

PARENT & STUDENT handbook



The mission of Saint Francis Catholic Academy is to inspire all students to Serve others, to preach the gospel through our Catholic Faith, to live a life of Charity as God's instruments, and to seek understanding through Academic excellence in the tradition of St. Francis.

2022-2023



August 2022

Dear Parents and Students,

Welcome to the 2022-2023 academic year. Our mission is to inspire all students to live a life of faith, academic excellence and virtue.

Following is the updated edition of the Saint Francis Catholic Academy Parent/Student Handbook which outlines the rules and regulations that students and parents agreed to abide by at the time of registration. It also contains important information on academics and general school policies, so I encourage you to read the handbook and to keep it readily available throughout the coming school year.

If you have any questions or would like clarification on any portion of this handbook, please contact me or any other administrator. Speaking for the entire faculty and staff, we look forward to working with you this year.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Acosta".

Jason Acosta
Principal

“Fides, Scientia et Virtus”
(Faith, Knowledge and Virtue)

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ABOUT SAINT FRANCIS CATHOLIC

In May of 1983, members of the Gainesville community came together to begin the journey to establish a Gainesville Catholic High School. Twenty-one years later, on August 16, 2004, the doors to Gainesville's first and only Catholic high school opened, through the foresight of Bishop John J. Snyder, the eighth Bishop of St. Augustine, and the generosity of the Opportunity of a Lifetime Campaign.

The school was built near the site of the first Catholic Church in what is now Gainesville, the mission of San Francisco de Potano, founded in 1606 by Martin Prieto, a Franciscan Friar. The mission was the first geographical location in the United States to bear the name of St. Francis of Assisi. Dr. Michael Gannon, Distinguished Professor Emeritus at the University of Florida, a former priest and the author of *The Cross in The Sand*, the early history of the Catholic Church in Florida, petitioned Bishop John J. Snyder to name the new school "Saint Francis", in honor of St. Francis and the mission church which was destroyed by English and Indian raiders in 1706.

The 61 students of the "First Class" of St. Francis Catholic High School, who would graduate in 2008, began their high school career in the old Upper Hall at Holy Faith Parish as the new school building was not yet complete. On August 6, 2004, 111 members of the Classes of 2008 and 2009, along with 21 faculty and staff, began school in the beautiful new building at the top of the hill, which Bishop Snyder dedicated on April 24, 2005.

The first expansion to the school, a new academic wing, was added in 2007, as a result of a major fund-raising campaign spearheaded by Christine Donovan, wife of then-UF head basketball coach, Billy Donovan. In 2016, the name was changed to Saint Francis Catholic Academy, and the tagline, *carpe future* (seize the future), was added. In 2018, Saint Francis Catholic Academy became an "AP Capstone School" allowing our graduates to earn the AP Capstone Diploma™ or the AP Seminar and Research Certificate™. 2019 saw the arrival of a relic of St. Francis of Assisi from the Vatican in Rome which is now housed in a place of honor in the school chapel.

SFCA remains a four-year, coeducational, college-preparatory high school, accredited by the Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI), an accreditation division of Cognia, and is a member of the National Catholic Education Association and the College Board.

MOTTO

"Fides, Scientia et Virtus"
(Faith, Knowledge and Virtue)

VISION

Saint Francis Catholic Academy, in accordance with the Catholic Faith and the Diocese of St. Augustine, strives to create an environment where students can succeed and grow spiritually, intellectually and athletically so they can better serve the world as adults.

MISSION

The mission of Saint Francis Catholic Academy is to inspire all students to Serve others, to preach the gospel through our Catholic Faith, to live a life of Charity as God's instruments, and to seek understanding through Academic excellence in the tradition of St. Francis.

CORE CATHOLIC VALUES

As a Catholic high school community, we

- ☒ Proclaim the Gospel message in word and deed;
- ☒ Build a Catholic faith community;
- ☒ Celebrate our faith through prayer and worship;
- ☒ Promote service to others, especially the poor and vulnerable;
- ☒ Provide opportunities for spiritual growth.

BELIEF STATEMENTS

As a Catholic high school community, we believe that:

- ☒ We live in a God-centered universe;
- ☒ We, as individuals living in it, have an obligation to conduct ourselves according to a Catholic understanding of what God expects;
- ☒ Respectful practice of Sacraments is a demonstration of our dedication to our faith community;
- ☒ We as students owe it to ourselves, our families and to society at large to use our gifts and talents to the maximum benefit of all;
- ☒ By our actions as life-long learners, we will create an environment that nurtures academic excellence;
- ☒ Through our work, and in service to others, we show in concrete form what we believe and how we will use our talents after high school;
- ☒ That sound moral values should be applied in all that we do;
- ☒ Catholic education is a collaborative effort involving home, church, and community in partnership;
- ☒ Creative minds and good choices are enhanced through participation in athletics, the arts and extracurricular activities where the lessons of team play and co-operation prevail.
- ☒ Providing financial aid to academically qualified students who demonstrate financial need and desire to pursue a Catholic college preparatory education is our duty.

ADMINISTRATION

Bishop of St. Augustine	The Most Reverend Erik T. Pohlmeier
Superintendent of Catholic Schools	Deacon Scott Conway
Principal	Mr. Jason Acosta
Chaplain	Reverend Father Lawrence Peck
Campus Minister	Mr. Luca Tizzano
Dir. of Acad. & College Advising	Mrs. Andrea Fabic
Dean of Students	Mr. William Powell
Director of Academic Support	Mrs. Tara Montgomery
Director of Admissions	Mrs. Staci Williams
Director of Communications	Mrs. Stephenie Brockish
Director of Athletics / Facilities	Mr. Scott McDaniel
IT Director	Mr. Claudio Faenza
Administrative Assistant	Mrs. Shauna Dixon
Administrative Assistant to Guidance	Mrs. Donajean Iuliucci
Executive Assistant to the Principal	Mrs. Debbie Couch

Telephone	(352) 376-6545
School Fax	(352) 248-0418
CEEB or High School Code	100611
Website	www.sfcawolves.org
School Address	4100 NW 115 Terrace
Gainesville, FL 32606	

FACULTY

Saint Francis Catholic Academy has a professional staff of men and women dedicated to the education and development of each student. Faculty members are state certified teachers with a combined total of 361 years of teaching experience; 67% of our faculty hold advanced degrees and 54% are AP Certified. Nearly 90% of our faculty and staff are club or activity sponsors or coaches.

HOURS OF OPERATION

School Offices: 7:30 am - 4:00 pm
Class hours: 8:10 am - 3:15 pm
Early Dismissal/Half Day: 8:10 am – 12:18 pm
Classroom buildings: 7:30 am - 4:00 pm

HANDBOOK AMENDMENTS

The administration reserves the right to amend this handbook at any time during the school year.

ADMISSIONS POLICY

Students attending Catholic, private, or public schools who qualify academically and desire to pursue the scholastic, athletic, and spiritual programs offered at Saint Francis Catholic Academy are welcome to apply. Admission is granted regardless of race, sex, creed, or national origin on a space-available basis. Admission is contingent upon promotion from the previous grade. The applicant must also have no significant disciplinary history.

The principal is the admission officer.

RESIDENCY AND CUSTODY REQUIREMENTS

Students must live with their parent(s) or legal guardian(s). Students who live independently or with others, or who are married, may not remain enrolled at Saint Francis Catholic Academy.

It is the responsibility of foreign citizens to remain abreast of all current immigration laws to maintain residence in the United States. Saint Francis Catholic Academy does not give advice to students in this regard.

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

SCHOOL CLOSING

In case of an emergency or impending natural disaster, it is at the discretion of the Bishop or Superintendent of Catholic Schools to close or delay the opening of the diocesan school system by location, territory, county or region. The diocese reviews the Emergency Operations Centers and public school districts in all 17 diocesan counties as needed; if a county closes all public schools for an emergency/natural disaster, the diocese will follow suit in closing all schools in that county. However, **Catholic Schools do not follow the counties' lead in reopening schools** (as many county schools must remain closed as they may have been used as shelters), but rather reopen when the school has sufficient staff, power, water, sewage, and the emergency or natural disaster has been rectified or cleaned up at the school's location.

A text message and email alert system is used to notify all households and parents within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or a late start. School closings due to weather are posted on the website. **Please notify the office of any changes in phone numbers (home, work or cell) or email addresses.**

TUITION & FEES

An updated list of tuition and fees can be found on the school website under Admissions and Tuition & Fees. *Updated 8/2022*

Tuition/Fee Description (*Fees are nonrefundable*)

Annual Registration Fee (family):	\$450.00
Tuition:	\$9,776.00
Tuition Additional Students: (<i>20% discount</i>)	\$7,821.00
Student Fees: (<i>per student</i>)	\$1,550.00
Senior Fees: (<i>Senior Students Only</i>)	\$500.00
Optional Fees:	
Yearbook	TBD
Parking Pass	\$50.00
Sports (depends on the sport)	\$125+

PAYMENT OPTIONS:

Plan A: ANNUAL	Registration Fee paid at time of Registration All remaining fees paid by July 1, 2022 Tuition paid in full by August 1, 2022.
Plan B: SEMI-ANNUAL	Registration Fee paid at time of Registration Form. Student Fees paid by July 1, 2022 One-Half Tuition paid by August 1, 2022 One-Half Tuition paid by December 1, 2022
Plan C: FACTS (10 PAYMENTS)	Registration Fee paid at time of Registration Form. Student Fees paid by July 1, 2022, or included with FACTS. Tuition paid in 10 monthly payments*, Aug-May, through FACTS direct withdrawal (Subject to \$38 annual fee by FACTS).
Plan D: FACTS (12 PAYMENTS)	Registration Fee paid at time of Registration Student Fees and Tuition paid in 12 monthly payments*, June-May through FACTS direct withdrawal. (Subject to \$38 annual fee by FACTS)

* Semi-Monthly plan available; Fees may be paid separately (by July 1) or included with FACTS 10 or 12-month plan.

Saint Francis Catholic Academy accepts Step Up, McKay, Gardiner, Family Empowerment and AAA.

Other scholarship opportunities are also available; please inquire for additional information.

BOOKS

Electronic and hard copy textbooks and workbooks may be purchased online through [MBS Direct](#), using the course schedule provided to students/parents in July. Log on to the website at <http://www.sfcawolves.org/> and select Bookstore. Please purchase required books and materials for each class two to three weeks prior to the first day of school. Failure to do so may have a negative effect on student grades.

Note – In order to secure the proper books, parents/students should use MBS Direct. Editions may vary according to availability. Saint Francis Catholic Academy reserves the right to make changes to the book list prior to the release of schedules in July.

BELL SCHEDULE

Regular Schedule (53 min classes)

“A” Day		“B” Day
Period 1	8:10 am – 9:03 am	Period 7
Period 2	9:07 am – 10:00 am	Period 6
Period 3	10:04 am – 10:57 am	Period 5
<i>Lunch A/Period 4</i>	<i>10:57 am–11:27 am/11:31 am–12:24 pm</i>	<i>Lunch A/Period 4</i>
<i>Period 4/Lunch B</i>	<i>11:01 am–11:54 am/11:54 am–12:24 pm</i>	<i>Period 4/Lunch B</i>
Period 5	12:28 pm – 1:21 pm	Period 3
Period 6	1:25 pm – 2:18 pm	Period 2
Period 7	2:22 pm – 3:15 pm	Period 1

Mass Schedule (45 min classes)

“A” Day		“B” Day
Period 1	8:10 am – 8:55 am	Period 7
Period 2	8:59 am – 9:44 am	Period 6
Period 3	9:48 am – 10:33 am	Period 5
MASS	10:37 am – 11:29 am	MASS
<i>Lunch A/Period 4</i>	<i>11:29 am–11:59 am/12:03 pm–12:48 pm</i>	<i>Lunch A/Period 4</i>
<i>Period 4/Lunch B</i>	<i>11:33 am–12:18 pm/12:18 pm–12:48 pm</i>	<i>Period 4/Lunch B</i>
Period 5	12:52 pm – 1:37 pm	Period 3
Period 6	1:41 pm – 2:26 pm	Period 2
Period 7	2:30 pm – 3:15 pm	Period 1

Mass Schedule Early Dismissal (45 min classes)

“A” Day		“B” Day
Period 1	8:10 am – 8:55 am	Period 7
Period 2	8:59 am – 9:44 am	Period 6
Period 3	9:48 am – 10:33 am	Period 5
MASS	10:37 am – 11:29 am	MASS
Period 4	11:33 am – 12:18 pm	Period 4

Half Day Schedule (32 min classes)

“A” Day		“B” Day
Period 1	8:10 am – 8:42 am	Period 7
Period 2	8:46 am – 9:18 am	Period 6
Period 3	9:22 am – 9:54 am	Period 5
Period 4	9:58 am – 10:30 am	Period 4
Period 5	10:34 am – 11:06 am	Period 3
Period 6	11:10 am – 11:42 am	Period 2
Period 7	11:46 am – 12:18 pm	Period 1

WHERE TO GO FOR ASSISTANCE

Accidents	<i>Main Office</i>	Lost & Found	<i>Main Office</i>
Admissions	<i>Admissions Office</i>	Parking Permits	<i>Student Services</i>
Attendance Information	<i>Main Office</i>	Permission to Leave School	<i>Main Office</i>
Career Information	<i>Guidance Office</i>	Registration	<i>Admissions Office</i>
Change of Address	<i>Main Office</i>	Report Cards	<i>Guidance Office</i>
College Information	<i>Guidance Office</i>	Spiritual Assistance	<i>Campus Ministry</i>
Counseling (academic)	<i>Guidance Office</i>	Standardized Test Information	<i>Guidance Office</i>
Counseling (personal)	<i>Campus Ministry</i> <i>Guidance Office</i>	Student Schedules	<i>Guidance Office</i>
Course Placement	<i>Guidance Office</i>	Student Service Hours	<i>Campus Ministry</i>
Discipline	<i>Dean's Office</i>	Student Visitors	<i>Admissions Office</i>
Early Dismissal	<i>Main Office</i>	Tardy to School	<i>Main Office</i>
Finances	<i>Business Office</i>	Technology Help	<i>Zero-One</i>
Financial Aid	<i>Business Office</i>	Theft or Vandalism	<i>Dean's Office</i>
Homework Requests	<i>Individual Teacher</i>	Transcripts	<i>Guidance Office</i>
Illness	<i>Main Office</i>	Uniform Information	<i>Main Office</i>
Locate a Student	<i>Main Office</i>	Visitors	<i>Main Office</i>
Locate a Teacher	<i>Main Office</i>	Volunteer Information	<i>Advancement Office</i>
Locks and Lockers	<i>Main Office</i>	Withdrawal from School	<i>Guidance Office</i>






Please direct questions regarding student progress to the classroom teacher.

***Saint Francis Catholic Academy is a NUT-FREE Campus.
Please comply with this policy for the health and safety of our students.***









CAMPUS MINISTRY

The mission of the Office of Campus Ministry at Saint Francis Catholic Academy is to enable the members of the school community to experience, claim, and celebrate the richness of the Catholic tradition and spirit. Campus Ministry plays a unique role in the goal of forming graduates of competence, conscience, and compassionate commitment to Christian service through retreat programs, service learning, and liturgical planning.




The goals of Campus Ministry are:

-  to form a faith community on campus;
-  to assist in the formation of the Catholic conscience of our students, faculty and staff;
-  to aid in making Catholic social teaching an integral part of the school's mission;
-  to help form future leaders for Church and society;
-  to ensure the Catholic identity of the school.

