

Santa Fe Catholic High School

*“Inspired by Benedictine values, Santa Fe Catholic endeavors to fully develop each student as a Child of God.”
Hospitality, Service, Humility, Prayer*



PARENT/STUDENT HANDBOOK 2026-2027

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www.santafecatholic.org

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SANTA FE CATHOLIC HIGH SCHOOL PARENT/STUDENT HANDBOOK

INTRODUCTION TO HANDBOOK

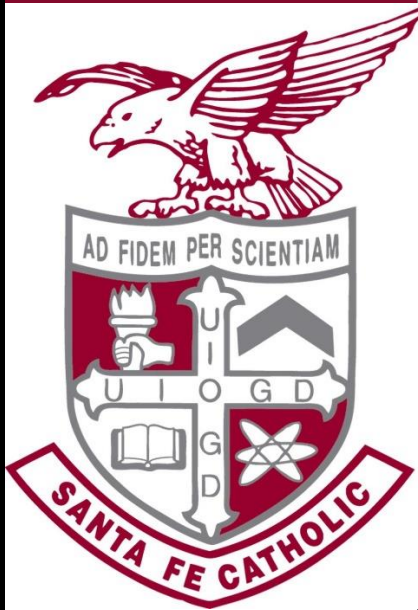
An interesting and challenging experience awaits you at as a student or parent at Santa Fe Catholic. To answer your questions concerning the school's policies, the school has prepared this Student-Parent Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

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 FCC, Cognia
(formerly AdvancED), and
SACS.*

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

MISSION STATEMENT

***“Inspired by Benedictine values, Santa Fe Catholic endeavors to fully develop each student as a Child of God.”
Hospitality, Service, Humility, Prayer***

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. Inspired by Benedictine values, Santa Fe Catholic endeavors to fully develop each student as a Child of God through academic, spiritual, athletic, artistic, extracurricular, and service programs.

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 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 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 admission policies shall not discriminate on the basis of race, color, gender or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs and other school programs. Nor shall the admissions policies discriminate against students with disabilities of any kind. The school, however, may decline admission or further enrollment of disabled students if, accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of any individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. Admission of a disabled student does not create a right to continued enrollment. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

School admission policies reflect the primary purpose of Catholic schools; to assist families in the religious formation and education of their children in the Catholic faith. We will always teach and act consistent with the tenets of the Catholic Church. No student shall be refused admission to the Catholic schools due to the marital state of his/her parent or the suggestion or belief that the parent is not living in accordance with the teaching of the Church. A student's enrollment and/or graduation from school does not confer a legal status as citizen nor does it serve to regularize an undocumented student.

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met. Students administratively withdrawn for financial reasons may not register/re-register in any Diocesan school the following year until all accounts are paid in full.

Accounts are considered delinquent after the last day of the month and will incur a late fee. Accounts that remain delinquent after 60 days will result in termination of access to the parent portal site until the account is brought current. Accounts delinquent past 90 days are in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expense incurred because of the collations will become the responsibility of the parent and/or legal guardian.

Tuition and Fee Schedule

Fees due:

- Non-refundable annual registration fee for each student is \$425.
- All seniors must pay a \$150 graduation fee by April 1 of the year of graduation.
- Technology fee of \$275 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 or credit card. Credit card payments are subject to a processing fee by FACTS. The FACTS Plan will add a one-time administrative fee of \$38 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.** This discount does not apply to scholarship recipients.
- **All payments are made by automatic deduction from your bank account or credit card.**
- **Each family must join the FACTS Tuition Payment Plan.** A variety of payment plans is 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. Click on the Admission tab, and then click on the FACTS tab located on the right-hand side of the page.

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. The members of the Financial Aid Committee review this printout 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 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.
- The local Catholic parishes and the Diocese of Orlando subsidize SFCHS. 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 for financial assistance are for one school year only. Families needing assistance the following year must reapply and re-qualify accordingly.

Fundraising

Tuition and fees do not include fundraising expectations for families and students. Monetary donations are not permitted in lieu of family volunteer hours. No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal. Clubs, parent organizations, athletic teams and other school sponsored organizations, must have all fundraisers approved in writing by the principal.

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 liturgies.
- Coordinating daily prayer.
- Training interested students in liturgical ministries.
- Training and developing a Peer Ministry Team
- Supporting the spiritual development of the faculty, staff, and administration.
- Being available to students for individual spiritual direction.

COACH FINANCIAL SUPPORT

Santa Fe Catholic High School prohibits coaches from providing financial support to student athletes unless they are their child. Financial support for students is handled by the Santa Fe Catholic High School. We recognize that the state has issued guidelines allowing head coaches to provide financial support to students on their team, but Santa Fe Catholic High School has decided not to allow our coaches to do so.

ELECTRONIC ACKNOWLEDGMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures,

notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

Text message/telephone calls

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school’s mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

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.

PARTNERSHIP WITH PARENTS

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or another public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

PRIVATE TUTORING, COACHING OR LESSONS

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member’s employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, religious, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residence. School-sanctioned events including all field trips, excursions or parties, are specifically identified in this Student-Parent Handbook or are identified in the school calendar and/or written notices generated and distributed by the school. It is the Parents’ responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family’s enrollment. Parents may not imply in any way that any private social event is a school event. . Parents, by executing the acknowledgement of receipt of this Handbook, HERBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

School sponsored events behavior and dress

Santa Fe Catholic High School students should dress appropriately, modestly and tastefully at all school sponsored events. Students that are deemed inappropriately dressed will be denied entry or asked to leave in addition to possible disciplinary action.

The school does not sponsor, oversee, or in any way control parties or social functions at private residence. School-sanctioned events including all field trips, excursions or parties, are specifically identified in this Student-Parent Handbook or are identified in the school calendar and/or written notices generated and distributed by the school. It is the Parents’ responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family’s enrollment. Parents may not imply in any way that any private social event is a school event. Parents, by executing the acknowledgement of receipt of this Handbook, HERBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or

liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

SANTA FE CATHOLIC HIGH SCHOOL ATHLETICS 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)		Beach Volleyball

ATHLETIC/EXTRACURRICULAR POLICIES

The school recognizes the following sports, activities and clubs: School Sponsored Clubs: (list clubs); Major School Sponsored Activities: (list activities); School Sponsored Dances: (Homecoming and Prom); School Sponsored Athletics (see programs offered above).

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and other forms required by the sport governing agency.

Participation includes pre-season conditioning, open gym, tryouts and practice. Forms will include FHSAA or Catholic Youth League required forms where applicable.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.

The school is not responsible for student participation in any sports, leagues, activities, or clubs not identified above including, but not limited to, rec league sports, off season club sports teams, travel teams, or sports clinics. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity. Only those students who are enrolled full time in a Diocesan school may participate in extracurricular activities.

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.

BELIEFS STATEMENT

- 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 genders.
- 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.

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.

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 each 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 the original coach or athletic director gives a waiver.

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 in 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.
- The head coach or assistant coach must supervise practices.
- 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 FHSA 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 practice or games.
- Students must wear seatbelts.
- Students may only ride home with their parents from away games.
- 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.

PRIVATE TUTORING, COACHING OR LESSONS

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, religious, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

SANTA FE CATHOLIC HIGH SCHOOL STUDENT 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 the following:

- 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 the following:

- 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 competence proficiency. Regarding 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.

Late Work Policy:

Formative assignments not submitted on time may be submitted no later than the following two class sessions and the grade will be reduced 10% for each day late (maximum 20%). No credit will be given for work submitted beyond the three class sessions.

Summative assignments not submitted on time may be submitted no later than five calendar days late. The grade will be reduced 10% for each day late (maximum 50%). No work will be accepted after five calendar days.

