

ST. FRANCIS HIGH SCHOOL

Salesian College Preparatory



2022-2023

Academics Handbook

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Chapter 1: St. Francis Documents

Mission Statement

St. Francis High School: Salesian College Preparatory expresses the educational philosophy of reason, religion, and loving kindness of the Salesians of St. John Bosco and works to create a community that fosters emotional, intellectual, spiritual, and physical growth. In partnership with families, St. Francis High School provides students with the foundations of lifelong learning: logical and creative thinking skills, promoting awareness of social justice and peace, and appreciation and respect for others.

Integral Student Outcomes

St. Francis High School: Salesian College Preparatory **graduates are guided by St. John Bosco's Salesian philosophy of life. They are committed to...**

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

- Express themselves and collaborate with superior communication skills;
- Master the arts and sciences for success in college and life beyond high school;
- Utilize talents and abilities while choosing safe, healthy, and well-balanced life decisions; and
- Understand the potential of technology and use it responsibly.

Religion: As responsible, spiritual people who...

- Understand the teachings of the Catholic faith and are respectful of all faiths;
- Behave in a way consistent with the belief that they and all others are created "in the image and likeness of God"; and
- Develop and share their spirituality.

Loving Kindness: As involved citizens of their communities who...

- Value individual and group diversity and act with compassion toward others;
- Demonstrate authentic leadership with integrity and humility;
- Make their local communities more loving, just, and sustainable through responsible moral decisions and voluntary service; and
- Demonstrate active and informed citizenship to support regional, national, and global communities.

Philosophy

St. Francis High School: Salesian College Preparatory recognizes the importance of a high quality, holistic education for a rapidly changing world. Guided by St. John Bosco's educational philosophy of reason, religion, and loving kindness, and in the spirit of St. Mary Mazzarello, foundress of the Salesian Sisters, St. Francis High School provides a college preparatory education for students from diverse abilities and socioeconomic backgrounds.

The faculty and staff actively seek to provide students with an experience of home, where they feel welcome; school, where they learn 21st century skills for life; church, where they find meaning; and playground, where they celebrate life and others.

Embracing St. John Bosco's vision of community as family, St. Francis High School collaborates as a total Salesian family--students, parents, administrators, teachers, and staff--to achieve the goal of preparing young people to be outstanding citizens of this world and the next.

Accreditation

St. Francis High School is fully accredited by the Western Catholic Education Association (WCEA), Western Association of Schools and Colleges (WASC), and the Salesians of the Providence of St. Andrews. There is a six year cycle in the accreditation process. In June of 2018, St. Francis High School received a full, sixth year term of accreditation through both WCEA and WASC.

Handbook Changes

This Academic Handbook is intended to be used in conjunction with the St. Francis High School Student-Family Handbook and the Computer, Internet, Social Media, and iPad Acceptable Use Agreement.

The St. Francis High School Academics Handbook is published via the St. Francis High School website. The St. Francis High School Administration reserves the right to amend this handbook at any time. Amendments will be communicated to parents via the school webpage and written communication.

Chapter 2: SFHS / Family Communication

The St. Francis High School community uses a variety of methods to communicate important information to students and parents. Please do NOT disregard these important messages.

These methods include:

- SFHS Website
 - Posting of SFHS Handbooks and other important documents
- FACTS/RenWeb
 - Gradebook updates
 - School and class attendance
 - Email Notifications - school wide, class specific, group, and/or individual
 - Regular gradebook notification via email
 - Posting of class specific documents - syllabus
- Google Classroom
 - Posting of course documents - syllabus, assignments, study guides, announcements
 - Email style communication between students and teachers
 - Parents/Guardians can request viewing access
 - Teachers also use this software platform to collect assignments submitted digitally
- Direct Mail via USPS
 - Semester report cards, letters, honor roll certificates
- Constant Contact Email and Message Delivery
 - Monthly newsletters
 - Important community wide announcements
 - Text messages
- Direct email via the employee email address of name@stfrancishigh.net
- Social media accounts are also used to share information with the wider St. Francis High School community

Please assist St. Francis in communicating with you by keeping all contact information up-to-date. To update your contact information please communicate directly with the Main Office.

Academic Communication

FACTS/RenWeb is a home to school based collaboration tool. The main office provides log-in information to students and to parents. It is important to note that parents and students have separate log-in accounts.

St. Francis regularly schedules academic progress and behavioral notifications be sent directly from FACTS/RenWeb to parents' email accounts. These emails arrive with a link to a snapshot of a student's academic progress. Students and parents should take the extra few minutes to click into the link and then directly to the additional details regarding specific assignments. These extra steps help avoid incomplete or unsubmitted work to remain.

In addition to the regularly scheduled "push notifications", students and parents have 24-hour access to view a student's attendance and academic progress. Students and parents are expected to check ongoing academic progress using FACTS/RenWeb.

This system allows an instant view of school and class attendance, grades, homework assignments, and general class documents. Teachers may also use Google Classroom to distribute assignments, announcements, and as a tool for students to submit assignments digitally. Parents may also have viewing access to the Google Classroom. They should contact the teacher to request access.

FACTS/RenWeb is not intended to replace a conversation between student and parent or between student and teacher. Those conversations are very important to the growth and maturity of adolescents.

Please remember that in the early weeks of each grading period, when there are very few assignments posted in the gradebook, grades can be easily skewed either positively or negatively.

Communication with Your Students' Teachers

Parents, your understanding and awareness of what is going on in your student's classes is important. This guide is to help families get the needed and important information.

General Daily Information

As parents, regular information about both WHAT your student is doing and HOW he or she is doing in classes is important. There are two immediate resources available.

1. Speak with your student first
 - a. All information about assignments, grades, and class policies has been given to the students directly or through RenWeb or Google Classroom.
 - b. Direct questions to your student about any of these things can help to develop attention and memory skills.

2. Use RenWeb and/or Google Classroom
 - a. Information about upcoming assignments, tests, and grades are updated weekly.
 - b. If something is unclear, on FACTS/RenWeb or Google Classroom, please ask your student before contacting the teacher

To Communicate with a Teacher

The student should communicate with the teacher directly.

