

ST. FRANCIS HIGH SCHOOL

4129 Lake Shore Road

Athol Springs, New York 14010-0185

(716) 627-1200

[Fax] 627-4610

www.stfrancishigh.org



FACULTY HANDBOOK

(Revised 8/09)

2009 - 2010
FACULTY HANDBOOK
ST. FRANCIS
HIGH SCHOOL



C o n t e n t s

INTRODUCTION

Background and History.....	5
Philosophy of Education	6
School Mission and Belief Statements	7, 8
Policy Statement	8

EMPLOYMENT POLICY and PROCEDURE	9
---------------------------------------	---

FACULTY POLICY and PROCEDURE.....	19
-----------------------------------	----

ACADEMIC POLICY and PROCEDURE	27
-------------------------------------	----

GENERAL INFORMATION, POLICIES and PROCEDURES	33
--	----

Appendix

Sample Forms	53
--------------------	----

Index.....	65
------------	----

Fr. Michael Sajda, OFM Conv.
President

Mr. Thomas Braunscheidel
Principal

Mrs. Susan A. Yarborough
Assistant Principal

Mr. Kenneth E. Hunt
Dean of Students

Authorized by:
The School Board of St. Francis High School

INTRODUCTION

HISTORY AND BACKGROUND OF THE SCHOOL

St. Francis High School was founded under the leadership of the Very Rev. Justin Figas, OFM Conv., who had long desired to establish a secondary school for young men in the Niagara Frontier area. In December 1924, he met with a group of Polish-American professionals and businessmen from Buffalo to consider the possibility of erecting a school in Athol Springs, NY on a thirty-two acre site which had been purchased for the Conventual Franciscans of St. Anthony of Padua Province in 1916 by the Very Rev. Hyacinth Fudzinski, OFM Conv. The site, which is located on the shores of Lake Erie about eight miles south of Buffalo, had been the estate of Dr. Pierce, a nationally famous maker of patent medicines at the turn of the century.

A committee, which came to be known as the "Father Justin Drivers" was formed to raise the funds necessary for the construction of the high school. It met with such great success that on July 12, 1925 ground-breaking ceremonies were held and sixteen months later construction was completed. St. Francis High School was formally dedicated on November 25, 1926 as a college-preparatory Catholic high school for young men. The following year the first class of students was officially enrolled.

In 1928, two additional wings were built to accommodate the overflow of applicants. Shortly after, the science laboratories were completely equipped and the library was enlarged. When all requirements were met, accreditation was granted by the Board of Regents of the State of New York on May 21, 1937. In the fall of 1943, St. Francis was affiliated with the Catholic University of America in Washington, D.C.

With the great increase in enrollment in the 1940's additional facilities were added. In April, 1946, after several years of planning, permission was granted for the construction of a building which would house a new dormitory and gymnasium. Fr. Justin assumed the responsibility for raising funds to finance the building. With the generous aid of the Father Justin Rosary Hour and the Justin Drivers Committee, he was successful, and ground for the new addition, which was to be built behind the main school building, was broken in October, 1950. The Gymnasium was completed on September 2, 1951 along with a tunnel connecting the gymnasium with what is now Friars' Hall. The new dormitories were finished six years later, completing the building, known as Justin Hall. The new dorms were located on the third floor of Justin Hall above the classrooms.

The 1960's and 70's were decades of renovation. Major reconstruction was done to the chapel, science labs, library, cafeteria, residency, guidance offices and gymnasium. This period of renovations launched the revision and the further development of the educational program at St. Francis, resulting in the school's ability to provide a full range college preparatory curriculum for both resident and day students. Consequently the number of commuter students increased dramatically, requiring additional classroom facilities in Justin Hall. Conversely, during the 1970's and 80's the number of resident students continued to decrease, leading to a decision by the Board of Trustees to end the residency program after the 1987-1988 school year.

In the mid 1980's, the improvement of the school's facilities continued when plans were put in place for the construction of an auditorium complex. Kick Off ceremonies were held in September 1985, commencing a two year fund-raising campaign for the construction. Ground was broken in May 1987 for the new building, situated adjacent to Justin Hall; and it was dedicated on October 29, 1988 as the John Ormsby Alumni Hall Auditorium. Incorporated into the design of the auditorium is a thrust stage and orchestra pit, with tiered rows of seating for 800 people. In addition, the complex features a campus book store, a fitness center, and the Louise Michalek Board Room. Additional facilities planned for the complex — a band practice room, private practice rooms, dressing rooms, and storage and office space — were funded and constructed during the summer of 1995.

In 1999 the campus was expanded with the acquisition of a 16.65 acre parcel of land on Big Tree Road adjacent to the football field to be used to expand athletic facilities and practice fields.

The Board of Trustees of Saint Francis High School named the first President of the school in April, 2000

ushering in a new governance model for the institution. The President - Principal Governance model was adopted to provide long term viability for the school, allowing the President to concentrate on development and long range oversight of the institution.

In February, 2003, St. Francis High School launched an ambitious fund raising campaign as the school celebrated its 75th anniversary. The Forever Saint Francis Fundraising Campaign, with a goal of \$4.5 million, will provide funds to establish a \$1 million endowment fund for tuition assistance and complete \$3.5 million of capital improvements.

These improvements include repairs to Friars' Hall Chapel; creation of a state-of-the-art science complex; upgrading information technology; renovation of the current gymnasium; expansion of Justin Hall to provide an additional gymnasium, three new classrooms, new locker rooms for physical education, home and visiting teams, a new training room and offices for the athletic department, development of new practice and playing fields on the property that was acquired in 1999; providing a new green space to form a quadrangle and enhancement of the fine arts program with a new Visual Arts Center and new facilities for the instrumental music program.

Work on the new Science Complex, the refurbished gymnasium and the athletic fields and the implementation of new technology was completed in the summer of 2003. The construction work for the addition to Justin Hall was started November, 2004 and completed in November, 2005. In addition the quadrangle was completed in the summer of 2005, which created additional parking and a new traffic pattern on campus. Construction of the new Mary E. Schneider Visual Arts Center was completed in the summer of 2007.

From its inception, St. Francis High School has been administered and staffed by the Conventual Franciscan Friars of the Province of St. Anthony of Padua, U.S.A. It is governed by the Board of Trustees and directed by a School Board composed of lay and religious professionals who oversee the policy and management of the school. The school's faculty includes dedicated lay men and women and religious sisters.

PHILOSOPHY

Saint Francis is a Roman Catholic college-preparatory school founded and administered by the Conventual Franciscan Friars of St. Anthony of Padua Province; it is staffed by religious and lay men and women. The school's philosophy of education rests in the rich tradition of the Conventual Franciscans, developed since the 13th century, which understands education in terms of an individual's relationship with God, with other persons, and with the world community. Each young man at St. Francis High School is therefore encouraged to seek knowledge of his God, his own personal identity, and his place in the world.

Of primary importance to the Franciscan tradition is the belief in God as the Universal Father of all people, Whose love embraces the individual and is made manifest in the Incarnation. This emphasis on love is rooted in the Gospel of Jesus Christ, which was the central rule of life for St. Francis of Assisi.

The acquisition of knowledge is only one aspect of Franciscan education. Knowledge of the truth, right reasoning, and good judgement are also essential elements which allow a person to live and love more fully. These qualities are emphasized so as to encourage the student to embrace a realistic preparation for life.

Self-discipline is the foundation of an individual's total development, and enables the student to achieve his goals, by fostering self-esteem and promoting greater respect for others. The St. Francis student is taught to live within the bounds of society and take responsibility for his actions.

Since Franciscan education takes a holistic approach toward the development of the individual, the student is encouraged to become a more active Christian within society. Therefore, religion, academics, fine arts, athletics, and numerous academic and social activities are all important facets of a St. Francis education.

The ultimate goal of a St. Francis education is the transformation of the student into a true Christian

gentleman, who strives to appreciate his God-given talents and gifts, and who develops them to foster a healthy, loving relationship with his God and his neighbor.

May, 1996

OBJECTIVES

In light of the Franciscan philosophy of education and the school mission statement, the Administration and Faculty of St. Francis High School have the following educational goals and objectives for the students:

1. To develop Christian attitudes, proper methods of inquiry and proper work habits so that each student may gain self-esteem and maintain physical, mental, and emotional health, which will lead to religious, moral and intellectual growth
2. To encourage a respect for Nature as a gift from God to be used, developed, preserved and revered;
3. To develop a family spirit within the school-community, as well as a spirit of brotherhood in the universal community of all people;
4. To provide an eclectic and solid curriculum which meets both the individual needs of the student, as well as the future demands of both the collegiate and business worlds;
5. To encourage prudent and rewarding educational and vocational decisions through counseling and guidance;
6. To instill the importance of personal discipline in the development of personality and character formation, which will lead to respect for order and authority in all aspects of life;
7. To promote the use of leisure time for beneficial recreation and enrichment of body, mind and spirit, as well as the development of personality.

SCHOOL SEAL

The Seal of St. Francis High School was designed by the Reverend Henry Kozikowski, OFM Conv. It consists of a shield outlined by a rosary, recalling the devotion to the Blessed Virgin Mary of the Very Reverend Justin Figas, OFM Conv., the founder of the school. The shield is divided by a horizontal cord with three knots, symbolic of the vows of poverty, chastity and obedience professed by the Franciscan Friars. The upper right segment shows the crossed arms of Christ and St. Francis of Assisi, thus incorporating the crest of the Order of Friars Minor. The lower left segment contains two torches, symbolic of knowledge and faith, linked together by the bond of learning. The motto *Deus Scientiarum Dominus* ("God, the Lord of Knowledge"), found at the bottom of the coat-of-arms, borrows the title of the apostolic constitution of Pope Pius XI in 1931 which addressed reforms in ecclesiastic education. The year 1927, surrounding the cross at the bottom, indicates the year in which the first class enrolled at St. Francis.

SAINT FRANCIS HIGH SCHOOL MISSION AND BELIEF STATEMENTS

St. Francis High School is a Roman Catholic, Franciscan, college preparatory school that serves young men of diverse faiths and backgrounds from throughout Western New York.

Conducted by the Conventual Franciscan Friars, the entire school community works to develop the whole person through academic excellence, religious principles, and a wide variety of extracurricular activities.

Imbued with the spirit of St. Francis of Assisi, we prepare young men to use their knowledge for the good of society and to see God in all people, especially the poor and neglected.

We envision graduates who will live the Gospel of Jesus Christ and become leaders who are known by their faith, critical thinking, service to others, integrity, self-discipline, concern for the environment, and an openness to lifelong learning.

WE BELIEVE IN:

- assisting our students to develop character that adheres to the Franciscan values of faith, humility, compassion and integrity.
- ensuring academic excellence by providing a comprehensive and challenging academic curriculum in a safe and secure learning atmosphere.
- advocating for our students' maximum spiritual, personal and social development through integrated curricular and extracurricular programs.
- involving our students' parents and families, alumni and alumni parents, volunteers and members of the larger community in supporting our academic and extracurricular activities.
- providing an exceptionally dedicated faculty and staff and encouraging and supporting their continuing professional and spiritual development.
- maintaining an environment of discipline, structure and accountability to foster the development of responsible young men.
- showing respect and compassion toward all people and respect for all of creation.
- sharing our God-given gifts by serving others, especially the needy.
- encouraging our students' involvement in their parishes or other faith communities.
- encouraging our students' participation in a cross-section of activities that provides opportunities for discovery, creativity and personal growth.

May, 2006

POLICY STATEMENT REGARDING NON-DISCRIMINATION/DIVERSITY

In keeping with the Franciscan tradition of care for all people, especially the poor and neglected, St. Francis High School continues to promote and affirm its commitment to diversity by creating an environment for our staff and young men which is respectful and inclusive of all. Faithful to the mission of St. Francis High School we want to develop young men of diverse faiths and cultures who are able to use their knowledge for the good of society and to see the goodness of each individual in our multi-cultural world. It is our intention to empower our young men to live Gospel values and accept all in the way that we are accepted by Jesus Christ, who fostered respect and love for all.

“Whereas: The philosophy of St. Francis High School is based on the Christian Social Principles of the Gospel Message - to love and respect the right of all people;

“It is the Policy of St. Francis High School that it shall not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and financial aid programs, athletic and other school administration programs. St. Francis High School strives to create a diverse community where all members are safe respected and valued.

“It is also the policy of this school that it shall not discriminate against any employee or applicant for employment because of race, color, national origin, sex, or age.”

EMPLOYMENT POLICY AND PROCEDURE**ASSAULT ON A TEACHER**

Any case of assault upon a teacher while acting within the scope of his/her employment shall be promptly reported in writing to the principal, who shall take appropriate action.

ATTENDANCE

Teachers are required to attend regularly scheduled professional meetings, parent-teacher conferences, and open house meetings appearing on the school calendar, which may be modified by the school from time to time. Attendance at Orientation, Baccalaureate Mass and Graduation, and faculty meetings is mandatory. Every Monday mornings there will be a brief meeting of faculty members at 7:45 a.m. All are expected to be in attendance.

CHARGING FOR LEAVE

The following policy will be implemented in assessing charges against leave time:

1. The school day will be considered to run from 7:55 a.m. to 2:45 p.m.
2. Since all periods in a teacher's day will be scheduled for some activity, all missed periods will be charged for in assessing leave time.
3. Homeroom period will count as one-third period.
4. Teachers arriving late should report to the Main Office upon their arrival so that proper allowance may be made for the time they missed. Time will be assessed on the basis of thirds of a period (15 minutes per instructional or supervisory period). Teachers not reporting to the office will be charged for the full period.
5. No assignments or leave charges will be made for the teacher's lunch period.
6. With advance permission from the Principal or Assistant Principal, teachers may use their supervision periods for short errands without being charged for leave, provided:
 - a) prior arrangements and notification are made;
 - b) their services are not needed during that particular period of the day.

CO-CURRICULAR ACTIVITIES

Each teacher is required to assume responsibility for activities. No teacher may resign from a co-curricular activity without the permission of the principal.

CREDIT UNION

St. Francis High School is a member of the Meridian Community Credit Union, located at 277 Buffalo Street, Hamburg, New York 14075 (648-4411) or 4500 Southwestern Boulevard (800 360.1461.) An initial \$5 deposit plus a \$1 membership fee is required for joining. Share Accounts, Certificates of Deposit, checking, IRAs and loans are available.

DISMISSAL

Non-Tenured Teachers: Non-tenured teachers may be dismissed for any reason at any time during their probationary period without recourse to the grievance procedure described in the *Faculty Handbook*. Such dismissal shall be in writing, outlining the reasons therefore (see Tenure, pages 16,17).

Tenured Teachers: Tenured teachers may be dismissed or placed on probation for good and just cause, which includes but is not limited to failure to adequately perform teaching duties and other duties set forth in this contract, excessive absence or tardiness, dishonesty, failure to reasonably cooperate with the administration and other faculty members, failure to abide by the policies and procedures set forth in the *Faculty Handbook*, and other conduct which is inconsistent with the philosophy, goals, and objectives of St. Francis High School. In such cases, the teacher shall receive a written statement from the principal outlining the reasons for the dismissal or probation. The action is subject to the grievance and appeal procedure described in this handbook (see Grievance Procedure, pages 11, 12). "Probation" in this section means a warning that further acts or omissions by the teacher which constitute good and just cause will result in dismissal.

Good and just cause also includes conduct by the teacher which is offensive to the teachings, morals, or ethics of the Roman Catholic Church. Dismissal or probation of a tenured teacher on these grounds shall not be subject to the grievance and appeal procedure as outlined in this handbook (see Grievance Procedure, page 11), but instead shall be subject to the following procedure: 1) The charge shall be discussed orally between the teacher and the principal; 2) If the matter is not resolved at that level, the charge shall be reduced to writing and presented to the teacher by the principal; 3) Within five days after the receipt of such charge, the teacher may appeal to the Minister Provincial of St. Anthony of Padua Province or his designee, whose decision shall be final and binding on all concerned .

FAMILY AND MEDICAL LEAVE ACT

The *Family and Medical Leave Act of 1993* (FMLA) provides for up to 12 weeks of unpaid, job-protected leave per 12 month period to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year, and for 1,250 hours over the previous 12 months. The reasons for which FMLA leave must be granted include: to care for an employee's child after birth or placement for adoption or foster care, to care for an employee's spouse, child, or parent who has a serious health condition, or for a serious health condition which makes the employee unable to perform his/her job.

