

**SAINT FRANCIS BORGIA
REGIONAL HIGH SCHOOL**

1000 Borgia Drive
Washington, Missouri 63090
Telephone: (636) 239-7871
FAX: (636) 239-1198
Internet: borgia.com

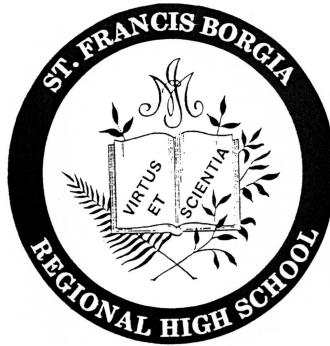
STUDENT HANDBOOK

Mr. George Wingbermuehle
President

Dr. Brad Heger
Principal

Rev. Kevin Schmittgens
Chaplain

Mr. Duane Haddox
Dean of Students
Athletic Director



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

ST. FRANCIS BORGIA REGIONAL HIGH SCHOOL HANDBOOK

SFBRHS MISSION STATEMENT

OUR MISSION is to provide a Catholic education that fosters spiritually, morally, academically and technologically prepared lifelong learners.

VISION STATEMENT

WE ENVISION a community of inquisitive learners, grounded in Catholic heritage, sustained by faith in Christ, committed to one another's personal growth and dignity, and guided by a consistent Christian life ethic. Our graduates are sent prepared into an ever-changing world with a commitment to serve the needs of others responsibly and generously. We strive to be a safe haven of grace and compassion.

PHILOSOPHY

Saint Francis Borgia Regional High School is a Catholic, coeducational high school.

The administration, board, faculty, parents, and students of Saint Francis Borgia Regional High School cooperate to foster a Christian atmosphere based on mutual respect. We value the uniqueness, the dignity, and the integrity of each person. We work together for personal spiritual growth and for growth as a vibrant Catholic faith community.

We strive to foster academic excellence that recognizes individual differences and challenges us to maximize growth. Our ultimate goal is to promote total human development as Christians.

We value a learning atmosphere which invites enthusiasm and self-discipline on the part of each student and teacher, an atmosphere built on positive, supportive relationships which challenge, motivate, and assist. We value taking the time to listen to one another and then planning together to meet the ever-changing needs of our school community.

OBJECTIVES

Our specific objectives have been organized under four statements that flow from our philosophy:

- I. Our commitment as a Catholic, regional high school.
- II. Our commitment to individuals with varying backgrounds, abilities, and goals.
- III. Our commitment to academic excellence.
- IV. Our commitment to cooperate as a faith community.

This handbook contains more than the policies and regulations necessary to operate Saint Francis Borgia Regional High School. It presents guidelines to develop its students academically, spiritually, and socially. All SFBRHS students are expected to conduct themselves in a respectful, Christian manner at all times. Courtesy, generosity, and honesty are expected of the entire Saint Francis Borgia Regional High School community.

SCHOOL SONG

*Other schools may boast of trophies and of honors won.
SFB will always glory in the work it's done.
We'll be true and loyal to you, SFB, just guide us through.
Then cheer, cheer and do revere the school we hold so dear!*

Oh, St. Francis! Oh, St. Francis!

*Many are the years of training and the virtues taught.
SFB will tell the story of the goal you sought.
We will hold as very gold, SFB, your lessons of old.
Then cheer, cheer and do revere the school we hold so dear!*

ADMINISTRATIVE OFFICES

President	George Wingbermuehle
Principal.....	Dr. Brad Heger
Office Manager/Registrar.....	Christine Feldmann
Bookkeeper.....	Kathy Obermark
Athletic Director /Dean of Students.....	Duane Haddox
Administrative Assistant.....	Rhonda Quattlebaum
Chaplain.....	Fr. Kevin Schmittgens
Campus Ministry.....	Derrick Flannigan, Mike Kroeker
Guidance – Director.....	Janet Freeman
Counselors.....	Janet Freeman (L-Z), Theresa McGowan (A-K), Carla Poepsel (Freshmen)
Administrative Assistant.....	Krista Hellebusch

ACADEMICS

English and Foreign Language - Dean	Stan Westhoff
English Teachers.....	Tim Buchheit, George McKee, Dave Neier, Patty Russell, Manuela Schmitt, William Stevison, Dana Volkman, Stan Westhoff
Foreign Languages Teachers.....	Manuela Schmitt, Sandy Siess, David Stores
Fine Arts and Practical Arts - Dean	Joseph Bitzer
Fine Arts Teachers.....	Joseph Bitzer, Sue Bright, Tim Buchheit, Derrick Flannigan, Rae Slayton
Practical Arts Teachers.....	Joe Bitzer, Michelle Kenny, Ray Meyer, Patty Russell, Elaine Wingbermuehle
Mathematics and Science - Dean	Mary Ann Pelster
Mathematics Teachers.....	Mary Ann Pelster, Rosanne Snider, Barbara Steffens, Elaine Wingbermuehle, Kathy Wright
Physical Education Teachers	Steve Lahay, Dave Neier
Science Teachers.....	Nicole Addison, Chet Jankowski, Jon Noelker, Rob Struckhoff, Spencer Unnerstall
Social Studies and Theology - Dean	Kathleen Hertlein
Social Studies Teachers	Dr. Bill Cunningham (ECC), Judy Kandlbinder, Mike Kroeker, Stacia Parsell, Kurt Russell, Spencer Unnerstall
Theology Teachers	Derrick Flannigan, Kathy Hertlein, Mike Kroeker, Louise Leger, Fr. Kevin Schmittgens, William Stevison
Learning Consultant.....	Tim Meyer
Media Specialist.....	Becky Price

ADVANCEMENT

Advancement Director.....	Harriet Sallaberry
Administrative Assistant.....	Sue Michels
Annual Giving Director.....	Eileen Chalk
.....	
Director of Marketing and Recruitment.....	Moira Vossbrink

SUPPORT STAFF

Director of Maintenance.....	Michael Kruse
Cafeteria Manager.....	Gloria Brinker
Computer Technician.....	Josh Graham
Instructional Technology Specialist.....	Becky Price

CLASS COORDINATORS

Senior Class Coordinator.....	Judith Kandlbinder
Junior Class Coordinator.....	Nicole Addison
Sophomore Class Coordinator.....	Barb Steffens
Freshman Class Coordinator.....	Mike Kroeker

EXTRA CURRICULAR MODERATORS

Art Club.....	Rae Slayton
Borgia on Stage.....	Tim Buchheit
Campus Ministry Council.....	Mike Kroeker
Chess Club.....	Jon Noelker
Christian Life Communities.....	Mike Kroeker
Club Bowling.....	George Wingbermuehle
Club Tennis.....	Manuela Schmitt
Creative Writing.....	Dana Volkman
Discerning One's Place.....	Kathy Hertlein
Drama Club.....	Tim Buchheit
Ecology Club.....	Nicole Addison
German Klub.....	Sandy Siess
National Honor Society.....	Kathy Hertlein
Photography Club.....	Nicole Addison
Pro-Life Club.....	Bill Gegg
SADD/TREND.....	Kathy Wright
Scholar Bowl Team.....	George McKee
Soul Singers.....	Sue Bright
Spanish Club.....	David Stores
Speech Team.....	Tim Buchheit
Spirit Leaders.....	Mary Ann Pelster
St. Vincent DePaul Youth Group.....	Derrick Flannigan
Student Council.....	Rosanne Snider
Technology Club.....	Elaine Wingbermuehle

COACHES

Baseball.....	Rob Struckhoff
Basketball, Boys.....	David Neier
Basketball, Girls.....	Stacia Parsell
Cheerleaders.....	Sandy Gildehaus
Cross Country.....	Kurt Russell
Dance.....	Kelly Daugherty
Football.....	Dale Gildehaus
Golf, Boys.....	David Neier
Golf, Girls.....	Bill Landsdowne
Soccer, Boys.....	Grant Kang
Soccer, Girls.....	Grant Kang
Softball.....	Stan Westhoff
Track & Field.....	Stacia Parsell, Kurt Russell
Volleyball.....	John Nieder

SCHOOL HOURS

THE OFFICIAL HOURS FOR THE SCHOOL TO BE OPEN ARE FROM 7:30 A.M. TO 4:00 P.M. THE SCHOOL DOES NOT PROVIDE SUPERVISION BEYOND THESE HOURS EXCEPT FOR SPECIFIED SCHOOL-RELATED ACTIVITIES. STUDENTS WHO MUST BE ON CAMPUS BEFORE OR AFTER THESE HOURS SHOULD REMAIN IN THE MAIN LOBBY UNLESS THEY ARE INVOLVED IN A SPECIFICALLY SUPERVISED ACTIVITY.

