

# ST. FRANCIS BORGIA REGIONAL HIGH SCHOOL



## STUDENT/PARENT HANDBOOK

**Mr. Matt Schutte**  
President

**Mrs. Pam Tholen**  
Principal

**Mrs. Terri Fisher-Reed**  
Assistant Principal

**Fr. Mike Boehm**  
Chaplain

**Mr. Chris Arand**  
Activities Director

1000 Borgia Drive  
Washington, Missouri 63090  
Telephone: (636) 239-7871  
FAX: (636) 239-1198  
[www.borgia.com](http://www.borgia.com)

*National Catholic Educational Association  
Cognia Accreditation*

*August 2021*

*Dear Students and Families,*

*Welcome to the Borgia Family! You are joining a community rooted in faith, tradition, and academic excellence. We have much to be proud of and thankful for at Borgia, and we are excited to have you be a part of the tradition of excellence. We hope you take advantage of all the opportunities Borgia has to offer. This Student/Family Handbook provides you with important information regarding our school policies, procedures, and programs. Please read the handbook and refer back to it throughout the year. It can also be found on our website: [www.borgia.com](http://www.borgia.com).*

*We look forward to working with you and growing together in faith, academics, and extracurriculars. Thank you for trusting us and partnering with us this year.*

*Sincerely,*

*Mr. Matt Schutte, President*

*Mrs. Pam Tholen, Principal*

#### **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. We strive to be a safe haven of grace and compassion. Our graduates are sent prepared into an ever-changing world with a commitment to serve the needs of others responsibly and generously.

#### **PHILOSOPHY**

St. Francis Borgia Regional High School is a Catholic, coeducational high school. The administration, board, faculty, parents, students, and benefactors of Saint Francis Borgia Regional High School cooperate to foster a Christian atmosphere based on mutual respect. We value the uniqueness, dignity, integrity, and individual goals of each person. We work together for personal spiritual growth and for growth as a vibrant Catholic faith community. Through a college preparatory curriculum, we strive to foster academic excellence that recognizes individual differences, maximizes personal growth, and prepares students for a variety of post-secondary opportunities. We encourage open discussion and collaboration to address the needs of our school community. Our ultimate goal is to promote total human development as Christians. We value a learning atmosphere that invites enthusiasm and self-discipline on the part of each student and teacher, creating supportive relationships that challenge and motivate.

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

- I. Our commitment to individuals with varying backgrounds, abilities, and goals
- II. Our commitment to academic excellence
- III. Our commitment to financial stability
- IV. Our commitment to growing as a faith 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!*

**SCHOOL COLORS:** *Blue and Gold*

**SCHOOL MASCOT:** *Knight*

**ADMINISTRATIVE OFFICES**

President - Matt Schutte  
Principal - Pam Tholen  
Assistant Principal - Terri Fisher-Reed  
Chaplain - Fr. Mike Boehm  
Activities Director - Chris Arand  
Campus Minister - Amanda Wunderlich  
Office Manager - Kelly Borgerding  
Administrative Assistant - Rhonda Quattlebaum  
Counselors - Manuela Schmitt (9-11), Kim Flores (12)  
Registrar/Counseling Administrative Assistant - Rachel Thacker

**ADVANCEMENT**

Director of Admissions & Stewardship - Moira Vossbrink  
Director of Strategic Communications - Bridget Callahan  
Director of Advancement Services/Special Events - Anne Lober  
Director of Annual Giving - Donna Grahl

**SUPPORT STAFF**

Technology Coordinator - Kevin Arvin  
Director of Maintenance - Travis Stockhorst  
Cafeteria Manager - Susan Lammert, Food Service Consultants Inc.

**CLASS COORDINATORS**

Senior Class Coordinators - Ellen Domijan & Kayla Eckelkamp  
Junior Class Coordinator - Michelle Redington  
Sophomore Class Coordinator - Kelly Mantle  
Freshman Class Coordinator - Rosanne Snider

**SCHOOL HISTORY:** “True education must fit the whole man to cope with the problems of existence today.” With these words, Father Joseph C. Meyer announced in 1933 plans for the new 4-year program at St. Francis Borgia High School, which serves as the foundation for St. Francis Borgia Regional High School.

The tradition of St. Francis Borgia Regional High School, built on the dreams and dedication of the parishioners, the Sisters of Notre Dame, and the pastors of St. Francis Borgia Parish, dates back to 1901 when St. Francis Borgia enrolled 23 students to continue their education beyond grade school. In 1910, a 2-year Commercial School was organized, and in 1934, a 4-year parish high school became a reality.

The school was so successful that the need for an addition to the school became evident. Hard work and faith in the school’s mission led to a new high school at Second Street and Cedar Street in 1952. The speaker at the original school’s dedication, Fr. George Hildner, now a Monsignor, served as the master of ceremonies at this second dedication as well—a sure sign of the longstanding commitment and far-reaching vision of those committed to Catholic education.

The parish high school served Catholic students from Franklin and Warren counties for many years. To maintain a comprehensive and spirit-filled Catholic secondary education, the parish absorbed many sacrifices. As enrollment continued to increase and existing buildings were no longer adequate, building plans for a new regional high school were made. Nineteen parishes, the Sisters of Notre Dame, and the Archdiocese of St. Louis expanded the parish school’s mission to educate students in a Catholic environment to encompass the entire Washington Deanery.

Cooperation and commitment from the total Catholic community of the Washington Deanery made this dream, St. Francis Borgia Regional High School, a reality in 1982.

In 1985, Borgia celebrated its Golden Anniversary as an accredited 4-year high school. At this time, half of the student body came from outside the Washington City limits, making it truly a regional high school.

The growing number of students and more demanding academic requirements necessitated another expansion program, which began in 1998. Thirteen classrooms, two remodeled science labs, a 400-seat theater, a 200-seat chapel, an enlarged cafeteria, a weight room, an elevator, and additional offices and restrooms were added.

In 2001 the high school was designated a college preparatory high school by the North Central Accrediting Association.

The vision and dedication that made St. Francis Borgia Regional High School remain strong. The school added a further expansion, proof of the vitality of Catholic education in the Washington Deanery.

Throughout its history, Borgia has benefitted from the foresight and generosity of countless individuals.

True to its founding mission, Borgia remains dedicated to the education of the whole person; the school continues its task of helping the individual to develop spiritually, morally, academically, and technologically, and will continue to do so well into the future through the grace of God and the commitment of the Catholic community of the Washington Deanery.

## **Admission**

In accepting students, St. Francis Borgia High School looks for young people who can profit from and contribute to the educational and Catholic mission of St. Francis Borgia. Students are admitted on the basis of academic, behavior, and discipline records from the previous school, and the recommendation of the pastor and/or principal of the elementary school. There is no discrimination on the basis of race, color, or national/ethnic origin. Priority is given to those whose families have supported St. Francis Borgia High School and Catholic education in general and students of faculty and staff.

The education of a student is a partnership between the parents and the school. Parents are expected to cooperate with the faculty, staff, and administrators in the intellectual, physical, emotional, spiritual, and social development of their children. Likewise, families need to meet all financial obligations associated with attending St. Francis Borgia Regional High School. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

All parents are expected to volunteer at the various events and times when assistance is needed such as for the gala, chaperoning social events for students, workdays at school, ticket taking, and concessions for athletics.

Acceptance is conditional upon successful completion of the entrance evaluation process.

The decision to admit a student will be made only after a thorough review of the student's previous school records and all records relating to the student's needs. Failure to supply pertinent information may result in denial of admission. In addition, admission may be revoked if educational and financial obligations are not met at the previous school.

**FAMILY PARTNERSHIP:** The education of a student is a partnership between the parents/guardians and the school. Parents/Guardians are expected to cooperate with the faculty, staff, and administration in the intellectual, physical, emotional, spiritual, and social development of their children. Likewise, families need to meet all financial obligations associated with attending SFRHS.

Families are expected to volunteer at various events and times when assistance is needed. Likewise, families are expected to support fundraising efforts put on by the school.

### **WITNESS STATEMENT: *For Those Whose Children Attend Catholic Education Programs***

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized: You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord. No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families. Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

## **PARENT PLEDGE:**

Aware, then, of the dignity of this holy parental call, and with reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with the St. Francis Borgia Regional High School programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting St. Francis Borgia Regional High School.

*(From the Archdiocese of St. Louis)*

## **Attendance**

Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities. If a student is unable to attend school, it is MANDATORY that his/her parent/guardian contact the attendance office by phone (636-239-7871 x130) or by written note/email between the hours of 7 AM and 8 AM the day of the absence. Failure to contact the attendance office may result in an unexcused absence. Excessive absenteeism may result in additional independent work for classes missed, or loss of credit in any semester in which excessive absences occur.

Excused absences include personal illness and medical appointments that cannot be scheduled outside of school hours. Any student missing school due to a medical appointment must present a receipt from the provider on official letterhead when they return to school. Failure to comply may result in an unexcused absence. An absence due to serious personal or family reasons may also be considered as an excused absence. Students who are taking a driver's test are allowed an excused absence for this purpose.

The student is responsible for obtaining and making up work missed during the absence. Any student who misses more than half of any period without a written or verbal excuse from a parent/guardian will be subject to one Saturday detention for every period missed.

**EXCESSIVE ABSENTEEISM:** Earning credit in any course requires regular attendance, as well as a passing grade. Class participation is a valid component of a grade given for classwork. After five absences in a semester or in a particular course, the student and the parents may be contacted by the Dean or Principal to inform them of the absences and our policy regarding excessive absences. After 10 absences in a semester or in a particular course, the student may be placed on a probationary contract, and/or denied credit. Excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

**MAKE-UP WORK:** It is the student's responsibility to make up all work missed within a reasonable time. The student must check for assignment information in Skyward or Google Classroom, go directly to teachers during seminar, and/or email the teachers. Counselors will check on homework only if teachers have not responded within 24 hours.

**EXTENDED ABSENCES:** Extended absences on school days, such as out-of-town family vacations, are discouraged. However, if extended absences are deemed necessary, the student must notify teachers at least one week in advance and have an extended absence assignment form (available from the attendance secretary) 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. Teachers may require work missed to be completed before the vacation. Teachers are not expected to spend extra time to see that the work missed is completed. These days count in the total number of absences.

