

St. Francis
Central Coast Catholic High
School

**2011-2012 Student-Family
Handbook**

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This Student-Family Handbook serves as a contract between the student, the student's family, and the school with specific references to school life, school policy, and routine procedures.

The School reserves the right to apply and interpret the items in this handbook.

Policy items articulated herein are reviewed and approved by action of the Board of Directors.

--Index provided; see p. 59--

Revised May, 2011

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

St. Francis Central Coast Catholic High School graduates are guided by St. John Bosco's Salesian philosophy of life and are...

Committed to Reason:

As creative, critical thinkers and life-long learners who...

- Express themselves with superior communication skills.
- Have mastered the arts and sciences at a level consistent with students entering college.
- Make choices for safe, healthy and well-balanced life styles.
- Use technology individually and collaboratively to share and expand their knowledge.
- Develop and demonstrate qualities of leadership.

Committed to Religion:

As responsible, spiritual people who...

- Understand the tenets of the Catholic faith and are respectful of all faiths.
- Behave in a way consistent with their beliefs.
- Continue to develop their spirituality in a community of faith.
- Are aware that they are created "in the image and likeness of God" to fully develop their talents and abilities.

Committed to Kindness:

As involved citizens of their communities who...

- Value diversity.
- Act with compassion toward others.
- Are committed to dealing with issues facing their communities and the environment at the local, national, and global levels.
- Make their communities more loving, just, and sustainable through responsible moral decisions and voluntary service.

The School

St. Francis Central Coast Catholic High School is a California not-for-profit corporation animated by the charism of St. John Bosco. The school maintains a partnership with the Diocese of Monterey, relying on the Diocese for the provision of student insurance, personnel services, and a variety of professional development services. St. Francis also works closely with the other four Salesian high schools of the Western Province: Salesian High of Richmond; St. John Bosco High of Bellflower; Don Bosco Tech of Rosemead; and Salesian High of Los Angeles. The Provincial Office provides for a Superintendent of Education that provides administrative oversight and facilitates cooperation between the high schools of the province.

Identity

"Da mihi animas, cetera tolle," ("Give me souls, take away the rest.") was the motto of St. John Bosco when describing his work with the young; and the phrase has served as the point of identity of the group he founded, the Salesians of Don Bosco. Likewise, it became the hallmark of St. Mary Mazzarello and the Salesian Sisters, which she co-founded with St. John Bosco. From the beginning, the Salesian gift to the Church has been its unswerving dedication to the betterment of each young person by educating the whole person. St. Francis High School continues this work of St. John Bosco and St. Mary Mazzarello of helping the young "become good citizens of this world and the next."

It is through reason, religion, and loving kindness that a Salesian school builds community and enables that community to educate the young. **Reason** is an awareness of the concerns and preoccupations of the young through a process of dialogue that promotes a sense of equality and mutual growth. **Religion** is an understanding of the Catholic faith and an awareness of a personal relationship with God that promotes more meaningful relationships. **Loving kindness** is a deep concern for the young that fosters self respect and awareness of self worth and uniqueness.

"St. John Bosco lived a pastoral experience in the first *oratory* which serves as a model for every Salesian work; it was for young people a home that welcomed, a parish that evangelized, a school that prepared them for life, and a playground where friends could meet and enjoy themselves" (SDB Constitution #40). The oratory model is the operating norm for St. Francis Central Coast Catholic High School.

Mission

St. Francis Central Coast Catholic High School is an expression of the educational mission of the Salesians of St. John Bosco. Faculty and staff, in partnership with parents and students, work to create a community of faith which fosters intellectual, spiritual, athletic, and familial growth in the spirit of the Gospel. Guided by St. John Bosco's Preventive System of reason, religion, and loving kindness, and in the spirit of St. Mary Mazzarello, St. Francis Central Coast Catholic High School provides students with the foundations of life-long learning: logical and creative thinking skills, awareness of issues of justice and peace, and tolerance and respect for others.

Philosophy

The faculty and staff of St. Francis Central Coast Catholic High School endeavor to be joyful signs and bearers of God's love for the young. They provide a college preparatory

education for students from diverse socioeconomic backgrounds and make efforts to aid those students who are poor, needy, or at risk.

Recognizing the importance of a sound, holistic education in a rapidly changing world, the faculty and staff seek to assist parents and guardians--the primary models for their children--in the education of the students, while recognizing their innate worth and dignity. They work to help young people develop respect for themselves and for one another within a Christian community of faith and love. The faculty and staff embraces St. John Bosco's vision of community as a family and, therefore, see the collaboration of the total Salesian family--students, parents/guardians, administrators, teachers, and staff--as essential in achieving the goal of preparing young people to be good citizens of this world and the next.

Crest, Motto, Mascot, Colors

St. Francis Central Coast Catholic High School's crest contains many elements:

- The name: "St. Francis" is a link to the past, to the days when the school was an orphanage and boarding school operated by the Franciscans. "Central Coast" defines the region that is served: from Watsonville to Scotts Valley and from Monterey Bay to Hollister. "Catholic" connects the school to the rich tradition of Catholic education.
- The bell is a reminder of "El Camino Real," the road linking the early missions of California. An important part of this system of missions was Monterey, today the seat of the Diocese of Monterey.
- The water brings to mind the school's location on California's Central Coast.
- The sand in the crest represents the Salesian family of St. John Bosco which can be found all around the world.
- The cross represents the school's Catholic Christian heritage, and Jesus Christ, who is the center of all that happens at St. Francis.
- The sun symbolizes the light of education.

The school's motto is "Reason, Religion, and Loving Kindness." These words are central to the style of education developed by St. John Bosco and practiced in Salesian schools throughout the world.

The school's mascot is the shark. The school colors are burgundy and gray.

Organization

On April 5, 2000, St. Francis Central Coast Catholic High School was incorporated as a private, not-for-profit California corporation. The school is located in the Diocese of Monterey. The Bishop of the Diocese of Monterey and the Provincial of the Salesians of Saint John Bosco (Western U.S. Province) serve as permanent Members of the corporation, along with two Members appointed by the Bishop and two Members appointed by the Provincial. The school is administered by the President, who is appointed by the Members; and by the Principal, who is appointed by the President. The Board of Directors serves as a body of limited governance, overseeing the development of policy and assisting the school with long-term planning and development.

Accreditation and Membership

St. Francis Central Coast Catholic High School is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). St. Francis Central Coast Catholic High School is a member of the National Catholic Educational Association (NCEA). The

school is also a member of the Central Coast Section of the California Interscholastic Federation and of the Santa Cruz County Athletic League.

Members of the Corporation

- Most Reverend Richard Garcia, Bishop, Diocese of Monterey
- Most Reverend Sylvester Ryan, Retired Bishop, Diocese of Monterey
- Mr. Thomas Riordan, Chief Finance Officer, Diocese of Monterey
- Fr. Timothy Ploch, sdb, Provincial, Western Province of Salesians of Don Bosco
- Fr. Al Mengon, Pastor, Our Lady Help of Christians Church
- Mr. Bill Goodman, Director of Education, Western Province of Salesians of Don Bosco

Board of Directors

Mr. Tom Brezsny
Mr. Steven Dobler
Mr. Vince Hurley
Mr. Andrew Kreeft, *esq.*
Ms. Martina O'Sullivan
Mr. David Price, *Chair*
Fr. Ron Shirley
Mrs. Mary Stagnaro
Mr. Peter Truman

Ms. Mariel Desrosier
Mr. Gerald Fischer
Fr. John Itzaina, sdb
Mr. Jim Masner
Ms. Jule Paz
Mr. Tony Scurich
Ms. Barbara Smith
Mrs. Brenda Tsuda

Board of Directors, *emeriti*

Mr. Doug Anderson
Ms. Barbara Brown
Fr. Patrick Dooling
Mr. Tom House
Mr. Todd Kinion
Mr. Dennis Kehoe, *esq.*
Mr. Keith Mathews
Mr. Miles Reiter
Mrs. Gail Shumate
Mr. Leo St. John

Ms. Rosemary Anderson
Mr. Larry Donatoni
Fr. Joe Grimaldi
Mr. Lloyd Graff
Mr. Ron Kinninger
Sr. Teresa Ann Leahy
Mr. P.J. Mecozzi
Ms. Carol Savaria
Mr. Jon Sisk
Mr. Sam Wright

Administration

Mr. Keith B. Mathews
Mr. Victor Suarez
Ms. Jennifer Watson

Ms. Lilia Reyes
Mr. Mark Paxton
Mr. Mark Nance
Mr. John Marheineke

Ms. Andrea Nicholson
Ms. Megan Stevenson
Fr. David Purdy, SDB
Ms. Lutricia Green

President and Principal
Academic Vice Principal
Assistant Principal for
Extracurriculars/Athletic Director
Bookkeeper/Registrar
Director of Development
Business Manager
Coordinator of Youth Ministry/
Co-Director of *Animas*
Co-Director of *Animas*
Dean of Students
Campus Minister
College and Personal Counselor

Ms. Marie Marheineke
Mr. James Watson

Admissions Counselor
Director of Information Technologies

Faculty

Ms. Heidi Alonzo	Fine Arts
Mr. Wes Bare	Social Science, Mathematics
Ms. Denise Colosi	Mathematics
Ms. Carolyn Cmaylo	English
Mr. David M. Cmaylo	Science, Mathematics
Mr. Dan Dewig	Performing Arts, Theology
Mr. Joe Gregorio	Social Science
Dr. Lisa Homesley	Science, Mathematics
Mr. Nicholas Hart	Mathematics
Mr. Michael Hooper	English
Ms. Stefanie Hoover	English
Mr. Keith B. Mathews	English
Mr. John M. Marheineke	Theology
Ms. Stephany Marks	Modern Language
Ms. Kate Medina	Modern Language
Ms. Andrea Nicholson	Theology
Ms. Megan Stevenson	Physical Education, Health
Ms. Jennifer Watson	Social Science

Staff

Ms. Lina Silva	Administrative Assistant
Ms. Michele Bowling	Assistant for Development
Ms. Nereida Madrigal	Receptionist
Ms. Bunny Bahador	Accounts Payable
Mr. Ernie Rodriguez	Groundskeeper, Maintenance
Mr. Enrique Ornales	Maintenance

GENERAL POLICIES AND PRACTICES

Amendments to this Handbook: St. Francis Central Coast Catholic High School retains the right to amend this handbook for just cause. When necessary, families will be notified if such changes occur during the school year.

Non-Discrimination: St. Francis Central Coast Catholic High School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school.

St. Francis Central Coast Catholic High School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While St. Francis Central Coast Catholic High School does not discriminate against students with special needs, a full range of services may not be available.

Likewise, St. Francis Central Coast Catholic High School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

St Francis Central Coast Catholic High School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the school.

Emergency and Safety: St. Francis Central Coast Catholic High School has as its primary concern the welfare and safety of its students. Fire, earthquake, and other emergency drills are held regularly. Procedures for emergencies will be posted in each classroom and office of the school and reviewed regularly. Students must cooperate completely with such procedures. In order to facilitate emergency procedures, families must file accurate student emergency information and instructions with the school. In the event of an emergency during regular school hours, students will be held safely on campus unless directed otherwise by public safety professionals. Unless there is a compelling reason given by public safety officials, students will be released to parents or allowed to leave campus in their normal fashion at the end of the school day. Should an emergency require that students remain on campus after the end of the school day, they will be released in keeping with directions from a properly authorized parent or guardian or by appropriate public safety professionals. In order to ensure order in such situations, students must be signed out at a single location. Public news media will be informed to broadcast specific instructions. Any student truancy or misconduct during an emergency could be grounds for serious disciplinary action by the school.

If it becomes necessary to cancel the next day's classes (during the night or before 7 a.m.), the administration will contact local media and a mass emailing will be distributed to school families.

A weapon of any type (including, but not limited to, the following: gun, knife, bomb, pepper spray, taser) will not be allowed on campus or at school events (excluding possession by public safety officers). Simulated weapons or objects that may be judged to be weapons are also prohibited. The school will use various means, including locker and individual searches (with just cause), to ensure that the campus is safe.

Involvement of Law Enforcement: Illegal activities that occur on campus, or that occur off-campus at school events, or that involve St. Francis students, may result in the school contacting local law enforcement agencies. The Principal will determine when to involve local law enforcement agencies.

Child Abuse: School faculty or staff members are obligated by law to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, and/or exploitation of any minor. In such cases, the parents/guardians will **not** be notified in advance, pursuant to California Penal Code, Sec. 11166.

Harassment: Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender, or sexual orientation.

St. Francis Central Coast Catholic High School means to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, staff member or volunteer is prohibited. The school will treat allegations of

harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in-and-of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

This policy is in effect at all times. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs: 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; 2) Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual; 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Specific examples of sexual harassment include, but are not limited to, the following: 1) Making unsolicited sexual advances and propositions; 2) Using sexually degrading words to describe an individual or an individual's body; 3) Displaying sexually suggestive objects or pictures; 4) Telling inappropriate or sexually related jokes; 5) Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the student's responsibility to do the following:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal or president;
5. Discontinue discriminatory, intimidating, harassing or unwelcome conduct, if he or she is informed of such behavior.

Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- 1) The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, or to a teacher who will report it to the Principal, or to the President if the Principal is the subject of the allegation. If the President is the subject of the allegation, the student may report this to any member of the Board. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator of the same sex if he/she prefers.