ATTENDANCE

Requirements for Florida Tax Credit Scholarships: Students must abide by the attendance policy of the eligible, participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. Scholarship students are also expected to maintain regular school attendance and be in good standing with the private school's existing attendance policy. According to FLDOE guidelines for private schools, Rule 6A-1.09512, F.A.C. - **in order to meet the compulsory attendance requirements, a student must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours, regardless of grade level.**

The school requires regular school attendance and expects that its students comply with the State of Florida's mandate (Section 1003.21, Florida Statutes). The Diocese of Orlando requires that a student is in attendance 181 days. Attendance at retreats, days of reflection, special events, school prayer services and Masses are mandatory for all students.

A student is considered absent when he/she is either not in the school building or fully present in a virtual setting. Whether or not the absence is excused or unexcused is determined by administration. For students in grades K-8, attendance must be taken at the start of the day. For students in grades 9-12, attendance should be taken by instructional period.

Students in K-12 are considered absent when more than 50% of the school day is missed. There is no virtual option for any specific student. Virtual options are only available when the entire school is operating virtually due to inclement weather or other health and safety reasons.

The parent/guardian is required to communicate with school each day their child is absent. It is the parent's/guardian's responsibility to contact the school if their child is absent and to state the reason for the 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 must be obtained in writing and retained as documentation. Failure to provide this will result in an automatic, unexcused absence.

A physician's note is needed when the student:

- Has been absent for three or more consecutive days;
- Has had surgery;
- Is returning to school after a hospitalization;
- Has been under a doctor's care for a significant illness; or
- Is returning to school after being excluded because of a communicable disease.
- Students with either excused or unexcused absences are expected to make-up missed work.

Excused absences include the following:

- Illness or injury to the student;
- Serious illness or death in the student's family;
- Scheduled medical appointment;
- Required court appearance or supervised visitation;
- Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies;
- Approved school-sponsored events, school athletic events, retreats;
- College site visit; or
- Special event, excused at the principal's discretion with permission from the principal in writing five days prior to the scheduled event, including pre-arranged event of educational value.

Unexcused absences include but are not limited to the following:

- Vacations or pleasure trips;
- Suspension from school;
- Truancy; or
- Other avoidable absences not included on the "Excused Absence" list above.

For long-term or extensive absences due to medical conditions, parents should enroll the student in the applicable county public school district for home instruction or arrange with the school administrator for continued academic progress.

Should there be a need to quarantine individual students or groups of students as required by the local departments of health and in accordance with Diocesan protocols, asymptomatic students are expected to participate in the school's established academic continuity process which could include, but is not limited to digital instruction, recorded instruction, online meetings, and learning packets.

Tardiness is sometimes necessary due to illness, death in the family, a doctor or dental appointment and accommodations should be made by the school (with appropriate document) to not impact a student's academic record. All tardiness excused and unexcused must be recorded on legal attendance records

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida. The Diocese of Orlando and its schools require regular school attendance and expect our families to comply with the State of Florida's attendance mandates. Students are expected to be in class at the beginning of the first period of each school day and must remain on campus until the end of the last period of each school day unless the administration grants specific permission to arrive late or leave early.

If a pattern of nonattendance is developing for which the reasons are unknown, whether excused or not, OR if a student surpasses 5 absences per day or per class, the principal or designee will meet with the parent and the student to identify potential remedies and develop a corrective action plan. The principal or designee will document this meeting to include date, time, attendees, and the corrective action plan decided upon to improve the student's attendance and for academic recovery. Included in this corrective action plan, the student may be subject to a loss of privileges, such as: removal from sports teams, revocation of driving/parking allowances, exclusion from extracurricular activities (homecoming, prom, etc.), or other consequences the school administration deems appropriate.

Continued attendance and academic recovery will be closely monitored by the school's administration. At the school administration's discretion, privileges may be reinstated if attendance improves and the student has completed all academic recovery expectations. A pattern of nonattendance continues OR if a student surpasses 10 absences, whether excused or not, per day or per class in a semester, may result in class failure or loss of academic credit. **Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.**

Failure to meet the expectations set forth in the corrective action plan may result in failure and/or administrative withdrawal of the student from the school. All decisions concerning attendance and discipline are at the discretion of the school administration.

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 within the first month of school or within a week of becoming a new driver. 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. **Florida law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Florida laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal.**

CUSTODY AGREEMENTS

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

The school respects the rights of the non-custodial parent and will honor all rights set forth in the most recent court order and current parenting plan. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to. If the school has on record a court order indicating that one parent has certain limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal should not accept the volunteer services of the parent. For limited visitation rights, please notify the Office of Schools for direction on this issue. In the absence of a court order, the school will provide the non-custodial parent the opportunity, upon request, for a parent- teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

COMMUNICABLE DISEASE

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.

HEALTH RECORDS

Parents are required to notify the school in writing of any student allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

IMMUNIZATION

The Diocese of Orlando requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health or the Diocese of Orlando. Catholic tenets support the immunization of students for the protection of all children and, as such, may require immunizations beyond that required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) and Diocese form completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom.

An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption and requires approval of the Superintendent of Catholic Schools. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons because Catholic tenets support the immunization of students for the protection of all children.

MEDICATION GUIDELINES

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it

can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

- An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage must be indicated on the form.
- Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
- While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.
- The staff shall record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted in the report immediately.
- Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), Narcan, or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases,
- Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments. Additionally, students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed
- Parental/Guardian Medical Information & Consent Form permitting self-administration. Ability to self-administer such medication will depend on the maturity of the student, nature of the medical condition, and any federal, state or local law regarding self-administration.

The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.

CLUBS

Organized each year, under faculty supervision, clubs are offered based on student interests. To be eligible to participate, a student must maintain a cumulative 2.0 GPA. Clubs may meet before or after school any day of the week or during lunch. A reasonable fee may be charged as a requirement of club membership. Honor Society and Club offerings can be found on the school website.

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 arrange to have them repaired promptly.
- Students are expected to get their work done despite computer problems. Arrangements must be made with their teacher to accomplish this.
- Students using their computers inappropriately will result in disciplinary action.
- Computers are available in the Learning Commons for student use between 2:40 - 5:00 pm daily.

CRISIS PLAN

Santa Fe Catholic High School has implemented The Standard Response Protocol PK-12 in case of an emergency. All teachers and staff are aware of the procedure to follow to

keep the students safe.

DANCES

To attend a Santa Fe High School dance, you must be a student at Santa Fe or the guest of a student at Santa Fe. Guests of Santa Fe students must be in high school, ninth through twelfth grade, 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 complete a guest information sheet and guests must 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 guest of a senior or junior. Students should behave and dance appropriately, which includes maintaining an appropriate distance, facing their partner, and keeping both feet on the floor. Any student who behaves or dances inappropriately may be asked to leave the dance and school disciplinary consequences may be warranted.

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 based on 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 CLOSINGS

In the event of emergency closings due to a hurricane, tropical storm or severe weather event, announcements will be made as soon as possible through ParentAlert, an automated phone and email messaging system, and on local television and radio news stations. We will close when County Schools close, but our reopening may not coincide. If there is inclement weather or if school has been closed, please check your voicemail, email or listen to the TV or radio for updates.

EMERGENCY COMMUNICATION AND PROCEDURES

The school will conduct regular fire and safety drills and instruct students on the procedures to follow in case of an emergency. The cooperation of all students is required to practice exiting the school grounds in a quick and orderly fashion. In the case of an actual emergency the school's emergency management procedures will be followed. Parents should not come to the school unless they are called to pick up their children.