**COLLEGE VISITS:** When possible, students should plan to visit colleges on days St. Francis Borgia is not in session. Juniors and seniors are allowed two college visit days each year. Parents must call the attendance office to inform them that their child will be taking a college visit day. This day will not be counted as an absence. Any other days taken for college visits will be treated as an excused absence provided a parent calls the attendance office to report the additional college visit.

**FOUR RIVERS CAREER CENTER:** Students attending classes at Four Rivers Career Center are to follow the daily schedules for those schools when Borgia is not in session; that is, students attend classes at those schools even if Borgia is not in session. The only exception to this is Holy Days of Obligation; if Borgia is closed on a Holy Day of Obligation, students do not attend either school. On snow schedule days, students follow Borgia's schedule. On days when St. Francis Borgia has a special event, such as Mass, Reconciliation, or required assemblies, students are to attend Borgia's special event. The attendance or counseling secretary will call Four Rivers to excuse students on such days. When in doubt, students must check beforehand with the counseling secretary.

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

**LEAVING SCHOOL DURING THE DAY:** If it is necessary for a student to leave school during the day, a request (phone call, written note, or email) should be presented to the attendance secretary BEFORE 8 AM on the morning of the appointment, if not earlier. A pass will be issued, indicating the time of the departure, and the student's name will be passed on to the faculty. No student is permitted to leave the school grounds without permission from the attendance secretary or a member of the administration.

**TARDIES:** If a student arrives at school after the second bell, he/she must go to the main office for an admit slip. A detention will be issued to any student arriving late without permission from his or her parent or guardian. Parents or guardians will have 24 hours to call or send a handwritten note or email excusing their student.

If a student is late to a class other than first period, the teacher will mark the student tardy on Skyward. The student will be issued a detention if the tardy is unexcused.

## BELL SCHEDULES:

### REGULAR SCHEDULE - A

7:55	Warning Bell
8:00-8:20	Announcements & SSR/Advisory*
8:24-9:45	Class B1/G1
9:49-11:10	Class B2/G2
11:14-1:04	Class B3/G3 + lunch
11:14-11:39	A Lunch
11:42-12:07	B Lunch
12:10-12:35	C Lunch
12:38-1:03	D Lunch
1:07-2:30	Class B4/G4
2:35-3:00	Seminar
*Mon & Thurs - Report to 1st hour	
*Tues & Fri - Report to Advisory	

### MASS & RECONCILIATION SCHEDULE - C

7:55	Warning Bell
8:00-9:10	Class B1/G1
9:14-10:22	Class B2/G2
10:26-11:26	Mass/Reconciliation
11:30-1:19	Class B3/G3 + lunch
11:30-11:55	A Lunch
11:58-12:23	B Lunch
12:26-12:51	C Lunch
12:54-1:19	D Lunch
1:23-2:30	Class B4/G4
2:35-3:00	Seminar

### ASSEMBLY & WED. EARLY OUT SCHEDULE - B

7:55	Warning Bell
8:00-8:10	Announcements & SSR
8:10-9:21	Class B1/G1
9:25-10:36	Class B2/G2
10:40-12:25	Class B3/G3 + lunch
10:40-11:04	A Lunch
11:07-11:31	B Lunch
11:34-11:58	C Lunch
12:01-12:25	D Lunch
12:29-1:38	Class B4/G4
1:40-2:25	Assembly
2:30-3:00	Seminar
OR 1:45-3:00	Faculty Development - every Wednesday

### LATE START SCHEDULE - D

9:15	Warning Bell
9:20-10:36	Class B1/G1
10:40-12:25	Class B3/G3 + lunch (see Assembly schedule)
12:29-1:42	Class B3/G3
1:46-3:00	Class B4/G4

### HALF DAY SCHEDULE - E

7:55	Warning Bell
8:00-9:06	Class B1/G1
9:10-10:13	Class B2/G2
10:17-11:20	Class B3/G3
11:24-12:30	Class B4/G4

## *Faith Formation Information*

**CAMPUS MINISTRY PROGRAM:** The Campus Ministry Council allows students to be involved in the planning and execution of all-school Masses, Friday Masses, Reconciliation Services, and other spiritual activities in the school community. Students assist with set up and clean up for Mass along with helping as lectors, servers, gift bearers, musicians, greeters, and Eucharistic Ministers.

**CHAPLAIN:** The chaplain at St. Francis Borgia High School collaborates with the President in guiding all faith formation activities. The ministry of the chaplain at SFB RHS is primarily one of presence. The Chaplain attends retreats, all-school Masses, and other faith formation events throughout the year. He aids students in their faith development and discernment by being available for meetings or confession times every day. The Chaplain serves the entire St. Francis Borgia Community through sacramental ministry as well as pastoral counseling.

**LITURGY AND PRAYER:** Mass is offered on a regular basis, generally during Advisory on Friday mornings in the Chapel. We also set aside time for at least a monthly all-school Mass that takes place in our gymnasium as an opportunity to gather as one body to show our unified nature in Christ. Parents and other members of our Borgia community are welcome to join us. In addition, other prayer services are held according to the liturgical calendar. Students fulfill the ministerial roles of servers, lectors, musicians, cantors, and singers at all of these celebrations.

**SOUL SINGERS:** These singers and musicians meet regularly to prepare praise and worship music for all school masses and graduation. The group is open to students of all grade levels, and we welcome abilities of all types among our vocalists.

**RETREAT PROGRAM:** St. Francis Borgia Regional High School seeks to give our students many opportunities to deepen their relationships with God and develop a more spiritual life outside the walls of our school. One way which we try to do this is by offering retreats for students throughout their high school career.



One of the first activities our incoming freshmen participate in is the Luke 18 retreat. Luke 18 is a retreat led by faculty and upperclassmen that allows students to explore who they want to be while giving them confidence as they adjust to a new high school setting.

Borgia also offers one-day retreats for sophomores and seniors. The sophomore retreat focuses on service to others. The senior retreat focuses on coming together as a class and continuing to develop our faith and community with others.

The final retreat that Borgia offers is a closed, overnight retreat. All St. Francis Borgia graduates are required to make a closed retreat sometime during their junior year. The school currently offers Kairos and MAC retreats to fulfill this requirement. The Kairos retreat is a three-day, two-night retreat led by their peers and faculty members at an off-campus retreat center. The MAC retreat is a two-day, one-night retreat organized by an outside organization at an off-campus retreat center. Kairos and MAC retreats allow students to take a closer look at their relationship with God and give them guidance on how to continue that relationship after high school.

**CLIF TEAM:** The CLIF (Christ's Leaders in Faith) Team are seniors who have been accepted for this prestigious faith leadership role. They serve as role models of dynamic faith development throughout the SFBRHS community. Their commitment to deepening their own faith serves to foster the spiritual journey of all students by way of their service-oriented witness. Throughout the school year, CLIF Team members are faith leaders in daily prayer and adoration, at Masses and Reconciliation, and during prayer services. Formal training prepares them to confidently guide and serve their peers through the challenges of young adult faith development during days of prayer and retreats.

**CHRISTIAN SERVICE:** St. Francis Borgia Regional High School recognizes Pope Francis's message that we should "encounter those most in need" in our daily lives and the best way to do that is through service. We want our students to see the power and the good of making a Christian commitment to the service of others. All Borgia students are encouraged to complete at least 25 hours of service each school year. Opportunities can be found on the HelperHelper app, parent newsletters, and student announcements. While we encourage students to serve our school community, we recommend they try to donate at least half of their Christian Service hours to the greater community (e.g., parish, city, etc.)

**Examples of what is Christian Service:**

- Volunteering at parish, school, or community events
- Working with the elderly or special needs community
- Mentoring or tutoring others
- Providing for the needy
- Volunteering at not-for-profit agencies

**Examples of what is not Christian Service:**

- Working at someone's business for free
- Dog sitting
- Cutting your healthy neighbor's grass
- Family chores

**PRAYER:** Prayer is a fundamental part of the school day at St. Francis Borgia Regional High School. The school day begins and ends with prayer. Each class period starts with a prayer as well.

We also offer opportunities for Eucharistic Adoration in the chapel on the first Thursday and Friday of each month.

## ***Academic Program***

**CURRICULUM:** St. Francis Borgia Regional High School is proud to offer a curriculum that is rich with rigor and opportunity. Each student completes four years of English, social studies, and theology and a minimum of 3 years of mathematics and science. These challenging core courses have enabled our students to consistently score well above national and state averages on the ACT.

Borgia offers a wide variety of electives, including everything from Foods & Nutrition to Yearbook to Recreational Activities. Along with an outstanding fine arts program, Borgia offers students the opportunity to learn many different skills during high school.

Through Project Lead The Way (PLTW), Borgia offers Engineering and Computer Science classes.

Honors College, Advanced, Standard, and Introductory credit courses are available in core academic areas. College credit courses are offered in English, Mathematics, Science, Social Science, Fine Arts, and Foreign Languages. Advanced Placement® is also offered in English Language & Composition, English Literature & Composition, Calculus AB, World History, United States History, Music Theory & Statistics. Juniors and seniors who have a 2.5 GPA or higher are eligible to take college credit classes from East Central College. Technical courses are offered through Four Rivers Career Center.

**ACCREDITATION:** St. Francis Borgia Regional High School is accredited by the Cognia Accreditation Commission. Borgia is also an active member in good standing of the National Catholic Educational Association (NCEA).

**ATTENDANCE AREA:** Students come from as many as 35 elementary schools, including both public and private schools. The geographic region served is centered in Franklin County and ranges from St. Louis County to the east, Gasconade County to the west, Crawford County to the south, and Warren and St. Charles counties to the north.

**COURSES & CREDITS:** Classes meet every other day for 18 week semesters. One-half credit is offered for each semester course that is successfully completed and one full credit is offered for each full-year course completed. Thirty credits are required to graduate.