The general provisions of the *Family and Medical Leave Act of 1993* are posted in the Faculty Dining Room; a copy may be obtained from the Business Office. The law includes special provisions regarding the instructional staff as follows:

The school may require a teacher to extend a requested leave to the end of the academic term when the leave begins more than five (5) weeks before the end of the term, lasts at least three (3) weeks, and the teacher plans to return to work during the last three (3) weeks of the academic term; or, when the leave begins during the last five (5) weeks of the term, is requested for other than the teacher's own health reasons, the leave will last more than two (2) weeks, and the teacher plans to return to work during the last two (2) weeks of the academic term; or, when the leave is for other than the teacher's own health reasons, begins during the last three (3) weeks of the term, and last more than five days. In addition, if a teacher requests intermittent leave or a schedule reduction which removes the teacher for more than 20% of his/her teaching load, the school may transfer the teacher to an equivalent staff position in order to accommodate the leave request.

GRADUATE ASSISTANCE PROGRAM

The school maintains an educational fund for the purpose of helping to defray the cost for faculty and staff

pursuing advanced degrees. The fund established by the school is set at \$5,000 per fiscal year. Assistance is allocated on a first come first serve basis. Once the budgeted assistance for the year has been allocated no more assistance will be provided for that fiscal year.

Application

Individual wishing assistance must apply for assistance using the GAP form in the back of the *Faculty Handbook* (p. 64.) Applications for assistance must be submitted before enrolling in a course. GAP forms must be submitted according to the following deadlines: Reimbursement for courses to be taken in the Summer Session – June 1st; Reimbursement for courses to be taken in the Fall Semester – September 1st; Reimbursement for courses to be taken in the Spring Semester – January 3rd.

Reimbursement

1. Applicants may apply for reimbursement for a maximum of two courses per fiscal year.
2. After completing one full year at St. Francis High School individuals shall receive 1/3 tuition reimbursement for a 3 credit course leading to a Masters degree in an academic program approved by the Principal. Reimbursement rates are based upon Graduate School tuition rates at State University of New York Colleges and Universities.
3. After completing five full years at St. Francis High School individuals shall receive 2/3 tuition reimbursement for a 3 credit course leading to a Masters degree in an approved academic program, or other approved courses. Reimbursement rates are based upon Graduate School tuition rates at State University of New York Colleges and Universities.
4. Reimbursement checks are issued within ten days of receipt of the transcript by the Business Office.

Eligibility

1. To be reimbursed the applicant must have received a grade of C or better and have submitted proof of course completion with a grade report to the Business Office.

GRIEVANCE PROCEDURE

A. Definition of Grievance: A grievance is a difference or dispute between a teacher and the school involving the interpretation, application, or breach of the terms and provisions of this agreement.

B. Procedural Steps:

Step 1. A teacher who has a grievance shall discuss it either orally or in writing, with his/her immediate supervisor within ten (10) days of the event which gave rise to the complaint or from the date when the aggrieved teacher should have reasonably learned of such event.

Step 2. If the teacher is not satisfied with the disposition of the matter at the informal level, the grievance shall be reduced to writing and submitted to the school principal within five (5) days of the resolution at the informal level. The principal or his designee shall within five (5) days meet with the grievant to investigate the grievance. The principal shall submit an answer to the grievant within five (5) days of the meeting.

Step 3. If the grievance is not satisfactorily adjusted at Step 2, the teacher may appeal the grievance in writing to the Executive Committee of the St. Francis High School Board. The Committee shall meet with the grievant and hold an informal hearing within fifteen (15) days from the date of their receipt of the teacher's letter of appeal. Within 15 days of said meeting, the Committee will submit an answer to the teacher in writing.

C. Time Limitations: All time limitations may be extended by mutual agreement of the parties. Unless a grievance is appealed in writing within five (5) days of the principal's answer in Step 2 or within fifteen (15) days of the board's answer in Step 3 of the grievance procedure, such grievance shall be deemed to have

been settled in accordance with such answer, which shall be final and binding on the aggrieved teacher or teachers, and the school. In the event an answer is not received within the time limits set forth in Step 2 or Step 3, the grievance shall automatically be processed to the next step of the grievance procedure.

D. Appeal Procedure: Any grievance concerning the interpretation, application, or breach of this contract that has been properly processed through the grievance procedure and has not been settled may be appealed by the teacher to the Regent of Studies of St. Anthony of Padua Province, provided such appeal is made in writing setting forth all the issues, with a copy to the school administration within fifteen (15) days of the final answer in Step #3 of the grievance procedure.

The Regent of Studies shall be the final review and his decision shall be final and binding upon both parties. The purpose of his review is only to insure that the appeal procedures have been properly followed. There shall be no right of appeal to any civil court whether in law or equity. Furthermore, this proceeding before the Regent of Studies shall constitute the exclusive remedy. To the extent of any statute or rule of procedure that may provide a right of appeal, as remedy, these are expressly waived by the teacher and the school.

HEALTH INSURANCE

The school provides health insurance for all full-time employees through Independent Health.

The school shall pay eighty-five percent (85%) of the cost of individual coverage or seventy-five percent (75%) of the cost of family coverage. Employees choosing either single coverage or family coverage will contribute their 15% or 25% premium cost as a pre-tax payroll deduction.

Details concerning the extent of coverage, prescriptions, co-pay amounts and deductibles for the various plans are available in the Business Office.

Buy out: St. Francis High School offers a \$1,000 buy out to those employees choosing not to make use of the health insurance benefit. It is paid as one lump sum in June.

INFORMATION

Personal information concerning the teacher covered by this agreement shall not be released by the administration or the school to any person or organization without written permission of the teacher involved, except in the following instances:

- a) information may be made available to the School Board and the Corporate Board
- b) information may be made available to law enforcement authorities at their request;
- c) the teacher's name, address and telephone number may be made available to other members of the professional staff unless the teacher submits an explicit prohibition to do so in writing to the Assistant Principal by September 10th of the academic year. All such information is to be regarded by all teachers as confidential and for their personal and professional use exclusively.

LAYOFFS

The same priorities outlined in the section on Contract Renewal will apply in case of layoffs. (see Renewal of Contract, page 15)

LEAVES OF ABSENCE

1. Sick Leave: "Sick leave" is defined as an absence of a teacher from work by reason of illness or accident which is not work-connected and not compensable under the Workmen's Compensation Laws of New York State.

A teacher covered by this agreement who is absent from work is eligible to receive ten (10) days of sick

leave each year without loss of pay. Sick leave may be accumulated up to a maximum of fifteen (15) school days. Details regarding short-term disability are available from the Business Office.

Regular part-time teachers who work during the regular school day, exclusive of participation in co-curricular activities (including regular part-time teachers working fewer than 20 hours per week), shall accumulate such sick leave on a pro rata basis related to their scheduled work hours (see Part-time teachers, page 15).

a. **Notification and Proof of Illness:** To be eligible for sick benefits, a teacher who is absent must notify his/her supervisor at least one (1) hour prior to the start of the regularly scheduled school day, unless proper excuse is presented for the teacher's inability to call. For absences of three or more the school may require written proof of illness from a physician. The school may require a written certification from a physician prior to allowing the teacher to return to work.

b. **Termination Adjustment:** Unused accrued sick leave, vacation and personal time will not be paid for and is not a terminal benefit. At the time of termination for any reason, if the teacher has exceeded his/her allowable sick leave, the excess paid sick leave shall be deducted from any monies due the teacher by the school.

c. **Advancement of Sick Leave:** The principal may, at his discretion, advance sick leave to any teacher. The advancement of sick leave under this paragraph or the denial of the same is not subject to the grievance procedure as herein set forth.

2. Personal Leave Days: The teacher covered by this agreement shall be entitled to two (2) personal leave days per school year with pay, which shall be in addition to sick leave. Where possible, three (3) working days' advance notice will be given of intention to take personal leave. Personal leave shall not be taken the day before or the day after a holiday. Personal leave days may be used as sick leave if the teacher has used all his/her sick leave. Unused personal leave days may be added to accumulated unused sick leave at the end of the academic year.

3. Maternity Leave: Pregnancy will be treated as a disability for that period of time during which a doctor certifies that a teacher cannot work. Details on disability benefits are available from the Business Office.

4. Academic Leave: A tenured teacher may be granted one (1) year of academic leave without pay, with a right to return at the expiration thereof. Application for such leave must be made to the principal of the school by March 1. Such application shall include the name of the academic institution, the particulars of the education program into which the teacher seeks admission and/or special work or curriculum materials or study to be pursued. The principal shall notify the teacher by March 31 if such leave is approved. If the individual carries twelve (12) hours each semester and successfully completes the courses, or is completing equivalent work on a thesis, the time spent on such leave will be included in computing eligibility for a pay increment. The principal shall determine how many teachers shall be allowed on academic leave during any one year.

5. Military Leave: Any teacher who has been called to military duty shall be given a leave of absence covering the period of service in the Armed Forces of the United States. Salary credit for military service for teachers new to the school shall be granted at a maximum of two (2) years. A teacher called to duty in such service shall, upon return from such duty, be placed upon the salary schedule at the level which he/she would have achieved had he/she remained an active teacher in the system during the period of his/her absence up to a maximum of two (2) years. Teachers who lose time during the school year due to obligatory short-term emergency or annual unit training duty with the military services shall be granted leave with full pay, less the amount paid for such duty, after Saturday and Sunday have been deducted from such pay, and must furnish a written statement showing the amount of time served and the amount paid for such duty consistent with their official military orders up to a period of fifteen (15) working days per annum. During the fifteen day period, accrual of benefits will continue. Absence from duty by a teacher for the purpose of Selective Service examination shall be authorized leave with pay.

6. Jury Duty or Court Appearance by Teacher:

- a. When the name of a teacher is drawn for jury duty, he/she shall receive full pay less the amount paid for such duty and must furnish a written statement showing the amount of time served and the amount paid for such jury duty. This time shall not be deducted from any leave described herein. The school shall have the right to request that the teacher be excused from jury duty during the school year.
- b. Should a teacher be subpoenaed as a witness in court, no deduction from salary shall be made. Witness fees for a court appearance must be endorsed over to the school. Amounts received as reimbursement for expenses over and above the normal jury duty fee shall be deducted from the regular pay of the teacher serving on jury duty.

7. Professional Growth Leave: Upon approval of the principal, a teacher may be excused from regular duties without loss of pay or any other type of leave days to participate in observations, workshops, meetings, conferences, conventions, in-service days or other activities devoted to the educational process. Teachers may be required by the school to attend such activities.

8. Bereavement Leave: All teachers (both full and part-time) shall be entitled to four (4) consecutive calendar days beginning with the day of death or the day after death, at the discretion of the Principal, for a death in the immediate family: namely, husband, wife, child, brother, sister, or parent. One (1) day of leave with pay will be granted to attend the funeral of a parent-in-law, brother-in-law, sister-in-law, aunt, uncle or grandparent.

9. Leaves for Part-Time Teachers: All leaves for part-time teachers, with the exception of bereavement leave, shall be prorated according to their scheduled hours of work. The words "pro rata" shall be interpreted as meaning the ratio of hours worked by the part-time teacher to the normal hours worked by a full-time teacher.

10. Other Leaves: Leaves of absence for any other reason must be requested in writing by the teacher. Such requests must be as far in advance as possible and must state the reason for said leave and the amount of time requested. The granting of such leaves and the pay status during such leaves will be up to the discretion of the principal. Any extension of such leave must be requested in writing and will be allowed at the discretion of the principal. At the time the leave is granted, the right of the individual to return to his/her present position will be clarified.

LIABILITY INSURANCE

Teachers shall be covered by liability insurance for acts taken within the scope of their employment during the term of this agreement.

LONG TERM DISABILITY INSURANCE

Long Term Disability Benefits provide a specific monthly benefit to the employee when he/she is unable to work because of a disability resulting from an injury or sickness. The employer must also be under the regular care of a physician. Benefit will be 60% of the basic monthly pay to a maximum of \$3,000 a month. The benefit will be reduced by any other income that the employee might be receiving concurrent with this benefit (e.g. Workers Compensation, New York State Disability Insurance, Social Security, etc.)

LUNCH PERIOD

Every teacher shall be provided with a duty-free lunch period.

PART-TIME TEACHERS

Any teacher who works twenty (20) or more hours per week during the regular school day, exclusive of participation in co-curricular activities, shall be eligible for insurance and pension benefits. All leaves of absence for part-time teachers, with the exception of bereavement leave, shall be prorated according to their scheduled hours of work. The term "pro rata" means the ratio of hours worked by the part-time teacher to the normal hours worked by a full-time teacher. (see Leaves of Absence, page 13)

PENSION

The School shall provide Retirement Benefits under the Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF). All Faculty and Staff Members who work 1000 hours per calendar year are eligible to join the plan. The school's contributions to the pension fund shall be calculated according to the following scale based on completed service at St. Francis High School:

- a) after two (2) years of service, five percent (5%) of gross salary;
- b) after ten (10) years of service, six percent (6%) of gross salary;
- c) after fifteen (15) years of service, six and one-half percent (6½%) of gross salary;
- d) after twenty (20) years service, seven percent 7% of gross salary
- e) after twenty-five (25) years service, seven and one-half percent (7½%) of gross salary
- e) after thirty (30) years of service, eight percent (8%) of gross salary;

To be eligible to participate, employees must match the school's contribution; the employee's maximum allowable contribution is governed by Federal Regulations. All such contributions will be made as a salary reduction.

PROFESSIONAL COMPENSATION

Teachers shall be paid in accordance with the salary schedule presented by the President and approved by the Corporate Board. Part-time teachers shall have their salaries pro-rated.

Teachers returning to St. Francis High School will advance one step on the salary scale upon the completion of an academic year with satisfactory evaluations.

All graduate credits earned beyond the Bachelor, Master, and Doctorate, which were earned before 1995, will be compensated at the rate of ten dollars (\$10) per credit hour per school year. Such compensation is given only for credits in the teacher's academic discipline and/or extracurricular area.

PROPERTY

Each teacher is personally financially responsible for the loss, destruction or damage to physical school property arising out of negligence in the performance of his/her duties.

RENEWAL OF CONTRACT

Renewal of contract for any teacher, tenured or non-tenured, shall be subject to the assignment of Religious by the principal at the direction of the Order of Friars Minor Conventual, St. Anthony of Padua Province. Tenured teachers who are qualified to fill the remaining positions within a department and the established co-curricular activities generally shall have preference over non-tenured teachers within a department. However, due consideration shall be given to ability and qualifications and overall performance as mandated by this contract. Notices of non-renewal of a contract for tenured teachers shall be made, in writing, by June 10.

If a teacher wishes to terminate his/her employment with the school at the end of the school year, he/she shall submit in writing a signed statement to this effect by June 10.

SEXUAL HARASSMENT

St. Francis High School is a community where people are expected to treat others with respect and dignity. Sexual harassment is unwanted sexual oriented words or actions, no matter how they were intended, which hurt or humiliate people. Any employee who engages in such behavior is liable to dismissal. Any employee who is the victim of such behavior should report the offending behavior immediately to the president.

SUBSTITUTE TEACHERS

Substitute teachers are employed on a per diem basis and not entitled to employment benefits regardless of hours worked during the school year.

TEACHING LOAD AND ASSIGNMENTS

Full-time teachers shall be required to carry thirty (30) teaching periods per seven (7) day cycle and five (5) other periods available for assignment by the Administration, e.g. study periods, library supervision, cafeteria duty, office assistance, substitution, etc. Therefore, the total number of assigned periods for a full-time teacher shall be thirty-five (35) periods per cycle; remaining periods are devoted to lunch and class preparation. The Administration will endeavor to do everything possible to keep the number of course preparations to a minimum and to maintain reasonable class sizes.

TENURE

Granting of Tenure: A full time teacher shall be appointed to tenure status upon the completion of a five year probationary period in the school, such tenure to begin with the next full academic semester following fifth anniversary of the teacher's date of hire, unless the teacher is notified in writing by June 10 of any year during the probationary period that his/her contract will not be renewed. Such notice need not outline the reasons for the nonrenewal. This notice provision is for administrative purposes only and confers no benefits upon the teacher. Accordingly, the school's failure to give notice by June 10 does not entitle the teacher to renewal of his/her contract.

In special circumstances the probationary status may be extended one full year at the discretion of the principal. If this is done, the teacher shall be informed in writing of the reasons for the extension of the probationary period by the principal.

Teachers on an approved leave of absence during the probationary period who return to teaching will be credited with the number of full time semesters completed at the time of taking this leave of absence.

Hiring of Tenured Full-Time Teachers: Where a full time teacher who has attained tenure at any other high school is hired at Saint Francis High School, the provisions outlined above apply, except that the duration of the probationary period shall be reduced from five years to four full academic semesters.