The Diocese of Orlando also requires the following safety precautions and procedures:

- Each school will conduct an annual evaluation of school buildings and site to identify potential hazards and to develop plans to mitigate risk.
- Each school will implement an Emergency Operations Plan to respond to emergencies in a manner that maximizes safety and minimizes disruptions
- The Emergency Operation Plan will be updated annually in consultation with local law enforcement in preparing for potential emergencies
- The school principal will provide training for all staff and students and require all to participate in routine emergency preparedness drills and exercises
- The school will require all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID prior to entering the campus
- The school will require all visitors, volunteers, and parents to be processed through Raptor to check against the National Predator/Offender database each time they request access to campus.
- The school follows Standard Response Protocols to manage the movement of people on the campus in the event of an emergency.

EMERGENCY DRILLS

Fire and other safety drills are conducted on a regular basis during the school year. Safety drills include fire, lockdown, and shelter practices. While we cannot anticipate every emergency, we do understand that proactive drills are the way to be sure our students are safe, comfortable, not stressed, or anxious. Please note that teachers prepare their students for each drill in a developmentally appropriate manner, using verbiage appropriate for their age and grade level.

STANDARD RESPONSE PROTOCOLS

- **Hold** is initiated when students and staff need to remain at their current location with limited movement for a short period of time due to a potential or actual emergency.

- **Evacuate** is initiated when there are conditions inside the school building that could be unsafe. An off-site evacuation may be necessary depending on the incidents.
- **Shelter** is initiated when students and staff need to be inside the building for safety from severe weather situations.
- **Lockout** is initiated when there may be danger outside of the buildings or off campus that requires everyone be moved indoors and all perimeter doors are locked. Indoor activities may continue but no one is permitted to enter or exit the buildings.
- **Lockdown** is initiated when there may be an immediate threat or danger on the school campus. All activities cease and the campus is completely locked down.

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. Exams are 90 minutes long and 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, juniors, and seniors must be in school uniform for exams. Students 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 the time missed on the exam. It is the student's responsibility to know the announced exam schedule. Students should not be absent on exam day unless they are 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 student's absence. Students who fail to take an exam will receive no credit for the course.

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/tardies may be denied permission to attend a field trip.**

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 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 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

		Regular	Honors	AP	Dual Enrollment
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
1 st Honors	3.75 – 3.99
2 nd Honors	3.50 – 3.75

Any student with a D or lower is not eligible for honor roll. The award is based on the 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 parents 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.

LEARNING COMMONS

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 2:40 - 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. It is required that students use locks on lockers, and all students will use a lock purchased from the school. Any lock on a locker that is not a school lock will be removed by the administration. Each student is responsible for securing and caring 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. When not in use by the student, lockers must be kept always locked.

The administration reserves the right to open and search lockers and will not be responsible for replacing any removed lock not purchased 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 and are purchased on a month-to-month basis. Lunch forms are distributed through FACTS two weeks prior to the due date. **Lunch forms are due by the deadline. NO EXCEPTIONS.** Payment must be in the form of cash, check payable to SFC, or credit card. 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 always.

FOOD DELIVERY SERVICES

Students **are not** allowed to order food from outside vendors or have it delivered to the school.

MAKE-UP WORK

Students who are absent will be required to do make-up work missed in class. Students will be allowed the number of school days they were absent to make up the 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.

MENTAL HEALTH COUNSELOR

Information disclosed to a school counselor by you or your student is normally kept confidential. Below are some exceptions to confidentiality when you or your student speaks to a school counselor.

Please note that while our school counselors may be licensed therapists, they are not serving as therapists in their role as school counselor. Instead, they are providing emotional support for students.

- Because services are provided in a school setting, pertinent information may be shared with parents/guardians, teachers, and/or administrators or school personnel or with the Diocese of Orlando Office of Catholic Schools.
- If the student threatens harm or death to himself/herself or another person, the counselor is legally, ethically, and morally required to take action to protect the safety of the threatened person. Actions could include informing the intended victim, arranging for hospitalization, notifying family or support system, or alerting law enforcement.
- When a student reports suicidal/homicidal/dangerous thoughts, tendencies, or behaviors that are life threatening, the school personnel has the discretion to inform parents/legal guardians and send the student home for an evaluation by a community mental health professional. School personnel may call 911 for immediate protection of the student. School personnel may also call law enforcement for the protection of the public. The student may return to school upon confirmation from a licensed mental health professional that the student is under the professional's care and the student is not a threat to themselves or others. If the threat to others is deemed credible, the school reserves the right to administratively withdraw or expel the student.
- If abuse or neglect of a child, an aged person, or disabled person is known or suspected, school personnel are required by Florida law to report concerns to the Department of Children and Family Services. This may not be shared with parents if they are the alleged source of the abuse or neglect or DCF requires confidentiality.
- Counselors are available during school hours and will not be on campus during school holidays. Messages can be left with the School Counseling Office should the counselor be absent for any reason; the counselor will return your call as soon as possible.
- If you have a life-threatening emergency, immediately call 911 or go to an emergency room. Electronic communication is not a guarantee that the counselor has received notice of a crisis situation, please secure confirmation from the counselor that your notice has been received.

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 several other chapters of honor societies, such as World Language Honor Society, Mu Alpha Theta, Science National Honor Society, National English Honor Society, Beta Club, Rho Kappa, Quill and Scroll, and the National 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 from the sophomore class 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 average 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 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 reviews the Information Forms and faculty recommendations and selects 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 current.

REPORT CARDS

Report cards will be distributed four times a year, once after each quarter. Email notification will be sent when report cards are available to view after the close of the quarter.

RESTROOM/LOCKER ROOM PRIVACY POLICY

Santa Fe Catholic complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This provision shall be considered a part of the school's code of student conduct and the instructional personnel Code of Ethics.

SCHOOL HOURS AND SUPERVISION

Reasonable care is given to supervise all children during the school day and during school-sponsored activities. Arrival 7:40 am. Dismissal 2:40 pm. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after school, specific arrangements must be made for drop-off and/or pick-up at the designated times.

SCHOOL PROPERTY

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

SENIOR ACTIVITIES

Senior Exams: As one of the senior privileges, seniors may dress out for second semester 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.

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 Mass: Attendance at Senior Mass is mandatory to participate in the graduation ceremony.

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

Graduation Rehearsal: Attendance at rehearsal is mandatory to participate in the graduation ceremony. Students must attend and be on time for all rehearsals. Students should be dressed appropriately as per the dress code.

Cap and Gown: Each time you wear your graduation cap and gown, gentlemen should wear black or dark gray 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 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. Only SFC-issued pins, medallions, honor cords and stoles are allowed to be worn with the cap and gown at the school ceremonies.**

Proper Attire: If the dress guidelines are not followed, the student will not receive his/her diploma until a work detail is completed.

SERVICE HOURS

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

Thirty hours of the student's requirement must be with a NON-PROFIT organization that is not their church or Santa Fe. *Service that benefits family members, individuals, or private businesses will NOT be accepted. Parents cannot approve or sign-off on a student's service hours.*

Community service activities are not school activities and Santa Fe Catholic does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Santa Fe Catholic does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred while performing these services in the community. Students perform these services at their own risk.

Deadlines for service hours are as follows:

- December 15th, for any hours completed during summer and Semester 1. Hours not *recorded* by this date (even if they are not yet approved) will not be accepted.
- March 30th, for SENIORS - If 100 hours are not completed, the senior will not receive a diploma until the hours are completed and submitted.
- May 10th, for hours completed by underclassmen in Semester 2.

If service hours are not submitted within the semester completed, they will not be counted towards the student's 100 total hours.

Service hours must be submitted to the following website: www.gotranseo.com. WE NO LONGER ACCEPT HARD COPIES OF THE FORMS (unless transfer students bring hard copies from their previous school).