**CREDIT RECOVERY:** Any student taking a credit outside of St. Francis Borgia Regional High School must seek the approval of the principal prior to the student's enrollment in the course. Failed courses may be made up in summer school at your local public school district or in an approved correspondence course. Students who are deficient in credits may not return for the following school year. A maximum of one credit earned during summer school may be used to establish or maintain academic eligibility for activities or athletics.

**GRADE UPDATES:** St. Francis Borgia Regional High School uses the web-based Skyward program as a means to communicate up-to-date grades for each student. It is the responsibility of the student and his/her parents to access the electronic grades on Skyward to check the academic progress of the student on a regular basis. Students and parents are encouraged to consult the teachers as questions arise, then the student's advisor or counselor, and finally the principal.

**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.

**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	4.0	90-91
B+	91-92	3.667	88-89
B	87-90	3.333	82-87
B-	85-86	3.0	80-81
C+	83-84	2.667	78-79
C	79-82	2.333	72-77
C-	77-78	2.0	70-71
D+	75-76	1.667	68-69
D	72-74	1.333	62-67
D-	70-71	1.0	60-61
F	0-69	0	0-59

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

**GRADUATION REQUIREMENTS:**

Subject	Credits	Notes
Theology	4	
English	4	
Math	3	
Civics/World Geography	1	
United States History	1	
World History	1	
Social Studies Elective	1	Includes Law & Social Change, Psychology, or Cont. Issues
Science	3	Must include 1 credit Biology, 1 credit Physics, Earth, & Space Science and 1 credit Chemistry/Practical Chemistry
Foreign Language, Success Skills, or English Skills	2	
Physical Education	1	
Health	.5	
Practical Arts	1	1/2 credit must be Personal Finance
Fine Arts	1	1/2 credit must be Speech
Electives	7	

**Required credits**

*Beginning with the Class of 2022, a full credit of US History and full credit of a Social Studies elective will be required.*

*Beginning with the Class of 2024, a full credit of PE & 1/2 Credit of Health will be required.*

Students have the option of taking two additional credits for a total of 32 potential credit hours prior to graduation.

**GRADUATION GUIDELINES:** The following guidelines apply to 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 a 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 [Retreats](#))

3. Seniors are encouraged to have served a minimum of 100 documented Christian Service hours (See [Christian Service](#)).

4. Families must be in good financial standing or must have made financial arrangements with the Business Office.

5. Any senior wishing to participate in graduation must:

- a. Be present at the complete practice; and
- b. Be present for the Baccalaureate Mass.
- c. Complete all outstanding disciplinary consequences in full.

5. Seniors will not be allowed to participate in baccalaureate and graduation unless they are properly attired. For men, this includes dress pants, a dress shirt, a tie, dress shoes (no tennis shoes or sandals), socks, and a clean shave. For women, this includes a dress or skirt/dress slacks with a blouse (preferably without a stand-up collar), and dress shoes (no tennis shoes or casual sandals).

6. A student who arrives for baccalaureate or graduation under the influence of drugs or 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 NHS and honors cords and the school medallion unless approved by the administration. The medal awarded to students who successfully completed the Four Rivers Career Center program may be worn. Graduation caps may not be decorated.

**COURSE CHANGES:** Students are placed in courses according to grades and test scores, the advice of academic advisors, former teachers, and counselors, and with parental approval. No change to a lower or higher ability level in a given course will be made without consulting both student and parents/guardians and without the permission of the principal. If it becomes necessary to remove a student from a course for reasons other than ability level, the principal will make the final decision.

Course changes based on student interest (e.g., electives) are allowed the first two weeks of the semester and require counselor, advisor, parent, and principal approval. Course changes based on ability level are allowed for the first 9 weeks of the semester.

**LEARNING RESOURCES:** The Learning Consultant serves as a resource to teachers, parents, administrators, and students regarding services for students with mild or moderate learning needs. The Learning Consultant views diagnostic and evaluation reports to develop a Student Education Plan (SEP) and coordinates special testing arrangements and serves as an advocate of special needs for students and parents.

Learning Accommodations Eligibility: Parents who believe their student may require learning accommodations beyond those offered as part of general education services may request an evaluation to determine learning needs. These requests should begin by contacting the Learning Consultant. The Learning Consultant will work with the Washington School District to arrange an eligibility evaluation and meeting. Based on eligibility, a SEP may be written for the student. Some accommodations may be fulfilled at Borgia; others may require the student to work with the School District of Washington to receive services.

Students with current documentation of a special need diagnosed by a qualified professional can be afforded reasonable, appropriate accommodations at Borgia. Parents must submit a copy of their child's current evaluation report(s), which must be completed by the diagnosing or treating professional.

ACT Accommodations: Students with a diagnosed disability may have the opportunity to take the ACT with accommodations; however, even with current documentation of a diagnosed special need, there is no guarantee that ACT will approve a request for accommodations.

**GRADE BOOK POLICY:** Teachers at St. Francis Borgia Regional High School are committed to recording the grades earned by students that best represent their level of knowledge and ability. In addition, teachers are mindful of the importance of fostering student work ethic and responsibility as key components in academic success. At the start of each course, teachers should provide students with a written syllabus outlining grading, late work, and reassessment policies.

Grades are based on formative and summative assessments that may include practice work (i.e. homework), quizzes, unit tests, projects, speeches, etc.

When teachers do not utilize built-in reassessments, teachers may request students to reassess to achieve proficiency. In college courses or AP® classes, reassessment is at the discretion of the teacher.

Zeros in the grade book represent a missing assignment/assessment; however, some teachers accept and grade this work for full or partial credit when received within a time frame designated by the individual teacher. Students who fail to submit their assignment/assessment with a valid excuse may receive mandatory seminar or detention until the assignment/assessment is submitted. If an assignment is never turned in, the zero may remain in the grade book as the final grade. Students who have multiple missing assignments/assessments in a class or students who have multiple classes with missing assignments/assessments may be placed on an academic contract.

Teachers provide study guides, learning goals, and/or rubrics that define mastery for summative assessments.

**GRADING ASSIGNMENTS:** Teachers are expected to provide meaningful assignments in support of student learning. Major assignments should include a rubric to communicate and measure student learning. External factors, such as timeliness, neatness, following directions, etc., must not exceed 25% (35% in an honors course) of the grade.

Students are encouraged to complete any missing work to eliminate failing grades. At the discretion of the teacher, missing deadlines for assignments may result in mandatory seminar, detention, or some other action to correct the behavior. Revised deadlines will be allowed in some cases, such as health problems or other extenuating circumstances, with the approval of the teacher and/or administration. Students are given special consideration as defined by their Student Education Plan, Individual Education Plan, or 504 Service Plan.

**GRADING SYSTEMS:** Report cards are issued at the end of each semester. 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.

**HONOR ROLL:** At the end of each semester, 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 are as follows:

First Honor Roll: Minimum current GPA of 3.900; the student has no Incompletes.

Second Honor Roll: Minimum current GPA of 3.5; the student has no Incompletes.

Honorable Mention: Minimum current GPA of 2.5; the student has no Incompletes.

**ACADEMIC AWARDS:** Students receive an Academic Award each time they accumulate 12 points. Points are earned by making the First Honors List (8 points) and Second Honors List (6 points). The last semester list is tallied with the following year's points. An Academic Letter is awarded at 12 points, a Lamp of Knowledge Pin is given for 24 points, and a bar is earned for each additional 12 points. Highest Honor Pins go to those students who are on the First Honors list every semester (through the first semester of their senior year), thereby earning 56 points, the highest number of points possible. Students receive academic recognition at the Academic Awards Banquet.

**SNOW DAYS & ELEARNING DAYS:** All school closings or snow schedules will be announced via social media (Facebook and Twitter) and using the Skylert text/email system. Enroll by logging in to Skyward/Family Access. Click on Skylert on the left side of the page. Here you can set up how you would like to be notified if school is called off or if there is an emergency. If you would like to receive a text, please go to the bottom of the page and put in the cell numbers that you would like to receive texts.

Closings may also be communicated on the radio stations KLPW, KTUI, KWRE, KWMO, and KSLQ, and on the TV channels KSDK, KMOV, and KTVI after 6:00 AM. Occasionally, school may dismiss early due to inclement weather. These announcements will be made on KLPW, KTUI, KWRE, and KSLQ.

Our attendance area covers a very wide geographic area. The weather can vary greatly depending on where our students live. The final decision to send a student to school lies with the parent. While we want students to make every effort to attend school (e.g., stay with a friend in town, leave early to allow for slower driving, etc.), make a family decision based on safety.

In many cases, such as days where we know well in advance that we will not be on campus for in-person learning due to the weather, Borgia will elect to have an eLearning Day, instead of a snow day. On these days, students are to attend class virtually using Google Classroom and Google Meet. This will be announced via Skylert, social media, and news and radio stations. Whenever possible, any schedule changes will be announced prior to 6:00 AM.

eLearning Days are mandatory school days for students and faculty. Lessons and activities should continue the curriculum program or be an enrichment of the coursework.

All eLearning Day expectations will be posted on Google Classroom and/or sent by email by 9:00 AM. If a student is to be excused due to illness, etc., a parent/guardian should contact our attendance secretary via phone (636-239-7871 x130) or email by 9:00 AM. If a student is having technology issues that prevent him/her from participating in or completing the academic expectations, a parent/guardian should contact the attendance secretary, preferably as soon as the technology issue occurs. In the case of technology issues, students are encouraged to use other means to meet the academic expectations when possible (e.g., texting a classmate for the assignment, emailing the teacher, further attempting to log in, etc.).

eLearning Days will follow the blue/gold day schedule as previously scheduled. eLearning Days do not impact the blue/gold day schedule that follows the eLearning day. For example, if an eLearning Day is called for a gold day, the following school day will be a blue day.

Each teacher will post their eLearning Day lesson plan on Google Classroom by 8:30 AM. Every class will have something due by 5:00 PM that day. Teachers will be available via email (and perhaps other modes like Google Meet if noted by the teacher) to answer questions about the assignment expectations until 2:00 PM. Students who are not excused as absent and do not turn in their assignments by the 5:00 PM deadline will be assigned a detention(s). They will still be expected to turn in the assignments once we return to school.