Non-Tenure Status: Non-tenured teachers will receive a written evaluation by the principal of the school or his designee at least twice a year. The written evaluations will be based upon in-class observations and overall performance in and out of the structured classes. Evaluations will be discussed with the teacher within ten (10) school days after the receipt of the written evaluation by the teacher. The teacher shall sign a copy of the evaluation which will be placed in the teacher's personnel file. The teacher shall have the right to submit in writing any additional information or commentary about the evaluation. The written comments of the teacher must be submitted within ten (10) school days of the evaluation conference and shall become part of the teacher's permanent personnel file.

Tenure Status: Tenured teachers will receive a written evaluation by the principal of the school or his designee once a year. Written evaluations will be based upon in-class observations and overall performance. Evaluations will be discussed with the teacher within ten (10) school days after the receipt of the written evaluation by the teacher. The teacher shall sign a copy of the evaluation, which will be placed in the teacher's personnel file. The teacher shall have the right to submit in writing any additional information or commentary about the evaluation. The written comments of the teacher must be submitted within ten (10) school days of the evaluation conference and shall become part of the teacher's permanent personnel file.

A teacher's tenured status shall be terminated and rights under this agreement relating to tenure status shall be forfeited for the following reasons:

- a. Discharge for Proper Cause
- b. Time lapse of one year from date of layoff at the school.
- c. Failure to return to work upon expiration of approved leave of absence.

THREATS OF CIVIL OR CRIMINAL ACTION

Teachers shall report to the principal any threats of civil or criminal action against them arising out of and in the course of their employment.

TUITION ASSISTANCE FOR CHILDREN OF ADMINISTRATORS & FACULTY MEMBERS**a. Tuition Payment for Children of Tenured Administrators & Faculty**

A tenured teacher at St. Francis High School shall receive free tuition for his/her dependent son(s) attending St. Francis High School. This benefit encompasses tuition only; administrative and other fees must be paid by the teacher. In the event of the death of the teacher, the son(s) will continue to enjoy the free tuition benefit until such time as the son(s) graduates or transfers from St. Francis.

b. Tuition Assistance for Children of Non-Tenured Administrators & Faculty

A non-tenured teacher at St. Francis High School shall receive one-half (50%) tuition reduction for his/her dependent son(s) attending St. Francis High School. This benefit encompasses tuition only; administrative and other fees must be paid by the teacher.

WORKERS' COMPENSATION

In the event a teacher suffers an accidental, personal injury arising out of and in the course of employment, the teacher may be entitled to benefits under the Workmen's Compensation Laws of the State of New York. Teachers who suffer personal injuries as a result of their employment should promptly report such injuries to the school administration.

FACULTY POLICY and PROCEDURE

ABSENCE FROM CLASS

Faculty members are not to absent themselves from their assigned classes or supervisory assignments without permission from the Assistant Principal or, in his absence, the Dean of Students. Proper substitutions must be made first.

ABSENCE FROM SCHOOL

Any teacher who wishes to absent him/herself before 2:45 p.m. is obligated to notify the Assistant Principal.

Absence or tardiness, due to illness, weather conditions, etc., must be made known as soon as possible, but no later than 7:00 a.m. Call the school at 627-1200 and have your call routed to the Assistant Principal's Office (Ext. 453.) Teachers should leave a voice-mail message of their absence and forward assignments for their classes via e-mail (yarboroughs@stfrancishigh.org.)

Assignments should be productive and sufficient for the time period. Study halls are not to be assigned. Keep in mind that if we are to arrange for a substitute teacher, we *must* hear from you as soon as possible.

When requesting personal days or excused absences, faculty members are to obtain and fill out a Faculty/Staff Absence Form from the Assistant Principal. Assignment forms, which should be prepared in advance for excused absences or personal days, are also available from the Assistant Principal.

ACCIDENTS

It is of utmost importance that every accident, no matter how small or trivial, be reported and an accident form filled out. This pertains to **any** accident (automobile or bodily injuries) that occurs on school property. Report forms are available in the Health Office. (see Appendix p. 54, 55)

The teacher should assign a student to accompany the injured student to the Health Office. In the event that the Health Office is closed, the student should be escorted to the Main Office.

ALCOHOL AND DRUGS

Any faculty member found drinking alcoholic beverages, or under the influence of alcohol, during the school day, will be liable to dismissal.

Likewise, any faculty member found possessing, using, selling or buying illegal drugs of any kind or drug paraphernalia, will be liable to dismissal.

APPOINTMENTS

Teachers should not make appointments with parents, agents, etc. during class periods. If an appointment is made for the teacher's free period, he/she must make certain to curtail the appointment in order to arrive at his/her next class promptly.

BLOODBORNE PATHOGENS STANDARD EXPOSURE CONTROL PLAN *(under review)***Overview**

In accordance with the Occupational Safety and Health Administration (referred to as *OSHA*) Standard 29CFR1910.1030 entitled *Occupational Exposure to Bloodborne Pathogens*, St. Francis High School has implemented a control plan to deal with exposure by its employees to pathogenic microorganisms present in human blood and certain other body fluids that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

The *Bloodborne Pathogens Exposure Control Plan* for St. Francis is a document which contains information on exposure determination, methods of compliance, hepatitis B vaccination policy, employee training, record-keeping procedures, and procedures for the evaluation of and follow-up to exposure incidents. The plan is reviewed annually by the Principal who will assess compliance with these regulations, institute changes where necessary, and ensure that all equipment, supplies, and training materials are available to all employees.

This document is available at the Business Office for concerned parties' inspection and review. It will be made available within fifteen (15) days of receiving a request for such review. Interested parties should contact the Vice President for Finance.

General Procedures

As an approach to infection control, all employees of St. Francis High School are required to take "universal precautions" in which all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens. All employees will receive training in universal precautions and infection control techniques and are required to follow these procedures at all times. Infection control techniques include the following: washing hands with soap and water regularly during the workday; avoiding punctures with objects that may contain blood or other infectious materials; using adhesive bandages on all cuts, open sores and abrasions to the hands; handling discharges from another person's body with latex gloves and washing hands when finished; carefully disposing of trash that contains body wastes and sharp objects; promptly removing another person's blood and body wastes from skin by use of antiseptic cleaner; cleaning surfaces that have blood or body wastes containing blood with an Environmental Protection Agency (EPA) approved disinfectant. Employees determined to be at risk for occupational exposure to blood and other potentially infectious materials and employees who have an actual exposure incident will be offered vaccination against hepatitis B.

The locations designated where antiseptic cleaners are kept in case of exposure are the following: the Nurse's Office, the Faculty Rooms in each building, the Science Storage Room, the Kitchen storage room, and the Coaches' rooms. At the beginning of each school year, faculty and staff are provided with exposure control kits containing latex gloves and antiseptic towelettes. Employees at risk for occupational exposure to blood and other potentially infectious materials (i.e., nursing staff, physical education teachers, and coaches) will also be provided with mouth/nose protective masks and eye goggles. Those employees at risk are required to keep the kit accessible to them at all times; other faculty and staff are required to keep the kit in their desks or other storage area within close proximity to their working stations. Employees are responsible for replenishing the supplies in these kits when necessary; articles are available from the Nurse.

In the event of a potential exposure incident (e.g. a student with a nose-bleed), low-risk employees are to take universal precautions and immediately call the Nurse or Main Office for assistance. In the event of an actual exposure incident (i. e. contact with potentially infectious material), employees are required to report this to the Assistant Principal immediately and to complete an "Exposure Incident Report Form." An employee's failure to comply with these procedures will lead to a series of progressive disciplinary steps culminating in dismissal.

More complete details of the school's methods of compliance with OSHA Standard 29CFR1910.1030 (entitled *Occupational Exposure to Bloodborne Pathogens*) are enunciated in the school's *Bloodborne Pathogens Exposure Control Plan*, a copy of which is provided each staff member upon employment.

CHILD ABUSE

All faculty and staff members of St. Francis High School are subject to the laws of New York State regarding child abuse. They may be required to attend conferences, to be educated on the topic and rules pertaining to reporting obligations.

CHILD ABUSE AND NEGLECT REPORTING

In order to promote the safety and welfare of the students entrusted to their care, all faculty and staff are required to adhere to any and all laws pertaining to the reporting of suspected child abuse and neglect.

Abuse is defined as: the physical injury of a child by parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is significantly harmed or at risk at being significantly harmed; or sexual abuse of a child (i.e., acts involving sexual molestation or exploitation) whether or not physical injuries are sustained.

Neglect is defined as: the leaving of a child unattended or other failure to give proper care and attention to a child by the child's parents, guardian, or custodian under circumstances that indicate that the child's health or welfare is significantly harmed or placed at risk of significant harm.

Any employee of St. Francis High School who has reason to believe that a child has been physically or sexually abused is required to personally report the abuse to Child Protective Services (CPS). Once CPS has been notified the employee should notify the school's Director of Guidance that a report has been made. The Director of Guidance and Counseling and the staff member involved shall meet with the Principal in the event that a report must be made, to inform him of the status of the situation. In cases where an employee is unsure whether abuse or neglect has taken place, the situation should be discussed with the Guidance Director and the local Department of Social Services.

CORRIDOR AND STUDENT DINING ROOM PROCTORS

Faculty members assigned to proctor the corridors prior to the start of school are to be in their assigned locations no later than 7:55 a.m.; the proctor for the Student Dining Room is to report there by 7:15 a.m.

Corridor proctors are to maintain order and discipline, and discourage students from loitering in the corridors and lavatories; the Student Dining Room proctor is to maintain order and discipline, and make sure students put the chairs in place, clean the tables, return any dishes and trays to proper location, and place all trash into the containers provided.

All proctors are to make sure students are on their way to homeroom when the warning bell rings at 8:10 a.m.

DEPARTMENT CHAIRPERSONS**A. Job Description:**

Department Chairpersons are the Principal's lead agents in the general supervision and management of the staff, curriculum, and instructional materials assigned or allocated to a department by the Administration. As a member of the Academic Council, the chairperson assists the administration in providing leadership in the school by advising on curriculum development, academic policy, and procedures.

B. Specific Duties:

1. To interpret the needs and give leadership to the members of the department.
2. To provide the department staff with information concerning professional development, and recommend programs, seminars, or workshops that may enrich the department, the teachers' professional growth, or interested students in the particular field.
3. To collect and evaluate the weekly lesson records of teachers in the department, ascertaining that both content and instructional methods (e.g. homework assignments, review, quizzes, the use of audio-visual aids, etc.) meet the prescribed syllabus and acceptable educational standards.
4. To conduct periodic observations of members of the department according to accepted supervision and evaluation techniques, and to maintain written records of such observations.
5. To provide individual assistance and support to new staff members, novice teachers, substitute teachers, or those encountering difficulties.
6. To mediate difficulties students may have with individual teachers, and with parents/guardians whose son may encounter such difficulties, providing a written report on such situations to the Principal and/or Guidance Office as the situation requires.
7. To evaluate and approve the content and format of all semester examinations prepared by members of the department before the exams are reproduced and administered.
8. To maintain the department's resource section in the Faculty Resource Center or department office, insuring that the materials are updated and obsolete materials removed.
9. To schedule and preside over departmental meetings for the purpose of goal setting, problem solving, and evaluation. The chairperson is to insure that minutes of such meetings are recorded, and a copy submitted to the Principal within three days of the meeting.
10. To coordinate and reconcile the views of teachers in the department in order to express the consensus of the department.
11. To attend all meetings of the Academic Council.
12. To maintain dialogue with other departments to coordinate interdisciplinary subject areas and resolve inter-related academic problems.
13. To present a synopsis of departmental activities and concerns to the entire faculty at faculty meetings.
14. To coordinate the development of an instructional budget for the department. To evaluate and approve all department purchases.
15. To provide for the teacher's personnel file (in the Principal's Office) copies of written memos pertaining to all matters formally discussed, presented, or directed to the teacher, ensuring that the teacher be aware of all such materials forwarded for the file, to which only the Principal, his designee, or Chairperson have access.
16. To apprise the Principal, in writing, of any serious negligence or recalcitrance by members of the department, ensuring that the reports be dated, signed, and countersigned by the teacher, or noted with the teacher's refusal to sign.
17. To provide the administration with recommendations concerning the renewal, tenure, or dismissal of staff.
18. To assist the Administration, when requested, in interviewing applicants for teaching positions.
19. To recommend special resources and personnel needed to aid the department's instructional staff.
20. To suggest to the Administration, together with the members of the Department, the teaching assignments and co-curricular activities for the subsequent year.
21. To seek the advice of a counselor or the Principal in handling special department problems.
22. To appoint an Assistant Chairperson.

23. To assume responsibility for completing routine reports.

24. To confer informally with staff members to discuss ways of improving instruction and to establish co-curricular activities to enhance the department.

DRESS CODE

During the school day, male lay teachers are required to follow the students' dress code, including the stipulations regarding jewelry; that is, a neat dress shirt, tie, jacket or sweater (in season), dress trousers, socks and shoes. Female lay teachers are required to dress in professional clothing, e.g. dresses, suits, slacks and blouses. Excessively casual attire is inappropriate apparel for the professional staff.

Male Religious are required to wear either their religious habit or a cleric shirt with a sweater or jacket (in season) and black shoes. In view of the traditions of the Order, sturdy sandals are acceptable footwear for Friars. Female Religious are to wear their religious habit or the same apparel indicated above for female lay teachers.

FACULTY MEETINGS

Faculty meetings and in-service workshops will be held as indicated on the school calendar or announced by the school administration. All faculty members are required to attend. If it is impossible for a teacher to attend such a meeting, this should be reported to the Principal or Assistant Principal in advance.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Faculty members who violate these gambling rules are liable to disciplinary action.

MEETING WITH STUDENTS

All meetings with students must take place behind unlocked or windowed doors.

PARENT-TEACHER CONFERENCES

Teachers are required to attend the parent-teacher conferences of the Parents' Guild whenever they are scheduled. Dates for such meetings, which normally are scheduled for one week after each quarter Interim Academic Report distribution, are indicated on the school calendar.

To facilitate the smooth operation of parent-teacher conference nights, teachers are asked to limit their conferences with the parents to three minutes. By focusing the conference on the student's current status, strengths, areas in need of improvement, and a suggestion of strategies that would lead to improvement, the teacher can effectively regulate the length of the conference. If the interaction with the parents surfaces other, more complex issues, the teacher should suggest pursuing them at another meeting, scheduled at the convenience of both teacher and parents. Teachers are not to meet with parents/guardians before the end of the general meeting (c. 7:30 p.m.)

PHYSICAL PUNISHMENT

Under no circumstances are teachers to use physical punishment as a form of discipline. For further details concerning disciplinary procedures see *Discipline* under *General Information*.

The use of reasonable physical force is permitted only in the following specific situations:

- a) self defense
- b) to prevent physical injury
- c) to protect property
- d) to restrain or remove a pupil whose behavior is disrupting the orderly exercise and performance of school functions.

POLICY FOR ACCEPTABLE USE OF COMPUTER NETWORK AND INTERNET SERVICES FOR STUDENTS

(pages 62 & 63), and for Faculty/Staff (pages 36,37).

PORNOGRAPHY

Any teacher found possessing or distributing indecent literature or pictures, renders himself/herself liable to dismissal.

POST-DISMISSAL AVAILABILITY

All teachers must remain in their assigned locations or available locations (e.g. offices, labs, homerooms) until 2:45 p.m., thus, being available for consultation with the students. To avoid delaying students' arrival at their subsequent classes, teachers should require them to conduct any lengthy business or consultations during this post-dismissal period.

PROPER TITLES AND NAMES

Teachers should address one another with proper names. Informality in address is not desirable in the presence of students. Please make a habit of using the titles Mr., Mrs., Miss, Ms., Sister, Brother, Friar, or Father.

PUNCTUALITY

All classes are to begin and end promptly. Teachers and students are expected to be in their classes on time.

Teachers are asked to cooperate in promoting punctuality for classes. Any student tardy for class without a legitimate reason may be assigned detention by the student's teacher. A teacher who detains a student, causing his tardy arrival at his subsequent class, should provide the student with a note explaining the circumstances.

REPORTING

All teachers are to stop in the Main Office and check their mailboxes between 7:45 and 7:55 a.m. for messages and substitution notices and are expected to report to their assigned stations or homerooms by 7:55 a.m. The teacher serving on Morning Assignment as the SDR proctor must report by 7:15 a.m.