Campus Ministry works to achieve these goals utilizing the following means:

-  student and faculty Opportunities for Spiritual Growth;
-  school liturgies: Eucharistic and Word;
-  celebration of the Sacrament of Reconciliation;
-  collections for charity;
-  Community Service Program;
-  pastoral counseling and spiritual direction;
-  peer ministry (transfer student orientation);
-  school-parish relationship.

Additionally, Campus Ministry works collaboratively with the Theology department. Together they play an important role in helping students experience living and learning, fully integrated in the light of faith. Employing a variety of learning methods, the goals are:

-  to empower adolescents to become disciples of Jesus who witness to their beliefs by living lives of faith, hope and charity;
-  to foster the total personal and spiritual growth of each young person entrusted to our care;
-  to draw young people to responsible participation in the life, mission, and work of the faith community.

Perhaps, the most important task of Campus Ministry is ongoing pastoral care and counseling through which students receive help in dealing with issues of personal and interpersonal challenge and growth, and in coping with times of stress or crisis. Campus ministers are available to community members throughout the school day, before and after school, and by appointment.










We are richly blessed to have a chapel on campus where the Blessed Sacrament is reserved and a sacred relic of St. Francis of Assisi is displayed. Mass is celebrated in the gym on Wednesday of each week at 10:37 am, and on Holy Days of Obligation. Students, faculty, parents and staff are always welcome to join us for Mass. Students are encouraged to become involved in the activities of the Campus Ministry program.

CHRISTIAN SERVICE PROGRAM

Personal and Social Responsibility

Saint Francis Catholic Academy is committed to the education of the whole person. As a Catholic school, it is our unique mission to guide young people in developing a Christian social consciousness and a commitment to a life of justice and peace.

The Gospel mandates that we serve our neighbor, especially the most vulnerable in society. In addition, participation in the Christian Service Program aids students attempting to qualify for the Florida Bright Futures Scholarship. Guidelines for Christian Service are as follows:

-  All students must complete a minimum of 25 hours of Christian Service each year they attend Saint Francis Catholic Academy. All service hours must be documented as volunteer (non-paid) and completed outside school hours. The verification form **MUST** be signed by an official representative of the organization where the service is performed.
-  Each year the time frame for performing Christian Service will be June 1 through April 30. (Service hours completed during the month of May can be counted for the following year.)
-  Parents are **STRONGLY** encouraged to monitor their child's progress regarding this requirement. All verified and recorded service hours appear on FACTS via the parent portal. This will go a long way toward helping your child meet this requirement and avoid any unnecessary negative consequences for their failure to comply with this school policy.
-  Service hours will be adjusted on a sliding scale to accommodate transfer students. For example, transfer students who enroll at the start of the second semester are expected to complete ½ of the annual requirement or at least 12 ½ hours.
-  It is the student's responsibility to completely fill out and submit a [Record of Christian Service](#) to their Theology Teacher as documentation of each completed service project. Forms are available in the Office of Campus Ministry, in theology classrooms, and the main office. Downloadable forms are available on the school website <http://www.sfcawolves.org/resources/downloadable-forms/>
-  To receive credit for Christian Service completed during the summer months, the required documentation for earned hours **MUST** be submitted for credit no later than two weeks after Easter.
-  Completion of service hours is a requirement for individual student exemption from senior final exams.
-  In the case of seniors, caps and gowns will **NOT** be issued until the requirement is satisfied.
-  Students who do not satisfy the 25 required hours will receive a grade of **INCOMPLETE** in Theology until the requirement is satisfied. The grade of **INCOMPLETE** will convert to the grade earned for the quarter / year once verification of service has been submitted to the Theology teacher. **INCOMPLETE** grades not cleared within 15 days will be recorded as an "F".

Ideally, Christian Service should be completed through non-profit/charitable organizations such as homeless shelters, soup kitchens, convalescent homes, home-building projects, tutoring children (especially from low income households), and volunteering at parish festivals, community service agencies, local hospitals and for Church-related ministry done outside the weekend worship service.

CHRISTIAN SERVICE PROGRAM (continued)

While students are not limited to the aforementioned service opportunities, all service hours must be volunteer (non-paid) and completed before or after school hours. Chores/service performed in the home or in a family-operated business as a responsible family member are indeed commendable but do not qualify as service to the community




Credit for participation in parish liturgical celebrations (e.g., altar serving, ushering, lector, choir) are all laudable activities and may be applied to the service requirement ONLY AFTER the minimum requirement of 25 hours has been completed.

When in doubt about the appropriateness of a service opportunity, and in order to prevent unnecessary misunderstandings or disappointments, students are encouraged to FIRST discuss their plans with their Theology teacher. In the case of any dispute, resolution may be sought by contacting the Campus Ministry staff.

SAFE ENVIRONMENT PROGRAM

The Charter for the Protection of Children and Young People, adopted by the Conference of Catholic Bishops (USCCB) in 2002, is designed to insure that a “safe environment” exists for every young person within our parish and church communities.

The three components to the Charter’s Safe Environment Program, which when implemented, enable us to create an atmosphere of trust, respect and charity are:

-  Education of Adults – The education of adults about maintaining a safe environment for children and young people.
-  Education of Children – The education of children so that they can be alert to their surroundings and better cooperate in our efforts to keep them safe; and
-  Making the Safe Environment Happen – The establishment and maintenance of a safe environment by means of background checks, monitoring, record keeping, and the provision of standards of ethical conduct.

The Office of the Principal, in collaboration with Campus Ministry work to ensure compliance with “The Charter” as it pertains to faculty and staff; non-faculty coaches and volunteers; and the youth entrusted to our care by providing the “Children and Youth Personal Safety Program for Students” to all students annually.

The “Safe Environment Program: Handbook for Pastors, School Principals, Diocesan Staff and Parish Leaders” of the Diocese of St. Augustine may be printed out or read online at www.safe.dosafl.com (click on “Menu” on the top right, then on “Safe Environment Program”).




Volunteers must comply with all requirements of the school and Diocese as outlined in the Volunteer Requirements section of this handbook.

GRADUATION REQUIREMENTS

Saint Francis Catholic Academy has a college preparatory curriculum. Twenty- eight (28) credits in the following subject areas are required for graduation:

4 credits	Religion
4 credits	English
4 credits	Mathematics (Algebra 1, Geometry, Algebra 2)
4 credits	Social Studies
3 credits	Science (two labs)
2 credits	World Language (2 consecutive years of same language)
1 credit	Practical/Performing Arts
1 credit	Health Education/Fitness
5 credits	Electives
25 hours	Community service per year
2.0	Cumulative GPA

To participate in the graduation ceremony:

-  The student must pass all seven courses taken during the senior year and earn a 2.0 cumulative grade point average. *NOTE: If a student fails a course during the senior year, the student will not participate in the graduation ceremony, but may be eligible to receive a Saint Francis Catholic Academy diploma upon successful completion of course credit. (See Credit Shortage Policy.)*
-  All financial and other obligations must be met.
-  12th grade community service hours must be completed and submitted by the end of the third quarter.

A student who is suspended during the senior year may not be allowed to participate in the graduation ceremony.

GRADUATION WITH HONORS










<i>(FOUR-YEAR AVERAGE)</i>	Summa cum laude	4.00 and above
	Magna cum laude	3.60 – 3.99
	Cum laude	3.30 – 3.59

VALEDICTORIAN AND SALUTATORIAN

A student must attend Saint Francis Catholic Academy his/her entire eleventh and twelfth grade years to qualify for the distinction of class valedictorian or salutatorian.

In the event of a tie (identical grade point average) for valedictorian or salutatorian, the grades from the eleventh and twelfth grade years will be computed by averaging the final numeric grades in all courses.

ACADEMIC REGULATIONS

-  Students must pass all courses attempted each year of high school. Failure of a course(s) will necessitate summer school attendance or grade level retention. (See Credit Shortage Policy)
-  A religion and an English credit are required for each year of enrollment at Saint Francis Catholic Academy.
-  A student may fail to be promoted only once while at Saint Francis Catholic Academy.
-  A student may attempt a course a maximum of two times.
-  Only students from a Catholic high school will be allowed to transfer or re-enroll in the 12th grade.
-  Transfer students must have attempted a minimum of six credits per academic year.
-  Credits earned by a student transferring from a non-accredited school will be validated through performance during the first quarter.
-  A student transferring after the school year has begun is responsible for meeting with each of his/her teachers to determine previously covered material. This student is required to take midterm and final exams.
-  All high school level courses completed, whether during middle school, in a virtual school environment (e.g., FLVS, Alachua E-School) or through dual enrollment will be included on the student's transcript, and the accompanying final grade will be calculated in the student's GPA.

CREDIT SHORTAGE

Non-Graduate

1 credit short	2023 Summer School through FLVS
2 credits short	2023 Summer School through FLVS
3 credits short	Student is not eligible to receive a SFCA diploma

Rising Senior

1 credit short	2023 Summer School through FLVS
2 credits short	Student may make up 1 credit in 2023 Summer School. Remaining credit may be taken with Florida Virtual School with permission from the Director of Guidance Services or the Principal. Credit must be completed and received by final day of senior exams or student will be ineligible to participate in the graduation ceremony.
3 credits short/3 failures	Student must repeat 11th grade

Rising Junior or Sophomore

1 credit short	2023 Summer School through FLVS
2 credits short	2023 and 2024 Summer School through FLVS
3 credits short/3 failures	Student must repeat the grade

SUMMER SCHOOL

Credits earned in summer school through FLVS are for enrichment, to replace one class failure one time, to make up a credit shortage, or to improve grade point average. All grades appear on the transcripts.

GRADE POINT AVERAGE REQUIREMENT

A cumulative grade point average of 2.0 must be earned in all courses attempted in grades 9-12 to qualify for a diploma.

A student who earns less than a 2.0 cumulative grade point average at the end of a school year will be required to attend summer school through FLVS for grade recovery.

A student who earns less than a 2.0 cumulative grade point average at the end of the freshman, sophomore and/or junior year will be placed on academic probation. The student, parent, and school counselor will meet to review the terms of the probation. At the end of the following school year, progress will be reviewed to determine if the conditions of the probation have been met.

GRADING SCALE/GPA CALCULATION

Computation	Points	Honors	AP
A+ 95 -100	4.0	4.5	5.0
A 90 - 94	4.0	4.5	5.0
B+ 85 - 89	3.0	3.5	4.0
B 80 - 84	3.0	3.5	4.0
C+ 75 - 79	2.0	2.5	3.0
C 70 - 74	2.0	2.5	3.0
D+ 65 - 69	1.0	1.5	2.0
D 60 - 64	1.0	1.5	2.0
F 59 and below	0	0	0

COMPUTING FINAL GRADES

Saint Francis Catholic Academy computes grades annually. Semester averages are the sum of each quarter grade, which is worth 40% and the semester exam which is worth 20%. Semester one and two grades are averaged for the final annual grade. For AP classes, second semester average will be based on 50% for each quarter.

HONOR ROLL

Honor rolls are calculated at the end of each semester. Saint Francis Catholic Academy has two honor rolls, each based on a student's non-weighted grade point average.

First Honors	4.0 non-weighted GPA for the semester
Second Honors	3.5 – 3.9 non-weighted GPA with no semester grade lower than a “B”

REQUIREMENTS FOR MEMBERSHIP IN NATIONAL HONOR SOCIETY

The National Honor Society is chartered by the National Association of Secondary School Principals to recognize and encourage students who show a combination of outstanding scholarship, integrity of character, leadership, and service. At the end of the first semester, any Sophomore, Junior, or Senior with a 3.75 cumulative GPA is invited to apply to National Honor Society. Academic qualifications are merely prerequisites for admission consideration.

Detailed criteria for membership is provided to all invitees. A faculty council appointed by the principal reviews the candidates and determines selection based upon a review of extracurricular activities, discipline records and teacher recommendations. A 3.75 cumulative GPA must be maintained through graduation. If the member's GPA falls below a 3.75, he/she will be placed on probation for the following quarter and must earn a minimum 3.75 GPA during the probationary quarter. If a 3.75 GPA is not achieved at the end of the probationary quarter, the membership is revoked and the student is dismissed from the organization. Members who fall below the selection standards of integrity of character, leadership, and service may also be dismissed.

MONITORING STUDENT PROGRESS

Parents and students are encouraged to review student progress electronically at the mid-point of the quarter (when progress reports are generated) and again at the end of the quarter when the report card is e-mailed. This practice provides the most accurate assessment of student progress. Teachers are expected to update gradebooks in a timely manner.

Report cards are issued and e-mailed home one week after the close of each quarter. A hard copy of the report card can be obtained by calling the main office. The School Counselor will meet with students who are failing subjects after each grade reporting period.

Incomplete Grades

An incomplete grade ("I") will be given only when necessary due to illness or unusual circumstances. Upon receiving an incomplete grade the student is required to meet with the teacher and receive a schedule for completion of all missing work. All work must be completed and a grade turned in to the office within fifteen (15) school days after the end of the grading period. If the student fails to meet the required time schedule, missing work will be entered as zeros. An incomplete ("I") will be calculated as an "F" for athletic eligibility. Questions regarding incomplete grades should be directed to the school counselor.

Extra Credit Policy

Extra credit is not permitted.

STUDENT TUTORING

Teachers are available before school at 7:40 a.m. and after school until 3:45 p.m. on an appointment basis for student tutoring. It is the responsibility of the student to schedule an appointment with the teacher.

STUDENT ACADEMIC SUPPORT SERVICES

The Saint Francis Catholic Academy Support Services program provides support for students with diverse learning needs and assistance to all students who may be experiencing academic difficulties. All students have access to a range of assistance options depending on individual student needs. A collaborative team approach allows for both teachers and parents to promote the student's academic progress and success. Student Service Plans are provided to each of the student's teachers to ensure the needs of each student are met.

The Norris Learning Center is available to assist the academic support needs of all Saint Francis students. 8th Hour is available to all students for study hall and tutoring Monday through Thursday afternoons, from 3:15 pm until 4:30 pm.

ACADEMIC ATTENDANCE POLICIES (see, page 38)

Student attendance and punctuality records are important. Academic achievement is the result of many factors, not the least of which is school attendance and punctuality. Much more is learned in the classroom than is contained in a textbook. Students benefit most completely from their education when they play an active role in the learning process. College admissions offices and future employers use attendance records to determine dependability and good citizenship. For this reason, every effort should be made to schedule family vacations during school breaks.

Missed Work

Students who miss class because of illness or school activity will be given the same number of days they have missed to make up school work. Students must adhere to individual teacher/course guidelines concerning make up of quizzes, tests, papers, and projects. This may require making up the test/quiz after school in a monitored classroom. It is the student's responsibility to make necessary arrangements. A grade of zero is issued until work is completed.

Students receiving an unexcused absence will receive a grade of zero for all school work missed, at the discretion of the administration. When submitted late work will be deducted 50% credit unless the assignment is a major project in which it is deducted 10% per day excluding weekends.

When a student knows that he/she will be absent from class for a school activity, the student should schedule a time and date with the teacher to make up quizzes or tests. This should be done prior to the absence.

Midterm and Final Exams

All courses require midterm and final exams. Midterm and final exams must be taken when scheduled and may not be taken early. Only in a case of extreme medical emergency will the principal excuse a student from taking an exam on the scheduled date. A grade of zero will be issued until the exam is completed. A student who is excused from an exam(s) by the principal must make up the exam the next day after the regularly scheduled exam.

Students are not permitted to leave a classroom early on midterm and final exam days. All students must remain in the testing room for the entire exam period to preserve the integrity of the testing environment. Please plan accordingly and schedule all appointments and travel plans outside of the exam schedules. ***Students will be assessed a fee of \$100 per exam missed for an unexcused absence.***

Homework Requests










Students are encouraged to contact classmates for homework information not posted on WolfDen.