If a teacher chooses, classes may meet at a specific time via video conference or on Google Classroom. The following is the schedule to be used:

Time	Class
9:00-10:00	Blue 1/Gold 1
10:00-11:00	Blue 2/Gold 2
11:30-12:30	Blue 3/Gold 3
12:30-1:30	Blue 4/Gold 4

Notes:

-If SFBRHS has an eLearning Day but the School District of Washington is still in session, Four Rivers Career Center students are expected to attend their FRCC classes.

-If SFBRHS declares a “snow day,” that is a day off school. FRCC students do not have to report. The above expectations will be used for eLearning days.

-If school is canceled (eLearning or snow day), extracurricular activities will also be canceled unless an additional announcement is made.

**SEMINAR:** Seminar is part of our school day. During seminar, students may use the library, study skills center, labs, etc. Students should see teachers to get missed assignments and receive other assistance. Tutoring help may be arranged to take place during this time. Teachers can require a student to be in attendance for seminar until 3:00 PM.

**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 classified a sophomore, 16 credits to be classified a junior, and 23 credits to be classified a senior. Students deficient in credits are encouraged to make up for 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.

**REPORT CARDS:** Report cards are issued electronically at the conclusion of each semester.

### **GRADUATION AWARDS & HONORS**

**HONORS RECOGNITION:** Students will be recognized at graduation for the following GPAs averaged from the first seven semesters.

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 & SALUTATORIAN SELECTION:** The students selected for Valedictorian and Salutatorian must have the highest and second-highest cumulative GPA in their class and meet the following criteria, as determined at the end of the first seven semesters:

1. The student must have earned at least one credit or be currently enrolled and passing in one credit of Honors and/or AP® Math.
2. The student must be on schedule to have earned at least four credits of Science.
3. The student must be currently enrolled in and passing a second credit of Honors and/or AP® English.
4. The student must be currently enrolled in and passing a second credit of Honors and/or AP® American History.
5. The student must have earned at least two credits of a Foreign Language.
6. The student must meet the following criteria:
  - served or be currently serving as an officer in a school organization, class, or club
  - earned a school letter or the equivalent, other than an academic honor, on the varsity level, in any activity for which school letters or the equivalent are awarded
  - participated in community service project(s) to which a significant amount of personal time was committed, as determined by the office of Campus Ministry.
  - be a good citizen in and out of school.
7. The student must have attended Borgia for at least junior and senior years.
8. The student must be a current member of the National Honor Society (NHS).

In the event of a tie, the tiebreakers for Valedictorian and Salutatorian are as follows:

- A+s in the designated honors and/or AP® courses
- Total number of A+s

**ACADEMIC HONESTY:** There is a clear expectation that all students will perform assignments and take assessments 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. Academic dishonesty is a serious violation of our student conduct codes. These situations will be dealt with on an individual basis by the principal in consultation with the teacher and the assistant principal. When appropriate, students will be given an alternate opportunity to demonstrate their mastery of the material. The highest grade possible on the alternate assignment will be 69% for single credit classes and 59% for all dual credit college-level classes.



Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include the following infractions:

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any academic exercise.
- Deception: Providing false information to an instructor concerning an academic exercise, e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: An attempt to give or obtain assistance in an academic exercise without due acknowledgment.
- Sabotage: Acting to prevent others from completing their work. This includes destroying the work of others or willfully disrupting the experiments or work of others.

**ACADEMIC CONTRACTS:** A student who is failing multiple classes may be put on an academic contract. A staffing may be held to determine the conditions of the contract. A staffing is a meeting of the student, parents, teachers, advisor, and counselor to devise a plan for academic improvement for the student. A staffing may be held more than one time per year for a student. Failure to meet the conditions of the contract may result in dismissal from school.

**COLLEGE CREDIT COURSES:** Honors courses are taught at a college level. Extensive reading, writing, research, and homework are expected in these courses. Students and parents must make the decision about the number of these courses the student will take. We want students to find an appropriate balance between college-level courses, extracurricular activities, and their physical, emotional, and spiritual well-being. Because of this, students wishing to take more than four college credit classes must fill out a waiver prior to course registration.

There are multiple ways Borgia students may earn college credit during their high school career:

- [Dual Credit Through East Central College](#)
- [Advanced Placement® Credit](#)

Note: Students who plan to use college credits earned during high school should contact the institution to which they want to transfer these credits as soon as possible to become familiar with transfer requirements at that institution. Specific degree programs within educational institutions may have additional requirements for college credits to be accepted. Universities may require courses to be applied to a student's major to be taken on their campus.

**PERMANENT RECORDS:** These records are released with the student's permission. Current student transcripts will be sent for free. After graduation, each transcript sent will cost \$5.00 and can be requested from the registrar. Transcripts will not be released until all financial obligations are met.

**SEMESTER EXAMS & GRADES:** Exams are given at the end of each semester. Final exams are worth 20% of the final grade. Students may not miss or reschedule exams except for severe illness or other serious extenuating circumstances. Permission to reschedule semester exams must be obtained from the principal.

Semester grades are calculated in various ways per individual teacher. Grading information may be found in each teacher's syllabus.

**STANDARDIZED TESTING:** At each grade level, students are tested to assess achievement and ability as compared to national norms and to indicate the student's relative academic strengths,

growth, and areas for improvement. Incoming freshmen and freshmen take the High School Placement Test. Freshmen also take the ACT 8/9 test. Sophomores take the PreACT. Juniors take the ACT test in October. Junior students who qualify to take the PSAT test (top 10% of the class and past standardized test scores at the 90% or above percentile) will receive an invitation from the counseling department.

**TRANSFERRING TO ANOTHER SCHOOL:** There will be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of the parent/guardian or the former student if age 18 years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. Records will only be released once outstanding financial obligations to SFB RHS are satisfied.

**COLLEGE & CAREER PLANNING:** SFB RHS students participate in career and college readiness activities throughout their high school experience. Students complete a curriculum that includes using the student's personality profile, multiple intelligence traits, and personal interests to explore potential career paths and college programs. Individual college and career preparation is completed yearly with the student's grade level counselor and the college application process is guided by the college specialist.

**A+ PROGRAM:** If students earn the A+ designation, they may be eligible to receive reimbursement for tuition, general fees, and up to 50% of book cost, subject to legislative appropriation, at a Missouri public community college or career-technical school. Under the current A+ eligibility requirements, students must:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with the high school prior to the deadline set in March of their junior year.
  - Note: Students may enter into an A+ agreement at any time before their deadline.
- Attend a Missouri A+ high school for three consecutive years immediately prior to graduation.
- Maintain a cumulative grade point average of 2.5 or higher on a 4.0 scale.
- Maintain 95% attendance over the four years of high school.
- Complete at least 50 hours of unpaid tutoring/mentoring, up to 25% of which may include job shadowing. Must be supervised.
- Avoid being tardy to tutoring/mentoring programs.
- Maintain a record of good citizenship.
- Make a good faith effort to secure federal post-secondary student financial assistance funds. (FAFSA)
- Achieve a qualifying Math Score on the ACT prior to graduation:

ACT Math Score		High School GPA
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

For more information about the A+ Program, please contact Ms. Rachel Thacker, A+ Program Coordinator, at [rachel.thacker@borgia.com](mailto:rachel.thacker@borgia.com) or 636-239-7871, ext. 134.

## *Code of Conduct*

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 disrupts 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:** Students and parents will be notified of detentions via email. The principal or dean of students will inform students when they are required to report 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 an additional detention. Any student who receives detention must arrive in the assigned room by 3:05 PM. Detention lasts one 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 to 11:00 AM. Parents will be informed of any Saturday detention issued to their child.

**SATURDAY DETENTION:** Detentions will last from 8:00 AM until 11:00 AM. 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 AM. There will be no excuses for lateness or for missing this assigned detention.

**RULES FOR DETENTION:**

1. Students will not be allowed to sleep.
2. Students will not be allowed to talk.
3. Students will not be allowed to use any electronic device.
4. Students may read a book or work on any school work that does not require an electronic device.
5. Students must remain seated at all times.
6. Students must be in school uniform.
7. Students must not cause any sort of disruption.
8. Students must serve on each of the specified dates.
9. When needed, students may be expected to perform service.

Should any of these stipulations be violated, the offending student will be told to leave and may receive two additional detentions (including Saturdays).

**PROBATION:** The dean of students or principal may place students on disciplinary or attendance probation. When placed on probation, a student will be required to sign a behavioral contract agreeing to specific outlined terms. Failure of the student to follow these terms will 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 St. Francis Borgia.

**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 should be sent to the main office to be 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 permitted 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 Saturday for every period skipped.
3. If a student appears in class out of uniform, he/she will be subject to detention.
4. After a fifth excused tardy or absence of a particular class, the student may be assigned a detention for each successive absence.

Tardy students must be sent to the office to be marked tardy and given a detention and a pass back to class.

**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 will handle any DISRUPTION of the desired classroom climate with the student in a private conference. A phone call or conference with the parents may result. Teachers may use their discretion to determine the consequence for disruption of class. Students who fail to complete assigned consequences will be subject to three periods of detention in addition to completing the assigned consequence. Teachers are encouraged to report early to parents if discipline problems are developing.
2. If a student continues to seriously disrupt the learning process, he/she will be removed from that class under the supervision of the principal or dean of students. The administrator will then arrange for the necessary communication among the student, parents, and teacher to affect positive change in the behavior of the student. The student will remain out of that class, without credit, until the principal or dean is satisfied that the necessary behavior changes will occur. In all cases of serious disruption of classes, the vice principal will determine the punishment.

**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 that 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 principal.
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 principal or dean of students on an individual basis.
3. Sexual harassment is defined as instances of words (oral or written), gestures, and/or touching directed toward another person that is sexual in content or connotation and that is 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 offense.

**SERIOUS VIOLATIONS:** Serious behavioral violations (sexual harassment, vandalism, stealing, reckless driving on school property, fireworks, fighting, weapons, etc.) are considered to be not only disruptive but also dangerous. Therefore, these situations will be handled directly by the administration and will be treated more seriously than other infractions. Punishments for these violations will range from Saturday detentions to suspension. Expulsion is always an option in the case of serious offenses.

