



# Santa Fe Catholic High School

*Preparing Students for College and the World*



**PARENT/STUDENT HANDBOOK 2017-2018**

**3110 Highway 92 East · Lakeland, FL 33801 ~ Phone 863·665·4188 · Fax 863·665·4151**

**[www.SantaFeCatholic.org](http://www.SantaFeCatholic.org)**

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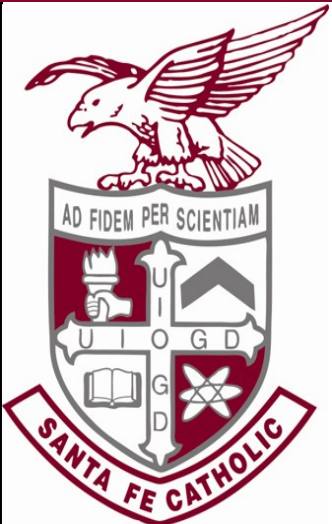
## SANTA FE CATHOLIC HIGH SCHOOL PARENT/STUDENT HANDBOOK

### ***CRIMSON HAWKS***

*Santa Fe Catholic High School*, founded in 1961, is a Catholic high school of the Roman Catholic Diocese of Orlando. The school serves young men and women in grades 9 through 12. The 40-acre campus is located between Lakeland and Winter Haven and serves all of Polk County and the surrounding area.

Though Santa Fe Catholic High School is a Catholic educational institution, families of all faiths find the school has not only an outstanding academic program but also a very solid foundation of religious education and values. Together, these factors create an environment that promotes healthy spiritual, intellectual, physical, and social growth.

*Santa Fe Catholic High School  
is accredited by AdvancED*

<b>The Crest</b>	
	<p style="text-align: center;"><b>The Motto</b> Ad Fidem Per Scientiam: To Faith Through Knowledge</p> <p style="text-align: center;"><b>The Torch</b> A sign signifying the knowledge and the enlightened meaning it gives to life</p> <p style="text-align: center;"><b>The Chevron</b> A badge of honor, for excellence in both sports and academics</p> <p style="text-align: center;"><b>The Book</b> Reminder that life is a period of constant study and only through application is a lesson learned</p> <p style="text-align: center;"><b>The Atom</b> A symbol of progress and active participation in a modern world</p> <p style="text-align: center;"><b>The Hawk</b> Finally, atop our emblem stands the hawk, our mascot, a bird of keen awareness, courage, and love of freedom.</p>

### ***MISSION STATEMENT***

Santa Fe Catholic High School, a ministry of the Catholic Diocese of Orlando, offers a program of college preparatory studies encompassing values grounded in the Gospel of Jesus Christ and serves the families of the surrounding communities.

*“Developing each student fully as a child of God”*



## ***PHILOSOPHY STATEMENT***

The Santa Fe Catholic High School community believes that God is the creator of life and source of human rights and duties. In partnership with the Diocese of Orlando, Santa Fe offers a Catholic educational program vitalized by the truth that people achieve happiness by loving service to God and to others.

Santa Fe Catholic accepts the responsibility of cooperating with other educational influences, especially the family, in the formation of the whole person – spiritually, academically, emotionally, socially, and physically – in an atmosphere of mutual trust and respect.

Santa Fe Catholic commits itself to teach the Gospel message through word and example and to model Christianity in action for its students. Santa Fe unites in liturgy and prayer as a school community and responds to the needs of the wider community through action for social justice in a global society.

Santa Fe Catholic is committed to helping its students grow in the image and likeness of Christ for each other. In accordance with the belief that each individual is unique and blessed with different talents, a Santa Fe education provides the opportunity for students to discover, develop, and utilize those talents.

Santa Fe Catholic believes that learning is a life-long process and strives to motivate the students to take ownership for their own learning and seek out solutions to life problems in the light of Christ's teachings.

### **POLICY**

The Catholic Diocese of Orlando is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing, and safe environment.

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline and a Christian environment in which the responsibilities of the school and students are upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

### **PROCEDURES AND GUIDELINES**

Schools have a responsibility to provide:

- A safe environment.
- The best formation program to meet their needs within the limitations of the school's resources.
- Security from physical, verbal and written harassment.
- Treatment in a fair, consistent and respectful manner.
- Instruction and assistance for social, emotional and academic concerns.
- A clean and pleasant environment.
- Confidentiality when reporting an inappropriate action of an adult.

Students have a responsibility to:

- Share experiences in safe and pleasant surroundings.
- Maintain attendance that is regular and punctual.
- Act safely in everyone's interest; accept responsibility for their actions.
- Practice good health habits.
- Be honest and polite.
- Not interfere with the leader's facilitation and the experience of others.
- Show the respect for the rights, feelings, and property of others.
- Seek help for social, emotional, and academic concerns.
- Adhere to rules during any related activities.
- Work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate.
- Respect ethnic, racial, religious, gender, intellectual, and physical diversities of all people.
- Report any inappropriate behavior to a responsible adult.

## **ADMISSIONS POLICY**

Santa Fe Catholic High School will consider all applications for admission. The school does not discriminate on the basis of race, creed, color, and/or national origin in the administration of admissions policies, educational policies, financial aid programs, athletic programs, or other school programs.

The following information will be considered when determining admissions to Santa Fe Catholic High School:

- Students must show promise of academic progress as demonstrated by two years of report cards and standardized test and High School Placement Test scores (9<sup>th</sup> grade only).
- The family and student must show a commitment to the value of Catholic education by completing the parent service form.
- Santa Fe Catholic High School has an expectation of student behavior that promotes a learning environment. A personal reference form completed by the current principal must be received prior to admission.

Priority will be given to:

- Children of the faculty and staff of Santa Fe Catholic.
- Siblings of present students and/or children of alumni of Santa Fe Catholic High School.
- Catholic students currently registered in a Catholic parish school.
- Students coming from St. Paul Lutheran Elementary/Middle School.
- Catholic students transferring from other Catholic schools.
- Non-affiliated students currently enrolled in a Catholic parish school in Polk County.

## **FINANCIAL OBLIGATIONS**

### ***Tuition and Fee Schedule – 2017/2018***

#### ***Fees due:***

- Non-refundable registration fee for each student is \$400
- All seniors must pay a \$150.00 graduation fee by April 2, 2018.
- Technology Fees of \$250 may be paid in advance or as part of monthly tuition payments.

***Tuition Schedule:*** All payments except annual payments are made by automatic deduction from your bank account. The FACTS Plan will add a one-time administrative fee of \$36 for multi-payment plans. Annual payees do not pay an administrative fee and Semi-Annual pays a \$10 fee.

- **A 3% discount applies on tuition ONLY if paid in full by July 1, 2017.**
- **All payments are made by automatic deduction from your bank account.**
- **Each family must join the FACTS Tuition Payment Plan.** A variety of payment plans are available. Tuition payments will not be accepted at the school. Please note that registration is NOT complete until you enroll with FACTS. To enroll with FACTS visit our website at [www.SantaFeCatholic.org](http://www.SantaFeCatholic.org). Click on the Admission tab, then click on the FACTS tab located on the right-hand side of the page.

### **TUITION RATES FOR 2017-2018**

#### **Catholic Student Rate: \$9,996**

Registered, actively supporting member of a Catholic Parish in the Diocese of Orlando

#### **Non-Catholic Student Rate: \$10,302**

Not registered or a non-supporting member of a Catholic parish in the Diocese of Orlando

### ***SFCHS Financial Aid Guidelines***

Santa Fe Catholic High School (SFCHS) is a Diocesan supported school. Tuition is our major source of income. It is understood that the annual tuition rate may exceed the ability of some families to pay full tuition. The SFCHS School Board has authorized its Financial Aid Committee to set up a process to review applications for, and to grant assistance, to those in need.