- 2) The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- 3) The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- 4) Once the facts of the case have been gathered, the Principal (or the President in cases involving the Principal) will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

If the complaint is against a non-employee or non-student, such as a parent, guardian, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Bullying/Relationally Aggressive Behaviors: The school will not tolerate any behaviors designed to intimidate, threaten, or otherwise influence others through threat of violence, of physical or emotional harm, or of exclusion. Such behaviors include actions done in person or through contemporary social interaction means (e.g., texting, internet, Twitter, etc.). Depending on severity, degree, and frequency of such behaviors, a student who undertakes such acts faces disciplinary action including referral to the Discipline Review Board and the potential for suspension and/or expulsion.

Bullying and acts of relational aggression are prohibited. Bullying can be defined as follows: punching, shoving, or other physical acts of aggression; or threats of such Relational aggression can be defined as follows: exclusion, spreading rumors, verbal insults, teasing, intimidation, taunting, and manipulative affection. Depending on severity, degree, and frequency of such acts, a student who undertakes such acts faces disciplinary action including referral to the Discipline Review Board and the potential for suspension and/or expulsion.

Victims of any of the behaviors outlined above should immediately notify any staff member. Students or parents aware of the victimization of others by any of the behaviors outlined above should immediately contact any staff member. The staff member will then contact the Dean immediately.

Morality: St. Francis Central Coast Catholic High School teaches and upholds Catholic teachings, morals, and values. The school reserves the right to reconsider a student's enrollment status when the student's behavior is in conflict with these teachings.

Paternity/Maternity A primary goal in a Catholic education is to guide students in Christian values and moral conduct.

If a pregnancy occurs, the total school community seeks to offer support to the student(s) involved so that the pregnancy can be brought to term. Pregnancy, in-and-of-itself, is not grounds for dismissal from the school; in accordance with church teachings, the school teaches that all life is a God-given gift and is sacred. The school supports the pregnant student, and a careful evaluation will be made to determine if she can continue her studies at the school. The President will meet with the student and her parents/guardians to gauge the moral tenor of the situation. The school considers carefully the student's enrollment status because her life is forever changed with the conception and birth of a child. Her new condition may take precedence over her role as a child and student and may make continuing as a regular student at St. Francis untenable. The status of male students who are known to be fathers must be evaluated in a manner similar to the above.

In cases of paternity or maternity where the student(s) remain in the school, the Principal will undertake the following: a) assess and determine the attendance status of the student(s), after consultation with parents/guardians, a counselor, and other appropriate persons (to include any of the following: President, Director, Pastor, Superintendent of Schools, Director of Education); b) require counseling sessions with qualified counselors; the parent(s) or guardian(s) of students may be required to participate in this counseling; c) require a doctor's release obtained by a pregnant student confirming the safety and well-being of the student and her child within the school setting; d) require a waiver (signed by the pregnant student and her parent(s) or guardian(s)) releasing the school from any liability risks related to the pregnancy should a pregnant student continue to attend the school; e) monitor the program of studies of students concerned.

Abortion: The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings. Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the school, and the values that ought to permeate Catholic education. Each situation involving abortion will be handled on an individual basis. A student who advocates for (outside of an educational exercise within a controlled classroom environment), plans, or who has had an abortion must be evaluated carefully. Such a student may be asked to leave the school. In cases where the student remains in the school, the Principal will undertake the following: 1) refer the student for counseling; 2) assess and determine the continuing enrollment status of the student after completion of the counseling, in consultation with parents/guardians, a counselor, and other appropriate persons.

Married, Emancipated, and 18 Years of Age: Central to the philosophy of SFCC is the belief that parents and guardians are the primary educators of their children. The school assists and expands the parental task of education. This triangular relationship, student-parent/guardian-school, may not be present for married students or for students not living in the home of a parent or guardian. For this reason, the status of these students may be evaluated, and special conditions may be applied to them.

All school procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in the school. The school shall continue to direct all official correspondence and other matters to parents or guardians concerning their student's grades, disciplinary status, tuition statements, graduation privileges, etc.

Substance Use: St. Francis Central Coast Catholic High School offers an environment advocating the positive growth of mind, spirit, and body. Anything that interferes with this growth is inconsistent with the school's mission. As such, any use, possession, or sale of drugs, alcohol, tobacco, harmful supplements, steroids, or other illegal substances is prohibited. Students found to be using these substances face sanctions from the school and may be referred for personal and family counseling. Paraphernalia or advertising materials associated with these items is also prohibited.

BEHAVIORAL POLICIES AND PRACTICES

As a school following the educational philosophy of St. John Bosco, St. Francis Central Coast Catholic High School works to prevent serious difficulties that would harm a student's membership in the school community. The school is obligated to enforce the citizenship code fairly and consistently, and the community is entrusted with the sacred task of guiding, reporting, and correcting when appropriate.

Respect, civility, and etiquette are characteristics of the St. Francis Central Coast Catholic High School student. Whether in the classroom, cafeteria, gymnasium, at an artistic event, on the playing field, or another athletic arena, in school or away from school, students must behave in a way that is mindful, deferential, and respectful of the legitimate authority of the faculty, staff, and volunteers in the school. Words, gestures, and actions of disrespect cannot be tolerated.

Appropriate behavior that would become a Catholic high school student is the measuring stick by which decisions are made and situations judged. Conduct unbecoming a student in a Catholic High School can never be overlooked or condoned, and the community has the right and responsibility to evaluate and correct its members' conduct.

Student Responsibility: Each student and his/her family are responsible for becoming acquainted with all school regulations and policies as contained in the Student-Family Handbook and are required to abide by the same. Any regulation adopted by the administration of the school shall have the same force as a printed regulation in this Handbook and shall supercede, upon promulgation, any ruling on the same subject that may appear in the Handbook.

Student Representation of the School: For the entirety of the period of enrollment at St. Francis, a student is a representative of St. Francis. Such enrollment, unless otherwise interrupted, is established as that period from the date of first registration to St. Francis to a student's graduation or termination of enrollment. During that period of enrollment, conduct by a student that is significantly detrimental to the reputation of St. Francis, whether perpetrated on-campus or off-campus, whether during school hours or outside of school hours, whether at a school function or not, may be subject to review for consideration of disciplinary action. Such action can include suspension and/or expulsion, depending on the severity of the circumstance.

The following responsibilities are required of student members of the St. Francis Central Coast Catholic High School community:

Closed Campus: St. Francis is a closed campus. Permission to leave the campus prior to regular dismissal must be obtained from the Main Office. Students are not allowed in the parking lot during school hours. Students needing to have access to their cars during the school day should check in first with the Main office to gain access to the parking lot.

Damage to Property or Theft: St. Francis students have the responsibility to care for and to protect their own property and the property of others. School property is used by the community and must therefore be safeguarded by all persons in the community. Careless use, willful damage, or theft of any property is a serious matter because the loss of personal property often affects more than an individual. A family, the school community, or the community of donors and benefactors may be offended, hurt, or embarrassed. Students are to take care that this does not occur.

All occasions of damage to the school or of theft are to be reported to the Dean's Office immediately.

Students found to have willfully or through gross negligence done damage to the school, its property, or to the property of others will be required to pay for the necessary repair and/or replacement costs. The student is also subject to disciplinary sanctions administered by the Dean's Office.

No Weapons of Facsimiles on Campus: Students may not bring any firearm or weapon, or any facsimile designed to look like a firearm or weapon, onto the campus or to any school event.

Students found to have been involved in acts of theft and/or the cover-up of such acts are subject to suspension or expulsion.

Technology: Students have the responsibility to use technology appropriately. Students should never harm, alter, or copy the school's, or another person's, equipment, software, or files. Students must respect the privacy of others and never examine files or programs unless they have been given explicit, written permission to do so. Refer to the Technology Use Agreement for more detail.

Students found to have violated the required Technology Use Agreement are subject to disciplinary action by the Dean's Office, including referral to the Discipline Review Board.

Displays of Affection: Because physical displays of affection are exclusive behavior, they can detract from the community spirit. Therefore, it is inappropriate for students to engage in public, physical displays of affection on school grounds or at St. Francis events. This includes, but is not limited to, prolonged or clearly romantic hugging; kissing; caressing; sitting on laps. Handholding and a brief hug are the only acceptable expressions of affection between students permitted during the school day or at any school activity.

Gambling: Gambling of any type is prohibited on campus. Violators will be referred to the Dean's Office and face behavioral sanctions.

Daily Announcements: Students are required to be silent during the daily announcements and any other announcement made over the public address system.

Personal Property: Each student is expected to take responsibility for the care and protection for his or her own property (this includes books, notebooks, workbooks, and writing materials). Ownership information should be included in personal materials, especially books. The school does not assume any responsibility for the loss of clothing, jewelry, books, or personal items brought to school. Items not needed for the academic goals of the school should not be brought to school.

Students are not allowed to bring radios, personal listening or viewing devices, electronic games, beepers, or other like items to class unless instructed to do so by the teacher. Electronic calculators may be used in class with the permission of the teacher. Calculator/game player combination devices are strongly discouraged. The items above may be confiscated and will only be returned to the parent/guardian by the principal. The school assumes no responsibility for lost, confiscated, or stolen personal items.

Cell phones and personal music or video players: Cell phones and personal music or video players are to be turned off and put away at the start of the school day. These are not to be used at break, during lunch time, in the bathroom or locker rooms. Any disturbance of class or school events by their use will subject the student to referral to the Dean's Office. Unauthorized use of a cell phone or a personal music or video device will result in confiscation of the item. The confiscated item may be picked up from the Dean's Office at the conclusion of the school day. The student will be assigned detention in order to retrieve the item. Unauthorized use of a camera on campus may result in referral to the Discipline Review Board.

Campus Cleanliness: St. Francis students have an obligation to keep the campus clean and neat at all times, especially during breaks and lunch. Eating should be done in areas designated for this. Failure to keep the campus clean may result in sanctions, either individual or collective.

Gum and Seeds: Chewing gum and seeds (e.g., sunflower) that result in discarded shells are not allowed on campus at any time. Students using these items are subject to being referred to the Dean for the assignment of detention.

Skateboards, etc.: Skateboards, scooters, rollerblades, and shoes with retractable wheels may not be operated on school property at any time. Remote control vehicles are similarly prohibited.

Animals: Students may not bring animals to campus.

School I.D.: Each student is issued a school identification card. He/she is to keep it with him/her at all times and must surrender it at the request of a school supervisor or law enforcement officer.

Lockers and Book Bags: Book bags, backpacks, sports bags must be clean, neat, and free of graffiti, patches and pins. Only school approved patches and pins are allowed. Bags must be stored in a place under the supervision of the student, but not in aisles or walkways (for safety reasons). Lockers will be assigned by the Main Office. Lockers must be secured with school-approved MasterLocks, for sale in the Main Office. Other locks used on school lockers will be removed and the student referred to the Dean.

Students are required to use lockers to secure their personal property. Students who willfully leave materials outside of their lockers are subject to detention.

Lunch and Lunch Area: Eating is to take place only in the areas designated for this. Food and drinks should not be brought to classrooms. Plain water may be consumed in any place as long as spills and litter do not become a problem.

Laser Pointers, Personal Stereo or T.V., Electronic Games: These devices should not be brought to school, and are not allowed to be in a student's possession during school hours. These items may be confiscated by school authorities and will be returned only to a parent/guardian.

Off-Campus Parties: The school urges parents to work to insure that parties are a healthy social outlet for students. Of particular concern is the possibility of alcohol and drug use by students at private parties. With these concerns in mind, some guidelines are offered to parents/guardians:

1. Parties should be chaperoned.
2. Parents/guardians should contact the host family to guarantee that the party is chaperoned.
3. Parents/guardians should have the phone number and address of the host family.
4. Parents/guardians should assure students that, in case of unexpected circumstances, they can call for a ride home.
5. Parents/guardians should prohibit parties at their homes when they are not at home.
6. Parents/Guardians should not leave town on the night of a party
7. Parents/Guardians may be criminally responsible if minors are knowingly allowed to consume alcohol or use drugs.

Supervision: The school provides supervision on school days from 15 minutes before the first class begins, through the school day, until one-half hour after the last class or

scheduled tutorial session of the day. It is unwise for students to loiter on school grounds outside of those times.

Campus Visitors: Students who wish to visit St. Francis must be candidates for future enrollment at St. Francis and are welcome only with the approval of the administration. Students are to discourage any friends from visiting St. Francis unless it is done officially through the Main Office.

Visitors must report to the Main Office to obtain a visitor's pass. California State law forbids outsiders to loiter on or near school property. Violators should be reported to the school office immediately.

Work Permits: Procedural information and work permit forms may be obtained from the school office. Please allow two weeks for processing.

Student Images for Publicity: At times, the school employs photographic images for its publicity purposes that include current and past students of St. Francis. Normally, these do not include names that identify particular persons. If a parent/guardian does not want images of his/her student used for such purposes, a form is available from the Main Office (Refusal to Consent to Model Release) that is to be completed and returned to the Main Office.

TRANSPORTATION/DRIVING

Automobiles: Driving an automobile to travel to school or away from school is a privilege extended to students with valid driver's licenses. This privilege will be revoked for any student found to be operating a car in a dangerous or negligent manner. The student is also subject to other disciplinary sanctions administered by the Dean's Office.