**ASSEMBLY CONDUCT:** At all times, Borgia students' behavior should be refined and courteous. Each individual 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 advisories. Inappropriate conduct is subject to discipline by the moderator, Dean, or Principal if the misbehavior is deemed serious.

**DISCIPLINARY APPEALS BOARD:** Occasionally, extenuating circumstances may affect a conduct violation. If a student feels his/her punishment is too severe, an appeal may be made to the Student-Faculty Appeals Board. The board, composed of the student council officers and three faculty members, meets when a student appeals a decision. The disciplined student must petition the board in writing within one week after the consequence has been determined by the administration.

The board will assemble as soon as possible to hear the arguments of the student and the principal. The board will then present its decision and the rationale, in writing, to the rest of 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.

**BEHAVIOR CONTRACTS:** Students with more serious or repeated conduct, disciplinary, attendance, or academic issues may be placed on a behavior contract. The principal or dean of students issues this contract. The contract is meant to clarify St. Francis Borgia Regional High School's expectations for the student and to assist the student and family in meeting these expectations. The student, parent/guardian, principal and/or dean of students must sign the contract. Failure to meet the conditions of the contract may result in removal from school/withdrawal for cause.

**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 or attitudinal problems will be placed on probation. Conditions and length of probation will be determined on an individual basis. Students who do not show a marked improvement in the following year will be asked to withdraw from Saint Francis Borgia Regional High School.

**TOBACCO/NICOTINE:** Smoking, vaping, or possession of cigarettes or electronic cigarettes or any other form of tobacco/nicotine 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 - to be determined on an individual basis

**THEFT:** A student found stealing or in the possession of stolen property will be required to return or replace the property immediately. In addition to restitution, the consequences may include parent contact, disciplinary actions, and a behavioral contract. Repeat offenses may include withdrawal for cause and/or legal action.

**VANDALISM:** Vandalism occurs when a student willfully or maliciously destroys or defaces the property of another student, faculty, or staff member, or the school. In addition to restitution, the consequences will include parent contact, disciplinary action, and a behavioral contract. Repeat offenses may include withdrawal for cause and/or legal action.

**WITHDRAWAL FOR CAUSE:** Withdrawal for Cause is the permanent end of enrollment of a student from St. Francis Borgia Regional High School. A student could be subject to withdrawal for cause if there has been a period of formal probation or if the student has been placed on a behavioral contract and the consequences of further infractions are clearly communicated to both the student and the parent/guardian. A student may also be subject to withdrawal for cause of the result of a single, extremely serious conduct violation or action contrary to the mission and purpose for SFRHS.

**SEARCH & SEIZURE:** School officials with sufficient reasons to do so may search a student's personal property. If the student refuses, disciplinary action could be taken based on that refusal.

## **Dress Code**

### **UNIFORMS:**

Men's and Women's Pants and Shorts: Either navy or khaki slacks or shorts may be worn. These must be hemmed (no cutoffs). Shorts must be no shorter than 3 inches from the top of the knee and no longer than the knee. Shorts and pants must have inset pockets, not patch pockets. Slits or decorative stitching are not acceptable. The uniform pants must be a true (not faded) navy or a true khaki. When in doubt, always ask. NOTE: After repeated washing, some material will fade to the extent that it will fall outside the acceptable range at some point.

Men's and Women's Shirts: Polo shirts, both short and long sleeve, are available in royal, white, yellow, navy, and gray and must sport the St. Francis Borgia logo. These are to be purchased through approved local vendors. No colored t-shirts or printed t-shirts are to be worn under the polo shirt. Long-sleeved t-shirts are not permitted. Shirts must be tucked in at all times, except when worn with culottes. T-shirts worn under uniform shirts must be tucked in.

Women's Uniform Culottes: These are blue/gray plaid and are available through Catholic Supply at 6759 Chippewa, St. Louis, MO. Shirts are not required to be tucked in with culottes. Culottes should be worn according to the manufacturer's guidelines and should not be made shorter by hemming, pinning, or rolling.

Leggings/Tights: Leggings/tights may be worn underneath culottes only. They must be solid black or navy blue in color, must reach the ankles, must be tight-fitting at the ankles, and must not have any decorative piping, mesh, cutouts, or logos.

Outerwear: Three styles of jackets sporting the Borgia logo may be worn. They are available from local vendors. Orders need to be placed three weeks in advance. Letter jackets may be worn, but team jackets are not allowed. Trench coats are not allowed.

Shoes: Suitable comfortable shoes may be worn. Moccasins, sandals, slippers, crocs, and open-back shoes are not permitted. Shoes are to be reasonably clean and worn with socks. Socks must match and not be inappropriate or extreme.

Accessories: Other forms of apparel, such as neck scarves, bandannas, hats, extra sweaters, etc., are not permitted. Colored t-shirts and tube tops are not permitted under the polo shirts. Nylons are not allowed. Suitable belts in a solid color must be worn with pants or shorts.

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

Grooming: Grooming and makeup should be appropriate for the school environment. Hair must be clean and well-groomed. Hairstyles and unnatural colors that draw undue attention to the student are not allowed. Jewelry should be selected with good taste. Piercing is only allowed in the ear. No visible tattoos are allowed. Students must be clean-shaven.

**SPECIAL DRESS DAYS:** On occasion, students will be allowed to dress casually or dress up. 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. Short shorts, tight workout or yoga pants, or pants with distressing or holes are not permitted. Leggings may be worn with skirts or dresses, but not with only a shirt or sweater. Cut-off t-shirts 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 footwear are not

allowed. Skirts should be no shorter than your fingertips when your hands are placed at your side and necklines should be modest. No type of hat or hood may be worn. Styles must be appropriate for school.

Picture Day is a dress-up day. However, we do allow shorts on that day. All other dress-up guidelines listed above should be followed.

**HOMEcomings DRESS CODE:** [Homecoming Dress Code](#)

**SPECIAL DRESS CODE FOR SENIOR EVENTS:** [Special Dress Code for Senior Events](#)

*For all:* Extreme dressing is discouraged. Administration determines appropriate dress.

**GYM UNIFORMS:** Gym uniforms must be purchased from the Spirit Shop or obtained second-hand from an upperclassman. Tennis shoes must be worn in gym class. A complete gym uniform is required for freshman and sophomore year PE class.

**UNIFORM POLICY:** Anyone out of uniform or not falling special dress day guidelines is subject to detention. Students who have a question have the responsibility to ask an administrator before wearing the article in question. Any student who is continually out of uniform will be subject to stronger penalties.

**UNIFORM SUPPLIERS:** Uniform clothing can be obtained from either of Borgia's uniform suppliers, Designer Threads – Advertising Unlimited, Inc., or Legacy Embroidery & Screen Printing. To order, print and complete the appropriate order form.

[Designer Threads Uniform Order Form](#)

[Legacy Uniform Order Form](#)

Completed forms with payment may be dropped off in the main office.

## ***Health Issues***

**COMMUNICABLE DISEASES:** St. Francis Borgia follows the Archdiocesan High School manual Sec. 4602.31— Communicable Diseases. Contact the high school office for a copy.

**EMERGENCY PROCEDURES:** The school, in cooperation with the Washington Police and Fire departments, has developed procedures for emergency situations. The school regularly reviews and updates policies. Emergency contact information is maintained in Skyward / Family Access. Please notify the main office whenever corrections or updates are needed. The emergency contact list is also used to release students to adults. Students are not dismissed from school without parental notification.

It is important that parents do not call the school during school emergencies because these calls tie up the phone lines and prevent communication with the proper authorities. If parents need to be informed, the local radio stations will be used. Parents can also receive emergency information via text or email through Skylert. Enroll by logging in to Skyward/Family Access. Click on Skylert on the left side of the page. Here one can set up notification preferences in case the school dismisses or in case of emergency. To receive a text, please go to the bottom of the page; put in the cell numbers to receive texts. This is the same system used for snow days. If evacuation is necessary, the students will be taken to the Knights of Columbus Hall. They will remain there until excused. Students may not leave without permission from an administrator.

**FIRE, TORNADO, AND INTRUDER DRILLS:** Emergency drills are scheduled on a regular basis. Fire and tornado drill routes are posted in each classroom. When the fire alarm rings, students should leave rooms quickly, quietly, and in an orderly manner. Classroom doors need not be closed. The Tornado drill procedure is to move to the corridor or bathrooms on the ground floor or the music room and music corridor on the main floor; the fire doors at both ends should be closed. The signal for the tornado drill will be given verbally over the P.A. system. For both drills, absolute silence is a necessity. An earthquake alert will be given over the P.A. system. If it is necessary to evacuate, a handbell signal will sound. Follow the fire drill route and report to the assigned areas away from school structures. Intruder drills will always be acknowledged as “drills” – there will be no unannounced or “surprise” intruder drills.

**HEALTH & IMMUNIZATION RECORDS:** State law 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 may 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. These students will need to receive the required immunizations during the summer.

**ILLNESS OR INJURY DURING SCHOOL:** A student who is too ill to remain in class must report to the Main Office. If, after a time, the student continues to feel ill, parents/guardians 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 emergency contact. Prescription medications may be administered only by a trained staff member, and only if a physician’s order and parent signature are on record in the Health Office.

**INSURANCE:** Student accident insurance is available to any family in our school who may be interested. This coverage is recommended for families who do not have health insurance for their students. This coverage is offered through K&K Insurance Group, Inc. a company that has been dealing with student accident insurance for many years. The plans are underwritten by Nationwide Life Insurance Company, an A.M. Best A+ “Superior” rated carrier. To find more information about the program, access K&K’s website at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). Online enrollment is also available at this site. You can also obtain printed information through the school office. Football coverage is also an option with this insurance.

**MEDICATIONS:** Prescription medicine should not be carried by the student. Persons trained to dispense medications are in the Health Room and Main Office. Prescription medications should be turned in to one of these locations in their original prescription container including the doctor’s specific written instructions for dispensing. A doctor’s written order as well as parental permission is required to dispense these medications.