REGULAR TIME SCHEDULE

The schedule consists of eight blocks. Classes meeting during periods B3 and G3 are divided into four groups for lunch (1,2,3,4). Seminar meets almost every day.

EXPLANATION OF THE BELLS DURING THE 3RD PERIOD:

- First group goes to cafeteria; other groups go to class.
- Beginning of class for other groups.
- First group goes to class (no one else moves).
- Second group goes to cafeteria. First group begins class.
- Second group goes back to class (no one else moves).
- Third group goes to cafeteria. Class resumes for second group.
- Third group goes back to class (no one else moves).
- Fourth group goes to cafeteria. Class resumes for third group.
- All move to period 4.

REGULAR TIME SCHEDULE

7:55	Warning Bell
8:00-8:20	Homeroom/Channel 1
8:23-9:47	Class B1/G1
9:51-11:15	Class B2/G2
11:19-11:43	1st lunch
11:46-12:10	2nd lunch
12:13-12:37	3rd lunch
12:40-1:04	4th lunch
11:19-1:04	Class B3/G3+ lunches
1:08-2:32	Class B4/G4
2:35-3:00	Seminar

ASSEMBLY/MASS/PEP RALLY with seminar SCHEDULE

7:55	Warning Bell
8:00-8:20	Homeroom/Channel 1
8:24-9:32	Class B1/G1 - or Assembly/ Mass
9:36-10:44	Class B2/G2 - or Class B1/G1 or Assembly/ Mass
10:48-11:12	1st lunch
11:16-11:39	2nd lunch
11:42-12:06	3rd lunch
12:09-12:34	4th lunch
10:48-12:34	Class B3/G3 or Class B2/G2 + lunches
12:38-1:46	Class B3/G3 or Class B4/G4 - or Assembly /Mass
1:50-2:58	Class B4/G4 or Assembly/Mass or 1:50 - 2:25 Pep Rally & 2:30-2:58 Seminar

FACULTY MEETING/HALF DAY SCHEDULE

7:55	Warning Bell
8:00-8:20	Homeroom/Channel 1
8:24-9:22	Class B1/G1
9:26-10:24	Class B2/G2
10:28-11:26	Class B3/G3
11:30-12:30	Class B4/G4

SNOW SCHEDULE

9:15	Warning Bell
9:20-9:32	Homeroom
9:36-10:44	Class B1/G1
10:48-12:34	ClassB2/G2+ lunches
12:38-1:46	Class B3/G3
1:50-2:58	Class B4/G4

REQUIREMENTS FOR GRADUATING FROM SAINT FRANCIS BORGIA REGIONAL HIGH SCHOOL

Theology.....	4 credits
English.....	4 credits
Math.....	3 credits
Social Studies.....	2 credits
American History.....	2 credits
Science.....	3 credits
Foreign Language or	
Resource Skills.....	2 credits
Fine Art.....	1 credit

Speech/Principles of Technology.....	1 credit
PE.....	1 credit
*Personal Finance.....	0.5 credit
Electives.....	6.5 credits
Required credits.....	30 credits
Optional electives.....	2 credits
Possible credits.....	32 credits

*Beginning with the Class of 2011 and beyond.

Christian Service Requirement: All students are required to serve a minimum of 25 Christian Service hours per year.
Closed Retreat: Any senior wishing to participate in graduation must have made a closed retreat sometime during his/her junior or senior year.

GENERAL INFORMATION

ACADEMIC ACHIEVEMENT:

Honors Recognition

Students will be recognized for the following GPA's:

Summa cum Laude cumulative 3.9....gold cords at graduation

Magna cum Laude cumulative 3.7....silver cords at graduation

Cum Laude cumulative 3.5....royal cords at graduation

NHS..... royal/gold cords at graduation

Valedictorian and Salutatorian Selection

The student must have the highest cumulative GPA in their class and meet the following criteria:

1. The student must have earned at least one credit or be currently enrolled and passing in one credit of Honors Math.
2. The student must be on schedule to have earned at least four credits of Science.
3. The student must be currently enrolled and passing a second credit of Honors English.
4. The student must be currently enrolled and passing a second credit of Honors American History.
5. The student must have earned at least two credits of a foreign language.
6. The student must have:
 - a) served or be currently serving, as an officer in a school organization, class, or club, **or**
 - b) earned a school letter or the equivalent, other than an academic honors, on the varsity level, in any activity for which school letters or the equivalent are awarded, **or**
 - c) participated in community service project(s) to which a significant amount of personal time was committed as determined by the office of Campus Ministry.
7. The student must have attended SFRHS minimally junior and senior year.

In the unlikely event of a tie, the Valedictorian will be determined by the greatest number of "A+'s" in honors classes earned through seven semesters.

ACADEMIC DEFICIENCY: Students are considered academically deficient if, at the end of the year, they do not have a sufficient number of credits to advance to the next grade level. The theology credit is adjusted for transfer students from public schools. Required credit levels are as follows: 8 credits to be a sophomore; 16 credits to be a junior; and 23 credits to be a senior. Students deficient in credits are encouraged to make up the deficiency over the summer through correspondence courses or summer school. Students who fail required courses are **REQUIRED** to make up the required course before the first day of school the following academic year unless special permission is given by the principal.

ACADEMIC HONESTY: There is a clear expectation that all students will perform assignments and take tests with honor and integrity. Academic honesty is essential for true scholastic growth. Students are expected to do their own work and cite sources where appropriate. If a student is caught cheating or caught facilitating cheating, the student will receive a "0" grade for the assignment, test, or exam; the Dean of Students and the principal will be notified, and the student will serve a Saturday detention.

ACADEMIC PROBATION: Any student who earns two (2) or more failing grades at the end of the quarter grading period must attend a staffing arranged by the guidance counselor within the first three weeks following the grading period. A staffing is a meeting of the student, the parents, teachers, advisor, and counselor. The purpose is to devise a plan for academic improvement for the student. A student who earns two (2) or more failing grades at the end of any semester will be placed on academic probation for the following semester.

If a student fails to come off probation, that student, along with his/her parents may be required to meet with the principal. A staffing may be held more than one time per year for a student. Repeated academic probation may result in a student being asked to leave the school.

Failure to meet the terms of academic probation may result in dismissal from school. A student may not participate in extra-curricular activities while on probation.

ADMISSION POLICY: Saint Francis Borgia Regional High School is a regional high school serving the needs of Catholic students in the Washington Deanery. It is open to all Catholics regardless of race, gender, or ethnic background. When openings are available, SFRHS admits students from outside the region and of other faiths.

ADVANCEMENT OFFICE: The Advancement Office has a three-fold purpose: to organized and carry out various fund raising activities, to assist with public relations, and to develop an active and informed alumni support group. Among the fund-raising efforts are the magazine drive, the dinner auction, the benefit calendar, annual giving, and the endowment fund. The purpose of all these fundraisers is to keep tuition low by providing funds for the general operating expenses of the high school. The endowment fund is looking to provide future financial assistance and is being funded through life insurance, trusts, annuities, bequests, and cash donations. The Advancement Office tries to keep current addresses of all alumni and to inform alumni of "What's happening" at Borgia.

ADVISEMENT PROGRAM: Each student at Saint Francis Borgia Regional High School is assigned a teacher advisor upon enrolling. The advisor's goal is to help students set up and/or revise a four-year curriculum plan, to assist students in their career planning, and to make personal contact with parents at least once during the school year. Students meet with their advisors during scheduled advisement periods. Students must be in advisement during this time. Advisement periods are scheduled on Wednesday instead of homeroom.