Vehicle regulations:

- 1) Student drivers are to follow the directions of supervisory personnel in and around the parking lots.
- 2) Students are not to visit automobiles during school time unless they have permission from the school administration.
- 3) Students must park in the designated school parking lot and must display the required school-issued parking pass. Cars not displaying this pass are subject to fine and the student driver to behavioral sanction.
- 4) Loitering around vehicles in the parking lot is not allowed.
- 5) Loud playing of music/stereo systems is not permitted.
- 7) Speeding (the speed limit on campus is 5 m.p.h.), and/or the unsafe and careless use of a vehicle on or nearby the school may result in the termination of parking privileges.
- 8) Students park their vehicles on campus at their own risk. The school is not responsible for any damage or theft.
- 9) St. Francis High School is private property, and the school reserves the right to search automobiles on school grounds (with the driver's assistance) as a preventive measure to ensure the safety and security of all.
- 10) Bicycles should be carefully secured in the designated bicycle parking area. The school is not responsible for damage or theft of bicycles.

Van Service: The school provides limited van service to and from the Santa Cruz and Aptos areas. For information about van service, contact the Main Office.

Dropping Off/Picking Up: Students should not be dropped off before or picked up after the times of scheduled supervision. It is the responsibility of parents/guardians to make arrangements to pick up their student(s) after school and after an event or activity. Students should not be left to wait at the school especially after dark, as no supervision is provided in these situations. St. Francis High School assumes no responsibility or liability for students who are left without transportation after a school event or activity.

Bicycles: Students may ride bicycles to and from campus; however, bicycles may not be ridden on campus. Bicycles are to be walked to the daily storage area and locked.

Travel Away from Campus: At times, the school is able to provide transportation to school-sponsored events for participating students. However, transportation via school vehicle is not always possible. The school cannot accept legal responsibility for those students transported to school events in private vehicles.

Many SFCC programs offer students the opportunity or require them to participate in events held off-campus. At every such off-campus event, the student remains a representative of St. Francis, and his/her behavior must be in accordance with the specifics outlined in this Handbook. A student whose behavior at an off-campus event is in violation of those specifics is subject to the same consequences as are students while on campus. The student may also be subject to sanctions from the moderator of the off-campus event.

At times, specific off-campus activities may grant exceptions to the behavior expectations outlined in this Handbook (e.g., specifics of the dress code may not be enforced). Such exceptions must be granted by the administration and communicated to the students in advance of the activity.

Field Trips: Field trips occur rarely, as they impact the total school day for each student who participates. Participation of students in field trips can be denied based on academic or conduct considerations. Field trips are planned as special experiences for the academic or faith development of students. Permission from parents/guardians for student participation is required. Unless instructed otherwise, students are to dress according to the school's appearance code. Exemplary behavior is expected of all St. Francis students while on a field trip. A fee may be required.

Students Driving with Students: SFCC students are not authorized to travel together with a student as a driver to a school event. The event supervisor must instruct each student that if he/she drives to or from the event, he/she may take no other student with him/her. Students may travel with adults as drivers; they may not travel with students as drivers (other than themselves).

Effective January 1, 2006, the State of California more fully restricts the driving privileges of provisional drivers (drivers under the age of 18, within the first year of their having a driver's license). Of importance to SFCC families is the provision that allows a student to drive **only immediate family members** to-and-from school but only with a note signed by the school principal. A copy of that note is made available to families at the beginning of each school year. Please note that this does not extend the school's liability to such occasions of student driving; rather, it simply provides what is required by law: permission for a particular student to drive siblings for car-pooling purposes on a daily basis.

Overnight Trips: On occasion, the school authorizes a program to stage an event that includes an overnight stay. Typical overnight trips include retreats, Salesian-sponsored

meetings, and athletic trips to distant cities. The following policies obtain related to overnight trips:

- (1) Only SFCC students, SFCC staff members, and adults designated as supervisors by the trip moderator may attend the event. The trip moderator must establish an adequate level of supervision of students throughout the trip.
- (2) The trip moderator must report to the administration violations of the behavioral policies outlined in this Handbook.
- (3) Serious violations of the behavioral policies of this Handbook and/or specific requirements of the event may result in a student's being sent home prior to the conclusion of the trip. The cost of transporting the student home will be paid by the student's parent/guardian.
- (4) Young men and young women will normally not be housed in the same room. When this cannot be done, supervisors will guarantee adequate privacy for all parties.
- (5) The trip moderator will establish "bed check" procedures and adequate nighttime supervision.

DANCES

Dance attendance regulations:

1. No student will be admitted to the dance without a valid photo I.D.
2. A guest (i.e., not a St. Francis student) will be admitted only with a signed Guest Pass approved by St. Francis administrative personnel.
3. No one will be admitted to a dance one-half hour after doors open.
4. All attendees are required to stay at the dance until at least one-half hour prior to the end of the dance. Written permission from an attendee's parent/guardian is required to leave the dance prior to the scheduled ending time. Students leaving the dance may not return to the dance.
3. Students are not permitted to loiter near the dance venue or in the parking lot.
4. On-campus dance times are normally 7:30 PM until 10:30 PM. Students are to leave the parking lot promptly at the conclusion of the event.
5. Freshmen are not allowed to attend the annual prom. This event is designed for juniors and seniors; sophomores may attend only as guests of juniors or seniors.

Dance Guest Passes:

1. A Guest Pass must be completed with all the required signatures and on file with the St. Francis administration no later than 3 PM three school days prior to the dance.
2. A fee of \$1.00 is charged for each guest pass.
3. A St. Francis student may sponsor no more than 1 guest per dance.
4. A guest must be accompanied by a St. Francis student to be admitted.
5. A guest to a St. Francis dance is subject to the same behavioral and dress requirements as is a St. Francis student. A St. Francis student may be held responsible for the behavior of a guest that he/she sponsors.

Dance Dress Code: Students not dressing in accordance with the dress regulations for the event will not be admitted to the event. Students who violate the dress regulations during the event are subject to being removed from the event. In such a case, a student's parent/guardian will be notified prior to the student being excused from the event.

Code of Dance: Students are required to dance in an appropriate manner, in keeping with community standards. Vulgar or provocative dancing, such as freak dancing and grinding, will not be allowed. Any dancing which is sexually suggestive, or which mimics sexual acts, is prohibited. Any student displaying inappropriate dancing will be warned once by a dance chaperone. Subsequent violations will result in the student being

dismissed from the dance. Parents will be notified prior to the student leaving the dance. A student dismissed from a dance is liable for exclusion from future dances, as determined by the Dean of Students.

All purses or backpacks are subject to search. St. Francis High School is not responsible for personal belongings brought to the dance.

DRESS/APPEARANCE

Appearance: St. Francis Central Coast Catholic High School believes that an appearance code is an important aspect of a student's overall social and educational development. Students are to follow appearance policies for the entire school day while at school. Changes in appearance, unless requested by a supervisor, are not to be made during the school day.

The administration reserves the right to interpret and make changes to the appearance policies during the school year. When there is a disagreement about appearance policies, the judgment of the Dean's Office is final. Students should ask before wearing new items or before modifying their appearance to be sure the planned clothing or change will be acceptable.

Students are expected to wear their uniform appropriately every school day unless the dress code has been suspended for the day. Students have the responsibility to be neat and clean because they represent the school community, and because appearance is important for learning and instruction. Students not properly attired or groomed will not be permitted to attend classes.

Gender Specific Appearance Regulations for Students: Men:

1. All men must be clean-shaven. No goatees, mustaches, or beards. Sideburns may extend no farther than the bottom of the ear.
2. Hair may not be so long that it can hang beyond the top of the shirt collar.
3. Hair may not be braided.
4. Hair may not be spiked.
5. Men may not wear facial cosmetics.

Men's Uniform:

Daily uniform (required):

- short-sleeve or long-sleeve polo shirt: white w/school crest. or blue with shark emblem; or burgundy with shark emblem.
- khaki pants or shorts.

Daily uniform (optional):

- burgundy pullover sweater w/school crest.
- charcoal sweatshirt w/school crest or w/shark emblem.
- burgundy or charcoal fleece jacket w/school crest or w/shark emblem.
- charcoal or burgundy fleece jacket w/school crest or w/shark emblem.
- official St. Francis letter jacket.
- A white t-shirt may be worn under the polo shirt. Only white is allowed, without any other color being revealed. The t-shirt may not be worn such that it is visible below the hem at the waist or the sleeves.

Dress Uniform (required):

- Khaki pants
- short- or long-sleeve white dress shirt with tails tucked in
- burgundy pullover sweater or sweater vest with school crest

- Note: A white t-shirt may be worn under the shirt. Only white is allowed, without any other color being revealed. The t-shirt may not be worn such that it is visible below the hem at the waist or the sleeves.

Students will be notified of days when the dress uniform is required. The dress uniform may be worn any day.

Gender Specific Appearance Regulations for Students: Women:

1. Skirts are to be no shorter than 4 inches above the knee, measured from the top of the knee.
2. Black bike shorts may be worn under the school skirt. The bike shorts are not to be visible below the skirt.
3. Makeup must be conservative in nature and in keeping with community standards.

Women's Uniform:

Daily uniform (required):

- short-sleeve or long-sleeve polo shirt: white or burgundy with shark emblem.
- khaki pants or shorts.

Daily uniform (optional):

- burgundy pullover sweater w/school crest.
- charcoal sweatshirt w/school crest or w/shark emblem.
- burgundy or charcoal fleece jacket w/school crest or w/shark emblem.
- charcoal or burgundy fleece jacket w/school crest or w/shark emblem.
- charcoal or burgundy scarf.
- official St. Francis letter jacket.
- A white t-shirt may be worn under the polo shirt. Only white is allowed, without any other color being revealed. The t-shirt may not be worn such that it is visible below the hem at the waist or the sleeves.

Dress Uniform (required):

- burgundy plaid skirt.
- short- or long-sleeve white dress blouse, button down in front, with collar, with tails tucked in or squared bottom hem.
- burgundy pullover sweater or sweater vest with school crest.
- A white t-shirt may be worn under the blouse. Only white is allowed, without any other color being revealed. The t-shirt may not be worn such that it is visible below the hem at the waist or the sleeves.

Students will be notified of days when the dress uniform is required. The dress uniform may be worn any day.

Changing for Athletic Contests: On days of an athletic contest, team members may change into athletic contests at lunch. This may be done only when a team is scheduled to leave class early for athletic participation and when such changing will reduce the amount of class time lost.

Non-gender Specific Appearance Regulations:

Personal Care:

1. Hair must be clean and neatly groomed.
2. Hair may be of one natural color only.
3. Hair may not cover the eyes.
4. Hair may not be cut shorter than 1/8" in length.
5. Nails may not be longer than 1/4" past the fingertip.

6. Visible tattoos are prohibited. If the required or expected dress for an event makes it impossible that a tattoo be covered (e.g., a sports contest uniform; a P.E. uniform; a formal gown), the tattoo must be covered with as discrete a bandage as is possible. If this cannot be done, or if the student does not cover the tattoo discretely, the student will be excluded from the event.
7. Body piercings are allowed only within the following limitations: (1) jewelry may be worn and visible only in body piercings in the ear; (2) no more than two piercings in the ear may display jewelry within them; (3) extreme body piercings (e.g., excessively large) are not permitted; a student must be able to cover the extreme body piercing or he/she is subject to dismissal from the school
8. Glitter is not permitted.

Clothing:

1. The required P.E. uniform is as follows: burgundy mesh shorts with shark logo and gray T-shirt with shark logo. Optional P.E. wear: burgundy sweatpants with shark logo and gray sweatshirt with shark logo.
2. The P.E. uniform must be worn during physical education classes, as assigned by the instructor.
3. The school and P.E. uniforms must be MerryMart brand (with the exception of the pants, shorts, and dress blouse/shirt). The uniforms are to be purchased at the school uniform sale and/or by contacting the following agency:
Merry Mart Uniforms, Inc.
33 Washington Street
Santa Clara, CA 95076-6197
(408) 296-0423, www.merrymartuniforms.com
4. Shoes (and laces) are to be black, brown, gray ,burgundy, or white (or a combination of these colors). They are to be secured at all times. High heels, platforms higher than one inch, work-style boots, or military style boots are not acceptable. Sandals, slippers, flip-flops, and backless shoes are not allowed (except as listed below).
5. Socks without logos must be worn at all times and must be visible above the top of the shoe. Women must wear solid white socks with shorts or skirts; men must wear white socks when wearing shorts.
6. Clothing must be neat and clean, in good order, and may not be worn inside out, backwards, or be oversized.
7. Pants and shorts must be worn with a belt. Belts must be tightly secured, tucked into belt loops and not hanging.
8. Capri and corduroy pants and shorts are not allowed.
9. Excessively sagging or baggy clothing is not allowed.
10. Shorts must not be shorter than 4" above the knee (as measured from the top of the knee.)
11. Underwear and thermal underwear must be covered completely by the school uniform, except at the neckline.
12. Turtleneck sweaters are not permitted.
13. A long sleeve shirt may not be worn under a short sleeve shirt.
14. Scarves, gloves, and knit caps may be worn; all such items must be of a solid color, either white, gray, burgundy, or black. Such items may not be worn while inside a campus building.
15. On school days, hats may not be worn on campus until the classes are concluded for the day.

Field Trip Dress: With the approval of the Principal, the dress code may be adjusted in the event of a field trip away from campus.