A “Request and Release Self-Administration of Medication by the Student” form needs to be completed by the physician and the parent and must be kept on file in the Health Room or Main Office if the student:

- Carries an inhaler
- Has an insulin pump
- Carries an EpiPen
- Takes any Prescription Medication on a regular basis

**PREGNANCY:** The pregnancy of a student enrolled at St. Francis Borgia 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 and young man in obtaining ongoing counseling throughout the pregnancy and aid both in completing their education. If students choose to marry, they forfeit the right to attend a Catholic high school.

**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



students are healthy and safe.

Under present federal and state laws, the possession/use/transfer of non-prescribed drugs and alcohol by teenagers is illegal.

If a student is found in possession of an illegal substance on campus or at a school-sponsored event, 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. MSHSAA rules govern the extracurricular eligibility of students in regards to criminal cases.

#### **DRUG SCREENING POLICIES:**

A. "For Cause" Substance Abuse Screening Policy: 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. Breathalyzer tests, hair tests, or urine tests may be used. Students may be tested for any of the following reasons at any school event:

1. Unsatisfactory performance or behavior at any given time
2. Excessive preoccupation with drugs or alcohol
3. Behavior consistent with being under the influence
4. Being in possession of drugs or alcohol
5. Excessive absences and/or tardies
6. Any significant academic or behavioral change
7. Suspicion based on evidence gathered in an investigation

Once these possibilities are ruled out, other avenues can be explored.

B. Random Drug Screening: Students experiment with drugs for a variety of reasons. We believe the institution of a random drug screening will make it easier for students to make good choices about their health and well-being.

1. A minimum of 25% of the student body will be randomly tested by the end of each school year.
2. Depending on the size of the student body, eight or more students will be tested every two weeks.
3. The school nurse or another designated trained person will be St. Francis Borgia's collector of hair samples.
4. Usually, hair is collected from the crown of the head. The amount collected is about the thickness of the tip of a shoelace. Hair can be collected from other places on the body, such as arms and legs, but never private areas.
5. If a positive test is believed by the family or guardian to be caused by a prescription drug, a copy of the prescription must be given to the vice principal.
6. The president, principal, assistant principal, the dean of students, and anyone else deemed necessary by the administration will be notified of positive test results.
7. For either a positive test or admission of guilt, the dean of students or principal will set up a meeting with the guardian(s) and the student. The student will then be subject to the Substance Abuse Action Plan.
8. After a student is tested, his or her name will be put back in the pool of names. A student may be randomly selected to be tested more than once in a school year.

C. Alcohol Testing: Alcohol is not a substance that is detected in the hair test. If a student is suspected of being intoxicated, a breathalyzer or urine test will be performed. The Substance Abuse Action Plan will be used if a test is positive, if there is an admission of guilt, or if other evidence suggests the student is or has been using alcohol.

## **SUBSTANCE ABUSE ACTION PLAN:**

1. 1st positive test, possession or admission of use – The student will be put on a Substance Abuse Plan which will include the following:

- The student must see an outside-school counselor for an assessment. He or she must follow the recommendation made by the counselor. The student should also sign a release of information to allow the counselor to verify attendance of counseling sessions and discussion of incidents with the school.
- The student will receive 24 hours of discipline service to be served at St. Francis Borgia Regional High School or another approved organization.
- The student will write four essays (standard five paragraphs) concerning substance abuse. Topic suggestions can be obtained from or suggested by the administration.
- The student will be retested in 100 days.

2. 2nd positive test, possession or admission of use (any time in the career of the student) – The student will be put on a Substance Abuse Plan which will include the following:

- The student will be reassessed by the same counselor from the previous positive test. He or she must follow the recommendation made by the counselor.
- The student will be assigned a staff mentor to discuss issues weekly until the next test.
- The student will design and complete a 40-hour service project to be approved by the administration.
- The student will be put on a Discipline / Attendance contract.
- The student will be ineligible for competitions in extracurricular activities for a minimum of three weeks (at least two competitions). The student must show considerable progress toward the service project to be re-granted eligibility.
- The student will be retested in 100 days.

3. 3rd positive test, possession or admission of use (any time in the career of the student) – The student will be dismissed from St. Francis Borgia Regional High School.

4. All requirements of the specified Action Plan must be met by the student in 100 days or extra discipline may be added. This includes extending ineligibility in extra-curricular activities.

5. All students with a positive test or admission of use will be retested in 100 days. This test is paid for by the parents or guardians. If the test is negative, the student will be put back in the random test population.

6. Free counseling is provided through the following organizations – Preferred Family Healthcare, the National Council on Alcohol and Drug Abuse (NCADA) – St. Louis Metro Area, and Foundations for Franklin County. Contact information is available from the vice principal. Parents may also find outside counseling.

Substance Abuse Education Programs:

- Physical Education / Health course topics covered by NCADA presenters – alcohol, tobacco, marijuana, pharmacology, addiction/carefrontation
- Franklin County Sheriff's Department presentation to juniors
- Addiction presentation to juniors
- Healthy Lifestyles Program for area 8th graders presented by select juniors and seniors

## ***Other Policies & Information***

**SAFE ENVIRONMENT:** Saint Francis Borgia Regional High School participates in the Archdiocese of St. Louis Safe Environment Program. Through this program, all adult employees and volunteers who have a likelihood of working with or near children or youth on a regular basis need to comply with the following:

1. Complete a state criminal record and child abuse/neglect check.
2. Sign the acknowledgment page of the Code of Ethical Conduct.
3. Attend the Protecting God's Children seminar.
4. Employees or volunteers who have resided outside the state of Missouri any time over the last five years will have to undergo a one-time national background check. Illinois residents will have Illinois and Missouri background checks conducted every even-numbered year.

If you have any questions or need additional information, please contact Sandra Price, Director of the Safe Environment Office at 314-792-7271 or [sandraprice@archstl.org](mailto:sandraprice@archstl.org).

For reporting procedures and other information related to reporting incidents or suspected abuse, please refer to the Archdiocese's Policies, Procedures, and Guidelines on Child Abuse or contact the Archdiocesan Office of Youth and Child Protection at 314-792-7704.

For immediate threats, please call the Missouri Division of Family Services and Child Abuse Hotline Number at 1-800-392-3738.

**SNACKS:** No food or drink is allowed in the chapel, computer labs, collaboration spaces, music room, theater, or hallways. Food may be allowed in the Academic wing only if permission has been granted by the classroom teacher. Any student violating this rule is subject to detention.

**FOOD SERVICE:** The cafeteria provides a variety of attractive menu items each day for the students and faculty. All foods are prepared in the school kitchen by Food Service Consultants Inc. Each student will receive a lunch card that can be swiped to pay for items. Paying with cash is discouraged. Money can be put on student lunch accounts through the Food Service Consultants Inc. program. Students are allowed to bring lunches from home.

Food and drink are permitted only in the cafeteria. Students may not bring food or beverages outside the cafeteria. Violators will be subject to detention. Students who are in the academic wings during their assigned lunch mod may receive a detention. Only cafeteria restrooms should be used during lunches.

**HALL PASSES:** Students who are called from class by an administrator, teacher, or another staff member will be issued a pass. Students will not be released to another student without a pass.

**ENGAGEMENTS/MARRIAGE:** The vocation of a young person attending a secondary school is that of a 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 St. Francis Borgia and will not be allowed to participate in graduation.

**FIELD TRIPS:** Written permission must be obtained from parents before students are allowed to go on field trips. A [Field Trip Permission Form](#) needs to be printed, signed by parents, and submitted to the teacher prior to the field trip. Bus fare and any other additional expenses must be paid in advance for all field trips.

**GUARDIANSHIP:** Students who do not reside with an approved guardian will not be allowed to remain at St. Francis Borgia.

**LOST & FOUND:** Items may be placed in the Lost and Found in the cafeteria. Items of value (cell phones, iPads, Apple pencils, etc.) should be turned into the main office. Items not claimed will be discarded. The school is not responsible for replacing items lost or stolen on school property.

**OUTSIDE FUNDRAISERS:** With the permission of the administration, students may sell items for non-Borgia fundraisers only before or after school and inside the cafeteria during lunch periods.

**PARKING:** Anyone who parks in the school parking lot must purchase a parking sticker from the office for \$10.00. Those purchasing a parking pass must have a valid driver's license. The make, model, and license plate number of the car will be recorded and kept on file in the office. Parking on the lot during the school day without a sticker or illegal parking (in the faculty or visitor spaces, in fire lanes, etc.) will result in a \$5.00 fine.

Our front parking lot has a one-way entrance and exit. Students driving the wrong way in or out of this parking lot may be issued a detention and may lose their parking lot privileges.

Pedestrians always have the right of way. The driver's speed must be slow and safe.

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). Students should NOT park on the Knights of Columbus lot.

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

**POLICY OR CURRICULUM CHANGES:** A parent or student may make a recommendation for a policy or curriculum change; the procedure for requesting such changes is as follows:

1. A written and signed proposal from a student or parent is presented to the administration.
2. The proposal is sent to the appropriate committee or 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 include the principal or other administrator, curriculum committee, discipline committee, coaches, discipline appeals board, PLC Leaders, 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 will address the proposal.
5. Feedback to the original requestor will be made at the point of decision.

**PROM POLICY:** To be eligible to attend prom, seniors must have all tuition fully paid up to (not including) the current school year period.

**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 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.

**ELEVATOR:** The elevator is limited to those with a legitimate need as determined by the administration.

**SILENT SUSTAINED READING:** Borgia believes an integral component of becoming a lifelong learner is developing a love for reading. SSR time is to be spent in silent reading for pleasure (no textbooks or magazines). Students who do not have SSR reading materials may be assigned detention.

**CHILD ABUSE:** Teachers, school officials, and counselors are mandated reporters. Any suspected child abuse or suspicious behavior will be immediately reported to the proper authorities.