AGENDAS: Agendas must be with the students at all times during the school day.

ASSEMBLY CONDUCT: At all times, the students' behavior should be refined and courteous. Each person is responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, inappropriate applause, boisterousness, and talking during the program. Students must sit in the sections provided for their homerooms. Inappropriate conduct is subject to discipline by the homeroom moderator or by the Dean of Students, if the misbehavior is deemed serious.

ATHLETIC PARTICIPATION: Students are encouraged to participate in athletics. The athletic program at SFBRHS is designed to give students an opportunity to compete in a variety of interscholastic sports. Participation in the interscholastic program is viewed as a privilege that carries with it many responsibilities. To participate students must meet the minimum scholastic guidelines as set by the school, sign a contract with the Athletic Director, and abide by all M.S.H.S.A.A. rules and regulations. Failure to do any of these will result in a student forfeiting his/her right to participate.

ATTENDANCE AND ABSENCE: Regular attendance as well as a passing grade is required to earn credit in any course. **IF A STUDENT IS ILL AND UNABLE TO ATTEND SCHOOL, PARENTS ARE REQUIRED TO CALL THE ATTENDANCE OFFICE IN THE MORNING, PREFERABLY BETWEEN 7:30-8:00 A.M.** Chronic and/or excessive absenteeism may result in a lowered grade or additional independent work for classes missed, or loss of credit in any semester in which excessive absences occur.

Excused absences include personal illness, medical appointments that cannot be scheduled outside of school hours, and serious personal or family reasons. Students who are taking a driver's test are allowed an EXCUSED absence for this purpose.

A student who has been absent for any length of time (a class period, a day, or several days) may be requested to present, to the Dean of Students, a written note signed by one parent or guardian giving the date and the reason for the absence. The student is responsible for obtaining and making up work missed during absence. Any student missing more than ½ of any period without a written excuse will be subject to one Saturday detention for every period missed.

If a student is absent more than five days or five times from any one class per semester--either excused or unexcused--that student and his/her parents may be asked to appear before a school committee. The committee will include the principal, a counselor, Dean of Students, and two faculty members. This committee will recommend to the administration whether the student will receive a lowered grade or lose credit. A notice will be sent home after five absences.

If a student is absent for more than three consecutive days due to illness, a doctor's written verification may be required upon the student's return to school.

If a student chooses to be absent 5 days within one semester for school-related activities (e.g., Pro-Life trips, retreats, Cardinal Ritter Exchange Program), any further absences to participate in school-related activities within that semester must be approved in writing by all of his/her teachers prior to participation.

MAKE-UP WORK:

It is the student's responsibility to make up all worked missed in a reasonable time. To keep up to date daily, check Family Access.

1. Students absent for four (4) days or less should try to obtain missing work through other students, check the teacher assignment page on the Internet, or contact the teacher upon their return.
2. Students absent for more than four (4) days should contact the counselor for assignments. Please allow twenty-four (24) hours for materials to be gathered.
3. Out of town family vacations on school days are discouraged. However, if vacations are deemed necessary, the student must notify teachers at least one week in advance and have the assignment form (from Dean's office) completed by all teachers. Parents are to call the office to ascertain the academic standing of students before

deciding to take the student on family vacations. Work missed can be required to be completed prior to leaving. Teachers are not expected to spend extra time to see that the work missed due to vacation is completed. THESE DAYS COUNT IN THE TOTAL NUMBER OF ABSENCES.

4. Any work missed due to an unexcused absence can not be made up without the permission of the administration.

SENIORS SHOULD PLAN TO VISIT COLLEGES ON DAYS THAT SFBRHS IS NOT IN SESSION--e.g., Faculty Prayer Days, Holy Days of Obligation, Calendar Quota Day.

Seniors who request to visit a college during the school day must follow the procedure as listed here:

1. Pick up a form from the Guidance Counselor ONE WEEK IN ADVANCE of the requested visit.
2. On the day of the visit, obtain verification from the college admissions office.
3. ON THE FIRST SCHOOL DAY AFTER THE VISIT, give verification to the Guidance Counselor. One visit will not be considered an absence.
4. College visits MUST BE MADE BEFORE MAY 1.

IF A STUDENT VISITS A COLLEGE DURING SFBRHS SCHOOL HOURS WITHOUT FOLLOWING THE ABOVE PROCEDURE, BUT PARENTAL PERMISSION IS GIVEN, THE ABSENCE WILL BE TREATED AS AN EXCUSED ABSENCE.

ATTENDANCE RE: VO-TECH/WHS CLASSES: Students attending classes at Four Rivers Vo-Tech or Washington High School are to follow the daily schedules for those schools when SFBRHS is not in session or has a special schedule. This regulation applies to days that SFBRHS is not in session and the VO-TECH or WHS is in session: i.e., students attend classes at those schools even though SFBRHS is not in session. The only exception to this is Holy Days of Obligation; on Holy Days, students do not attend either school. On snow schedule days, students follow SFBRHS's schedule. When in doubt, students must check BEFOREHAND with the SFBRHS Vocational School Counselor. On days when Borgia has a special event, such as Mass, Reconciliation Days, or assemblies, students are to attend Borgia's special event. The Vocational School Counselor calls Four-Rivers or WHS to excuse students on such days.

Students are expected to have parents call both schools when an absence occurs. Excessive absence will not be tolerated. Students who are absent from Four-Rivers or WHS without a legitimate excuse will jeopardize their places in those classes and may lose the privilege of attendance as well as lose credit for the classes.

AWARDS: At the end of each year, the school presents Scholastic and Participation awards to students based on a four-year cumulative point system.

Academic Awards: A Scholastic Pin is awarded each time a student accumulates 12 points. Points are earned by making the First Honor Roll (4 points) and Second Honor Roll (3 points). The last quarter honor roll is tallied with the next year's points. An Academic Letter is awarded at 24 points. A bar is earned for each additional 12 points.

Citizenship Award: A school letter (given only once) and/or bar is awarded each time a student accumulates 50 activity points. Students earn activity points by participating in homeroom activities (1-10 points); Student Council (1-10 points); scholastic contests (2-5 points); and other extracurricular clubs and organizations (1-10 points). Club moderators determine the points earned by their members. ATHLETICS, MUSIC, AND DRAMA ARE NOT INCLUDED in the above since they give their own awards. Students receive academic recognition at a separate awards evening.

BEVERAGE CONTAINERS: Beverage containers are not permitted in the Academic wing of the building. This includes water bottles.

BLUE RIBBON CAMPAIGN: Parents of SFBRHS students are encouraged to join the Blue Ribbon Campaign. The purpose of the campaign is to help parents support each other in providing alcohol-free gatherings for their students. Parents are encouraged to show their support for the campaign and to assure other parents that student activities at Blue Ribbon parents' homes will be alcohol-free.

CAFETERIA CONDUCT: Food and drink are permitted only in the cafeteria. Students may not bring food/beverages outside the cafeteria. Violators will be subject to detention. (EXCEPTION: Seniors have permission to eat lunch on the patio area east of the cafeteria.) Students may get a detention for being in the academic wings during their assigned lunch mod. Only cafeteria restrooms should be used during lunches.

CAFETERIA SERVICE: The cafeteria provides many different kinds of attractive menu items each day for the students and faculty. All foods are prepared in the school kitchen. Students are allowed to bring lunches from home, and various kinds of drinks are available to them. When buying a plate lunch or individual items in the cafeteria, students must use a tray.

CANDY SALES/FUND-RAISERS: With permission of the administration students may sell items for outside SFBRHS fund-raisers only before or after school and inside the cafeteria during lunch periods.

CELL PHONES: beepers and cellular phones must be “powered off” during the school day from 8:00 A.M. to 2:30 P.M. on school days. If a cell phone is used during the school day, it will be confiscated and held by the Dean of Students until a parent comes to pick up the phone, and the student will receive a detention. A Saturday detention will be given for the second offense. Students may get permission to use a cell phone in an administrative office. At no time is cell phone use permitted in restrooms or locker rooms.

