

4. A student may participate in interscholastic athletics until reaching the age of 19 years and 9 months. Upon reaching the age of 19 years and 9 months the student shall be ineligible for further participation in interscholastic sports. Students may only compete for 8 consecutive semesters, beginning the first day they enter 9<sup>th</sup> grade.
5. Must live with parents or in a family approved by St. Francis Catholic High School with whom you have resided continuously for a full calendar year. If residence is changed, immediately notify your coach and principal.
6. Prior to the first practice date all athletes are to submit a completed Physical Examination form, sports permission form, and St. Francis application to the Athletic department. The Athletic Director retains all forms and they must be completely filled out and notarized. **The physical form is valid for one year from the date of the physical.**
7. Students must be in school for 4.5 periods to participate that day in order to participate in any extracurricular activity taking place that day. This includes practices, competitions, rehearsals, etc.
8. Student athletes who withdraw from a team during the season are ineligible to participate in any other sport that season and will not receive a varsity letter.
9. Must not accept money, gift, or donation for participation in a sport or participate under an assumed name.
10. Must not be guilty of gross unsportsmanlike conduct or exhibit behavior that is unacceptable to your principal or the FHSAA, both of which carry a six-week suspension from participation. **IF EJECTED FROM A CONTEST FOR A FLAGRANT FOUL OR UNSPORTSMANLIKE CONDUCT, THE ATHLETE CANNOT PARTICIPATE FOR 7 CONSECUTIVE DAYS.**
11. Ineligible students may not dress for a contest, sit on the team bench, stand in the team box, or be on the field or play.

## SPECTATOR EXPECTATIONS

We are very proud of our athletes and coaches, prouder still of our dedication to the ideals of sportsmanship. Your presence as a participant, coach or fan is a privilege and signifies your commitment:

- To accept and abide by the decisions of the contest officials and coaches
- To respect opposing coaches, participants, fans
- To respond with positive cheers and praise

Disrespectful or derogatory yells, chants, songs, or gestures and /or any actions deemed to be antagonistic or demeaning to any participant, coach, official, or spectator will result in the perpetrator being escorted from our campus.

## CODE OF CONDUCT

Effective education requires that the administration, faculty, parents, and students work together in a spirit of mutual cooperation so that the important task of learning may take place. The expectations in this handbook strive to outline reasonable guidelines for student conduct.

The general expectation of students is that at all times each student will conduct himself/herself in an appropriate manner and will be honest and respectful of others, including fellow students, staff, and faculty members. It is expected that Gospel values will be the guiding principle of each student's behavior.

## Student Expectations

All Saint Francis Catholic High School students are expected to:

- represent Saint Francis Catholic High School with pride and dignity on and off campus at all times
- become familiar with the policies, rules, and regulations which concern the students' conduct at school
- behave in a manner that allows learning to take place without interruption
- show pride in the school by keeping the campus clean
- be actively involved in their education and responsible for learning by demonstrating: punctuality, preparedness, and good attendance
- dress for the learning process; follow school uniform policy at all times

### HONOR CODE

**Saint Francis Catholic High School students will be honest and trustworthy and choose to live their lives by Christ's example.**

Honesty, integrity, and a sense of honor are Christian values expected of students at all times. Students are expected not to lie, steal, cheat, or plagiarize. It is a privilege to live and work in an environment of trust and respect. Students have an obligation to follow the Honor Code and are expected to protect the privilege and not tolerate any violations.

***All Honor Code violations are Level II offenses of the Student Code of Conduct and will be subject to disciplinary action by the Dean.*** For the first offense, students who give or receive unauthorized aid on an assignment or test will receive a zero for the test or assignment, parents will be notified, and Saturday School assigned. Punishment for subsequent Honor Code violations will be determined by the principal.

**The first assumption our code makes is that a person functions best when expectations are clearly defined, and a structured, supportive learning environment fostering personal, academic, social, and spiritual growth is maintained.** A student is held accountable for his/her actions and freely chosen actions generate specific consequences. Our intention is that our discipline policies will serve as a vehicle by which our students will grow. Adolescence is a stage in the life cycle that provides a person with the experiences necessary to respond positively to the more demanding responsibilities of adulthood.

**Our second assumption is that when a person fails to respond in a positive manner to Christian behavior, he/she not only impedes his/her own development but also interferes with the rights of others.** For this reason, it is necessary for the school to establish and enforce policies it deems necessary to accomplish its educational and religious mission.