Non-Uniform Days: On designated days, students are permitted “free dress,” within the following limitations:

1. Clothing with objectionable wording or symbols that convey vulgar, violent, satanic, sexually suggestive, gang-related, or racially discriminatory messages, or which advertise drugs, alcohol, or tobacco products are not permitted.
2. Clothing with a hood is allowed, but the hood may not be worn indoors.
3. Trench coats are not permitted.
4. See-through, Spandex, Lycra, camouflage, fatigue, ragged, or patched materials are not permitted.
4. Shorts and skirts must be no shorter than 4” from the top of the knee.
5. Low backs, bare midribs, strapless or spaghetti straps, low necks are not permitted.
6. Dress in accordance with identified gang affiliation is prohibited.
7. Normal shoe requirements remain in effect.

Shark-Wear Days: On designated days, students are encouraged to wear official St. Francis clothing, in keeping with the following:

1. Any item with a school-approved St. Francis logo may be worn, including PE gear.
2. Shoe requirements of regular uniform days are in effect.
3. Hats must be official St. Francis type and may only be worn outside.
4. Hoods may only be worn outside.
5. Clean, un-ripped blue jeans may be worn with a St. Francis top.
5. Any other items of clothing worn must conform to the daily uniform requirements.

Letter Jackets: Official letter jackets of St. Francis may be worn on any school day but only by letter-winners. The following policies below are related to letter jackets and the awarding of the “SF” block letter:

1. Official letter jackets are available through The Neff Company.
2. The jacket comes with graduation year on the top of the right sleeve, and “St. Francis” across the top of the back.
3. The student’s name is embroidered in white thread on the right chest. Nicknames are not permitted; the name (or a suitably shortened version) as listed in school records is the only name permitted.
4. The font used for the name is to be Script.
5. Block letters are awarded for participation on a St. Francis varsity sports team for a minimum of one sports season.
6. Each student is awarded only one block letter during his/her high school career.
7. Individual cloth emblems are awarded at the initial awarding of a block letter to identify the sport for which the block is awarded. Subsequent participation in like activities is recognized by additional emblems being awarded, based on standards agreed upon by the relevant moderator and the Principal. Cloth emblems are to be sewn under the name on the right chest.
8. An athlete may order a chenille sports number (official jersey number) which may be stitched on the top left sleeve. Official league, division, and state patches from official school/CIF sponsored competitions or events can be applied to the back of the jacket (not the sleeves), and must not be glued. Patches should not overlap.
9. No other additions or alterations to the letter jacket are permitted. Jackets not in keeping with the standards listed herein may not be worn on campus or at St. Francis events.

ATTENDANCE/TARDY/ABSENCES

Attendance: Students are required to attend class unless excused by the Dean’s Office. Only the Dean’s Office may declare an absence “excused.” A parent or guardian may

request that an absence be excused; the final authority in such matters is reserved for the Dean's office.

Typically, absences are excused by the Dean's office that result from illness, family emergency, a death in the family, or important appointments that cannot be scheduled outside of school hours. Family vacations are not candidates for excused absences.

Discretionary Absences: Families are urged to refrain from taking their students out of school for family vacations, extended holidays, or trips. The missed time has a detrimental impact on the student's ability to succeed, as it is difficult for the student to make up the work missed during the absence. Although teachers typically make themselves available to students who have been absent, it is not the responsibility of teachers to make accommodations (including, but not limited to, additional tutoring or help sessions outside of class) for students who miss class due to discretionary absences. That is, they are not required to prepare work for a student prior to the absence, nor are they required to devote time to making up missed assignments as a result of that absence. Prior to a discretionary absence, the student should meet with his/her teachers to discuss the absence and what work will be required to be made up from the period of absence.

College Visits: Once during a student's high school career, a student may be excused by the Dean's Office for two days to visit colleges. Parents/guardians reporting the absence should identify the reason for the absence.

Reporting Absences: Whenever a student is absent, even for one class, the parent/guardian must call the school office (724-5933) to report the absence between 7:30 and 9:00 AM on each day of the absence. Failure to call will result in the student being assigned detention.

A Student's Return from Absence: When the student returns to school after an absence, the student must report to the Main Office to pick up an admit slip. At that time, the student is to submit a note from a parent/guardian explaining the absence. Teachers are not to accept students back into class after an absence without an admit slip. Both the phone call on the day of absence as well as the note after the absence are required for the Dean's Office to consider excusing the absence.

An absence is unexcused if a student returns to school without a note from a parent/guardian. The student has 24 hours in which to produce the note; after that time, the absence remains unexcused and the student is subject to consequences for that unexcused absence.

Excessive unexcused absences will result in a student's being subject to suspension or expulsion.

Extended Absences: In the case of an extended absence, the student or his/her family should contact teachers to establish a schedule of make-up work. Email is the preferred method of communication in such cases.

Unexcused Absences: All absences are logged by the Dean's Office. Unexcused absences result in the following consequences for the student:

- | | |
|------------------|---|
| First instance: | 3 hours of detention for each missed class period, to be served after school and/or through Saturday detention. |
| Second instance: | 3 hours of detention for each missed class period, to be served after school and/or through Saturday detention and the student is placed on Disciplinary Probation. |

Third instance: Student is referred to the Discipline Review Board for possible suspension/expulsion.

In addition, an unexcused absence results in a grade of "NC" (equivalent to a zero) for any work to be submitted during the period of unexcused absence and any tests or quizzes administered during the period of unexcused absence. The "NC" grade remains until the absence has been excused.

Excessive Absences: More than five (5) absences in any one class during one quarter are considered excessive. Because excessive absence, excused or not excused, undermines the educational process, a student who is excessively absent may be placed on Attendance Probation by the Dean's Office. Such probation will be reported in writing to a student's parents/guardians. Normally, a period of Attendance Probation is one academic quarter in length. During the period of Attendance Probation, the student's record of attendance comes under closer scrutiny by the Dean of Attendance. The school reserves the right to disenroll a student with excessive absences in two consecutive quarters.

Parents will be notified by the Dean's Office when a student has four (4) absences, whether excused or unexcused, in a quarter.

Absences resulting from prolonged illness will be reviewed by the Dean's Office on a case-by-case basis. Normally, long-term absences verified to be a result of ongoing medical circumstances do not result in Attendance Probation for the student. In most cases, a verifying note from a physician will be required.

Tardiness: Students are required to be on time to all of their classes, including homeroom sessions. Teachers are required to send a student who is tardy to the Main Office for an admit slip. The admit slip is provided only after the tardiness is noted for the Dean's Office.

Excused Tardiness: Some instances of tardiness may be excused by the Dean's Office. These may include occasions when a student must meet with a teacher or counselor; when traffic conditions prevent timely arrival to school, when such conditions are verified by a traffic report; or when the student is coming to school after an appointment off campus. After such an appointment, a tardiness is a candidate to be excused only if a parent note explaining the tardiness is presented to the Main office. The student has 24 hours in which to produce the note; after that time, the tardy remains unexcused and the student is subject to consequences for that unexcused tardy.

Unexcused Tardiness: All instances of tardiness are logged by the Dean's Office. Unexcused tardiness results in the following consequences for the student (instances as accumulated per semester):

First instance:	verbal warning from the Dean
Second instance:	lunch detention
Third instance:	lunch detention
Fourth instance:	Saturday detention; note sent home to parent/guardian
Fifth and subsequent instances:	Saturday detention; student is subject to referral to the Discipline Review Board for possible suspension/expulsion

Excessive Tardiness: More than five (5) tardies in any one quarter is considered excessive. Because excessive tardiness, excused or not excused, undermines the

educational process, a student who is excessively tardy may be placed on Attendance Probation by the Dean's Office. Such probation will be reported in writing to a student's parents/guardians. Normally, a period of Attendance Probation is one academic quarter in length. During the period of Attendance Probation, the student's record of attendance and tardiness comes under closer scrutiny by the Dean of Attendance. The school reserves the right to disenroll a student with excessive tardies in two consecutive quarters.

DISCIPLINE ISSUES

Disciplinary Authority: In matters of discipline, the levels of authority are as follows:

- 1) an individual teacher, coach, or other supervisor;
- 2) Dean of Students;
- 3) Discipline Review Board;
- 4) Principal;
- 5) President.

The Principal reserves the right to set aside or waive any disciplinary rule or policy of the school at his discretion, subject to appeal to the President.

The Dean of Students is charged with the final interpretation and enforcement of all disciplinary policies and procedures, subject to appeal to the Principal.

The Discipline Review Board (DRB) is composed of the Academic Vice Principal, Coordinator of Youth Ministry, and one faculty member.

Disciplinary matters of a serious nature, ones that may warrant suspension or expulsion, are referred by the Dean's Office to the DRB for review. The DRB then makes a recommendation to the Principal as to consequences for the behavior under review. The Principal may follow the recommendation of the DRB or may set it aside. Decisions as to consequences for behavioral infractions are made by the Principal and are subject to appeal to the President. Normally, the parents and the student referred to the DRB attend a DRB session. Unless notified otherwise, the student referred to the DRB must attend the DRB session. With the exception of school staff, no other persons may be present at a session of the DRB. Attorneys representing a student and/or his/her family may not be present at a session of the DRB.

Sanctions: St. Francis Central Coast Catholic High School may impose sanctions on students whose behavior is disrespectful, recalcitrant, disruptive, immoral, illegal, at odds with promoting a positive school environment, detrimental to the reputation of the school, and/or in violation of the provisions of this Handbook.

Within the classroom, teachers may develop and enforce particular codes of conduct. Students in violation of acceptable conduct in the classroom, as determined by the teacher, may be referred to the Dean's Office for sanctions. Individual teachers may also detain students during break, during lunch, and/or after school as a sanction for poor behavior.

Lunch Detention: Minor violations may result in the assignment of Lunch Detention. Lunch Detention consists of a student performing menial tasks, such as picking up litter or setting up for campus events, during the lunch period.

After School Detention: Students may be assigned to serve detention after school for repeated offenses or for more serious behavioral infractions. The Dean's Office will

assign students specific dates on which to report to the supervisory personnel overseeing the detention session.

Saturday Detention: Repeated offenses or serious behavioral infractions may result in the assignment of a Saturday Detention. Saturday detentions may result from repeated violations such as but not limited to the following: uniform violations; gum chewing; tardiness; use of cell phones or personal music or video devices. More serious offenses, such as repeated disruption of class, violent behavior, academic cheating, willful disobedience to a staff member, lying to a staff member, or damage to school property may result in the assignment of one or more Saturday detentions.

Normally, Saturday detentions are assigned by the Dean of Students; but teachers and the administration reserve the right to assign Saturday Detention whenever a particular incident is serious enough to warrant a more severe sanction. Saturday Detention sessions are scheduled as needed, and parents are notified in writing of a student's assignment. Students assigned to Saturday Detention are charged a \$40 fee, payable to St. Francis. The fee must be paid the day of the detention, and it is meant to cover the added cost of supervision that results from Saturday Detention. Students serving Saturday Detention may be required to perform non-strenuous manual labor.

Disciplinary Probation: Disciplinary Probation is a serious status that is assigned to students who have violated the school's behavioral rules or have repeatedly not complied with the school's behavioral or attendance policies. The period of time a student is placed on Disciplinary Probation is to be determined by the Principal, in consultation with the Dean's Office. This is a trial period in which a student must conduct himself or herself in a way that meets the school's requirements. During this period, the school may restrict the extracurricular opportunities available to the student. A student who violates school rules while on Disciplinary Probation is subject to review by the Discipline Review Board, with a strong possibility that the student be expelled from St. Francis. A student may be required to receive professional, medical, or psychiatric assessment and/or help as a condition of probation, at parent expense.

Suspension: For serious disciplinary reasons, the Principal may suspend a student from attending school. The period of that suspension shall be determined by the Principal. During a period of suspension, the student may not come to school without the permission of the Principal. The student loses the right to participate in any school activity during the period of suspension. The student may make up work missed in academic classes.

Most often, suspension results after a hearing by the Discipline Review Board. However, the Principal reserves the right to summarily suspend a student in the event of serious behavioral infractions.

Circumstances that may result in suspension of a student include, but are not limited to, the following:

- 1) Repeated incidences of unexcused absence;
- 2) Repeated incidences of unexcused tardiness;
- 3) Continued and willful disobedience;
- 4) Open or persistent defiance of authority or disrespect to any school employee or volunteer;
- 5) Forging or using forged notes or excuses;
- 6) Cheating in an academic setting;
- 7) Possession, use, distribution, or sale of tobacco, narcotics, alcohol, steroids, or other illegal substances;
- 8) Persistent violation of requirements of dress;

- 9) Habitual profanity or vulgarity;
- 10) Violation of the conditions of a Disciplinary Probation;
- 11) Damage to school property as a result of intention or gross neglect;
- 12) Misuse of electronic information resources as outlined in the Technology Use Agreement;
- 13) Driving a car in a dangerous manner;
- 13) Violations of the criminal code or civil law;
- 14) Serious or repeated violations of school rules and policies during a period of Disciplinary Probation.
- 15) Possession of a firearm or weapon, or of a facsimile of a firearm or weapon, on campus or at a school-sponsored event.
- 16) Lying to school personnel and/or obstruction of a school investigation.

Expulsion: Expulsion is an extreme measure used when it has been determined that the student cannot conform to expected community norms or when circumstances make continued enrollment in the school untenable. Students who have been expelled are not welcome on campus at any time after their expulsion. An expulsion is presumed to be permanent. However, in extraordinary cases, and as determined by the Principal, a student who has been expelled from St. Francis may apply for re-admission to the school.