The FACTS Grant & Aid Assessment Service has been chosen to process the applications received from SFCHS families. FACTS is a private company whose business is processing applications for tuition assistance. The applications for tuition assistance are ranked by computer, based upon the total number of applications received from SFCHS families, the total amount of assistance dollars available, and an assessment of the applicants' needs. A computer printout is sent to the SFCHS Financial Aid Committee. This printout is reviewed by the members of the Financial Aid Committee and decisions are made based upon the recommendations of FACTS. Personal appearances before the Financial Aid Committee are not required, but may be requested by either party in special circumstances. The following guidelines are given to help explain some of the considerations used in granting financial assistance.

The normal procedure to apply for financial assistance is to apply online at [www.factstuitionaid.com](http://www.factstuitionaid.com) or applications are available in the school's office. This form must be filled out completely, which includes attaching the most recent federal income tax return. It is not returned to the school but is sent by the person requesting assistance directly to FACTS. Assistance is granted on a first-come, first-served basis. Early application is suggested due to the limited funds available.

- Only the Financial Aid Committee, in conjunction with the president, can grant financial assistance.
- SFCHS is subsidized by the local Catholic parishes and the Diocese of Orlando. Catholic families will have priority for financial assistance.
- Financial assistance will not be given unless there is an assurance of academic progress.
- Financial assistance is not given for athletic purposes. **THERE ARE NO ATHLETIC SCHOLARSHIPS.**
- Employees of SFCHS are not eligible for any special discount rates by Diocesan policy. They may, however, apply for financial assistance through FACTS.
- All awards of financial assistance are for one school year only. Families needing assistance the following year must reapply and re-qualify accordingly.

### ***Service Hours Agreement – 2017-2018***

We ask that each family provide the school with at least 20 hours of in school approved service activities during the school year, beginning in July 2017. Two of those hours must be for Renaissance.

### **CAMPUS MINISTRY**

The Office of Campus Ministry coordinates the spiritual life of Santa Fe Catholic High School. Responsibilities of the Office of Campus Ministry include:

- Planning retreats for each class.
- Planning school and class liturgies.
- Coordinating daily prayer.
- Training interested students in liturgical ministries.
- Supporting the spiritual development of the faculty, staff and administration.
- Being available to students for individual spiritual direction.

### **GUIDANCE**

A Guidance Counselor is available to every student in the school. Assistance is provided for educational planning, test interpretation, career counseling, study skills, and personal concerns. The members of the Guidance Department also assist students with test preparation, college applications and scholarships and are responsible for sending transcripts to other educational institutions.

## ***SANTA FE CATHOLIC HIGH SCHOOL ATHLETIC GUIDELINES***

### **PROGRAMS OFFERED**

Basketball (B & G)	Football	Swimming (B & G)
Baseball	Golf (B & G)	Tennis (B & G)
Cheerleading	Soccer (B & G)	Track (B & G)
Crimsonettes	Softball	Volleyball
Cross Country (B & G)		

### **PHILOSOPHY OF ATHLETICS**

Interscholastic athletics at SFC are an integral part of the total education process. Participants gain valuable skills that encourage participants to learn the values of responsibility, dedication, loyalty, teamwork, desire, humility, confidence, and other desirable traits of good character and citizenship. Santa Fe Catholic High School recognizes the value of extracurricular and co-curricular programs as significant tools that enrich the academic experience.

### **BELIEF STATEMENTS**

- Spiritual, academic, and athletic development
- Conform to FHSAA by-laws
- Encourage student involvement
- Enhance school spirit
- Exemplify good sportsmanship
- Teach responsibility and self-discipline
- Compete within the spirit of rules
- Create equality within programs and between sexes
- Field competitive programs
- Provide and maintain excellent athletic facilities
- Hire the finest coaches available
- Operate within budget
- Maintain a professional environment with proper role identity

### **STUDENT ATHLETE CODE OF ETHICS**

Participation in the Santa Fe Catholic High School is a privilege. Consequently, each student athlete is expected to comply with the rules and regulations of the team, school, Diocese of Orlando, and Florida High School Athletic Association. In addition, the following standards of conduct must be observed:

- Athletes shall conduct themselves in a Christian manner.
- Athletes shall abide by the letter as well as the spirit of Santa Fe Catholic rules and regulations.
- Athletes shall maintain their academic eligibility.
- Athletes shall respect all members of the SFC community and its visitors.
- Athletes shall display good sportsmanship.
- Athletes shall contribute their best effort to the success of the team.
- Athletes shall attend all scheduled practices and games.
- Athletes shall exhibit dignity in victory and defeat.



- Athletes shall not physically or verbally assault or use the threat of violence against other persons or property.
- Athletes shall not use, possess, or distribute any illegal substances, including alcohol and tobacco.
- Athletes shall handle all issued equipment with care and will assume financial responsibility for their loss.

Violations of these or other school rules will be handled in accordance with approved discipline policies. Behavior which is not in accordance with such rule may result in suspension or expulsion from the Santa Fe Catholic Athletic Program.

### **ACADEMIC ELIGIBILITY**

Students must maintain a cumulative high school grade point average of 2.0 or above on a 4.0 scale. A student whose cumulative grade point average at the conclusion of a semester is below 2.0, in all courses taken that are required by Florida Statutes, shall not be eligible during the following semester.

### **FINANCIAL RESPONSIBILITY**

Santa Fe Catholic High School does not assume financial responsibility for the payment of FHSAA fines assessed to student athletes.

### **MULTISPORT ATHLETES**

- Athletes must commit to one sport in a given season; any other participation during that season is at the discretion of the original coach or athletic director.
- Any athlete who quits a team will be ineligible for any other school athletic participation until the completion of that season unless a waiver is given by the original coach or athletic director.

### **PRACTICE GUIDELINES**

- Students who have not submitted completed EL2 (Physical Examination forms) and EL3 (Consent and Release from Liability Certificate forms) will not be permitted to practice or compete in athletic contests.
- Only SFC students are allowed to participate at practice.
- Academically ineligible students are not permitted to attend practice.
- Students who are absent from school are not permitted to attend practice on the same day.
- Practices must be supervised by the head coach or assistant coach.
- Practice times will not exceed three hours and will not end after 8:00p.m.
- Athletic teams are responsible for the clean-up and the storage of equipment.
- Tutoring and conferences are excused tardies to practice.

### **RECRUITMENT (FHSAA)**

Recruitment of students or attempted recruitment of students for athletic purposes is a gross violation of the spirit and philosophy of FHSAA By-laws and is expressly forbidden. A member school is responsible for any such action committed by any person associated with the school, including the Principal, Assistant Principal, the athletic director, coaches, teachers, any other staff members or employees, students, parents or any organization, such as booster clubs, having connection to the school.

### **SPORTSMANSHIP**

Students, coaches, administrators, spectators and all other persons connected directly or indirectly with a member school, as well as officials, shall practice and promote the highest standards of sportsmanship and ethics in interscholastic relationships.

## **TRANSPORTATION**

- All team members will ride the team bus to and from athletic events.
- Students may not ride in a car with any other student to practices or games.
- Students must wear seatbelts.
- Coaches and students are responsible for the cleanliness of the buses.

## **UNIFORMS AND EQUIPMENT**

Official team uniforms must be screened by the Athletic Department and Administration. Uniform selection will be based on cost, durability, and appropriateness. Parents, athletes, and teams and/or other groups and/or individuals are prohibited from purchasing team and/or individual uniforms. Athletes will not be permitted to compete or perform in school sponsored athletic events (games, competitions, or pep rallies, etc.) in unapproved uniforms, outfits, or costumes. Athletes will assume financial responsibility for lost or destroyed uniforms or equipment.

# ***SANTA FE CATHOLIC HIGH SCHOOL GUIDELINES***

## **ACADEMIC PROBATION**

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

## **ASBESTOS INSPECTION**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office. We ask that you make an appointment if you wish to review the plan.