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, music, or any service during worship). Training, practice and prep time can be counted.
- Rehearsal time for school music or dramatic productions.
- Service related to armed services recruitment requirements.

Service opportunities may be announced through the Hawk Weekly and will be presented to the student body at liturgy each week.

STANDARDIZED TESTING

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. The Terra Nova Assessment is given to students in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5, 8, and 11. PSAT, ACT, and/or SAT is given to high school students. This testing, however, is not "high-stakes" – the results are not used to determine teacher efficacy, nor are they used solely to determine a child's promotion or retention. Test results/scores are simply one measure of the total composite of a child's individual academic progress; thus, the information is used to assist teachers in meeting

the specific and targeted learning expectations for a child's appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of "opt-out" of testing. Students who are absent for any reason, including medical absences, during the school's designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school's administration. Students will not be exempted from taking standardized tests.

STUDENTS WITH SPECIAL NEEDS

Catholic schools within the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications must be based on an evaluation of a professional evaluation completed part of the IDEA Child Find process by the public-school district or through a private psychological-educational evaluation approved by the Office of Catholic Schools. The school administration reserves the right to determine the ability of the school to provide the appropriate accommodation required to address individual student need. Admission may be denied if accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of an individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

STUDENT GOVERNMENT ASSOCIATION/CLASS OFFICE

Student Government Association and class office positions are determined each year. There are three 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 to be eligible to run for office. Candidates run for positions in the spring before the school year in which they are to serve. Freshman class representatives will be selected in the fall each year. 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 the parents pay all postal fees.

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

The school complies with the Family and Educational Rights and Privacy Act ("FERPA"). You have a right to inspect and review your students' Education Records within 45 days of receiving the request. For copies of Education Records, the school may charge a fee.

Education Records are records, files, documents, and other materials that:

- contain information directly related to a student; and
- are maintained by the school.

Education Records do not include:

- Records or notes kept in the sole possession of instructional, supervisory, or administrative personnel, not accessible or revealed to others (except temporary substitutes);
- Records that are created for law enforcement purposes; and
- Employment records relating exclusively to an individual's capacity as an employee and not used for any other purpose.

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document on file in the school which specifically prohibits it. A copy of any court documents relating to custody or like agreements should be provided to the school. When/if updated or changed, a copy must be provided to the school.

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision and will include the written request in the student's file.

Educational records will not be released without the written consent of the parent or eligible student except:

- To other educational institutions
- At the order of the court or valid subpoena
- The health or safety of the student in an emergency
- To third-party entity under contract to handle school records that is subject to confidentiality requirements
- Federal law requires schools to provide Directory Information to military recruiters.

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. If 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 time to resolve the conflict, or (c) report it to the Dean of Academics and allow time to resolve the conflict. In selecting choice, (b) or (c) the student must alert the teachers or Dean of Academics 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 Administration and Guidance Department in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records or transcripts 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.

VISITOR CHECK-IN POLICY

To ensure a safe environment for your child, all school doors will remain locked during the school day. School visitors (volunteers, parents, etc.) are required to check in at the main office and to check out at the time of departure. All visitors must present a valid driver's license or state issued identification. All visitors will be processed through Raptor to be screened in the Sexual Predator/Offender database before being invited into the school. All visitors and volunteers are required to wear a designated nametag and identifying lanyard.

SAFE ENVIRONMENT TRAINING AND FINGERPRINTING POLICY FOR VOLUNTEERS

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines regarding safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the diocesan mandated Safe Environment Training and be fingerprinted. The diocesan requirements must be met for individuals to volunteer in any capacity within the school.

VENDOR DELIVERIES POLICY

To enhance campus security, **delivery services for students from third-party vendors are not allowed or accepted on campus during school hours.** SFC will NOT accept food, flowers, candy, balloons, pizza, or any other items delivered to students by third-party services (such as UberEats, DoorDash, Amazon, etc.). These deliveries will be refused, and the school is not responsible for any expenses incurred as a result.

Please note the policy regarding food drop-offs by family members remains unchanged - family members may still bring food items to the school office for their students. However, we encourage students to bring lunch from home or purchase our daily school lunch options, available for order through the FACTS Family Portal and payable online.

SANTA FE CATHOLIC HIGH SCHOOL

STUDENT CODE OF CONDUCT

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Orlando. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Rationale

All students are expected to model self-discipline and responsible behavior in keeping with our Catholic tradition. The following Code of Conduct helps outline the expectations of honesty, integrity, self-discipline, and personal honor.

In light of these beliefs, Santa Fe Catholic High School 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 appropriate sanctions. Since discipline has such a profound effect on academic performance, all students must adhere to the Santa Fe Catholic High School Code of Conduct. School Administration will impose appropriate disciplinary action befitting the severity of the violation of the Code. Any conduct, in or out of school, which is determined to be detrimental to the Santa Fe Catholic High School community may result in expulsion.

The expectation exists that the behavior of students on campus and at school-related events be consistent with the Catholic code of moral conduct.

The following offenses could lead to immediate expulsion or required withdrawal from the school:

- Immoral behavior which is profane, vulgar, obscene, or contrary to Catholic tenets.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substances.
- Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to cyberbullying.
- Significant violation of the attendance and tardiness policy.
- Assault with, or possession of, a lethal instrument or weapon.
- Theft.
- Outrageous, scandalous, or serious disruptive behavior.
- Habitual lack of effort leading to academic failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
- Consistent disrespect for other students such as sexual harassment of another student.
- Violation of Student Technology Responsible Use Policy.
- Bringing a weapon to school or a school activity.
- Making threats of violence against another person.
- These standards are not all-inclusive, and the administration reserves the right to declare a member in violation of the code for any conduct that is inconsistent with Christian morals. Self-dignity and self-control are expected of each member. Violation of this code jeopardizes membership in the honor societies.

Discipline up to or including expulsion may be administered for violation of this code and will result in administrative action, which includes but is not limited to:

- Parent/Student/Dean/Administrator conference
- Online Modules
- Detention
- Saturday School
- Disciplinary Probation
- Expulsion/required withdrawal

Any of the above may be warranted (even for a first offense).

Please note that Santa Fe Catholic High School is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration and may be encouraged to contact outside authorities depending on the nature of the issue. Off-campus activities may impact a student's standing at school.

ACADEMIC INTEGRITY

Academic integrity is essential to fulfill the mission of Santa Fe Catholic High School. Academic integrity covers all school-related tests and assignments, both in and out of class. Examples of lack of academic integrity include such things as, *but are not limited to*, the following:

- Representing another's work as your own or allowing someone to represent your work as his or her own.
- Representing Artificial Intelligence (AI) generated material as your own work.
- Using an electronic device to complete a test without permission of the instructor.
- Copying, either handwritten or electronically, another student's work when it was not intended to be collaborative.
- Sharing or duplication of homework that was not intended to be collaborative.
- Transferring answers to a test or quiz through electronic means, including picture taking.
- Using any kind of unauthorized materials or aids on a test or quiz.
- Plagiarizing the use of another person's distinct ideas or words without proper acknowledgement and citation.
- Falsification or fabrication of data.
- Submission of material for which one has already obtained credit.
- Complicity in another's act of academic dishonesty.

Academic dishonesty may result in both academic and behavioral consequences. Students violating the academic integrity code could be permitted to re-do the assignment, but receive a grade no higher than 70 percent, or they could receive a zero. If the student is permitted to re-do the assignment, the assignment must be submitted within two days, as per the late work policy. Behavioral consequences will include logging the offense and may also entail suspension, after-school detentions, and/or work detail.