Circumstances that may result in the expulsion of a student include, but are not limited to, the following:

- 1) Hazing (California Education Code - Section 32051);
- 2) Repeated incidences of unexcused absence;
- 3) Repeated incidences of unexcused tardiness;
- 4) Continued and willful disobedience;
- 5) Open or persistent defiance of authority or disrespect to any school employee or volunteer;
- 6) Forging or using forged notes or excuses;
- 7) Repeated incidences of cheating in an academic setting;
- 8) Possession, use, distribution, or sale of tobacco, narcotics, alcohol, steroids, or other illegal substances;
- 9) Persistent violation of requirements of dress;
- 10) Habitual profanity or vulgarity;
- 11) Violation of the conditions of a Disciplinary Probation or of a Suspension;
- 12) Damage to school property as a result of intention or gross neglect;
- 13) Misuse of electronic information resources as outlined in the Technology Promise;
- 14) Violations of the criminal code or civil law;
- 15) Gang involvement or affiliation;
- 16) Possession of a weapon on campus;
- 17) Theft or an attempt at theft;
- 18) Assault, battery, use of violence or the threat of violence;
- 19) Repeated instances of driving a car in a dangerous manner;
- 20) Willful falsification of school records;
- 21) Threats to students, teachers, administrators, or other employees or volunteers to the school administered by a student or his/her parents/guardians.
- 22) Illegal activities undertaken on or off campus.
- 23) Serious or repeated violations of school rules and policies during a period of Suspension or of Disciplinary Probation.
- 24) Possession of a firearm or weapon, or of a facsimile of a firearm or weapon, on campus or at a school-sponsored event.
- 25) Lying to school personnel and/or obstruction of a school investigation.

In addition, students may be disenrolled from the school as a result of the following:

- 1) The student continually fails to meet the academic requirements of the school;
- 2) A parent or guardian of the school is uncooperative with school officials or disruptive of the school's educational programs;
- 3) A parent or guardian knowingly permits illegal activities by his or her student;
- 4) The student's health records, including school emergency card and immunization records, are not provided to the school in a timely manner, as required by the school;
- 5) The student's financial obligations to the school have not been met.

Off-campus Conduct: Although St. Francis Central Coast Catholic High School does not hold itself responsible for offenses committed outside its jurisdiction, misconduct anywhere that may hurt the reputation of the school and the other students may be cause for disciplinary action. The school has an obligation to all students and therefore will consider sanctioning an individual whose misconduct has harmed the rest of the student community in some way, even though the misconduct may have occurred away from school or school function.

ACADEMIC POLICIES AND PRACTICES

Integrity: It is the understanding of the faculty, staff, and administration at St. Francis Central Coast Catholic High School that students be held to a high standard of integrity, a standard that reflects the values of the Gospel inherent in the school's mission. This standard of excellence holds for every aspect of school participation, within the classroom and outside of it. Students are expected to complete and submit assignments with honesty and integrity. Academic dishonesty (including, but not limited to copying, plagiarizing, or willingly providing one's own work to others) will be reported to the Dean of Discipline for formal discipline. Students found to be cheating are subject to a range of disciplinary response, from detention to suspension from school. In every case, the teacher will score the academic work relative to the cheating for all students participating in the cheating with a zero. Repeated offenses place a student at risk for expulsion.

Academic Placement: Students will be placed in courses based on placement examination results, previous academic performance, and teacher recommendations. As a college prep high school, the school will produce individual schedules for students so as to promote the taking of challenging classes and to enhance the likelihood of their being admitted to four-year colleges and universities.

Admission: Incoming freshmen: Application for admission to St. Francis Central Coast Catholic High School is open to all students who have successfully completed the eighth grade in good standing. An applicant for admission to the freshman class must do the following:

- 1) Submit the required application, including the required application fee.
- 2) Take the placement examination in the year applying.
- 3) Submit a transcript of work completed thus far in the seventh and eighth grades.
- 4) Submit the required recommendation form completed by the present principal, eighth grade math teacher, and eighth grade English teacher.
- 5) Show satisfactory citizenship as demonstrated by school records and recommendations.
- 6) Attend (with his/her parents) an interview with admissions personnel.

Admission to the school is determined by the Admissions Committee. Factors considered in admissions decisions are the following:

- Demonstrated ability to undertake the required curriculum;
- Demonstrated effort and willingness to learn;

- Demonstrated good character and commitment to a school community.

Families wishing to appeal an admission decision should send a letter of appeal to the President. The letter should contain additional information to be considered beyond that reviewed in the original admissions process. The President's decision on the appeal is final.

Admission: Transfer Students: A student wishing to transfer from another high school will be considered for admission on the following bases:

- 1) On a space available basis.
- 2) If the student's transcript reveals coursework done that is comparable to that at SFCC.
- 3) If the student has maintained a cumulative mark point average of 2.75 or higher throughout high school.

Transfer applicants are required to file the appropriate application to the school and to provide all related documents described in the application. Such applicants may also be required to provide recommendations from previous schools and to take a readiness test.

Transfers into the senior class are generally not considered. Individual cases will be evaluated by the Admissions Committee.

Admission: All Applicants: Once accepted to the school, an applicant (freshman or transfer) secures enrollment in the school only after submission of the following:

- 1) Student Registration Form and Registration Fee.
- 2) Student-Family Agreement.
- 3) Family Service Contract.
- 4) Copy of Birth or Baptismal Certificate.
- 5) A final transcript from his/her previous school. Conditionally accepted students must submit grades of summer school courses.
- 6) The required packet of health information, which includes the following: student emergency card, medical history form, physical exam form, medication policy statement, and California School Immunization Record.

An applicant with a learning disability or with special needs must disclose that disability or special needs on the application. Failure to do so may result in the revocation of enrollment in the school. When feasible, the school will make reasonable accommodation for qualified students with learning disabilities and/or special needs. However, when such accommodation by the school is not feasible, students in need of such will not be admitted.

Students (both applicants and continuing students) with diagnosed learning disabilities must have the appropriate documentation on file with the school.

Criteria for Scheduling: The Academic Vice Principal determines the schedule for each student on the basis of the required curriculum, grades earned, testing data, and teacher recommendations. Department chairs assist with specific placement decisions.

Add/Drops: All changes or adjustments in a student's class schedule are undertaken by the Academic Vice Principal. All class changes must be made by the date established and posted on the school calendar (normally the second week of the first semester). After this date, any schedule changes will be a result of teacher or administrative action and not based on student request. A year-long course may not be dropped at any time after the date established as the last day for changes. Please note: a senior enrolled in six courses

may not drop the sixth class after the date established as the last day for changes, even if that class is not required for his/her graduation.

Auditing: No auditing of courses will be allowed. Students present in a classroom must be those enrolled in the course, a student assistant to the teacher assigned for that course, or students assigned to that location for study hall.

Daily Tutorial: Almost every class day, the school runs a tutorial period from 2:10 PM until 3:00 PM. Teachers are required to be in their classrooms available for individual help and enrichment for students. Occasionally, and primarily due to faculty meetings, tutorial is not held.

It is not mandatory that students attend daily tutorial sessions. However, it is strongly recommended that all students take advantage of this time each day to get help from a teacher or get a start of the night's homework. So as to encourage student attendance, athletic teams and other school activity groups may not begin any activity prior to 3:10 PM. Exceptions to this practice are made to accommodate travel to athletic contests away from campus or home contests that begin at 3:30.

Student Assistants: A senior may be assigned as a student assistant to a specified teacher or to office personnel. The Academic Vice Principal shall make such assignments, in response to teacher or student requests. Student assistants receive course credit. However, serving as a student assistant does not qualify as a "Required Elective" (see senior year courses listed below).

Academic Requirements by Year

<u>Units</u>	<u>Course</u>	<u>Units</u>	<u>Course</u>
Freshman year		Sophomore year	
10	Theology	10	Theology
10	English	10	English
10	Modern World History	10	Biology
10	Mathematics	10	Mathematics
10	Physical Ed./Health	10	Visual or
10	Modern Language	10	Performing Art
		10	Modern Language
Junior year		Senior year	
10	Theology	10	Theology
10	English	10	English
10	United States History	5	Government
10	Mathematics	5	Philosophy
10	Chemistry	10	Required Elective 10 Required
Elective	10	Required Elective	
		10	Optional Elective

Graduation Requirements: In order to receive a diploma from St. Francis, a student must earn a minimum of 230 course units, have a good record of citizenship and behavior, have participated in campus ministry activities each year of attendance (liturgies, retreats, services), and have maintained an active Christian Service Project each year of attendance.

No student may attend St. Francis beyond his/her senior year. Units received from approved courses taken after spring semester of a student's senior year may be included to reach the graduation requirement of 230 units. No units earned after August immediately following a student's senior year will be considered to reach the graduation requirement of 230 units. Unfulfilled service hours must be completed by the end of August of the year of graduation.

The following courses must be completed with passing grades:

8 semesters of Religious Studies	40 units	
8 semesters of English		40
6 semesters of Mathematics		30
6 semesters of Social Sciences	30	
4 semesters of one Foreign Language		20
4 semesters of Laboratory Science		20
2 semesters of Physical Education / Health	10	
2 semesters of Visual and Performing Art	10	
6 semesters of electives		30

Participation in graduation exercises is a privilege and may be denied in light of the above requirements, or due to significant poor attendance, behavior, or discipline.

Awards at Graduation

Graduation grade awards are determined as follows: Cumulative mark point average over the first seven semesters of 3.0 or higher: silver tassel; 3.5 to 3.99: silver tassel and silver cord; 4.0 or higher: silver tassel and silver stole.

Valedictorian and Salutatorian: The school recognizes two students from a graduating class as warranting special commendation. The valedictorian addresses the graduating class at its commencement ceremonies. He/she is chosen by the administration of the school according to specified criteria:

- the student's cumulative grade point average
- the strength of the student's academic schedule
- comments solicited from the student's teachers
- the degree to which the student displays the values and ideals of the school, both in class and outside of it
- the ability of the student to speak to a large audience

The valedictorian is not necessarily the student with the highest grade point average, as is the case at some schools.

The salutatorian is chosen by the administration of the school to offer a welcome at commencement exercises. He/she is selected according to the same criteria as that of the valedictorian.

The Sister Laura Goedken Award: The Board of Directors honors one student from the graduating class as the winner of the Sister Laura Goedken Award, as selected by the school administration. The award recognizes the one graduating student who best displays overall excellence at SFCC..

The St. Francis Association Dominic Savio Award is selected by the administration and awarded by the St. Francis Association. This award honors the graduating senior who best displays the virtues of compassion, concern for others, and campus service.

Grading, GPA, Honor Roll

The Grade Scale

Letter grade	%	Grade Points (G.P.)
A	93-100	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	0.70
F	<59	0.00

Grades are rounded per the standard norm, which is to the nearest whole percentage (e.g., 95.4% = 95% = A-; 95.5% = 96% = A).

Letter Grades: Letter grades indicate a student's level of achievement on a particular assignment, test, or activity. On the quarter progress report or the semester report card, letter grades indicate a student's overall achievement in a particular subject. Each letter indicates a specific level of achievement.

A	Outstanding; a strong college recommending grade
B	Good; a college recommending grade
C	Average
D	Unsatisfactory
F	Fail; no credit (0 units)
I	Incomplete

I = indicates "incomplete status", that is, substantial required course work is missing. Work must be submitted on a schedule agreed to by the teacher. "I" automatically reverts to an "F" grade if not made up within two weeks of the end of the grading period.. Marks of "I" are assigned only at the request of a teacher and with the permission of the Academic Vice Principal.

Grade Point Average: the grade point average, or GPA, is determined by adding the semester grade points received in each class, adding an extra grade point for each Honors and Advanced Placement course in which a grade of "C" or better is earned, and dividing that sum by the number of classes undertaken.

A student's GPA is used by the school to indicate a student's overall academic performance and to determine eligibility for participation in interscholastic athletics. Colleges, universities, and competitive scholarship programs consider a student's GPA in determining merit. Note that individual colleges and universities may calculate a student's GPA differently than does St. Francis.

Honor Roll: The Honor Roll is established and publicized after each grading period. First Honors (3.50 and higher GPA), and Second Honors (3.0 to 3.49 GPA) are established to recognize students doing superior work.

Report Cards and Progress Reports: First and second semester grades are the official record of a student's performance and remain a part of the student's permanent transcript. Semester report cards are mailed home shortly after the conclusion of each semester.

Grades determined at the end of the first and third quarters are to be viewed as "Progress Reports" and do not appear on a student's permanent transcript. However, in keeping with CIF regulations, eligibility for interscholastic athletics is determined by quarter grades, as well as by semester grades.

Parents have access to final grades for the first and third quarters through the use of Edline, the school's on-line grade reporting system and through the paper report card that is sent home.

Edline: The school contracts with an on-line grade reporting system, Edline. Students and parents are encouraged to make regular use of Edline to track grade performance, homework assignments, course calendars, and other features provided by individual instructors. Log-on information is provided by the main office to students and to parents. It is important that parents and students have separate log-on accounts.

Continuing Academic Performance: Students are expected to work diligently in their courses and to perform to their capacities. A student whose GPA is below 2.0 is not performing at a level that warrants serious consideration for college acceptance. Because of this, the school must carefully review his/her academic performance and consider if the student should continue at the school.