## **ASSESSMENT AND GRADING GUIDELINES**

The general purpose of assessment is to accurately measure a student's learning, academic performance, and competency proficiency and to accurately report what a student knows and can do. At Santa Fe Catholic High School, there are two major types of assessments administered to students, formative and summative (for a complete description of each type, please see assessment types below). The most important purpose of assessment is learning. Effective assessment, therefore, both effectively guides learning and measures growth in learning.

### **Assessment Types**

A **formative assessment** is an assessment for learning and can broadly be described as a "snapshot" measure that captures a student's progress through the learning process. It explains to what extent a student is learning a concept, skill, or knowledge set. In a sense, a formative assessment is practice, and is, therefore, not heavily weighted in our grading system at 30%. That is not to say, however, that formative assessments are unimportant to the process of assessment and grading. In fact, formative assessments have an important role to fulfill in identifying when a student is ready to undertake a summative assessment, such as an in-depth performance task or test.

Examples of formative assessments include, but are not limited to:

- Skills check such as quizzes
- Classroom openers or exit slips
- Graphic organizers and worksheets
- Pre-tests
- Homework
- Other class work not listed above

A **summative assessment** is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded within a course competency. A summative assessment is an assessment of learning and it is heavily weighted in our grading system at 70%.

Examples of summative assessments include, but are not limited to:

- Performance tasks/authentic/active learning tasks
- Tests
- Projects
- Writing (term papers, position papers, essays, stories, lab reports, summaries, etc.)
- Presentations
- Problem-based inquiry tasks
- Other comprehensive/cumulative assignments not listed above

As mentioned above, the overall purpose of assessment is to accurately measure a student's learning, academic performance, and competency proficiency and to accurately report that measure. The teacher's role in this endeavor is to collect an abundance of evidence over a period of time and across a variety of learning experiences, in order to accurately assess a student's level of learning, academic performance, and competency proficiency. With regard to summative assessments, it is the administration of a number of summative assessments, given over a period of time and in a variety of educational settings, that provide the majority of evidence required for a teacher to accurately award a grade that represents a student's level of learning. An educator cannot ensure accuracy when a student has not completed all summative assessments. Santa Fe, therefore, may withhold an overall course grade if there is a missing summative assessment. Students will be required to complete missing summative assessments in order to provide the teacher with sufficient evidence to award a grade. Students will receive no credit for a course with missing summative assessments. Once the missing summative assessment is turned in the grade will be calculated and credit will be given. Students who do not make up missing summative assessments by the end of the academic year will have to retake the course.

### **ATHLETIC ELIGIBILITY/EXTRACURRICULAR**

(FHSAA Academic Eligibility Requirements)

Students are required to maintain a cumulative grade point average of 2.0 or higher in all courses, both core and elective, to be eligible to participate. The grade point average is computed each semester and is effective until the end of the following semester.

Cumulative grade point average means the grade point average for **all semesters** in high school, not just for work completed the previous semester. Therefore, it will be possible for a student to earn a 3.0 grade point average for a semester's work, but remain ineligible for the following semester because his/her cumulative grade point average remains below 2.0. The cumulative semester average is received on the January and June report cards.

### **ATTENDANCE**

State law mandates attendance at school. Regular attendance is expected of each student and is necessary for academic progress.

- Santa Fe requests that the parent call the school, 665-4188 x 6, by 8:00 am on any day that a student will be absent or tardy. An attempt will be made to contact the parent at home if the student is absent and the office has not received a parent call.
- Students should request assignments prior to any planned absence.
- The Principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.
- Any student late for school will report directly to the office to check in. All riders in a car pool will be tardy regardless of individual responsibility. Any student who misses more than 50% of a class period will be considered absent for that class period.
- A tardy is excused only with a doctor/dentist note or parent phone call/note due to illness. All other tardies regardless of parent notification will be unexcused.
- If a student is absent or tardy or leaves school early due to a doctor's appointment, he or she **MUST** bring a **DOCTOR'S NOTE** to school in order for this to be an excused absence.

- If a student requires an early dismissal from school, he or she must bring a parent note to the office on the day of the early dismissal prior to the start of the school day. The student must sign out in the office immediately before leaving campus.
- If a student must leave campus due to illness, the OFFICE must contact the parent. The student must sign out or the parent must come to the office to sign the student out if the parent is picking up the student.
- At NO time are students allowed to leave campus without permission from the office. Once arriving on campus (in the parking lot) students are not permitted to leave. Students who leave the campus have suspended themselves.
- **In order to participate in an extracurricular activity on a normal school day, a student MUST be at school a half day. The only exception to this rule is for an approved absence.**
- Consequences for excessive absences
  - Once a student reaches seven absences in a semester a letter will be sent home informing the parents that the student is nearing attendance probation.
  - Once a student reaches ten absences in a semester the parent or guardian will be asked to come in for a conference and the student will be placed on attendance probation.
  - Once a student is placed on attendance probation the student can be required to attend detention hall after school to make up work, and, if attendance does not improve, the student may be asked to withdraw from the school.

### **BUCKLEY AMENDMENT**

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA” or the “Buckley Amendment”), is a Federal Law which states:

- that a written institutional policy must be established and
- that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

The purpose of the Buckley Amendment is to ensure the accuracy, integrity, and confidentiality of “education records” maintained by colleges and universities concerning students. Under the Buckley Amendment:

- A student is entitled to know what education records the university maintains.
- A student is entitled to inspect most education records containing the student’s name or personally identifiable information.
- A student is entitled to correct erroneous education records.
- A university is obligated to use education records only for their intended purposes. A university may relinquish education records to third parties only under prescribed circumstances.
- University employees who maintain education records are obligated to take reasonable precautions to prevent misuse or unauthorized disclosure of education records.

### **CARS**

All students who drive must pay for registration of their car with the Director of Campus Ministry. Students are to use designated spaces in the parking lot. Failure to drive or park appropriately on campus will result in loss of driving privilege.

### **CHILD ABUSE LAWS**

Santa Fe Catholic High School abides by the child abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to Department of Children and Families.

### **CLOSING OF SCHOOL**

When it is necessary to close school for an emergency situation such as inclement weather, Santa Fe will dismiss classes on the same schedule followed by the Polk County Public Schools. Santa Fe may reopen sooner than the public schools. We will do our best to update all social media and get the information to the local news.

### **COMPUTER GUIDELINES**

- Students are expected to bring their laptops/tablets with them every day.
- Students are expected to have their battery fully charged at the beginning of the day.
- Students are expected to save their batteries throughout the day by not using them during non-instructional time.

- Students should not rely on plugging in their computers, as there is not ample space for everyone to do so.
- Students who have computers that need to be repaired should make arrangements to have them repaired promptly.
- Students are expected to get their work done in spite of computer problems. Arrangements must be made with their teacher in order to accomplish this.
- Students using their computers inappropriately will result in disciplinary action.
- Computers are available in the Learning Commons for student use between 2:30 - 5:00 pm daily.

### **CRISIS PLAN**

Santa Fe Catholic High School has implemented a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep the students safe. In the event of an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

- Santa Fe gymnasium.
- Off Campus - Whitestone Academy – behind Santa Fe on Fish Hatchery Road.

### **DANCES**

In order to attend a Santa Fe High School dance you must be a student at Santa Fe or the date of a student at Santa Fe. Guests of Santa Fe students must be in the 9<sup>th</sup> grade or above and may not be over 19 years of age. Guests are expected to adhere to the dress code and observe policies of Santa Fe. Students who wish to bring a guest must fill out an information sheet and be approved by the administration prior to purchasing a ticket. We reserve the right to deny admission to students who are not dressed appropriately or are unable to conduct themselves appropriately. Freshmen and sophomores are only allowed to attend Prom if they are the date of a senior or junior. Students should dance appropriately, which includes maintaining an appropriate distance, facing their partner, and keeping both feet on the floor. Any student who refuses to dance appropriately may be asked to leave.

