

PARENT/STUDENT HANDBOOK

2018-2019



SERVITE HIGH SCHOOL

**PARENT/STUDENT HANDBOOK
2018-2019**

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SERVITE HIGH SCHOOL

FORMING FAITH-FILLED LEADERS

“Be on your guard; stand firm in the faith; be men of courage; be strong.”

1 Corinthians 16:13

July 12, 2018

Men of Servite and Servite Families:

Parents often ask, “Why should I send my son to Servite?” My response is always the same, “Servite will always maintain strong academics and extra-curricular activities, however, you must understand that academic knowledge, reason or physical stature is not our top priority. Our top priority is “Formation” and “Faith Filled Leadership”. The reason...our culture opposes “Christian Formation”; the development of “Faith Filled Leadership”; and Matthew 22:37 which expresses, “Love the Lord your God with all of your heart and with all of your soul and with your entire mind. Thus, being a Catholic Christian and living in today’s world is becoming more and more difficult. Therefore, we must systematically form “Faith Filled Leaders” so they will have the strength to live in this world, but not be of this world. This is the importance of assisting boys in their journey to become “Men of Servite” while simultaneously providing a brotherhood of support.” It must be stated that “The Brotherhood” should always support the Apostle Paul (1 Corinthians 11:1) when he stated, “Be imitators of me, as I am of Christ.”

Pope Benedict XVI stated, “Education and formation only become progress if it serves the human purpose and not only in a technical power, but also awareness. We must combine the two. Formation of the human person is ability. We need to teach knowledge and ability, we need the formation of the heart combined with technical knowledge and ability in order to find, determine and perform the Truth.” As we continue to move the Servite High School formation program forward in an intentional and systematic direction, we will continue to dedicate ourselves to “Formation” and “Faith Leadership”.

On behalf of the faculty and staff of Servite High, we look forward to working with you and ask that you pray for Servite High School and the “Men of Servite”.

Credo,

Michael P. Brennan
Principal

Urbi Et Orbi

Servite High School develops leaders through a formation process informed by the Catholic faith and the charism of the Order of Friar Servants of Mary.

Vision Statement

Our Vision is to add to our tradition as an exceptional Catholic school by becoming a place where all are welcome; a family that is accountable to one another, serves one another and lives out the Gospel of Jesus Christ, following the example of Mary.

Educational Mission of the Servite Order

Urged on by the grace of baptism, the stirring of the Holy Spirit and our religious consecration, we Servants of Mary set out to live and witness Christian love. Desiring to express the charism of the Order, we give ourselves in service to others and so prolong the active presence of the Mother of Jesus in the history of salvation.

Servite Friars give themselves in service to others through educational ministry in order to express the Charism of the Order and to prolong the active presence of the Mother of Jesus in the history of salvation.

(cf. OSM Constitutions, Article 73)

School Mission Statement

Servite High School is a Catholic preparatory school for leadership which accepts young men of all religious, ethnic and socioeconomic backgrounds. Based on the charism of the Order of Friar Servants of Mary and recognizing parents as primary educators, Servite High School strives to form faith-filled leaders by developing the whole student – body, intellect and will. Through a process of formation, integrating a college preparatory curriculum, liturgical and service experiences, and team based activities, the Servite student is exposed to the discovery of truth which enlightens the proper use of the will. The goal of Servite High School is the formation of leaders through "an organic set of elements with a single purpose: the gradual development of every capability of every student." (Sacred Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School*, 1988.)

Philosophy Statement

Progress becomes true progress only if it serves the human person and if the human person grows: not only in terms of his or her technical power, but also in his or her moral awareness. I believe that the real problem of our historical moment lies in the imbalance between the incredibly fast growth of our technical power and that of our moral capacity, which has not grown in proportion. That's why the formation of the human person is the true recipe, the key to it all, I would say, and this is what the Church proposes.

Benedict XVI, Interview, 2006

At Servite High School, formation is the process by which a Friar becomes the person he has been called to be by God. The formation process is concerned with the complete human person and, consequently, is driven by a single question: “Who am I?” Without intentional, systematic formation, the Friar’s human and spiritual development is without proper concern for the unique vocation that God has called him to fulfill.

In *The Catholic School*, the Sacred Congregation for Catholic Education (SCCE) reminds us that, “The school must begin from the principle that its educational program is intentionally directed to the growth of the whole person.” An educational program directed in this way requires attention to the fundamental components within each student: the *body* and the *soul*. More specifically, the *soul* is comprised of the *intellect* and the *will*. Thus, “whole person” involves three principle components understood as follows:

- The *body* is the vehicle which gathers information from and responds to the world around us.
- The *intellect* organizes and interprets the information gathered.
- The *will* is the ability to choose how to use the gathered information.

Properly used, the *intellect* arranges the gathered information in such a way that truth is discovered. Once truth is discovered, one can choose to act in accordance with truth, or contrary to it. Goodness is choosing to act according to what we know is true and thus right. The *will* is our ability to make that choice.

Servite High School believes it is vital to place proportionate emphasis on the development of the *body*, *intellect* and *will*. An imbalance in this regard results in information being inadequately gathered, poorly processed, or improperly applied. Therefore, in an effort to direct the formation of the whole Friar in a balanced, intentional and systematic way, Servite High School has developed a formation process that culminates in leadership.

Within the context of formation, teaching is not limited to the classroom experience. All members of the faculty and staff play an active role as teachers and guides in the formation of every student. The importance of each member’s active and proper participation cannot be overstated. As the SCCE reminds us in *The Catholic School on the Verge of the Third Millennium*:

“Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not write on inanimate material, but on the very spirits of human beings. The personal relations between the teacher and the students, therefore, assume an enormous importance and are not limited simply to giving and taking. Moreover, we must remember that teachers and educators fulfill a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that it depends chiefly on them whether the Catholic school achieves its purpose.”

Thus, every component of the school experience provides a unique and vital element in each student’s formation. The whole Friar is formed and affected by every activity and relationship that comprises his unique Servite experience.

Bearing all of this in mind, Servite High School forms faith-filled leaders, Friars who embrace Christ, love Christ, imitate Christ, live Christ, and are Christ, so as to draw others to Christ.

Guiding Principles

Fraternity

We journey together as a Christian Community, bound by trust and love.

- We are a community formed in the light of the Catholic Church through the Servite Charism.
- We welcome all people, inviting them to share in our community and campus life.
- We actively encourage each other to grow spiritually through prayer, study and service.

Service

We recognize God in our neighbor and each other.

- We conduct our actions and interactions in the spirit of service, putting the needs of others before our own.
- We value all people as members of the living Body of Christ.
- We live by the example of Christ to others and model Him in every encounter.
- We treat all people with respect and love.

Mary

We embrace Mary as our model of discipleship and compassion.

- We look to Mary's example of humility, courage and love to give direction to our lives.
- Like Mary, we seek to follow Christ and witness the Gospel together to be good examples to the community.
- We accept and respond to the Will of God.

Formation

We grow in knowledge, character and spirit.

- We first believe in order to understand for all things begin with an act of faith.
- We commit ourselves to be lifelong learners, integrating knowledge and prudence in the pursuit of wisdom.
- We develop our character daily by forming healthy habits; maturing intellectually, morally, physically, and spiritually.
- We seek excellence in all things, and with God's grace, become leaders living disciplined and virtuous lives.

Formation Themes

The Servite Formation Themes are the shared, unifying themes that faculty and staff, coaches, parents and alumni use so that students learn the same lessons no matter where they go: the classroom, athletics, arts, and activities, at home and with friends. A history teacher, a football coach and a parent can all use Mastery of Self to talk about the importance of character in George Washington, in preparing for a football game, and in encouraging a young man to clean his bedroom.