SMOKING/TOBACCO PRODUCTS

Teachers are not permitted to smoke or use smokeless tobacco products in the corridors, classrooms, student lavatories, Faculty Dining Room, etc., while school is in session.

STAFF

Rules which govern faculty behavior also encompass members of the staff where applicable.

SUBSTITUTION DUTY

Teacher service periods are used to substitute for absent colleagues as the need arises. Teachers should therefore anticipate being required for proctoring duty during their designated substitution periods. If the teacher is not needed for service during that period, he/she may use the time *ad libitum*. Although every effort is made to place substitution notices in teacher mailboxes by 7:45 a.m., because of late phone calls or emergencies these notices may arrive by courier.

A teacher who has received a substitution notice is expected to be present in the designated room before the start of the period. He/she may not move the class to an alternate location without the explicit approval of the Assistant Principal. Attendance is to be taken from the class roster provided with the substitution notice, and absent students should be indicated on it. He or she should follow the student assignment instructions provided on the substitution notice. Unless designated otherwise, all assignments are to be collected at the end of the period and paper clipped to the class roster and the substitution notice. The class roster, the substitution notice and the collected assignments are to be placed in the mailbox of the absent teacher at the earliest convenience.

TEACHER VISITATION

The Principal, Assistant Principal, Dean of Students, Department Chairperson, and Regent of Studies (for members of the Franciscan Community) may conduct classroom observations during the school year for everyone. Non-tenured teachers will be observed twice during the school year. A written evaluation will be presented to the teacher for his/her signature to acknowledge receipt thereof; it will be entered into the teacher's personnel file along with any written remarks the teacher would like to attach to the evaluation. A copy of the evaluation will be given to the teacher.

ACADEMIC POLICY AND PROCEDURE

ABSENTEE ASSIGNMENTS/MAKE-UP WORK

Students who are legitimately absent for any reason will be required to make up the work missed in each class. It is the student's responsibility to obtain all make-up work from his teachers immediately upon returning to school. Failure to do so will not excuse or exempt the student from the work missed. This responsibility of the student extends to tests, quizzes, homework and reading assignments.

In case of extended absence, the Guidance Office will coordinate the gathering of the student's classwork and homework assignments. Teachers are expected to turn in the requested assignments to the Guidance Office within a twenty-four (24) hour period.

ACADEMIC COUNCIL

The Department Chairpersons, along with the Principal, Assistant Principal, Dean of Students, Technology Coordinator, Director of Admissions and Librarian, constitute the Academic Council. Meetings of this Council, chaired by the Assistant Principal, are held according to the schedule established by the Council at the beginning of the academic year.

The Academic Council serves as an advisory board to the administration with respect to curriculum development, academic policy, and procedures. It also makes recommendations or passes resolutions concerning school policy for consideration by the School Board when the matter exceeds the competence of the Academic Council itself.

The agenda of the council is coordinated by its chairman, the Assistant Principal. Department Chairpersons wishing to submit items for the agenda must do so in writing.

ACADEMIC DISMISSAL POLICY

Any student who, at the end of the academic year, has failing final averages in three (3) or more subjects (partial or full unit courses) of his course load may not be promoted to the next year of his course of studies; he is required to transfer from St. Francis High School or, if readmitted, must repeat the year. Such readmission is subject to the approval of the Board of Admissions. A student may repeat the year at St. Francis only once.

ACADEMIC FAILURES — Mid-year

Freshmen and first year students who have failing semester averages in four (4) or more credit units of their course load, and all other students with three (3) or more unit failures, are reviewed by the Administration and Guidance Staff. Where it is deemed helpful and the possibility of obtaining passing grades by the end of the year still exists, students are given the option to attend an intense review and study management program. This program, directed by the Guidance Department, lasts for five (5) weeks; students must attend all scheduled meetings. If this option is not offered or accepted, or if the student fails to demonstrate satisfactory improvement by the end of the third marking period, the student must transfer from St. Francis High School.

Students who, at the end of the academic year, have failing final averages in fewer than three (3) subjects must attend summer school and obtain passing grades in those subjects in order to be promoted to the next year in his course of studies. If he fails to do so, he is required to transfer from St. Francis High School or, if readmitted, must repeat the year. Such readmission is subject to approval by the Board of Admissions. A student may repeat the year at St. Francis only once.

ACADEMIC INTEGRITY

Honesty and integrity are crucial aspects of a young person's moral development. Consistent with the goals of this school, such academic integrity is expected of all students. Since the grades issued to a student are reflective of his personal academic progress, any student found cheating is to be given a zero for the test, quiz, or project in question. The Dean of Students will also be notified of the incident for notation in the student's record. Any student found to be cheating or plagiarizing on a test, quiz, paper or project for the second time could face a suspension from school. A third violation will result in appearance before the Board of Discipline, making the student liable to expulsion.

ASSIGNMENTS FOR AILING STUDENTS

When assignments for ailing students are requested, please cooperate by submitting them to the Guidance Office within a 24 hour period. Such a procedure is necessary to protect against complaints of lack of help to ailing students. Make an attempt to visit any of your students who may be hospitalized. Teacher visits to hospitals are always appreciated and create a great deal of good will.

ACADEMIC REFERRAL POLICY

Academic Referrals may be submitted to school administration by teachers for those students who chronically fail to complete assigned work or who fail to submit major papers or projects. Once an Academic Referral is submitted, a student will be assigned Academic Detention until all missing work is completed to the satisfaction of the issuing teacher.

CALENDAR FOR TESTING

All test/quizzes (over 30 minutes in duration) are to be indicated on the test calendar(s) in the faculty dining room in Friars' Hall. Three (3) tests will be allowed for Sophomores, Juniors and Seniors on a given day. Freshmen may not be administered more than two (2) tests per day. When signing the test calendar, please indicate the section(s) to be tested, or in case of electives and languages, the grade level.

DEPARTMENT MEETINGS

The following guidelines govern the frequency and procedures of meetings of a department's staff:

1. Department meetings shall be held periodically to discuss any business proposed in the Academic Council or brought to the floor by members of the department. At the minimum, a meeting should take place subsequent to every meeting of the Academic Council.
2. Meetings are to be held, in the room designated by the Chairperson, after dismissal or during the school day if all members of the department can be present.
3. At least once during each semester, the Principal should be invited by the chairperson to attend a departmental meeting.
4. In the event that a teacher belongs to several departments, and is impeded from attending both meetings due to concurrent scheduling, he/she should attend the meeting of the department of his/her major teaching assignment. In such case, he/she should acquire a copy of the minutes of the meeting missed, and discuss the details with the chairperson privately.
5. The chairperson is to insure that minutes of such meetings are recorded, and a copy submitted to the Principal within three days.

EXEMPTIONS FROM EXAMINATIONS

Except for New York State Regents Examinations, a teacher may opt to exempt students from the final examination in his/her course. If a teacher chooses to exempt students, all students who have a combined average of 93% or higher for the four quarters must be exempted. No other criteria for exemptions are to be employed by the teacher.

Students who are exempt receive the average of the four quarters as their final examination grade. It is, however, the student's prerogative to take the final exam.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Under the provisions of the *Family Educational Rights and Privacy Act (FERPA)* of 1974, also known as the Buckley Amendment, student records are confidential. As a private, Catholic school, St. Francis High School is not legally required to comply with this act. However, in choosing to model its policy on the disclosure of student records after *FERPA*, it is the policy of St. Francis High School to limit disclosure of personally identifiable information from educational records to others, unless it has the student's (or parent's/guardian's of minor students) prior written consent. Excluded from this protection is information which has been designated as "directory" information as follows: name, address, telephone listing, date and place of birth, photograph, courses completed or in progress, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors received, and most recent previous educational institution attended.

Directory information may be disclosed to legitimately interested parties at the discretion of school administrators unless the student submits a written notice informing the school not to disclose any or all of the above categories. Such notice should be filed with the school's Records Secretary in the Guidance Office within three weeks of the beginning of each academic year. Students and others who wish specific information regarding their rights of access to the institutional educational records maintained in their names are advised to contact the Director of Guidance and Counseling for details concerning the complete Student Records Disclosure Policy of St. Francis High School.

FINAL EXAMINATIONS

A specific date and time is scheduled by the administration for final examinations for all courses. The duration of School Examinations is two and a half hours for full credit courses, forty-seven minutes for half credit courses; the duration of all Regents Examinations is three hours per session. For full-credit School and Regents examinations, no student may leave until one and a half hours has expired.

In order to sit for exams, a student's financial obligations to the school must be satisfied. Any student who fails to take the final examination in a given course without a legitimate reason will receive a zero for that examination.

Juniors who are enrolled in elective courses whose exam for seniors is administered in May continue to attend the course and take their exam on the regularly scheduled date.

The following Regents Examinations are offered: Comprehensive Examination in English; American History/Government; Comprehensive Examination in Second Language (Spanish, French, Latin); Math A; Math B; Biology (Living Environment); Chemistry; Physics; and, Comprehensive Examination in Global Studies.

All students taking honors or regents level courses are required to take the Regents Examination, when it is the final assessment for the course.

Each teacher must submit one (1) copy (with answer key) of his/her examination(s) to the Assistant Principal and one (1) copy to his/her department chairperson prior to the examination date.

GRADING

Evaluations of students' academic performance is reported periodically, using a numerical (or percentage) grading system in which seventy (70) is the passing grade. Teachers who find a letter grading system more functional for particular projects will convert such grades into the numerical system for reporting purposes. The letter grade equivalents are listed below:

90 - 100	A
82 - 89	B
73 - 81	C
70 - 72	D
<0 - 69	F

While a numeric grade is given for all academic courses (full and half-unit), a letter grade is given for half-unit non-academic courses (Drama, Physical Education, Driver Education, Chorus and Orchestra).

NOTE WELL: The lowest grade that may be assigned to **Freshmen, Sophomores or Junior for Quarter 1, Quarter 2, and Quarter 3 is a 50**. Any grade from 0 -100 may be given for the third and fourth quarter and/or final examination, including the New York State Regents Examinations. **Seniors** may be assigned their actual grade for each quarter.

Teachers should inform their students regarding the system they will use in computing the quarter grades, as it is important that students be aware of how their performance will be evaluated. It is, therefore, desirable that at the beginning of the academic year each teacher outline the grading system he/she plans to use and retain a written record of this information for later reference.

The suggested criteria for quarter grades are:

1. Class recitations and written work
2. Class examinations and quizzes
3. Homework assignments
4. Projects, term papers, laboratory work, etc. (if advisable for a particular course)
5. General appraisal of student's grasp of the subject matter

Teachers are required to grade students on their performance in the subject areas, taking extreme care not to confuse discipline with scholastic achievement. Misconduct, in itself, is not a reason to lower a student's grade.

Honesty and integrity are crucial aspects of a young person's moral development. Consistent with the goals of this school, such academic integrity is expected of all students. Since the grades issued to a student are reflective of his personal academic progress, any student found cheating will be given a zero for the test, quiz, or project in question. (see Academic Integrity, p. 30)

All teachers are reminded of the importance of recording assignments, quiz grades, test grades, etc. in the record book provided so as to be able to present a reasonable explanation as to the method by which the grade was derived should questions arise. A minimum of three major tests should be given each quarter in order to provide sufficient documentation in the preparation Interim Academic Reports. These tests are to be graded and returned to the students as soon as possible.

Projects, term papers, laboratory work, etc., may be assigned if the teacher feels that it is advisable in his/her course.

Academic terms, i.e. beginning and ending of quarters and semesters, are established by the Administration and are indicated on the school calendar. Dates for the submission of quarter and semester exam grades are likewise noted. The quarter ends on the date given on the calendar; work completed by that date should therefore be calculated in that quarter.

Teachers submit grades for students to the Guidance Office according to the deadlines established. Grades are entered directly into the school's computer system. Specific instructions regarding the entering of grades are generally distributed during the last week of the quarter.

Shortly after the grades are submitted to the office, grade verification sheets are returned to the teachers to check the accuracy of the data. Both grades and comment codes should be checked against the teacher's grade book in order to eliminate errors before the report cards are printed.

In the event that a teacher should discover an error after the grade verification sheets have been returned to the office for a given quarter, the teacher must report the grade change in writing to the Assistant Principal. Forms for reporting such corrections are available from the Main Office.

Students and their parents are informed of their academic achievement and status through printed report cards. These reports are distributed to students (or mailed to the parents) as soon as all necessary administrative processes (e.g. honors calculations) and controls (e.g. financial obligations) have been completed. Therefore, the announcing of quarter grades, final examination grades, or promotion grades to students before report card distribution is strictly forbidden.

Each teacher's grade book is to be submitted to the Guidance Office by no later than the last day of school.

INTERIM ACADEMIC REPORTS

Teachers will issue Interim Academic Reports to those students who are not making substantial progress in a particular subject area, or who may have been a discipline problem in that class. The forms for these reports may be obtained from the Guidance Office. (Teachers may also use *Schoolmaster Grade Book* option.) They should be issued on the date indicated on the school calendar. Only in exceptional circumstances and for serious cause should Interim Academic Reports be issued outside the prescribed date.

When issuing a report all pertinent information (name, subject, level, grade, date and quarter) as well as academic information (e.g. status, all test and quiz grades, and present average) must be filled out. The teacher should indicate the cause(s) for the report and the recommendation(s) to be followed. Information should be written legibly and the report must be signed by the teacher. The white copy of the report is to be given to the student, who is to take it home to his parents, who will complete and sign the perforated slip at the bottom of the sheet indicating they have received the report. The slip is then to be returned to the teacher by the student. The yellow copy of the report is maintained by the Guidance Office; it will be reviewed by the student's counselor and entered into the student's file. The pink copy is to be retained by the teacher. This will help respond to complaints from parents who claim that they were never made aware of their son's academic failures or difficulties.

Teachers are urged not to make promises of passing their course to students in academic difficulties who have little or no chance of passing; likewise, promises of this type should not be made to parents. Such promises cause difficulty and hard feelings when they are not realized.

PASSING GRADE

The passing mark for quarters, school examinations, and final grades is 70 percent; for Regents Exams, the passing grade is 65%. The Principal reserves the right to adjust a grade to 70 should serious circumstances warrant it. When possible, the teacher who issued the grade will be consulted.

The passing grade by which a student earns credit at the completion of a course is 70 percent. The final grade for a course is computed cumulatively, including all four quarters and the final examination, as follows:

Each quarter and exam grade is valued at 20 percent of the final grade. Therefore, for a full year's academic work, the final grade is computed as follows:

1st quarter grade	20%
2nd quarter grade	20%
3rd quarter grade	20%
4th quarter grade	20%
Final exam grade	20%
Total =	100%

Although the passing promotion grade is 70%, a student given a promotion grade of 67.5% will be passed with a 70%. Please make the proper adjustments on the marking sheet (fourth quarter and final grades) prior to its submission.

A student who is able to demonstrate proficiency in a subject by means of passing a Regents Examination should be granted appropriate credit. Passing grades for all Regents Examinations is 65%. Teachers should consult the Conversion Scale for converting Regents Examination grades into School Final Examination grades. Students passing a Regents Examination and failing the final promotion grade will receive credit and a passing promotion grade for the subject in question.

SUBJECT MATTER AND LESSON PLANS

Subject matter must be presented under the direction of the Department Chairperson, who assists the Principal and Assistant Principals in the supervision of teachers in the corresponding departments. Each teacher's Lesson Record for the current week, recorded in the Daily Plan Book provided, is to be submitted to the Department Chairperson each Monday by Noon, or as directed by his or her Department Chairperson. Lesson Records, which serve as a supervisory tool for the Department Chairperson, are to be retained in the departmental files for two years.

SUSPENSION

A student who incurs disciplinary suspension cannot receive credit for tests, quizzes and classwork given on the date(s) the suspension is in effect.

GENERAL INFORMATION, POLICIES AND PROCEDURES

ANNOUNCEMENTS

The use of the Public Address and telephone paging systems is to be restricted to announcements intended for the entire school, emergencies, and cases of manifest necessity. Any P.A. announcements to be broadcast must be approved by the Assistant Principal. The Administrators will, when necessary, make use of the P.A. system for special announcements.

The morning procedure will be: Prayer, Pledge of Allegiance, any special announcements from the Main Office, followed by the transmission of the *Channel One* news broadcast. Homeroom Proctors then read the printed announcements found in their mailbox that morning.

All announcements to be included in the printed version are to be submitted to the Main Office no later than 2:15 p.m. the day before the announcement is to be made; the announcement must be signed by a Faculty or Staff Member. Please keep the announcement concise and precise. If it is to be made on two or three consecutive days, please so indicate. If the announcement is addressed to a specific audience (e.g. Seniors), please note this at the top of the text.