All academic dishonesty will be dealt with in a case-by-case situation and consequences will be assigned as necessary. Considerations that may be weighed in determining consequences include, but are not limited to, the following:

- Recurring academic dishonesty.
- Student's overall disciplinary record.
- Cooperation of the students involved.
- Potential for conversion and personal growth.
- Natural consequences.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) technology is fluid and evolving, as such the school policy will be as well. Initial guidelines will be based on good judgment and what is currently known about the AI-generating tools available at the time. AI can serve as a helpful tool for many processes including brainstorming ideas, gaining insight, and improving writing skills. However, age-appropriate AI tools should not replace a student's own work.

Students should actively engage in ethical practices, carefully consider the validity of AI generated content, and ensure their work reflects their original thoughts and understanding. **Presenting material using AI without teacher's approval will be considered academic dishonesty and will result in consequences.** When AI is permitted, students need to use proper citation. Teachers will communicate with students when age-appropriate use of AI tools may be permissible for assignments in certain classes.

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 testing, treatment, long-term suspension, and/or expulsion.

CELL PHONES AND HEADPHONES

Cell Phone: Any inappropriate use of a cell phone or any electronic device during the school day may result in a faculty or staff member confiscating the device. Teachers may allow students to use cell phones and electronic devices in class for academic purposes. Students are required to place their cell phones in the cell phone holder when entering the classroom unless the teacher is allowing the cell phone use for academic reasons. Students are not allowed to bring their cellphones into Mass.

- **First Offense:** The cell phone will be confiscated by the staff member and given to the school office or Dean of Students. The device will be returned to the student at the end of the day.

- **Second Offense:** The cell phone will be given to the office or Dean of Students. The device will be returned to the student at the end of the day and the student will be assigned a detention.
- **Third Offense:** The student must turn-in the cell phone to the office in the morning and pick-up in the afternoon for five (5) days, parents will be notified.
- **Fourth Offense:** The student must turn-in the cell phone to the office in the morning and pick-up in the afternoon for the remainder of the semester, parents will be notified.

The administration reserves the right to confiscate and search any cell phone and require the student to unlock the cell phone. This policy also applies to tablets, smart watches or other smart devices. Recording audio or video of students and/or teachers at any time without their expressed permission is prohibited.

Headphones: may only be used in class with the teacher's permission, or during break and lunch. If allowed, headphones and earbuds may only be used in one ear to allow students to hear directions in the event of an emergency. Headphones and earbuds may not be worn at any other time throughout the school day, including during the exchange of classes and during Mass.

- **First Offense:** The headphones will be confiscated by the staff member and given to the school office or Dean of Students. The device will be returned to the student at the end of the day.
- **Second Offense:** The headphones will be given to the office or Dean of Students. The device will be returned to the student at the end of the day and the student will be assigned a detention.
- **Third Offense:** The student must turn-in the headphones to the office in the morning and pick-up in the afternoon for five (5) days, parents will be notified.
- **Fourth Offense:** The student must turn-in the headphones to the office in the morning and pick-up in the afternoon for the remainder of the semester, parents will be notified.

Where Digital Devices Can Be Used Throughout the Day

What devices are allowed	In Class	On Campus Before and After School	Break/Lunch	During School Day - Hallway Exchanges/ Restrooms/Locker Rooms
IPad/Computer/Tablet	Yes	Yes	Yes	No
Cellphone	Teacher Approval	Yes	Yes	No
Only One Earbuds/Headphones	Teacher Approval	Yes	Yes	No

CONSEQUENCES FOR BEHAVIOR

Students could start at a higher level of punishment depending on the severity of the infraction. All consequences will be determined by the school administration.

- Classroom Detention: Teachers may require a student to remain after school for classroom detention.
- After-School Detention: To be served with the Dean of Students from 2:50-3:20pm on Mondays and Thursdays. Any student who doesn't show up by 2:50pm must serve an extended detention the following day.
- Loss of privileges during break and lunch: Any student who doesn't show up must serve an extended detention the following day.
- Extended Detention: Detention is to be served with the Dean of Students from 2:50-4 pm on Mondays and Thursdays. Any student who doesn't show up by 2:50 pm must serve two extended detentions.
- Weekend Detention: 3 Hour Detention to be served on the weekend with the Dean of Students. Any student who doesn't show up will be given an In-School Suspension.
- In-School Suspension: Student is to report to the main office by 7:40 am.
- Out-of-School Suspension: Student will not report to school but will be allowed to make up any missed work for credit.
- 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
- Extended detention
- Extended detention with parent conference
- Weekend 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.

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden.

Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook. The school administration will cooperate fully with all law enforcement agencies in matters regarding substance use or abuse whether on or off campus.

EXPECTATIONS DURING BREAK AND LUNCH

SFCHS expects students to always conduct themselves in a Christian manner while on campus or while representing the school. Any behavior brought to our attention not reflecting Catholic Christian principles may result in disciplinary action, as to be determined by the school administration.

EXPULSION

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted. On occasion, a first offense or violation, if deemed severe enough may warrant immediate expulsion. **Students whose behavior harms or threatens to harm other students, staff or property may lead to expulsion and notification of law enforcement. Bringing a weapon of any kind to school or a school event will result in expulsion. Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences.** The ELC Director or Principal may ask for a voluntary withdrawal of a student for disciplinary issues. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student. Students who are expelled or

administratively withdrawn from a Diocesan school cannot transfer or matriculate to another Diocesan school.

FIGHTING

Participating in a fight or inciting a fight by word, behavior, 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 areas. Drinks are allowed in the buildings, but containers **must have lids**. **Chewing gum is not allowed** on campus. Repeated violations of this policy will result in disciplinary action.

GROOMING

FACIAL HAIR: Students are to always be clean-shaven. **SFC provides shaving items; students are not allowed to bring their own razors or electric razors to school (they will be confiscated)**. Sideburns may not be below the bottom of the ear. Students who have a medical condition related to shaving must present a note from a physician stating the condition and a reasonable timeline for a resolution. Students who are sent to the Dean of Students' Office for shaving, and do not have a note on file, will be subject to disciplinary action, even if a note is submitted after the referral as the expectation is to provide the note prior to being addressed. If a student refuses to shave, then he will remain in ISS until the parent picks him up or until the end of the school day.

HAIRSTYLES/JEWELRY:

- Students' hair should always look neat.
- Boys may not wear hats, caps, scarves, do-rags, or bandanas. Girls may not wear hats, caps, or do-rags.
- Extreme hairstyles of any kind will not be permitted. Unnatural hair coloring (blue, pink, purple, red, white, green, multicolor, etc.) or hair dyes are not permitted for either girls or boys.
- Nose or any other facial piercings are NOT allowed.
- Male students MAY NOT wear earrings. Visible piercings are limited to girls' ears. Jewelry that accompanies body piercing is not allowed. Example: No nose rings.
- Boys are not allowed piercings on campus, during school-sanctioned events, or while participating in SFC sporting events.
- Girls are allowed to have their ears pierced during school or school-sanctioned events or while participating in SFC sporting events.

The school administration reserves the right to make a final judgment regarding the appropriate wearing of hairstyles, jewelry, and tattoos.

HARASSMENT AND DISCRIMINATION

Harassment and discrimination are contrary to Gospel values and have no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment and discrimination. The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, or citizenship status.

In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. Schools shall include in their regular instructional programs lessons that teach the dangers and consequences of harassment. Special assemblies or speakers may be part of the curriculum to inform and educate students. Schools shall be proactive in dealing with incidents of harassment, working closely with families, parents, and guardians.

Harassment includes any form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students. Harassment occurs in many ways, including, but not limited to verbal or written threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual.

The following examples are a non-exhaustive list of possible forms of harassment:

- Verbal or written comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication.
- Bullying: characterized by aggressive behavior toward another, intentional repeated hurtful acts over a period of time, imbalance of power (real or perceived) between the bully and the victim.
- Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats).