**Our third assumption is that the family and community at large support the values and mission of our school.** In light of these assumptions, SFCHS will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose sanctions it feels appropriate. **These sanctions are of four (4) types: teacher detention, school detention (see below), suspension with community service, and expulsion.**

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### Threats

All written, verbal, physical, or electronic threats will be taken literally and will result in serious disciplinary consequences, suspension from school being the minimum penalty. Threats may be referred to law enforcement authorities.

## **Harassment**

Allegations of written, verbal, physical, or electronic harassment should be reported to the Dean within two days. They will be investigated by a disciplinary board appointed by the principal. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include but not be limited to suspension or expulsion, and referral to law enforcement authorities.

Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer, or student will be subject to immediate and severe disciplinary action.

For further information, access [www.leg.state.fl.us](http://www.leg.state.fl.us).

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## **Fire Alarms**

It is a federal offense to tamper with the fire alarm system.

## **DISCIPLINARY REFERRALS**

Disciplinary referrals serve as notices to students and parents/guardians of unacceptable and/or repeated inappropriate behavior on the part of the student. A copy is sent with the student or by mail, to the parents.

## **PLAGIARISM/ACADEMIC DISHONESTY**

Dishonesty demeans who we are and for what we stand. Therefore, it is imperative that all students work to cultivate and uphold honesty and integrity with themselves as well as foster them among classmates. Plagiarism/Academic Dishonesty may be classified as:

1. To submit someone else's work as your own or to allow your work to be submitted by others as their own, i.e. copying homework, test answers or questions, class work (including lab reports), term papers, reports, presentations, projects, notebooks, etc.
2. To exchange prior knowledge of any of the above
3. To plagiarize – the act of using another person's ideas, words, or expressions in students' work without acknowledging their source.
4. To refrain from following the norms for testing procedure: desk cleared, purses/backpacks closed, materials flat on desk, etc.

Violators will be subject to the following consequences:

First incident of plagiarism/academic dishonesty

- Zero for that assignment without the opportunity to make it up or request extra credit to compensate for the poor grade
- Parent notification
- Referral to the dean subject to further consequences

Second incident

- Zero for that assignment
- Parent conference with guidance and/or dean
- Referral to the dean

Third incident

- Failure of the present course for the present quarter
- Referral to the dean

Incidents of plagiarism and/or academic dishonesty are counted according to total number of incidents in the school year, not necessarily those in the same subject area. All consequences apply to students who engage in academic dishonesty on semester exams.

### Drug Testing

SFCHS is committed to a substance-free environment. This commitment may, under some circumstances, prompt a need for mandatory or random drug testing of the students.

Every student must understand, however, that if the administration deems it necessary, the administration may require at any time during the year:

- Mandatory drug testing **of any** student.
- Mandatory drug testing of a student at prescribed times.
- Unannounced random mandatory drug testing of **any** student at any time.
- Mandatory drug testing before a student may be admitted to SFCHS.
- Unannounced drug sweeps at any time.

Parents are responsible for fees and *must* sign a release to send the results to the school. The student is suspended from school until results are received.

**St. Francis Catholic High School will not tolerate the use of alcohol or drugs off campus by its students.**

**St. Francis Catholic High School reserves the right to discipline any student committing any action or behavior that brings discredit to SFCHS. This includes on- and off-campus events, official and unofficial as well as any after hours, weekend or vacation gatherings, social events, individual actions, etc.**

### CLASSROOM DISCIPLINE

Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations. Classroom teachers are responsible for disciplining their own classrooms. Students are expected to comply with all class rules established by that teacher, as well as any disciplinary actions imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all possible courses of action have been explored, the student will be sent to the Dean for further action.

**School Offenses.** The following is a partial list of violations and classifications. This list is not to be interpreted as a complete summary of all actions that are objectionable. It serves as a guide for appropriate behavior, decorum and dress. SFCHS shall not be restricted to this partial list but may take reasonable steps against any actions that we feel are detrimental to the well being of the individual or school community.