### **DISCRIMINATION**

- Schools in the Diocese of Orlando admit students of any race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools.
- Schools in the Diocese of Orlando do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

### **DROP/ADD**

Course selection should be made carefully and with the sound advice of teachers and counselors. Schedule changes may be requested only during the first two weeks of the semester.

### **EMERGENCY DRILLS**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Walk to the assigned place, in single file at all times, and in silence;
- Stand in line facing away from the building;
- Return to the building when signal is given.

Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds;
- Walk to the assigned place, in single file at all times, and in silence;
- Sit, face wall, and put hands over head;
- Return to classroom when signal is given.

### **EXAMS**

Students only have to be on campus when they have an exam. Students are NOT permitted to leave campus and return during the break time between exams. If students remain on campus when they do not have an exam, they must report to the Learning Commons. Students will not be allowed to wander around campus or be in any classroom building while exams are being given unless they are taking an exam.



Exams are 90 minutes long. All students must remain in the exam room for the entire 90 minutes. As ample time is available between exams, NO ONE will be allowed to go to their locker or to the restroom while exams are being given.

Freshmen, sophomores, and juniors must be in uniform for exams. Seniors may dress out but MUST follow the guidelines in the handbook for dress out days for seniors. Students who are not in appropriate attire will be sent to the office and will forfeit any time missed on the exam.

It is important to be on time for all exams. If you are tardy, you will forfeit that time on the exam. It is the student's responsibility to know the exam schedule. The schedule is posted on the website.

Students should not be absent on exam day unless they are seriously ill. All medical excuses during exams must have a doctor's note dated for that day. No exceptions will be made. Parents must call the school the morning of the exam to report the absence. Students who fail to take an exam will receive no credit for the course.

### **EXTRACURRICULAR ACTIVITIES**

Students must maintain a cumulative high school grade point average of 2.0 or above on a 4.0 scale. A student whose cumulative grade point average at the conclusion of a semester is below 2.0, in all courses taken that are required by Florida Statutes, shall not be eligible during the following semester to participate in extracurricular activities.

### **FAILURES**

To advance to the next grade level in good standing, students must receive a passing mark each semester in all subjects assigned to them for the year. Students failing one or more subjects must attend summer school, participate in virtual school, or take a correspondence class. These students may earn credit, either new or repeated, during summer session. These arrangements must be made through the Guidance Office.

### **FIELD TRIPS**

All school-sponsored trips require that parents fill out and return the official Field Trip Permission Form. If parents do not receive an official form, they should contact the school. Forms should be returned to the faculty member sponsoring the trip several days before the trip is scheduled. Permission to attend will not be accepted over the phone. A field trip permission slip is available on our website under the "Forms" tab. This is the only format that may be used to allow a student to leave school during school hours. A fax does not take the place of an original signature. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day. All monies collected for the field trip are non-refundable.

Field trips will not be scheduled the week prior to the end of a grading period. Parents are reminded that teachers have the right not to release students for a particular trip; therefore, students should obtain permission from any teacher whose class they will miss. **Students with excessive absences or tardies may be denied permission to attend a field trip.**

### **FIRE DRILLS**

State law requires that a fire drill be conducted at regular intervals during the school year. It is important that students be familiar with the escape route from each classroom in the building. Students are reminded that proper behavior is essential during a fire drill.

### **GRADE ADVANCEMENT**

Students must have the required number of credits to be advanced to the next grade level. For advancement to the sophomore year, a minimum of five credits are needed. For advancement to the junior year, a minimum of eleven credits are needed. For advancement to the senior year, a minimum of seventeen credits are needed.

### **GRADE FORGIVENESS POLICY**

Each student may use grade forgiveness through Florida Virtual School or similar for a maximum of 3 credits (total) for grades 9-12. Both the original grade and the forgiveness grade will appear on the student's transcript. Only the new grade will be averaged into the cumulative GPA. Only regular level credit will be given when any course is taken for grade replacement. Only D's and F's will be eligible for grade forgiveness. Students must make formal application to the guidance counselor to take courses for grade forgiveness prior to taking the course. The administration reserves the right to judge the validity of any course taken for grade replacement.

**GRADING SCALE**

		<b>Regular</b>	<b>Honors</b>	<b>AP</b>	<b>Dual Enrollment</b>
A	90-100	4.0	4.5	5.0	5.0
B	80-89	3.0	3.5	4.0	4.0
C	70-79	2.0	2.5	3.0	3.0
D	60-69	1.0	1.0	1.0	1.0
F	0 - 59	0	0	0	0

**HONOR ROLL**

Principal's Honors	4.0 and above
Honors	3.5 – 3.99

**Any student with a D or lower is not eligible for honor roll. Award is based on first semester of the current school year ONLY.**

**INTERNET USE**

Internet access is available throughout the school. It is assumed that parents agree to allow their students Internet access for instructional purposes. If for any reason parents do not wish for their students to use the Internet, the parent should contact the school. Students are expected to make appropriate use of the Internet and any misuse is subject to disciplinary measures. Students and parents are required to sign the acceptable use policy when registering.

**LATE WORK POLICY**

Assignments are expected to be turned in on time. Late work will be accepted but will be deducted 10% each day it is late (including weekends). Formative assignments will not be accepted after two days (including weekends). In order to receive credit for any course, all summative assignments must be completed. Summative assignments will be accepted up to two days late with a maximum of 20% deducted. If an assignment has not been turned in during the two day grace period, the student will receive an after school detention and will be required to meet with the Assistant Principal to make arrangements to have the assignment completed. All assignments are posted on the teacher/parent portal. It is the student's responsibility to find out what they missed when they are absent.

**LEARNING COMMONS**

In order to better prepare students for college and beyond, Santa Fe Catholic High School has renovated the Media Center into a state of the art Learning Commons focused on technology and student collaboration. The Learning Commons features an MIT inspired TEAL Lab (Technology Enabled Active Learning), video production room, quiet study room, reading center, and an area for student collaboration.

Students are encouraged to use the Learning Commons and the resources it provides. The center is for research, reading, collaboration, and experimenting with hands on activities. Internet access and various databases are available for all students who have signed the Acceptable Use Policy.

- Students must have a signed pass unless they are coming with an entire class.
- A quiet atmosphere is expected in the quiet study/reading room.
- Students must be responsible for the space and materials they are using and clean up after themselves before leaving the Learning Commons.

The Learning Commons is available after school from 2:30 - 5:00 each day unless otherwise posted.

**LOCKERS**

Lockers are the property of Santa Fe Catholic High School and are provided for the convenience of the students. All students will be assigned a locker through the Bookstore office, and all students will use a lock from the school. (Any lock on a locker that is not a school lock will be cut off by the administration.) It is required that students use locks. Each student is responsible for his/her own locker. Since the lockers are part of the building, **students will be held financially responsible for any damage done to the**

**locker.** Students should not keep money or other valuables in their lockers, nor are they permitted to share lockers with anyone, and lockers should be locked at all times.

The administration reserves the right to open and search lockers, and will not be responsible for replacing any lock not bought from the school. **Lockers should be kept clean, and decorations and/or writing on lockers are prohibited.**

### **LOST AND FOUND**

Any items found in the school building or on the school grounds should be given to the Front Office to be placed in the Lost and Found. Items placed in the Lost and Found remain there for approximately two weeks. After two weeks items are donated to charity.

### **LUNCH PROGRAM**

Lunches are catered by Red Elephant and are purchased on a month to month basis. Lunch forms are distributed through the Hawk Weekly and on the website two weeks prior to the due date. **Lunch forms are due by the deadline. NO EXCEPTIONS.** Payment in the form of cash, check payable to SFC, or credit card must accompany the lunch forms. Lunch forms will not be accepted without payment. Credits are not given for any days missed (doctor's appointments, absences, field trips and tardiness). Students are responsible for keeping the campus clear of trash from lunches and snacks, and they are expected to properly dispose of trash at all times. Every effort is made to include days that students will not be in school; however, any time there is an unforeseen cancellation of school students will not receive a refund. For example: hurricanes, tragedies, road closures, etc.