On the second consecutive day of absence, a parent may request homework by emailing the teacher. Parents should expect an email response within two business days.

SCHOOL DAY ACTIVITIES / FIELD TRIPS

In order to be excused from class for an activity (whether on or off campus), students must have a 2.0 cumulative grade point average or pass a review of current progress conducted by an academic administrator.

EXEMPTION FROM SENIOR FINAL EXAMS

-  Seniors will be exempt from final exams in each subject in which they have a 90-100 yearly average provided they have no more than four (4) excused or unexcused absences per class, per semester, and no out-of-school suspensions during the senior year.
-  Three (3) excused or unexcused tardies to class during the semester equals one (1) absence under the exemption policy.
-  All qualifying students will be given the option of taking the final examinations to improve their semester averages. If taken, the exams will be included in the semester average.
-  Approved school-related functions, including field trips, will not be considered as absences and will not count against the student's exemption.
-  College/Career visits will not count against the student's exemption.
-  Student hospitalization and funerals will not be considered absences and will not count against the student's exemption.
-  If no final exam is taken, the final grade for the semester will be determined by averaging the third and fourth quarter grades.
-  Senior students who receive out-of-school suspensions during their senior year will not be allowed exemption from final exams.
-  Students must have all community service hours completed.




SCHEDULE CHANGE POLICY

Students and parents are responsible for completing course request forms with care. Schedule changes will only be made in cases of academic misplacement and must be initiated by the teacher or an administrator. Any schedule changes must be made within the first eight days of the new school year.




HONORS / AP COURSE CRITERIA

Requirements (Upon teacher recommendation)



Movement from **REGULAR** → **HONORS/AP**

-  95+ overall average in previous course at end of 3rd quarter
-  GPA 3.5 (cumulative) for Honors
-  GPA 3.5 (cumulative) for Advanced Placement



Movement from **HONORS** → **HONORS/AP**

-  85+ overall average in previous course at end of 3rd quarter
-  GPA 3.0 (cumulative) for Honors
-  GPA 3.5 (cumulative) for Advanced Placement

Movement from **AP** → **AP**

-  85+ overall average in previous course at end of 3rd quarter
-  GPA 3.0 (cumulative)







Movement from **AP** → **HONORS**

-  80+ overall average in previous course at end of 3rd quarter
-  GPA 3.0 (cumulative)

Waivers

Students who have not completed the prerequisite courses will not be eligible for a waiver.

Procedure for students enrolling in HONORS/AP who have NOT met the above requirement criteria:







-  Counselor meets with student at end of 3rd quarter to determine best placement;
-  If a waiver is granted, student and parent(s) sign waiver that states the following:
 -  SFCA does not recommend Honors/AP level.
 -  There will be no teacher change.
 -  There will be no schedule change.
 -  Waiver may be contingent upon 4th quarter or final exam grade in current course.

DUAL ENROLLMENT CRITERIA

Dual enrollment is a program that allows students to earn high school and college credit concurrently. Dual enrollment, through Santa Fe College or the University of Florida, is reserved for students who have completed higher-level coursework at Saint Francis and need and/or desire a course not currently offered at SFCA (e.g., Calculus BC, advanced Chemistry or advanced Physics). Dual enrollment is only available to Junior and Senior students. The dual enrollment application must be approved/signed by either the school counselor or the principal and applications must be completed through the dual enrollment institution, meeting all requirements and deadlines of the College or University.

DUAL ENROLLMENT CRITERIA (continued)

Other Considerations

-  Academic maturity
-  Independent learning style required
-  Transportation to/from College or University
-  Time management skills
-  Grades will be included in the student's permanent high school and college transcripts
-  Cost of all books/materials required, which are the responsibility of the student/family

For more information and application instructions and deadlines, please refer to the individual college websites:



<https://dualenrollment.dce.ufl.edu/>

<https://www.sfcollge.edu/hsde/>

<https://www.barry.edu/en/academic-affairs/dual-enrollment/>

Dual enrollment agreements with the University of Florida, Santa Fe College, and Barry University are renewed annually and are subject to change.

WORLD LANGUAGE CRITERIA

-  Regular → Honors: 85+ average in world language course
-  Honors → Honors/AP: 85+ overall average in previous course at end of 3rd quarter

If criteria are not met, a WAIVER conference will be held.

ACCEPTABLE USE POLICY










Each student along with a parent/guardian must sign the Acceptable Use Policy prior to issuance of a student computer and gaining access to the internet at school. This policy outlines student responsibilities while utilizing a school device (iPad or computer). Use of the school computer is for academic purposes only and requires compliance. Apps on the device may only be installed via the Self-Service Catalog. Stickers of any kind are prohibited on the case or computer. Students will be subject to disciplinary action by the school for acts such as, but not limited to, violating the internet policy, using technology for non-academic purposes, and/or attempting to circumvent the network.

INTERNET USE



Appropriate use of the internet, available to students and teachers on our school site, is assumed. We are very pleased to bring this access to our school community and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive internet access privilege is that each person takes full responsibility for his/her actions and observes the moral teachings of the Catholic Church.

The following items are specific areas of responsibility for students:






-  All internet access must be in support of education and research and consistent with the educational objectives of the school.
-  The use of the internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
-  Personal contact information about yourself or other people may not be posted. Personal contact information includes complete name, home address, telephone number, school address, and credit card number.
-  Be polite and use appropriate language. Messages to others may not be abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful. Promptly report to a teacher or administrator any message received that is inappropriate or makes you feel uncomfortable.
-  Soliciting for products or services is prohibited.
-  Students may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards others. Messages relating to or in support of illegal activities may be reported to the authorities. If inappropriate information is mistakenly accessed, immediately tell the teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
-  Students may not download any software to school computers without the prior consent of the IT Director. Students may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
-  Students may not download apps that are not in the official school app Self Service.
-  The use of virtual private networks (VPNs) or other tools to bypass school network security systems (computer or iPad) is strictly prohibited.

INTERNET USE (CONTINUED)

-  Email communication between teachers and students is allowed in support of educational objectives via the school-supplied email account only. Students may not contact teachers via personal email accounts.
-  At the beginning of each school year, students and parents agree to follow guidelines stated in the Acceptable Use Policy (AUP). This policy may be viewed on the website (sfcawolves.org).

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

INTERNET SAFETY GUIDELINES

-  Never give your last name to anyone on the Internet.
-  Never give your phone number or mailing address to anyone over the Internet.
-  Never reveal information about other people over the Internet.
-  Never agree to a face-to-face meeting with someone you have "met" online without your parents' consent.
-  If you receive any email or other communication with someone over the Internet that makes you feel uncomfortable, tell your parents or a teacher immediately.
Students should avoid posting photographs or making remarks pertaining to drugs, alcohol, racism or references to sex on social networking websites as these postings may be permanent.

WOLFDEN/CANVAS

All students are required to use WolfDen/Canvas (wolfden.sfcawolves.org), our learning management system. Teachers use WolfDen to post announcements, due dates, and to share information/resources for class.

TURNITIN.COM

The school subscribes to *Turnitin.com*, an Internet-based plagiarism detection service which is incorporated in Canvas/Renweb. Students must submit some written compositions to the site to compare papers against both current and archived Internet content and Turnitin's database of previously submitted student papers. The originality reports provide instructors with the opportunity to teach correct citation, and to emphasize academic integrity. Some teachers may also use Turnitin's other services which include on-line peer editing, discussion boards, and instructor grading. To enroll, students and parents of students under 18 must agree to the User Agreement before initially submitting work.

ELECTRONIC LIBRARIES & DATABASE SITES

Appropriate use of all electronic libraries and database sites, available to students and teachers through school subscription, is also assumed. We are very pleased to be able to offer resources such as *EBSCO* and *JSTOR* to our students, providing access to academic journals, research databases and ebooks, and continuing to further our students' pursuit of academic excellence.

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

Guidance Appointments

Every student in grades 9-12 is scheduled for at least one guidance appointment per year. Students may request a meeting with the school counselor at any time. To formally request a meeting, students should sign in on the appointment request log in the guidance office. The school counselor will see students as soon as possible, generally within a one- to two-day period.

A good deal of information is shared with students within the classroom setting, however, at times students will be seen on an individual basis. Students will be called to the guidance office for these individual appointments as needed. These needs include but are not limited to: senior college planning, credit checks, transfer student check-ins, and other academic, personal, social, career and college planning purposes. An attempt will always be made to request students during the least disruptive time of day as possible. In addition, attention will be paid to returning students to class as quickly.

If a student finds it necessary to meet with a counselor on short notice or for an emergency, the student requests a hall pass from a teacher and reports to the Guidance Office. The school counselor will see students on a walk-in basis as often as possible.

COLLEGE EXPLORATION / SCHOLARSHIPS

Students are encouraged to begin the college exploration process early in their high school career. College applications are generally filed at the beginning of the senior year. There are numerous ways to explore college options as outlined below:

College Counseling Programs

Evening programs which provide great insight into succeeding in high school and college are held each year for students and parents. These presentations focus on different important aspects for each grade level, and we encourage our families to attend each year.

College Search Program

Each student in grades 9-12 at SFCA is trained to use the web-based program, Naviance. This program is available to students both at school and at home and provides information on colleges, careers, and majors. The web address is:

<https://connection.naviance.com/family-connection/auth/login/?hsid=sfchs>







and the site can also be accessed via the school website.

After taking the PSAT in the 9th grade, all SFCA students also gain access to the College Board website which provides information regarding colleges, careers, and majors.

COLLEGE EXPLORATION (continued)

College Representatives

Throughout the school year, college representatives schedule visits to our campus and make 20-30 minute presentations to groups of students. Juniors and seniors are invited to attend these presentations on a pre-arranged basis if the student has followed the procedures listed:

-  Student must sign up at least two days prior to the presentation;
-  Student may attend only one presentation per day;
-  Student may attend no more than two presentations per week;
-  Student may not be admitted to the presentation without a pass from Guidance Services;
-  The teacher reserves the right to retain the student in class if it is in the best academic interest of the student;
-  Guidance Services reserves the right to deny a student permission to attend these presentations due to abuse of this system or improper behavior at a presentation.

College Fairs

College fairs are an excellent means of gaining information about many colleges at one time. Santa Fe College hosts “College Night” in late August, with 80 to 100 colleges present. Students and parents are encouraged to attend. NACAC (the National Association for College Admissions Counseling) also hosts national college fairs in surrounding cities (Jacksonville, Orlando, Tampa, etc.) in the Spring and Fall. More information on these fairs can be found on the NACAC website at:

https://hub.nacacnet.org/nc_upcomingevents?type=National+College+Fairs

College/Career Visits

A visit to a college campus/career worksite can be most helpful to a student in making college/career choices. Students and parents are encouraged to schedule these visits on a student holiday (teacher professional days, diocesan in-service days, Christmas/Easter holidays or during the summer). Students should prearrange these visits with the admissions office of a college or with a career professional. If the visit cannot take place on a student holiday, the student MUST prearrange the absence with the Dean for Students. (See specific guidelines in Attendance) Official documentation from the college/career professional is required for the absence to be considered excused.







Web Sites

All colleges and universities maintain a web site on the internet. Students may obtain site information in the Office of Guidance Services. Using the internet is an excellent way to gain specific college information, policies, photos, virtual tours, etc.

Other Resources

Hardcopy resources are available to students in the lobby of the Office of Guidance Services: college catalogs, comparison books, rating books, scholarship catalogs, etc. Students are encouraged to use this valuable information.

COLLEGE APPLICATIONS

-  Student completes application;
-  Student requests standardized test scores to be forwarded from College Board (SAT) and ACT to colleges;
-  Student requests transcript via school website online system;
-  Student requests teacher recommendations (when applicable);
-  Counselor prepares transcript, counselor recommendation form (when applicable), and supporting documents;
-  Counselor submits transcript and supporting documentation electronically via Parchment to appropriate college. Official transcripts and supporting documentation will be mailed hard-copy to colleges unable to accept electronic submissions.

Guideline Dates

The Office of Guidance Services processes all college applications in a timely manner. These applications are a top priority. Please allow three to four weeks processing time for applications requiring counselor/teacher recommendations. Applications that do not require a recommendation are processed within three (3) working days. Applications with an early January due date must be submitted by November 15. Scholarship applications must be submitted at least five days prior to the deadline. The office is closed during school holidays. Please plan accordingly.

State Universities – Students apply to the individual university undergraduate admissions office and are encouraged to apply using an electronic application. An application fee is required. Students unable to afford the application fee should check with their high school guidance counselor or university admissions office to see if they are eligible for an application fee waiver.

Universities will require students to submit official copies of their high school transcript and admission test scores (ACT Plus Writing or SAT Reasoning Test). If students have participated in dual enrollment or attended any postsecondary institution, official transcripts from the college or university are also required.

Most state universities encourage students to have applications to the university by **November 1st** to be considered for institutional scholarships. Therefore, students should submit applications to the Office of Guidance Services by the end of the first nine weeks.





Application Fee Scholarship Awards

Students in the top 10% of the Senior Class are eligible to receive a Saint Francis Catholic Academy Application Fee Scholarship to apply to one of the top 25 Colleges/Universities as listed in the US News & World Report National University Rankings (<https://www.usnews.com/best-colleges/rankings/national-universities>).

Seniors should plan to complete all college applications prior to Christmas vacation.

TESTING PROGRAM

Standardized tests administered at Saint Francis Catholic Academy are:

-  PSAT (a pre-SAT test) – October of freshman year
-  PSAT (a pre-SAT test) – October of sophomore year
-  PSAT/NMSQT (a pre-SAT and National Merit Scholarship Qualifying test) – October of junior year
-  SAT – October of senior year

Results are reviewed with students and emailed home. The student's exam booklet is also returned providing an excellent study tool for college admissions tests (SAT and ACT).

Application for Standardized Test accommodations must be coordinated by parents with the Saint Francis Catholic Academy Office of Guidance Services during sophomore year to be considered for ACT and/or SAT Test accommodations by the testing organization.

Families who would like the College Board to consider their child's accommodations for the PSAT in October must submit their request for accommodations by September 1st of that school year. Guidance can be reached at guidance@sfcawolves.org

Advanced Placement

AP (Advanced Placement) exams are administered each year in May. Students taking advanced placement classes are REQUIRED to take the AP exam. To fully prepare for these exams, students may be required by their teachers to attend special sessions before and/or after school or on weekends. Students are required to pay for these exams. Payment for AP exams will be assessed with the student's fee payment.

Exam dates and other AP information can be found on the College Board web site at <http://www.collegeboard.com/>. Only students enrolled in an AP course offered at Saint Francis Catholic Academy are eligible to take the AP exam in that course. A student, in grades, requesting permission to take an AP exam in a course not offered at Saint Francis Catholic Academy must have a minimum cumulative GPA of 3.5 and show evidence of independent preparation for the exam. Requests are made to the school counselor during the month of February.

College Entrance Exams

Saint Francis Catholic Academy is a test center for the SAT exams which are given in August, October, November, December, March, May and June. ACT test centers include the University of Florida, Eastside High School and Gainesville High School for test dates in September, October, December, February, April, June and July.

Registration information for these exams is available in the Office of Guidance Services. Students may register for these exams online and may re-register (after taking one time) online or by phone.

Please check the websites early, as registration deadlines are usually four to five weeks prior to the test date. ACT: <http://www.act.org/> SAT: <http://www.collegeboard.org/>

The Saint Francis Catholic Academy Code Number is 100611.

Note: If a student does not indicate the high school code at the time of registration, Saint Francis will not receive a copy of the results.