- **Primacy of Faith** – Every aspect of our lives depends on faith. Our society is successful only because we make thousands of acts of faith each day as we trust that our alarm clock works, our water is safe, our money is still in our bank account and that cars passing the opposite direction will stay on their side of the yellow line. What happens to our society and prosperity if we start losing faith in our justice, banking and water systems? Faith – faith in God, in ourselves and in each other - is the foundation for all relationships, community, brotherhood, leadership, success and life.
- **Mastery of self** – To lead a good life and lead other people, we must first love, understand and lead ourselves. Mastery begins by recognizing that each of us is unique – unlike anyone else past, present or future. Mastery challenges us to understand and perfect our individual God-given talents, and know our limitations.
- **Necessity of the other** – No one can make it in life on their own. To be successful, we must work with others who have gifts that complement our own. We are at our happiest when we love and are loved by others. Our success and happiness in life depend on good relationships with others – especially God.
- **Centrality of Christ** – God is love. Christ is God’s great gift of love to save us. If we make Christ – love – the center of our lives, then we can love and master ourselves; we can love and make acts of faith in each other; and we can love others and – in community – walk the path to God together.

Integral Student Outcomes

SPIRITUAL AND ETHICAL FORMATION

A Servite High School graduate is a leader who, through a deliberate process of formation:

- Develops his body, intellect and will through participation in a college preparatory curriculum, liturgical and service experiences, and team based activities.
- Accepts religious, ethnic and cultural diversity and works collaboratively with others in accordance with Catholic social teaching.
- Acknowledges his relationship with God and lives in a Christ-like manner as demonstrated through participation in prayer, liturgy, sacraments, counsel, retreat experiences and Christian service.
- Understands, respects and applies the teachings of the Catholic Church and the charism of the Order of Friar Servants of Mary (fraternity, service and devotion to Mary).
- Knows and lives the Gospel of Jesus Christ and recognizes that God calls every person into a relationship with God, the Father, the Son and the Holy Spirit.
- Demonstrates, in word and deed, the Centrality of Christ.

ACADEMIC AND INTELLECTUAL FORMATION

A Servite High School graduate is a leader who, through a deliberate process of formation:

- Develops a lifelong desire for learning that culminates in wisdom.
- Demonstrates mastery of the academic curriculum in order to succeed in post-secondary education.
- Exhibits intellectual maturity by evaluating multifaceted challenges and opportunities and creating innovative solutions.
- Demonstrates proficiency in the use of current technologies relevant to higher education and the workplace.
- Develops insight into Sacred Scripture so as to find personal meaning.
- Gains the knowledge of humanity which fosters a reverence for life.
- Demonstrates, in word and deed, the Primacy of Faith.

PERSONAL AND SOCIAL FORMATION

A Servite High School graduate is a leader who, through a deliberate process of formation:

- Communicates effectively and respectfully with persons and groups from diverse backgrounds.
- Emulates the Blessed Mother in her example at the foot of the Cross.
- Lives life whereby the Gospel of Christ is the motivating power that guides his behavior.
- Understands and applies the ethical and legal use of technology.
- Demonstrates, in word and deed, Mastery of Self and Necessity of the Other.
- Embraces Christ, loves Christ, imitates Christ, lives Christ, and is Christ, so as to draw others to Christ.

ACADEMIC POLICIES

Please find the 2018-2019 Servite High School Academic Policies in the academic section of the Servite website www.servitehs.org. These policies are provided so that you can familiarize yourself with the policies and procedures that pertain specifically to Academics.

ACADEMIC HONESTY POLICY

High performance teams, good leadership and a good learning environment require high levels of trust between students, teachers, administrators and staff. Trust depends on respect for each other's honesty, integrity and character. As we *form Faith-Filled Leaders* at Servite, it is critical that students develop a deep internal sense of honesty, integrity and justice.

The Academic Honesty Policy provides students with guidelines for appropriate and inappropriate academic behavior. Academic honesty means that each student does his own work on assignments, homework and examinations, and accurately recognizes/cites the work of others when appropriate.

To reinforce the importance of academic honesty and to protect the behavior of honest students, teachers and administrators will implement measures to deter dishonesty. If a violation of the academic honesty policy is suspected, the teacher will work with Servite administrators to evaluate the situation and take appropriate disciplinary action. Students who violate the Academic Honesty Policy are subject to the Servite Disciplinary Policy. Students should be aware that cheating often results in the student earning zero credit on the assignment which could have a devastating effect on the student's grade.

Academic Honesty Violations:

Violations of the Academic Honesty Policy include, but are not limited to

- Viewing another student's paper during a quiz or test or knowingly allowing another student to view his work during a test or quiz.
- Communicating with anyone other than the teacher during a test or quiz.
- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his own.
- Misrepresenting the work of another as his own work, whether original or copied.
- Taking work from a teacher's room without permission.
- Taking a picture of a test or quiz or being in possession of a phone or other electronic device during a test or quiz.
- Knowingly removing a test or quiz from a testing situation without the teacher's permission.
- Providing information about a quiz or exam to any student who will be taking it at a later time.
- Receiving information about a quiz or exam from a student who has already completed it.
- Providing or receiving information concerning a test or assignment that enables a student to claim credit for work that he did not complete on his own.
- Attempting to cheat or cheating on a quiz, exam or assignment.
- Attempting to change or changing a grade in a teacher's paper grade book, online grade book, or in student records.

ATHLETIC POLICIES

The conduct of Servite students who participate in Athletics must meet the highest possible standards. Failure to adhere to the highest standards of a Christian gentleman and sportsmanship is grounds for disciplinary action and possible expulsion from a team.

A student must be academically eligible by CIF standards in order to participate on an athletic team. Students shall be financially responsible for all lost or stolen equipment.

Clearance to Participate in Athletics

Prior to participation in any sport, athletes must:

- Submit evidence of a recent physical examination and a physician's statement of clearance to participate in athletics to the Athletics Office.
- Submit two emergency medical release cards, signed by his parents/guardians to the athletic trainer.
- Have returned all equipment from a previous sport in which he participated.
- Sign the Athlete's Code of Conduct and the Substance Abuse pledge.
- Upon completion of these four items, the Equipment Manager will issue athletic equipment to the athlete.

Athletic Eligibility

- Semester GPA determines a student's eligibility to participate in athletics. GPA may include one PE grade.
- Length of probationary period equals one full semester. Length of ineligibility period equals one full semester.
- The Administration will produce a list of those students who are on probation or ineligible to participate.

Definition of Terms

- **Semester**: The first semester is generally August through December. The second semester is generally January through June.
- **Eligible**: student is academically eligible if his most recent GPA, including his PE grade, is 2.0 or higher.
- **Probation**: If a student's GPA is below 2.0 in the most recent semester, but not below 2.0 in the previous semester, the student may continue interscholastic competition for one full semester while on probation. "Athletic Probation" is not the same as academic probation because the PE grade is computed into eligibility. Athletic Probation is also based on semester GPA, not cumulative GPA.
- **Ineligible**: At the end of the probationary period, if a student is still earning below a 2.0 GPA, the student may practice with the team but may not compete in interscholastic competition for one full semester. He remains ineligible until his semester GPA reaches a minimum of 2.0. This involves any sport for the duration of the semester.
- **Quarter Grading Periods**: These are considered progress reports and will not be used in determining athletic eligibility.

Sportsmanship

Servite students are expected to demonstrate exemplary sportsmanship in their behavior at all athletic events. As athletes in a contest or as spectators at athletic events, they represent their school and should live up to its values.