### **MAKE-UP WORK**

Students who are absent will be required to make up work missed in class. Students will be allowed the number of school days that they were absent to make up work, (i.e., if a student missed 2 days of school, then 2 days would be given to make up the work). It is the student's responsibility to obtain all make up work from each teacher immediately upon returning to school. Students must realize that schoolwork takes precedence over outside jobs and extracurricular activities.

### **MEDICATION**

Florida School Law (#232.46 1.b.1 & 2), states:

- "For each prescribed medication, the student's parent or guardian shall provide to the school, a written statement which shall grant the school or their designee permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school shall assist the student in the administration of such medication."
- "Each prescribed medication to be administered by school personnel shall be received and stored in its original container. When the medication is not in use it shall be stored in its original container in a secure fashion under lock and key in a location designated by a school administrator."

This law applies to prescription medication and over-the-counter medication, such as Tylenol, aspirin, cold medication, etc. Telephone authorization by the parent is **not an acceptable form of consent.** Students must present a signed "Authorization for Medication" form from the parents) and/or doctor, which will be kept in the Front Office.

### **NATIONAL HONOR SOCIETY**

National Honor Society membership is determined according to the by-laws of the regional and national organizations, as well as by the school charter. Selection of members is based on a student's scholarship, service, leadership, and character. The school also sponsors chapters of the World Language Honor Society, Mu Alpha Theta and the Art Honor Society.

### **Policies governing the National Honor Society:**

The Santa Fe Catholic High School Chapter of the National Honor Society seeks to recognize and bring together for common growth and interaction those students in the 10th, 11th, and 12th grades who exhibit notable qualities in each of the following areas: scholarship, leadership, character, and service. The faculty will select new members at the end of the fall semester each year. The following criteria determine eligibility for election into the society:

- **Scholarship** - The student must possess and maintain a cumulative grade point average of 3.5. This cumulative averaging begins in grade 9.
- **Leadership** - The student is to show definite leadership in the school community and/or the community in general. School oriented leadership is the primary concern; however, this is not to the exclusion of leadership evidenced in the church and community.
- **Character** - The student should:
  - ◊ Display a positive and supportive attitude toward the philosophy and policies of the school.
  - ◊ Be an obvious example of courtesy, respect, and concern toward others.
  - ◊ Demonstrate a solid moral character in school and community.
  - ◊ Display a visible evidence of spiritual interest including, for example, church attendance, Sunday School, choir participation, and so on.
  - ◊ Demonstrate high standards of honesty and responsibility.
- **Service** - The student must show that he/she has willingly given of his/her time and skills to benefit his/her fellow students and/or bring positive recognition or honors to the school, church, or community. Examples of such areas of service include Scouts, athletics, choir, church youth groups, local service agencies, and so on.
- **Selection Process** - At the end of fall semester, students who meet the scholarship requirement are invited to submit a Student Activity Information Form outlining their qualities for membership. A faculty committee of five appointed by the Assistant Principal reviews the Information Forms and faculty recommendations and selects by majority vote those students who qualify.

Students who fail to maintain any of the above criteria will be placed on probation from the National Honor Society and will have one semester to correct. If a student fails to correct an area of deficiency, they will be removed from the NHS and may not be reinstated.

### **OFFICE HOURS**

The school office is open on all school days from 7:00 am – 3:30 pm.

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **REPORT CARDS**

Report cards will be distributed four times a year, once after each quarter. They will be emailed after the close of the quarter.

### **SCHOOL HOURS**

The first bell rings at 7:40 am. The tardy bell rings at 7:45 am. Dismissal time is 2:30 pm everyday. Parents are to make arrangements for their student(s) to arrive on time and be picked up at dismissal time. Students not picked up by 2:30 will not be supervised. Students who are not involved in an activity in the afternoon are encouraged to utilize the Learning Commons while waiting on their rides.

### **SCHOOL PROPERTY**

The parent of a student who purposely or carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

## SEMESTER EXAMS

Semester examinations are an essential part of all academic courses and account for 20% of the semester grade. Students are required to take semester exams on the day they are scheduled. A doctor's note is the only acceptable excuse for missing an exam.

If a student arrives late to an exam, he/she has forfeited the lost time on the exam. Any time missed is forfeited. Seniors who have maintained an A average in a full year course, or both quarters of a semester course, may be exempt from the semester exam in that course at the discretion of the teacher.

## SENIOR ACTIVITIES

**Senior Exams:** As one of the senior privileges seniors may dress out for final exams. Students are expected to follow the dress code for dress out days. Students who arrive dressed inappropriately will not be allowed to sit for the exam until the infraction has been corrected. Any time missed due to being dressed inappropriately will be forfeited.

**Baccalaureate Mass:** Attendance at Baccalaureate is mandatory in order to participate in the graduation ceremony.

**Graduation Rehearsal:** Attendance at rehearsal is mandatory in order to participate in graduation ceremonies. Students are to be on time as rehearsal will not begin until all students have arrived. Students should be dressed appropriately as per the dress code.

**Caps and Gowns:** Each time you wear your graduation cap and gown, gentlemen should wear black or dark grey dress pants (school dress pants are acceptable, no khakis), solid white button down dress shirt, tie, and black dress shoes. Ladies should wear black dress shoes (no flip flops or anything that closely resembles a flip flop); dress, dress skirt and blouse, or dress pants and blouse. Gentlemen must be clean-shaven and are not allowed to wear earrings. Any student who arrives for a senior function without the proper attire will not be allowed to participate in that function. Caps cannot be decorated.

## SERVICE HOURS

Each student at Santa Fe Catholic is required to perform 100 hours of community service for the four years of attendance (or 25 hours for each year the student has attended SFC). **Seniors will not receive their official transcripts until their hours are complete.**

Thirty hours of the student's requirement must be with a non-profit organization that is not their church or Santa Fe. This means that students must spend at least 30 hours working with a social service agency in Lakeland or a surrounding city. It is the student's responsibility to find this organization; the Director of Campus Ministry will, however, offer an opportunity once per quarter at an agency in the area.

Deadlines for service hours are as follows:

- December 8, 2017 (for hours completed summer 2017/1<sup>st</sup> Semester 2017/2018).
- April 9, 2018 for **SENIORS** (if 100 are not completed the student will not walk at graduation OR receive a diploma until the hours are turned in).
- May 10, 2018 (for hours completed by underclassmen in the 2<sup>nd</sup> semester).

*If hours are not turned in within the semester completed they will not be counted towards the student's 100 hours.*

The following activities do not count as service opportunities:

- Regular practice time and meeting times for extracurricular activities and clubs.
- Church activity **related to worship** (including altar serving and music).
- Rehearsal time for school music or dramatic productions.
- Service related to armed services recruitment requirements.

Families will receive a letter at the beginning of the school year reiterating this material as well as specific guidelines for grade levels. Service opportunities will be announced through broadcasting, Theology classes, and in the Hawk Weekly.



## **STANDARDIZED TESTING PROGRAM**

The following grades will take nationally recognized standardized tests.

- **Grade 9**
  - ◊ ACT Aspire test (spring)
- **Grade 10**
  - ◊ PSAT—Preliminary Scholastic Aptitude Test (October)
  - ◊ ACT Aspire test (spring)
- **Grade 11**
  - ◊ PSAT/NMSQT—Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (October)
  - ◊ ASVAB—Armed Services Vocational Aptitude Battery with the Holland Interest Inventory
  - ◊ All juniors are required to take the (SAT) Scholastic Aptitude Test and the (ACT) American College Test second semester
  - ◊ ACRE—Assessment of Catechesis/Religious Education (ACRE)
- **Grade 12**
  - ◊ ACT—American College Testing (September)
  - ◊ SAT—Scholastic Aptitude Test (October)

## **STUDENT GOVERNMENT ASSOCIATION/CLASS OFFICE**

Student Government Association and class office positions are determined each year. There are four officers selected by the whole school and four class officers selected from each class. Any student that wishes to hold an office with the SGA/class office must have a 2.5 GPA and complete an application. Students will then receive an evaluation from their current teachers and must score in the good to excellent range in order to be eligible to run for office. Candidates run for the following positions in the spring of the previous school year in which they are to serve. Students with major disciplinary infractions or numerous minor infractions will not be eligible to run.