- 1) The most effective way to do this is direct, well timed Student-Teacher conversation. This step is very important for the development of students.
 - It is suggested that students make an appointment to talk with the teacher.
 - In some cases, sending an email may help a student structure the conversation.
 - Parents may want to role play or assist the student in the drafting of her/his thoughts.
 - Students should speak to teachers during break, at lunch, or after school, not in the moments right before or after the class bell.
 - If, after talking to the teacher, resolution cannot be reached, the student and her/his parent(s) should contact the teacher together.
- 2) The second method to communicate with a teacher is through email
 - Email addresses can be found on the class syllabus, FACTS/RenWeb Parent Portal or the SFHS website.
 - At certain times of the year, teachers receive dozens of emails a day.
 - They work hard to respond appropriately to all.
 - Please be extra patient, particularly if your email was sent in the evening, over the weekend, or during a vacation.
- 3) Phone calls can be another alternative for communicating with teachers
 - Many teachers have only direct access to a voicemail box and do not have access to a phone that rings. Therefore they will be unable to pick up a call placed to their extension.
 - Teachers are expected to check their voicemail 1-2 times a week.
 - If you do not get a response through voicemail after 5 days, contact the Main Office at extension 201 or email the teacher and CC the Associate Principal of Academics.
- 4) Parent meeting With the Teacher
 - There are multiple conversations that may be more effective in person.
 - Reach out to the teacher to request the conference to set up a mutually convenient time to meet.
 - Please do not "drop by" to see a teacher without an appointment.
 - Students should attend parent teacher meetings

After both student and parent communicates with the Teacher

- If resolution still cannot be reached, the student and parents should notify the Academic Department Chairperson.
- If resolution is still not reached, the Associate Principal of Academics may become involved.

Hints for effective email communication with teachers

1. Please state your specific question as clearly as possible at the beginning of the email.
2. Please focus your questions on your student. Teachers are not permitted by law to comment on other students in the class or other teachers' policies.
3. Please include your name in the email so that the teacher knows to whom she or he is responding.
4. An administrator should not be contacted until the parent teacher communication has occurred. Please do not CC or BCC another staff member in the email. This includes the Associate Principal of Academics, Principal, etc.
5. If a problem should arise, please work constructively with your student's teacher to come to a resolution. We ask that email communication focus on resolution, with temperate language and the assumption of good will on the part of all.
6. Please know that most teachers are not able to access their email during the school day, so you will not usually receive an immediate response.
7. Feel free to send emails during weekends or holidays, but please do not assume that teachers will access these emails until the next school day. Many teachers (quite reasonably) go offline on weekends and holidays, and we ask that you respect their private time.
8. It occasionally happens that an email is lost, misplaced, or not delivered. If after 48 hours you have not received a response, please resend your original email and CC the Associate Principal of Academics. This is the appropriate time to CC a staff member. You can also follow up this second email with a voicemail.

Please Also Keep in Mind

Our teaching staff is on duty daily from 7:30am until 30 minutes after the closing school bell.

- Please remember that for most of those hours teachers are actively engaged with students whether it be teaching, substituting, accompanying students during lunch, or facilitating Tutorial.
- The Administration expects a teacher's first priority to be the instruction of students so emails and phone calls are returned during their limited periods of free time or after hours.
- St. Francis High School asks that teachers conduct all school business via the school email and phone services.
- Please do not send emails or initiate text messages or phone calls to a teacher at any personal email address or phone number.

- As a family institution, we understand the importance of our employees' time with their own family.
 - Therefore, St. Francis does not expect Faculty/Staff members to access and/or respond to their St. Francis email after 4pm or over the weekend.
 - Please do not expect a return email before the next scheduled school day.
 - If you encounter school employees in the community, please be respectful for their time off, their family time, and refrain from “talking shop”.

Non-custodial Parents

In accordance with the Buckley Amendment, non-custodial parents will be given access to official and unofficial copies of student records and staff will be available to discuss the student's records, unless a Court Order providing otherwise is filed with the school.

Blended Families

If multiple students are members of a single, blended family, parents must provide proper documentation regarding the release of information and custody for situation similar to, but not limited to:

- Emergency contact information
- Privacy regarding: academics, behavior, medical topics, etc.
- Ability to declare permission to treat in cases of emergency
- Transportation

Office Hours

In addition to on campus Tutorial time, teachers will be available to meet with students during the scheduled Virtual Office Hours days via Zoom. During the 2022-2023 school year, these will occur infrequently, but when scheduled, students should take advantage of the opportunity to meet with their teachers.

Chapter 3: Daily Schedule, Classes, and Routine

Tutorial

Teachers are required to be in their classrooms and available for student help during Tutorial.

- Tutorial is each class day from 7:45-8:20am
- Student attendance is optional, but recommended
- Tutorial may be required by a particular teacher.
- Tutorial may also become Mandatory Tutorial if a student is on Academic Probation or has earned a D or F in the most recent grading period

All-School Study

This is a time for students to meet with teachers, make up tests or quizzes, prepare for their classes or work on group projects.

- Students report to homeroom, then may move to another classroom to study
- Students are expected to remain inside a classroom(s) for the duration of the time period.

Attendance as it relates to Academics

Students are expected to attend the entire school day and to be on time to each class. It is the parent's responsibility to ensure that appropriate transportation arrangements have been made which enable the student to arrive on time to school each day.

Students are required to attend class and all other scheduled St. Francis assemblies, liturgies, and events unless excused by the Dean of Students. Particular attention should be paid to the dates of final exams in December and May. Those dates must not conflict with discretionary absences for vacations or optional appointments.

Tardiness

St. Francis High School expects students to engage in the learning environment during each minute of a class period. When students arrive even a few minutes late, it is disruptive and disrespectful to their teacher and classmates and takes away from their learning.

Students are required to be on time to all of their classes, including Collaboration and homeroom periods.

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 of Students.

A teacher may place further conditions on attendance policies which can be found in each individual course syllabus.

Types of Absences

Absences may fall into one or more categories. Students, parents, and the Faculty/Staff at St. Francis work together for the students' best health and academic interest. While some absences are unavoidable, they all have an impact on individual student and community success.

Types of absences include:

- Excused Absences
 - Typical excused absences:
 - Illness, surgery, or other medical concern
 - Family emergency
 - Death in the family
 - Important appointments that cannot be scheduled outside of school hours
- Unexcused absences
 - Non-SF sports or activity related trips
 - Family vacations
- Discretionary Absences - see below
- Extended Excused Absences - see below
- Excessive Absences - see below

Discretionary Absences

- Families are urged to refrain from taking students out of school for family vacations, extended holidays, or trips.
- Missed class time has a detrimental impact on the student's ability to succeed
- It is not the responsibility of teachers to make accommodations for a student who missed class due to discretionary absences.
- Prior to a discretionary absence, the student should request to meet with his/her teachers to discuss the absence and what work will be allowed and/or required.
- It is not expected that students will have the option to make up and/or earn full credit on missed work.