Printed announcements are to be posted on the classroom bulletin board after they are read.

ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the *Asbestos Hazard Emergency Response Act* (referred to as *AHERA*). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require the school to inspect for the presence of asbestos, to develop a management plan that addresses any asbestos hazards in our building, and to implement response actions (repair or removal) in a timely manner.

During the summer of 1988, St. Francis High School's facilities underwent an exhaustive inspection by asbestos hazard specialists. The final report showed that, the few locations where a problem existed were in mechanical rooms to which the students and faculty have no access. These areas were repaired in accordance with the stipulations of the law.

The Asbestos Management Plan for St. Francis is a document which contains information on inspections, reinspections, response actions and other activities associated with the abatement of asbestos hazards. This document is available to concerned parties for their inspection and review. It is available for review at St. Francis' Business Office within five (5) working days of receiving a request for such a review. Concerned parties should contact the Vice President for Finance.

ASSEMBLIES

The homeroom teacher must accompany his/her homeroom to assemblies, rallies, and other such group events. Each homeroom teacher sits with the homeroom in that homeroom's designated section. It is the homeroom teacher's responsibility to make sure that the only students in that section are from his/her homeroom. Teachers without homerooms *must also attend* these rallies, assemblies, etc.

When assemblies, etc. are held, all students will first report to their homerooms, where the homeroom proctor should take attendance. The teacher must lock the homeroom before leaving for the assembly.

AUDIO-VISUAL EQUIPMENT

Audio-Visual equipment is available for use by the faculty. Each faculty member is responsible for the equipment they request. If materials are requested for a specific day, they are to be returned at the end of that day. Please do not leave equipment, with the exception of overhead projectors, in the classrooms overnight, unless you plan to use them the following day as well.

The following directives, as specified by the Coordinator of Audio-Visual Equipment, are to be followed:

1. The following equipment is available for use by the faculty:
 - a) Overhead projectors
 - b) 16 mm movie projectors
 - c) Filmstrip projectors
 - d) Cassette tape recorders
 - e) Reel-to-reel recorders
 - f) Record players
 - g) Social Studies and English maps/diagrams
2. Overhead projectors and screens may be kept in classrooms throughout the year. Please keep them covered when not in use, as chalk dust may cause damage to the fan motor.
3. Audio-Visual equipment is requisitioned via a note in the Coordinator's mailbox prior to homeroom the morning the equipment is needed.
4. Damaged equipment should be reported to the Coordinator as soon as possible.
5. Replacement light bulbs for Audio-Visual equipment may be obtained from the Guidance Office.
6. Faculty members who are unfamiliar with operating procedures for specific equipment should ask the Coordinator for please ask for assistance.
7. All Audio-Visual software may be obtained from the librarian.
8. The Audio-Visual Room is available for faculty use. Its use may be reserved by signing the list located in the Faculty Lounge in Friars' Hall.

BOARD OF DISCIPLINE

The Board of Discipline is appointed by the Principal to handle serious discipline matters or those referred to it by the Principal, Assistant Principal or Dean of Students. They are to impartially consider the facts of the situation and decide on the appropriate sanction or disposition of the matter. The members of the Board of Discipline are as follows: the Board Chairman, the Dean of Students and three teachers.

The student's guidance counselor is also present at the Board of Discipline meeting to provide any background or information deemed pertinent by the Board; he does not, however, participate in the decision-making process of the Board.

BOMB THREATS

The following procedures will be followed in the event of an authenticated bomb threat:

1. An announcement will be made via the P.A. System which will state, "If Mr. Noble is in the building, please report to the Main Office."
2. Subsequent to this announcement, teachers should make a casual check of their room for any foreign and/or suspicious looking objects.
3. Shortly after the P.A. announcement, a fire drill will take place. If everything in the classroom is in order, close the door after the class has evacuated the room. If there is something foreign in the room, please leave the door open. When the police go through the school they will first investigate all rooms with open doors.

CARE OF SCHOOL PROPERTY

It is necessary that all be concerned about school property and equipment. Therefore, during the morning homeroom period, during the change of classes, and at the end of the day, teachers should oversee the corridor area adjacent to their classrooms to promote effective discipline in the corridors.

Teachers are responsible for the appearance of their classrooms and it is expected that classrooms will be maintained in a neat and orderly condition. If a room is not to be used immediately by another teacher, the lights should be extinguished, windows closed and doors locked. Students desks, teacher's desk, and other property should be checked often for breakage, graffiti, stains, etc. Needed repairs should be reported to the Business Office promptly.

Audio-visual aid equipment is available for use by the faculty. Each faculty member is responsible for the equipment requested by him or her. Should damage occur to any materials or equipment while it is in a teacher's use, it is very important that this be reported to the director so that repairs may be made promptly without interruption of service to other teachers.

CLASSROOM ATTENDANCE

Classroom attendance must taken the first five minutes of each class using *Schoolmaster Attendance*. Remember to close the Attendance Data window, which signals to the Main Office that attendance has been taken.

1. Double check. Make sure that every student is aware that we are attentive as to his whereabouts.
2. Daily attendance must be taken in each class and study hall. If a student is missing from class and does not appear as absent on *Schoolmaster Attendance*, his name, (last and first) and year should be reported immediately to the Attendance Officer by phone. (ext. 475)
3. Tardiness must not be tolerated. When the bell rings, the student should be in his class, or given place.

CLASSROOM PROCEDURES

1. The teacher is urged:
 - a) To prepare him/herself *thoroughly* for each class.
 - b) To spend the first few days of each course teaching methods of developing *proper study habits*, by providing explanation and demonstration of acceptable study strategies for this type of course.
 - c) To present subject matter methodically and with evident enthusiasm.
 - d) To be fair and consistent.
 - e) To check results carefully, insuring proper follow-up on tests, quizzes, homeworks, etc.
 - f) To keep accurate records of each student's work.
 - g) To immediately place the assignment for the following day on the chalkboard at the beginning of class.
 - h) To be presentable at all times in dress, speech and class conduct.
 - i) To be charitable, not only to the administration and other teachers, but especially to students.
2. All classes should begin and end promptly. Four minutes is allowed for change of classes. Do not allow a rush to the door. Do not end class before the bell rings. Discourage boisterous noise, shouting and unruly behavior.

3. A definite seating plan should be drawn up for each class. The same student should sit in the same desk each day. Attendance can be then taken quickly. If damage is done to the desk, those who occupy that desk can immediately be dealt with. A copy of each seating plan should be placed in the teacher's desk.
4. When the bell rings to begin a class period, the teacher will open the class with a prayer, check attendance, make sure that every student is in his assigned desk, go over the homework, and collect assignments.
5. A written homework assignment should be given every day. A minimum of two hours of study each night is expected of the student, this time to be divided among the various subjects of the student's course load. Written assignments should be returned to the students either corrected entirely, or at least spot-checked. It is an insult to professionalism not to return assignments. Students should have sufficient homework, but they should not be overburdened with excessive assignments, especially from one teacher. Be prudent. No assignment should be accepted if it is unrepresentable. Insist on proper punctuation, expression, neatness, etc.
6. Each teacher MUST inform his/her class where he/she can be found at dismissal time in case a student wishes to see him/her for further instruction. Teachers are to be available for consultation, assistance with work, tutoring, etc., from 2:12 p.m. - 2:45 p.m.
7. With the opening prayer, the teacher should insist on proper class procedure. If a teacher is lax in enforcing proper conduct, then he/she has only him/herself to blame for the lack of attention and the disorder in the class. Usually frustration is inevitable. The lax teacher is generally a popular teacher at the beginning, but he/she is eventually disrespected, disobeyed, and unsuccessful.
8. Written assignments as a means of punishment must not be excessive in length, especially if compositions are assigned. Compositions then become distasteful.
9. Teachers cannot change the location of their classes, even on an episodic basis, without the explicit approval of the Assistant Principal.

CLEANING SERVICE

The school building is cleaned each afternoon and evening that classes are in session. The custodial staff is responsible for cleaning and washing blackboards and chalk trays, dusting horizontal surfaces, mopping the floor and emptying the waste can. If these services are unsatisfactorily performed, teachers should complete a "Custodial Service Report" form (available at the Main Office) and submit it to the Facilities Director's mailbox.

Unusually large amounts of refuse needing removal or extraordinary custodial needs should be reported to the Facilities Director.

COMPUTER POLICY - ACCEPTABLE USE POLICIES FOR COMPUTER NETWORK AND INTERNET SERVICES FOR FACULTY AND STAFF

St. Francis High School is pleased and proud to be able to offer a variety of technological equipment and services for use by students, faculty and staff. These technology and information services are intended to support and enhance the spiritual and educational mission of the school. At all times, users are expected to maintain and conduct themselves according to the high standards of behavior established by St. Francis High School and supported and in accordance with the *Faculty Handbook and/or Staff Handbook*.

Access to this equipment and services is a privilege, not a right, and may be withdrawn from those indi-

viduals who choose to violate these policies. Furthermore, if circumstances warrant, disciplinary action may be taken by the school at the discretion of the Administration in accordance with the procedures in the *Faculty Handbook and/or Staff Handbook*. If necessary, law enforcement agencies may also become involved.

Network supervision and site filtering software will be used by the school to control access to Internet sites and material that the school may deem objectionable. Although attempts will be made to screen Internet materials, it should be noted that offensive matter may elude these controls. If a user mistakenly gains access to inappropriate information, he/she shall have the duty, responsibility and obligation to immediately inform a member of the administration or the system administrator.

In addition to the foregoing, each faculty / staff member shall adhere to the following rules:

1. Faculty and Staff members must not alter or disable Anti-Virus Software or Filtering Software installed on computers, without the consent of the Technology Department.
2. Faculty and Staff members will observe the Copyright Laws of the United States with regard to the installation, copying and duplication of copyrighted materials and software.
3. Faculty and Staff members will not employ any of the technology equipment at St. Francis High School to obtain, download, send, print, display or gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive. All use of technology at St. Francis High School must be consistent with professional standards as set forth in the *Faculty and Staff Handbooks*.
4. All Faculty and Staff Members must refrain from any form of personal attack toward any other individual or group, including, but not limited to, obscene, threatening, disrespectful or inflammatory language or images.
5. Because of the threat of viruses and copyright laws, Faculty and Staff members should not use (P2P) programs such as LimeWire or Bit Torrent.
6. Exclusive use of stfrancishigh e-mail when communicating with parent and students.

St. Francis High School makes no guarantee that the services offered by this equipment will be error free or completely without defect. Therefore, St. Francis High School will not be held responsible for problems related to the loss of data, interruption of services or deliveries, and takes no responsibility for the accuracy or quality of the information obtained from the Internet via this network.

Faculty and Staff should also be aware of the following policies and practices as they relate to the use of technology at St. Francis High School:

1. All computers use on campus is monitored by School Administration. The use of school computers off campus (i.e. laptops/notebooks) can also be monitored. This includes all e-mail, attachments, instant messages, passwords, websites visited, keys pressed, and items viewed on the screen.
2. E-mail is not private. The School is legally required to track and store electronic documents related to the conduct of school business should they be needed in any future legal action.
3. The content of any materials access from the internet at home with a St. Francis High School computer is not private and the content of such materials may be reviewed and monitored.
4. Any technology equipment issued to Faculty and Staff members is for the purpose of performing their assigned duties and remains the property of St. Francis High School.
5. Students are not to be given permission to use Faculty or Staff computers, as they may gain access to parts of the network not intended for student use.

CONFERENCES

To facilitate the smooth operation of parent-teacher conference nights, teachers are asked to limit their conferences with the parents to three minutes. By focusing the conference on the student's current status, strengths, areas in need of improvement, and a suggestion of strategies that would lead to improvement, the teacher can effectively regulate the length of the conference. If the interaction with the parents surfaces other, more complex issues, the teacher should suggest pursuing them at another meeting, scheduled at the convenience of both teacher and parents.

CRISIS MANAGEMENT

Each faculty member will have a *Crisis Management Book* and will be responsible for its contents. The *Crisis Management Book* should be with faculty members during assemblies and emergency situations.

DANCE GUIDELINES

1. In general, groups sponsoring dances may extend the invitation to whomever they choose, within the following restrictions:
 - female guests from area school
 - students of St. Francis High School
 - not more than 1 male guest sponsored by any individual St. Francis student
2. Anyone being admitted to the dance must have a photo I.D. Card, which is checked at the door by the chaperons.
3. A St. Francis student who sponsors a guest must enter the dance with his guest.
4. In sponsoring a guest, the St. Francis student vouches that the guest understands and will comply by the standards of comportment and behavior expected of St. Francis students.
5. A St. Francis student whose guest does not comply by the standards set herein is liable to incur disciplinary action.

DETENTION PROCTORS

Detention is held from 2:15 p.m. to 3:00 p.m. in the room designated by the Dean of Students. An attendance roster is provided by the Dean of Students which should be picked up in the Main Office by 2:10 p.m. from the Attendance Officer.

During detention, students are required to adhere to the school dress code and have paper, pen and a *Student Handbook*. Students will write the designated section(s) of the *Student Handbook*, or be assigned some other task, for the duration of the detention.

If a student arrives late the proctor should inform the Dean of Students, who will determine whether further disciplinary measures are required.

Students should be informed by the proctor that their work during the session must be both satisfactory and sufficient; deficiency in either could result in an additional day of detention. Students' work sheets are to be collected at the end of the detention period and submitted to the Dean of Students' mailbox.

DISCIPLINE

1. All faculty members will be given a copy of the *Student Handbook* and are expected to familiarize themselves with all the rules stated therein. They must know what is expected of each student, and it is the responsibility of faculty members to make sure that all stated rules are enforced. For effective discipline to exist, each

teacher must enforce the rules strictly. Discipline is not the responsibility of one person, but rather the responsibility of all faculty members. Even if a teacher does not believe that certain rules are necessary and does not agree with them, it remains the teacher's responsibility to enforce these same rules.

2. Teachers are not to use physical punishment as a form of discipline.
3. Teachers are free to consult with the Principal, Assistant Principal and Dean of Students on any discipline problem that they face during the school day. Disciplinary action required by a breach of school rules is to be handled by the Dean of Students.
4. Teachers should not give out indiscriminate punishments. Any group discipline problem, and the teacher's desire to impose a group punishment, must be discussed with the Dean of Students or Assistant Principal before the administration of the punishment.
5. Punishments which are beyond fulfillment should never be imposed. They should be constructive and must be commensurate and deserved for the offense.
6. Each teacher is responsible for the discipline in his/her classroom. It is presumed that minor infractions of classroom discipline will be handled as the personal problem of the teacher. Many times a few words of guidance and correction are helpful in convincing a student that his misconduct or carelessness is unwise. If the teacher's words or warnings are ignored and the student persists, the use of reasonable penalty is or may be effective. If the penalty is ignored, the obstinacy of the student and his disregard for the rules will warrant the teacher's reporting this situation to the Dean of Students. Teachers are asked to submit in writing their comments on students whose conduct is deemed unsatisfactory. Such referrals should be used for students with serious or repeated conduct problems.
7. The Principal, Assistant Principal and Dean of Students are responsible for the general order of the school. However, the teacher has the responsibility of classroom control, control in the corridors between classes, and the enforcement of all school rules.
8. Only for exceptional reasons should a student be ordered to leave a classroom as the teacher ~~is expected~~ to manage and resolve discipline problems in the classroom. If it is absolutely necessary to request a student to leave the room, he must be sent to the Office with a note indicating the date, time and the reason for dismissal from the classroom. This information will be filed and will become documentation for the Board of Discipline's subsequent action. The student must not be readmitted to class without an admittance slip from the Office. Never put a student out in the corridor simply to get him out of the class.
9. Teachers should submit in writing their concerns about students with recurrent discipline problems to the Dean of Students.

DUPLICATING, PRINTING AND PHOTOCOPYING

Photo copiers are located in the faculty rooms of Justin and Friars' Halls, and are intended for faculty use only. The copiers are to be used for school-related work only.

Copier Access PIN's are assigned to the faculty by the Vice President for Finance. If a copier is not working properly, please notify the Business Office of the nature of the problem immediately. Likewise, if the paper supply is running low, please inform the Business Office.

Please note that no one is to use the photocopier located in the Main Office unless he/she has been authorized to do so. Also the use of the photo copiers located in the Guidance Office and Office for Institutional Advancement are reserved for their department's personnel.

For outside printing jobs the following guidelines have been established.