- Physical includes punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling.
- Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating, isolating, ostracizing, and peer pressure.
- Sexual: exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault, sexting, unwanted touching, inappropriate social networking.
- Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation; and jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite, abuse or demean an individual or group.

All **students** are responsible for helping to ensure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the president/principal is the individual who is believed to have engaged in inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Orlando. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken.

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the school in its investigation and review of any reports deemed to have been made in bad faith.

META OR SMART GLASSES

As a school, the use of smart glasses is prohibited on campus to ensure student privacy, safety, and an appropriate learning environment. Students should not wear smart glasses that can record audio and/or video, display information or data from the internet or other sources, or allow for texting or phone calling, while on campus or during off-campus extracurricular events. Students must also ensure that smart glasses are not the only pair of eyeglasses they possess for daily use at school. We appreciate your cooperation with this policy.

OFF-CAMPUS BEHAVIOR

The school reserves the right to discipline students for on and off-campus conduct that is not consistent with behavior expectations of students during the school day. Conduct, whether inside or outside of school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student. The expectation of SFC is that the students will always conduct themselves in a Christian manner 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

- **Athletic Fields:** All athletic fields are off-limits during the day, unless accompanied by a staff/faculty member/coach. Violation of policy will result in disciplinary action.
- During break, students may be in the Administration Building and McDonald Building but may not eat or drink inside. Violation of policy will result in disciplinary action.
- During lunch, the McDonald Building, and the stairs leading up to the 2nd floor of the Administration building are off-limits.
- **Gym:** The gym is off-limits during break and lunch unless accompanied by a staff/faculty member/coach. Violation of policy will result in disciplinary action.
- **Outdoor Locker Rooms:** Locker rooms are off-limits during break and lunch unless accompanied by a staff/faculty member/coach. Violation of policy will result in disciplinary action.
- **Parking Lot:** Students are not allowed in the parking lot at any time 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 buildings area. Violation of policy will result in disciplinary action.

SPORTING EVENTS ON CAMPUS

The expectation of SFC is that the students will always conduct themselves in a Christian manner 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.

- **FOOTBALL/SOCCER GAMES:** the administration building/McDonald/MPC, baseball locker room/field, gym, softball field and outdoor locker rooms are all off limits unless accompanied by a SFC staff/faculty members or another sporting event is taking place at that location.
- **VOLLEYBALL/BASKETBALL GAMES:** the administration building/McDonald/MPC, baseball field locker room, softball and outdoor locker rooms are all off limits unless accompanied by a SFC staff/faculty members or another sporting event is taking place at that location.
- **BASEBALL/SOFTBALL GAMES:** the administration building/McDonald/MPC, gym and outdoor locker rooms are all off limits unless accompanied by an SFC staff/faculty members or another sporting event is taking place at that location.

- **TRACK AND FIELD:** the administration building/McDonald/MPC, baseball locker room/field, gym, softball field and outdoor locker rooms are all off limits unless accompanied by a SFC staff/faculty members or another sporting event is taking place at that location.

PARKING LOT

Students must leave their cars upon arrival at school and dismissal from school and students must not loiter in the parking lot area before or after school. If students are on campus, they must stay out of the parking lot until they are ready to leave campus. Violation of this policy will result in disciplinary action. See SFC Parking Permit for more information.

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

The school reserves the right to amend this handbook and change policies. This is a living document, and it will reflect the date of the most recent updates. This handbook does not create a right of your student to attend Santa Fe Catholic High School. Santa Fe Catholic High School has the right to control enrollment and can remove a student based on either the student's or parent's conduct in its sole discretion. It also has the right to remove a student due to failure to timely pay tuition.

SCHOOL COUNSELOR

Information disclosed to a school counselor by you or your student is normally kept confidential. Below are some exceptions to confidentiality when you or your student speaks to a school counselor at Santa Fe Catholic High School

Please note that while our school counselors may be licensed therapists, they are not serving as therapists in their role as school counselor. Instead, they are providing emotional support for students.

- Because services are provided in a school setting, pertinent information may be shared with parents/guardians, teachers, and/or administrators or school personnel within Santa Fe Catholic High School or the Office of Schools.
- If the student threatens harm or death to himself/herself or another person, the counselor is legally, ethically, and morally required to take action to protect the safety of the threatened person. Actions could include: informing the intended victim, arranging for hospitalization, notifying family or support system, or alerting law enforcement.
- When a student reports suicidal/homicidal/dangerous thoughts, tendencies, or behaviors that are life threatening, the school has the discretion to inform law enforcement, the Department of Children and Families, parents/legal guardians and send the student home for an evaluation by a licensed community mental health professional. The student may return to school upon confirmation from the mental health professional that the student is under the professional's care and the student is not a threat to themselves or others. The school reserves the right to not allow the student to return after making a threat to others regardless of the mental health professional's determination.
- If abuse or neglect of a child, an aged person, or disabled person is known or suspected, school personnel are required by Florida law to report concerns to the Department of Children and Family Services. It also is possible that the school will notify law enforcement. This information may not be shared with you if the alleged abuse or neglect is by parents.
- Counselors are available during school hours and will not be on campus during school holidays. Messages can be left with the school office. Should the counselor be absent for any reason; the counselor will return your call as soon as possible.
- If you have a life-threatening emergency, immediately call 911 or go to an emergency room. Electronic communication is not a guarantee that the counselor has received notice of a crisis situation, please secure confirmation from the counselor that your notice has been received.

SEARCH AND SEIZURE POLICY

The principal and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

If a student refuses to voluntarily empty pockets, unlock a smart device, lift up his or her shirt just enough to reveal the waistband of pants or skirts; lift up pants legs to knee length, or to open his or her book bag or purse, etc., the student will be detained under the supervision of an administrator until parents are contacted and arrive on campus. A student is risking possible suspension or required withdrawal for refusing to comply with the directive. These rules are for the safety of the other students and staff. You consent to these searches of your student and his or her possessions by enrolling your student at the school.

SENIOR PRIVILEGES

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

- Dress-out days on Friday (must follow dress-out guidelines determined by school administration)
- Appropriate college hoodies, sweatshirts, ¾ zips
- Exemption from final exams with an A average and teacher approval
- The lockers in senior hall will be for seniors only
- First choice for parking spaces
- Dress-out during 2nd-semester exams (must follow dress-out guidelines determined by school administration)

SENIOR DRESS: Please see the “Uniform” section on page 34 when senior students are permitted to be out of uniform.

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity or sexual conduct may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

SKIPPING SCHOOL

At NO time are students allowed to leave campus without permission from the school 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.

SMOKING/VAPING

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device or for an adult to aid a minor to do so. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal of the student from school.

SOCIAL MEDIA

Any inappropriate social media posts made on or off campus while wearing SFC uniforms/attire are strictly prohibited. Students will be directed to remove the posts in question and are subject to additional disciplinary action, dismissal, and/or possible legal action.

STATE SCHOLARSHIP COMPLIANCE

Schools will provide 30 days’ notice to the School Choice Office if school changes ownership in order to maintain compliance.

STUDENT RECOMMENDATIONS, REFERENCES AND REFERRALS

Catholic schools within the Diocese of Orlando do not provide student references for transfer purposes. The only student references provided are for high school students seeking higher education admission, scholarships, awards, or participation in recognized programs such as Boys State, Girls State, or elementary award applications.