- Teachers may require the student to submit assignments and/or take assessments before leaving or on the originally scheduled date.
- If a teacher chooses to allow a student the opportunity to submit work as a result of a discretionary absence, it must be understood that a teacher may not provide:
 - Additional tutoring or help sessions outside of class
 - Retaking tests
 - Preparation of work for a student prior to the absence
 - Provide time to making up missed assignments as a result of that absence
 - Provide additional communication before, during, or after the absences

Extended Excused Absences

These absences are generally health related - whether planned or unexpected.

Students and parents should not expect individual teachers to know if a student is experiencing an extended illness or has a planned surgery. In such cases, a doctor's note will be expected.

Families should always ensure communication with each individual teacher either by reaching out to them directly, or specifically asking an administrator or counselor to do so. By a combination of HIPAA privacy laws and common courtesy regarding private/medical information, individuals on campus do not readily share information about students and related absences.

Therefore, 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.

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 of Students. 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 Students. The school reserves the right to dismiss a student with excessive absences in two consecutive quarters.

Absences and their impact on the Academic Gradebook

For any absence, teachers may enter a grade of “M” (equivalent to a zero) for any work to be submitted during a period of absence. The equivalent of zero may be entered for any project, test or quiz administered or collected during the period of absence. In the case of a pre-planned absence, the teacher may require the student to submit assignments and/or take assessments before leaving or on the originally scheduled date.

Depending on the nature of the absence, and after all work has been submitted, the original “M” or zero may be replaced by the earned grade. This may not apply to discretionary or unexcused absences. All students and their families should make sure to consult the syllabus for each class before planning any discretionary or unexcused time away from school.

Chapter 4: Academic Expectations

Every student must actively engage in the educational process. Primary responsibility for learning rests squarely on the student's shoulders. Parents, teachers and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved. Hence, each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day.

Classroom Conduct

The student is expected to participate in all class activities. Further, students are expected to assist in maintaining order by refraining from disruptive conduct - self-regulation is an important skill.

Materials

A student is expected to bring all necessary materials to class. This includes all textbooks, iPad, workbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.

Homework

Homework is assigned nightly. Students should expect to spend approximately two to three hours each night on homework. This may be a combination of written assignments, study, and long-term projects or papers.

- Students should be familiar with and adhere to the specific course policies regarding homework.
- If a student is absent, s/he is expected to first check Google Classroom and FACTS/RenWeb then contact a classmate.
- If any questions remain, the student should contact her/his teachers to make arrangements to make up any missed work.
- Students are responsible for all content, assessments, and all work regardless of reason for the absences.
- In some cases, teachers may waive or modify the assignment, but the student is still expected to learn the material

Course Syllabi

In collaboration with the Principal, Associate Principal of Academics, the Department Chair, and other department colleagues, Faculty members establish syllabi and grading policies for individual courses. Teachers explain policies at the start of the course and post syllabi on FACTS/RenWeb or Google Classroom.

Students have primary responsibility for familiarizing themselves with course syllabi, grading policies, and expectations for academic achievement and behavior. Students and families are encouraged to discuss course expectations with the teacher early in the semester.

Chapter 5: Schedule

St. Francis High School provides a rigorous college preparatory curriculum that is complemented by an academic class schedule to ensure students have an appropriate amount of time to learn both required and elective content. The schedule also builds into each week, guaranteed time to work with teachers outside class time.

Academic Class Schedule

St. Francis utilizes a 7 period, 80 minute rotating block schedule in conjunction with a 7 period, 45 minute/class schedule.

- Block days alternate
 - 1, 2, 3, and 4
 - 5, 6, and 7 with a Collaboration block
 - Collaboration blocks are used for various purposes and events
 - Some Collaboration blocks require attendance of the whole community for example, those for liturgies, assemblies, rallies, class meetings, All School Study periods, etc.
 - Other Collaboration blocks are designed for Faculty/Staff collaboration or meetings. In this case, students may have a late start or an early dismissal.
 - The Collaboration block may be placed at various times throughout the day
- 5-day weeks contain one 7 period day and 4 block days
- Shorter weeks will be adjusted to ensure all classes meet for an equal number of minutes
- Academic calendar and bell schedule may shift and can be found on the the St. Francis webpage and on RenWeb

Course Catalogue

The St. Francis High School Course Catalogue provides a description and prerequisite requirements for courses being offered at St. Francis.

- Families should utilize the course catalogue when selecting courses for the upcoming academic year
- Course selection process occurs during the second semester of the school year
- Course Catalogue may be accessed on the St. Francis webpage under Forms & Documents.

Schedule Changes

Changes to course schedules, including adding and dropping courses:

- Are overseen by the Associate Principal of Academics
- Must be made by the established date
- May be made after the established date when initiated by the teacher or administration or include unique, extenuating circumstances

Expanded Learning

St. Francis High School adds to its already complete and rigorous curriculum through expanded learning opportunities.

Biomedical Science Pathway

St. Francis has partnered with the nationally recognized STEM organization Project Lead the Way. St. Francis will utilize and teach on campus the Project Lead the Way: Biomedical Science Curriculum. The rigorous and relevant four-course sequence allows students to investigate the roles of biomedical professionals as they study the concepts of human medicine, physiology, genetics, microbiology, and public health.

Visual & Performing Arts Pathway

St. Francis has launched a Visual and Performing Pathway. The structure of this opportunity uses the courses already available at St. Francis. The purpose of this pathway is to celebrate the students who emphasize Visual and/or Performing Arts during their four years at St. Francis.

Online Learning Opportunities

St. Francis offers the opportunity to take online courses during the school day through Connections Learning. These courses are UC/CSU approved and taught and grades determined by the faculty of International Connections Academy.

- While St. Francis subsidizes the cost of these courses, there is an additional cost with taking the class(es).
- Students are reminded to follow the appropriate timeline and provided schedule to ensure they maintain progress in the coursework.
- Grades earned will be entered on the St. Francis High School transcript and averaged into the SFHS GPA.
 - Beginning in the fall of 2019, grades earned via online classes will be listed on the SFHS transcript with the school of record - in most cases International Connections Academy
- Students and parents must pay close attention to the online learning commitment form prior to finalizing registration for an online class.
- Freshmen may NOT take online classes
- The administration reserves the right to adjust the expectations for online courses as appropriate.

Non-Credit Periods

The availability of Study Hall and Teacher Assistant periods is inconsistent. Due to covid restrictions and staffing, Study Hall periods have not been scheduled and Teacher/Office Assistants are very limited.

Study Hall

Some students may be allowed to have a Study Hall period in their schedule.