1. Obtain three bids for the printing job to be completed and submit them along with a purchase requisition (listing the printer of your choice) to the Business Office for preparation of a Purchase Order. If your choice is not the low bid, include an explanation for your choice. The Purchase Order will then be faxed or mailed to the printer.
2. Consult the Business Office for school endorsed printers.

EMERGENCY CLOSINGS and DELAYED OPENINGS

When weather conditions or other unforeseen circumstances warrant the closing of school, all are asked to listen to WBEN radio (930 a.m.). We ask your cooperation in order to forestall needless calls coming into the Friary or School when there is doubt about school being opened. We will follow this procedure:

- If either Frontier or West Seneca closes, we will likewise be closed.
- If these districts do not close, but it is determined that conditions here at St. Francis High School are hazardous, St. Francis will make a special announcement regarding closing on the radio stations indicated above.
- If school is to open late, we will follow whichever is later, Frontier or West Seneca.

The alternate schedules which will be followed in the event of a late opening are found in the *Student Handbook*.

FACILITY USE

The Vice President for Finance is responsible for approving and scheduling the extraordinary use the school facilities. Therefore, all extraordinary activities, classes and testing, etc. planned for the Activity Center, Board Room, SDR, Chapel, or Gym must be cleared with the Vice President for Finance. In addition, the use of the Ormsby Theater in Alumni Hall must be approved by the Vice President for Finance and the Director of Fine Arts jointly. The President's Board Room in Friars' Hall must be approved by the Administrative Assistant for the Office for Institutional Advancement.

FACULTY DINING ROOM

The Faculty Dining Room is strictly for the use of the faculty and staff. It also serves as a work room for the faculty during their free periods. Students should not be sent to or permitted in this room at any time. Also, the room should not be used for conferences with parents, thereby prohibiting its use by other faculty members. Smoking is prohibited in this room at all times. The bulletin board should be checked for special announcements and information.

Faculty are asked to be mindful that this dual purpose room is shared with their colleagues. All need to accept the responsibility for keeping it clean.

FACULTY ROOMS

Faculty Rooms are intended to serve as a workroom and study for faculty members, and should be kept neat and clean at all times. Please inform the receptionist or secretary if supplies are running low.

FIELD TRIPS

When planning any school affiliated trip, teachers should first informally discuss the plans with their immediate supervisor (e.g. Department Chairperson, Athletic Director, Assistant Principal). After securing this informal approval, the teacher must then complete a *Request for Field Trip* form (see Appendix (p. 56), which must be signed by the Assistant Principal to indicate his/her approval. In addition, the teacher must also complete the appropriate permission form according to the following criteria

- a) An *Educational Field Trip Permission* form is used when the trip is educational in nature and the chaperons will provide supervision throughout its duration.
- b) A *School Excursion Permission* form is necessary when the trip is recreational and/or informal in nature and the chaperons will provide supervision solely during transportation to and from the trip's destination. This form must also include instructions to the students for contacting chaperons in case of emergency.
- c) An *Unsupervised School Excursion Permission* form is used when the trip has a school related purpose but there will be no St. Francis personnel supervising the activity.
- d) If students will be traveling in personal vehicles and/or driving themselves, the appropriate *Addendum to Field Trip Permission* form (either for *Student Driver* or *Passenger*) must also be completed.

Both the *Request for Field Trip* form and the appropriate *Permission* form(s) must be submitted to the Assistant Principal at least three (3) weeks prior to the date of the trip. Forms are available from the Main Office receptionist. No forms are to be distributed to students prior to approval by the Administration.

Upon receipt of the approved request form, the teacher must photocopy the approved permission forms and distribute them to the students involved. These forms are to be collected and retained by the field trip moderator, and must accompany him/her throughout the trip. A list of those students who have returned the forms and are therefore going on the trip must be published for the faculty at least one week prior to the trip. Transportation arrangements are to be made with the Vice President for Finance.

Individual teachers retain the right not to release students for a particular trip. The teacher should notify the field trip moderator within two school days after the publication of the list if he/she intends to retain individual students.

A list of students, date and time of departure and return is to be given to the Assistant Principal. A minimum of one chaperon per fifteen (15) students is the ratio required for away from school activities (except for athletic events and school retreats). The Principal reserves the right to make exceptions if warranted.

Overnight trips require at least two chaperones regardless of the number of students on the trip. The number of chaperones for over fifteen students is the same as stated above.

Trips which require that students miss classes and are scheduled during the last two weeks of any given quarter will only be approved in exceptional circumstances.

Plans for major excursions (e.g., cultural trips to foreign countries) should be discussed with the administration well in advance so that such excursions can be properly coordinated.

FIRE DRILLS

It is the responsibility of each teacher to inform his/her classes as to the proper procedure for evacuating the building during a fire drill. Each teacher is to accompany his/her class when departing and returning to the building. Fire Drills will be held at regular intervals as an important safety precaution. It is important that teachers become familiar with the fire evacuation plan posted in each room they occupy.

When the alarm sounds, students should be directed to stand and leave the room quietly and in an orderly fashion; all faculty and staff are also to exit the building. Running is not permitted. Students are not permitted to talk during a fire drill. No one is permitted to return to the building until the signal is given by the Principal, Assistant Principal, Dean of Students or their authorized representative.

The following regulations will also be observed during fire drills:

- 1) The lights are to be extinguished.
- 2) All classroom windows and doors are to be closed.
- 3) The first person to come to a closed stairwell door should open that door and hold it open until all have passed through.
- 4) The last person leaving the building should extinguish all corridor lights and close corridor doorways.

FUNDRAISING

All fundraising efforts are to be coordinated through the Vice President for Institutional Advancement and approved personally by the President before any plans are set in motion.

In any activity where a product is sold to students, funding and bookkeeping are to be coordinated through the Business Office. Where a profit-making fundraiser has been approved, the funds are to be held by the Business Office, and will be reserved for the approved project.

GROUP GUIDANCE

As a part of its function in providing Guidance Services to the student body, the Guidance Department periodically requires class time for the purpose of conducting Group Guidance sessions. The Guidance staff varies the departments/subjects it selects for such sessions, in order to assure an equitable distribution of the time allotted for Group Guidance. The department will make every effort to schedule its session well in advance and at a time that is least disruptive to the teacher's lesson plan. On those occasions when a teacher's classes are being taken for group guidance, that teacher will be assigned substitution duty if any other classes need to be covered.

GUIDANCE APPOINTMENTS

A student should not be sent to the Guidance Office unless he has a Guidance Appointment Pass from the Guidance Office. Emergency situations should be considered the exception.

A guidance appointment is initiated by the student or a guidance counselor. If a teacher thinks that a guidance counselor should see a student, the teacher should see the student's guidance counselor. In setting the time for the appointment, the counselors are to check the student's schedule and try to make the appointment during any available study periods. In the more likely case of the appointment being scheduled during a class period, the student is responsible for all matter covered during that period and for all assignments given during that period.

Appointment passes are delivered to homerooms during the morning homeroom period by the Guidance Runner. Homeroom teachers are asked to distribute these passes during the morning homeroom period. The homeroom teacher should have a student return passes of absent students to the Guidance Office before the end of the morning homeroom period.

At the beginning of the period for which the appointment has been scheduled, the student is to show his pass to the teacher. The teacher should not take the pass from the student as it must be brought to the

Guidance Office by the student.

Shortly before the time of the appointment, the student should leave the room with as little disturbance as possible. He proceeds directly to the Guidance Office. Thereupon he presents his pass to the Guidance Secretary.

At the end of the appointment, the counselor signs and indicates the time on the pass. Upon returning to the study hall or classroom, the student presents this pass to the teacher.

A teacher may cancel a student's guidance appointment because a quiz or test has been scheduled. In this case, when the student shows the pass at the beginning of the period, the teacher should call the Guidance Office to indicate that the student will not be able to keep his appointment.

COUNSELING RESOURCES

Saint Francis High School maintains a relationship with counselors from the Erie County Council for the Prevention of Alcohol and Substance Abuse (ECCPASA). These counselors are available to assist students during the school day. Students may be referred to the ECCPASA Counselor by a guidance counselor or school administrator. ECCPASA counselors provide early intervention, informational and prevention counseling related to alcohol and substance abuse. Students being referred to a ECCPASA counselor would be informed that the content of their sessions will be shared with their Guidance Counselor, but would otherwise remain confidential. Any ECCPASA counselor notes or records from counseling sessions will not become part of a student educational record.

Parents or guardians who do not want their son referred to a ECCPASA Counselor must decline this service by completing the appropriate form sent to all family in August.

GUIDANCE SERVICES

The guidance staff wants to assist each teacher to develop a good working relationship with each student. They seek to provide each teacher with as much background information about his/her student as may be given. Consultation with a student's counselor is certainly encouraged. However, the content of a student's file is protected by law. Therefore, a teacher may request information about one of his/her students, but may not request direct access to the student's file itself. Since certain information is privileged it may not be given to the teacher without the written permission of the parents/guardian of the student. The judgement whether certain information is readily accessible to the teacher or is privileged information rests with the guidance counselor.

If a teacher is given permission to review a student's file, he/she must indicate the name of the student whose file is being reviewed, the reason for the review of the file, and sign and date in a register kept by the Guidance Office secretary.

To protect a student's right to privacy, a teacher may not ask a student why he has made an appointment with the guidance counselor, nor should the student be asked what he and the counselor discussed during the appointment.

The guidance counselors' primary responsibility is to be available to the student. Therefore, the guidance counselors are not always available for immediate consultation by the teachers. If a teacher desires to see a guidance counselor, the teacher should inform the Guidance Office secretary. The guidance counselor will get back to the teacher as soon as possible.

HOMEROOM ATTENDANCE

Each homeroom proctor is responsible for preparing an accurate homeroom attendance report using *Schoolmaster Attendance*. This task *should not* be delegated to any student. The procedure for completing the report is explained under *Homeroom Proctors* (see below).

Because of the importance of an accurate accounting of daily attendance:

- a) Double check. Students should be aware that the faculty is attentive to their whereabouts.
- b) A student who is tardy for school should report to the Main Office immediately.
- c) Tardiness must not be tolerated. When the bell rings, the student should be in his homeroom, or given place. If he is not in the given place when the bell rings, he should be sent to the Office immediately, and not allowed into homeroom until he returns with a pass.

HOMEROOM PROCTORS

1. All homeroom proctors are required to be in their homerooms at 7:55 a.m. and remain there until 8:32 a.m. All Office business or other business must be taken care of before 7:50 a.m.
2. Students must be in their homeroom at 8:15 a.m. Anyone reporting after this time is considered tardy and must be sent to the Office for a pass.
3. Homeroom attendance is to be recorded using *Schoolmaster Attendance*. This task must be completed by 8:20 a.m. or as otherwise directed.
 - Log on to your computer using your name and password. Mark students who are absent and close the *Schoolmaster Attendance Data*. Attendance data will be updated on a minute to minute basis and, will be available for teachers to access through their computer.
 - A student who appears for homeroom after 8:15 a.m. is considered by the homeroom proctor to be absent and should be marked as such, even if he arrives later with a late admittance pass. If the student has no pass, he should be sent to the Main Office where his status will be changed to tardy.
4. During the Channel One presentation, homeroom proctors are to make sure that they and the students are attentive to the broadcast.
5. Read printed announcements after the Channel One presentation has concluded. Uninterrupted time will be provided for the reading of classroom Daily Announcements. These announcements are to be posted on the homeroom bulletin board.
6. Oversee your room and the corridor area outside your room. Have students pick up papers and other debris that might be on the floor.
7. All homeroom proctors and other teachers who use the classroom are responsible for desks, equipment, and material items of the room. Have a seating plan. Damage of desks, or any property, should be reported to the Office. Accidents are inevitable. Negligence, however, cannot be tolerated.
8. It is the duty of each homeroom proctor to see that the students are neat and clean in their appearance and that they are following the dress and hair code (including facial hair). If a student is not following the dress and grooming code, he should be sent to the Dean of Students or Assistant Principal for a pass, and will serve detention after school.
9. Extinguish lights, close classroom windows and lock the doors of the classroom if no one will use that room next period.
10. All homeroom proctors, or substitute proctors, proceed to and sit with their homerooms at assemblies in the auditorium or gymnasium. A list of substitutes is provided for those on the faculty who have specific functions to perform during liturgical celebrations or other assemblies.
11. After the morning prayer, pledge of allegiance and announcements from the administration, *Channel One* will be aired in each homeroom. Each television monitor will go on and off automatically. The television sets are not to be adjusted by faculty or students. If a television set is not working properly, homeroom proctors are asked to notify the Main Office.

LAVATORIES

Male teachers are asked to stop in the lavatories as they pass by to help prevent damage to the facilities and prevent any infractions of the smoking or drug rules.

LIBRARY

The library at St. Francis High School is dedicated to Dr. Leo M. Michalek, Sr. As an integral part of classroom learning, the Library is open to students and faculty for the purpose of study and research. The librarian is charged with assuring that an atmosphere conducive to such endeavors be maintained.

Materials are selected to support the school's curriculum and to encourage recreational reading. Books, pamphlets, videos, and computer software comprise the collection which is on a high school and college reading level. Teachers and departments are encouraged to suggest items to add to the library collection.

At the beginning of each school year library orientation and effective library skills are taught, at which time students are encouraged to use the library for research and study, not for social activity.

Students are not to receive a pass to the library from any teacher except by prior arrangement with the librarian. Students who desire to use the library during lunch periods are required to register with the librarian by the beginning of that lunch period; they must remain in the library until the end of the period.

Arrangements for library passes for varsity athletes to study and do research during physical education periods must be made on a daily basis prior to the first period. Varsity athlete status is not an automatic admission to the library during physical education classes, but is a privilege; passes are given at the discretion of the librarian.

If by prior arrangements with the librarian, a teacher brings a class to the library for instructional or research purposes, the teacher is responsible for the supervision of those students while in the library.

Classroom Channel program taping will be done by the librarian upon request. The cost of the taping will be billed to the respective department. Titles should be provided the librarian the day before the scheduled program; the program tape(s) may be picked up the day following the scheduled program.

Special arrangements have been made with Hilbert College Library for inter-library use for faculty and students. Proper St. Francis identification must be presented when checking out materials. Faculty and staff have full lending privileges, while students have use of the library collection only. Lending arrangements are also available with the ERIE 1 BOCES School Library System through the librarian.

A week prior to the end of classes the library lending service terminates. Prompt return of all borrowed library materials is encouraged.

LOCKERS

Only the President, Principal, Assistant Principal or Dean of Students or their appointed delegate may search or remove the contents of a student's locker. Teachers who have reason to believe that a student's locker contains contraband should communicate this concern to the Administrators.

LOST/MISSING ITEMS/KEYS

Teachers are to inform the Vice President for Finance or the Assistant Principal immediately if for any reason they have misplaced, lost, or noticed missing any school equipment or school keys. Because of the security problems that arise as a result of lost keys and the high cost to recut keys and change locks, please exercise extreme caution with the whereabouts of keys. Please be reminded that no one has the authority to have any keys to school duplicated for any reason without authorization.

MAIL BOXES

Faculty and Staff mail boxes are located in the Main Office. It is into these boxes that all communications and incoming mail will be placed. Mail boxes should be checked between 7:45 and 7:55 a.m. for messages and substitution notices. They should also be checked for messages, mail, etc., at least one or more times before leaving school in the afternoon. All mail boxes must be cleaned daily.

The secretary and receptionist have been instructed not to receive papers or assignments from students to place in faculty mail boxes. This eliminates the situation of a student saying he gave it to someone in the office but the teacher never received it.

Since the privacy of the teacher's mail must be safeguarded, no student will have access to the faculty mail boxes.

MAIN OFFICE

In order to maintain efficiency, teachers should restrict their usage of the Office to business. The Office is not to be used as a Faculty Room or as a Lounge. Loud talking should be avoided so as not to interfere with the work of the Office Staff or with appointments which may be in progress. Also please note the following:

1. Teachers should not question a student who is waiting in the Main Office as to the nature of his business.
2. To avoid interrupting business in progress, please check with the Administrative Assistant before entering the Principal's Office.
3. No teacher is to help him/herself to the materials contained in the Office cabinets or closets. The Secretary and Receptionist will be happy to assist you.
4. Teachers desiring to have personal mail posted by the main office are required to reimburse the postage cost at the time the item is given to the receptionist.
5. No one is to use the photocopier located in the Main Office unless he/she has been authorized to do so.

MAINTENANCE

Teachers should complete a Maintenance and/or Repair Form in the event that the classroom, windows, or furnishings are in need of repair or maintenance. Please do not approach the maintenance staff directly with your requests. Forms are available in the Main Office. Likewise, if there are any other areas in school in need of custodial attention, please complete the form. All completed forms are to be placed in the Mailroom.