## **STUDENT RECORDS**

Santa Fe Catholic High School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must make a request to the School Guidance Office five school days in advance. All forms should be submitted to the Santa Fe Catholic School Guidance Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to the school of a transferring student whose financial commitment is in arrears.

## **TELEPHONE**

Permission to use the school telephone must be obtained from the Front Office. Students must submit a note from their teacher. The office phone is a business phone, and students are permitted to use it only in case of an emergency.

## **TESTING POLICY**

Faculty members have a courtesy policy to attempt to schedule no more than three tests on a given day. "Test" is defined as an announced examination, which takes a full class period. Short quizzes are not included in the agreement. Long research papers are assigned weeks in advance, giving the student ample time to complete the work before the eve of the due date. For this reason, papers are not included in the agreement. In the event that an error is made and more than three tests are scheduled in one day, the student may: a) take the tests, b) discuss the situation with the teachers and allow them to work it out, or c) report it to the Assistant Principal and allow time to solve the conflict. In selecting choice b) or c) the student must alert the teachers or Assistant Principal at least two days before the scheduled conflict. This will allow time to negotiate a solution.

## **TRANSFER OF STUDENTS**

Notice of withdrawal of a student should be made by the parent in writing to the Guidance Department in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

## **TITLE IX**

Santa Fe Catholic High School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### ***DETERMINATION OF VALEDICTORIAN, SALUTATORIAN AND ACADEMIC MEDALISTS ARE BASED ON THE FOLLOWING GUIDELINES:***

- Students must be enrolled at Santa Fe Catholic High School for the entirety of both the 11th and 12th grade years.
- Students must be models of exemplary behavior and have no record of major disciplinary infractions either in or out of school.
- The Valedictorian and Salutatorian will have the highest and second highest cumulative weighted grade point average respectively. Only courses taken at Santa Fe or accepted as 9th and 10th grade transfer credits will be taken into consideration.

If there is a tie for Valedictorian and Salutatorian, the numeric averages of all courses are compared.

9th and 10th grade transfer courses will be averaged using the weighted points and grade scale indicated by a transcript. Grades for any 9th or 10th grade course that Santa Fe does not offer will be averaged at the level of the nearest equivalent course. For example, AP courses not offered at Santa Fe may be weighted as Honors courses.

Grades earned in dual enrollment courses and/or in Florida Virtual School courses will not be used to determine any Valedictorian, Salutatorian or academic medalist.

## **VISITORS**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure. All visits to classrooms should be arranged in advance through the office and with individual teachers. Parents should not drop in unexpectedly to a classroom. Only alumni, parents and siblings may eat lunch with students after signing in at the front office.

## **VOLUNTEERS**

Volunteers are essential to make all we do here at Santa Fe possible. Every parent is required to volunteer a minimum of 20 hours of service to Santa Fe, two of those hours must be for Renaissance. Please be aware that some volunteer positions require Safety Environment Training through the Diocese.

## ***SANTA FE CATHOLIC HIGH SCHOOL CODE OF CONDUCT***

At Santa Fe Catholic High School a student is expected to model a self-disciplined and responsible Catholic. A student at Santa Fe must possess and display honesty, integrity, self-discipline, and personal honor.

### **We believe that:**

- A person functions best when expectations are clearly defined, and we maintain a structured, supportive learning environment fostering personal, academic, social and spiritual growth. A student is held accountable for his/her actions, and freely chosen actions generate specific consequences. Our intention is that our discipline policies will service as a vehicle by which our students will grow.
- When a person fails to respond in a positive manner to Catholic behavior, (s)he, not only impedes his/her own development, but also interferes with the rights of others. For this reason, it is necessary for the school to establish and enforce policies it deems necessary to accomplish its educational and religious mission.

In light of these beliefs, Santa Fe will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose disciplinary action it feels appropriate. Possible disciplinary actions include but are not limited to after school detention

hall, Saturday detention, loss of extra curricular activities, parent conference, suspension, probation or expulsion. The decision concerning the consequence for inappropriate or unacceptable behavior is at the discretion of the administration. The intent of this handbook is to give general guidelines for student behavior. The administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances not specifically covered in this handbook.

### **ARREST**

Arrest by civil authorities for crimes against person or property, or crimes associated with substance abuse, will result in disciplinary action such as but not limited to long-term suspension, testing, treatment, or expulsion.

### **CELL PHONES AND HEAD PHONES**

Any inappropriate use of a cell phone or any electronic device during the school day may result in the device being confiscated by a faculty or staff member. Teachers may allow students to use cell phones and electronic devices in class with permission from the administration. Headphones may only be used in class with the teacher permission or during break and lunch. Headphones may not be worn at any other time throughout the school day, including during the exchange.

### **CHEATING**

Cheating is defined as the act of deceiving. This definition includes but is not limited to any of the following behaviors:

- Copying another person's test answers
- Allowing someone to copy test answers
- Copying another person's homework
- Allowing someone to copy homework
- Using any unauthorized aids during a test
- Revealing test questions or answers to another student
- Plagiarism

Anytime that any of these behaviors occur, the student deceives teachers, friends, as well as him or herself, students involved in instances of cheating will be assigned a disciplinary consequence by the Dean of Students. In addition, students cheating on a formative assessment will receive a zero. Students cheating on a summative assessment will be given an alternate assessment and a Saturday detention. Repeated incidences of cheating will result in further disciplinary action.

### **CONSEQUENCES**

- Classroom Detention: teachers may require a student to stay after school for a 30 min. classroom detention.
- After School Detention Hall: 45-minute detention to be served with the Dean of Students.
- Saturday detention: Detention to be served with a member of the faculty or staff.
- Suspension: Student is not to report to school but will be allowed to make up any work missed.
- Probation: Student will be placed on disciplinary probation for repeated or serious violations of the Santa Fe Catholic High School Code of Conduct. Once placed on disciplinary probation, any subsequent referral for a similar or other offense may result in suspension or expulsion.
- Expulsion: Student will be asked to withdraw from Santa Fe Catholic High School.

The following is the suggested progression of actions to be taken for the same or similar offenses. Students could start at a higher level of punishment depending on the severity of the infraction.

- Phone call/email to parent
- Parent/Student conference with teacher
- Parent/Student conference with Dean of Student
- Classroom Detention
- After school detention
- Saturday detention
- Saturday detention with parent conference
- Suspension with parent conference
- Suspension and probation with parent conference
- Expulsion

### **DISCIPLINARY PROBATION**

Students will be placed on disciplinary probation for repeated or serious violations of the Santa Fe Catholic High School Code of Conduct. Once placed on disciplinary probation, any subsequent referral for a similar or other offense may result in suspension or expulsion. Students on disciplinary probation may also lose the privilege to participate in any extra curricular activity.

### **DISRUPTIVE BEHAVIOR**

Students should behave in a manner that is not disruptive to the learning process. Failure to do so will result in disciplinary action.

### **DRIVING PRIVILEGE**

All vehicles must be registered with the school. Students must park in their assigned parking space in the student parking lot. Use of private vehicles on school premises is a privilege, not a right. That privilege will be revoked if a student drives carelessly or dangerously or violates school policy.

### **DRUGS AND ALCOHOL**

All medications to be taken at school will be brought to the office in the original prescription or product bottle and will be accompanied by an Authorization for Medication form. Any student reported to school authorities for being under the influence of, possessing, and /or using alcohol or drugs on the school grounds, at social affairs sponsored by a school organization, or at events held in connection with the school and/or athletic activities will result in disciplinary action such as but not limited to long-term suspension, testing, treatment, or expulsion.