- Study Hall may be requested from the Associate Principal of Academics if a student:
 - Has multiple honors and/or AP classes - students with 4 or 5 AP/honors courses will be considered eligible for a Study Hall
 - Is an international student
 - Has documented learning differences or significant medical restriction on record with the school
- Students must be approved for a Study Hall period by the Associate Principal of Academics
- Attendance is required as a scheduled class
- From time to time, students scheduled into a Study Hall may be expected to assist a staff member or teacher during the scheduled Study Hall period

Teacher/Office Assistants

A student may be assigned as a teacher assistant to a specific teacher or to office personnel.

- Associate Principal of Academics determines placement
- No academic credit is earned unless otherwise arranged

Courses Taken at Other Schools

Students may, under specified circumstances and only after being pre-approved by the Guidance Counselor and/or Associate Principal of Academics, take courses off campus that qualify as graduation requirements. Such circumstances include the following only:

- St. Francis is unable to create a schedule that allows the student to fulfill his/her graduation requirements on campus.
- The student wishes to accelerate his/her academic program, with the result being a schedule more academically rigorous than would be possible
 - Students shall not receive credit for classes taken off-campus simply so as to avoid taking comparable on-campus courses.
- The student has failed a required course at St. Francis, and the school is unable to create a schedule that allows the student to remediate the course on campus
- The student has earned a “D” grade in a core course and wishes to earn a higher grade to improve the likelihood of college acceptance. Note: a “C” level grade cannot be remediated
- The student’s diagnosed learning disability or significant health/medical restriction requires that the student adjust the pace of his/her academic schedule

Off-campus or online courses taken without the pre-approval will not be accepted for graduation requirements nor entered on the SFHS transcript.

St. Francis High School 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 St. Francis courses.

When applying for college, students who attend more than one school, should always submit an official transcript from each school of attendance.

When students transfer into St. Francis High School, credit for their prior coursework will be granted on a case-by-case basis. The Associate Principal of Academics and the Counselor review each transfer student's file and determine what credit should be granted.

Chapter 6: Grade Periods & Grading

St. Francis High School uses a two semester system for grading.

- First semester begins in August with the opening of the school year. First semester closes on the last class day prior to December Final Exams.
- The second semester begins in January and closes the last class day prior to May Final Exams.
- Every effort is made to balance the semesters
- Within each semester are two quarters
- While grades are indicated on quarter report cards, grades are cumulative for the duration of the semester.
- In keeping with CIF (California Interscholastic Federation) regulations, eligibility for interscholastic athletics is determined by quarter grades, as well as by semester grades.

Semester Exams

Semester exams are given at the end of the first and second semester.

- Semester Final Exams are to be weighted as 10-20% of the semester grade
- The exact value of the Final Exam is determined by the teacher and communicated in the course syllabus
- Many courses have a written exam yet some courses will have a performance or project based final. Students and families should reference the course syllabus for information
- Increasingly Academic Departments are administering alternative final exams. These assignments are cumulative and are expected to demonstrate skills and content learned during the course
- Alternative Exams may have adjusted due dates which will be earlier than the scheduled final exam dates.
- Alternative Exam due dates will be published prior to the end of the semester.

A student may be denied access to sit for final 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.

Missed Final Exams

- Missed Final Exams 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 from the regularly scheduled exam.
- A missed exam resulting from an unexcused or discretionary absence may result in the student receiving a score of "I" (equivalent to a zero) for the exam.
- Missed exams due to illnesses must be supported with a doctor's note.

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.
 - First semester report cards are mailed in January.
 - Second semester report cards are mailed in June.
- 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.
 - First and third quarter grades are not mailed home. An email notification is sent home notifying parents/guardians when the quarter grades are finalized and can be checked on the school's online grade reporting system.
- If a student were to transfer into St. Francis, St. Francis will use only the semester grade toward permanent grades
 - A quarter report card will not be issued if the student transferred into St. Francis within 4 weeks of the close of the grading period.
- If a student were to transfer out of St. Francis, their final transcript will include only the most recent semester grades
 - If near the close of a quarter, a report card can also be generated for the subsequent school
 - If a subsequent school or programs requires a final semester report, grades will be issued as Withdrawal Fail (WF)

Grade Challenge

St. Francis High School and its teachers are committed to ensuring grades accurately reflect the student's assessments. If a student believes there is a mistake in data entry, the possible discrepancy should be addressed by the student to the teacher directly. The teacher will check the accuracy of the posted grades and communicate the result. If the grade changes, the Associate Principal of Academics will be notified, the changes entered in the gradebook, and a new report card will be issued.

The Grade Scale

Letter grades are given to indicate a student's level of achievement, whether in an entire course or on a particular assignment.

Grades are rounded to the nearest whole percentage (e.g., 92.4% = 92% = A- and 92.5% = 93% = A).

Letter Grade	Percentage	Categorization
A	93-100	Outstanding; will provide increased college options
A-	90-92	
B+	87-89	Good; will provide college options
B	83-86	
B-	80-82	
C+	77-79	Average, Satisfactory grade
C	73-76	
C-	70-72	
D+	67-69	Unsatisfactory grade
D	63-66	
D-	60-62	
F	<60	No credit earned
I	substantial required course work is missing	Incomplete

Incomplete Grade

- Marks of "I" are assigned only at the request of a teacher and with the permission of the Associate Principal of Academics.
- To clear the Incomplete grade, 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.

Grade Point Average

- GPA is determined by:

Step 1) Adding semester grade points received in each class

Step 2) Adding an extra grade point for each Honors and Advanced Placement course in which a grade of “C” or better is earned, and

Step 3) Dividing that sum by the number of classes taken

- GPA is used by the school to indicate a student’s overall academic performance and to determine eligibility for participation in interscholastic athletics
- GPA is taken into consideration by colleges, universities, and competitive scholarship programs
- **IMPORTANT NOTE:** *Most colleges and universities may calculate a student’s GPA differently than does St. Francis*

Semester Grade	Grade Points for AP or Honors Class	Grade Points for Non-AP or Non-Honors
A	5.0	4.0
A-	4.7	3.7
B+	4.3	3.3
B	4.0	3.0
B-	3.7	2.7
C+	3.3	2.3
C	3.0	2.0
C-	1.7	1.7
D+	1.3	1.3
D	1.0	1.0
D-	0.7	0.7
F	0	0

Academic Recognition

Honor Roll

The Honor Roll is established and published after each semester.

- First Honors (3.50 and higher GPA)
- Second Honors (3.0 to 3.49 GPA)

4.0 Luncheon

At the conclusion of the fall semester, students that have earned a grade point average equal to or above a 4.0 are recognized for their outstanding achievement with a certificate and catered lunch served by the administration.