CHANGE OF ADDRESS, E-MAIL, OR PHONE: Please notify the office as soon as possible of any change in address, e-mail, or phone number. If your address is incorrect on communications received from school, please notify the school as soon as possible.

CHANGE OF CLASS REQUESTS: Schedule changes should be minimal. Changes should not be sought unless absolutely necessary, or, through consultation with a teacher/advisor/counselor/parent/principal, a student is determined to be misplaced academically. A class change form is picked up in the guidance office. Any student-initiated schedule change is subject to a \$10 fee.

CHILD ABUSE: Any suspected child abuse will be immediately reported to a guidance counselor. The guidance counselor has the responsibility to report suspicious behavior to the proper authorities.

CHRISTIAN SERVICE REQUIREMENT: All students are required to serve a minimum of 25 Christian Service hours per year. Service needs to be for a not-for-profit organization, or for an individual with special needs who is not a relative. It is the student’s responsibility to have the service verified on a form obtained from the Campus Ministry Office. Hours must be turned in during the school year in which they are completed. Beginning with the 2009-2010 academic year, students who successfully complete the Christian Service class may be credited with 25 Christian Service hours. Placement is entirely at the school’s discretion.

A list of approved agencies can be found on the door of Campus Ministry or through the Campus Ministry web page.

CLOSED CAMPUS: Saint Francis Borgia Regional High School operates under a closed campus policy between the hours of 8:00 A.M.-2:30 P.M. This means that students are not allowed to leave the campus without permission. All doors to the building are locked after 8:00 A.M., except for a front door. Students and visitors are to enter through this door. Visitors are not permitted in classes or allowed on campus without administrative approval.

COMMUNICABLE DISEASES: SFBRHS follows the Archdiocesan High School manual Sec. 4602.31—Communicable Diseases. Call the high school office for a copy.

COMPUTERS: Personal computers are to be used for legitimate academic purposes during class time, as determined by the teacher. Violations can result in the student losing the privilege of using a computer in a particular class.

COPY MACHINE: Only trained TA’s may use the office copy machines. There is a copy machine located in the media center for students needing to make copies. There is a \$.10 charge per copy.

CORRIDOR PASSES: Students being called from classes to go to the office, Dean's office, guidance office, or other location will be issued a pass by the administrator or teacher requesting that student. Students will not be released to other students unless the student requesting another student's release has a pass from the administrator or teacher requesting that student's release.

COUNSELING SERVICES: The guidance offices are located on the first floor of the classroom wing. Students are scheduled for an appointment with their counselor at least once during the year. The guidance counselors are available most of the day to meet students, discuss problems, or plan career directions.

Teacher advisors supplement the work of the guidance department by meeting students more frequently and by taking a personal interest in them during their years at SFBRHS.

DEFICIENCY NOTICES: Deficiency notices are determined four times per semester for students currently doing course work averaging a D grade or less. A copy of the deficiency notice will be sent only to parents who do not have access to the internet.

DISCIPLINE CODE: In developing the discipline code for Saint Francis Borgia Regional High School, we have included those aspects of discipline which we believe are absolutely essential for an effective, productive learning atmosphere and for our success as an educational institution. We have based our code on a simple premise: STUDENTS HAVE A RIGHT TO LEARN. TEACHERS HAVE A RIGHT TO TEACH. BOTH ARE ENTITLED TO AN ATMOSPHERE IN WHICH THIS CAN HAPPEN.

Behavior that is unbecoming to Christian decency, behavior that is injurious to the health and well being of others, and behavior that shows disruption of the educational process are unacceptable. Possible consequences for behavior that is not in accord with our discipline code are DETENTION, SUSPENSION, PROBATION, AND EXPULSION. Students

are subject to these penalties during the school day, at school functions--home or away--and when on school property at any time.

DETENTION: The Dean of Students will inform students when they are subject to detention. Detentions are generally assigned the day after the detention is given. Games, meetings, practices, performances, work, and bus service WILL NOT be allowed to interfere with detention.

Failure to show up for a detention will result in a penalty of two detentions. Any student who receives detention must arrive in the assigned room detention is held by 3:05 P.M. Detention is one (1) hour. While serving detention, students are not allowed to talk. They must remain seated and will not be allowed to leave the room for any reason. Students who receive five detentions in one semester must, in addition, serve a Saturday morning detention from 8:00 - 11:00 A.M. Parents will receive confirmation of any Saturday detention issued to their child.

EXPLANATION OF SATURDAY DETENTION: Detentions will last from 8:00 A.M. until 11:00 A.M. Students must arrive early at the front door of the school. The faculty member in charge of the detention will meet students at the front door of the school by 7:55 A.M. There will be no excuses for lateness or for missing this assigned detention.

RULES FOR DETENTION:

1. Student will not be allowed to sleep.
2. Student will not be allowed to talk.
3. Student must bring something to keep busy.
4. Student must remain seated at all times.
5. Student must be in school uniform.
6. Student must not cause any sort of disruption.
7. Student must serve on each of the specified dates.
8. When needed, students may be expected to perform service.

Should any of the above mentioned rules or stipulations be violated, the offending student will be told to leave and will receive two more Saturday detentions and a possible suspension.

PROBATION: The Dean of Students may place students on disciplinary or attendance probation in conjunction with the administration. When placed on probation, a student will be required to sign a behavioral contract guaranteeing specific outlined terms that must be followed. Failure of the student to follow these terms can result in consequences ranging from a specific penalty to expulsion.

EXPULSION: The administration reserves the right to expel any student whose behavior warrants the termination of his/her enrollment at SFBRHS.

WE VALUE PRESENCE: WE VALUE REGULAR, DAILY ATTENDANCE IN ALL CLASSES, ON TIME, IN PROPER UNIFORM.

1. Any student who arrives in a classroom without a written excuse after the second bell has finished ringing is marked TARDY and is subject to a period of DETENTION of one hour on the day following the tardy. Games, meetings, practices, performances, work, and bus service WILL NOT be allowed to interfere with this detention. Teachers ARE NOT ALLOWED to detain students unless they give them a written excuse to return to class.
2. Any student who SKIPS a class day or a class or leaves the school grounds without permission from the office will be placed on probation and subject to one (1) Saturday for every period skipped.
3. If a student appears in class out of uniform, he/she will be subject to DETENTION. Teachers MUST inform students when they have been marked tardy or for dress code violations.

WE VALUE PREPAREDNESS AND PERFORMANCE IN CLASS: WE VALUE A CLASSROOM ATMOSPHERE IN WHICH THE BEST POSSIBLE LEARNING EXPERIENCES ARE GUARANTEED. DISRUPTIVE BEHAVIOR WILL BE DEALT WITH IN THE FOLLOWING WAYS.

1. Each classroom teacher is expected to explain to the students at the beginning of the course the kind of behavior and performance expected in that course. The teacher is also expected to be firm, fair, and consistent in demanding desired behavior and performance from all students in that class. The classroom teacher through conference will handle any DISRUPTION of the desired climate in that class with the student. A phone call or conference with the parents may result. Teachers are allowed to determine the punishment for disruption of class. Students who fail to complete assigned punishments will be subject to three periods of detention in addition to completing the punishment.

Teachers are encouraged to report early to parents if discipline problems are developing rather than waiting until a minor disruption has taken on major proportions.

2. If a student continues to SERIOUSLY DISRUPT the learning process, he/she will be removed from that class under the supervision of the Dean of Students. The Dean will then arrange for any parent-teacher, student-teacher contact that may be necessary to effect the positive change in the behavior of the student. The student will remain out of that class, without credit, until the Dean is satisfied that the necessary behavior changes will occur. In all cases of serious disruption of classes, the Dean of Students will determine the punishment.

WE VALUE PROPRIETY: WE VALUE DECENT, CIVIL, HUMANE, AND CHRISTIAN BEHAVIOR, WHICH REFLECTS AN ATTITUDE OF RESPECT AND REVERENCE FOR EACH INDIVIDUAL AS A PERSON WITH DIGNITY AND WORTH.