Spectator Guidelines

- Cheers should be of a positive nature. Cheers should only be directed towards the support of our own athletes.
- At no time may remarks or cheers be directed at an opponent, opposing coach or a game official.
- Refrain from bringing noisemakers of any kind to an athletic contest.
- All signs must be approved by the Director of Communications, Activities Director or Athletic Director.
- Spectators must refrain from going onto the court or field at any time.

Servite Student Guidelines

All Servite students must always...

- Remember that they represent Servite at all times and should do so in a gentlemanly and sportsmanlike manner.
- Recognize that the good name of our school is their primary concern and responsibility.
- Refrain from the use of profanity, vulgarity, or other offensive language or gestures.
- Appreciate an exhibition of fine play or good sportsmanship by any player or team.
- Respect the integrity and judgment of game officials.
- Follow all rules and regulations of CIF and the Trinity League.
- Win with character and lose with dignity.
- Respect the opponent's campus.
- Respect injured players on both teams.
- Respect and follow the directives of any Servite Faculty or Staff member in attendance at an athletic contest.
- Uphold the ideals of the Servite Mission Statement at all times, honoring that our school is based on the Gospel of our Lord Jesus Christ.
- Subscribe to the CIF's "Victory with Honor" program guidelines.

ATTENDANCE POLICY

Philosophy

The philosophy of Servite High School is that all students must attend school and be actively engaged in the school's educational program. When a student is absent he misses a class experience that will never be duplicated. Parents and students must be aware that it takes valuable instructional time to assist a returning student. If parents fulfill their obligation by keeping their son in school, not only will their son benefit, but the entire educational program at Servite will improve. A parent must also recognize that excessive absences may result in poor academic progress, low grades and insufficient credit to graduate.

General

Servite is aware that there are times when a student will be absent from school for a valid reason.

When it is known in advance that a student will be absent, the student should notify the Attendance/Assistant Dean's Office (first), counselor (second) and teachers (third).

If an emergency arises that requires a student's absence, please contact the Assistant Dean's Office.

Parent/Guardian Responsibility

Parents and guardians are responsible to ensure that their son attends school unless excused for a valid reason.

Parents and guardians are responsible for notifying the Attendance Office (in person, or by telephone, note or email) of their son's absence by 10am the day an absence occurs.

The day their son returns to school, parents and guardians are also responsible for informing the Attendance Office before 7:55a.m., by written note. If a note is not provided before 7:55a.m., a detention (JUG) may be assigned. The note must include:

- Student's name
- Grade level / Date(s) of the absence
- Reason for the absence
- Parent signature

Student Responsibilities

Each student is responsible for attending school every day, on time, unless he has an excused absence.

No student may leave campus at any time during the school day without specific permission of the principal or the principals' designee.

Each student is responsible for requesting and completing all missed class assignments and tests. When the student's absence is valid, each faculty member will allow assignments and tests to be made up in accordance with the Servite Homework policy.

Excessive Absences

A student may have a total of only 7 days (verified, illness, unexcused or suspension) of absence per semester per course. All absences must be cleared by the attendance office. If an absence is not cleared by the attendance office as excused, the absence will count. On the 7th verified, unexcused or suspension absence in any one course, a student will be placed on an attendance contract. The attendance contract will remain in effect until the end of that semester. On the 8th verified, illness, unexcused or suspension absence, the student and his family must meet with the attendance board. A consequence of this board may be that the student receives a withdraw failure due to poor attendance in the course(s).

Tardies

When a student reports late to school, he must report immediately to the Attendance Office with a note to clear his attendance.

Missing more than ten minutes of any class will be treated as an **Absence (A)** and will be handled by the Attendance Office. Once a valid excuse has been provided to the Attendance Office the mark will be changed from an **Unexcused Tardy (T)** to an **Excused Tardy (X)**.

If there is not a valid excuse, disciplinary action may be taken and the student may be placed on an attendance contract. Please refer to the 6-4-2-2 disciplinary process. Tardiness may be excused for the following reasons:

- Family emergency
- Medical/dental appointment
- Order to appear in court
- Verifiable traffic conditions
- Notification by a teacher

Request for Absence

Students' academic performance is directly impacted by the amount of time he spends in the classroom.

The classroom experience cannot be matched by looking assignments up on Moodle or having a classmate explain an assignment. Being in class, prepared to learn every day is one of the most important steps a student

can take to be academically successful. Families are asked to carefully consider the effects of a request for absence on a student's academic performance.

Servite strongly discourages students and parents from taking extended absences for vacations, college visits, club athletic events and other activities because the absence may seriously negatively impact the student's academic grades.

Requests for absence should be only be made in situations where it is absolutely necessary for a student to miss more than two days of school. Examples of approved requests for absence include long illnesses (doctor note), extensive medical procedures (doctor note), serious injuries (doctor note) or the death/funeral of an immediate family member.

Planned Absence: Parents are responsible for notifying Servite when they know that their son will be absent.

- **Illness:** Students who need to leave school early due to illness must go to the Attendance Office to call parents and make arrangements to go home. A student who leaves campus without following these procedures will be considered truant.
- **Funeral:** A student who needs to attend a funeral must bring a note from his parents and must receive permission from the Administration.
- **Medical/Dental Appointments:** Students who request to leave school early for a doctor or dentist appointment must have a note from parents and must receive an early dismissal slip from the Attendance Office before first period. The student will show this slip to the teacher before leaving class. Upon returning to campus, the student must report to the Attendance Office with the early dismissal slip and a note from the Doctor/Dentist or parent.

Extended Absence: Only the Assistant Principal of Counseling can grant an extended verified or excused absence. An extended verified or excused absence cannot be granted by a parent or faculty member.

To request an extended absence, the student or parent must secure an **Extended Absence Request** form from the student's counselor and return the completed form to the Assistant Principal of Academics **at least seven (7) school days in advance** of the anticipated absence. Once approved, the student's counselor will coordinate with the student's teachers regarding assignments for the duration of the absence.

Types of Absence

Excused Absences (E)

Excuse absences include:

- Death in the immediate family and/or funeral (mother, father, brother, sister, grandparents or others living in the household).
- Mandated court appearance
- Unforeseen emergency (evaluated on a case-by-case basis by the administration)
- Holy Days (These ceremonies must be celebrated as defined by the religion during school hours. If the ceremonies are given before or after school, they do not qualify as an excused absence). Parents must notify the Attendance Office before 7:55a.m. on the day of absence for the student.
- School-excused absences include but are not limited to athletic events, fieldtrips or other school related activities.
- Medical-excused absences (**M**) Include doctor, dental and mental health appointments that are verified with a note from the doctor or dentist.

Verified Absences (V)

Servite realizes a student may be absent from school due to minor illnesses or other reasons considered necessary by the parent or guardian. A student is not permitted to verify his own absence. A parent or guardian is required to notify the Attendance Office before 7:55a.m. on the day of absence for the student. If a student is absent more than two verified days, his parents must provide a doctor's note, or they must come in and fill out a request for absence form. These forms are provided by each student's grade level counselor and must be approved by the Assistant Principal of Counseling.

Unexcused (U)

Student absences that have not been appropriately cleared through the Attendance Office with a phone call **and** a signed note will be considered unexcused and marked with a **U**.

Truancy (D)

Any student who is not excused from school by a parent/guardian or by the Administration is considered truant. **A student who is truant will not be given make-up work, assignments or tests, and will receive a zero grade on all assignments and assessments given on that day.** Students who are truant from school or who cut class may serve a Work Detail and may be placed on a disciplinary contract.

Absence and Extra-Curricular Activities

Any student who is truant or on suspension is ineligible to participate in or attend Servite athletics or extra-curricular activities on the days of truancy or suspension.