A student whose GPA is below 2.0 at a quarter or semester will receive a warning letter from the Academic Vice Principal, alerting his/her parents to the circumstance. He/she is summarily placed on Academic Probation for the next grading period. Such probation results in closer scrutiny in the ensuing grading period by the Academic Vice Principal, the counselor, and the teachers, designed to improve the student's performance.

A student whose GPA remains below 2.0 after a period of Academic Probation is at risk of being dismissed from the school.

Failed Courses: A failing semester grade received in a course is a serious issue that must be dealt with promptly by the student, his/her family, and the school. No unit credits are awarded for the course, and the student is then behind relative to graduation requirements. Courses that a student fails are to be made up during the next summer after the failing grade. A student who has received an "F" in a required course during the regular academic year and does not make up the "F" with a passing grade earned during the ensuing summer may not enroll at St. Francis for the next academic year. Exceptions to this policy are considered under extraordinary circumstances by the Academic Vice Principal.

At the conclusion of each academic year, the progress towards graduation of each student is reviewed. To be on schedule for graduation, a student must have passed the required courses and met the following unit requirements:

- At the conclusion of freshman year: 60 units
- At the conclusion of sophomore year: 120 units
- At the conclusion of junior year: 180 units
- At the conclusion of senior year: 230 units

A student who is behind schedule, relative to graduation requirements, must catch up during the ensuing summer. If he/she cannot do so, either because he/she is too far behind or because he/she fails a summer school course, he/she will not be allowed to enroll for the next year. Exceptions to this policy are considered under extraordinary circumstances by the Academic Vice Principal.

Semester Grades of “D+”: A semester grade of “D+” or less is not recognized by the University of California or the California State University system as fulfilling the unit requirements in that course for an applicant to a UC or CSU campus. So, for example, a student who receives a “D” for one semester of chemistry has not, in the eyes of UC or CSU, completed that semester of chemistry. Students who receive a “D+” or less in a UC or CSU required course should plan to take the course over in summer school.

First Semester Grades of “F”: For year-long courses only, an “F” grade at the first semester in a particular class will revert to a “D-” if the student receives a grade of “C-” or higher as the second semester grade in that particular class. This is done (1) in recognition of the skill development that occurs as the year progresses, and (2) to alleviate the need of the student to take a summer school course designed to provide 10 units when the student would need only the 5 units of the first semester.

Athletic Eligibility: The California Interscholastic Federation requires that a student maintain a GPA of 2.0 or higher in the most recent grading quarter in order to participate in athletics. If a student falls below a 2.0 GPA, he/she is declared ineligible at a designated date after the close of the grading period, and the following rules obtain:

- 1) The student is ineligible for one grading period. At the end of the next grading period, his/her eligibility status will be reviewed.
- 2) The C.I.F. stipulates in its norms that “summer school credits shall be counted toward making-up scholastic deficiencies incurred in the grading period immediately preceding.” Thus, a student whose GPA for the second semester is below 2.0 may submit summer school grades to the school for the purpose of regaining eligibility. Such grades must be from courses pre-approved by the Academic Vice Principal. Grades from these courses must be submitted by official transcript to SFCC no later than the end of August. Summer school grades will be added to a student’s official transcript and the GPA will be re-computed. The original second semester grades remain on the transcript, however, as it is school practice not to remove a grade, once earned, from the transcript.
- 3) During a period of ineligibility, the student may practice and train with the team at the discretion of the coach. He or she may not participate in any contest against another school, nor may the student miss any class time for athletic purposes, e.g., in order to travel to a game.
- 4) In keeping with C.I.F. norms, a student may petition for a probationary period in which, despite earning a GPA of below 2.0 on the most recent grade report, a student remains eligible. A student may be granted only one such period during the freshman and sophomore years, and only one such period during the junior and senior years. The C.I.F prohibits that two consecutive probationary periods be granted. Petitions will be reviewed by the school administration and granted only when a student’s academic performance is not a result of gross negligence and only if the student’s record of attendance and behavior has been good.

Semester Exams: Semester exams are given at the end of the first and second semester. These exams are worth no less than 10% and no more than 20% of the student’s grade in the semester, the exact value to be determined by the teacher and distributed in the course syllabus at the beginning of the term. A student may be denied access to the exams if

his/her tuition account is in arrears, and/or if other financial obligations to the school have not been met. It is the responsibility of the family to be sure the tuition account is in order.

A missed exam resulting from an excused absence may be made up during the scheduled make-up session or afterwards, depending on the student's health. The exam offered during or after the make-up period may be different than the regularly scheduled exam. A missed exam resulting from an unexcused absence will result in the student receiving a score of "NC" for the exam.

Testing Students are tested in order to facilitate placement, scheduling, guidance, and planning; and to demonstrate academic skills on national college admissions tests. The following tests are required:

- Incoming students: STS High School Placement Test (closed edition); administered prior to acceptance; incoming freshman may take the test on designated dates in January)
- Sophomores: PSAT Exam; administered on-campus during October of the sophomore year; used to prepare students for PSAT in junior year
- Juniors: PSAT/NMSQT Preliminary Scholarship Aptitude /National Merit Scholarship Qualifying Test; administered on-campus during October of the junior year; test indicates anticipated performance on the SAT exam; results are used in National Merit nationwide competition

In addition, the following tests are administered off-campus (exception: SAT tests are administered on-campus during May) and are required by various colleges and universities:

- Juniors: --SAT I and ACT exams (depending on which is required by a particular institution). Juniors are urged to take the SAT for the first time during the spring of their junior year.
- Seniors: --SAT I and ACT exams (depending on which is required by a particular institution).

Advanced Placement Tests are administered on campus during May of each year for juniors and seniors who opt to take these tests.

Information about the above tests is available in the Counseling Office.

Guidance and Academic Counseling The school provides personal and college counseling services, available to every student. Counseling services are designed to help him or her be academically successful, and to assist in planning and applying for scholarships and college entrance. The personal counseling service provided is designed to provide immediate intervention; significant, ongoing needs for personal counseling can only be met by a referral to an outside agency.

Students may sign up for appointments with the counselor; or, if the counselor is available, they may see the counselor as a "walk in session." When possible, appointments will be scheduled so that the student misses no class time. When that is not possible, the appointment will be scheduled at a class time that least impacts the student's overall academic development. Parents/guardians wishing to meet with a counselor are advised to call or email the counselor for an appointment.

Course Transfers: Students may, under specified circumstances and only after being pre-approved by the Academic Vice Principal, take courses off campus that qualify as graduation requirements. Such circumstances include the following only:

- 1) The school is unable to create a schedule that allows the student to fulfill his/her graduation requirements on campus.
- 2) The student wishes to accelerate his/her academic program, with the result being a schedule more academically rigorous than would be possible without the off-campus course. Note: such acceleration must be pre-approved by the Academic Vice Principal. Students shall not receive credit for classes taken off-campus simply so as to avoid taking comparable on-campus courses.
- 3) The student has failed a required course at SFCCCHS, and the school is unable to create a schedule that allows the student to re-take the course on campus and remain on schedule to graduate.
- 4) The student has received a "D" grade in a core course and wishes to earn a higher grade to improve the likelihood of college acceptance.
- 5) The student's diagnosed learning disability requires that the student adjust the pace of his/her academic schedule, with the result being a need for summer school courses being taken.

Off-campus courses taken without the pre-approval of the Academic Vice Principal will not be accepted for graduation requirements. A "Course Transfer Request" is available in the Main Office for the procurement of such pre-approval. In each individual case, the Academic Vice Principal will review the request and determine whether graduation requirements will be met by the off-campus course and the number of units to be granted by the school for the off-campus course.

SFCC does not accept coursework done prior to a student's entrance into the freshman year for graduation requirements. Courses taken during 7th and 8th grade or during the summer prior to one's freshman year may help determine placement in SFCC courses.

Credit for coursework for students transferring into SFCCHS as second-semester freshmen, sophomores, juniors, or seniors is granted on a case-by-case basis. The Academic Vice Principal reviews a transfer's file and determines what credit should be granted for work done on other campuses and establishes a schedule of classes needed to meet SFCCCHS graduation requirements and to adequately challenge the student.

Transcripts and Student Records: The transcript is the official record of scholastic work accomplished during high school. It contains only semester grades, and not those of the 1st and 3rd quarters, which are to be viewed as "Progress Reports."

As determined by the Academic Vice Principal, the school will include on the transcript the reports of coursework done off campus. Such coursework must have been completed after the conclusion of a student's eighth grade and prior to the conferral of a diploma from SFCC. The student may be required to provide an official transcript from the institution that granted credit for such coursework. Such coursework may meet SFCC graduation requirements only if pre-approved by the Academic Vice Principal.

Sending of Transcripts: SFCC transcripts are sent to educational institutions at the request of a parent or the student. A form is available in the Office of the Registrar and on-line on the school's website. Current students are provided up to five free transcripts; subsequent transcripts carry a \$5 fee. Former students and alumni are charged \$5 for each transcript. Three working days are required for the processing of transcripts.

Withdrawals: Voluntary withdrawals from SFCC are those initiated by the parents/guardian. Voluntary withdrawals are subject to the following provisions:

- 1) The withdrawal begins with a written request by the parent/guardian.
- 2) An exit interview with the requesting party must be held with school personnel.
- 3) If the withdrawal occurs after October 31, tuition payments will be refunded for the second semester only. Any first semester tuition payments will not be refunded.
- 4) If the withdrawal occurs after March 31, no tuition payments will be refunded.
- 5) If the withdrawal occurs after the payment of the Registration Fee, that fee will not be refunded.
- 6) Records and transcripts will be released only after financial accounts between the school and the student are settled.

School-initiated withdrawals from SFCC are undertaken when the performance of the student, academic or otherwise, makes it necessary that he/she not continue at the school. Such withdrawals are subject to the following provisions:

- 1) Parents/Guardians will be notified, in writing, of the school's decision to terminate the enrollment of the student, and of the basis for that termination.
- 2) Tuition payments will be refunded for any month in which the student does not attend SFCC. Partial months of attendance are not subject to a tuition refund.
- 3) Registration Fees for the ensuing year will be refunded if the action is initiated by the school prior to the first day of class.
- 4) Records and transcripts will be released only after financial accounts between the school and the student are settled.

Use of Electronic Books ("E-books") at St. Francis: Effective the summer of 2011, St. Francis students may use e-books for summer reading and for some reading of non-text materials during the school year. E-books may not be used instead of textbooks, journals, workbooks, etc.; those traditional, paper books that may be replaced by e-books are identified on the school's book list.

It will be the decision of the family and the student to determine whether he or she will use an e-book as an alternative to a traditional, paper book; use of e-books is not required of any student. In addition, it is left to the student and his/her family to determine which portable electronic device he/she will use with e-books: a laptop or a tablet. Please note that use of a smartphone for this purpose is not permitted for school use.

At present, e-books may not be used as replacements for textbooks. However, such use will be considered in the future, especially as more high school e-textbooks are made available by publishers.

The school does not endorse any one particular vendor or model for facilitating e-books. However, in order for an e-book to replace a required book for school use, the following conditions must be met:

1. The device must allow a student (1) to bookmark a page to which he or she can return after closing the book; or (2) to designate significant pages. The device must allow highlighting of passages and/or adding notes about particular passages.
2. The version of the e-book must be identical to the approved, school version in terms of the text (i.e., no abridged or modified versions, nor alternative translations). Those required and recommended books that may be replaced by e-books are identified on the school's book list. The academic vice principal shall make the final determination as to which books are acceptable in e-book form.
3. The downloaded e-book must be resident on the device (where it can be accessed and read without internet access).

In addition, the following conditions apply to e-book use on campus:

1. Should the approved paper version of the book include other features (e.g., special introductions, charts, commentary, etc.), the student assumes full responsibility for this material, even if not available in the e-book version.
2. The student must be able to bring the e-book reader to school and is responsible for its care and security. The school is not responsible for loss, damage or theft. E-book reading devices are not to be stored on campus (e.g., in a locker) overnight. The student should take the device home each evening.
3. Such units may also be used for independent reading or supplemental reading (e.g., “free reading”) in any courses for which e-books are approved.
4. The student must bring a charged unit that is capable of retaining a full charge and be fully functional during the school day. Should the unit fail during the school day, the student is thus without the book and subject to the same sanctions as may occur when a student forgets a traditional book required for a class session. The school is not responsible for providing an electric charge or batteries for such units. However, only with the consent of a teacher a student may plug in his/her device for charging.
5. E-book readers may not be used to access the internet wirelessly (e.g., via a wireless LAN, 3G or 4G high-speed wireless network) without the specific permission of the teacher or an administrator for a specifically designated use and time.
6. During the school day: The device may be used outside the classroom only in the computer lab, and only for school-related tasks such as word processing, spreadsheets, presentation programs (e.g., PowerPoint), and for reading or listening to books. The devices may not be used for listening to music, playing games, texting, or accessing the internet (browsing, e-mail, etc.).
7. The policies for technology use as stated in the *Student-Family Handbook* (p. 13) and in the Technology Use Agreement signed by every student are applicable for e-book reading devices at all times, whether during school hours or after school hours.
8. A student who is found to be using the e-book reading device in an inappropriate way (e.g., being off-task by accessing irrelevant or inappropriate sites; accessing the internet without permission during the school day; using the device on campus outside the classroom in an unauthorized way, etc.) may be referred to the dean for disciplinary action. Any violations of the provisions for use as articulated in this document may result in the student being denied use of the device on campus; the student is also subject to other disciplinary consequences if other of the school’s rules and policies are violated.
9. A teacher may confiscate a student’s e-book device for just cause and may turn it over to the dean of students if, in the teacher’s judgment, the device is being used inappropriately. School personnel retain the right to examine the device, its applications and files and, if inappropriate material is discovered, to impose appropriate disciplinary consequences as defined in the *Student-Family Handbook*. As is the case with other devices subject to being confiscated if used inappropriately or at the wrong time (e.g., cell phones, MP3 players, etc.), the confiscated device will be returned to the student or his parents, as determined by the dean, within a reasonable amount of time.