BRIGHT FUTURES

Guidance Services personnel submit the necessary information to the Florida Department of Education for any student who may be eligible for the Bright Futures Scholarships. Students are periodically given information regarding this award and are encouraged to maintain a minimum 3.0 GPA in their academic subjects.

Florida Bright Futures Scholarship Program

Updated August 2022 for SFCA Students


Curriculum FMS/FAS Awards	Required GPA FMS Award	Required SAT/ACT FMS Award	Community Service FMS Award	Required GPA FAS Award	Required SAT/ACT FAS Award	Community Service FAS Award	Effective
16 college prep credits**	3.0 weighted*	1210 SAT 25 ACT	75 hours	3.5 weighted*	1330 SAT 29 ACT	100 hours	Class of 2023 & after


* High School GPA: Evaluation for Bright Futures includes an unrounded, weighted high school GPA (calculated to two decimal places) in the 16 college-preparatory credits. The following courses are weighted .25 per semester course or .50 per year course in the calculation of the GPA: Advanced Placement (AP), Pre-International Baccalaureate (Pre-IB), International Baccalaureate (IB), Honors, Pre-Advanced International Certificate of Education (Pre-AICE), Advanced International Certificate of Education (AICE) or academic Dual Enrollment. For example, whereas an 'A' equals 4 quality points for an un-weighted course, an 'A' would equal 4.5 quality points for a weighted course.

** 4 English (with substantial writing requirements)
4 Mathematics (Algebra I and higher)
3 Natural Science (2 units of which include substantial laboratory requirements)
3 Social Science (any)
2 World Language (sequential in the same language)

 GPA calculated on highest semester grades in required 16 courses

 May include up to two additional academic units and/or AP Fine Arts to raise GPA

 May include 8th grade Algebra I or world language to improve GPA

 Scholarship may be used at a Florida public or private college/university – the amount is calculated at public rate

A 7th semester evaluation will be completed in January, 2022. Students who meet all eligibility requirements, including the appropriate amount of documented service will receive early notification of scholarship in March. Students ineligible at the end of 7th semester will automatically be re-evaluated after high school graduation. Students who qualify for an award at 7th semester evaluation, but meet additional requirements for a higher award by the end of senior year, will be reevaluated and awarded the higher amount.

Students must apply for the Bright Futures Scholarships by submitting the Florida Financial Aid Application (FFAA) no later than August 31, after high school graduation. If a student does not apply for the scholarship by the deadline, they forfeit all future eligibility for a Bright Futures Scholarship!

For more specific information please see the Bright Futures Student Handbook at <https://www.floridastudentfinancialaidsg.org/PDF/BFHandbookChapter1.pdf>

TRANSCRIPT REQUESTS

To receive or have a transcript sent, students must make a request through the school website. All seniors are trained in this process. Institutions and agencies capable of receiving electronic transcripts will do so via the school website. Hard copy transcripts will also be available as needed. Allow three working days for processing.

Alumni may request transcripts via the school's web page.

TRANSCRIPT EVALUATIONS BY OTHER AGENCIES

State Universities, Florida Bright Futures, and the NCAA will recalculate a student's GPA according to their own requirements. As of June 2017, these agencies use the following:

State University System Course Distribution Requirements

State Universities add one-half additional point per Honor course and one additional point per AP course.

English	4 units (3 with substantial writing)
Mathematics	4 units (Algebra 1 and above)
Natural Science	3 units (2 with substantial lab)
Social Science	3 units
World Language	2 units (same language)
Academic Electives	2 units

Up to two units of Fine Arts may be included in the 18 units but will not be calculated in the core GPA.

Florida Bright Futures Scholarship Program

Bright Futures adds one-half additional point per (year-long) Honors/AP course, except world language.

English	4 units (with substantial writing requirements)
Mathematics	4 units (Algebra I and above)
Natural Science	3 units (2 with substantial lab)
Social Science	3 units
World Language	2 units (sequential of the same language)

May use up to 2 additional credits from courses in the academic areas listed above and/or AP Fine Arts courses to raise the GPA.





National Collegiate Athletic Association

English	4 units
Mathematics	3 units (Algebra I, or higher)
Natural Science	2 units (1 with lab)
Social Science	2 units
Additional English, Math or Natural Science	1 unit
Additional Academic Courses	4 units (from same categories or world language)

Potential college athletes are encouraged to visit the NCAA eligibility site at <http://www.ncaa.org/playcollegesports>.

VISITORS

All visitors, including parents, must obtain a visitor's pass from the main office. Students may not receive visitors during the school day.

-  All visitors must present a picture ID to a SFCW employee.
-  Visitors must check in at the main office.
-  A "Visitor" lanyard is generated which must be visible at all times.
-  Visitors must check out at the main office and return the visitor label upon leaving.

FINGERPRINTING & VOLUNTEERS

Diocesan policy requires that ALL volunteers working with students be fingerprinted, submit driver license information, proof of auto insurance, and complete the safe environment training: *Protecting God's Children*.

COMMUNICATION WITH PARENTS








As the primary educators of their children, parents are encouraged to attend the evening programs designed to provide vital information for student success in high school and in preparation for college. The programs include but are not limited to: Meet the Teacher (August) Parent/teacher conferences (October) and programs presented by the Office of Guidance Services, Dean of Students, and Campus Ministry.

The primary means of communication with parents is electronic by way of our student information system, FACTS, and the school website <http://sfcawolves.org/> Parents have online access to grades via a grade portal. Instructions are emailed prior to the first progress report.

Occasional email or phone messages may be sent. In case of emergency, parents will be notified of the situation via the emergency alert system.

Parents may communicate with teachers by phone, in person or via email. Teachers will respond to telephone messages or email within 2 business days. Links to teacher email addresses are provided on the website.

EMAIL COMMUNICATION

-  External email is used as a tool for communication between teachers and parents and does not replace the necessary communication by phone or in person.
-  Email communication between teachers and students is allowed in support of educational objectives via the school supplied email account only. Students may not contact teachers via personal email accounts or text messaging.
-  Parents should expect an email response within 2 business days.
-  Teachers are not expected to respond to parent email outside of normal duty hours.
-  Teachers are not expected to discuss extracurricular activities or athletics via email.
-  Email requests do not replace students' responsibility to know assignments and upcoming due dates.
-  Email of unknown origin will not receive a response.

TELEPHONE CALLS / MESSAGES / GIFT/FOOD DELIVERIES

Telephone messages for students will be accepted from parents/guardians ONLY. Please limit messages to those of an urgent nature. Students will be notified of messages at the end of the school day. Students may use the office telephone for urgent matters. Parents should refrain from communicating with students through text messages or calls during the school day.




Gift deliveries (flowers, balloons, cookie bouquets, outside lunches etc.) for students will not be accepted, and cannot be delivered directly to the students by family members or friends.

CELL PHONES

Students may use cell phones before and after school. Cell phone use during lunch is permitted if permission is granted by a faculty member on duty. Cell phone use during class time is prohibited. This includes use outside the classroom when on school business or on a restroom pass. If seen/heard during class time, cell phones and smart watches will be confiscated by the teacher and turned in to the Office of the Dean of Students. Cell phones will be returned to students at the end of the day after parents have been notified. School personnel are not responsible for loss or damage of confiscated items. Cell phones may be subjected to a search by the administration when there is reasonable suspicion.

Smart watches are not permitted to be used for messaging on campus.



Consequences for cell phone violations:

-  First violation will result in a central detention
-  Second violation will result in two central detentions
-  Third and all subsequent violations will result in a Saturday School

HEADPHONES

The use of headphones or earbuds is permitted for academic purposes ONLY and will be limited to specific classrooms. A teacher who requires use will give instructions to students.

Headphones/earbuds MAY NOT be used on campus during the school day:







-  In the hallways
-  Between classes

LOCKERS, DESKS, CARS, PERSONAL BELONGINGS

Students are assigned specific book lockers and are required to use the blue combination locks issued by the school. For Athletics/PE lockers, students are required to use the black combination locks issued by the Athletic Department. Exchanging or sharing of lockers, locks, and/or combinations is not permitted. Students are responsible for the security and contents of their own lockers. The school is not responsible for theft. No open food or drink is permitted in the lockers; no outside locker decoration is permitted on the lockers. Students are responsible for their school-issued blue locks and keep them through their senior year. The replacement fee for any school lock is \$15. The administration reserves the right to inspect lockers, desks, cars, and personal belongings at any time. Student or parent failure to comply or cooperate with this policy will result in an indefinite suspension of the student and a disciplinary hearing to determine whether the student may remain enrolled at Saint Francis Catholic Academy. Students are expected to keep their lockers clean. Lockers must be cleaned at the end of each semester or upon withdrawal or a \$40 cleaning fee will be assessed.

THEFT PREVENTION / LOST AND FOUND

The school will not be responsible for lost or stolen items. Students must take the following necessary precautions to help prevent theft and loss:

-  Large sums of money and/or valuable items, especially expensive electronics should not be brought to school.
-  Mark all clothing, books, and belongings clearly and permanently.
-  Keep all clothing, books, and belongings in their locker and keep it LOCKED at all times.
-  Keep lock combinations absolutely private. Exchanging or sharing of lockers, locks and/or combinations is not permitted.
-  Never leave anything in a classroom, locker room, or in an unsupervised area.
-  If you are on campus before or after school hours for athletics, a club meeting or activity, follow the same theft-prevention habits as you would during the school day.

Lost or stolen articles must be reported immediately to the Dean's office. Prompt reporting of missing articles improves the chances for recovery. Articles that are found should be turned in immediately to the main office.

SALES COLLECTIONS





On campus sales and collections (of cash or goods) may be conducted ONLY by an entity or student organization and must be authorized by the administration. Fundraisers, sales or collections of any kind to benefit any student's personal affiliations are prohibited on campus. A student participating in an unauthorized sale or collection is subject to disciplinary action.

DISTRIBUTION OF LITERATURE/INFORMATION

Students must have permission from the Administration BEFORE literature/information may be posted or distributed on campus. Endorsement of political candidates by student organizations or classes is prohibited. Campaign literature may not be distributed on campus.

GUM / WATER BOTTLES

Gum chewing is not permitted in the school building. Water bottle policy:

-  Students may carry a capped water bottle, not larger than 32 ounces with them throughout the school day.
-  Only water is allowed in the bottle.
-  Students are allowed to drink water throughout the school day including during class.
-  Teachers in computer labs and other water sensitive areas may designate a place in the classroom for water bottle storage and consumption.

FOOD / DRINK

Food and drink must be consumed in the designated area of the main hall. All students are responsible for cleaning their eating areas. Consumption of food or drink is not allowed in classrooms or the classroom wing.

SCHOOL DANCES

School administrators, faculty representatives, and student government work together to plan school dances. The planning committees will establish appropriate attire guidelines for the specific dance. As a Catholic college-preparatory school, students and their guests are expected to follow the specific guidelines the school has established for appropriate dancing.

Students who bring a guest (non-student) to the dance will be required to complete a guest approval form prior to purchasing tickets to any school dance. The form may be picked up in the main office and will also be made available on the school website when the dance is announced. Guests must be under 20 and of the opposite sex. Students and their guests must abide by the Code of Conduct in the Parent & Student Handbook. All attendees may be subject to a random breathalyzer test prior to entering the dance.

SCHOOL REPRESENTATION

A student who represents Saint Francis Catholic Academy off campus or at a community function must have the written approval of the administration.

MEDIA RELEASE STATEMENT

Saint Francis Catholic Academy retains the right to use any photographs or digital images taken of enrolled students for the purposes of marketing the school. This includes printed publications, ads, and web site usage. Please note that in an effort to protect our students, Saint Francis Catholic Academy does not identify any child by name in advertising or on the web site without prior written parental consent.

1:1 LEARNING

A 1:1 MacBook learning environment supports and promotes educational excellence by facilitating research, resource sharing, innovation, creativity, communication, increased productivity, and mobile learning. Students develop a digital skill set and engage in proper digital citizenship, providing the tools necessary for success in a 21st century society.

IMMUNIZATION RECORDS

The State of Florida requires that each student submit a Florida Certificate of Immunization Form #DH 680 which is maintained in the student's official records. The original form is returned to the student upon graduation. The school does not maintain any immunization record after the student graduates.

CLINIC POLICY

The school provides limited medical assistance and/or emergency first-aid to students who become ill or suffer injuries at school. No student may remain at school if he/she shows evidence of an acute illness, a temperature of 100° F, or greater, vomiting, diarrhea, dizziness, or injury, etc. The parent/guardian will be called to pick up the student, and the student must go home if he/she is too sick to remain at school. It is the parent/guardian's responsibility to pick up the student or make arrangements for pick up within a reasonable amount of time. The school reserves the right to call 911 or seek other medical assistance as it deems necessary under the circumstances.






Current home, business, mobile, and emergency telephone numbers should be on file at the school so that parents/guardians may be contacted if necessary. If contact information or phone numbers change during the school year, please contact the school office.

MEDICATION POLICY

Prescription Medication

In accordance with Section 1006.062, Florida Statutes, the following are guidelines for the administration of prescribed medication by school personnel.

Except for medications which alleviate life-threatening situations (ex. inhalers, Epinephrine injections, Pancreatic Enzyme Supplement, diabetic supplies, and Glucagon injections), students are not permitted to carry prescription medications on school premises. Students requiring prescription medications while at school, must adhere to the following policies:

-  A *Parent Permission for the Administration of Medication* form must be completed and signed by the parent/guardian. This form is available in the main school office.
-  Students may not be under the influence of prescribed narcotics while at school.
-  All medications must be brought to the school office in the original container by a parent or legal guardian. The prescription label must indicate student's name, physician's name, name of medication, dosage and times for dosage. (Ask your pharmacist for a duplicate prescription container).
-  The student is responsible for coming to the office at the appropriate time for the medication.
-  School personnel should be informed of any side effects or complications which may result from the medication.

Upon receipt, the medication will be counted and documented on the "Student Medication Record". When not in use, the medication will be stored under lock and key. Each dose of medication administered will be recorded on the "Student Medication Record"; if dosage is not recorded, it will be assumed that the student did not receive the required dose. All medication will be destroyed if not picked up within one-week after the end of school.

MEDICATION POLICY (continued)

There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances.

Metered Dose Inhalers for Students with Asthma

Section 1002.20, Florida Statutes, authorizes asthmatic students to carry a metered dose inhaler on their person while in school when they have approval from their parents and their physician. The school principal shall be provided a copy of the parent's and physician's written statement of approval (*Parent Permission for the Administration of Medication* form).

Self-Carry Medication

Upon completion of the *Parent Permission for the Administration of Medication* form, including physician's signature of approval, students may carry the following medications: albuterol inhaler, epinephrine auto injector, diabetic supplies, and pancreatic enzymes.

Non-Prescription Medication

Students may carry their own non-prescription medication provided the following guidelines are followed:

- ☞ For non-prescription medication that is required to be administered at school, the above-stated guidelines for prescribed medication will apply.
- ☞ For non-prescription, over-the-counter medications (such as aspirin, cough syrup, eye drops, etc.) the parent or legal guardian must submit a written request (to be kept on file in the school office) stating the type of medication, amount of dosage and frequency of use (or time of administration).
- ☞ All medications must be kept in the original packaging; different medications are NOT allowed to be mixed in the same bottle.
- ☞ No sharing of medications between students will be allowed.
- ☞ No liquid medications will be allowed.

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

SEVERE ALLERGIES

Any students with severe allergies must have on file an *Authorization for Emergency Care and Release and Waiver of Liability Form*, available in the main office. Forms should be received no later than August 1. Students with previous treatment forms and release forms on file should make corrections and return no later than August 1.

Saint Francis Catholic Academy is a NUT-FREE campus.