Missed Homework/Projects/Tests

A student is permitted one school day for each day of **Excused (E) and/or Medical (M) absence** to make up any assignments missed.

A student whose attendance has been marked **Unexcused (U)**, **School Activity (S)**, and/or **Game (G)** is required to submit all missing work to his teacher prior to his absence or upon his return, depending on his teachers' classroom policies. Please see teachers' management plans for details.

Projects and long-term assignments are excluded from this policy. Projects and long-term assignments must be turned in **on the due date** according to teacher's specific instructions, via email, Google Classroom, or by a representative of the student.

If a student misses **a test due to an excused absence**, he must make arrangements with his teacher to make up the test according to that teacher's management plan.

AERIES ATTENDANCE CODES

Attendance codes are submitted using the following letters:

E = Excused Absence:	(one school day for each day absent to make up assignments and tests missed)
I = Illness:	(one school day for each day absent to make up assignments and tests missed)
M = Medical:	(one school day for each day absent to make up assignments and tests missed)
V = Verified Absence:	(one school day for each day absent to make up assignments and tests missed)
U = Unexcused Absence:	(is required to submit all missing work and take missed tests upon return)
A = Unverified Absence:	(teachers input until verified by attendance office)
G = Game:	(is required to submit all missing work and take missed tests upon return or according to the Teacher's Management Plan)
S = School Activity:	(is required to submit all missing work and take missed tests upon return or according to the Teacher's Management Plan)
D = Truant:	(will not be provided an opportunity to make up assignments or tests)
X=Excused Tardy	(will be provided an opportunity to make up assignments or tests)
T =Unexcused Tardy:	(will not be provided an opportunity to make up assignments or tests)
Z = Suspended:	(is required to submit all missing work and take missed tests upon return. See above policy concerning school work while on suspension)

CLUBS AND ORGANIZATIONS

Servite offers a wide variety of clubs and organizations and highly encourages students to participate in as many clubs as their schedules allow. Club offerings will vary, depending on student interest. The following is a list of the active clubs during the previous school year.

Academic Decathlon	Hockey Club	Servite Rugby
Bridges	International Thespian Society	Servants Healing Hands
California Scholarship Federation (CSF)	Investment Club	Servite Table Tennis
Catholic Mission Vision	Junior Statesmen of America	SIGN – Service in God's Name
Chess Inc.	Key Club	Spanish Club
Chinese Club	National Art Honor Society	Speech and Debate
Classics Club	National Honor Society	Sports Medicine Club
Film Club	Red Cross	Technology and Innovation Club
French Club	Robotics Club	With Hope – The Amber Craig Memorial Foundation Club
Future Business Leaders of America		

**Clubs are added and closed, depending on student interest.

CONFERENCE PROCEDURES

There are times when problems or misunderstandings can arise between parents and teachers or staff, or when a policy or procedure needs clarification.

Problems and/or misunderstandings are resolved most effectively and quickly when they are handled between the parties having the problem or misunderstanding (i.e. parent and teacher). Therefore, parents who have problems or questions should first talk with the faculty member; counselor or staff member with whom there is a problem or who is in the best position to answer the question. The problem or question may be handled by phone, email or a direct meeting.

If the problem or question remains unresolved after contacting/meeting with the teacher or counselor, a parent may contact the appropriate administrator to further discuss the issue. Appropriate administrators are generally the faculty or staff member's supervisor and may include the formation director, the assistant principal or the appropriate director.

Parents with questions or concerns about **a student's grade or classroom experience** should contact staff members according to the following protocol:

1. Teacher of the course
2. Counselor
3. Assistant Principal of Counseling
4. Assistant Principal of Instruction
5. Principal

Parents with questions or concerns about **a student's athletic team experience** should contact staff members according to the following protocol:

1. Coach
2. Associate Director of Athletics
3. Athletic Director
4. Principal

Parents with questions or concerns about **a student's attendance or disciplinary status** should contact staff members according to the following protocol:

1. Attendance Clerk (for attendance issues)
2. Dean of Students

If the problem or question still remains unresolved, the parent may contact the office of the appropriate member of the Executive Team.

This would include the:

- Principal (issues involving students)
- Vice President of Finance (business office, financial aid, IT)
- Vice President of Advancement (fundraising).
- Please allow school officials the opportunity to address concerns before contacting the President.

****A member of the Executive Team may reaffirm a decision by a subordinate and decline the opportunity to meet.**

While Servite considers parent and student satisfaction to be important, there are rare times when a parent remains dissatisfied with the resolution of a problem or question, even after meeting with a member of the Executive Team. While the decision of an Executive Team member is generally considered final, the President may, at his discretion, review any decisions or actions.

DISCIPLINE POLICY

Discipline Policy Introduction: The school recognizes parents/guardians as the primary educators of their children. To fulfill its goal of *Forming Faith-Filled Leaders*, Servite High School strives to create an environment where students develop the virtues and good habits that will help them be successful, both personally and professionally. These virtues include honesty, integrity, courage, justice, self-discipline, humility, responsibility and community (respect for others). A well-disciplined student is one who has achieved the freedom and ability to control his own behavior, focusing it in healthy ways to achieve success. The policies and rules of the school are in place to create a positive educational environment. Servite students are expected to engage each other, faculty, staff and the school in a positive manner and in good faith.

To develop self-discipline, students must assume responsibility for their own behavior. Violations of school policies and/or rules cause harm to the student committing the violation and to the Servite school community. When a student violates school rules, parents and school personnel should work together to take the necessary steps to help the student in correcting his behavior. Student and parental support of the disciplinary policy is essential.

Friar Standards:

- Servite men attend school every day and are in class on time, with proper materials, prepared to work.
- Servite men work with teachers and other students to create a positive environment in the classroom and on campus.
- Servite men are polite, respectful, courteous' and cooperative with everyone they meet, including parents, school personnel, campus guests, and fellow students.
- Servite men care about the appearance and reputation of the Servite community and work to develop, create, and extend a positive image.

DISCIPLINE INFORMATION

Right to End Relationship: Servite reserves the right to end its relationship with a student and/or family at any time and for any reason if the administration believes that Servite is best served by ending the relationship. At the discretion of the administration, the student may be given the opportunity to voluntarily withdraw or be disenrolled.

A Student is a Servite Student at All Times: A student who engages in conduct, whether on campus or off-campus, during school hours or outside school hours, that is found to be inconsistent with the values of or harmful to the reputation of Servite by Servite administration will be subject to discipline.

Threatening or Intimidating Environment: If the Principal or his Designee determines that a student presents a threat to Servite or any person associated with Servite or that the student creates an unsafe or intimidating environment for Servite or any person associated with Servite, the student may be suspended and/or otherwise disciplined, up to and including disenrollment or expulsion. The student may be suspended until the Principal or his Designee determines that the threat or intimidating environment no longer exists.

Multiple and/or Repeated Violations, and Patterns of Behavior: The School's Administration may determine that repeated misconduct or multiple violations of school rules may constitute grounds for disciplinary action up to and including disenrollment or expulsion.

Single Serious Violation: The seriousness of a single violation may constitute grounds, in the judgment of the administration, for disciplinary action up to and including disenrollment or expulsion.

Lack of Cooperation: A lack of cooperation with the faculty, staff or administration, or a lack of a cooperative attitude by a student or parent regarding school policies and/or rules, may be interpreted by Servite as a lack of genuine desire on the part of the student and/or parent to attend Servite. This may result in Servite ending its relationship with the student and/or parent through disenrollment or a recommendation for withdrawal.

Discipline History: The Servite administration may take into account the overall disciplinary history of a student when determining consequences for violations of school rules or policies.