SUSPENSION

- If a student is suspended, parents will immediately be notified by telephone in order to have the student picked up from school.
- Suspension prohibits students from participating in extracurricular activities and school-related functions during the suspension period. This includes team practices, contests, dances, club meetings and any other school function.
- Suspended students may not be on campus during the suspension until notified.
- Suspensions will be assigned at the discretion of the administration for conduct and or actions that are deemed inappropriate.
- Students may be assigned a suspension for a first-time offense.
- Students must turn in any missed work upon return to school.

Suspension may be given for the following offenses:

- Fighting/Assault - may be referred for administrative review to continue enrollment
- Use of racial slurs or sexist comments
- Inappropriate use of technology
- Attempted truancy
- Stealing/Theft
- Inappropriate behavior during off-campus activities as well as traveling to and from school
- Bullying/cyber bullying
- Unauthorized recording of others
- Construction and use of websites, apps, and/or social media that defame students, school personnel, or other entities as deemed inappropriate by Santa Fe Catholic High School administration
- Violation of Internet, Technology, and/or iPad Responsible Use Policy/Agreement
- Major disregard of student regulations
- Chronic failure to complete assigned consequence(s)
- Defiance
- Threatening to fight or harm a person
- A student may be placed on “Temporary Leave Pending Investigation” into inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

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. 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:** Any student who arrives after **7:40am** is considered tardy. On the **eighth (8)** tardy and every subsequent tardy, the student will receive a school detention until the end of the semester. On the **tenth (10)** tardy and beyond, the student will receive an Extended Detention. On the **fifteenth (15)** tardy and beyond, student may receive a Weekend Detention, be placed on probation, may lose the privilege of participating in extra-curricular activities, suspension. 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. The Teacher will make their own rules for students who arrive tardy to their class. After the **fourth (4)** unexcused tardy to class, the student will be referred to the Dean of Students for an after-school detention. After the **sixth (6)** tardy, the student will receive an Extended Detention. After the **tenth (10)** tardy, the student may receive a Weekend Detention, be placed on probation, may lose the privilege of participating in extra-curricular activities, suspension.
- **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.

THREATS OF VIOLENCE

The school takes all threats to oneself or others seriously. The disciplinary consequences for a student whose statements, gestures, or written comments, including email or social media messages, that threaten serious bodily harm or sexual violence to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Notification of law enforcement and the Department of Children and Families;
3. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school.
4. If the child did not seriously intend to harm others, they may be allowed to return to the school, at the school principal's discretion.
5. If the threat is determined to be credible, the student may be administratively withdrawn or expelled.
6. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn or expelled from school;
7. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.
8. The school administration will cooperate fully with all law enforcement agencies in matters related to safety whether on or off campus.

UNIFORM

Santa Fe Catholic, 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 or black school uniform bottom with the Hawk or SFC monogram and the white, crimson, or gray monogrammed polo shirt purchased from Risse Brothers. Also approved are the dry-fit polo shirts sold by SFC Boosters. Uniforms must be clean, neat and in good repair. Boys' shirts must be always tucked in, and belts must be worn. Shorts and skorts may not be hemmed or altered in any way. **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.

Consequences for being out of Regular Uniform:

- **Three (3)** served detentions will result in an Extended Detention, and **six (6)** served detentions will result in one of the following: Weekend Detention, be placed on probation, lose the privilege of participating in extra-curricular activities, suspension.
- *Any student who does not follow the above guidelines will result in disciplinary action as to be determined by the school administration.*

MASS UNIFORM: On days during which a liturgical celebration is taking place or other special occasions as announced, students are required to wear the dress (Mass) uniform purchased from Risse Brothers.

Boys: black or gray dress slacks, plain white dress shirt, burgundy tie, black belt, and black dress shoes (NO TENNIS SHOES, LOAFERS or BOAT SHOES).

Girls: gray skort, black skort, or dress slacks, white oxford shirt, and black ballet style dress shoes (flat closed toe—no heels, tennis shoes or boat shoes).

All Students: Hoodies/Jackets and non-uniform sweaters are not allowed to be worn at liturgical services. If outwear is needed, students may purchase the cardigan sweater from Risse Brothers to wear on Mass Day.

Students may not roll shorts or skorts at either 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 or boy who violates the prescribed length of the skort/shorts may be required to wear uniform slacks for the entire school year. Shorts, skorts, and slacks must be worn at the waist.

Consequences for being out of Dress (Mass) Uniform:

- **Three (3)** served detentions will result in an Extended Detention, and **six (6)** served detentions will result in one of the following: Weekend Detention, be placed on probation, lose the privilege of participating in extra-curricular activities, suspension.
- *Any student who does not follow the above guidelines will result in disciplinary action as to be determined by the school administration.*

DRRESS-OUT DAYS:

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:

Normal Dress-Out, \$2 Cash Only:

- Any SFC Shirt or SFC uniform polo
- Long Jeans, khaki pants, and cargo pants in good condition with no rips or holes above the knee
- Sneakers
- If clothing is deemed unacceptable by the Administration, students will be asked to change, not be allowed to participate in the next dress-out day and have detention.
- Dresses with sleeves or skirts must be no more than 3 inches above the knee.
- Shirts must have sleeves that are at least 2 inches off the shoulder and are capable of being tucked in.
- Not permitted: cut-off shorts or pants; crop tops; midriff shirts; plunging necklines; backless tops; sheer fabric; Lycra, spandex, leather, or pleather materials.
- Clothing must be worn at the waist and undergarments must not be visible.
- **Clothing with logos advertising illegal, immoral, or inappropriate products; politics; or represents disloyalty or denigrates our country, the Church, any other religion, individual or class of individuals is prohibited.**

Comfy Dress-Out, \$5 Cash Only:

- Jeans in good condition and have no rips or holes above the knee
- Athletic Shorts that are no higher than 3 inches above the knee
- Leggings and Jeggings with a long enough shirt or sweatshirt
- Joggers
- Sweatpants and long flannel/pajama bottoms
- Any color-sleeved shirts that are long enough to be tucked in
- Crocs with backs (sport mode)
- If clothing is deemed unacceptable by the Administration, students will be asked to change, not be allowed to participate in the next dress-out day and have detention.
- Dresses with sleeves or skirts must be no more than 3 inches above the knee.
- Shirts must have sleeves that are at least 2 inches off the shoulder and are capable of being tucked in.
- Not permitted: cut-off shorts or pants; crop tops; midriff shirts; plunging necklines; backless tops; sheer fabric; Lycra, spandex, leather, or pleather materials.
- Clothing must be worn at the waist and undergarments must not be visible.
- **Clothing with logos advertising illegal, immoral, or inappropriate products; politics; or represents disloyalty or denigrates our country, the Church, any other religion, individual or class of individuals is prohibited.**

Spirit Dress-Out, No Cost (Free)

- Class color shirt (Freshmen: Crimson - Sophomores: White - Juniors: Grey - Seniors: Black)
- School Uniform bottoms
- Long Jeans or Cargo Pants in good condition and have no rips or holes above the knee
- Sneakers
- If clothing is deemed unacceptable by the Administration, students will be asked to change, not be allowed to participate in the next dress-out day and have detention.
- Dresses with sleeves or skirts must be no more than 3 inches above the knee.
- Shirts must have sleeves that are at least 2 inches off the shoulder and are capable of being tucked in.
- Not permitted: cut-off shorts or pants; crop tops; midriff shirts; plunging necklines; backless tops; sheer fabric; Lycra, spandex, leather, or pleather materials.
- Clothing must be worn at the waist and undergarments must not be visible.
- **Clothing with logos advertising illegal, immoral, or inappropriate products; politics; or represents disloyalty or denigrates our country, the Church, any other religion, individual or class of individuals is prohibited.**

DRESS UP DAY:

- Boys will wear dress pants, button down collared dress shirt, tie, and dress shoes.
- Girls can wear a dress (no more than 3 inches above the knee) with sleeves (at least 2 inches off the shoulder), skirt (no more than 3 inches above the knee) or dress pants, dress shirt with sleeves (at least 2 inches off the shoulder), and dress shoes.
- No plunging necklines or sheer tops.