CONCUSSION POLICY

The parent of a student suffering a head injury or concussion (or the athletic trainer in case of an athletic injury) should notify the Director of Guidance Services of the diagnosis. The school counselor will coordinate actions to accommodate the academic needs of the student until a medical release is received from the doctor/trainer.

CONJUNCTIVITIS POLICY

A student with suspected conjunctivitis (pink eye) will be sent to the office for confirmation of suspicion. The office will call the parent(s) to pick the student up from school, or get permission for him/her to drive home.

To be re-admitted to school, the student must bring a note from the doctor stating that he/she is cleared to attend school and that medication has been prescribed. At least two doses of the medication must be administered before returning to school.

HEAD LICE POLICY

The parent of a student with live head lice or viable nits visualized by a trained designee, will be notified to pick up the student immediately or give permission for the student to drive home. Prompt treatment at home will be advised, including removal of live lice and all viable nits.

The administration retains the authorization to exclude a student with repeated infestations of live lice or viable nits, or a student with a current active infestation for which there is an apparent lack of adequate follow-through by parents or guardian.

PREGNANCY

A student, whether boy or girl, involved in an out-of-wedlock pregnancy may remain in school provided the parents give written permission, and that the student has not married. Additionally, a female student must have time-specified, written permission from her physician authorizing her to remain in school.

BAKER ACT

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

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

POLICIES AND PROCEDURES

Compulsory education laws of the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for the child's attendance as required by law. For more information, access <http://www.leg.state.fl.us/> (Florida Statute 1003.21). Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade. Students will be considered absent when they miss 50% of their school day.

PERIOD ATTENDANCE

Period attendance is documented. Please note that students risk failing any subject in a given quarter if they have six or more excused or unexcused absences per class. If a student is absent more than 20 minutes of a class, he/she will be considered absent from that class.

ABSENCE

It is the parent's/guardian's responsibility to contact the school if their student will be absent and to state the reason for the absence. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause of the absence. Failure to provide a note will result in an automatic unexcused absence. A physician's note is needed when the student (1) has been absent for three or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

Students must be in school unless the absence has been deemed an "excused absence." Excused absences include the following: (1) illness or injury of the student; (2) serious illness or death in the student's family; (3) scheduled doctor or dentist appointment; (4) special events such as family weddings, important public functions, etc., which require permission from the principal at least five days in advance; (5) required court appearance or supervised visitation; and (6) having or being suspected of having a communicable disease or infestation, including, but not limited to head lice, ringworm, impetigo, and scabies.

A student with an excused absence must make up schoolwork according to the policy on page 20. A student receives a grade of zero for all schoolwork missed due to an unexcused absence.

Students who compete/perform in elite activities (e.g., Olympic trials, Special Olympics, State or National Performance Companies, etc.) should contact the Principal at the beginning of the school year regarding potential absences so that appropriate arrangements can be made to ensure the academic success of the student.

Unexcused absences include but are not limited to the following: (1) pleasure trips; (2) suspension from school; (3) truancy; or (4) other avoidable absences that are not on the "excused absences" list. Students with more than five unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The principal can waive this policy in extreme circumstances.

CHRONIC ABSENCE

Chronic absence is attending school less than ninety percent of the school year, or less than 162 days. Research indicates a significant decline in standardized test scores in math and reading comprehension for chronically absent students. Chronic absences are tracked and parents are notified when absences threaten scholarships or credit. A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian, and the school administration.

PLANNED ABSENCE

A student who needs to be excused for family functions or college/career visits must request approval at least one week prior to departure. The student will be responsible for all schoolwork and days missed will be recorded as excused absences. A maximum of three school days for college/career visits is allowed per year. However, six or more unexcused absences in a quarter results in a student being ineligible for a passing grade. When a student knows that he/she will be absent from class, they should schedule a time and date with teachers to make up quizzes or tests, prior to the absence. Students must present documentation signed by the college admissions office upon return from a college visit and documentation from the career professional (other than a family member) upon return from a career visit.

PLANNED ABSENCE – APPOINTMENTS

Parents should make every effort to schedule vacations and appointments during school vacations and after school hours. A student who wishes to be excused for medical, dental, and legal appointments should report to the main office by 7:50 a.m. the day of the appointment. The student's name will appear on the attendance email. Students will NOT be called out of class except in extreme emergencies. Students are required to have written parental permission (either via email or note) containing the reason for the early dismissal, a verification phone number, and the time they expect to return to school. Students who are dismissed early for appointments must sign out at the Main Office upon departure, sign in when they return, and present documentation. An excused absence for each period absent will be recorded. The school reserves the right to deny early dismissal if proper documentation is not provided.

TARDINESS

Tardy students cause disruption in the classroom and impede the learning process. All tardies are unexcused except for those documented as court dates, doctors' appointments, or other circumstances excused by the Dean of Students.

Students must report to their homeroom by 8:10 am. Students arriving at homeroom after 8:10 am, must report to the main office for an admit slip. Students will receive a central detention after they accumulate three unexcused tardies in a quarter. A student who receives three central detentions will be assigned a Saturday School for any subsequent offense. Parents will also receive a letter when their student is assigned Saturday School. Students receiving three Saturday Schools in a quarter will be suspended for one day. A \$40.00 supervision fee will be billed to the account of those students who are assigned Saturday School.

LEAVING SCHOOL GROUNDS

Students are NOT permitted to leave school grounds for any reason after they arrive on campus without permission from a school administrator. Leaving school grounds without permission is considered truancy and will result in suspension.

HALL PASSES

Teachers will provide students with an official hall pass if it is necessary for a student to be out of the classroom during class time. It is the student's responsibility to obtain a pass when needed.

WITHDRAWAL FROM SCHOOL

The process of withdrawing a student from school begins in the Academic Office and must be initiated by the parent/guardian. An appointment is required, during which a withdrawal form will be completed. If both parents hold joint custody, both parents must sign the withdrawal form. Once the financial account is cleared by the business office, and the student's computer and accessories are returned, along with any school-issued books, uniforms or gear for athletics, the student's records may be released to the receiving school.

UNIFORM POLICIES

The uniform code at Saint Francis Catholic Academy is designed to encourage neatness, good order, and discipline among students. A uniform appearance gives students a feeling of equality, provides a visible sense of school unity and identity, and contributes to the professional atmosphere that should exist in a school. The appearance of our students should also reflect the seriousness of the educational process. In this regard, all students are expected to observe the school uniform policies from the time they arrive in the morning until they leave campus at the end of the school day. Administrators, teachers and staff monitor uniform compliance throughout the day. Any student who reports to school with a major uniform infraction will be sent to the Office of the Dean of Students, and all uniform violations are reported to the Office of the Dean of Students. Non-conformity to the uniform code is a Level I offense.

The uniforms for students attending Saint Francis Catholic Academy must be purchased through the school website. Limited quantities and sizes are available in our campus uniform store. Questions about uniforms should be sent to uniforms@sfcawolves.org

The administration of Saint Francis Catholic Academy reserves the right to make any and all judgments on matters not explicitly outlined in this dress code, the acceptability of a hairstyle/color, and/or to assess the appropriateness of a student's appearance. If appearance is deemed unacceptable, the student may be sent home immediately. The student may not be allowed on campus until the problem is corrected to the satisfaction of the administration. All time out of class will be unexcused.

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

BOYS' UNIFORMS

Uniforms must fit properly and may not be faded, torn or frayed. This includes all uniform articles.

Pants Black, belted, dress pants. The bottom of the pants leg must not be rolled in any way. Pants must be worn with a belt and around the waist not the hips.

Pants must be dress slacks; no jeans, cargo pants, elasticized or cinched hems are acceptable; pants must not be faded, torn or frayed.

Shorts Black, belted, shorts. Shorts must be worn with a belt and around the waist not the hips. Shorts must not be rolled. The bottom length must be no more than three (3) inches above the floor when a student is kneeling.

Wearing pants or shorts too low will result in automatic Saturday school.

Belt Must be worn with slacks or shorts, solid black or brown with non-decorative buckle. Belts with printed logos/designs are not permitted, i.e. Guy Harvey, team logos, etc.

Shirt Blue, crest-monogrammed, uniform polo shirt.

Undershirt White/Blue undershirts, short or long sleeve, may be worn under the school shirt. **Long sleeve undershirts may not be worn under short sleeve uniform shirts.**

Shoes Athletic shoes (solid-colored Black, White or gray) or solid-color black, brown, tan, or cordovan leather loafers or docksiders are permitted. **All shoes must be closed toe and closed heel. No backless shoes or sandals will be allowed.** Students who are exempt by a doctor's note from wearing a uniform shoe must wear uniform shoe on non-injured foot. They will not be permitted to participate in athletic practices or competitions.

For safety purposes, students may not walk on backs of shoes

Socks Solid in color (white, navy, gray/silver, royal blue or black) and matching. Must be worn, and come no higher than the top of the calf muscle (does not cover knee).

Outerwear Only approved SFCA outerwear, purchased from Campus Outfitters, or provided by the school, is acceptable during the school day. During severe weather, all unauthorized jackets must be removed upon entering the building and put in the student's locker. On extremely cold days, the blue SFCA sweatshirt may be worn over school uniform when permitted by an announcement from the school and administration. If the outerwear has a hood, the hood may not be worn in the school building or during school hours.

Outerwear not meeting these guidelines will be confiscated and held until the end of the week.

Sweats Blue, solid, crewneck sweatshirt and fleece pants, purchased through the school may be worn for PE Class and on specifically announced weather days.

BOYS' UNIFORMS (continued)

DRESS UNIFORMS

Pants Black, belted dress pants. The bottom of the pants leg must not be rolled in any way. Pants must be worn with a belt and around the waist not the hips.

Pants must be dress slacks; no jeans, cargo pants, elasticized or cinched hems are acceptable; pants must not be faded, torn or frayed.

Shirt White or blue Oxford dress shirt (short or long sleeve) with SFCA monogrammed crest.

Tie Royal and black striped tie, purchased from the school office.

Hair Hair must be tapered, neat, clean, and well groomed, and must not touch eyebrows, (2) inches above scalp. Significant contrasts of longer and shorter hair or unnatural contrasts in color are unacceptable. Outlandish or fad styles, including but not limited to partially shaved, beaded braids, fauxhawk, mullet, manbun, berets, hair-ties, or Mohawk, dread-locks, shaved line hairstyles and multicolored hair are not permitted. Sideburns may extend to the bottom of the ear (no muttonchops). Boys must be clean-shaven. Mustaches and facial hair are not permitted. No makeup or nail polish is permitted on campus.

If a student is not in compliance with the hair policy, he will be given a 48-hour deadline to get a haircut; non-compliance will result in a central detention. The Dean will follow up with each student to ensure that the deadline for compliance has been met. We will send the student home if a proper haircut is not obtained within 48 hours.

MEDICAL EXEMPTION

A temporary exemption to the school uniform policy may be granted when necessary for medical reasons. The student or parent must provide documentation from a medical professional to the Dean of Students for approval. The Dean will issue a pass to the student showing the beginning and end date for the uniform modification. The student must carry this pass at all times.

Sunglasses, earring, spacers/gauges, body piercing (including tongue and nose jewelry), tattoos, coats, hats, caps, and bandanas are not permitted. No flip flops or sandals. No sweatshirts (other than approved blue SFCA sweatshirt during designated times) may be worn. Necklaces must be worn inside shirt. Wallet chains are not allowed.

GIRLS' UNIFORMS

Uniforms must fit properly and may not be too tight, too short (see standards of measurement) or faded, torn or frayed. This includes all uniform articles.

Skort Black/blue/gray plaid skort, appropriately fitting, purchased from Poindexter Uniforms. The bottom length must be no more than three (3) inches above the floor when a student is kneeling. Skorts must be hemmed, fully zipped and worn no higher than the natural waistline; waistbands may not be rolled; Skorts may not be torn or frayed.

Wearing a short skort will result in a warning letter. A deadline for compliance will be noted in the letter. Three warning letters will result in a central detention. The Dean will follow up with each student to ensure that the deadline for compliance has been met. A second offense will result in a Saturday school.

Shorts Black, belted, Bermuda shorts; length must be no more than three (3) inches above the floor when a student is kneeling. Shorts must be hemmed, fully zipped and worn no higher than the natural waistline. Waistbands may not be rolled. Shorts may not be torn or frayed.

Slacks Black, belted, twill dress slacks, hemmed, fully zipped and worn no higher than the natural waistline. The bottom of the slacks leg must not be rolled in any way; capri length is not acceptable. Waistbands may not be rolled.

Wearing non-uniform slacks will result in an automatic Saturday school.

Belt Must be worn with slacks or shorts, solid black or brown with non-decorative buckle. Cloth belts and belts with printed logos/designs are not permitted, i.e. Guy Harvey, team logos, etc.

Blouse Blue, crest-monogrammed, uniform polo shirt.

Undershirt White/blue undershirts, short or long sleeve, may be worn under the school shirt. Long-sleeve undershirts may not be worn under short-sleeve uniforms.

Shoes Athletic shoes (solid-colored black, white or gray) or solid-color black, brown, tan, or cordovan leather loafers or docksiders are permitted. All shoes must be closed toe and closed heel. No backless shoes or sandals will be allowed. Students who are exempt by a doctor's note from wearing a uniform shoe must wear uniform shoe on non-injured foot, and will not be permitted to participate in athletic practices or competitions.

Socks, tights Socks must be solid white, navy, black or gray, and matching. Must be worn, and come no higher than top of calf muscle (does not cover the knee). Solid black, white or natural (no design or texture) hose or tights may be worn, no leggings or yoga pants are acceptable.

Outerwear Only approved SFCA outerwear, purchased from Campus Outfitters, or provided by the school, is acceptable during the school day. During sever weather, all unauthorized jackets must be removed upon entering the building and put in the student's locker. On extremely cold days, the blue SFCA sweatshirt may be worn over school uniform. If the outerwear has a hood, the hood may not be worn in the school building or during school hours.

Outerwear not meeting these guidelines will be confiscated and held until the end of the quarter.

GIRLS' UNIFORMS (continued)

- Sweats** Blue, solid, crewneck sweatshirt and fleece pants, purchased through the school may be worn for PE Class and on specifically announced weather days.
- Jewelry/ Makeup** Jewelry should be kept to a minimum. No extreme jewelry or excessive make up is permitted. Tongue, face, and nose jewelry are not permitted. Wires, safety pins, paper clips, spacers, etc. are not permitted. Makeup and nails must look natural. Nail polish is permitted.
- Hair styles** Hair styles should reflect the dignity of the uniform. Multicolored or unnaturally colored hair, completely or partially shaven hair, dreadlocks and/or extreme styles are not permitted.

DRESS UNIFORMS

- Skort** Black/blue/gray plaid skort, appropriately fitting, purchased from Poindexter Uniforms. The bottom length must be no more than three (3) inches above the floor when a student is kneeling. Skorts must be hemmed, fully zipped and worn no higher than the natural waistline. Waistbands may not be rolled. Skorts may not be torn or frayed.

Wearing a short skort will result in a warning letter. A deadline for compliance will be noted in the letter. Three warning letters will result in a central detention. The Dean will follow up with each student to ensure that the deadline for compliance has been met. A second offense will result in a Saturday school.

- Blouse** White or blue Oxford dress blouse (short or long sleeve) with SFCA monogrammed crest. Blouse must be tucked into the skort and remain tucked during normal activities (standing, sitting, bending, etc.). All buttons must be buttoned except the collar button - visible creases, tightness, pulling in the front or back, or gaps between the buttons indicate that the blouse is too small. The entire midriff must be covered – visible side vents or bottom edge indicates the blouse is too small. Proper undergarments must be worn and may not be visible. Bra color should blend with the blouse color or skin tone of student. Undershirts worn under the blouse must be solid white.