Final Determination in Disciplinary Issues: The Servite administration reserves the right to make the final determination with regards to student disciplinary issues and consequences. The Principal is generally the final authority with regards to disciplinary issues. The Servite administration retains the right to modify any part of this disciplinary policy at any time, if it believes modification is in the best interest of the school. Written notification will be provided to parents.

Disciplinary Process: When school rules or policies are violated, different disciplinary measures may be taken, at the discretion of the Principal or Administrative Designee, depending on the seriousness of the violation the student’s previous disciplinary history, the student’s potential for success at Servite, and any other factors the Principal or Administrative Designee desire to consider. It is possible that two students violating the same rule or policy at the same time may receive different disciplinary consequences.

- Minor disciplinary problems may be handled by a teacher or staff member or referred to the Dean of Students.
- Major disciplinary problems will be referred to the Dean of Students. The problem may be resolved by the Dean or Principal, or it may be referred to the Disciplinary Board for resolution.

Servite High School Justice Under God (JUG)

6 JUGS: Students may receive no more than six (6) JUG’s **per semester**. After six JUG’s, any violation will result in a Work Detail. If a student fails to serve a JUG, he will receive another JUG and cannot participate in extracurricular activities until all disciplinary consequences are completed.

4 Work Details (WD): Students may receive no more than four (4) Work Details **per year**. If a student fails to serve a Work Detail, he will receive an In-School Suspension and cannot participate in extracurricular activities until all disciplinary consequences are completed. If a student has earned six JUG’s in a semester and the four Work Details he is allowed **per year**, any further violation will result in an In-School Suspension.

2 In-School Suspension Days: Students may receive no more than two (2) In-School Suspension days in a school year. If a student has earned all six JUG’s he is allowed for a semester, earned all four Work Details he is allowed for a year, and earned both In-School Suspension days he is allowed for a school year, any further violation may result in an Off Campus Suspension. Students cannot participate in extracurricular activities until all disciplinary consequences are completed.

2 Off-Campus Suspension Days: Students may receive no more than two (2) Off-Campus Suspension days in a school year. Students who exceed two Off-Campus Suspension days will be subject to a disciplinary board and potential removal from the school. Students cannot participate in extracurricular activities until all disciplinary consequences are completed.

Justice Under God (JUG)	Work Detail (MWD)	In School-Suspensions	Off Campus Suspensions
6 in a Semester	4 in a school year	2 in a school year	2 in a school year

Disciplinary Board: The Disciplinary Board is an advisory body to the Principal that may be convened to study disciplinary problems and provide recommendations on appropriate consequences. The Disciplinary Board is

advisory only. The Principal always retains the authority to determine the disposition of disciplinary issues. The Disciplinary Board may consist of administrators, counselors, formation directors and priests. Students may be referred to the Disciplinary Board by the Principal or Dean of Students.

The Disciplinary Board may (but is not required to) meet with the parents and student so that parents and student may make a presentation to the Board concerning the disciplinary issue. The Board may request written documentation from the parents and student to supplement a presentation or in lieu of a meeting. Legal counsel is not permitted to attend Disciplinary Board meetings.

Types of Disciplinary Consequences: Violations of Servite rules or policies may result in disciplinary action, including but not limited to, one or more of the consequences listed below.

- **Referral:** A Referral is used by school personnel to send a student to the Dean of Students for disciplinary action.
- **Counseling:** Includes counseling with Servite staff and/or off-campus counselors, at the discretion of the Servite administration.
- **Parent Conference:** This is generally a conference where administrators, counselors, faculty and/or staff meet with the student's parents to discuss past behavior and future expectations.
- **Detention (including Work Details):** Detentions may be assigned by teachers and/or the Dean of Students as a consequence for disciplinary problems.

The Dean of Students determines how detentions and Work Details will be assigned and served.

Detention types include:

- Teacher Detentions: Assigned by and served with a teacher or staff member
- Dean's Detention (JUG.): Assigned by and served with the Dean of Students or a representative of the Dean's office
- Work Detail (MWD): Assigned by and served with the Dean of Students on the assigned date and time. **FAILURE TO SERVE A WORK DETAIL WILL RESULT IN AN IN-HOUSE SUSPENSION.**
- **Restriction:** The student may be restricted from participation in Servite activities, athletics and/or events at the discretion of the Dean of Students and/or the Principal. Specific restrictions may be communicated by letter or email to the parents and student.
- **Contract:** Servite may place a student on disciplinary contract to ensure that the student understands the seriousness of a disciplinary problem and to provide the student with an opportunity to improve. The student and parents may be required to sign a contract outlining the terms, conditions, sanctions and/or restrictions of the probation. A student may be placed on probation for as long as the Dean of Students deems necessary.
- **Suspension:** The parents of suspended students will be notified of the suspension by phone or email. Suspended students are responsible for making up all schoolwork activities and assignments missed while on suspension. Servite may require a parent conference before permitting a student to return to the school.

There are two types of suspensions:

- In-School Suspension: The student serves the suspension at Servite under the direction of the Dean of Students or his designee. The student will check in with each of his teachers and complete all required assignments during the school day. The student can also expect to perform community service on the campus such as campus beautification. The student may or may not be permitted, at the discretion of the Dean of Students, to attend Servite activities or events while on suspension.
- Out-of-School Suspension: The student is not permitted on campus or at any Servite activities

or events during the suspension period. Students are responsible for all missed assignments due to suspension immediately upon their return to school.

- **Recommended Withdrawal:** This designation provides a student and his family the opportunity to voluntarily withdraw from Servite.
- **Disenrollment:** Upon disenrollment, the student's attendance at Servite is terminated by Servite High School.
- **Withdrawal for Disciplinary Purposes:** Upon withdrawal for disciplinary purposes, a student's attendance at Servite is terminated by Servite High School. The student's record will be marked as a withdrawal for disciplinary purposes.
- **Expulsion:** Upon expulsion, a student's attendance at Servite is terminated by Servite High School. The student's record will be marked as an expulsion.

DISCIPLINE RULES, REGULATIONS, AND INFRACTIONS

Examples of disciplinary infractions include (but are not limited to):

- General: Any conduct, **in the judgment of school personnel, Dean of Students or Principal**, that:
 - Is inconsistent with the values or harmful to the reputation of Servite; and/or
 - Undermines the authority of school faculty, staff or administrators; and/or
 - Is disruptive, disrespectful, insubordinate or defiant of faculty, staff, administrators or others in authority:
- **Assault or Battery:** This includes any caused, attempts to cause, or threats to cause physical injury to another person
- **Bullying/Harassment:** (Also see Policy Against Harassment beginning on page 16)
- **Campus Disturbance and Inappropriate Assembly:** This includes any time a group of students fails to disperse when told to by school personnel.
- **Cell/Smart Phones and Electronic Devices:** **Servite encourages students to leave expensive, non-academic electronics at home.**
 - Students must adhere to all guidelines stated in the **Internet and Electronic Communications Policy** section of the Handbook.
 - During class periods, students may only use school-issued laptops.
 - Use of entertainment and/or communication devices including (but not limited to) cell/smart phones, iPods, MP3 players and game devices, **IS NOT PERMITTED DURING CLASS PERIODS. All classrooms are equipped with a cell phone hanging caddy. Students are expected to turn in their cell phones to their assigned pocket at the beginning of class and pick them up at the end of class.**
 - Students may carry and use their cell/smart phones during the school day (before school, break, lunch, and after school), **however, the phone must never be used, seen or heard in the classroom, Mass, or assemblies, unless a school employee has given the student specific permission.**
 - Devices that are used inappropriately or without the consent of school faculty/personnel may be confiscated and held until the student's parent picks up the device from the Dean of Students. Student who bring these devices to school bring them at their own risk. Servite is not responsible for any confiscated devices that are lost, misplaced, stolen or damaged.
- **Cheating or Plagiarism:** (See Academic Honesty Policy beginning on page 17)
- **Destruction of Property:** This includes the destruction of school or private property.
- **Dress Code:** Servite may send a student home anytime he is in violation of the dress code. Other disciplinary action may apply as well.
- **Unsafe Driving:** This includes improper and/or dangerous driving in the Servite parking lot, adjacent neighborhoods, or travel to or from school.