10. Students who have been provided with accommodations due to documented Learning Disabilities may use audio e-books with headphones during teacher-designated class times.

ATHLETICS

Interscholastic Athletics: The Department of Athletics is committed to enriching campus life through a program of interscholastic athletics and to promoting the development of qualities in the student-athlete that will serve the participating individual and the community.

Towards that end, the Department offers competition for young men and women as part of the educational program of the school. The goals of its programs are...

- ... to instill in the student-athlete a sense of responsibility by demanding consistently high standards of behavior and making the student-athlete aware and respectful of the needs of others;
- ... to engender commitment in the student-athlete by directing him/her to an acceptance of the goals of the team and an appreciation of the needs of his/her teammates, coaches, opponents, and officials.
- ... to nurture unselfishness in the student-athlete by requiring that his/her actions on and off the playing field be consistent with the goals of the team as a whole and not be directed towards individual honors;
- ... to generate in the student-athlete a willingness to sacrifice his/her time and energy towards the fulfillment of shared goals;
- ... to further a sense of personal discipline on the part of the student-athlete by demanding abstinence from activities that limit his/her athletic, academic, and personal potential;
- ... to enhance the student-athlete's appreciation of the goodness of God's creation through a greater awareness of the joy that can come with athletic competition.

Sports offerings: The Department offers competition in the following areas:

	<u>Men</u>	<u>Women</u>
Fall:	football cross country	volleyball cross country tennis cheerleading
Winter:	soccer basketball	soccer basketball
Spring:	baseball track and field golf swimming	softball track and field golf swimming

Men's and women's teams compete as part of the Santa Cruz County Athletic League. The school is a member of the Central Coast Section of the California Interscholastic Federation.

Tryouts and team formation occur several weeks before seasonal games begin. Interested students should contact the Athletic Director for information about specific teams.

Requirements: In order to participate in interscholastic sports, a student must fulfill all the requirements of the C.I.F., and must meet the following school requirements:

1. Submit the required medical screening form on an annual basis. No student may practice or tryout for a team prior to the submission of this form.
2. Pay the required \$100 annual fee for participation in athletics. This fee is due to the school after final cuts have been made and prior to the first contest.
3. Display conduct appropriate to a representative of St. Francis. A student whose behavior does not meet the expectations of the school and/or the Athletic Department may be declared ineligible for participation. Such action will be taken by the Principal, in consultation with the Dean and the Athletic Director.
4. Attend practices and other required team functions as determined by the coach.
5. Maintain equipment and uniforms that are provided by the school. Team members only may wear team uniforms, and only on occasions agreed upon by the coach and the school. Team uniforms (including warm-ups) may not be worn to school except as authorized in advance by the Principal.
6. Adhere to the behavioral expectations articulated by an individual coach, including expectations related to dress and grooming.
7. Have no unexcused absences on a day of a practice or a game. If an athlete has an unexcused absence, even for one class period, on the day of a game or practice, he/she may not participate on that day.
8. Have no unexcused absences on the day after a contest. Students who demonstrate that they cannot attend evening contests and get to school on time the next morning are subject to being removed from participation.
9. Maintain a financial relationship with the school related to athletics that is up-to-date. Students owing charges from a previous season (e.g., for lost or unreturned uniforms or equipment) may not participate in subsequent seasons of sport until their accounts have been cleared.
10. Report any injuries to his/her coach immediately.
11. Maintain proper levels of sportsmanship. Students who act in unsportsmanlike ways are subject to being removed from participation.
12. Participate in the school's Impact Concussion Testing Program. Consent forms are available in the Main Office. A student-athlete must take the baseline test only once during his/her high school years and must take the test prior to participation in any practice or contest. Testing is done on campus prior to the start of each athletic season.

Other regulations related to athletics:

1. An athlete who quits a team or who is dismissed from the team after final rosters have been determined, or after the first contest, may not participate with another school team until the original team completes its season, including all playoff contests.
2. The California Interscholastic Federation establishes conditions of eligibility, in addition to those of an academic nature outlined in this Handbook: a student is eligible for up to eight (8) semesters of high school interscholastic sports; a student who turns 19 prior to September 1st may not compete during the year in which he/she is 19 years of age.
3. A student-athlete may not compete with a non-school sports team during the high school season of that sport. So, for example, students may not compete as members of their high school's soccer team while, during the same season, competing for an off-campus soccer team. The rules that govern this are complex; students who play on off-campus teams should discuss their circumstances with the Athletic Director.

Violations of this rule result in forfeiture of contests by high school teams and ineligibility for the athlete.

4. The school requires the assistance of parents to transport teams to game and practice locations. Coaches will coordinate such transportation. All drivers must have on file with the school a completed Driver Information Form and must have been cleared for volunteer service as a result of fingerprinting records provided to the Diocese of Monterey. An individual student-athlete may drive himself or herself to an athletic competition in which he/she is participating. A student may not, however, transport other students. A student must drive himself or herself or ride in a car with an adult driver. A student must return to school after the athletic competition unless released to go home with a parent by a note from the parent of that student; that note must be submitted to the coach. The coach will retain all such notes for his/her records.
5. The California Interscholastic Federation (C.I.F.) has established directives aimed at minimizing the possibility of transmitting infectious disease during a high school athletic team practice or contest. One of these directives requires that a player who is bleeding, or has an open wound or has any blood on his uniform leave the game for appropriate treatment. Athletic Department personnel are trained in dealing with these situations and will enforce C.I.F. directives.
6. Individual sports may require a "Spirit Pack" fee which covers the costs of materials necessary for participation in the sport that the school will not want back. These include apparel for use during contests and/or practices; game day shirts, sweaters, and the like; and equipment of a personal nature (e.g., mouthpieces). Spirit pack items of clothing may be worn during the school day only on Shark Wear days.
7. The successful participation of a student-athlete depends on the cooperation of his/her parents or guardians. A student-athlete will be held accountable for being on time to team functions, even when his/her ability to do so is dependent upon a parent or guardian. A student-athlete whose parent violates the sportsmanship expectations of the school, or whose parent is uncooperative with coaches, or whose parent undermines the ability of a coach to work with his/her players, or whose parent is confrontational and/or abusive towards Athletic Department personnel, is subject to being removed from the sports program. An athlete may be removed from a contest if that athlete's parent/guardian is acting in an unsportsmanlike manner.
8. A student may be dismissed from a team by a coach if he/she violates team regulations. A student may be dismissed from a team by action of the school if he/she violates school policy related to athletics, or if he/she is declared ineligible by the school.

Athletic Eligibility: The California Interscholastic Federation requires that a student maintain a GPA of 2.0 or higher in the most recent grading quarter in order to participate in athletics. If a student falls below a 2.0 GPA, he/she is declared ineligible at a designated date after the close of the grading period, and the following rules obtain:

- 1) The student is ineligible for one grading period. At the end of the next grading period, his/her eligibility status will be reviewed.
- 2) The C.I.F. stipulates in its norms that "summer school credits shall be counted toward making-up scholastic deficiencies incurred in the grading period immediately preceding." Thus, a student whose GPA for the second semester is below 2.0 may submit summer school grades to the school for the purpose of regaining eligibility. Such grades must be from courses pre-approved by the Academic Vice Principal. Grades from these courses must be submitted by official transcript to SFCCCHS no later than the end of August. Summer school grades will be added to a student's official transcript and the GPA will be re-computed. The original second semester grades remain on the transcript, however, as it is school practice not to remove a grade, once earned, from the transcript.

- 3) During a period of ineligibility, the student may practice and train with the team at the discretion of the coach. He or she may not participate in any contest against another school.
- 4) During a period of ineligibility, the student may not miss any class time for athletic purposes, e.g., in order to travel to a game.
- 5) In keeping with C.I.F. norms, a student may petition for a probationary period in which, despite earning a GPA of below 2.0 on the most recent grade report, a student remains eligible. A student may be granted only one such period during the freshman and sophomore years, and only one such period during the junior and senior years. The C.I.F. prohibits that two consecutive probationary periods be granted. Petitions will be reviewed by the school administration and granted only when a student's academic performance is not a result of gross negligence and only if the student's record of attendance and behavior has been good.

Cheerleading: The school sponsors an all-female cheer squad charged with promoting spirit at St. Francis contests. The squad is formed in the early fall, and it practices regularly to prepare to represent the school well. Cheerleading is an athletic activity; its participants are subject to all policies that apply to other student-athletes.

Expectations of Spectators: The following behaviors are unacceptable at all CIF/CCS high school contests:

1. berating or mocking any school or school mascot;
2. berating or mocking any player or coach;
3. using obscene cheers or gestures;
4. displaying negative signs (e.g., ones that make derogatory comment on the opposing team);
5. using artificial noise makers, unless those specifically sanctioned by action of the CCS and/or the SCCAL;
6. berating any official;
7. throwing objects onto or near the playing field;
8. standing or sitting in areas not designated for spectators;
9. displaying painted faces or other body parts.

St. Francis Central Coast Catholic High School reserves the right to remove any person who is in violation of the above standards from any event and to refuse this person admission to future events.

RELIGIOUS FORMATION PROGRAM

The Coordinator of Youth Ministry (CYM), working with the Principal, directs the religious formation program of the school. In matters of faith and morals, the Bishop of the Diocese of Monterey is preeminent.

The Campus Ministry program at St. Francis Central Coast Catholic High School ministers to the entire school community: students, teachers, staff members, alumni, and families. Together with the entire church, it works to teach Jesus's message, build Jesus's community, and serve others as Jesus did. This is accomplished through the unique Salesian spirituality given by St. John Bosco.

The Coordinator of Youth Ministry (CYM), working closely with the Campus Minister and the student leadership group, *Animas*, oversees, coordinates, and supports all areas of student involvement and ministry: Christian Service, Peer Ministry, liturgies, retreats. The CYM is specifically responsible for all ministries to young people on and off campus.

Academic Study: All students take a Theology course each semester at St. Francis. These courses seek to go beyond the acquisition of religious facts to an understanding of the Christian faith as it is expressed in action.

Worship: Students participate in periodic worship experiences as part of their regular Theology program. There are also several student body liturgies throughout the school year, and the school is led each day in prayer. Catholic students also have the opportunity to receive the sacraments of Reconciliation and Eucharist. The beginning of the school year is marked by a Triduum, a time of meditation, prayer, self-examination, and goal setting.

Retreats: During the school year, every student will be required to participate in a retreat as another important part of the school's religious education program.

Christian Service Program: The Christian Service Program is an ongoing opportunity for students to participate in the practical charity of Christ toward others. Services include blood donation drives, mission collections, food/toys/clothing collections, catechist formation programs, visits to shut-in groups and individuals, liturgical planning, and other timely responses to the needs of the larger community.

Christian Service Project: Each student is required to maintain a personal service project that has been approved by the CYM. The project may change from time to time, but an on-going commitment to service must be demonstrated. The activity may take many forms, depending on the student, and can be carried out individually or as part of a group. A minimum of 20 hours per year must be devoted to the project. A quarterly report is required and becomes part of the student's Theology department file. The report contains details of the student's service (hours, location, activity, and comments from the person supervising them). The student may also be required to write an essay each quarter that discusses how the project serves others, how the project helped with personal maturity, and what the outcomes from the service have been; photographs may be included. Students who do not maintain an active service project, or who fail to devote time to it on a regular basis, are subject to having their enrollment status at the school come under review.

Projects must be an on-going, regular, unpaid activity, and should benefit individuals or groups outside the school. Examples of typical service projects are as follows:

- Making regular visits to convalescent hospitals;
- Working in a food center;
- Tutoring students from other schools;
- Reading to the sight-impaired or blind;
- Helping at a hospital as a volunteer;
- Teaching religious education in a parish program;
- Coaching, or helping to coach, an elementary school athletic team;
- Mentoring a student from another school;
- Undertaking a program of recycling;
- Cleaning parks, roadsides, cemeteries, or beaches;
- Regularly helping civic groups (Lions, Rotary, Kiwanis, Y.L.I.)
- Helping at spay/neuter clinics.

STUDENT LEADERSHIP ON CAMPUS: ANIMAS

In keeping with St. John Bosco's desire to educate young people to be "good Christians and honest citizens," the student leadership model at St. Francis is one that promotes

participation by students in the spiritual formation activities of the school and in the community formation activities typically managed by student leadership groups (e.g., clubs, dances, rallies, spirit competitions).

Animas (Latin for “soul”) is the name given to the student leadership group on campus charged with animating campus life through a broad range of activities that promote spiritual and social life. *Animas* meets regularly throughout the year to plan and administer campus activities.

The Co-Directors of *Animas* administer a process each spring by which thirty students are selected for *Animas* for the upcoming year. Five additional students from the freshman class are added to *Animas* at the end of the first semester.

Student Groups and Clubs: Properly formed and supervised organizations and clubs are considered an essential part of the school and can be highly beneficial to students. Students are encouraged to share in some phase of the activity program as a supplement to classroom instruction and as an opportunity for personal and social development.