MEDICAL EXEMPTION

A temporary exemption to the school uniform policy may be granted when necessary for medical reasons. The student or parent must provide documentation from a medical professional to the dean of students for approval. The dean will issue a pass to the student showing the start and end date for the uniform modification. The student must carry this pass at all times.

Sunglasses, spacers/gauges, body piercing (including tongue and nose jewelry), tattoos, coats, hats, caps, and bandanas are not permitted. No flip flops or sandals. No sweatshirts (other than approved blue SFCA sweatshirt during designated times) may be worn. Necklaces must be worn inside shirt.

PARKING PERMITS, DRIVING, PEDESTRIAN TRAVEL

Students who use the parking facilities at Saint Francis Catholic Academy are **required to obtain a parking permit** to be displayed on the rearview mirror of the vehicle. Parking permits ensure that all vehicles at SFCA are properly insured and all drivers are properly licensed. The permit is transferable to any vehicle registered with the school from any one family.

The permit price is \$50.00. Permits may not be sold to or exchanged with any other person. Permits are the sole responsibility of the students to whom they are issued. Permits must be purchased at school. A valid Florida Driver's License and proof of insurance are required to purchase a permit. A \$10.00 fee will be charged for a replacement permit.

Failure to display a permit, parking in the wrong spot, or parking on campus without a permit will result in a \$15.00 fine. Failure to pay parking fine will result in a disciplinary referral. Students who drive carelessly will be assigned a disciplinary referral. The school reserves the right to rescind the parking permit.

Upon arriving at school, a student may not remain in a car or loiter in the parking lot. A student may not leave campus once they arrive at school. Excessively loud or offensive music is not to be played on school grounds. Students may not go to cars during the school day without permission from an administrator.

When driving on school property, a student must observe the 10 MPH speed limit. All speed and driving laws are to be observed on campus. All students are expected to exercise reasonable caution when walking in areas where vehicular traffic may be encountered

*** Remember - Pedestrians Have the Right of Way ***

The administration reserves the right to search any car at any time on property.

DROP-OFF / PICK-UP OF STUDENTS

Students may be dropped off and/or picked up in the traffic circle on the north side of the school. This area is for pause and go traffic only and parent/student parking is not permitted. For the safety and consideration of all pedestrians and motorists, this is the only area permitted for drop-off and pick-up. (See Campus Map, page 66.)

Parents are asked to make arrangements to pick up students no later than 5:30 pm daily. Only those students participating in athletics or scheduled club activities are supervised after regular school hours.

BUS TRANSPORTATION PROGRAM

Saint Francis Catholic Academy, in partnership with Epiphany Catholic School provides round-trip bus transportation from and to Lake City and Live Oak. Additionally, one-way transportation is available in the morning from St. Patrick Interparish School and Queen of Peace Academy. For more information, please visit our website at www.sfcawolves.org.

Participation in the bus program is by contract only and non-contracted students may not ride at any time.

All contracted families will receive a separate Bus Transportation Handbook which includes the policies and procedures of this program. All school policies remain in effect while riding the bus. For more information, contact the main office.

CODE OF CONDUCT

The Code of Conduct is based on the belief that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline and may be described as the absence of distraction, friction, and disturbance that interfere with the effective functioning of the student, class, and school.

The philosophical basis for the Code of Conduct is that the student assumes the responsibility for his/her actions. However, in order for effective instruction to occur, there must be a cooperative relationship between student, parent, and school. We notify parents of concerns about student life or behavior, even when off campus.

The Code of Conduct is divided into four levels: minor, intermediate, major, and flagrant offenses. Each level includes disciplinary procedures which are implemented by the deans of students. The Code of Conduct is enforceable at school-related functions whether the event is on campus or off campus.






The Dean of Students administer a progressive discipline plan. Lunch duty, central detention, and Saturday School are consequences of infractions of the Code of Conduct and are in accordance with the progressive discipline plan.

Effective education requires that the administration, faculty, parents, and students work together in a spirit of cooperation so that the important task of learning may be accomplished. The expectations in this handbook seek to provide reasonable guidelines for student conduct.

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

STUDENT EXPECTATIONS

Students are expected to:

-  Represent Saint Francis Catholic Academy with pride and dignity on and off campus at all times.
-  Create an atmosphere of acceptance so that all persons are encouraged to participate in all facets of the school community.
-  Show pride in the school by keeping the campus clean.
-  Be actively involved in their education and responsible for learning by demonstrating: punctuality, preparedness, good attendance.
-  Dress for the learning process by following school uniform policy at all times.











THE ACADEMIC CODE OF HONOR

A Student is: **Honorable in Conduct, Honest in Word and Deed, Dutiful in Study and Service, Respectful of the Rights & Property of Others.**

The Academic Code of Honor represents a valuable educational tool for guiding faculty, staff and students in their efforts to create a sense of community and for expressing the values that are at the core of a Catholic education.

RESPECT FOR OTHERS

All students are required to conduct themselves in a manner that acknowledges and demonstrates respect for others (administration, faculty, staff and peers). Any actions that harass, demean, or subject others to any form of physical threat, psychological stress, or humiliation are unacceptable. Basic honesty is expected at all times, both within academic pursuits and in all other interactions that take place elsewhere on campus, and in the community. While exercising respect for all individuals, all students also carry a direct responsibility to assert their own rights and to communicate feelings and concerns to others through responsible means. Failure to respect an individual includes, but is not limited to:

-  Using violence or threat of violence against others. This generally includes, but is not limited to, harassment, physical assault, physical or mental intimidation, and sexual offenses.
-  Hazing
-  Exhibiting inappropriate or disruptive behavior on campus or at a school sponsored or school endorsed event off campus.
-  Hindering freedom of expression or of movement of any member of the school community or guest of the school.
-  Making anonymous, prank, or harassing communications to other members of the community by telephone, in writing, by electronic means, or by any other method.
-  Trespassing or making unauthorized entry into school buildings.
-  Failing to respect the privacy of others.
-  Interfering with the rights of others to enter, use, or leave any school facility, service, or activity to which they have been accorded access.
-  Making excessive noise.
-  Tampering with other's personal Property.

Infractions will result in disciplinary action.

HONOR PLEDGE

All students are required to sign the Honor Pledge at the beginning of the school year.

As a member of an academic and spiritual community, I commit myself to acting honestly, responsibly and above all with honor and integrity. I am accountable for all that I say and write and the academic integrity of my work. I pledge that I will not misrepresent my work nor give or receive unauthorized aid. I commit to behave in a manner which demonstrates concern for personal dignity and the rights and property of others. I accept responsibility to maintain the Honor Code at all times.

HONOR CODE VIOLATIONS

All Honor Code violations are Level II offenses of the Code of Conduct and will be subject to disciplinary action by the Office of the Dean of Students.

For the first offense, students who give or receive unauthorized aid on an assignment or test will receive a zero for the test or assignment, parents will be notified, and Saturday School assigned. A second offense during the school year will result in a one day suspension and a zero for the test or assignment. Third offense will result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion of the student).

THREATS

All written and verbal threats will be taken literally and will result in serious disciplinary consequences.

HARASSMENT / BULLYING

Harassment/bullying are commonly defined as intentional, repeated hurtful acts, words or other behavior. Bullying may be physical, verbal, emotional or sexual in nature; these acts are not intentionally provoked by the victim. Cyber bullying is the use of electronic information and communication devices such as email, instant messaging, text messages, mobile phones and defamatory websites to bully or otherwise harass an individual or group through personal attacks.

With a mandate from a state law (FS 1006.147), the Jeffrey Johnston Stand Up for All Students Act, we are required to investigate reports of cyber bullying/ harassment and stalking. The school's responsibility is to determine if the offense is school related, which includes the use of school computers, and whether or not the offense occurred on campus or at a school sponsored function.






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

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

For further information, access <http://www.leg.state.fl.us/>.

HAZING

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

-  No student, teacher, administrator or other Saint Francis Catholic Academy employee, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.
-  No student, teacher, administrator or other Saint Francis Catholic Academy employee, contractor, or volunteer shall permit, condone, or tolerate hazing.
-  Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
-  A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
-  This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

Saint Francis Catholic Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, or other Saint Francis Catholic Academy employee, contractor, or volunteer who is found to have violated this policy.

WEAPONS

Firearms and other weapons may not be brought on to school property, even secured in a motor vehicle. This prohibition also applies to school buses and school bus stops.

A weapon is defined to include, but not be limited to, all firearms, explosives, munitions, electronic weapons (e.g. tasers), chemical weapons and knives, other than small pocket knives (a pocket knife is not “small” if, when opened, its blade is greater than 2 ½ inches in length). Razor blades or box cutters are also considered dangerous weapons for purposes of this policy, unless they are possessed or used in support of a parish, entity or school-sanctioned activity.

FIRE ALARMS

It is a federal offense to tamper with the fire alarm system. Tampering with the fire alarm system is a Level III offense and the incident will be reported to the police.

CARRYOVER POLICY

Any disciplinary consequence that is not completed at the end of a school year will carry over to the beginning of the next school year.

LEVEL 1 – MINOR

Offenses:

Computer / Device violation
 Defiance of employees' authority
 Disruption in classroom
 Failure to return school-issued item(s)
 Gambling
 Gum chewing
 Harassment Level 1
 Hazing
 Inappropriate behavior
 Inappropriate public display of affection
 Inappropriate water bottle
 Littering
 Locker violations
 Nonconformity to uniform code

Parking lot violations
 Participation in unauthorized sale/collection
 Possession of contraband item
 Slander
 Tardiness
 Use of excessively loud or offensive music
 Violation of Athletic Conduct Policy
 Violation of Classroom Rules
 Violation of Internet/Electronic Communication Policy
 Violation of Hair Policy
 Violation of Personal Property Policy
 Violation of Spectator Behavior Policy
 Violation of Acceptable Use Policy

Possible Disciplinary Actions:

Verbal reprimand
 Contact parent
 Student sent home
 Mandatory parent conference

Central detention
 Saturday School*
 Disciplinary probation (including sports)

**The school will assess a \$40.00 fine for a Saturday School.*

LEVEL II – INTERMEDIATE

Offenses:

Continuation of Level I offenses
 Bringing discredit to SFCA
 Bullying/Harassment Level II
 Computer/device violation
 Defiance of employees' authority
 Fighting
 Hazing
 Leaving school grounds without permission
 Minor threats
 Misuse of student ID card
 Parking violation
 Participation in unauthorized sale/collection
 Petty theft
 Physical or verbal altercation
 Possession, use, transfer of tobacco products, e-cigs and/or vapor cigarettes

Providing false information to school employee
 Reckless driving
 Reckless endangerment
 Skipping class while on campus
 Truancy
 Use of racist or discriminatory language
 Use of a VPN (virtual private network) or Proxy website
 Vandalism
 Verbal, written, or electronic threat or harassment
 Violation of Athletic Conduct Policy Level
 Violation of Internet/Electronic Communications Policy
 Violation of the Honor Code
 Violation of Spectator Behavior Policy
 Violation of Acceptable Use Policy

Possible Disciplinary Actions:

Extended Central Detention
 Extended Saturday School*
 Disciplinary Probation (including sports)
 Financial responsibility

Saturday School*
 Suspension from school (1-3 days)
 Referral to law enforcement
 Removal of scholarship for over 10 instances

**The school will assess a \$40.00 fine for a Saturday School*

LEVEL III – MAJOR

Offenses:

Continuation of Level II offenses

Battery
Bringing discredit to SFCA
Bullying/Harassment Level III
Conviction of a crime
Criminal mischief
Defiance of employees' authority
Fire alarm activation
Grand theft
Hazing
Inciting or participating in a major student disorder
Major threats
Physical or verbal altercation with any Diocesan employee/volunteer
Possession, use, transfer or under the influence of alcoholic beverages
Possession or transfer of obscene material

Possession, use, or transfer of illegal weapons: knife or similar instrument, fireworks, munitions, explosive or incendiary devices or any facsimile
Potential to cause bodily harm or property damage
Sexual misconduct
Tampering/damage to software or hardware (computer violation)
Verbal or written false accusations
Verbal, written, or electronic threat or harassment
Violation of Athletic Conduct Policy
Violation of Internet/Electronic Communications Policy
Violation of the Honor Code
Violation of Spectator Behavior Policy
Violation of Acceptable Use Policy

Possible Disciplinary Actions:

Disciplinary Probation (including sports)
Suspension from school (2-6 days)
Financial responsibility

Expulsion
Referral to law enforcement
Removal of scholarship for over 10 instances

Campus work hours are not options for Level III offenses.

LEVEL IV – FLAGRANT

Offenses:

Bomb threat
Felony Battery
Sexual Battery
Possession of firearms on campus




Possession, sale, purchase, use, or transfer or under the influence of illegal drugs, drug paraphernalia or unauthorized prescription medications

Possible Disciplinary Actions:

Expulsion (No option for withdrawal)
Financial responsibility







Referral to law enforcement

CELL PHONE/COMPUTER APP VIOLATION CONSEQUENCES

-  1st offense = Central Detention
-  2nd offense = 2 Central Detentions
-  all subsequent offenses – Saturday School*

**The school will assess a \$40.00 fine for a Saturday School*

DISCIPLINARY CONSEQUENCES

-  3 Unexcused Tardies = one Central Detention
-  3 Uniform Violations = one Central Detention
-  All subsequent uniform violations = one Central Detention
-  3 Central Detentions per quarter = Saturday School*
-  3 Saturday Schools per quarter = one day suspension
-  Removal of scholarship for over 10 instances

**The school will assess a \$40.00 fine for a Saturday School*

DETENTION

The Student Code of Conduct provides consequences for inappropriate behavior. One of these consequences is Central Detention. Central Detention is a 45-minute period held before or after school as assigned by the Dean of Students. Students will be assigned the day of detention during the week prior to serving the Central Detention. Students will be allowed to reschedule one Central Detention per quarter. If the student does not attend the scheduled Central Detention, he/she will be issued an additional Central Detention. Students who are tardy to Central Detention will not be admitted.

SATURDAY SCHOOL (Work Detail)

Another consequence of the Student Code of Conduct is Saturday School (work detail). The school will assess a \$40.00 fine for the assigned campus work. Failure to report to the assigned campus work will result in a one-day suspension. Tardiness to the assigned campus work will result in a second Saturday School with a second \$40.00 fine. Payment for the fine is due to the Business Office. Disciplinary infractions warranting a third Saturday School within each academic quarter will result in a one-day out-of-school suspension. If a student is late or does not report to an assigned Saturday School, the student may be suspended for one day.

ACADEMIC / DISCIPLINARY INTERVENTION

An academic/disciplinary intervention (meeting) will be held to review concerns related to a student's grades, discipline and/or attendance records. In addition to the student and their parent(s)/guardian(s), meeting participants may also include the Principal, Dean of Students, Director of Academics, Director of Academic Support and/or School Counselor. A plan of assistance for the student will be devised and terms must be met in order to continue enrollment at Saint Francis. Violation of these terms may result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion of the student).

DISCIPLINARY PROBATION

A student with significant discipline and or attendance concerns will be placed on disciplinary probation. The student, parent and dean will meet to review the terms of the probation and sign a contract for improvement of behavior.

Any student who is placed on disciplinary probation may be suspended by the Dean of Students from any participation/attendance in extracurricular activities including (but not limited to): social events, athletic events, and club activities. A student who is enrolled under the conditions of a disciplinary probation contract, will be subject to random drug testing by the office of the Dean of Students. Violation of contract terms may result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion) of the student.

Once a student is placed on disciplinary probation, the student will remain on probation until such time as the principal or Administrative Review Team determine that the probation is no longer necessary.