MODERATORS

Moderators of extracurricular activities are required to perform this duty in compliance with the policies and procedures outlined in this *Handbook*, and are responsible for the supervision of students participating in the club or activity, the care of facilities used by the group, regulating the finances and fundraising activities of the organization, and providing rosters or student participation in the activity for administrative purposes.

ORDER OF AUTHORITY

In the absence of the Principal, the Assistant Principal assumes the authority of the Principal. In the absence of both the Principal and the Assistant Principal, the Dean of Students assumes the authority of the Principal.

PESTICIDE USE NOTIFICATION POLICY

As of July 1, 2001 New York State Law requires that the school notify all faculty and staff as well as parents/guardians of the use of pesticides at school facilities or on school grounds.

St. Francis High School has employed a regular spraying program for many years in areas of the building that are conducive to pests. On a monthly basis a contractor sprays in the Student Dining Room, Locker Rooms and Campus Store. Other areas may be sprayed on an as need basis.

We attempt to restrict spraying to a time of day (early in the morning or late in the afternoon) when the least number of students and faculty/staff are on campus or to holidays when possible. Other than Sundays and holidays, and even then not always, it is rare that some students and faculty/staff are not on campus.

The law requires us to inform you:

- a. that we may use pesticides from time to time
- b. that the school maintain a list of faculty/staff and parents who wish to receive 48 hours advance written notice of pesticide application, and notice how to register for such notice
- c. how to get more information from the school
- d. three times a year, following Christmas and Easter recesses, and the end of the school year, we must provide written notice informing you of the date, location and product used since the last notification.

If you wish to be put on the list that allows you to be informed as described in (b) above please notify the Business Office no later than September 15th. Otherwise, you will receive the notices that are described in (d) above through the *Parents' Newsletter*. If you wish more information on the pesticides that are used please contact the Vice President for Finance in the Business Office. You are welcome to examine the file that contains copies of the labels of the pesticides used and EPA registration numbers as required by law.

POWER FAILURE

If we should lose power during the school day all classes should stay in place until you are informed to move to another location. This will allow us to evaluate the situation and make any necessary adjustments. The announcement will either come directly to your classroom, or through the use of the bull horn.

Teachers are reminded that your classroom doors are always to be open to hear announcements being made. The only exceptions are during the change of classes during the lunch periods and if what you are doing in class would be disruptive to others. Also, teachers are ordinarily expected to monitor students in the corridors during the change of classes as best they can. However, during a power failure, teachers must help maintain order and provide for an orderly movement to classes and dismissal. Therefore, teachers should be out of their classrooms when students are moving from one class to another and at dismissal time.

If your computer is on when the power goes out, turn it off. There could be difficulty with so many trying to come back on line at the same time after the power outage is over. The same would apply to lights in the classroom and any other electrical appliances (coffee pots, etc.)

PASSES

Teachers are required to issue the pink corridor pass to any student leaving their classroom or study hall during a class period. Students with special responsibilities or needs will be issued more permanent type passes by the Main Office or their club moderators with the approval of the Administration.

PRAYERS

Teachers are to begin each class and study period with a prayer.

PUBLIC RELATIONS

All publicity should be cleared with the Vice President for Institutional Advancement. Teachers having items of interest are encouraged to write articles for the newspapers, or to prepare other forms of publicity which will be disseminated by the Office of Institutional Advancement.

Before publication or reproduction of any items, logos or designs representing the school or its organizations must be approved by the Administration.

SCAN-TRON TEST SCORER

A ScanTron test scoring machine is available for faculty use in the Copy Room (Friars' Hall). This machine will automatically score multiple choice, matching, and true/false questions that have been answered on the ScanTron answer sheets. ScanTron answer sheets may be obtained in the Main Office. As these specially printed sheets are costly, prudent use of them is expected; extra answer sheets should be returned to the Main Office for proper storage.

SCHOOL FACILITIES

It is necessary that all be concerned about school property and equipment. Therefore, during the morning homeroom period, during the change of classes, and at the end of the day, teachers should oversee the corridor area adjacent to their classrooms to promote effective discipline in the corridors.

Teachers are responsible for the appearance of their classrooms and it is expected that classrooms will be maintained in a neat and orderly condition. If a room is not to be used immediately by another teacher, the lights should be extinguished, windows closed and doors locked. Students' desks, teacher's desk, and other property should be checked often for breakage, graffiti, stains, etc. Needed repairs should be reported to the Supervisor of Buildings & Grounds promptly.

Major modifications or remodeling of classrooms or other areas for which an individual is responsible must be discussed with and approved by the administration.

Teachers are encouraged to enhance the learning environment in the classrooms by decorating bulletin boards and walls. Irreparable damage to the surfaces, however, should be avoided.

When posting notices and flyers anywhere in the school building, only masking tape should be used to affix such items to painted or glass surfaces. The use of regular Scotch or athletic adhesive tape is prohibited.

STUDENT DINING ROOM PROCTORS

1. Be in the Student Dining Room area at the beginning of the period. Students are permitted an additional three minutes after the bell before being considered tardy for lunch. Those who arrive after this additional three minute period are late. Without special permission, a student is not permitted to eat lunch in any place other than the Student Dining Room.

2. Once the lunch period has begun, students may not leave the SDR area without the proctor's permission. There is to be no loitering in the corridors or in the lavatories during the lunch periods. Only the lavatory near the SDR is to be used during the lunch periods.
3. During lunch period the proctor should walk around the SDR, asking students to pick up or clean up any debris on the floor or tables.
4. Students are not permitted to order, accept, or receive deliveries from outside food vendors. Likewise, other deliveries or messengers are not permitted.
5. Juniors and seniors, once they have finished lunch, are free to spend the remainder of the period in the parking lot area between Friars' Hall and Justin Hall.
6. Anyone deviating from acceptable social or table manners will be disciplined appropriately. The proctors have the authority to give school detention to persistently uncooperative students.
7. Students are allowed to use the library for study and research during the lunch period, provided they register with the librarian by the beginning of that lunch period. Students must remain in the library until the end of the period.
8. Before dismissal from the Student Dining Room, all chairs must be put in place and all tables must be left clean and in good order. Dishes and trays are to be nearly and courteously returned to proper place, and all trash is to be placed into the containers provided.
9. At the end of the lunch period, students will remain seated and wait to be dismissed in an orderly manner by the proctor table by table three minutes before the end of that period.

STUDENT DRESS

Any student not following the dress code, who does not already have a pass from the Assistant Principal or Dean of Students indicating that the infraction has been reported, should be sent to the Dean of Students. The Dean of Students, or his delegate, will note the infraction, issue a pass and the appropriate penalty will be imposed. It remains, however, the responsibility of every teacher to see that the dress and grooming code is being followed.

STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES

With regard to student participation in co-curricular activities and athletics after dismissal, the following procedures are to be followed:

1. Practice sessions for intramural and inter-scholastic sports will not officially begin until 2:45 p.m.
2. When possible, students will advise their coaches during the school day of a meeting with a teacher, a club, or Student Council after school.
3. Teachers are requested to dismiss students no later than 2:45 p.m. If further meetings are necessary, arrangements should be made for meeting on other days, but still using the 2:45 p.m. release format.
4. Club and Student Council meetings should not be extended beyond 2:45 p.m.
5. Students attending meetings or meeting with a teacher for academic reasons should be allowed 15 minutes to dress and report to their practice not later than 3:00 p.m.
6. Club, Student Council, or academic meetings should not be scheduled on days of inter-scholastic athletic competition whenever possible.

STUDENTS ENTERING AND LEAVING CLASSROOMS

No student should be permitted to leave a class or enter a class without a pass. If, for any reason, the teacher must give permission to a student to leave the room during a class period, the pink pass should be given to the student.

STUDY PERIODS

Study period time must be used properly by all students. Teachers may not permit students to play games or cards. Students are to be encouraged to use their time constructively and profitably. Students should be given assigned seats.

STYLE SHEET

When writing letters (e.g. recommendations, solicitations, event announcements), the school's correspondence style sheet should be used. (see Appendix p. 61)

SUPPLIES

Standard and customary office, classroom and stationery supplies (e.g. chalk, erasers, forms, envelopes) are available from the Main Office. More specialized supplies should be procured through the Department Chairperson.

TELEPHONES

As St. Francis' telephone service is considered "business" service by the telephone company, these lines are under limited service and each local call is billed. Since the phones are intended primarily for school business, teachers are requested to limit their use of the school phones for personal business as much as possible. Students are not permitted to use the telephones except in the case of a clear emergency.

To access an outside line from classroom telephones, press "9". If a line is available, a password must be entered before dialing the telephone number. The current password is available from the Vice President for Finance.

During Business Hours (7:30 a.m. to 3:30 p.m.), all lines coming onto the St. Francis campus are handled by the School Receptionist or the Automated Attendant. After Business Hours, the Automated Attendant handles calls, allowing callers to access telephone extensions or voice mail boxes.

Any long-distance phone call made, for whatever purpose, must be reported to the Vice President for Finance since these calls must be substantiated before payment is made; a slip of paper bearing the caller's name, date, destination, purpose of call, time, area code and phone number called should be submitted. It is expected that personal toll or long-distance calls will be reimbursed to the Business Office.

Faculty and staff are prohibited from using directory assistance, except in a clear emergency. Telephone directories and student demographic information are available at the Main Office.

TRANSPORTATION

The use and maintenance of school vehicles is governed by the regulations of the Department of Transportation (DOT). All vehicles undergo a special inspection annually. The regulations only apply to vehicles which are "owned and operated" by the school; therefore, teachers may transport students in a personal vehicle, providing that the appropriate permissions for an organized trip have been secured. The scheduling and use of the school vehicles is supervised by the Vice President for Finance.

Faculty members do not need to have a special license to operate the mini-busses, unless that person would exceed a certain allowable number of trips per year; such usage is monitored by the Vice President for Finance.

STUDENT TRANSPORTATION POLICIES/PROCEDURES

1. School mini-busses are to be used to transport students; school station wagons or sedans may not be used.
2. All requests for mini-busses use must be made through the Business Office. The request must indicate: driver's name, date, time frame, and the school activity involved.
3. The seating capacity specified for the vehicle (which includes the driver) may not be exceeded. For all vans this is 15.
4. The vehicle log, kept on a clipboard with the vehicles keys, must be filled out each time the mini-busses is used. The log requires the driver's signature, a report of the van's condition, and mileage.

VOICEMAIL

Each teacher's classroom telephone is linked to St. Francis' Norstar® Voicemail system providing a voicemail box accessible through the school telephone system. This system uses the Liquid Crystal Display (LCD) on the telephone for simple prompts regarding the system options; more extensive options are described by voice prompts. Full information regarding the setup and use of the voicemail system is available from the Business Office. A summary is provided below:

RETRIEVING MAIL — "MESSAGE FOR YOU"

If a message has been left in your mailbox, this will be indicated on the LCD. To access your mailbox:

1. Press the button labeled "Open M/B" (or "Feature" 981)
2. When your password is requested enter your personal password, not the system password for accessing outside lines.
3. Voice prompts will give further directions about playing, erasing, forwarding, etc. the messages that have been left for you.
4. When you are finished listening to messages (or, at any point in the process) you can disconnect from the system by pressing the orange button labeled "Rls" (Release).

CHECKING MESSAGES FROM ANOTHER PHONE

You can access your mailbox from any phone on campus:

1. Press the button labeled "Open M/B" (or "Feature" 981)
2. When the password is requested enter:
 - a) a "*" (the word "Log" will appear in the LCD)
 - b) Your mailbox number (e.g. 608)
 - c) Your password
 - d) then "#"
3. Voice prompts will guide you through the rest of the system. You can also access your mailbox from any where off campus by calling the school number. When the attendant answers, press "***" and continue with the instruction #2 above.

TO LEAVE A MESSAGE FOR SOMEONE AT ST. FRANCIS:*Either:*

1. Pick up the receiver and dial their extension number; if they do not pick up, in most cases you will be shunted to their voice mailbox.
or:
2. Press the "Feature" button, then dial the digits "980". You will be asked for a Mailbox number; it is generally the same as the person's extension number. You will be shunted directly into the Voicemail system; that extension will not ring.

"DO NOT DISTURB" (FEATURE 85)

You may want to use Do Not Disturb while a class is in session. When you have your phone set to Do Not Disturb, any regular call (intercom or outside line) transferred to you will be forwarded automatically to your voicemail. However, if it is absolutely imperative to speak to you, the administrators and the receptionist have the ability to send a "priority" call through, overriding the Do Not Disturb.

"CALL FORWARD" (FEATURE 4)

You can set your phone to "Call Forward" and designate another extension as the destination. All calls are automatically sent to that destination without ringing at your phone. Please only use the "Call Forward" feature to shunt your calls to another phone (e.g. in the Faculty Rooms) while you will be in that other location.

CANCEL FEATURES

To cancel any of the features you have set, (e.g. Do not Distrub, Call Forward) simply include the pound sign (#) before the Feature number (e.g. Feature #85).

DIRECTORY NAMES

It is necessary to record your name for the school directory and to set a greeting for your mailbox. To check this, simply open your mailbox (Feature 981 - your password - #). If you hear more than your name ("George Washington") when the system attaches to voicemail, then you should rerecord your name announcement. (Once in the mailbox, press: 8, then 1, at the tone simply say your name, then press #).

MAILBOX GREETINGS

To check your greeting, you can simply try to send yourself a message (Feature 980, then dial your mailbox number); you should hear the greeting that others get when they call you. If you just hear your name, then you've got your name where your greeting should be (and maybe vice versa). To change your greeting (e.g. "Hello, this is George, but I can't take your call... please leave me a message"), open your mailbox, press 8, then 2, then 1, then 1, at the tone speak your greeting, press #, then RIs). You can also be prompted through this process by being patient and waiting just a few seconds once you've opened you mailbox; the system will walk you through step by step.

When recording greetings, do not use the option "personalized greeting" from the menu when initializing your mailbox. You should use the choices "Primary" (#1) or alternate" (#2) greeting. ("Personalized greeting" is a technical term this system uses for greetings that are directed to specific individuals based on the incom-

ing call's telephone number (e.g. your spouse). However, this is not an active feature on our system since we don't subscribe to Nynex's "caller ID" service.)

There is no significant difference between the "primary" and "alternate" greetings. It's simply a way of saying that you can store two different greetings, and switch between one and the other without having to re-record all the time. For instance, you might make your primary greeting something like "Hello, I'm in class right now, but as soon as I get a chance I'll call you back. Please leave your name and number." Your alternate greeting might be: "Hello, I'm not in school at this time, but as soon as I do get your message I'll give you a call...." To switch between greetings: open your mailbox, press 8, then 2, then 2, then the number of the greeting you wish to be activated.

APPENDIX**GRADE REVISION FORM**

Student Name _____ Student No. _____

Course No. _____ Section _____ Course Title _____

Quarter 1 2 3 4 Final Exam

Original Grade: _____ Comment No. _____

Revised Grade: _____ Comment No. _____

Reason for revision: Calculation Error
 Grade Recording Error
 Other (explain): __________
Teacher Signature_____
Date

REQUEST FOR FIELD TRIP

Instructions

This form is to be filled out by the teacher requesting to make a field trip with his/her class or group, and should be submitted to the Assistant Principal for Academic Affairs at least (3) weeks prior to the planned date. A completed permission form, as well as any addenda to the permission form, must be submitted with this form.

Please check your transportation arrangements with the Vice President for Finance (if using school transportation) before completing this form, and confirm these arrangements once approval for the trip has been obtained. If your trip is approved, please be sure to make arrangements with the Assistant Principal for any needed class substitutes.

Teacher: _____ Date of Request: _____

Class/Group/Subject: _____ Number of Students: _____

Date of Trip: _____ Time: _____

Type of Transportation: _____ Cost per Student: _____

**Overnight trips require at least two chaperones regardless of the number of students on the trip.*

Other Chaperon(s): _____

Destination/Itinerary: _____

Objectives of Trip: _____

Evaluative Methods: _____

Department Chair Signature: _____

(For Office Use)

Your request for the field trip described above:

- is approved
- requires further discussion; please see me.
- is not approved for the following reason(s):

Initials: _____

Date: _____

EDUCATIONAL FIELD TRIP PERMISSION

To: Parents/Guardians

Date: _____

We have arranged for your son to participate in a planned field trip experience to:

The following arrangements have been made and reviewed by the school:

Departure Date / Time: _____

Return Date / Time: _____

Type of transportation: _____

Cost per Student: _____

Supervisory Personnel: _____

Supervisory Notice: During this excursion, your son will be accompanied by a teacher/chaperon throughout the duration of the trip.