A club or organization must be initiated with help from the Co-Directors of *Animas* and approval of the principal. The following are guidelines for new clubs:

1. A group of students must identify a faculty member who agrees to serve as the moderator for the group.
2. Membership must be open to all students, with the exception of the honor societies, which have specific academic requirements.
3. The faculty moderator must attend all meetings and functions.
4. The group may undertake fundraising activities only with the permission of the Principal, in consultation with the Director of Activities. Funds will be raised and expended for specific and approved purposes only.
5. The Principal only shall approve use of the school's name for public, social, or commercial activities.
6. The purpose of a club or campus group must be clearly beneficial to any student who may choose to join; and the existence of the club or group must be beneficial to the school. Clubs whose purpose is to promote division and separateness will not be approved. Clubs that are based on ethnicity, religion, sexual preference, political affiliation, gang affiliation, or socio-economic status are not allowed.

National Honor Society/California Scholarship Federation: The school sponsors campus chapters of the NHS and of the CSF. Students who meet academic and other eligibility requirements for each organization are invited to apply for membership. Membership is widely recognized as an asset to one's high school record.

STUDENT-FAMILY-SCHOOL COMMUNITY ISSUES

Commitment of Families: St. Francis Central Coast Catholic High School takes very seriously its responsibility to partner with parents and guardians in facilitating the healthy development of their sons and daughters. As partners, parents and guardians are expected to uphold the mission, goals, and policies of the school.

Community: Acceptance of a student to St. Francis Central Coast Catholic High School means that the family of the student is also accepted into the school. Students and their families are expected to contribute to the building of the school community.

Religious Education: Catholic and non-Catholic parents/guardians must be in full agreement with the religious education program, which includes required attendance by all students in theology classes, retreats, and school liturgies.

Disruptive Behavior: It is possible that a situation could arise in which the uncooperative or disruptive attitude, appearance, and/or the actions of parents or guardians might so diminish the effectiveness of the school that continuation of the student in the school could be morally impossible. Any parent, or other person who upbraids, insults or abuses any teacher or administrator of the school, in the presence or hearing of a student, is guilty of a misdemeanor. (California Education Code- Section 44811) St. Francis reserves the right to disenroll a student whose parent/guardian makes impossible an effective educative relationship with the student.

Divorced Parents and Custody: St. Francis Central Coast Catholic High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced parents are asked to provide the school with a copy of the custody section of the divorce decree. Organizations, agencies, or persons will not be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless the assumption of custody is explicitly authorized by the parent or guardian.

St. Francis Parent Association: All parents and guardians of students attending St. Francis Central Coast Catholic High School are members of the St. Francis Parent Association.

The primary purpose of the SFPA is to promote the school's mission through the improvement of the family-school community. The Association also assists the school through fundraising activities and by acting as a link to the greater community. The leadership of the SFPA works directly with the Academic Vice Principal and the Director of Development..

Boosters: The St. Francis Boosters is a part of the St. Francis Parent Association; it means to bring together parents with a keen interest in high school athletics. It provides service to the athletic program of the school, including serving as gate personnel, concessions personnel, and other such duties as requested by the Athletic Director. At the direction of the SFPA, the Boosters undertake fundraising projects in support of the athletic program.

Annual Appeal: Capital expenses will always be part of the ongoing challenge for St. Francis Central Coast Catholic High School. Expansion, maintenance, and improvement, are part of the unique circumstances of a non-public school. Aware that families will be asked to support the school through tuition and fees, fundraisers and drives, the school limits solicitations of families for capital expenses while their students are enrolled. It is hoped that those families able to share their treasure will feel able to do so.

Fundraising: Parents and student groups are a critical part of the school's fundraising efforts. The school's fundraising efforts are coordinated by the Development Office, under the direction of the President. The St. Francis Association is the sole parent group authorized to fundraise on behalf of the school; it does so only at the direction of the President or the Principal. Other campus groups, including teams and clubs, may undertake fundraising projects only with the expressed prior approval of the Principal. Generally, student groups will not be granted permission to raise funds, as such efforts compete with the school's plans for large-scale fundraising. The financial needs of student groups such as teams and clubs should be met in one of two ways: (1) as a part of

the budgetary process; (2) from funds provided from larger fundraising efforts that benefit all campus groups (e.g., from revenues of the annual magazine drive).

Family Service Hours: In keeping with the Salesian tradition of ministry to youth, St. Francis asks for the involvement of the family in various activities that serve the needs of the school and build community.

Each family is required to provide a minimum of twenty-five (25) hours of service during the school year to the school. Single-parent households are required to provide twenty (20) hours. Hours are self-reported. Service opportunities for families are advertised through the Principal's Newsletter and through emails from the Service Hours Coordinator of the SFA. Attendance at meetings of the St. Francis Association counts towards a family's 25-hour obligation. For the purposes of Family Service Hours, the service year runs from June 1st through the subsequent May 31st. **Note:** service hours do not "carry over" to the next year.

One of the major events of the year is the Spring Festival, held each year on the last Sunday in April. Other coordinated efforts are weekly Bingo (Friday 5:00 pm), School Pop, and the annual magazine drive. Family commitment to these fundraisers is very important to the school community.

Families unable or unwilling to participate in fundraising and community building efforts of the St. Francis Association will pay a \$1000 "in-lieu-of" fee, pro-rated for hours not served.

Donations in lieu of Family Service Hours: For specified fundraising and school events, the school may choose to accept a particular donated item or service the cash value of which may be used as "credit" against a family's required Family Service Hours, subject to the following limitations: (1) no more than 15 hours of a particular family's Family Service annual requirement may be met by donations; (2) credit for Family Service Hours will be granted at a rate of one hour for every \$40 of retail value of the donated item or service; (3) the donated item or service must be made by the family required to perform Family Service Hours; no donations will be accepted to satisfy the requirement of a family not making the donation; (4) the item or service must not have been made in a response to other solicitations on behalf of the school (e.g., Annual Appeal, sports team programs, etc.).

Communication with the School: The preferred method for initiating communication with a staff member is through the use of email. Each staff member maintains an email account with a similar email address, consisting of last name@stfrancishigh.net (example: mathews@stfrancishigh.net). Staff members are required to respond to emails within one business day when school is in session.

Voicemail may also be used to leave a message for a staff member. Staff members are required to respond to voicemail messages within one business day when school is in session.

Principal's Newsletter: Each family is sent a monthly Principal's Newsletter that attempts to keep families informed about educational issues, school development, and ongoing campus events.

Website: The school maintains a website, www.stfrancishigh.net. Resources on the website for parents and students include monthly event calendars, a listing of daily schedules, the current and archived Principal's Newsletter, as well as admissions and financial processes for the school. The home page of the website also lists timely items

of information; this column is updated weekly to keep those interested informed of campus happenings.

Parent-Teacher Conferences: Parents are encouraged to contact teachers and staff whenever there is a particular concern regarding a student. The school sets aside two occasions during the year for formal parent-teacher meetings. These are held shortly after the end of the first and third quarters, and they are indicated on the school's calendar that is sent home to parents.

Parent-teacher conferences may be initiated by the teacher and/or a parent/guardian.

Visiting the School, Deliveries: All visitors must check in at the school office and obtain a visitor's badge. Visitors must check back in at the office when leaving the campus.

Deliveries to students can be disruptive to the educational process. Families should bring items intended for students to the Main Office. Students will be notified of deliveries at break times. Most items will be held at the office until the student picks them up during the lunch break or after school. Deliveries that will disrupt classroom decorum or the campus will be held until after school hours.

Changes in Home Situation: If a parent/guardian will be unavailable (out of town, business, vacation, illness), the school should be notified in writing. Such notification should include the following: the starting and ending date of this change; the student's residence during this period (address, phone number); the name, address, and phone number of the adult responsible for student during this time; and a phone number where parent/guardian can be reached in case of emergency.

STUDENT HEALTH ISSUES

Physician's Diagnosis and Clearance: Students whose activities are to be limited as a result of a physician's instruction must provide written documentation from the physician indicating the nature of the limitation and the time frame of the limitation. Note: For minor conditions that warrant limited restriction (e.g., restriction from physical activity due to a minor injury for a few days), a note from a parent will suffice.

Contagious Illnesses: Students with contagious illnesses such as pink eye (conjunctivitis), chicken pox, etc., will not be allowed to return to school until they have been seen by a physician and a note about the visit is given to the school.

Injuries and Accidents: Any student who is injured on the campus or at any school activity must report the injury to Main Office as soon as possible after the injury. Students who become ill during the school day should report to the Main Office.

Medication: Medication, even over-the-counter pain relievers, etc., may not be administered by school officials.

Immunizations: Students admitted to the school are required to submit health and inoculation records. Students with incomplete or missing records will not be allowed to attend class until their records are complete.

Medical Examination: Incoming students and all those who participate in athletic programs are required to have physical examinations. Records of such examinations are to be kept in the administrative office and in the athletic office.

Insurance: All students are covered by accident insurance through the Diocese of Monterey: 1) at school during the school day while continuously on school premises and for up to one hour immediately before and after regularly scheduled classes; 2) while attending or participating in school-sponsored and directly supervised activities; while participating in school-sponsored and supervised sports, except interscholastic tackle football; 3) while traveling directly and without interruption between home and school to attend regularly scheduled classes or to participate in school activities immediately before and after classes and in any school-sponsored vehicle to and from a school-sponsored activity; 4) as supplemental coverage to a family's own insurance. Benefits are paid in excess or secondary to any other insurance or health coverage (HMO or PPO) parents/guardians or students may have. Students are to report any injury or illness immediately to a teacher and/or school administrator. The latter will call the parents/guardians, if need be, or see to immediate medical attention, if indicated.

FINANCES

Tuition and Fees Policy: St. Francis Central Coast Catholic High School seeks to serve all students, including those in need of financial assistance who desire a Catholic education. It also recognizes the value of education within a school community that represents a diversity of financial backgrounds. For these reasons, the administration works to maintain tuition levels as low as is practical, recognizing its obligation to provide a quality college preparation for its students. Financial assistance for students in need is available; information is available from the Business Manager.

Tuition is due promptly, in accordance with the provisions established by the Business Manager. A student whose tuition account is seriously in arrears is subject to being excluded from classes until his/her account is brought up-to-date. Such action will be taken only after consultation with the family. Families which experience unexpected financial hardship that undermines their ability to pay tuition as required should contact the Business Manager to set up special payment options.

A student whose account includes unresolved charges other than those for tuition (e.g., athletics fees, uniform costs, testing fees, graduation fee etc.) May be excluded from classes and/or participation in particular programs until his/her account is brought up-to-date. Such action will be taken only after consultation with the family.

St. Francis wants all of its students to have the opportunity to benefit from the programs it offers. A student whose family receives financial assistance from the school may have the costs of his/her participation in particular programs of the school (e.g., athletics, dances, graduation, etc.) If financial need is present. the families of such students should contact the Registrar for special consideration.

Tuition Payments: Tuition is payable by one of three payment schedules:

Annually:	Payable in full by July 1.
Semi-annually:	Payable in two installments, due July 1 and January 1
Monthly:	Payable over 10 months through the FACTS Tuition Payment Plan. Payments are paid July through April. After the first two weeks of any semester, parents/guardians accept responsibility for a full semester's tuition.

Collection of tuition is done in keeping with the following practices:

1. All tuition is due on the 1st of the month and is considered delinquent after the 10th of the month.
2. A \$20 late charge is added on the delinquent date and a past due reminder will be sent to the family. After the late charge is imposed, any payment will first be applied to the late charge, then to the late tuition, then to current tuition. The late charge can be incurred each month.
3. Tuition must be current (including all fees and late charges) or the student will not be permitted to take quarter and/or semester exams. Course credit cannot be given without the semester exam grade. A student may be dismissed if tuition becomes delinquent by two months. The school may seek legal action to collect all past due tuition, fees, late charges, court costs, and legal fees.
4. All past due accounts must be brought current before students are allowed to register for the following semester. Any payments received will be applied to the delinquent balances first.
5. Financial assistance is available based on need at registration time for those families who apply for it. If the family's financial situation changes during the school year, it is the family's responsibility to contact the school and submit arrangements for tuition to be paid. Special payment plans that become delinquent may result in immediate suspension of the student.

Fees for 2011-2012:

1. Application fee	\$50 ¹
2. Registration fee	500 ¹
3. Re-registration fee	500 ¹
4. Graduation fee (seniors)	200
5. Field Trips	TBA
6. Books	costs vary, contact efollett.com
7. Uniforms	costs vary, contact Merrymart Uniforms
8. Returned Check	25
9. Retreats	TBA
10. Transcript Request	5 (first 5 are free)
11. PSAT Test Fee	TBA
12. Withdrawal Fee	25
13. Athletic Fees	100/annual
14. Saturday Detention	40
15. Late charge (fees)	25
16. Family In Lieu of Involvement Fee	1000
17. Replacement Handbook or planner	5
19. Late Registration (after 5/15/10)	100
21. Testing Fee (standardized tests)	TBA
22. Late Schedule Change	20/class
23. Parking Permit	20
24. Replacement I.D.	10
25. Guest Pass (dance)	1
26. Financial Assistance Agency Form	22
27. FACTS enrollment fees	varies; based on payment plan selected
28. Tuition (2011-2012)	10,800

¹(non-refundable)

Addendum: How to Contact Us

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Website.....www.stfrancishigh.net

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