- **Drugs, Alcohol or Tobacco:** (Also See Drug and Alcohol Testing Policy). This includes the use or possession of drugs, alcohol, tobacco, e-cigarettes, and/or any smoking-related devices, or the use or possession of any paraphernalia associated with drugs, alcohol, tobacco, e-cigarettes, and/or any smoking-related activity on or off campus. This includes any item or substance found in a student's car.
- **Extortion**
- **Failure to be prepared for class (missing materials, textbooks, projects, laptop, etc.)**
- **Fighting**
- **Fire Alarm** (False)
- **Fireworks** (Possession of)
- **Food Fights/Throwing of food of any kind or amount**
- **Forgery**
- **Gambling**
- **Gangs and/or Clubs:** This includes participation in or association with any group, gang or club, on campus or off-campus, during or outside of school hours, whose conduct is inconsistent with the values of Servite.
- **Hazing:** (Also see Policy Against Harassment)
- **Indecent Exposure or Exhibitionism**
- **Internet and Electronic Communications:** (See Internet and Electronic Communications Policy beginning on page 13)
- **Leaving Campus or Class Without Authorization:** Students may not leave campus without authorization from Administration.
- **Littering**
- **Parking Permit:** Students must have a parking permit to park in the school lot. Parking permits are available from the Business Office.
- **Probation or Violation of Restriction/Contract**
- **Profanity, Pornography or Obscene Gestures or Drawings:** This includes the drawing of any objects or figures that are offensive, inappropriate, obscene or pornographic.
- **Sexual Harassment:** (See Policy Against Harassment beginning on page 16)
- **Tardiness:** (See Attendance Policy beginning on page 18)
- **Threats against Servite, Faculty, Staff and/or Others:** This includes statements of any kind that threaten, describe or hope for violence, or create an intimidating or threatening environment at Servite, or for Servite employees or students, or any others associated with Servite.
- **Theft or Robbery**
- **Transportation Misconduct:** Includes any misconduct on buses chartered by the school or reported to the school by any transportation agency or company.
- **Truancy:** (See Attendance Policy beginning on page 18)

Weapons and Dangerous Instruments: Includes possession of weapons or dangerous instruments on school grounds, in the school parking lot, to or from school, or at any school-related or sponsored activity or event. Weapons and dangerous instruments include, but are not limited to, firearms, air guns, paint-ball guns and stun guns; cutting or puncturing devices like dirks, daggers, knives, or folding knives with locking blades.

DRESS CODE/UNIFORM POLICY

Philosophy: Servite High School believes that there is a direct correlation between a student's appearance and his overall attitude toward school. A student's dress reflects his approach to his studies, the amount of respect he holds for members of the faculty and staff, and his behavior as it affects other students. Dressing professionally and appropriately for school signifies a respect for the above areas and a keen understanding of the charism of the Servite Order and goals of the Formation Process.

With the support of faculty and staff, the Dean of Students is directly responsible for the administration of the Uniform policy.

Dress Code Guidelines:

Each student is expected to be in school uniform neatly dressed and groomed while on campus. The uniform policy is in effect for the entire school day (morning bell to dismissal bell, including break and lunch) and will be enforced from the beginning the first day of school through the last final examination—including all "end of year" senior activities. **Any student out of the uniform policy during final examination time will not be permitted to take the final.**

Teachers will conduct uniform checks at the beginning of each class period and, at the faculty member's discretion, send students who are out of the uniform policy to the Dean's office or issue the student a detention (JUG).

Any student who is not in school uniform and violates the Servite uniform policy may be sent home until he conforms to the guidelines. Any lost time from school due to uniform policy violations is considered an unexcused absence.

Liturgical/Professional Day Dress

Professional Dress must be worn appropriately for the **entire school day.**

- White long-sleeved dress shirt only
- Servite tie
- **Servite authorized Black uniform pants only**
- Black hard-sole dress shoes



- Black dress socks
- Black leather or leather style belt
- Professional Dress must be clean, pressed and size-appropriate.
- A suit jacket and approved official Servite pullover/or a Servite Letterman's jacket are permitted as outer wear during Mass.
- **No caps or hats will be worn with Professional Dress at any time.**
- **No pullovers, regular jackets, sweatshirts, etc., will be worn during Mass.**

Uniform Attire

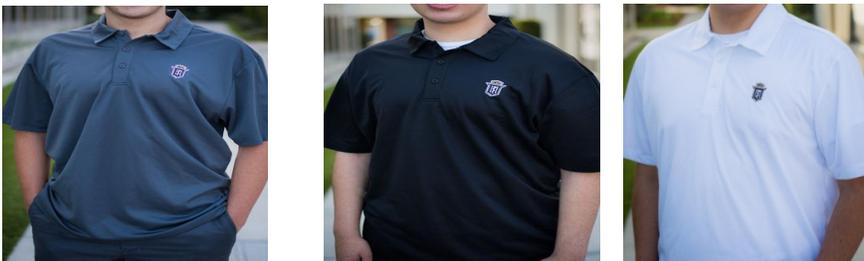
Pants

- Only Servite authorized uniform pants are permitted.
- Pants must be clean, unaltered and in good repair.
- Pants must conform to the size of the individual.
- Pants must be worn with a belt.
- Belts must be black or brown in color and have a traditional buckle (no seatbelt, double ring type buckles, must be leather or a leather style material (no cloth, woven, or canvas material).



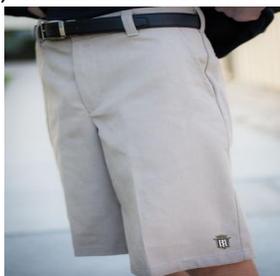
Shirts

- Servite authorized uniform polo shirts and/or Servite logo polo shirts only (Student store, Athletics, or Clubs)
- Shirts must be tucked in at all times.
- Seniors class only; may wear a **Servite authorized Gold** colored uniform polo shirt embossed with their class year and/or a **Servite authorized Hawaiian shirt**.



Shorts

- Seniors may wear Servite authorized uniform shorts year-round. (Khaki or Black)
- Juniors, sophomores and freshmen may wear Servite authorized shorts during the months of August, September, October, May and June. (Khaki or Black)
- Shorts must be worn with a belt. see belt description under Uniform Pants)
- Belts must be black or brown in color and have a traditional buckle (no seatbelt, double ring type buckles, must be leather or a leather style material (no cloth, woven, or canvas material).



Shoes

- Only athletic or leather/canvas style shoes may be worn.
- No Velcro style shoes are permitted
- Shoes must be white, brown, black, grey or dark blue in color (**no bright/neon colors**)
- Shoes must be clean and in good repair.
- Shoes with laces must be laced and tied.
- No sandals of any style are permitted.
- Slipper-style or loafer shoes (even with tennis shoe sole) are **not** permitted.
- The following are examples of **unauthorized** shoes.



- Socks must be worn and visible a minimum of ½ inch above the top of the shoe at all times.