### **CLASSIFICATION OF VIOLATIONS**

#### **LEVEL I - MINOR**

##### **Offenses**

- |                                               |                                       |
|-----------------------------------------------|---------------------------------------|
| *Nonconformity to uniform code                | *Tardiness                            |
| *Inappropriate public display of affection    | *Use of obscene language              |
| *Computer Violation                           | *Gambling                             |
| *Slander                                      | *Parking lot violation                |
| *Inappropriate behavior in central detention  | *Inappropriate behavior in cafeteria  |
| *Violation of classroom rules                 | *Disruption in classroom              |
| *Failure to carry student identification card | *Skipping class while on campus       |
| *Possession of contraband item                | *Violation of Athletic Conduct policy |

**Disciplinary Action for a Level I violation**

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- |                              |                            |
|------------------------------|----------------------------|
| *Verbal Reprimand            | *Central/Teacher Detention |
| *Mandatory Parent Conference | *Disciplinary Probation    |
| *Saturday School             | *Cafeteria Clean Up        |
| *Work Details                |                            |

**A \$35.00 fee will be billed to the account of those students who are assigned Saturday School.**

**LEVEL II – INTERMEDIATE**

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**Offenses**

- |                                                 |                                                |
|-------------------------------------------------|------------------------------------------------|
| *Continuation of Level I offenses               | *Physical or verbal altercation                |
| *Fighting                                       | *Defiance of employees' authority              |
| *Vandalism                                      | *Destruction of Property                       |
| *Reckless driving                               | *Possession, use, transfer of tobacco products |
| *Violation of Honor Code                        | *Leaving school grounds without permission     |
| *Misuse of student identification card          | *Sexual harassment                             |
| *Providing false information to school employee | *Computer Violation                            |
| *Use of racist or discriminatory language       | *Written Harassment                            |
| *Use of excessively loud or offensive music     | *Petty theft                                   |

**Disciplinary Action for a Level II violation**

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- |                                                        |                                   |
|--------------------------------------------------------|-----------------------------------|
| *Disciplinary Probation                                | *Extended Central Detention       |
| *Suspension from School (1-5 days) w/Community service |                                   |
| *Financial Responsibility                              | *Work Details                     |
| *Extended Saturday School                              | *Referral to Law Enforcement      |
| *Mandatory Parent Conference                           | *Revocation of Parking Privileges |

**\* A \$35.00 fee will be billed to the account of those students who are assigned Saturday School.**

**LEVEL III – MAJOR**

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**Offenses**

- |                                                                                                                                                      |                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| *Continuation of Level II offenses                                                                                                                   | *Sexual misconduct                                     |
| *Grand theft                                                                                                                                         | *Conviction of a crime                                 |
| *Criminal mischief                                                                                                                                   | *Reckless endangerment                                 |
| *Unjustified activation of a fire alarm                                                                                                              | *Violation of Internet policy                          |
| *Threats - Verbal, written, physical, electronic                                                                                                     | *Verbal or written false accusations                   |
| *Directing obscene language to school employee                                                                                                       | *Inciting or participating in a major student disorder |
| *Bringing discredit to SFCHS                                                                                                                         | *Skipping school (truancy)                             |
|                                                                                                                                                      | *Possession or transfer of obscene material            |
| *Tampering with and/or damage of software or hardware (computer violation)                                                                           |                                                        |
| *Possession, use, transfer, or under the influence of alcoholic beverages or drugs/inhalants                                                         |                                                        |
| *Possession, use, or transfer of: firearm, illegal weapon, knife or similar instrument, fireworks, munitions, or incendiary devices or any facsimile |                                                        |

**Disciplinary Action for Level III Violation**

---

- |                                                         |                              |
|---------------------------------------------------------|------------------------------|
| *Disciplinary Probation                                 | *Financial Responsibility    |
| *Suspension from School (6-10 days) w/community service | *Expulsion                   |
| *Referral to Law Enforcement Authorities                | *Mandatory Parent Conference |
|                                                         | *Work Details                |

**Campus work hours are not options for Level III offenses.**

## **LEVEL IV – Flagrant**

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### **Offenses**

- \*Bomb Threat
- \*Possessions of Firearms on Campus
- \*Possession, Sale, Purchase, Use, Transfer or Under the influence of Illegal Drugs or Unauthorized Prescription Medications
- \*Criminal Assault
- \*Possession, Use, or Transfer of Explosives

### **Disciplinary Action for Level IV Violation**

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\*Expulsion

**(No Option for Withdrawal)**

### **EXPULSION**

Expulsion is the final disciplinary step the school may take. This action will take place only after all other avenues have been exhausted or the violation is deemed a Level III or Level IV offense severe enough to warrant immediate expulsion. The final decision is made by the principal upon recommendation of the Administrative Review Team.