Reasonable care will be taken by the supervising personnel to see to the safety of your son. However, it is absolutely essential that you, as parent or legal guardian, give written permission for your son to participate in this activity. Therefore, please sign the slip below, and have your son return it to his teacher no later than _____

(Detach and return lower portion)

EDUCATIONAL FIELD TRIP PERMISSION

I, the undersigned, hereby give my express permission as parent / legal guardian for my son,

_____, to participate in the trip planned for _____, to

(Student's name)

(Date)

_____ as outlined in the information sheet provided me which I have read

(Place)

and understand. I authorize _____ to request and consent to necessary

(Chaperon's name)

medical treatment, regardless of the nature or extent of the illness or sickness, including possible surgery, if needed for my son, in my absence or unavailability during the period of the trip as indicated above.

(Parent/Guardian signature)

(Phone number)

Date

I also certify that to the right appears a specimen of the signature of the above named chaperon.

Chaperon's signature

SCHOOL EXCURSION PERMISSION

To: Parents/Guardians

Date: _____

We have arranged for your son to participate in an excursion to: _____

The following arrangements have been made and reviewed by the school:

Departure Date! Time: _____

Return Date / Time: _____

Type of transportation: _____

Cost per Student: _____

Supervisory Personnel: _____

*overnight trips require at least two chaperones regardless of the number of students on the trip.

Supervisory Notice:

During this excursion, your son will be under the supervision of a teacher/chaperon during the transportation to and from the location/event. For the remainder of the activity your son will not be under the supervision of school personnel. He will, however, be informed as to how he can contact a chaperon if the need arises.

Reasonable care will be taken by the supervising personnel to see to the safety of your son. However, it is absolutely essential that you, as parent or legal guardian, give written permission for your son to participate in this activity. Therefore, please sign the slip below, and have your son return it to his teacher no later than _____.

(Detach and , return lower portion)

SCHOOL EXCURSION PERMISSION

I, the undersigned, hereby give my express permission as parent I legal guardian for my son,

_____, to participate in the trip planned for _____, to
Student's Name Date

_____ as outlined in the information sheet provided me which I have read and
Place

understand. I authorize _____ to request and consent to necessary medical
(Chaperon's name)

treatment, regardless of the nature or extent of the illness or sickness, including possible surgery, if needed for my son, in my absence or unavailability during the period of the trip as indicated above.

Parent/Guardian signature Phone Number Date

I also certify that to the right appears a specimen of the signature of the above named chaperon.

(Chaperon's name)

UNSUPERVISED SCHOOL EXCURSION PERMISSION

To: Parents/Guardians

Date: _____

We have arranged for your son to participate in an excursion to:

The following arrangements have been made and reviewed by the school:

Departure Date! Time: _____

Return Date / Time: _____

Type of transportation: _____

Cost per Student: _____

Supervisory Personnel: _____

*Overnight trips require at least two chaperones regardless of the number of students on the trip.

Supervisory Notice: During this excursion, your son will not be under the supervision of a teacher, chaperon, or other St. Francis H.S. personnel; adult supervision, if available, will be provided only as indicated above. Your son will, however, be informed also how he can contact St. Francis personnel or the nearest adult supervisory personnel if the need arises.

In planning and permitting this excursion, reasonable care has been taken to see to the safety of your son. However, it is absolutely essential that you, as parent or legal guardian, give written permission for your son to participate in this Activity. Therefore, please sign the slip below, and have your son return it to his teacher no later than _____.

(Detach and return lower portion)

UNSUPERVISED SCHOOL EXCURSION PERMISSION

I, the undersigned, hereby give my express permission as parent I legal guardian for my son,

_____, to participate in the trip planned for _____, to
Student's Name Date

_____ as outlined in the information sheet provided me which I have read and
Place

understand. I authorize A representative of St. Francis H. S. to request and consent to necessary medical treatment, regardless of the nature or extent of the illness or sickness, including possible surgery, if needed for my son, in my absence or unavailability during the period of the trip as indicated above.

Parent/Guardian signature Phone Number Date

ADDENDUM TO SCHOOL TRIP PERMISSION (Student Driver)

This memo constitutes an addendum to the permission form which I have already completed for my son,

_____ to participate in the trip planned for _____
Student's Name Date

It is my understanding that my son will be transporting other students in his/our vehicle. I hereby give my express permission for my son to transport other students for this event and acknowledge that my son and/or the vehicle owner is responsible for any injury or damage sustained, and not Saint Francis High School.

Parent/Guardian signature Date

ADDENDUM TO SCHOOL TRIP PERMISSION (Passenger)

This memo constitutes an addendum to the permission form which I have already completed for my son,

_____ to participate in the trip planned for _____
Student's Name Date

It is my understanding that my son will be transported by a privately owned automobile driven by another student. I hereby give my express permission for my son to be such a passenger for transportation to this event and acknowledge that the driver and/or the vehicle owner is responsible for any injury or damage sustained, and not Saint Francis High School.

Parent/Guardian signature Date

Correspondence Style Sheet

Type/font size: 5 lines (with leading) to the vertical inch. (This is usually 11 or 12 pt)

Margins: 1" left (should be aligned with the left margin of the stationery letterhead)
1" right (3/4" if absolutely necessary to make a letter fit)

Justification: left justify (never full justify in business letters)

Dateline: on the third line below letterhead
(more, if necessary, to center the letter vertically on the page)

(Confidential Notation - optional): on the second line below dateline

Inside Address: on the third line below the dateline

(Reference line[s] - optional): flush right, on the line below inside address

Salutation: on the second line below whatever is above it.

Body: flush left, on the second line below salutation. Single blank line between paragraphs.

Complimentary Close: on the second line below the body of the letter.

Signature line: on the fourth line below the complimentary close

Identification initials: on the second line below signature line (SIGNER:typist)

(Enclosure notation - optional): on the second line below identification initials

(Carbon copy notation - optional): on the second line below enclosure notation

Continuation page(s):
flush right at top of page, on the third line below the office line,
a stacked heading containing:
1st line: Addressee
2nd line: date
3rd line: the word "Page" and the page # in words as in:

Mr. & Mrs. John Smith
30 April 1995
Page two

POLICIES FOR ACCEPTABLE USE OF COMPUTER NETWORK AND INTERNET SERVICES FOR STUDENTS

St. Francis High School is pleased and proud to be able to offer a variety of technological equipment and services for use by students, faculty and staff. These technology and information services are intended to support and enhance the spiritual and educational mission of the school. At all times, users are expected to maintain and conduct themselves according to the high standards of behavior established by St. Francis High School and supported by their families and in accordance with the Discipline Code and Rules of the *Student Handbook*.

Access to this equipment and service is a privilege, not a right, and may be withdrawn from those individuals who choose to violate these policies. Furthermore, if circumstances warrant, disciplinary action may be taken by the school at the discretion of the Administration in accordance with the Discipline Code and Rules and procedures in the *Student Handbook*. If necessary, law enforcement agencies may also become involved.

Each student who requests it and has returned the properly signed permission form will be granted a user name and password for the school's network. As part of his account, he will be allotted 5 MB of storage space on the network. Additional space can be acquired for academic projects by contacting the systems administrator. This network identity will also allow him access to the Internet through the school's Internet provider.

Supervision and site filtering software will be used by the school to control access to Internet sites and material that the school may deem objectionable. Although attempts will be made to screen Internet materials, it should be noted that offensive matter may elude these controls. If a user mistakenly gains access to inappropriate information, he/she shall have the duty, responsibility and obligation to immediately inform a member of the faculty or the system administrator.

In addition to the foregoing, each student shall adhere to the following rules:

1. Students will employ only the software and services provided by St. Francis High School on school equipment. Students will not install software of any type, nor will they alter or destroy the established configuration of the school's computer systems without the explicit permission of the system administrator.
2. Students will observe the Copyright Laws of the United States with regard to the installation, copying and duplication of copyrighted materials and software.
3. This equipment will not be used for commercial purposes (buying and selling of goods/ services.)
4. Students will not employ any of the technology equipment at St. Francis High School to obtain, download, send, print, display or gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
5. All Students must refrain from any form of personal attack toward any other individual or group, including, but not limited to, obscene, threatening, disrespectful or inflammatory language or images.
6. Students are not permitted to communicate with other individuals through on line services (e.g. chatrooms, instant messaging, etc.) without the express permission of the system administrator.
7. Students will respect the privacy and rights of others. They will not disclose personal information about themselves, of other students or faculty through the school's network. They will not try to learn others' passwords or gain access to their personal materials. However, it should be noted that system administrators will have access to all files and will make files available to the administration of the school upon request.

8. Students will not use the computer equipment for non-academic activities when others require these resources for academic purposes.
9. Laptop computers or notebook computers may be used by students in the classroom at the discretion of the teacher. A student who uses their laptop/notebook on campus is subject to all the rules of the School's Acceptable Use Policy. Likewise laptops/ notebooks are subject to examination and search by a school administrators if it is believe that they may contain prohibited materials. Students who bring their personal laptops/notebooks to school are responsible for their security. The school will not assume liability for lost or stolen laptops/notebook computers.

St. Francis High School makes no guarantee that the services offered by this equipment will be error free or completely without defect. Therefore, St. Francis High School will not be held responsible for problems related to loss of data, interruption of services or deliveries, and takes no responsibility for the accuracy or quality of the information obtained from the Internet via this network.

St. Francis High School Acceptable Use Agreement

For the student:

I hereby attest that I have been provided a copy of the *Acceptable Use Policy* of St. Francis High School with regard to student use of the school's technology equipment and services. I agree to abide by these policies as outlined.

I further understand that failure to comply with these standards may result in the withdrawal of my computer privileges and possible disciplinary action by the school. In addition, should it be appropriate, legal action may also be taken.

I understand that if this policy is changed in the future, I will be informed of these changes and will be expected to abide by them.

User's Full Name _____

Signature _____ Date _____

User ID _____ (network administrator will provide this ID)

For the parent/guardian:

As the parent or guardian of this student, I have reviewed the St. Francis High School *Acceptable Use Policy*. I understand that the purpose of this equipment and Internet access is to enhance the spiritual and educational mission of the school.

Although St. Francis High School will take precautions to avoid objectionable material, I also recognize that it is impossible for St. Francis High School to completely eliminate the possibility of access to all controversial materials and I will not hold the institution or its agents responsible for materials acquired and/or viewed on the network.

I hereby give my permission to the school to issue an account for my son.

Parent/Guardian's Name _____

Signature _____ Date _____

Graduate School Tuition Assistance Application

Applicants should review the complete policy on pages 10, 11 of the Faculty Handbook before completing this application.

Deadlines

Applications for assistance must be submitted to the Business Office and approved before enrolling in a course.

GAP forms must be submitted according to the following deadlines:

- Reimbursement applications for courses to be taken in the Summer Session — June 1st
- Reimbursement applications for courses to be taken in the Fall Semester— September 1st
- Reimbursement applications for courses to be taken In the Spring Semester — January 3rd

Reimbursement Rates

- After completing one full year at St. Francis High School individuals shall receive 1/3 tuition reimbursement for a 3 credit course leading to a Masters degree In an academic program approved by the Principal. Reimbursement rates are based upon Graduate School tuition rates at State University of New York Colleges and Universities.
- After completing five full years at St. Francis High School individuals shall receive 2/3 tuition reimbursement for a 3 credit course leading to a Masters degree in an approved academic program, or other approved courses. Reimbursement rates are based upon Graduate School tuition rates at State University of New Colleges and Universities.

Date: _____
 Teacher Name: _____
 Number of Years Completed at SFHS: _____
 College! University Attending: _____
 Course Title(s) _____
 Credit Hours: _____
 Semester: Fall Spring Summer

Notes: _____

Business Office Use Only

Date Submitted _____

Approved _____

Rejected _____

Reason: _____

Transcript Submitted - Date _____

Reimbursement Amount _____ Date _____

Index

A

- Absence
 - Class 19
 - School 19
- Academic
 - Council 27
 - Dismissal 27
 - Failures 27
 - Integrity 30
 - Interim Reports 31
 - Leave 13
 - Referrals 28
 - Review 28
- Accidents 19
- Activities
 - Co-curricular 50
 - Moderators 47
- Activity Center 40
- Ailing Students Assignments 28
- Alcohol 19
- Announcements 33
- Appointments 19
- Asbestos 33
- Assault On Teacher 9
- Assemblies 34
- Assignments
 - Absentee 27, 28
- Attendance 9
 - Homeroom 44
 - Student 35
 - Post-Dismissal 24

B

- Bloodborne Pathogens 20,21
- Board of Discipline 34
- Buckley Amendment 29

C

- Channel One 45
- Child Abuse
 - Policy 21
- Class Procedures 35, 36
- Cleaning Service 36
- Closing, Emergency 40
- Co-Curricular Activities 9
- Compensation 15
- Computer Policy 36, 37, 38
- Conferences 38

- Contract Renewal 16, 17
- Corporal Punishment 24
- Credit Union 9
- Crisis Management 38

D

- Dance Guidelines 38
- Deliveries 49
- Delayed Openings 40
- Department
 - Chairpersons 27
 - Meetings 28
- Dentention Proctoring 38
- Discipline
 - Board 34
 - Classroom 39
 - Corporal Punishment 39
- Dismissal
 - Student 27
 - Teachers 9, 10
- Dress Code
 - Faculty 23
 - Student 49
- Drugs 19
- Duplicating 39

E

- Emergency Closings 40
- Equipment
 - Audio-Visual 34
 - Erie County Council for the Prevention of Alcohol and Substance Abuse 43
- Examinations 29
- Exemptions 29
 - New York State Regents 29
 - School 29
- Exemptions 29

F

- Facility Use 40
- Faculty Dining Room 40
- Faculty Rooms 40
- Failures 27
 - Absentee 27
- Family Education Rights and Privacy Act 29
- Family and Medical Leave Act 10
- FERPA 29
- Field Trips 41
- Fire Drills 42
- Fundraising 42

G

Gambling 24

Grades

New York State Regents 32

Passing 31, 32

Promotion 32

Grade Revision Form 54

Graduate Assistance Program 10, 11

Grievance Procedure 11, 12

Graduate School Tuition Assistance

Application 64

Guidance

Appointments 42, 43

Facilities 43

Group 43

H

Health Insurance 12

History and Background of the School 5

Homeroom

Attendance 44

Proctors 44, 45

I

Information, personal 12

Insurance

Health 12

Liability 14

Long Term Disability 15

Interim Reports 31

J

Jury Duty 14

Absentee 14

K

Keys 45

L

Lavatories 45

Layoffs 12

Leave 13, 19

Absence 12

Charging for 9

Lesson Plans 32

Liability Insurance 14

Library 45

Inter-library use 45

Lockers 45

Long Term Disability 14

Lost Items 45

Lunch 15

M

Mailboxes 25, 46

Main Office 46

Maintenance 46

Make-Up Work 27

Maternity Leave 13

Military Leave 13

Mini-busses - 51

Mission and Belief Statements 7

Moderators 46

N

Non-Discrimination 16

Non-Tenured Teachers 17

O

Objectives of School 7

Observations

Faculty 25

P

Parent/Teacher Conferences 24

Parents' Guild 24

Part-Time Teachers 15

Passes 48

Pension 15

Pesticide Use Notification Policy 47

Photocopying 39, 40

Policy Statements

Acceptable Use of Computer Use 24, 62, 63

Asbestos Management Plan 33

Family Education Rights and Privacy Act 29

FERPA 29

Non Discrimination/ Diversity 8

Pesticide 47

Sexual Harassment 16

Philosophy 6

Pornography 24

Power Failure 47, 48

Prayers 48

Printing 39

Proctors

Student Dining Room 22, 29

Property

Care of 35

School 15

Publicity 48

Punctuality 24

R

Records

release of 29

Reporting 22

S

Scan-Tron 48

School Seal 7

Sexual Harassment 16

Sick Leave 12

Smoking 25

Staff 25

Student Dining Room 49

Study Periods 50

Style Sheet 50, 61

Substitute Teachers 16

Substitutions

Duty 25

Notices 25

Supplies 50

T

Tardiness

Faculty 19

Student 35

Teaching Load 16

Telephone 50, 51, 52, 53

Tenure 16, 17

Tests

Scan-Tron 48

Threats of Civil or Criminal Action 17

Titles

proper use of 24

Transportation 51

Tuition Assistance 17

Children 17

V

Voicemail 51

W

Workers' Compensation 17