- All students must follow shoe guidelines. **Seniors** only may wear flat sandals: sandals must have backs and be flat without a heel.

COLD WEATHER WEAR:

If cold weather wear is permitted, this will be announced at school, through social media, or an email.

- LONG pants (no holes intentional or unintentional, no yoga pants, leggings, or athletic pants), SFC collared shirt, and any appropriate jacket.

SENIOR DRESS:

During the week, unless it is a Mass Uniform Day:

- Seniors are allowed to wear an appropriate college hoodie-sweatshirt-3/4 zip (on non-Mass Days only).

On Fridays, Seniors are permitted to be out-of-uniform following these guidelines:

- Seniors are allowed to wear an SFC or college T-shirt, or polo.
- Seniors are allowed to wear solid color jeans (blue, black, white, tan, beige, khaki) with no rips, holes, patterns, or patches.
- If Seniors do not want to wear solid-color jeans, they can wear the approved school bottoms with the two shirt options above.
- Closed-toed shoes. No sandals, crocs, slippers

Any senior who does not adhere to the dress code will be given a detention that day and may be required to change attire. After the second offense, the senior may lose dress-out privileges for the remainder of the semester.

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, high heels/wedges and CROCS are **NOT** permitted. Boots may not be worn with the school uniform, dresses, skirts, or shorts.

OUTERWEAR: Students may wear the following outerwear during the school day, **except on Mass Day:**

- Uniform sweatshirt and jacket, sold by Risse Brothers
- Hoodies, sold by SFC Boosters
- Santa Fe letter jackets, and current team or club jackets/sweatshirts that have been pre-approved for purchase by the administration.

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

UNDERSHIRTS: Students may wear a plain white, gray, crimson, or black undershirt under their school shirts. No logos (even SFC) are allowed on undershirts.

Any student who does not comply with the dress-out day guidelines will result in disciplinary action as to be determined by the school administration.

UNIFORM VIOLATIONS:

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

- Mass shirts untucked or wrinkled
- Shirts too tight or too short
- Non-SFC attire
- Missing belt on Mass Day
- Not wearing appropriate socks on Mass Day
- Inappropriate shirts under uniforms
- Improper 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 are representatives of the school, and must dress appropriately and follow all dress code/uniform rules. The administration reserves the right to prevent any student that is not dressed appropriately from participating in a school sponsored event.

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

HOME COMING/PROM

Ladies must wear a dress with a modest neckline and back, and a covered midriff. Gentlemen must wear a shirt and tie with dress pants. Costumes/masks are not permitted. The administration reserves the right to prevent any student that is not dressed appropriately from entering and attending the dance.

VANDALISM

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

WALKERS AND BIKE RIDERS

Students are permitted to walk or ride their bike to and from school. Schools will make reasonable efforts to provide a space for students to place their bikes safely out of the way during the school day. School administration reserves the right to deny this request on certain days due to weather conditions or for other reasonable causes.

WEAPONS

The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited. The school will deal with such incidents according to the federal, state, and local law and accepted educational practices. **Bringing a weapon of any kind to school or a school event will result in expulsion. Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences.**

The term “weapons” shall include, but are not limited to, the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nun chucks) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to chain, club, knuckles, nightstick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun, water pistol/gun).

WITHDRAWAL

Withdrawal or expulsion are the final disciplinary actions taken against a student. On occasion, a first offense or violation, if deemed severe enough may warrant immediate withdrawal.

The following offenses could lead to immediate required withdrawal. This is not an exhaustive list:

- Immoral behavior which is profane, vulgar, or obscene;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyberbullying;
- Absences or tardiness in excess or greater than 20 days may result in retention or withdrawal;
- Assault with, or possession of, a lethal instrument or weapon;
- Outrageous, scandalous, or serious disruptive behavior, theft;
- Habitual lack of effort leading to academic failure in classroom work;
- Conduct at school or elsewhere which would reflect adversely on the Catholic school/Church;
- Consistent disrespect for other students such as sexual harassment of another student;
- Violation of Student Technology Responsible Use Policy.
- Threatening to fight or harm a person
- Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted.

- The school assumes no responsibility for unapproved activities including but not limited to pre- or post- dance parties, personal parties, or any other activities before or after school, a school event or graduation.
- Student action that is not consistent with the philosophy/objectives of the school is subject to the review of the administration and may lead to withdrawal or dismissal from school.

A student may be placed on “Temporary Leave Pending Investigation” while investigating inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

The Principal may ask for a voluntary withdrawal of a student if it is determined that it is not possible for the school to adequately meet the academic needs of the student or if it is not in the best educational interest of the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student.

A Code of Conduct for Parents, Guardians, Caregivers, Volunteers and Visitors of Catholic Schools in the Diocese of Orlando

“Search Me, O God, and Know My Heart” -Psalm

Code of Conduct for Catholic Schools in the Diocese of Orlando

PARTNERSHIP WITH PARENTS/GUARDIANS

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or another public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

PARENT CODE OF CONDUCT

The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children. Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies, and procedures. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school-sponsored activities and sporting events.

In cases of serious or repeated noncompliance by a parent/guardian with the school policies or procedures, the administration reserves the right to withdraw that parent's/guardian's child(ren) from the school. Please note that harassing teachers or administration over disciplinary decisions, threatening civil legal action over disciplinary decisions, and initiating civil legal actions against other students are considered to be an irretrievably broken school/parent relationship. This in no way prevents a parent from notifying law enforcement if they believe a crime has been committed. Parent or family members who are convicted and registered sex offenders may not enter the school grounds with the exception of driving and picking up student then immediately leaving property.

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement: Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents.
- To be listened to and clearly communicated with by the school in a timely manner, regarding your child(ren)'s education and development. This does not mean that school staff can always respond within 24 hours.
- To have confidentiality over sensitive issues respected by faculty/staff. This does not limit staff's ability to conduct investigations into disciplinary issues.

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals.
- Respect the reputation of teachers, coaches, and administrators and be mindful of communications especially social media; e.g. tone of emails.
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook.
- Parents must follow the instructions and directions of the teacher. While at the school, a parent may remind students of the rules, but at no time issue consequences and should refer the student to the teacher if the behavior continues.
- As valued members of the school community, parents/guardians should attend and participate appropriately in school liturgies, extra- curricular or special events including athletics, concerts, academic and cultural events.

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check- in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must always wear their name badges/lanyards in plain sight while on school grounds or at school-related events.
- Support in words and actions the philosophy of Catholic Education.
- Under no circumstances should a parent/guardian approach/contact another student to address, discuss or reprimand them because of actions towards your own child(ren). These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances or talk negatively about another student.
- Respect teachers' preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged. Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school.
- Respect the decisions made by the administration and faculty, even if you disagree with them. Continued demands to re-visit administration and faculty decisions is not acceptable.
- Listen to your child(ren) but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- Observe the school's policies, as outlined on the school web pages and/or the school's handbook and endeavor to support them in the home.
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.
- Value the school community and its reputation especially when engaging with social media.
- Do not smoke or use offensive language on school premises.
- Respect the decisions made by the administration on how to comply with court ordered custody and parenting plans for separated parents.

Addressing concerns regarding situations involving your student(s)

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person. Follow the chain of command. Do not expect to meet with a teacher/staff member or administration without an appointment.

2. If for some reason this is not possible to address it with the teacher/staff member, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance with Florida Statutes.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child(ren).

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179. Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

PRESIDENT'S LETTER

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 telltale 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 avoiding 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
President