Breakfast of Champions

Scholar athletes are recognized in the spring at the annual Breakfast of Champions where students are treated to a breakfast served by the administration and a gift presented from the school. Requirements are as follows:

- GPA equal to or above a 3.0 in the fall semester and the prior spring semester
- Participation in a varsity sport during the current fall or winter athletic seasons, or in the prior academic year spring athletic season qualify for this award.

National Honor Society (NHS)

Juniors and Seniors who meet the following requirements are eligible to apply for membership in the National Honor Society:

- Have cumulative (semester to date) GPA of at least 3.67
- Have attended St. Francis for at least two semesters

Additional NHS Information

- Each membership application is reviewed by a Faculty Review Committee which determines whether or not the applicant meets the academic and character requirements put forth by the National Honor Society.
- All accepted students are required to maintain the minimum GPA and display the other positive traits expected of an NHS member throughout their academic career.
- Members are officially recognized at a school site induction ceremony, permitted to attend NHS meetings and activities throughout the year,
- NHS members are expected to perform an additional two hours of community service per semester. This is in addition to the Christian Service Hours Requirement expected by the school. In most cases students fulfill this requirement by tutoring on Study Day or through Peer Tutoring.

California Scholarship Federation (CSF)

Membership in the California Scholarship Federation is an academic honor recognized by universities and colleges across the nation.

- Students who maintain their CSF membership for four out of six high school semesters are granted Lifetime Membership.
- Beginning in Sophomore year, students apply each semester for membership and must meet the rigorous requirements set forth by the California Scholarship Federation.
- Seniors who are recognized as Gold Sealbearer Lifetime Members are recognized at graduation with a Golden CSF stole.
 - To become a Gold Sealbearer Lifetime Member, a senior must earn CSF membership in 4 of the last 6 semesters with one of those semesters being earned with senior grades.
- CSF expects members to perform an additional two hours of community service per semester. In most cases, students fulfill this requirement by tutoring on Study Day or through peer tutoring.

Pathway Awards

St. Francis High School awards recognition to students who have demonstrated a commitment to the Biomedical Science Pathway (PLTW) or the Visual and Performing Arts Pathway (VAPA).

In the Project Lead the Way Biomedical Science Pathway, students three of the four courses earn a Biomedical Science Distinction. Additionally, each of the graduating PLTW students have also earned a B or better in at least three of the four courses, earning them the Biomedical Scholar Award.

Students, earning the St. Francis VAPA Pathway distinction have been immersed in either the visual arts, the performing arts, or a mixture of both curricula.

The current qualifications are met by taking 40 units of visual and/or performing arts classes earning a B- or better. Performing arts students must participate fully in all performances related to the courses taken, and visual arts students must take the highest rigor of courses offered and submit at least one AP portfolio to the College Board.

Departmental Honor Societies

St. Francis has chapters in four nationally recognized fields of study specific honor societies. Membership in these honor societies is determined by the bylaws of the society and managed by the departmental chairperson.

The honor societies are:

- The National English Honor Society for High Schools
- Mu Alpha Theta (national high school and two-year college mathematics honor

- society)
- The Science National Honor Society
- The Sociedad Honoraria Hispanica (Spanish language national honor society).

Additionally, St. Francis awards the Global Seal of Biliteracy. It recognizes that an individual has attained a certain level of proficiency in two or more languages. The Global Seal of Biliteracy is awarded in the form of a certificate and can be used as a credential to convey an individual's proficiency in two or more languages. Students must pass 4 years of English with a GPA of 2.0 or higher and earn a 3 or higher on an AP language exam.

Grade Difficulties

At the conclusion of each academic year, the progress towards graduation of each student is reviewed.

A student who is behind schedule, relative to graduation requirements, must demonstrate a commitment to recover credits as well as a commitment to pass current courses.

Academic Probation

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 letter from the Associate Principal of Academics, alerting his/her parents to the circumstance.
- He/she is summarily placed on Academic Probation for the next grading period.
- Additionally, students on academic probation will be expected to attend Tutorial and may be required to submit a Tutorial Exit Slip on a weekly basis.
- The Tutorial Exit Slip generally also requires signatures from teachers, parents, or others as deemed necessary.
- A student whose St. Francis 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 earned in a course is a serious issue that must be dealt with promptly by the student, his/her family, and the school.

- No credits are earned for the course
- The student is then behind relative to graduation requirements
- Failed courses are to be made up during the next summer after the failing grade
- A student who has earned an “F” in a required course during the regular academic year and does not make up the “F” with a passing grade, may be asked to withdraw
 - Recommendations for required withdrawal are made to President/Principal by the Associate Principal of Academics, Counselor(s), and Dean of Students
- If a student wishes to retake a second semester course on campus, the student must take and pass the first semester final exam with a 75% or better
- Failed courses will remain on the students’ SFHS transcript even after they have been repaired though they will no longer calculate into the GPA for the grading period

Semester Grades of “D+”

A semester grade of “D+” or less is not recognized by the University of California (UC) or the California State University (CSU) system as fulfilling the requirements for that course. Students who receive a “D+” or lower in a UC/CSU required course should plan to take the course over in summer school.

Repairing Grades

Students who take an additional course to “repair” an original D or F, will have their transcript and GPA adjusted to reflect the new course.

The original semester grade(s) remain on the transcript, but the new grade will be used in calculating the cumulative GPA.

Students should check with individual colleges as to how they calculate grades for repeated coursework.

Athletic Eligibility

The California Interscholastic Federation (CIF) requires that a student maintain a GPA of 2.0 or higher in the most recent grading period in order to participate in athletics. If a student falls below a 2.0 GPA, he/she is declared ineligible, the following rules apply:

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. CIF stipulates 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 for the purpose of regaining eligibility.
 - Such grades must be from courses pre-approved by the Associate Principal of Academics
 - In order for the newly earned grades to be used for eligibility, the official transcript from these courses must be submitted to St. Francis High School no later than the fourth Friday of the new grading period.
 - Summer school grades will be added to a student’s official transcript for the semester of the course taken and the GPA will be recomputed.
 - Only grades earned to repair courses taken in the most recent grading period can be used to earn eligibility.
3. During a period of ineligibility, the student may practice and train with the team at the discretion of the coach.
 - He/She may not participate in any contest against another school
 - He/She may not miss any class time for athletic purpose
4. 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 two probationary periods during their four years at St. Francis
 - One such period is allowed during the freshman and sophomore years
 - And only one such period during the junior and senior years
 - If the student has earned below a 2.0 or lower for two consecutive grading periods, the petition process cannot be initiated
 - 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.
 - The CIF prohibits two consecutive probationary periods

Chapter 7: Academic Integrity

Integrity is defined as a firm adherence to one's values at all times. In an educational environment of honesty and integrity, the work students submit is unquestionably their own.