Expelled students or those that withdraw from school to avoid an Administrative Review Team hearing are prohibited from being on campus at any time and will be issued a trespassing warrant.

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### **Disciplinary Criteria**

3 Central Detentions within a semester = Saturday School

2 Saturday Schools = Mandatory Parent Conference

3 Saturday Schools within a semester = Suspension

Level 2 or Level 3 Infractions = Mandatory Parent Conference and/or ART

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## **CONSEQUENCES FOR VIOLATING STUDENT CODE OF CONDUCT**

Teacher detentions are given at the discretion of the teacher for any violations such as a student's failure to conform to classroom regulations and procedures. Such violations shall include, but are not limited to: arriving late to class, disrupting the learning environment, distracting others, eating in class, chewing gum, uniform violations and being unprepared for class. These infractions will be filed in the Dean's Office.

These detentions are assigned at the convenience of the teacher. The teacher will determine the duration of the detention not to exceed one hour per day. If a student does not attend a teacher detention then the student will receive a disciplinary referral and his/her name will be turned into the Dean. The student then will be required to serve a central or Saturday detention.

### **Central Detention**

Students are assigned to central detention for disciplinary referrals, attendance problems, or infractions of the rules. Central detentions from the Dean's Office are electronically filed on student records system.

An assigned teacher or the dean will supervise central detention. It will consist of 60 minute sessions immediately after school. Central detentions will be held on Tuesdays and Thursdays of every week from 3:00 – 4:00pm. Times may vary in regards to early dismissal days. Students who fail to attend are assigned double the hours missed or a Saturday Detention.

### **Saturday Detention with Work Detail**

Saturday detentions can be served on any Saturday of the school year and will last 2 or 3 hours. A \$35.00 fee will be billed to the account of those students who are assigned Saturday detention. Students are expected to dress for manual labor. Disciplinary infractions warranting a third Saturday detention within the semester will result in out-of-school suspension. If a student is late or does not report to an assigned Saturday school, the student may be suspended for up to three days, which will require an ART.

### **Work detail**

Disciplinary consequences may result in students being assigned to extended work details outside of normal class hours. The work detail number of hours and days will be based on the offense

### **Suspensions**

Students who receive out-of-school suspensions are not allowed on campus and may not participate in extracurricular activities during the period of suspension. Schoolwork and tests that are missed during the suspension may not be made up and the student will receive a zero for all assignments and tests.

Suspensions may last from one to ten days. For those lasting longer than three days the student and his/her parents will be informed of the violation and be referred to the Administrative Review Team. The student will thereafter be suspended from school until a decision is reached on the violation and the punishment.

### **Senior Suspension**

Senior students who receive suspension during their senior year will not be allowed exemption from final exams. Senior students who are suspended during their senior year will not be allowed to participate in graduation exercises and senior activities.

### **Disciplinary Probation**

Students can be placed on Disciplinary Probation at the school's discretion. The school will determine the conditions of the probation.

Any student who is placed on disciplinary probation may be suspended by the Dean from any participation/attendance of extra-curricular activities including (but not limited to): social events, athletic events, and club activities.

Once a student is placed on disciplinary probation, the student will remain on probation for a determined amount of time. Continued infractions of Level I offenses, or an infraction of Level II or Level III of the disciplinary code during the course of probation will result in the principal assembling the Administrative Review Team to determine the enrollment status of the student.

### **Withdrawal Option**

Parents have the option to withdraw a student who is facing an Administrative Review Team hearing. In such a case, school records will indicate "withdrawal from St. Francis Catholic High School." Once a hearing commences, the option of withdrawal no longer exists. The results and recommendations of the Administrative Review Team will be recorded on the student's withdrawal form. This option is not applicable to Level Four violations.

**Administrative Review Team (ART)**

An Administrative Review Team (ART) will be appointed by the Principal for the purpose of reviewing suspensions of more than three days; reviewing Level II, Level III and Level IV violations; or multiple infractions of the student code of conduct; or violations of Disciplinary Probation.

The team will be composed of three members: two staff members chosen by the principal, and a member of the faculty chosen by the student's family. The Dean will serve as chair of the ART. Following the review by the ART, a recommendation will be made to the principal. The principal will render the final decision of the school to the student's parents.

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