**CLOSED CAMPUS:** Saint Francis Borgia Regional High School operates under a closed campus policy between the hours of 8:00 AM and 2:30 PM. This means that students are not allowed to leave the campus without permission. All doors to the building are locked after 8:00 AM. Access to the building during these hours is available through a monitored door in the front. Students and visitors are to enter through this door. Visitors are not permitted in classes or allowed on campus without administrative approval. Visitors must sign in and sign out in the Main Office.

The main entrance will be open at 6:30 AM for students who need to arrive early. The doors near the Counseling Office will be open at 7:30 AM.

**DELIVERIES:** If a student receives flowers, balloons, or any other delivery to the school, those items will be placed on the counter in the main office. The student will be notified of the delivery and may pick up the item at dismissal.

**DANCES:** Students should dress appropriately for dances. All clothing should be modest and of proper fit. Students who leave the dance will not be allowed to return. A permission slip is required for any guest not attending SFBRHS. All guests will be subject to the policies of SFBRHS. Students are responsible for their own behavior and that of their guests. There will be a breathalyzer at all dances; students and guests may be tested.

**WEAPONS:** To provide a safe environment, St. Francis Borgia Regional High School strictly prohibits the possession of any weapon on the school's property, including the buildings, parking areas, athletic fields, buses, and other premises. A weapon is anything used or intended to be used to threaten, intimidate, or harm persons. Absolutely no firearms, explosive devices, or weapons of any kind, including common items used in a threatening manner will be tolerated at school or school functions. Threats suggesting the possible use of such items will be taken seriously.

**PARENT-SPONSORED PARTIES:** Parents put themselves at risk when sponsoring parties, especially when alcohol and/or drugs are present. Allowing teenagers to use alcohol, tobacco, or illegal substances in personal homes or on personal property creates not only moral and ethical problems, but parents put themselves at risk for a lawsuit or criminal prosecution. The Administration at SFBRHS will confront rumors of such parties, inform parents of rumors, and take appropriate action as deemed necessary in a given situation. If the school becomes aware, in any way, of students using or possessing alcohol, tobacco, or drugs, the school will investigate and consequences may follow.

**STUDENT FUNDRAISING:** Fundraising is an integral part of Borgia's annual budget each year. In an effort to keep tuition low and affordable, we ask that students participate in all school fundraisers each year. Each fundraiser has a budgeted goal which translates into quotas being assigned to each student. Student participation is critical to the success of these fundraisers!

**MEGA RAFFLE:** The student goal is to sell 10 raffle tickets at \$25 each. The school sets a goal to sell a certain amount of raffle tickets. If this school goal is met, Borgia will have a Free Day on a date specified by the administration.

**ANNUAL GALA:** Students are asked to donate \$10 or an item of like value to a themed homeroom basket. Participating students receive a Dress Down Pass for the Friday before the Auction. Student

and parent volunteers are also needed to assist as waiters for the dinner, raffle ticket salespersons, and other duties during the event itself.

## ***Communications***

**WHOM TO CONTACT:** Parents are encouraged to contact the school with any suggestions, concerns, or difficulties that they may experience. The following people are responsible for the respective areas. Please contact them in your initial inquiry:

Academics - Teacher, then Advisor or Counselor, then Mrs. Pam Tholen

Athletics - Mr. Chris Arand

Tuition and Fee Payment - Mrs. Kara Miller

Technology - Mr. Kevin Arvin

General Information - Mrs. Kelly Borgerding

Attendance - Mrs. Rhonda Quattlebaum

Learning Consultant - Mr. Alex Piontek

Counseling - Mrs. Manuela Schmitt or Mrs. Kim Flores

Registrar/Records/Transcripts - Ms. Rachel Thacker

Campus Ministry and Retreat Program - Mrs. Amanda Wunderlich

Skyward Family Access - Mrs. Kelly Borgerding

Student Discipline - Mr. Spencer Unnerstall or Mrs. Pam Tholen

\*If not satisfied after the initial inquiry, please contact the President, Mr. Matt Schutte, or Principal, Mrs. Pam Tholen.

If a student or parent is having a problem with an individual teacher, he/she should go to that person directly before contacting the Principal. If a parent wishes to speak with any member of the staff, then he/she should call the office and leave a message for that individual or email them directly. Please give staff and faculty members at least 24 hours to return a message.

**SCHOOL WEBSITE:** Parents and students are encouraged to check the St. Francis Borgia High School website, [www.borgia.com](http://www.borgia.com), for school updates that include sports and other school activities. Parents are also encouraged to subscribe to the school calendar located at <https://www.borgia.com/calendar.html>. This is the official published calendar for the school. For the most up-to-date scheduling information for athletics, use the RSchoolToday app.

**SKYWARD FAMILY ACCESS:** Skyward Family Access is a service available to each parent and student at Borgia. Skyward Family Access can be accessed on the Borgia website, [www.borgia.com](http://www.borgia.com). Using their assigned/confidential access code, parents and students have twenty-four-hour access to student grades, attendance, discipline, report cards, etc. It is also highly recommended to check emails, addresses, and phone numbers to ensure the school has the most current information.

Skyward is the school's official database and the information is used for mailings and messaging. Questions regarding Skyward Family Access should be directed to the school's Office Manager.

**SKYLERT:** Skylert is the messaging service used by St. Francis Borgia High School. It is another tool within Skyward Family Access. We ask all families to make sure their phone numbers and emails are current so we may communicate with you. Skylert messages are used in the event of a school emergency, school closing, or the necessity for last-minute and/or instant communication. Enroll by logging in to Skyward/Family Access. Click on Skylert on the left side of the page. Here you can set up how you would like to be notified if school is called off or if there is an emergency. If you would like to receive a text, please go to the bottom of the page and put in the cell numbers that you would like to receive texts.

**SCHOOL CLOSINGS:** All school closings or snow schedules will be announced via social media (Facebook and Twitter) and using the Skylert text/email system. Closings may also be communicated on the radio stations KLPW, KTUI, KWRE, KWMO, and KSLQ, and on the TV channels KSDK, KMOV, and KTVI after 6:00 AM. Occasionally, school may dismiss early due to inclement weather. These announcements will be made via the Skylert text/email system.

## ***Digital Services & Technology***

The Digital Services and Technology available at St. Francis Borgia Regional High School must be used in support of education and research and be consistent with Borgia's educational objectives. A variety of web-based services and types of technology are available for student and faculty use. All students are required to bring a fully charged iPad to school each day. In addition to the iPads, students have access to both PC and MAC computers, video and photography equipment, and specialized STEM Lab equipment. The expected use of Borgia's digital services and technologies are further described in the [Acceptable Use Policy](#) which each student and his/her parent or guardian must sign before the student will be allowed to use Borgia's network and technology resources. The use of technology at Borgia is a privilege, not a right. Inappropriate use will result in disciplinary action. The administration will deem what is considered inappropriate use, and their decision is final. The administration may deny or suspend a specific user's access and/or close the user's account at any time.

**IPAD REQUIREMENTS & EXPECTATIONS:** The recommendation for all new students is an iPad generation 6 or newer with a minimum of 64 GB of storage. Students need to be vigilant in the management of files such as books, music, videos, games, etc. on their iPad. If necessary, additional storage can be acquired through Apple's iCloud service.

iPads must be with the students and charged at all times during the school day. Messaging, Snapchat, Twitter, and other social media apps must be turned off during school hours. iPads must also be turned off during prayer, announcements, and the Knightly News. iPads are to be used for only legitimate academic purposes as determined by the teacher and the administration. Violations will result in disciplinary action.

**GOOGLE APPS FOR EDUCATION:** Each Borgia student has a Google account associated with the school. This provides students with a school email account, access to school calendars, a Google Drive, and much more. Students can access their Google accounts from any computer with internet access at [accounts.google.com](https://accounts.google.com).

The email address for a student is [firstname.lastname@students.borgia.com](mailto:firstname.lastname@students.borgia.com). Students are asked to set up this school email account in the Mail app on their iPad and are expected to view any email received on this account daily. This account should be used by students when emailing teachers, club moderators, and coaches. It is used by the administration to notify students of "Daily Announcements" and to issue notifications regarding detentions.

[Setting up Email on iPad](#)

Students are also encouraged to link the calendar app on the iPad to Borgia's calendars. All school calendars can be viewed on the iPad and other mobile devices. The information needed to set this up is available at [Calendar Instructions](#).

Finally, students should install the Google Drive app and the Google Docs app on their iPad.

Any students needing assistance setting up the school Gmail account on the Mail app, viewing the school calendars in the Calendar app, or installing the Google Drive app on the iPad should see Mr. Kevin Arvin, Technology Coordinator, in Room 209.

**REQUIRED APPS & ETEXTBOOKS:** iBooks, iPad apps, and other digital content required for each course can be found on the teacher's syllabus. Most required textbooks will be available as iBooks or iPad apps. Families are responsible for purchasing these materials. Costs will be kept minimal.

**CELL PHONES & OTHER PERSONAL DEVICES:** Cell phones and other personal devices are not to be used without permission and should not be seen, heard, or used during normal school hours unless specified by faculty/staff for particular usage. There is a telephone available for student use in the main office.

If a cell phone is used during the school day, it will be confiscated and held by an administrator, and the student will receive a detention. A Saturday detention may be given for the second offense. Students may request permission to use a cell phone in an administrative office. At no time is cell phone use permitted in the lunchroom, restrooms, or locker rooms.

Personal computers, iPads, and handheld devices are to be used only for legitimate academic purposes during class time, as determined by the teacher. Violations may result in the student losing the privilege of using a device in a particular class.

The STEM lab has Windows-based computers and the Mac lab has Apple computers; these computers are used by various classes and may be used only with teacher permission. Students must use their Student Access username and password to log in to these computers. When using these computers, any personal files should be stored on a flash drive or on the Google drive provided by the school.

**HEADPHONES:** Use of headphones, earbuds, etc. is permitted during school hours only with permission of the teacher. Students are responsible for supplying their headphones. Students should not wear headphones in the hallway during passing periods.

**PRINTERS:** Students may print on school printers located in the library and the counseling office. Each student may print up to 50 pages per semester. Students will be charged \$.05 per page for any pages printed beyond that. Color printing is available in the main office at a cost of \$.25 per page. Documents must be sent to one of the main office secretaries in PDF format with at least 24 hours notice.