1. Behavior outside the classroom, which in any way interrupts classroom procedures or reflects attitudes of disregard or disrespect for school rules and regulations or is contrary to acceptable standards of behavior, will be directly handled by the Dean of Students.
2. Disrespect, discourtesy, vulgarity or obscenity, gambling, prejudicial statements or actions, public display of affection, excessive noise, misuse of privileges or the abuse of any person or thing will be handled by the Dean on an individual basis.
3. Sexual harassment is defined as instances of words (oral or written), gestures, and/or touching directed toward another person, which are sexual in content or connotation and which are uninvited and offensive. Such instances will be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offence.

SERIOUS VIOLATIONS: Behavior of this nature (SEXUAL HARASSMENT, VANDALISM, STEALING, RECKLESS DRIVING ON SCHOOL PROPERTY, FIREWORKS, FIGHTING, WEAPONS) is considered to be not only disruptive but also dangerous. Therefore, these situations will be handled directly by the Dean and will be treated more seriously than other infractions. Punishments for these violations will range from Saturday detentions to suspension. It is absolutely necessary to keep in mind that EXPULSION is always an option in the case of serious problems. The Dean will make every effort to work with parents to prevent serious behavioral problems.

SUBSTANCE ABUSE POLICY: Through our curriculum, faith development, student activities, counseling services, referrals, and the overall implementation of our mission, St. Francis Borgia Regional High School strives to educate, prevent, and intervene when necessary to ensure that our school community is healthy, safe, and drug free.

Under present federal and state laws, the possession/use/transfer of unprescribed drugs, including, but not limited to, narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is illegal. Breathalyzer screening and drug screening may be administered at any school event, either randomly or when student behavior indicates suspicion. If the student refuses, the student may be expelled. Any student who is in possession of or under the influence of drugs or alcohol on school property or at a school event, may receive a minimum of eight Saturday detentions and is subject to the drug screening policy procedure.

If a student is found in possession of an illegal substance, the administration will notify the police. The administration will not necessarily contact the parents in this event. The parents will be contacted by the civil authorities.

DRUG SCREENING POLICY: In keeping with the Mission of St. Francis Borgia, we strive for the success of all students. When a student's behavior appears to be "at risk," drugs and alcohol need to be ruled out first as the primary cause for this behavior. It is for this reason we have instituted a "For Cause" drug screening policy. Once these possibilities are ruled out, then other avenues can be explored. Students could be tested for the following reasons:

1. unsatisfactory performance or behavior in three or more classes at any given time,
2. excessive pre-occupation with drugs or alcohol,
3. suspected of being under the influence,
4. being in possession of drugs or alcohol,
5. excessive absences and/or tardies, or
6. any significant academic and/or behavioral change.

Procedure: Confidentiality is strictly maintained at all times.

1. Testing may be administered at St. Francis Borgia Regional High School. Parents will be notified. If the parent objects, the student may be removed from school and will not be readmitted.
2. The following protocol will be followed if a student tests positive or is under the influence:
 - The student will receive eight Saturday detentions.
 - A referral will be made to Catholic Family Counseling for evaluation and recommendations. If the student fails to comply, the student will be asked to leave the school.
 - Results of the evaluation and recommendations must be communicated to and agreed upon by the administration.
 - A conference will be scheduled with the student, the student's parents, a guidance counselor, and an administrator.

- The student will periodically be retested and must adhere to the required recommendations.
 - If the initial evaluation requires on-going counseling, the agency must maintain communication with the Guidance Department.
 - A student's failure to comply with recommendations could result in the student's immediate removal from school.
3. Parents are responsible for the cost of drug testing if the student tests positive.
 4. A student's refusal to cooperate with the drug testing procedure will be treated as though the student tested positive. The uncooperative student may be removed immediately from school. Parents will be notified.
 5. Parents are an integral part of student success. If a student is identified as "at risk," parent participation in counseling and/or support group may be required.
 6. The following options may be implemented if a student's drug screen is negative:
 - An educational evaluation may be requested when appropriate.
 - Each student will be placed on the Care Team follow-up list.
 - Additional interventions may be implemented on an individual basis.
 - Outside counseling may be requested.

DISCIPLINARY APPEALS BOARD: Occasionally, a case may arise where extenuating circumstances surround a conduct violation dealt with by the Dean of Students and/or administration. If a student feels that the punishment is too severe, an appeal may be made to the Student-Faculty Appeals Board. The board, comprised of the four class officers and three faculty members elected by their peers, meets when a student appeals a decision. The disciplined student must petition the board in writing within one week after the Dean and/or administration have dealt with the infraction.

The board will assemble as soon as possible to hear the argument of the student and the Dean. The board will then present its decision and the rationale, in writing, to the administration. The administration will then present its final decision and rationale, in writing, to the Appeals Board. Members of the administration may observe the hearing, but do not take an active part in it.

DISCIPLINARY PROBATION: At the end of the year, the disciplinary record of each student is reviewed by the administration. Students who have shown repeated disciplinary and attitudinal problems will be placed on probation. Conditions and length of probation will be determined on an individual basis. If these students do not show a marked improvement in the following year, they will be asked to withdraw from Saint Francis Borgia Regional High School.

DISCIPLINARY REFERRAL: Disciplinary referral forms are sent by teachers to notify parents of particularly bad behavior of a student. The form is self-explanatory.

DIVORCED FAMILIES: A copy of the divorce decree should be in the main office. Non-custodial parents will be sent newsletters, report cards, etc. unless a court order prohibits. Custodial parent has the responsibility of providing a copy of divorce decree and notifying the office if non-custodial parent is not to receive mailings from school or is not to have contact with student. Each parent (both custodial and non-custodial) has the obligation of providing correct addresses.

ELIGIBILITY REQUIREMENTS: Students choosing to participate in any extra-curricular activity must meet the following requirements:

1. A student who is absent due to illness must arrive at school before noon and must attend classes. Students are not allowed to participate in a school activity if they miss school that day for an unexcused reason.
2. A student who receives Saturday detentions for a major infraction of the school discipline code will be subject to suspension from athletic and extra curricular activities for a number of days to be determined by the Dean of Students, depending on the severity of the infraction.
3. Students may not participate if they are failing more than one class at any three-week interval. If ineligible, students can not miss any classes for away games.
4. Students must meet all eligibility standards of the MSHSAA for any activity sanctioned by this organization.
5. All students participating in extra-curricular activities must agree to and sign the "Regulations for Participation in Extra-Curricular Activity."

The aforementioned policy refers to all extracurricular activities that involve interscholastic, non-class competition/participation and activities that involve non-class public performances. Suspended students may continue to attend regular practice sessions or club meetings. They may not participate in interscholastic competition or workshops as representatives of the school, nor may they take part in SFRHS's public performances.

EMERGENCY PROCEDURE: The school, in cooperation with the Washington Police and Fire departments, has developed procedures for emergency situations. The school regularly reviews and updates policies. In case of an emergency, the policies will be followed.

It is important that an emergency card is on file in the main office. Students are not dismissed from school without notification of parents. It is important that parents do not call the school since this would tie up phone lines and prevent communication with the proper authorities. If parents need to be informed, the local radio stations will be used. If it is necessary to evacuate the students, the students will be taken to the KC Hall. They will remain there until excused. Students may not leave without permission from an administrator.

ENGAGEMENTS/MARRIAGE: The vocation of a young person attending a secondary school is that of student. If students choose to change that vocation to marriage, they forfeit the right to attend a Catholic high school. No public or formal announcements of engagements to marry, including newspaper announcements or wearing of engagement rings, shall be made while a student is enrolled in high school. Students choosing to be married will not be allowed to remain at SFRHS and will not be allowed to participate in graduation.

EXAMS: Exams are given at the end of the first and second semesters. The teacher with the Academic Dean will determine the kind of exam. There are no exemptions from exams.