St. Francis High School believes any action which violates academic integrity diminishes the benefits of the educational process, damages the ethical character of the individual student, and undermines the reputation of the school community. The St. Francis High School Academic Integrity Policy affirms the value of learning for the sake of learning, and, therefore, demands personal integrity and intellectual honesty.

Students are expected to complete and submit assignments in which the work is original, done independently unless collaboration is authorized, and done to the best of the student's ability with honesty and integrity.

- Copying, plagiarizing and willingly providing one's work to others are considered academic dishonesty
- Academic dishonesty will be reported to the Dean of Students and the disciplinary response will be decided
- Work will be scored as a 0
- Repeated offense puts a student at risk for dismissal
- Violations will be kept on file for the duration of attendance at St. Francis
- Violations may result in loss of related academic awards and/or those for areas related to character, integrity, honesty

Please see the St. Francis High School Student-Family Handbook for additional information regarding Academic Integrity consequences as coordinated through the Dean of Students.

Chapter 8: Distance Learning

If deemed necessary by St. Francis High School or mandated by a State and/or Local Agency, St. Francis High School may transition to Distance Learning. If given the opportunity to have students on campus, a hybrid model will be offered. In the case of a closure of all classrooms, learning will transition to a synchronous class schedule for distance learning.

Student Expectations

Student behavior expectations will remain the same throughout the use of distance learning and in accordance with the school's Acceptable Use Policy (AUP) as described in our *St. Francis High School Student-Family Handbook*.

Attendance

- Students are expected to be logged in at or before the start time of each scheduled classroom meeting and remain in the class for the entire class period unless otherwise directed by the teacher
- Parents of students who will be absent from a class or classes must call the main office
- SFHS will follow our traditional protocol for unverified absences

Behavior Expectations

- Students must log into the Zoom app using their first and last name and their school issued email address. Students may not use any other name or nickname
- In all video and still photo images, students must wear St. Francis logo clothing (Sharkwear)
- Images, objects, and messages in the background of still photos and/or videos must always be Catholic school appropriate
- Students are expected to be engaged and avoid distracting behavior during scheduled class time
- All language and communications are to remain Catholic school appropriate
- Students may not take screenshots or otherwise record any part of the online class unless otherwise directed by the teacher
- All work submitted during distance learning should be the student's own. St. Francis High School students are held to standards of the school's Academic Integrity Policies whether on campus or off campus

Communication Expectations

- Students must dialogue with their teachers directly through email, Zoom, etc. - do not rely on someone else to ask your question or assume you will figure it out later
- Students are encouraged to communicate with their teachers during office hours or email questions regarding any assignments, grading, etc.
- Students or parents may and should email regarding a students' inability to complete work due to illness

Meeting Policies

- Students are asked to join the meeting and directly mute their microphone. This allows for the focus to be directed on the lesson for that day.
- In most cases, students have access to the chat box. This can be a great tool to enhance the lesson and classroom environment. This is not a place to have private conversations with your classmates.
- Students should understand that the entire lesson for that meeting may be recorded
- Recordings are made for a variety of reasons:
 - Holding the teacher and students accountable to creating a conducive learning environment for all.
 - Allows for students who were absent to watch the lesson at a later date.
 - Allows for students who would like to go over the lesson again to do so.

Helpful Recommendations for Distance Learning

- Balance your learning - balance on and offline as well as screen and non-screen time
- Create structure in your day and use your time wisely
- Set boundaries and actively disconnect in the evenings and on the weekends
- Stay healthy - eat healthy, drink water, maintain daily physical activity, and wash your hands often
- Reach out to friends and remain engaged

Chapter 9: Guidance Department & Student Testing

The St. Francis High School College and Career Counseling Department is dedicated to the care and development of each student. The College and Career Counseling Department supports students with academic, college and career, and personal counseling. Counselors are focused on assisting students as they make decisions that will affect their education, and the department strives to implement programs to enable students to reach their full potential at St. Francis High School and beyond.

Counselors coordinate the school counseling and guidance program and involve all staff members in designing and implementing plans to meet three major goals:

- Educational Development in a college prep environment
- Personal/Social/Emotional Development
- Career Development & College Readiness

The goal of the department is to help students move through high school with proper guidance and support in order to achieve greater success in the fulfillment of their high school goals and post high school plans. Counseling support for St. Francis High School students is available throughout the school year.

Counselors

As counselors, we:

- Provide guidance and advice
- Develop personal relationships and ask probing questions
- Share recommendations and suggestions for college and career readiness
- Inform students of the many opportunities available to them
- Help facilitate social and emotional well-being
- Support for students in need of additional support as students need for:
 - Educational accommodations (i.e. IEP, ISP, and/or 504)
 - Significant medical restrictions

The College and Career Counseling Department services are designed to help students to be academically successful and to assist in planning and applying for colleges and scholarships. Additionally the department aims to support parents in their role as the primary educators of their children by providing ongoing support.

ESAT - Empowering Students' Achievement Team

Launched in the fall of 2021, the ESAT Counselor works directly with students who have diagnosed learning differences, medical diagnosis that impact their classroom and independent learning, and those students who have earned a D/F in the previous grading period.

The role of the ESAT Counselor is to lead the Empowering Students' Achievement Team. As a team of students, parents, teachers, staff, coaches, and administrators, St. Francis High School students will develop the skills students need to achieve success.

Parent Nights

Counselors provide parent nights to each academic level throughout the academic year. While each meeting aims to provide overall support for high school students and information about colleges, meetings also include specific topics aimed at particular grade levels.

- 9th and 10th grade parent nights provide general information about academic preparedness and college exploration.
 - Hosted and presented by SFHS counselors
 - Parents of all grade levels are invited and encouraged to attend
- 11th and 12th grade parent nights provide more specific college information
 - Representatives from different institutions are invited to present
 - Representatives from community colleges, CSUs, UCs, and private colleges in and out of state
 - Topics include college admissions process, scholarship information, financial aid process
 - Parents of all grade levels are invited and encouraged to attend
- A parent night specifically regarding college financial aid is hosted during the fall
 - Parents of all grade levels are invited and encouraged to attend
- From August through November, the College and Career Counseling Department offers regular college application workshops to Seniors and their families.

Day to Day Availability

Counselors aim to be available to students as often as possible

- Students may sign up for appointments with the counselors
- If counselors are available, students may benefit from a “walk in session.”
- Every attempt is made to avoid students missing class time.
- Parents/guardians wishing to meet with a counselor are asked to email for an appointment.