ADMINISTRATIVE REVIEW TEAM (ART)

An Administrative Review Team (ART) may be appointed by the principal to review Level II, III and/or IV violations, violations of disciplinary probation and/or failure to meet the terms of an Academic or Disciplinary Intervention. The team will be composed of three members: two teachers appointed by the principal, and a member of the faculty requested by the student's family. Following the review by the ART, a decision will be delivered to the principal. The principal will render the final decision of the school to the student's parents.









The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution Board. If the school has followed its procedure as outlined in the handbook, there will be no appeal.

WITHDRAWAL OPTION

Parents have the option to withdraw a student who is facing an Administrative Review Team hearing for Level II or Level III offenses. In such a case, school records will indicate "withdrawal from Saint Francis." Once a hearing commences, the option to withdraw no longer exists. The results and recommendations of the Administrative Review Team will be recorded in the student's cumulative file. If the result is expulsion, it will be noted as such on the student's withdrawal form.

This option is not applicable to Level IV violations.





OUT-OF-SCHOOL SUSPENSION

-  A student who receives an out-of-school suspension is not allowed on campus.
-  A student who receives an out-of-school suspension will be excluded as a participant or spectator from school activities and/or athletics for one week for each day of suspension. Exclusion from extracurricular activities will begin on the day the student is suspended from school.
-  Types of activities from which the student may be excluded include but are not limited to athletic contests, dances, prom, grad night, homecoming events, and other events at the discretion of the Dean of Students
-  A student who is suspended will automatically be placed on Disciplinary Probation immediately following the suspension.
-  All coursework and assessments will earn a grade of zero. Assessments may be made up at the discretion of the teacher.
-  A student who is suspended must complete a reflection essay (a minimum of 500 words) which includes the reason for the suspension, the consequences, and a review of the reparation experience. The due date of the essay will be determined by the Dean of Students.
-  Failure to complete the reparation requirement, the make-up work, or the reflection essay on time will result in a violation of the terms of the Disciplinary Probation contract.
-  Violation of the terms of the suspension, along with the stipulations of the Disciplinary Probation contract may result in the Principal assembling the Administrative Review Team to determine enrollment status. Exclusion and expulsion are possible outcomes of the review.

SENIOR SUSPENSION

Students who receive an out-of-school suspension during their senior year will not be allowed exemption from final exams. Students who are suspended during their senior year may not be allowed to participate in commencement exercises.

EXPULSION

-  A student who has been expelled from SFCA or any other school is not eligible for readmission/admission to the school.
-  A student who is expelled or who withdraws to avoid a disciplinary hearing will be issued a no trespassing warrant.
-  A student who is expelled or who withdraws to avoid a disciplinary hearing may not attend any activity/event (on or off campus).
-  The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution Board. If the school has followed its procedure as outlined in the handbook, there will be no appeal.

VOLUNTARY REFERRAL

The school encourages any student with a substance abuse problem to seek assistance in either the Guidance Services or Campus Ministry offices. The school will work cooperatively with the student and the parents to provide counseling and/or appropriate referrals. Students seeking such assistance are not subject to disciplinary action; however, voluntarily seeking assistance does not exempt a student from the stated policies and penalties for drug possession, use, or distribution at school or school-related functions.

SUBSTANCE ABUSE POLICY

Intoxicants or other controlled substances in any form, including but not limited to alcohol, vaping, tobacco, illegal drugs, or unauthorized prescription medications may not be brought onto, consumed or utilized on campus or at any school sponsored activity by a student. Students who are found to possess, sell, purchase, use, transfer or be under the influence of illegal drugs or unauthorized prescription medications will be expelled from Saint Francis Catholic Academy without the option for withdrawal.







The school takes a proactive role in preventing substance abuse by increasing student and parent awareness of the dangers of alcohol and tobacco addiction and drug abuse. The faculty and administration will continually seek to identify students whose actions indicate that they may be using drugs or alcohol. Periodically, drug dogs from the Alachua County Sheriff's Office are brought to campus. The school will also periodically check student lockers, cars, and backpacks for related items.

By acceptance of enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of school authorities to enforce this policy including, but not limited to, questioning, searches, breathalyzer checks, drug tests and other investigative tools.

The school reserves the right to test students for drugs on campus. Refusal to submit to a drug test will result in expulsion. Parents are responsible for fees and must sign a release to send the results to the school. The student may be suspended from school until results are received, and may be required to forfeit any elected or appointed position of leadership.

We at Saint Francis are very proud of the number of students who participate in athletics and extracurricular activities; we are also very proud of their records and their achievements. Participation in athletics and student organizations is a privilege that provides students with many rewards. When students choose to participate in athletics and extracurricular activities they represent themselves, their families, their student organization, their school, and their community. Students who choose to make this commitment must also assume certain responsibilities.

STUDENT RESPONSIBILITIES

-  Be a credit to parents, school, and community.
-  Exhibit good sportsmanship and proper respect in the arena of competition.
-  Abide by training rules and regulations established by coaches and sponsors.
-  Abide by the Code of Conduct in the Parent and Student Handbook.
-  Strive to achieve to the best of your abilities.
-  Abide by the Athletic Participation Agreement.

SUSPENSION POLICY

Students who have chosen to represent the school in athletics or student organizations will be suspended one week from their activity or sport for each day they are suspended from school for disciplinary action. For example, a student suspended two days will be suspended from activities for two weeks. The suspension from athletics and extracurricular activities will begin the day the student is suspended from school. Students are not allowed to participate with their team or attend any extracurricular activities during the suspension. These include but are not limited to athletic contests, dances, the prom, grad bash, homecoming activities and other school events.

ATTENDANCE POLICY

Students must be in school at least four periods the day of a game/meet/match/event to participate in athletics and extracurricular activities (including team practices).

ATHLETIC CONDUCT POLICY

Students who participate in interscholastic athletics represent Saint Francis Catholic Academy and are expected to conduct themselves in accordance with the Code of Conduct, as well as the rules and policies set forth by the Florida High School Athletic Association (FHSAA). Participation in interscholastic athletics is a privilege and should be regarded as such. Therefore, student-athletes are expected to exhibit the qualities of integrity, respect and sportsmanship at all times.

















The Code of Conduct applies to the student-athlete as a representative of Saint Francis and includes: practice, travel, games, and pre-game and post-game conduct. Students who violate any part of the Code of Conduct or FHSAA policies while representing SFCA will be subject to disciplinary action through the Office of the Dean of Students, as well as penalties handed down by the FHSAA. Any misconduct by a student-athlete resulting in a fine by the FHSAA will be paid by the offending student or billed to his/her account. Any grievous offense could result in suspension from athletic participation.

EXPECTATIONS OF STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES



Students who attend extracurricular activities as spectators are expected to abide by the same standards of acceptable behavior and sportsmanship as the participants of the activity. Students must show respect at all times, using only positive cheers and praise without antagonizing or demeaning participants. Disrespectful or derogatory behavior will result in the student's removal from the activity and review for disciplinary action with a dean and the game-day manager or sponsor of the activity.

FHSAA ELIGIBILITY POLICY

Saint Francis Catholic Academy is a member of the Florida High School Athletic Association (FHSAA) and follows established rules. To be eligible to represent Saint Francis in interscholastic athletics, you must:

-  Be regularly enrolled and in regular attendance at Saint Francis Catholic Academy
-  Maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale.
-  Not have graduated from any high school or its equivalent.
-  Be eligible to participate at the school in which you first enroll, or at which you first take part in an official FHSAA athletic practice, at the beginning of the school year.
-  Be eligible to transfer to another high school, and retain eligibility, provided you meet the district school board's transfer policies or qualify under other FHSAA transfer regulations.
-  Not have enrolled in the ninth grade for the first time more than four years ago.
-  Not turn 19 before September 1, otherwise you become ineligible to participate (FHSAA Bylaw 9.6).
-  Be an amateur; which means you must not accept money, gift or donation for participating in a sport.
-  Display good sportsmanship and follow the rules of competition before, during and after every contest in which you participate. If not, you may be barred from participation for a period of time.
-  Not provide false information to your school or the FHSAA to gain eligibility.
-  Not falsify documentation, accept an impermissible benefit, or talk to a coach about playing at his/her school before you begin attending that school. These violations could result in:
 -  The coach may be fined and suspended
 -  The school may face penalties including fines and exclusion from playoffs
-  Complete a pre-participation physical evaluation form and be certified as being physically fit for participation, have consent to participate by completing the consent and release liability certificate and sign the concussion and heat related illness release form prior to participating in interscholastic athletics. **All athletic forms must be completed.** In addition, each student participant must complete concussion video training. The physical evaluation must be dated after May 18, 2022 and is valid through the end of the school year, after which time a student must successfully undergo another physical evaluation to continue participation.
-  Not participate in an all-star contest in a sport prior to completing high school eligibility in that sport.
-  Be approved by the FHSAA, prior to any participation, if you are a foreign exchange or international student.

FHSAA ELIGIBILITY POLICY (continued)









-  Not be guilty of gross unsportsmanlike conduct or exhibit behavior that is unacceptable to the principal or the FHSAA, both of which carry a six-week suspension from participation; *if ejected from a contest for a flagrant foul or unsportsmanlike conduct, the athlete cannot participate for 7 days.*
-  Not dress for a contest, sit on the team bench, stand in the team box, or be on the field or play, if deemed not eligible to participate.

As long as a student maintains a 2.0 cumulative grade point average, the student will be academically eligible for participation. Additionally, FHSAA regulations state that if a student in the 9th or 10th grades falls below the 2.0 cumulative grade point average requirement, the student will be allowed to participate on a semester-by-semester basis if the student: a) earns a 2.0 GPA for courses taken in the previous semester alone; b) signs an academic performance contract with the school, and c) attends summer school. However, once the student enters the 11th grade, he/she must have, and maintain from that point forward, the 2.0 cumulative GPA to be eligible for participation.

TRANSFERS

Student-athletes are eligible upon completion of enrollment (as long as they meet all other eligibility standards – including, but not limited to age, limit of eligibility, pre-participation physical exam, GPA, and consent and liability release) at the school in which he or she first attends each school year.

If the transfer occurs during the school year, the student may seek to immediately join an existing team if:

-  Student has completed all Saint Francis Catholic Academy eligibility requirements;
-  A roster spot is available;
-  The student has the requisite skill and ability to participate in the sport according to the coach of the team;
-  The student has not participated in the same sport at another school during the same school year – unless the student meets one of the following exceptions:
 -  Dependent child of active duty military personnel whose move resulted from military orders;
 -  Relocation due to a foster care placement in a different school zone;
 -  Move due to court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent;
 -  Authorized for good cause in the district or charter school policy. The athletic eligibility of students who transfer to Saint Francis Catholic Academy during the school year will be determined based upon good cause. A committee comprised of the Director of Admissions, Director of Athletics and the School Counselor will determine the student's athletic eligibility based upon good cause authority, and will make a recommendation to the Principal regarding the student's athletic eligibility. The final decision will be made by the Principal and is not subject to review.

ATHLETIC TEAMS

Athletic Teams

FALL SPORTS

Cheerleading
Cross Country: Boys
Cross Country: Girls
Football
Golf
Swimming
Volleyball

WINTER SPORTS

Basketball: Boys
Basketball: Girls
Cheerleading
Soccer: Boys
Soccer: Girls

SPRING SPORTS

Baseball
Lacrosse: Boys
Lacrosse: Girls
Softball
Tennis: Boys
Tennis: Girls
Track & Field: Boys
Track & Field: Girls

COLLEGE-BOUND ATHLETES

Student athletes interested in competing in college sports should visit the NCAA website at <http://www.ncaa.org/playcollegesports> to obtain information on NCAA requirements. This can be done as early as Freshman year.

Athletes interested in NCAA Division I or II college sports need to register with the NCAA Eligibility Center at <https://web3.ncaa.org/ecwr3/>. An NCAA certification account is necessary to make official visits to Divisions I and II schools or to sign a National Letter of Intent. There is a fee for the Certification Account, which is the responsibility of the student-athlete, unless a NCAA fee-waiver is obtained.

Students interested in playing at a Division III school, or who are not yet sure if they want to compete at the college level, should visit the Eligibility Center to create a Profile Page, which will provide an NCAA ID and access to important reminders sent throughout the remainder of their high school career.

Organizations

Name	Meeting Schedule	Qualifications	Enrollment Deadline
Anime Club	Monthly on Thursdays	Open to students interested in anime and manga. Application required. No art class requirement.	Open
Beowulf Players	As needed prior to performances/competitions	Open to any interested student.	Audition dates posted throughout the year.
Chorus	Chorus is a class	Desire to sing in an ensemble.	Open
Concert Band	Concert Band is a class	Desire to play a musical instrument.	Open
Culture Appreciation Club	Monthly on Thursdays	Open to any interested student.	Open
E.C.O. (Environmental Clean Organization)	Biweekly on Mondays	Open to any interested student.	Open
Helping Paws	Weekly on Wednesday	Open to any student interested in helping animals.	Open
International Thespian Society	As needed prior to performances/competitions	Open to any interested student.	Audition dates posted throughout the year.
Junior Civitan	Monthly, August - May	Open to any interested student.	Open
La Sociedad Honoraria Hispánica	Four times per year	Completion of at least 3 semesters HS Spanish with an "A" average; overall GPA of 3.0.	Invitations end of 3 rd quarter, induction ceremony follows.
Latin Club	At least five each semester	Enrollment in Latin Class is required.	Prior to Latin Regionals (end of January).
Latin Honor Society	In conjunction with Latin Club	Members must meet requirements set by the Latin Club Constitution. See advisor.	Invitations end of 3 rd quarter, induction ceremony follows.
Mu Alpha Theta	As needed; for Math competitions weekly practices are required.	Students who have an unweighted 3.5 GPA in math classes taken in high school; teacher recommendation.	Invitations issued end of 3 rd quarter, induction ceremony follows.
National Honor Society	Monthly or as needed	Weighted GPA of 3.75 or higher; no earlier than end of Sophomore year with two semesters completed at SFCA. Applications evaluated on Scholarship, Leadership, Character, Service and Faith.	Invitations for application issued at end of 3 rd quarter.
PALS	Mondays, immediately after school	Students aspiring to gain leadership skills.	Open
Pep Band	After school as needed during Football season	Ability to play a musical instrument.	Open
Running Club	Daily	Any interested student; GPA of 2.0 or above.	Open
Spanish Club	Four times per year	Must be enrolled in Spanish class, have completed highest Spanish level, or be of Hispanic background.	Open
Student Ambassadors	As needed and prior to events	Open to students interested in promoting SFCA. Application is required.	Open
Student Council	First & Third Wednesdays	Member of class being represented; 2.5 GPA; good standing with Dean's Office; teacher recommendations; interview; election.	Elections for Sophomore, Junior & Senior Classes in the Spring; Freshman Class elections in the Fall.

Name	Meeting Schedule	Qualifications	Enrollment Deadline
Speech/Debate	Weekly	Open to 9th Grade students (in 2022) interested in participating in the National Catholic Forensic League	Open
Tri-M Music Honor Society	Quarterly	Students enrolled and active in a music-based class with a grade of B or above.	Four weeks prior to Spring induction.
WolfBotics	Weekly; more often during build season (Jan.-March)	Open to all interested students.	Open
Yearbook: <i>LUPI</i>	During and outside class, as scheduled	Journalism I/Yearbook: Any interested student with a grade of 80 or above in English II; Journalism II/Yearbook with approval of instructor.	During Course Selection in the Spring.

CLUB DESCRIPTIONS

A complete list and description of all student organization may be found at the school website.