EXTRACURRICULAR ACTIVITIES: A variety of clubs, organizations, and athletics are available for students to select. Participation in these may afford many valuable experiences for students. Everyone is encouraged to get involved in something BUT students are cautioned not to over-extend themselves. Specifics about an activity can be obtained from the moderator whose name is listed in the front of this handbook. The present extra-curricular organizations include the following:

Art Club	Borgia on Stage	Campus Ministry Council
Chess Club	Christian Life Communities	Club Bowling
Club Tennis	Creative Writing	Discerning One's Place
Drama Club	Ecology Club	Fall Play
German Klub	National Honor Society	Photography Club
Pro-Life Club	SADD/TREND	Scholar Bowl Team
Soul Singers	Spanish Club	Speech Team
Spirit Leaders	Spring Musical	St. Vincent DePaul Youth Group
Student Council	Technology Club	Winter Play

Interscholastic Athletics

BOYS

Baseball
Basketball
Cross Country
Football
Golf
Soccer
Track

GIRLS

Basketball
Cross Country
Golf
Soccer
Softball
Track
Volleyball

CO-ED

Cheerleading
Dance

FAILURE NOTICES: Every three weeks notices will be communicated to students who are currently failing. The purposes of the failure notices are two-fold:

1. To provide a notice and incentive for the student to improve performance and so gain credit for the course.
2. To determine extracurricular eligibility (See ELIGIBILITY REQUIREMENTS).
3. The first three weeks notice of each semester does not affect eligibility.

FAMILY ACCESS: Students and parents can access current assignments and grades through Family Access. Family Access is an online computer service, to which the school subscribes, that can be accessed from any computer with Internet capabilities. A Family Access link is provided on the Borgia homepage. Each student and parent receives a Family Access account and access code at the beginning of the school year. Upon receiving their unique access information, students and parents must take the necessary steps to activate their accounts in order to be able to view the students' information. A student, along with his/her parents, only has access to information for the classes in which that student is enrolled and to his/her own grades. Teachers will post assignments and grades once a week. Report Cards are posted on Family Access at the end of each term. Students and parents with Family Access problems or questions should contact SFRHS.

FIELD TRIPS: Written permission must be obtained from parents before students are allowed to go on field trips. Bus fare and any other additional expenses must be paid in advance for all field trips.

FIRE, TORNADO, and EARTHQUAKE DRILLS: Fire and tornado drill routes are posted in each classroom. When fire alarm rings, leave rooms quickly, quietly, and in an orderly manner. Classroom doors need not be closed. Tornado drill procedure is to move to the corridor, lavatories, or maintenance room on the ground floor; the music room and music corridor on the main floor; and close the fire doors at both ends. The signal for the tornado drill will be given verbally over the P.A. system. For both drills, absolute silence is a must. Earthquake alert is given by P.A. system announcement. If it is necessary to evacuate, a hand bell signal will sound. Follow the fire drill route. Report to the assigned areas away from school structures.

GRADING SYSTEM: Report cards or progress reports are issued quarterly. Notification of deficient performance in class is communicated to parents every 3 weeks. Credits are earned by semester. A cumulative grade point average is determined at the end of each semester.

The semester grade is an average of all grades for the semester. Mid-semester grades are only progress reports. No credit is given at mid-semester.

GRADING SCALE:

Grade	Standard Grading Scale	Grade Points	*Honors Grading Scale
A+	99-100	4.0	99-100
A	95-98	4.0	92-98
A-	93-94	3.667	90-91
B+	91-92	3.333	88-89
B	87-90	3.0	82-87
B-	85-86	2.667	80-81
C+	83-84	2.333	78-79
C	79-82	2.0	72-77
C-	77-78	1.667	70-71
D+	75-76	1.333	68-69
D	72-74	1.00	62-67
D-	70-71	0.667	60-61
F	0-69	0	0-59

*Honors college level courses are only offered at the junior and senior level. The college level grading scale complies with generally accepted college grading scales.

GRADUATION POLICIES: The following regulations are in effect for all students who expect to graduate from Saint Francis Borgia Regional High School:

1. Any senior who does not complete the required course work by the given deadline will not receive a diploma until the necessary work is satisfactorily completed. Deficiencies not made up prior to the final semester will keep a senior from participating in the graduation ceremony. Parents will be notified as soon as deficiency is evident.
2. Any senior wishing to participate in graduation must have made a closed retreat sometime during his/her junior or senior year (see RETREAT POLICY).
3. To graduate, a senior must have 25 Christian Service hours per attendance year at Borgia. These must be turned in to the director of Campus Ministry at least two weeks prior to the date of graduation.
4. Any senior wishing to participate in graduation must:
 - a. Be present at the complete practice; and
 - b. Be present for the baccalaureate Mass.
5. Seniors will not be allowed to participate in baccalaureate and graduation unless they are properly attired: For men: dress pants, dress shirt, tie (no bow ties), dress shoes (no tennis shoes, sandals, or boots), socks, and clean shaven. For women: dress or skirt/dress slacks with blouse (preferably without a stand up collar), dress shoes (no tennis shoes or boots.)
6. A student who arrives for baccalaureate or graduation under the influence of drugs/alcohol will not be permitted to participate in the ceremony. Parents will be contacted as soon as possible.
7. No sashes, flowers, pins, or medals may be worn over the gown with the exception of N.H.S. and honors cords, and the school medallion.

GUARDIAN: Students who do not reside with an approved guardian will not be allowed to remain at SFBRHS.

GYM UNIFORM: Gym uniforms must be purchased from the bookstore or obtained second hand from an upperclassman. Tennis shoes must be worn in gym class. A complete gym uniform is required for basic PE classes.

HEADPHONE USE: Use of headphones, radios, CD players, iPods, etc., is prohibited in the school building during school hours unless permission is given in designated areas.

HEALTH AND IMMUNIZATION RECORDS: State law now requires all students to be immunized within state requirements at the time of enrollment. All freshmen must have their physical forms, listing all immunizations, completed and turned in to the main office before the first day of school. Students will not be allowed to begin school if they are not fully immunized as required by state law.

Any sophomore, junior, or senior who is not in compliance with state requirements will be notified with the last report card of the year. These students will need to get any immunizations during the summer.

HOMEROOM: Homeroom exists for numerous purposes: to take attendance, to keep students informed, to enhance the sense of community, and to carry out the business of the school. Daily announcements are read over the news channel, and Channel One broadcasts current news items.

Through the features on Knightly News, community building is attempted. This time is also used for fund-raising activities of the school. This is also the time when Stuco representatives report to their constituents. Students are expected to give close attention to the daily announcements. Studying and visiting are not permitted during this time. During Channel One silence should be maintained for students who wish to listen and may be held responsible for material presented.

HONOR ROLL: At the end of each quarter, a list of First Honors, Second Honors, and Honorable Mention will be posted. All grades are considered in determining the honor roll. The criteria for honor roll is as follows:

FIRST HONOR ROLL: minimum current GPA must be 3.667; in addition the student should have no incompletes.

SECOND HONOR ROLL: minimum current GPA must be 3.000; in addition the student should have no incompletes.

HONORABLE MENTION: minimum current GPA must be 2.5; in addition the student should have no incompletes.

HONORS CLASSES: Honors classes carry a high degree of difficulty and require more preparation (homework). Only students with a minimum GPA as outlined in the course description will be permitted to register for honors courses. Most of the honors classes incorporate the 1-8-1-8 or the ECC option. The 1-8-1-8 and ECC option give students the opportunity to obtain college credit through St. Louis University and/or East Central College. These credits can be transferred to most universities and colleges. It is the student's responsibility, however, to check if prospective colleges and universities will accept the 1-8-1-8 and East Central credits. St. Louis University limits the number of courses a student can take per semester to two. Three may be taken with the principal's recommendation. Under NO circumstances would a student be permitted to take more than three 1-8-1-8 classes a semester. Missouri state schools will accept at least five 1-8-1-8 courses; most will accept more. Credits through ECC can be taken in addition to the 1-8-1-8 credit maximum.

The 1-8-1-8 and the ECC courses also require an additional fee per credit hour. Some of these courses require a prerequisite or a certain sequence of classes. Please check the Course Description Guide for additional information.