Confidentiality with Guidance Counselors

Information students share or reveal in meetings with school counselors is considered confidential. The school counselor protects the confidentiality of information with the

following exceptions specified by California State Law and school policies. A school counselor must:

1. Report suspected child abuse to Child Protective Services.
2. Report information to persons outside SF when the counselor deems a student a threat to harm her/himself, another person, or a threat to destroy property.
3. Consult with other counselors, and appropriate personnel or agencies.
4. Consult with the appropriate SF administrator if deemed necessary because information may be potentially disruptive or damaging to the school's mission, personnel, and property.
5. Disclose information deemed to be confidential when ordered to do so by a court of law.

Standardized 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:

- STS High School Placement Test (HSPT - closed edition)
 - 8th Graders/Freshmen applicants take the test in the admissions process
 - Used by SFHS to determine admissions and academic placement
- PSAT 8/9 Exam;
 - Freshmen take exam in October on the National Testing Day
 - Administered on-campus on a scheduled school day
 - Required and paid for by SFHS
 - Used to prepare students for PSAT during Sophomore year
 - Results provided by the College Board and sent via email directly to families
- PSAT Exam
 - Sophomores take exam in October on the National Testing Day
 - Administered on-campus on a scheduled school day
 - Required and paid for by SFHS
 - Used to prepare students for PSAT in junior year
 - Results provided by the College Board and sent via email directly to families
- PSAT/NMSQT Preliminary Scholarship Aptitude/National Merit Scholarship Qualifying Test
 - Juniors take exam in October on the National Testing Day
 - Administered on-campus on a scheduled school day
 - Required and paid for by SFHS
 - Results provided by the College Board and sent via email directly to families
 - Test indicates anticipated performance on the SAT exam
 - Results are used in National Merit nationwide competition and are used to

prepare students for the SAT/ACT exams.

In addition, as part of the college admissions process, additional standardized tests are required and/or strongly recommended. Students and parents must familiarize themselves with college requirements as they related to standardized tests.

- SAT as offered by the College Board
 - Juniors are urged to take the SAT during or prior to the spring of junior year
 - Students should also plan to take it at least one additional time
- SAT Subject Tests and ACT exams (depending on which is required by a particular institution)
 - Depending on a student's goals and perspective college options, students should also take SAT Subject Tests
 - Coursework and college requirements will determine which subject tests should be taken and when
 - Tests should be taken at the end of Junior year or early Senior year
 - ACT Test
 - Many colleges expect and/or will allow the submission of ACT test scores rather than or in addition to SAT scores.
 - Timeline for the test should match
- Advanced Placement (AP) Exams as offered by the College Board
 - Administered on campus during May of each year
 - SFHS facilitates the exams for a cost as directed by College Board

Naviance

St. Francis provides the Naviance software program to all students and families. Each student is assigned a Naviance account and is expected to regularly utilize Naviance for a variety of guidance related activities including career exploration, college search, scholarship search, and applying to select colleges. Naviance provides a link for direct communication from the Guidance Counselors regarding guidance related events, opportunities, and deadlines. Parents may access Naviance using their student's access information.

Chapter 10: Graduation

Graduation Requirements

The comprehensive four-year program of study offered at St. Francis is designed for an SF graduate to have fulfilled all the course requirements necessary for application to the University of California, as well as those of virtually every major university and college across the nation.

Each student is encouraged to take as challenging a course load as he/she can handle so as to increase his/her likelihood of successful competition for college entrance.

In order to earn a diploma from St. Francis, a student must:

- Earn a minimum of course units
 - Beginning with the Class of 2023, 260 credits must be earned for graduation
- Have a good record of citizenship and behavior
- Have participated in campus ministry activities each year of attendance
 - Students must attend the St. Francis grade level retreat each year.
 - Students unable to attend the scheduled grade level retreat will be required to fulfill the requirement with an outside retreat or comparable requirement
- Have completed a minimum of 80* Christian Service hours.
 - Unless organized by St. Francis and/or announced otherwise, no hours served during an SF school day will count towards required Christian Service hours
 - *During the school year, 2019-2020, the requirement was adjusted for the unexpected transition to distance learning. Students were expected to earn 10 hours during the 2019-2020 school year
- Have earned the minimum number of required credits in each academic department

Required credits for each Academic Department

8 semesters of English	40 credits
8 semesters of Theology	40 credits
6 semesters of Social Studies	30 credits
6 semesters of Mathematics*	30 credits
	(must include Geometry & Algebra II)
4 semesters of one Modern Language	20 credits
2 semesters of Life Science	10 credits (must include Biology)
2 semesters of Physical Science	10 credits
2 semesters of Physical Education/Health	10 credits
2 semesters of Visual and Performing Arts	10 credits (must be in same course)

*Remaining credits can be earned from any combination of departments

Graduation Exercises

- The privilege of participating in the St. Francis High School Commencement (graduation ceremony) may be denied if above requirements are not met or for any disciplinary issues.

Post Graduation Exercises

- No student may attend St. Francis beyond his/her Senior year
- Students must request for consideration of credits earned after August following a student's Senior year to be considered to fulfill the required graduation credits
- Unfulfilled service hours must be completed by the end of August of the year of graduation unless otherwise determined by the Academics Office and CYM.

Awards at Graduation

Graduation grade awards are determined as follows:

- Silver tassel: cumulative weighted grade point average over the first seven semesters of 3.0 or higher:
- Silver tassel and silver cord: cumulative mark point average over the first seven semesters of and 3.5 to 3.99;
- Silver tassel and silver stole: cumulative mark point average over the first seven semesters of 4.0 or higher.
- Golden CSF stole: California Scholarship Federation Gold Sealbearer, Lifetime Member.
- PLTW Scholar Medallions: seniors who have completed three years of PLTW with a B or better
- PLTW stole: seniors who have completed four years of PLTW
- VAPA stole: seniors who have completed coursework in the Visual & Performing Arts Department that meet the VAPA Pathway requirements

Honors of Valedictorian and Salutatorian

Valedictorian

The school recognizes select 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 weighted grade point average
- The strength of the student's academic schedule
- Student's standardized tests taken and scores earned
- Feedback solicited from the student's teachers
- The degree to which the student displays the values and ideals of the St. Francis High School, both in class and outside of school
- Student's involvement in SFHS co-curricular activities and events
- The ability of the student to speak to a large audience

The valedictorian is not necessarily the student with the highest grade point average.

The school reserves the right to award co-Valedictorians if select students are equally worthy of commendation.

Salutatorian

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 school reserves the right to award co-Valedictorians if students are equally worthy of commendation. In this case, a Salutatorian may not be chosen.

The Sister Laura Goedken Award

The Board of Directors honors one student from the graduating class as the recipient 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 SFHS.