Santa Fe Catholic is committed to a substance-free environment. This commitment may, under some circumstances, prompt a need for mandatory or random drug testing of the students. Every student should understand that if the administration deems it necessary, the administration may require at any time during the year (A) mandatory drug testing of any student at prescribed times, or (B) unannounced random drug testing at any time during the school year. If such testing is required, failure to submit to drug testing may result in the immediate dismissal of the student.

Other school-wide measures may be necessary to ensure that every reasonable step has been taken to eradicate substance abuse and to be in a position to identify and help students who are in need. Therefore, the administration reserves the right to implement any of the following measures:

- Mandatory drug testing of any student suspected of drug use.
- Unannounced drug sweeps.
- Unannounced searches of a student's locker and personal possessions.
- Unannounced searches of all possessions including vehicles driven by students.

Santa Fe Catholic reserves the right to notify police in any matter involving drugs and/or alcohol.

### **FIGHTING**

Participating in a fight or inciting a fight by word or action will result in disciplinary action such as but not limited to suspension, or expulsion.

### **FOOD AND DRINKS**

Food may only be consumed in the MPC or at the picnic table area. Drinks are allowed in the buildings but containers must have lids. Gum is not allowed on campus. Repeated violations of this policy will result in disciplinary action.

### **GROOMING**

**FACIAL HAIR/PIERCINGS:** Male students are not permitted to have mustaches, beards, or goatees. Female students are allowed to wear earrings. No other piercings or gauges are permitted for boys or girls.

***HAIR:*** Hairstyles and hair must be unpretentious and in good taste. Hair must be a natural color. No area of the head may be completely shaved. The administration reserves the right to judge the acceptability of a hair style/color. Outlandish or fad styles will not be accepted for either boys or girls.

***Exposed BODY ART or TATTOOS are not acceptable.*** They must be covered and not be visible at all during the school day or while participating in school activities or sports.

### **HARASSMENT/HAZING**

All members of the Santa Fe community have the right to be treated with respect and sensitivity. Harassment of any individual because of his/her race, religion, color, national origin, age, or disability is strictly prohibited. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Dean of Students investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

The school supports the right to work/learn in an environment free from discrimination and harassment, including freedom from sexual harassment. It is the Santa Fe Catholic High School policy that no member of the community may harass another.

Harassment includes both overt acts of verbal, written, or physical abuse, or more subtle forms of offensive conduct, including the use of epithets, slurs, negative stereotyping, the display or circulation of hostile or denigrating graphic or written material. Anyone found to be in violation of this policy may result in a suspension and/or further consequences.

Engagement in online social media such as, but not limited to, Facebook, Twitter, Tumblr, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, or other students.

### **OFF CAMPUS BEHAVIOR**

The expectation of SFC is that the students will conduct themselves in a Christian manner at all times on or off campus. Any behavior brought to our attention not reflecting Catholic Christian principles may result in disciplinary action on the part of the school.

### **OFF-LIMITS AREAS**

Students are not allowed in the parking lot during the school day, even during break or lunch. Unless the students are in Physical Education class there is no reason for them to leave the immediate classroom area. Students are expected to leave their cars upon arrival at school and must not loiter in the parking lot area.

The McDonald Building, the gym, and the second floor of the Administration Building are off-limits during lunch. During break students may be in the Administration Building and McDonald Building but may not eat or drink inside. The gym is off-limits during break.

Violation of this policy will result in disciplinary action.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Out of regard for common dignity, public displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted on campus. Inappropriate personal contact is not allowed in school, at dances, or at any school event. Violation of this policy will result in disciplinary action.

### **RELIGIOUS SERVICES**

During all religious services students are expected to be respectful of those around them. Students who disrupt the service will be assigned a disciplinary consequence. Students who cannot respect the right of others to worship may be asked to withdraw from Santa Fe Catholic.



### **RIGHT TO AMEND**

Santa Fe Catholic High School reserves the right to amend this Handbook. Notice of amendments will be emailed in the Hawk Weekly and will be posted on the website.

### **SEARCH OF STUDENTS AND THEIR PROPERTY**

The administration reserves the right to search students and their property at any time. If a student refuses to voluntarily empty pockets or to open his or her book bag or purse, the student should be detained under the supervision of an administrator until parents are contacted. Parents should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.

### **SENIOR PRIVILEGES**

Seniors will be awarded the following privileges, provided they are in good academic and disciplinary standing:

- Exemption from final exams with an A average and teacher approval.
- Senior grey uniform shirts.
- The lockers in senior hall will be for seniors only.
- First choice for parking spaces.
- Senior dress out Fridays.
- College sweatshirt.
- Dress out during final exams (must follow dress out guidelines).

**SENIOR DRESS:** Please see “Uniform” section when students are permitted to be out of uniform.

### **SKIPPING SCHOOL**

At NO time are students allowed to leave campus without permission from the Office. Once arriving on campus (in the parking lot) students are not permitted to leave. Leaving campus without permission will result in disciplinary action such as but not limited to suspension.

### **TARDINESS**

Being on time fosters courtesy, communication, and effective use of time. Students who are habitually late cause interruption and impede communication within the school community. In order to instill a sense of responsibility and to develop proper work habits, Santa Fe Catholic High School holds its students accountable for being on time to school, classes, and scheduled special events.

- **Late Arrival to School:** Students may be late five (5) times during each semester without any repercussions. On the sixth (6) tardy and every subsequent tardy, the student will receive a school detention until the end of the semester. On the tenth (10) tardy the student will receive a Saturday detention. Students with excessive tardies may be placed on probation and may lose the privilege of participating in extracurricular activities. A tardy is excused only with a doctor/dentist note or parent phone call/note due to illness. All other tardies regardless of parent notification will be unexcused.
- **Lateness to Class:** Students must report to class on time. Repeated lateness will be referred to the Dean of Students.
- **Cutting Class:** Class attendance is mandatory. Failure to report to class in a timely manner without prior approval will be viewed as cutting class, which will result in disciplinary action.
- **Attendance and Extracurricular Participation:** It is a privilege to participate in extracurricular activities. A student MUST be at school a half day to participate in any extracurricular activities for that day. The only exception to this rule is for an approved absence.

### **TOBACCO**

Students will not smoke, dip, or in any way use or possess tobacco products including e-cigarettes at school or at any school function. Any violation of this rule will be subject to disciplinary action, which may include but is not limited to suspension.

## **UNIFORM**

Santa Fe Catholic, in an attempt to educate the whole person, establishes a dress policy for the following reasons:

- A. To instill good grooming habits and neatness in appearance.
- B. To help establish and maintain a proper academic tone in the school.
- C. To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character, not appearance.
- D. To provide some financial relief to the parents.

**REGULAR UNIFORM:** All students will wear the khaki school uniform bottom with the Hawk or SFC monogram and the white or crimson monogrammed polo shirt purchased from Risse Brothers. Also approved are the dri-fit polo shirt sold by SFC Boosters. Seniors may wear a grey monogrammed polo shirt purchased from Risse Brothers. Uniforms must be clean, neat and in good repair. Boy's shirts must be tucked in at all times and belts must be worn. Shorts and skorts may not be hemmed. **Diocesan policy requires that the short or skort be worn no more than 3" above the knee.** On regular school days students will have the option to wear the mass uniform, provided they wear the entire uniform, including the appropriate footwear. Students cannot mix any piece of the regular uniform with the mass uniform.

**DRESS UNIFORM:** On days during which a liturgical celebration is taking place or other special occasions as announced, students are required to wear the dress uniform purchased from Risse Brothers. Boys: grey dress slacks, burgundy striped or plain white dress shirt, burgundy tie, black belt and black dress shoes (NO TENNIS SHOES). Girls: grey skort or dress slacks, pink dress shirt and black ballet style dress shoes (flat closed toe – no heels).