ILLNESS OR INJURY DURING SCHOOL: A student who is too ill to remain in class must report to the office. If, after a time, the student feels no better, parents are called for permission for the student to go home. No student will be allowed to leave unless permission is given from a parent or guardian. Medication may be administered only by a trained staff member, and only if a physician's order is on record in the office.

INSURANCE: School insurance or 24-hour insurance is available to all students who wish to pay for the policy. All athletic programs are covered by this insurance except football. These insurance forms are made available at the beginning of the school year. All are encouraged to take this insurance unless covered by a family insurance program.

LEAVING SCHOOL DURING THE DAY: If it is necessary for a student to leave school during the day, a WRITTEN REQUEST must be presented to the Dean of Students BEFORE SCHOOL on the morning of the appointment. An office permit will be issued, indicating the time of the departure, and the name of the student will be printed in the daily bulletin for the teachers' information. All permissions to leave during the school day should be obtained BEFORE 8:15 A.M. No one is permitted to leave the school grounds without permission from the Dean of Students and/or other members of the administration.

LOCKERS: Lockers are assigned to students who request them at the beginning of the year. Freshmen and new students pay a one time \$5.00 fee for locker use for four years. If a student requests a locker, the student agrees to keep the locker locked. Lockers will be checked at the end of the year. Lockers are the property of the school and are not personal property of the student. The Dean of Students may access lockers at any time to determine acceptable contents.

Students should not switch lockers with anyone. If an unauthorized person opens a locker or if a lock is broken or missing, it should be reported to the Dean of Students immediately.

LOST AND FOUND: Any books or other items found should be turned in to the Dean's office and placed in the lost and found. Students may reclaim lost items in the Dean's office. Items not claimed will be discarded. The school is not responsible to replace items lost or stolen on school property.

MEDIA CENTER: Students are encouraged to use their media center and the resources it provides. Students coming to the media center without a class must have a pass. The media center is for research and for the reading of current periodicals and newspapers. A computer network with various CD-ROM databases and Internet access is available for all students' use.

1. Hours: Monday-Thursday 7:30 A.M. – 4:00 P.M. & Friday 7:30 A.M. – 3:15 P.M.
2. Students must sign in and out at the desk if not with a class.
3. Students must have all needed materials from their lockers or classroom when they arrive.
4. No locker or restroom passes will be issued.
5. A quiet working atmosphere is expected.
6. A workstation is provided for student use. It includes a paper cutter, hole punch, scissors, stapler, and other materials that students frequently request. These materials are to be used in the Media Center and returned to the workstation at the end of each class period.
7. A copy machine is available at the cost of .10 per copy.
8. A fine of .15 per day per item is charged for late materials.

MEDICATIONS: Prescription medicine should not be carried by the student. Persons trained to dispense medications are in the dean's office, the resource room and the main office. Medications should be given to one of them in the original prescription container including the doctor's specific written instructions for dispensing. In order to dispense over-the-counter medications to a student, a doctor's written order as well as parental permission is required.

PARENT-TEACHER CONFERENCES: These conferences provide an opportunity to meet teachers and receive quarter report cards.

PARENT-TEACHER ORGANIZATION: The Parent-Teacher Organization was formed to improve communications between the home and the school. It also allows parents an opportunity to become involved in activities relating to St. Francis Borgia Regional High School and gives them a chance to meet other parents. All parents are strongly encouraged to join this organization.

PARKING: Anyone who parks on the school parking lot must purchase a parking sticker from the Dean of Students for \$5.00. The make and the license plate number of the car will be recorded along with the name of the student and kept on file in the Dean's office. Parking on the lot during the school day without a sticker or illegal parking (i.e. as in the faculty or visitor spaces, in fire lanes, etc.) will result in a \$5.00 fine. No parking will be allowed on Ridgeview or Ron Avenues. When parking on High St., students must park on the side of the street that borders the school campus (facing south).

PARKING LOT: Our parking lot has a one-way entrance and exit. Any student driving the wrong way in or out of the parking lot will lose their parking lot privileges. Students should NOT park on the Knights of Columbus lot.

PHOTO DISCLAIMER: We frequently use photos of students in our school publications, including the Internet publications. If you do not want us to use your child's photo, please inform the school in writing.

POLICY OR CURRICULUM CHANGE: A parent or student may make a recommendation on a policy or curriculum change following the outlined procedure:

1. A proposal from a PTO meeting or a written and signed request from a student or parent is presented to the administration.
2. The proposal is sent to the appropriate committee or appropriate individual. If the proposal cannot be decided by this committee or individual, or if further input is needed, it will be sent to the faculty for discussion.
(Appropriate committees or individuals: principal or administrator, curriculum committee, discipline committee, coaches, discipline appeals board, Academic Deans, safety committee, Campus Ministry team, Music Association, Athletic Association, Academic Council, Student Council or other student organization, and others as appropriate).
3. If deemed appropriate, the proposal will be discussed at an open meeting of parents, students, and faculty.
4. After all discussions are finished, the administration or appropriate group for decision will address the proposal.
5. Whether the proposal is decided at step 2 or 4, feedback to the original requestor will be made at the point of decision.

PREGNANCY: If a student becomes pregnant while enrolled at SFBRHS, each case will be handled on an individual basis with the student's and baby's best interest in mind. The school will assist the young woman in obtaining ongoing counseling throughout the pregnancy and aid her in completing her education. If students choose to marry, they forfeit the right to attend a Catholic high school. (See ENGAGEMENT/MARRIAGE.)

PRINTERS: Students may print on school printers located in the Media Center, the Guidance Office and Room 220. Each student may print up to 50 pages per semester. Students will be charged 5¢ per page for any pages printed beyond that.

PROM POLICY: In order to attend prom, seniors must have back tuition fully paid up to (not including) the current school year period, and all Christian Service hours must be documented by the director of Campus Ministry two weeks prior to the date of the prom.

RETREAT POLICY: A closed retreat is a requirement for graduation. All students who graduate from SFBRHS are expected to have made a closed retreat sometime during their junior or senior year. The student can fulfill this requirement by going on a Teens Encounter Christ (TEC) retreat, a retreat at the Marianist Apostolic Center, or the Kairos retreat that is made available to juniors/seniors through the school. The student and/or the student's parent/guardian must take care of the cost of the retreat. Difficulties with the cost should be referred to the Campus Minister and the Administration.

Seniors also attend a day of recollection during the school year. Freshmen, sophomores and juniors are required to attend a prayer day.

SCHOOL FACILITY USE: Students are not allowed to use the school facilities without authorized adult supervision. This includes the use of the gym on evenings and weekends. Each student is expected to assume the responsibility for the care of all school property. Damage of a malicious nature is a serious offense and will be treated accordingly. Repairs must be paid for, and disciplinary action will be taken.

SEMINAR: Seminar is part of our school day. During seminar, students may use the media center, resource centers, labs, etc. Students may see teachers to get missed assignments. Tutoring help may be arranged to take place during this time. Teachers can require a student to be here for seminar until 3:00 P.M.

SMOKE FREE CAMPUS: SFBRHS is declared a smoke-free campus. No smoking is allowed on campus at any time.

SNOW DAYS: All school closings or snow schedules will be announced on radio stations KLPW, KTUI, KWRE, KWMO, KSLQ, and TV channels KSDK, KMOV, and KTVI after 6:00 A.M. Please DO NOT CALL the school. Occasionally, school may dismiss early due to inclement weather. These announcements will be made on KLPW, KTUI, KWRE and KSLQ.

SPORTSMANSHIP: We are very proud of our Borgia teams and their many accomplishments. We are equally as proud of our history of good sportsmanship both on the court or field and in the stands. We encourage and enforce positive cheering among our students. We ask, in the spirit of high school athletics, that our fans be positive examples of good sports at all times. Please do all you can to ensure our name is not tarnished and that the Borgia experience is a positive one for our opposing fans, their teams, their coaches, and the referees, both at home games and away games.

TARDIES: A student who arrives at school after homeroom should go to the Dean's office for an admit slip. Any student who is tardy for homeroom MUST be reported daily on an absentee list. A student who is tardy for homeroom will receive a detention for an unexcused tardy. A detention will be issued to a student for every tardy over five (5), even if they are excused. This policy is applicable to morning tardies only.