The St. Francis Association Dominic Savio Award

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

Graduation Regalia

Attire at all graduation events is communicated each spring. All students and families are strongly encouraged to pay close attention to all class communications regarding graduation and end of the year events.

In particular, the pins and ornaments allowed on or with graduation gowns is quite specific. Students are allowed to wear pins, stoles, and cords awarded by SFHS or through an SFHS approved organization, such as those give at or through:

- 4.0 Luncheons
- NHS and CSF
- Breakfast of Champions
- SFHS Senior/Alumni Dinner
- National English Honor Society
- National Science Honor Society
- National Math Honor Society
- La Sociedad Honoraria Hispánica: Sor Juana Inés de la Cruz

During graduation events, students are not allowed to wear or carry items from non-SF sanctioned organizations or those purchased or given by their families. These can include but are not limited to:

- Pins, stoles, or other regalia from:
 - Independent scholarship organizations
 - Outside honor societies
 - Outside ethnic or cultural organizations
- Leis - flower, money, toys, or other leis type decoration
- Bouquets, balloons, scarves

National Recognition Products

St. Francis High School provides the opportunity for a representative from National Recognition Products to come to campus to facilitate the ordering of graduation gowns and announcements. Distribution of the items also takes place on campus. It is the responsibility of families to reconcile all outstanding balances with the vendor directly.

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.”

Official SFHS transcripts will include all coursework accepted by SFHS as progress toward graduation, even if the courses were taken at another institution.

- The student is required to provide an official transcript from the institution that granted credit for such coursework.
- Coursework must have been pre-approved by the SFHS Counselor/Associate Principal of Academics
- Coursework must have been completed between the first day of ninth grade and the conferral of a diploma from St. Francis.
- When applying for college or in other formal settings where a transcript must be submitted, students who attend more than one school, should always submit an official transcript from each school of attendance.

Sending of Transcripts

St. Francis 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.

Chapter 11: Academic Technologies

St. Francis is committed to providing students with technology for use as an academic tool. Please also refer to the complete Computer, Internet, Social Media, and iPad Acceptable Use Agreement and the Student-Family Handbook accessible on the St. Francis High School website at www.stfrancishigh.net

All Electronic Devices

It is expected that students will use all technologies in a manner consistent with the St. Francis High School Mission and values. Additionally, students are reminded to be respectful of others in their use of technology. Their use of technology should not interrupt others and should not violate the academic integrity or personal privacy of others.

Students may not photograph, nor make audio or visual recordings in class or on campus without the express permission of the students or school personnel being photographed or recorded.

Use of St. Francis email accounts

Email accounts are intended to facilitate communication within the school community. Students are reminded that email is not necessarily private, and may be subject to review and supervision. Email accounts and related policies include all Google platforms and app accessed via a student's SF email account. This includes but is not limited to: Google Classroom, Google Drive, and all Google Docs, Sheets, Slides, Forms, etc.

Students also must keep in mind that when using their St. Francis email account, they need to maintain the same level of respect that they would use for communication in a classroom setting. Using an e-mail account inappropriately will result in disciplinary action.

Students are expected to check their email accounts daily as both the St. Francis administration and teachers may communicate with students via email on a regular basis.

Students should not sign up for non-school related distribution lists or services as this leads to an excess of SPAM or junk e-mail messages.

Use of the Internet

St. Francis reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours in accordance with policies stated in the Student-Parent Handbook.

- Inappropriate use of the internet includes, but is not limited to:
 - Harassment or cyberbullying
 - Use of the school name, logo, or image
 - Remarks directed to or about students, teachers, administrators, or other school staff
 - Offensive communications and safety threats made on any internet sites (examples: social networking websites, blogs, journaling websites).
 - Viewing or sharing inappropriate material, watching movies, or playing games on campus computers or iPads
- Material that can be defined as obscene or vulgar should not be accessed, downloaded, printed, or viewed intentionally may be subject to disciplinary action
- Students must respect and observe copyright laws.

Use of the St. Francis iPad & Mobile Device Management System

Students are required to enroll their school issued iPads in the mobile device management system (MDM). This system constantly monitors school issued iPads for policy compliance. Any iPad which is not in compliance with the school's policy may be rendered temporarily unusable.

A student who is found to be using the iPad in an inappropriate way (e.g., being off-task by accessing irrelevant or inappropriate sites; using the device on campus outside the classroom in an unauthorized way, etc.) may be referred to the Dean of Students 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 iPad on campus; the student is also subject to other disciplinary consequences if other of the school's rules and policies are violated.

A teacher may confiscate a student's iPad 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 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/her parents, as determined by the Dean of Students, within a reasonable amount of time.

Virtual Meeting Software

St. Francis has secured the use of Zoom virtual meeting software. Teachers will be expected to provide a virtual office hours code to their classes and teachers will be provided time and resources to practice using the software.

It is not expected that teachers will provide hybrid access to live classes for students who are absent. Unless otherwise requested by the Administration, teachers will not audio record, video record, nor provide synchronous access to their live, on-campus classes.

Teacher/Family Conferences will be held virtually each semester. St. Francis High School will provide virtual options for many gatherings that have traditionally been on campus, for example, Back to School Night, Counseling Department meetings, Athletic Department meetings, and individually scheduled parent and student meetings.

Use of Electronic Books (“E-books”)

St. Francis students may use e-books for summer reading and for textbooks during the school year unless otherwise noted by a teacher.

In some instances, students will have a choice of a traditional textbook or an e-book; in other instances, students will be required to use an e-book. All e-books will be accessible through the school-issued iPad. The downloaded e-book must be resident on the student’s school-issued iPad so that it can be accessed and read without internet access.

Academic Software

St. Francis High School provides and/or requires the use of various academic software programs. The software is provided to compliment what is already happening on campus and to assist the St. Francis community in providing high quality, college prep rigor while also preparing students for the world beyond the classroom.

Academic software requirements are stated in the course syllabi and communicated via course expectations. Software includes but is not limited to: Turnitin.com, Albert, Khan Academy, and software that is specific to a course or textbook.

Students who are experiencing difficulty with software or other technology should communicate the concern(s) immediately. It is suggested that students take screenshots of error messages and that they send an email to begin the conversation and provide a timestamp for when they began to experience the problem. Students should then follow up in person with both teacher(s) and the Director of Instructional Technology.

Overall use of Technology

St. Francis provides both hardware and software to students for use as academic tools. Students are introduced to the technologies during orientation and teachers provide ongoing formal and informal support throughout the school year. However, technology does not create nor support academic success in a vacuum - students must ensure they are learning the course material, developing the required skills, and learning to use the technology correctly.