**Students who arrive at school fully out of uniform will receive disciplinary action. Repeated offenses will result in suspension from class until it is corrected.**

Students may not roll shorts or skorts either at the waist or the bottom of the legs. This would include but not be limited to alterations made to adjust length as well as moving the school emblems or mascot. Any girl who violates the prescribed length of the skort/shorts will be required to wear slacks for the entire school year. Shorts and slacks must be worn at the waist.

### **DRESS OUT DAY:**

Students are reminded that Santa Fe Catholic High School is a Christian school. When students are permitted to be out of uniform, they should dress appropriately using the following rules:

- Dresses with sleeves or skirts must be no more than 3 inches above the knee
- No pajama bottoms, athletic shorts, boxer shorts, sweatpants, or leggings can be worn
- Shirts must have sleeves that are at least two inches and be capable of being tucked in
- All clothing should be in good repair and not be torn or ripped
- No cut-off shorts or pants, crop tops, midriffs, plunging necklines, backless tops, sheer fabric, lycra or spandex, leather or pleather are allowed
- Clothing must be worn at the waist and undergarments should not be visible
- No clothing with logos advertising illegal, immoral, or inappropriate products are allowed

### **DRESS UP DAY:**

- Boys will wear dress pants, button down collared dress shirt, tie, and dress shoes
- Girls can wear a dress with sleeves, skirt (no more than 3 inches above the knee) or dress pants, dress shirt with sleeves, and dress shoes
- Only seniors may wear sandals. Sandals must have backs and must be flat (no heels).

### **SENIOR DRESS:**

On Fridays, seniors are permitted to be out of uniform.

- Boys may wear shorts or pants with appropriate shirt and shoes (no athletic shorts or sweatpants).
- Girls may wear a dress, skirt, capris or pants and appropriate shirt (no sweatpants, leggings, or shorts).
- Sandals with backs may be worn but must be flat (no heels).

Any senior who does not adhere to the dress code will have to call a parent to bring his/her uniform and will not be allowed to dress out on Friday.

**TAG DAYS:**

- Students will be allowed to wear long pants (must be in good repair) or uniform bottoms; and a Santa Fe shirt **ONLY**.
- Students should follow the shoe dress code.

**HATS:** No hats or other head coverings may be worn on campus during the school day (this includes sweatshirt hoodies).

**SHOES:** Sneakers and flat closed shoes may be worn. Sandals (open toe and/or heel), house shoes/slippers and CROCS are not permitted. Boots may not be worn with the school uniform.

**OUTERWEAR:** Students may wear the following outerwear during the school day:

- Uniform sweatshirt and jacket available through Risse Brothers
- Hoodies sold by SFC Boosters
- Current team, club jackets and sweatshirts that have been pre-approved by the administration
- Santa Fe letter jackets

Students are not permitted to wear unapproved outerwear during colder weather in classrooms or during exchanges. No sweat pants or warm-up pants are to be worn. Sweatshirts and jackets may not be worn around the waist. Blankets are not permitted.

**UNDERSHIRTS:** Students who wear undershirts will wear a plain white, grey or black undershirt under their school shirts. No logos (even SFC) are allowed on the undershirts.

**UNIFORM VIOLATIONS:** Each of the following violations may result in disciplinary action. Violations include but are not limited to:

- Shirts untucked
- Non-SFC attire
- Missing belt
- Inappropriate shirts under uniforms
- Incorrect shoes
- Shorts/skorts too short
- Any uniform that has been altered
- Pants not worn at the waist
- Hats/head coverings on campus
- 

**REPRESENTING SANTA FE:** Students are reminded that Santa Fe Catholic High School is a Christian school. When students are attending extracurricular or athletic activities, banquets, dances, or performing service hours, they should dress appropriately. Please follow all uniform rules. The administration reserves the right to prevent any student that is not dressed appropriately from participating in an event.

**FIELD TRIPS:** The administration, in consultation with the moderator, will decide appropriate dress for each field trip. Moderators are responsible for enforcing the dress code.

**HOMECOMING/PROM:** Students should not wear dresses with exposed midriffs or plunging necklines. The administration reserves the right to prevent any student that is not dressed appropriately from entering the dance.

**VANDALISM**

Students who destroy property or participate in pranks may be subject to non-participation in all school activities, including graduation. They may be suspended and/or expelled. They must also make restitution for all damages and may be referred to local law enforcement agencies.

**WEAPONS**

Weapons or threats of using weapons, construed or otherwise, of any kind are strictly forbidden on school property or at any school related function. A student found in violation of this policy may be subject to immediate expulsion, with the school having the option of referring the matter to local law enforcement agencies.

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct expected in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury.
- Threatening or causing damage to school or Diocesan property.
- Providing medical advice.
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian).
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy.
- Providing massages or other physical therapy.
- Taking blood samples or performing any other medical procedure.
- Examining the genitalia of any student, for any reason.
- Touching an individual inappropriately.
- Smoking or encouraging smoking on school property.
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area.
- Denigrating or abusing any child, volunteer, or employee.

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to a school administrator or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling a school administrator or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoid a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Sincerely yours in Christ,



Matthew Franzino  
Principal



REGULAR BELL SCHEDULE (47 MIN. PDS.)

Homeroom	7:45 am	7:55 am
Pd 1	7:55 am	8:42 am
Pd 2	8:46 am	9:33 am
Pd 3	9:37 am	10:24 am
Break	10:24 am	10:39 am
Pd 4	10:43 am	11:30 am
Pd 5	11:34 am	12:21 pm
Lunch	12:21 pm	12:46 pm
Pd 6	12:50 pm	1:37 pm
Pd 7	1:41 pm	2:28 pm
Announcements	2:28 pm	2:30 pm

MASS BELL SCHEDULE (40 MIN. PDS.)

Homeroom	7:45 am	7:55 am
Pd 1	7:55 am	8:35 am
Pd 2	8:39 am	9:19 am
Pd 3	9:23 am	10:03 am
Mass	10:07 am	10:53 am
Break	10:53 am	11:07 am
Pd 4	11:11 am	11:51 am
Pd 5	11:55 am	12:35 pm
Lunch	12:35 pm	1:00 pm
Pd 6	1:04 pm	1:44 pm
Pd 7	1:48 pm	2:28 pm
Announcements	2:28 pm	2:30 pm

**BELL & ROTATION  
SCHEDULE**

**SANTA FE CATHOLIC HIGH SCHOOL  
HOME OF THE CRIMSON HAWKS!**



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Visit us on Facebook**

ACTIVITY SCHEDULE (40 MIN. PDS.)

Homeroom	7:45 am	7:55 am
Pd 1	7:55 am	8:35 am
Pd 2	8:39 am	9:19 am
Pd 3	9:23 am	10:03 am
Break	10:03 am	10:17 am
Pd 4	10:21 am	11:01 am
Pd 5	11:05 am	11:45 am
Lunch	11:45 am	12:10 pm
Pd 6	12:14 pm	12:54 pm
Pd 7	12:58 pm	1:38 pm
Activity	1:42 pm	2:30 pm

1/2 DAY SCHEDULE (30 MIN. PDS.)

Homeroom	7:45 am	7:55 am
Pd 1	7:55 am	8:25 am
Pd 2	8:29 am	8:59 am
Pd 3	9:03 am	9:33 am
Pd 7	9:37 am	10:07 am
Break	10:07 am	10:18 am
Pd 4	10:22 am	10:52 am
Pd 5	10:56 am	11:26 am
Pd 6	11:30 am	12:00 pm

ROTATION SCHEDULE

Monday	1	2	3	4	5	6	7
Tuesday	1	2	3	5	6	7	4
Wednesday	1	2	3	6	7	4	5
Thursday	1	2	3	7	4	5	6
Friday	1	2	3	4	5	6	7