## **WEB-BASED SERVICES**

**GOOGLE CLASSROOM:** Google Classroom is a web-based service that allows teachers to post files and assignments for their classes. (Club moderators and head coaches may also use Google Classroom to share information with club/team members.) Students and their parents only have access to information for the classes, clubs, and teams in which the student is enrolled. All students must have the Google Classroom app installed on their iPad. Students use this app to turn in many assignments. Google Classroom is also available via any computer with internet access at [google.com](http://google.com).



Anyone having difficulty accessing Google Classroom should contact Mr. Kevin Arvin, Technology Coordinator, in Room 209.

**NAVIANCE:** Naviance is a comprehensive college and career readiness solution for high schools that helps connect academic achievement to post-secondary goals. It is used by students at St. Francis Borgia to request recommendations from faculty for college and scholarship applications. For account login information and assistance, students should contact their guidance counselor. Students and parents can access their accounts at [Borgia Naviance Connection](#)

**SKYWARD STUDENT ACCESS:** Students can access assignment information and grades through Skyward Student Access. Skyward is a web-based service, to which the school subscribes, that can be accessed via an app on an iPad or from any computer.

Each student receives a Student Access account when initially enrolled. Upon receiving their unique access information, students must take the necessary steps to activate their accounts to view his/her information, including class schedules, grades, activities, school calendar with club meeting dates, and much more.

Teachers are expected to update grades regularly. Progress Reports are posted every three weeks and report cards are posted at the end of each semester.

Anyone with problems accessing information within Skyward's Student Access should contact Mrs. Kelly Borgerding in the main office, or Mr. Kevin Arvin, Technology Coordinator, in Room 209.

**TURNITIN.COM:** Borgia subscribes to [Turnitin.com](#), a service that aids teachers in preventing plagiarism. Students submit papers, reports, and essays to Turnitin.com, which reviews the work and prepares an Originality Report. Teachers use this information as they grade each student's work.

## ***Tuition Policies & Procedures***

### **TUITION FOR 2021-2022:**

First child:	\$8,795
Second Child:	\$7,795
Third Child:	Free tuition *Families are still responsible for general fees.
Fourth Child:	Free tuition *Families are still responsible for general fees.

**GENERAL FEES:** General fees are applied toward technology costs, lab courses, scheduling, days of prayer, grade and record recording, Office of Catholic Education and Formation assessments, and obligations to the Archdiocese. \*If your child qualifies for a discounted or free tuition benefit, you are still responsible for paying Fees.

**Freshman, Sophomores, Juniors**

General Fees: \$355

**Seniors**

General Fees: \$355

Graduation Fee: \$40

Retreat Fee: \$185

Total Senior Fees: \$580

**TUITION:** While acknowledging the sacrifice on the part of parents/guardians of our students, St. Francis Borgia Regional High School believes that tuition payments are an investment in each student's future. Tuition payments help to provide the resources which enable the school to offer the best quality Catholic education and formation.

There is a \$1,000 deduction for a second student in a family in attendance at the same time. Families with three or more students will receive free tuition for the third and following students but will still be responsible for paying fees for all students in attendance at the same time.

**TUITION PAYMENT OPTIONS:** All families are expected to make tuition payments according to one of the following four options:

**Option 1:** Full payment of tuition paid directly to the school by **June 30**, with a 1.5% discount. (No discount after June 30). If payment is late, parent/guardian will be required to pay through SmartTuition. (See option 4 below.)

**Option 2:** A two-payment (one per semester) option with 50% of the tuition due **June 30**, and the remaining amount due **January 4**, (this would include payments made through qualifying 529 education plans) paid directly to the school. There will be a 1% discount of the tuition applied to the second payment. If payment is late on either payment date, parent/guardian will be required to pay through SmartTuition. (See Option 4 below.)

**Option 3:** Four quarterly payments due **June 30, September 30, December 30, and March 30** paid directly to the school. A student will not receive his/her course schedule for the following year until full payment is received. If payment is late on any payment date, parent/guardian will be required to pay through SmartTuition. (See Option 4 below.)

**Option 4:** Ten-month or twelve-month payment plan through an automatic withdrawal from a checking/savings account through SmartTuition. One SmartTuition agreement form must be filled out online at <https://smartaidforparents.com>. There is a \$50 annual fee per family. Families who chose the monthly payment plan and miss a monthly payment due to insufficient funds will be automatically charged a missed payment fee by SmartTuition and may incur a similar penalty from their own banking institution. Each family must notify the finance office of their choice of the above options for payment at the time of registration.

**LATE REGISTRATION:** Families registering after June 30 shall be expected to fulfill their tuition obligation according to the tuition payment options stated above.

**LATE PAYMENTS:** It shall be the responsibility of each school family to keep the President/Finance Office informed of the need to make any changes in their preferred tuition payment plan or adjustments

in the amount of tuition expected to be paid. Penalties for not paying on time are outlined in the payment options above and later in this section.

**TUITION ASSISTANCE:** A limited amount of tuition assistance is available for school families with financial need. Normally, requests for such assistance should be made by March 31 for the following year. However, since some circumstances are unpredictable, families should not hesitate to inform the President or the Business Director of their need whenever it may arise during the year. For the sake of a family's security and peace of mind, and for the general financial stability of the school, parents/guardians are encouraged to contact the school as soon as possible when they are experiencing financial difficulties.

**NON-ADMISSION OF STUDENT DUE TO TUITION DELINQUENCY:** Families failing to pay tuition according to the agreement which they have made or who have been unwilling to make suitable alternative arrangements will be informed that their child/children will not be readmitted. All families must be current in their payment of tuition:

- By August 1: **If not, students will not be admitted on the first day of school.**
- By December 1: If not, students will not be eligible for semester examinations and will not be readmitted on the first day of class of the new semester. No grades/report cards will be released.
- By May 1: If not, students will not be eligible for semester examinations. In addition, students will not receive report cards, and permanent records/transcripts will not be released by the Administration. Seniors may not be allowed to participate in graduation and related activities and no diploma will be issued.

Readmission of any students will be at the sole discretion of the administration of St. Francis Borgia Regional High School.

**DELINQUENT TUITION FROM PREVIOUS YEAR(S):** All previously unpaid tuition must be paid by August 1st if a student is to be readmitted on the first day of class for a new school year. Accounts in arrears may prevent a student from being able to register for the upcoming school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the President.

**TUITION REFUNDS:** Families withdrawing students prior to the first day of school shall be refunded 95% of the amount that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to an established formula. Registration and school fees are non-refundable.

**NON-PAYMENT OF OTHER FEES:** Families need to pay fees for various activities in the school. Fees must be paid or arrangements must be made with the appropriate person prior to participation.

**CONSEQUENCES OF NON-PAYMENT:** No records or transcripts will be sent if tuition and fees are not current unless other arrangements are made with the President or School Finance Office. Students of families who do not meet these requirements may have to forfeit participation in activities, semester exams, and graduation. The School will make attempts to notify the parents/guardians of any families whose tuition is in arrears, but it is the responsibility of the parents/guardians to notify the school of any difficulty with keeping current with tuition payments and to understand and abide by these policies and procedures.

**DIVORCE/SEPARATION AGREEMENTS:** Copies of legal decrees or agreements that pertain to the payment of a student(s) tuition, fees, or scholarship acceptance must be on file with our finance office. The finance office must be notified no later than **June 30** of payment arrangements by both parents/guardians. Both parties are expected to fulfill their obligation as outlined by their legal agreement and the school's tuition policies, including keeping current with tuition payments as outlined above. If both parties are requesting financial assistance, both must apply separately on SmartTuition.

## Co-Curricular Activities

Student activities at St. Francis Borgia Regional High School include a wide range of interests from band and color guard to twenty-seven different clubs that cover a broad spectrum of pursuits from faith and spirituality, academics, athletics, fine arts, foreign languages, and informational and/or entertainment explorations. It is very important that our students grow involved in extracurricular activities. Leadership opportunities are also available through Student Council, the Ambassador program, and the retreat programs. Band and Color Guard provide our students with the chance to perform. The Theater Department offers opportunities for students to participate in technical theater and performance through drama, speech, improvisation, band, and music.

Participation in these activities affords many valuable experiences for students. Although everyone is encouraged to be involved in extracurricular activities, students are cautioned not to overextend themselves. We highly encourage all students to become involved in co-curricular activities as they offer opportunities to practice communication, service, leadership, and teamwork. For a full list of clubs, activities, and sports, please see [www.borgia.com](http://www.borgia.com).

**ATHLETICS PARTICIPATION:** Students are encouraged to participate in athletics. The athletic program at St. Francis Borgia Regional High School is designed to give students an opportunity to compete in a variety of interscholastic sports. Participation in the interscholastic program is a privilege that carries many responsibilities. To participate, students must meet the minimum scholastic guidelines as set by the school, commit to the citizenship guidelines set forth by the activities director, and abide by all MSHSAA rules and regulations. Failure to do any of these will result in a student forfeiting his/her right to participate.

**ELIGIBILITY REQUIREMENTS:** Students who wish to participate in any extracurricular activities that involve interscholastic, non-class competition/participation and activities that involve non-class public performances 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 extracurricular activities for a length of time to be determined by the administration based on the severity of the infraction.
3. Student-athletes and Managers may not participate in extracurricular activities if they are failing more than one class at any three-week interval. If ineligible, students may not miss any classes for away games. The first three weeks of any semester do not affect eligibility.
4. Students must meet all eligibility standards of the MSHSAA for any activity sanctioned by this organization.
5. All students participating in extracurricular activities must agree to the "Citizenship Guidelines for Co-Curricular and Extracurricular Activities."

Suspended students may continue to attend regular practice sessions or club meetings but may not participate in interscholastic competitions or workshops as representatives of the school, nor may they take part in Borgia's public performances.

**SPORTSMANSHIP:** We are very proud of our St. Francis Borgia teams and their many accomplishments. We are equally 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.

*This Student/Family Handbook contains established policies and procedures for the 2021-2022 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the Administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect. (August 2021)*