Acceptable



Not Acceptable



Tattoos & Earrings

- No earrings/posts/coverings/plugs/piercings
- No visible tattoos

Hoods/Hats/Gloves/Sun Glasses

- Hats are **not authorized** to be worn during the school day (0 period – 7 period)
- Sweatshirt hoods will **not** be worn in the building/classroom.
- Bandanas may **not** be worn to school or to school events
- Sun Glasses will **not** be worn during the school day (0 period – 7 period)

Hair

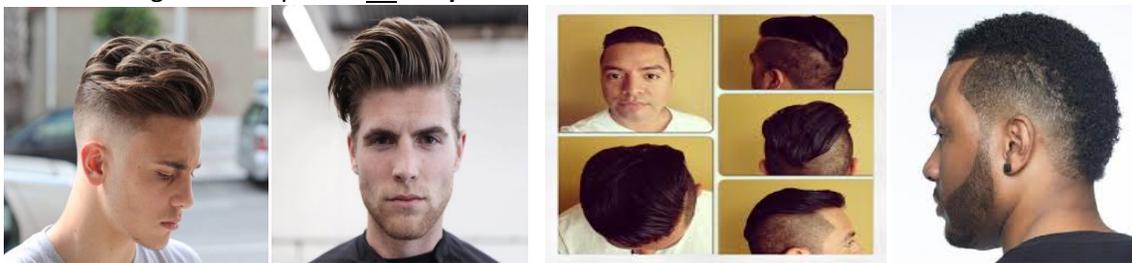
- Hair will be clean, combed appropriately, neatly trimmed and of a natural color
- Hair will be off the eyes, ears and collar
- Bangs, when pulled down, will **not** extend below the eyebrows
- **No “tram lines” or channeling.** Tram lines are a simple form of channeling (a technique used to create complex lines, parts, and shapes in the hair) where lines are created in the hair using an electric trimmer with the edge of the blade against the scalp.

- Hair may **not** be cut in a Mohawk or any faux-hawk style cut. Hair must be evenly-tapered with no excessive differences in length. **(DO NOT SHAVE THE SIDE OF YOUR HEAD)**
- Students may be sent home or suspended from classes until the style/color is corrected to the satisfaction of the Dean of Students.

- The following are examples of **acceptable** haircuts.



- The following are examples of **unacceptable** haircuts.



- Sideburns may extend to the bottom of the ear and must be trimmed.



- Students **may/will** be sent home or suspended from classes until the style/color is corrected to the satisfaction of the Dean of Students and/or Administration.
- Students whose haircut and shave violates the uniform policy and who do not agree to have their hair cut or shave may/will be sent home.

Shaving

- Students must be **CLEAN-SHAVEN** of ALL facial hair at the **beginning of each school day**.
- Students who are not clean-shaven will pay a \$2 fine and be given shaving materials to shave.
- Students whose shave violates the uniform policy and who do not agree to shave may be sent home.

Jackets/Sweatshirts

- Students may wear sweatshirts or jackets with
 - Servite logos
 - College/University Logos (**Seniors ONLY**)
 - Writing/images on the back are NOT authorized.



Spirit Day

- Only Spirit Shirt, Kairos, Club and/or Servite sport team shirts may be worn. Students not participating in Spirit Day attire must follow the regular uniform policy.
- Jeans must be in good repair and are acceptable **only if worn with a Spirit shirt, Kairos, Club and/or Servite sport team shirt.**
- Belts are required at all times.
- Denim/Jeans may be worn only on Spirit Days with a Spirit Shirt, Kairos, Club, or Servite sport team shirt.

DRUG & ALCOHOL TESTING POLICY

One of the greatest dangers facing students today is the temptation of substance abuse. For that reason, Servite may strive to help a student battling substance abuse if the school believes that the student is engaged in a good-faith effort to solve the problem and there is a reasonable chance for success.

Continued substance abuse after the student has made a pledge to stop will generally be regarded as bad faith and/or an indication that success is unlikely. Servite reserves the right to take any disciplinary action it deems appropriate, up to and including ending its relationship with a student and/or a family, if the administration believes that this is in the best interest of the school. Servite High School has in no way undertaken the responsibility to detect, prevent, or treat drug or alcohol abuse by students, even where such use becomes apparent as a result of this policy.

To support students in the establishment and maintenance of a high-trust, substance abuse-free environment, Servite may conduct random and unannounced drug and/or alcohol testing of students and reserves the right to conduct testing of a specific student, if staff or administrators have reasonable suspicion of the student's use or abuse.

Substance Abuse Violations

Indications of substance abuse violations include, but are not limited to:

- Personal observation of substance abuse by a student or school personnel
- Police report indicating substance abuse
- Personal admission of substance abuse by a student
- Report by a parent/guardian of substance abuse by their son
- Positive result on a substance abuse test
- Refusal to take a substance abuse test
- Possession or sale of any controlled substance
- Any attempt to falsify, cheat or change a substance abuse test or its results

Self –Referral

Servite strongly encourages students with a substance abuse problem to proactively and voluntarily refer themselves to their counselor so that the school can get them help with their problem. Students may also be referred to their counselor by a teacher, coach, advisor, parent, faculty member, staff or fellow student.

Servite will not initiate disciplinary action for a good-faith referral (by anyone listed above) or for a good-faith self-referral. A student may self-refer only one time while attending Servite. A self-referral will not be accepted after the student has been chosen to participate in a substance abuse test. The Servite administration reserves the right to determine whether or not a referral is in “good faith.”

Upon referral, the student will meet with their counselor who will determine a course of action for the student. The course of action often includes a required substance abuse evaluation; referral to a substance abuse program; and substance abuse testing at least once every thirty days as long as the student attends Servite. The student may be restricted from athletics and activities until a substance abuse evaluation has been completed.

Students will not be penalized academically for testing positive for substance abuse. The results of drug tests pursuant to this policy will not be documented in the student’s academic records, but will be maintained in a separate medical file. Information regarding the results of substance abuse testing will be kept confidential and will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process. In the event of service of any subpoena or legal process, the student’s custodial parent or legal guardian will be notified. Parent and/or guardian signature(s) on the Substance Abuse Commitment Signature Sheet indicate acceptance of the Substance Abuse Program, Substance Abuse Testing, and General Authorization and Consent.

Testing Procedures

Testing procedures are at the discretion of the Principal and/or Director of Formation. Procedures may be modified by the Principal and/or Director of Formation to accommodate various circumstances.

Substance abuse testing may be conducted at the discretion of the Principal or Director of Formation by urinalysis, hair follicle test, or breathalyzer. Those selected for testing will provide samples in a private setting under the direction and supervision of designated school officials.

Servite will take reasonable steps to ensure the integrity, confidentiality and (if random testing) the random nature of the testing process. Students who are taking prescription medication must provide a doctor’s verification to the school in a sealed envelope. Positive tests will be reported to the Assessment Team that will evaluate the situation and recommend action.

Action

The Servite administration reserves the right to take any action it deems to be in the best interest of the school or student, including disciplinary action up to and including disenrollment, withdrawal for disciplinary reasons or expulsion. Any violation of the Substance Abuse Policy (not involving distribution or manufacture) will result in a referral to the Discipline Board to determine an appropriate course of action for the student. The Servite administration, at its discretion, may include other personnel as part of the evaluation/assessment process.

The student will be required to follow the course of action, which may include (but is not limited to) automatic substance abuse testing on testing days; substance abuse testing at least once every 30 days; participation in alcohol or other substance abuse prevention/treatment programs; and/or follow-up activities.

Failure to comply with the assigned course of action will generally be regarded as an indication of bad faith

and/or that success is unlikely, and will generally result in disciplinary action up to and including disenrollment, withdrawal for disciplinary reasons or expulsion. Parents are expected to pay for any additional or monthly drug testing as required by intervention. Additional substance abuse violations will lead to a referral to the Discipline Board.