ANIME CLUB

Description: The club mission is to explore anime and manga as modes of artistic expression and give a view into their pop culture significance. It's also an opportunity for students to share and collaborate on their own original anime ideas and art work as well as develop and improve their skills.

Meetings: Once a month to bi-monthly on Tuesdays and open studio

Qualifications: Application required. Open to students in grades 9-12 who have an interest in anime and manga. There is no art class requirement.

Enrollment Deadline: Open

Leadership Opportunities: None

BEOWULF PLAYERS

Description: To develop and further theatrical training through experience and competition in the field of dramatic arts. All students are welcome. Students may qualify to become members of Saint Francis Catholic Academy's Troupe 7202 of the International Thespian Society.

Meetings: Rehearsals as needed before competitions and school-wide performances.

Qualifications: Any interested student in grades 9-12 may compete with the ITS Troupe and audition for school performances.

Enrollment Deadline: Audition and competition dates will be posted throughout the year

Leadership Opportunities: President, Vice President, Secretary, Treasurer, Public Relations

CHORUS

Description: The Saint Francis Chorus performs at both our Fall and Spring Fine Arts Nights and leads music for our weekly liturgies.

Meetings: Chorus is a class and members must be registered.

Qualifications: Any interested student with a desire to sing in an ensemble.

Enrollment Deadline: Open

CONCERT BAND

Description: The Saint Francis Concert Band performs at both our Fall and Spring Fine Arts Nights. Students can participate in regional competitions such as the All-County Band, MPA and Solo and Ensemble competitions.

Meetings: Concert Band is a class and members must be registered.

Qualifications: Any interested student with a desire to play a musical instrument.

Enrollment Deadline: Open

CULTURE APPRECIATION CLUB

Description: To develop and expand interest in, and appreciation of, other cultures.

Meetings: The club meets monthly on Thursdays.

Qualifications: Any interested student with a desire to learn more about other cultures.

Enrollment Deadline: Open

E.C.O. (ENVIRONMENTAL CLEAN ORGANIZATION)

Description: The ECO clean up the environment awareness and clean-up.

Meetings: Biweekly on Monday

Qualifications: Any student interested in learning about and helping the environment.

Enrollment Deadline: Open

HELPING PAWS

Description: To promote youth involvement in animal shelters and compassion for all life.

Meetings: The club meets weekly on Wednesdays.

Qualifications: Any student with a desire to help animals.

Enrollment Deadline: Open

INTERNATIONAL THESPIANS

Description: To develop and further theatrical training through experience and competition in the field of dramatic arts. All students are welcome. Students may qualify to become members of SFCA's Troupe 7202 of the International Thespian Society.

Meetings: Rehearsals as needed before competitions and school-wide performances.

Qualifications: Any interested student in grades 9-12 may compete with the ITS Troupe and audition for school performances. To be recognized as a member of the International Thespian Society students must meet the standards set by the International Thespian Society and the faculty advisor. See advisor for details.

Enrollment Deadline: Audition and competition dates will be posted throughout the year. ITS inductions take place in the spring.

Leadership Opportunities: President, Vice President, Secretary, Treasurer, Public Relations

JUNIOR CIVITAN

Description: Junior Civitan is a community service organization for students. Members seek to meet the needs of our world and promote progress in a world of change.

Meetings: The club meets monthly May through August.

Qualifications: Any interested student committed to making a difference.

Enrollment Deadline: Open

LA SOCIEDAD HONORIA HISPANICA

Description: "San Francisco Javier" is the SFCA chapter of this national honor society sponsored by the American Association of Teachers of Spanish and Portuguese. The purpose of the chapter is to recognize high achievement in Spanish, to promote interest in the Hispanic studies, and to tutor students who are having difficulty in Spanish.

Meetings: Four times per year; members are available to tutor students who request help.

Qualifications: Students must have completed a minimum of 3 semesters of high school Spanish with an "A" average and have an overall GPA of 3.0 to be eligible to join. Students must exhibit exceptional character, leadership, cooperation, honesty, service and commitment to others.

Enrollment Deadline: Invitations are issued during the third quarter, followed by an induction ceremony.

Leadership Opportunities: President, Vice-President, Secretary and Treasurer are elected. All officers must be taking Spanish class.

LATIN CLUB

Description: The purpose of the Latin Club is to promote the understanding of Latin culture, language and civilization, and to invite students to participate to classical competitions all over the country.

Meetings: At least five in each semester.

Qualifications: Enrollment in Latin class is required.

Enrollment Deadline: By Latin Regionals (end of January)

Leadership Opportunities: President, 1st Vice-President, 2nd Vice-President, Parliamentarian, Publicities, Secretary, Treasurer, Historian.

Activities: Turkey Challenge, before Thanksgiving, to raise money for Catholic Charities; Regional (January) and State (April) Latin Forum, Toga Day.

LATIN HONOR SOCIETY

Description: The purpose of Latin Honor Society is to award students who prove themselves scholars in Latin, and are active participants in Wolves Latin Club.

Qualifications: All members must meet the requirements set by the Latin Club Constitution. See advisor for details.

Enrollment Deadline: Invitations are issued at the end of third quarter, followed by an induction ceremony.

MU ALPHA THETA

Description: MAΘ is an international secondary and community college mathematics honor society. Its purpose is to stimulate further interest in mathematics. Opportunities exist for interested students to compete in math competitions. Students also act as peer tutors to help other students in math.

Meetings: As needed. For math competitions, weekly practices are required.

Enrollment Deadline: Mu Alpha Theta inductions are held in the Spring.

Qualifications: Students who have an unweighted 3.5 grade average in math classes taken in high school and teacher recommendation are invited.

Leadership Opportunities: President, Vice President, Secretary, Treasurer, Peer Tutors.

NATIONAL HONOR SOCIETY

Description: The Saint Francis Wolves Chapter is a chartered member of the National Honor Society. The National Honor Society was founded in 1921 by the National Association of Secondary School Principals to recognize academic achievement while encouraging the positive attributes of service to community, worthy leadership, and the development of citizens of good character.

Meetings: Monthly or as needed

Qualifications: Students, no earlier than the end of their sophomore year with at least two semesters completed at SFCA, who hold an overall weighted GPA of 3.75 or higher are eligible to apply.

Applications are evaluated by the faculty on Scholarship, Leadership, Character, Service and Faith.

Enrollment Deadline: Invitations to apply are issued during the third quarter, followed by an induction ceremony.

Leadership Opportunities: President, Vice-President, Secretary, Treasurer, and Chaplain

PALS LEADERSHIP CLUB

Description: The PLC is a club where students can learn leadership skills, acquire stress management techniques, develop greater problem solving strategies and provide support to peers. Students will have the opportunity to implement creative ideas in the group for the benefit of others. The PALS motto is "No One Sits Alone".

Meetings: Weekly on Monday, at 3:15 pm

Qualifications: Any interested student aspiring to gain leadership skills.

Enrollment Deadline: Open

PEP BAND

Description: The SFCA Pep Band performs at all home football games and pep rallies.

Meetings: After school, as needed, during football season

Qualifications: Any interested student with the ability to play a musical instrument

Enrollment Deadline: Open

RUNNING CLUB

Description: The Running Club consists of students who want to learn and participate in running experiences. Students will run, strength train and learn together. They will support each other in their running goals and other aspects to build community.

Meetings: Daily

Qualifications: Any interested student with a minimum unweighted GPA of 2.0.

Enrollment Deadline: Open

Leadership Opportunities: President, Vice President and Race Directors.

SPANISH CLUB

Description: Spanish Club promotes interest in Spanish language and cultures.

Meetings: Four times per year

Qualifications: Members must be currently enrolled in a Spanish class (Saint Francis or FLVS), or have completed the highest level of Spanish, or be of Hispanic background. Officers must be enrolled in Spanish class in the year they hold office.

Enrollment Deadline: Open

Leadership Opportunities: Four officers are elected

STUDENT AMBASSADORS

Description: Saint Francis Student Ambassadors are a small group of students dedicated to the positive promotion of Saint Francis Catholic Academy. They serve as liaisons between the current Saint Francis community and prospective students. The Student Ambassador's main job is to be a helpful, friendly face for the new freshmen and transfer students on their first day of school and for the remainder of the school year. Student Ambassadors may be asked to volunteer for Open House, Freshman & Transfer Orientation, Back to School Night, Partner School Visits, Speaking after mass

Meetings: As needed and prior to events

Qualifications: Open to students interested in promoting SFCA. Application is required, Ambassadors are chosen by the Administration

Enrollment Deadline: Open

STUDENT GOVERNMENT ASSOCIATION/ STUDENT COUNCIL

Description: Student Government is composed of students who are interested in leadership opportunities and value the role of being a leader, as well as, having the chance to make a difference. Members include Honor Society representatives, Club representative and Class Officers. Student Council is an organization of Class Officers, elected officers from each class who provide leadership in student activities. Student Council act as the liaison with school administration on matters of policy, school spirit and community service. Freshman Orientation, Homecoming activities, Catholic Schools Week, Prom, Mini Dance Marathon for Children's Miracle Network and collections for Catholic Charities are some of the projects coordinated by the organization. The Student Council strives to promote harmonious relations throughout the school.

Meetings: The Student Council meets every first and third Wednesday; more often for planning larger events. Student Government meets the first Wednesday of each month with Student Council.

Class Officer Qualifications: Registered student at Saint Francis Catholic Academy for the school year they will represent, minimum GPA of 2.5, satisfactory recommendations, good standing with the Dean's Office, an interview and election by class.

Enrollment Deadline: Elections for officers of the sophomore, junior and senior classes are held in the spring of the previous year. Current freshman class elections take place in the fall after freshman retreat.

Leadership Opportunities: Each grade elects a President, Vice-President, Secretary, Treasurer and Historian. Each Honor Society and Club elects/appoints an SGA representative. Student Council participates in leadership workshops through the annual FASC (Florida Association of Student Councils) State Conference and District 2 of the FASC of which they are continuous members.

SPEECH AND DEBATE

Description: The SFCA Speech and Debate Club is a member of the National Catholic Forensic League whose purpose is to encourage and assist in, the development of articulate leaders.

Meetings: Weekly

Qualifications: Any interested 9th Grade students who is interested in participating in the National Catholic Forensic League

Enrollment Deadline: Open

TRI-M MUSIC HONOR SOCIETY

Description: This music honor society is designed for students wanting to show pride in their accomplishments as musicians. Tri-M members help find new avenues of performance as well as participate in annual service projects.

Meetings: One meeting quarterly

Qualifications: Be enrolled and active in a music-based class maintaining a grade of “B” or better.

Enrollment Deadline: Four weeks prior to Spring induction ceremony.

Leadership Opportunities: Officers elected by members.

WOLFBOTICS

Description: The purpose of this team is to increase teamwork, analytical and problem-solving skills through building and programming robots. Team members are expected to contribute a significant amount of their after-school time towards their project between August and March. Students participate in regional competitions and can qualify for competition on the international level. Students are also expected to work when the team hosts an event called Swamp Stomp for younger students as a fundraiser.

Meetings: Meetings schedule is at least weekly. Students will meet more often during build season (January to March).

Qualifications: Open to interested students. No previous skills with engineering or programming needed.

Enrollment Deadline: During Fall Semester.

Leadership Opportunities: Leadership roles in design, programming, controls, documenting, organization, and business.

YEARBOOK: LUPI

Description: LUPI is Saint Francis Catholic Academy's student-produced yearbook. Under faculty supervision, students write journalistic styled pieces, take photographs, learn business management, and arrange the layout of the pages.

Meetings: During class and outside of class as scheduled

Qualifications: Journalism I/Yearbook: interested students with a grade of 80 or higher in English II; Journalism II/Yearbook: approval of the instructor

Enrollment Deadline: During course selection in the spring

Leadership Opportunities: Journalism II/ Yearbook gives students an opportunity to act in positions of leadership. From this group the Editor-in-chief, Business Manager, Photo Editor, Copy Editor, and Section Editors are selected.



Calendar

2022-2023 Calendar

Monday	August 1	Pre-planning Begins
Wednesday	August 10	Orientation for Freshmen and Transfer Students
Wednesday	August 10	<i>New Parent Orientation; "Wolfpack Come Back"</i>
Thursday	August 11	First Day of School for All Students – First Quarter Begins
Friday	August 19	Freshman Retreat and Freshman Bible Mass
Tuesday	August 23	Meet the Teacher Night
Monday	September 5	HOLIDAY – Labor Day
Friday	September 9	Progress Reports for First Quarter
Wednesday	September 21	Early Dismissal (12:18 pm)
Wednesday	October 7 (tent.)	HOLIDAY – University of Florida Homecoming
Monday	October 10	HOLIDAY – Professional Development Day
Tuesday	October 11	Second Quarter Begins
Tuesday	October 11	Bishop's Visit
Tuesday	October 12	PSAT Administration / Early Dismissal
Friday	October 14	Quarter One Report Cards
Thursday	October 20	Sophomore Retreat
Saturday	October 22	<i>Wolves Golf Classic</i>
Friday	October 28	<i>Back from the Dead Cemetery Walk</i>
Thursday	November 3	Junior Retreat
Thursday	November 10	Progress Reports for Second Quarter
Friday	November 11	HOLIDAY – Veterans' Day
Mon.– Fri.	November 21-25	HOLIDAYS – Thanksgiving
Friday	December 9	<i>Living Nativity and Christmas Market</i>
Thurs - Tues.	December 15-20*	Semester One Exams – Early Dismissal (~ 12:15 pm)
Wed.– Fri.	Dec. 21 – Jan. 2	HOLIDAYS – Christmas/New Year's
Tuesday	January 3	HOLIDAY – Faculty Professional Development
Tuesday	January 5	Second Semester (Third Quarter) Begins
Friday	January 6	Quarter Two Report Cards
Monday	January 16	HOLIDAY – Martin Luther King Day
Sun. – Sat.	Jan. 29 – Feb. 4	National Catholic Schools Week
Friday	February 3	Early Dismissal (12:18 pm)
Sunday	February 5	<i>Souper Fun Sunday</i>
Friday	February 10	Progress Reports for Quarter Three
Friday	February 17	HOLIDAY – Faculty Professional Development
Monday	February 20	HOLIDAY – Presidents' Day
Tuesday	February 21	<i>Mardi Gras</i>
Wednesday	February 22	Ash Wednesday
Monday	March 13	HOLIDAY – Diocesan Faculty Professional Development
Monday	March 20	Fourth Quarter Begins
Wednesday	March 22	Early Dismissal (12:18 pm)
Friday	March 24	Quarter Three Report Cards
Wednesday	April 5	Early Dismissal (12:18 pm)
Thurs.– Fri.	Apr. 6-14	HOLIDAY – Easter Break
Wednesday	April 26	Junior Mass of Ascendancy
Friday	April 28	Progress Reports for Quarter Four
Mon.– Fri.	May 1-12*	AP Exams
Monday	May 15	HOLIDAY – Faculty Professional Development
Tues.– Thurs.	May 16-18*	Senior Exams
Friday	May 19	Baccalaureate Mass, Class of 2023
Saturday	May 20	Commencement, Class of 2023
Monday	May 29	HOLIDAY – Memorial Day
Tues. – Fri.	May 30-June 2*	Semester Two Exams
Friday	June 2	Last Day of School
Mon.– Wed.	June 5-7	Post-planning
Friday	June 9	Final Report Cards

Calendar is subject to change. Please refer to the master calendar on the SFCA website for the latest information on activities, sporting events, and other items of interest.

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The mission of Saint Francis Catholic Academy is to inspire all students to Serve others, to preach the gospel through our Catholic Faith, to live a life of Charity as God's instruments, and to seek understanding through Academic excellence in the tradition of St. Francis.