TECHNOLOGY USE: Use of the school's network, which has a limited amount of bandwidth for Internet access, must be in support of education and research and consistent with the educational objectives of SFBRHS. Social networking sites are not permissible. High bandwidth activities such as downloading music or videos are strictly forbidden. Games are not permitted during school hours without explicit permission of an instructor or an administrator. The use of technology at SFBRHS is a privilege, not a right. Inappropriate use will result in disciplinary action. The Administration of SFBRHS will deem what is inappropriate use and their decision is final. Also, they may deny or suspend specific users and/or close the user's account at any time. The full policy is documented on Borgia's web site at <http://www.borgia.com/documents/TechUseAgreement.pdf>. Signatures of both the student and a parent or guardian to indicate acceptance of the Technology Use policy are required. Forms are available online and in the main office.

TELEPHONE: There is a telephone available for student use in the main office. Cell phones are not to be used without permission, and must be POWERED OFF during normal school hours.

TEXTBOOKS: Textbooks are issued to the students on a rental basis. The student is responsible for the condition of books assigned for use. All textbooks should be covered with book covers. If books are lost or damaged during the course of the year, a fee will be assessed at the end of the term. Some courses may require students obtain their own copy or to purchase paperback novels. Required titles should be listed on course syllabi, and students will be notified well in advance of when the novel is needed.

TOBACCO: Smoking or possession of cigarettes or any other form of tobacco is prohibited on school property or at any school functions--home or away. Infractions will result in a penalty ranging from Saturday detentions to expulsion.

1. First Offense.....two Saturdays and parents notified
2. Second Offense.....eight Saturdays and a meeting with parents
3. Third Offense.....expulsion

TRANSFER & EXTERNAL CREDIT: Transfer credits from an accredited school will be accepted and the grades converted to Borgia's grading scale. Credits from non-accredited schools and home school credits will be evaluated by the principal to determine if credits are acceptable. These grades may be transferred as pass/fail. The principal must approve all external credits in advance.

TUITION AND FEES: The tuition and fees for 2009-2010 are detailed below.

TUITION: (Tuition is applied to salaries and benefits of teachers and staff, upkeep of the physical plant, utilities, computer and office supplies, postage, printing, and most other operational needs.)

First child: \$6050.00 *(non-Catholic \$6550.00)
Applications are available for a \$1000.00 deduction for a second child.
Third Child: Free tuition

FEES: GENERAL (freshmen, sophomores, juniors) \$ 455.00

(Fees are applied to textbooks, technology costs, lab courses, scheduling, days of prayer, grade and other recording, Catholic Education Office assessments and obligations to the Archdiocese)

Senior fees vary by retreat choice and include graduation and retreat fee.
\$495 Seniors who made required retreat in junior year or a TEC
\$680 Seniors going on Kairos retreat
\$650 Seniors going on MAC retreat

Registration: \$ 40.00 (paid at registration)

The school uses the FACTS tuition management plan to collect tuition. Families have several options:

1. Sign up for the FACTS tuition management plan. Tuition payments will be automatically deducted from a bank account that you designate on a 10 or 12 month payment plan. A 10 month plan would start in August. A 12 month plan would start in July. There is a \$38.00 fee for participating in this plan.
2. Pay all tuition and fees before Aug. 13. (\$80.00 rebate given)
3. Pay all fees and first semester tuition by Aug. 13. Second semester tuition is due before Jan. 5, 2010.
4. Pay quarterly. All fees and first quarter tuition before the beginning of the semester, August 13. Each quarter's tuition is due on the first day of the quarter (Aug. 13, Oct. 19, Jan. 5, and Mar. 8).
5. The only monthly tuition plans are through the FACTS Tuition Management.

As in the past, you may use a credit card to pay if you participate in option 2, 3, or 4. However, there will be a 3.5 percent convenience charge added to the payment.

The actual cost of educating each child for the school year 2009-2010 is over \$8000. The difference is made up by a combination of successful fund-raisers, the contributions of the parishes and the grant received from the Annual Catholic Appeal.

No final transcripts will be released, nor will diplomas be awarded, until all financial obligations are met.

If there are any problems or concerns, please contact George Wingbermuehle, President.

PUBLICATIONS: (ALL OPTIONAL)

YEARBOOK ONLY \$ 40.00
NEWSPAPER ONLY \$ 7.00
YEARBOOK & PAPER \$ 45.00

UNIFORM:

Men and Women's Pants and Shorts: Either navy or khaki slacks and shorts may be worn. These must be hemmed (no cutoffs). Shorts must have an inseam of at least 7" and no longer than knee length. Shorts and pants must have inset pockets, no patch pockets. Slits or decorative stitching are not acceptable. The uniform pants are a true (not faded) navy and a true khaki. When in doubt always ask. A caution: after repeated washings some material will fade to the extent that it will fall outside the acceptable range at some point during the school year.

Men and Women's Shirts: Polo Shirts are available in royal, white, yellow, and gray. These are to be purchased through Legacy. These shirts sport the Borgia logo. No colored T-shirts or printed T-shirts are to be worn under the polo shirt. No long sleeved t-shirts. Shirts must be tucked in at all times, except when worn with skorts. All t-shirts worn under uniform shirts must be tucked in.

Women's Uniform Skorts: These are a blue/gray plaid and are available through Legacy Uniforms. Shirts are not required to be tucked in unless wearing a Borgia sweatshirt.

Outer Wear: Three styles of jackets sporting the Borgia logo may be worn. They are available from Legacy. There will be a limited number of these items available at Borgia for sizing purposes. Legacy will try to have all items in stock, but to ensure delivery, orders need to be placed three weeks in advance. No trench coats.

Shoes: Suitable comfortable shoes may be worn. (No boots, moccasins, sandals, slippers, crocs, or open back shoes). Shoes are to be reasonably clean and/or polished, and worn with socks. Socks must be solid white, yellow, khaki, blue, black or gray.

Accessories: Other forms of apparel, such as neck scarves, bandannas, hats, extra sweaters, etc., are not permitted. No colored T-shirts or tube tops are to be worn under the polo shirts. No nylons or tights. Suitable belts must be worn. Belts must be shades of black, brown, navy, beige or white.

Condition of Uniform: Pants with frayed cuffs or split seams are not acceptable. Any writing or marking on skorts, slacks, shirts, or blouses will render that item of clothing "non-uniform". The "non-uniform" item will need to be replaced immediately.

Grooming: Grooming and makeup should be appropriate for the school environment. Hair must be clean and well-groomed. Jewelry should be selected with good taste. Piercing can only be in the ear. Students must be clean shaven.

Additional information is available on Borgia's website. Just click on the "About" link and then choose the "Uniform" link. If you have questions, please call the high school at 636-239-7871.

Special Dress Days: On occasion students will be allowed to dress casually or dress up. A few guidelines for these days: Dress-up does not include T-shirts, jeans, or shorts. T-shirts and shorts are permitted on casual days if the length meets uniform guidelines. Shorts or pants with holes are not permitted. Shoulders are to be covered. Halters, tank tops, small straps, etc. are not acceptable for school. Advertising on shirts must be appropriate for school. Socks or stockings are required except with proper sandals. Flip-flops or backless sandals are not allowed. Dresses must be appropriate in style and length for school.

ANYONE OUT OF UNIFORM IS SUBJECT TO DETENTION. STUDENTS WHO HAVE A QUESTION HAVE THE RESPONSIBILITY TO ASK THE DEAN OF STUDENTS BEFORE WEARING THE ARTICLE IN QUESTION. ANY STUDENT WHO IS CONTINUALLY OUT OF UNIFORM WILL BE SUBJECT TO STRONGER PENALTIES AND POSSIBLE DISCIPLINARY PROBATION.

THE DEAN OF STUDENTS DETERMINES APPROPRIATE DRESS.

WEAPONS: In order to provide a safe environment, the possession of any weapon on the property of St. Francis Borgia Regional High School, including the building, parking areas and other premises is strictly prohibited.