GENERAL SCHOOL INFORMATION

Announcements: Servite has daily announcements. Students requesting a morning announcement must fill out a form available on the Student Portal under Resources > Submit Announcements. Announcements are to be submitted by the end of school the day prior to when the announcement is to be read. The same announcement may not run for more than three days without being changed.

Bicycles/Skateboards/Roller Blades: Bicycles must be parked by the back library gate and should not be left anywhere else on campus. Students should always lock their bikes. The school is not responsible for any stolen bicycles. Skateboards, scooters and roller blades/skates are not allowed on campus.

Buildings: No running or loud activities are permitted in buildings during school hours. Food and beverages (except water) are not allowed inside the buildings.

Bulletin Boards: Any announcements or posters that are placed on the school's bulletin boards or posted throughout the campus must have the approval of the Activities. Material that does not have the required approval will be removed.

Change in Student Information: Parents must notify the Main Office and the Registrar **immediately** when there is a change in student information (ie, address, phone number, email address, etc.).

Change in Policy: The Servite Administration may add to or amend any school rules, regulations and/or policies in this handbook by providing oral or written notice to students and/or parents. The Administration is the final arbiter of questions of policy.

Chapel: The Seven Holy Founders Chapel is open during school hours. Students are welcome to visit for private or liturgical prayer when such a visit does not conflict with their assigned activities or scheduled classes. Students are always welcome to attend the Community Mass of the Servites. Check the Chapel schedule for Mass times and days.

Christian Service Hours: Students must log in their Christian service hours into Aeries. Specific instructions on how to do so can be found [at this link \(http://www.servitehs.org/page.cfm?p=2563\)](http://www.servitehs.org/page.cfm?p=2563). Students must stay current and log in all hours each year. Seniors must have their hours submitted by the end of the first semester of their senior year. Servite requires all students to complete 100 service hours in order to receive their diploma.

Closed Campus Policy: In order to provide a safe, orderly campus, Servite High School maintains a closed campus. All students are required to stay on campus for the entire day. Any student who leaves campus early must sign out through the Attendance Office. All visitors must check in with Campus Security or the Main Office to receive a visitor's identification badge. Students from other schools are not permitted on campus other than for authorized or official business or school activities.

College Visitation: Servite recognizes the importance of visiting college campuses for college preparatory students. College visits should be scheduled after school hours and/or during school vacation periods. Student athletes being recruited by colleges must also schedule college visits outside regularly-scheduled

school hours Students who visit colleges outside of these times must complete a Request for Absence form (Counseling Office) or the Attendance Policy will apply to the absence.

Commitment Signature Sheet: Parents and students are required to thoroughly read the handbook and sign and return the school's Commitment Signature Sheet by the date indicated in order to attend classes.

Counseling Services: The Counseling Department offers a comprehensive program that supports all students academically, emotionally, socially, spiritually, and vocationally. They accomplish this by providing a compassionate, safe and confidential environment and by advocating on behalf of students to meet their developmental needs.

Students are assigned to counselors based on the first letter of the student's last name. Counselors are available to help students plan their high school program, discuss career opportunities and prepare for college. The Counseling Office is located in the administrative area of the main building.

- Students with last names beginning with **A – D** are assigned to Ms. Hilary Recknor.
- Students with last names beginning with **E – K** are assigned to Mrs. Doreen Moore.
- Students with last names beginning with **L – Q** are assigned to Mrs. Megen Anspach.
- Students with last names beginning with **R – Z** are assigned to Mr. Nicholas Perfetto.

Spiritual Counseling: Servite provides spiritual direction/counseling to students. Those who seek religious or spiritual counsel are encouraged to do so from the Friars of the Servite Order, from a member of the Campus Ministry staff, or from a formation director.

Grading Periods: Servite teachers maintain their grades on Aeries. This software enables parents and students to access grades and attendance at all times. Progress reports are posted on Aeries.net midway through each quarter, and Progress Reports are posted in Aeries midway through each quarter. Notification of a risk of failure will be emailed home as deemed necessary by the teachers. Quarter grades are posted in October, January, March and June. Semester grades are posted in January and June. Report cards are posted at the end of each quarter. Class credit is earned at the semester. Only semester grades appear on a student's transcript and are calculated in a student's GPA.

Gum: Students may not chew gum on campus at any time.

Health Services: All students must have an emergency card on file in the Main Office. Parents will be notified of accidents and are responsible for transporting their sons to seek medical attention, except in cases of extreme emergency.

I.D. Cards: Students are given a student identification card which also serves as a "cash card" or "meal card" for school purchases. This card must be in their possession **at all times and presented when requested** by a school official. The I.D. card entitles them to free admission to home sporting events and reduced rates for other school activities. Replacement I.D. cards may be obtained from the Assistant Dean of Students. There is a \$5.00 charge for replacements. Should a student need to replace his I.D. card, he should do the following:

- See the Business Office to pay the \$5.00 replacement fee. The student will receive a receipt.
- Take the receipt to the Assistant Dean of Students. If necessary, his picture will be taken.
- Pick up new I.D. from the Principal's Secretary or Assistant Dean.

Insurance: Insurance is provided to all students through a program of the Diocese of Orange. This insurance assists in the medical expenses incurred for accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating solely in school-sponsored and supervised activities. This is a secondary insurance policy after the parents' primary insurance.

Library: The library is open from 7:00 AM to 4:00 PM, Monday through Friday. The library is open before school, at morning break, during lunch, and after school. Students are encouraged to use the library for study purposes, to conduct research, and to receive academic tutoring. Students are expected to behave appropriately while in the library. Students who abuse the use of the library will be denied library privileges and may face disciplinary action. Materials from the library may be checked out for a two-week period. Overdue notices will be issued when books have not been returned on time. Any lost or damaged materials must be replaced at the borrower's expense.

LOCKERS

Hall Lockers: Each freshman student is provided with a school locker. Students in grades 10-12 may request a locker from the Dean of Students. Lockers are assigned by the Dean of Students. Each student must purchase a school authorized lock through the Servite Student Store. Use of any other lock will result in the lock being cut off the locker. Students should keep their lockers in good order; they may not place stickers or paste pictures or other materials on the inside or outside of any lockers. Each student will be held accountable for his locker and any damage done to it. Students may not switch or share lockers that have been assigned to them by the Dean of Students. Problems with the operation of a locker should be brought to the Dean's attention. **It is the personal responsibility of the student to secure his locker when he leaves it.** Students are advised not to give their combination to anyone. **VALUABLES SHOULD NOT BE BROUGHT TO SCHOOL**, but if they are, the student is responsible for securing his possessions in a properly locked locker.

Gym Lockers: Students who participate in P.E. classes or who are on an athletic team will be assigned lockers in the gym locker room. The only locks which may be used in this area are those sold in the Servite Student Store. **Gym lockers are for storing P.E. and athletic gear/equipment only.** It is the personal responsibility of each student to prevent theft by securing the approved lock on his locker.

Locker Room: Servite provides a locker room facility for our P.E. students and athletes. Students should change their clothing only in the locker room facility. Students must wear shirts while on campus.

LOCKER LOCATIONS	
100 Wing Downstairs-Main Building	1-290 West Wall 846-925 East Wall
200 Wing Upstairs-Main Building	300-624 West Wall 816-845 East Wall 926-997 East Wall 998-1015 North and East Walls
400 Wing Downstairs-Building near Parking lot	656-746 West Wall
500 Wing Upstairs-Building near Parking lot	748-785 West Wall 786-815 East Wall

SCHOOL ADMINISTRATORS HAVE THE RIGHT TO INSPECT STUDENT LOCKERS AT ANY TIME.

Lost and Found: Students are responsible for their own personal property. If a student loses an item, he may check in the Attendance Office which is the official Lost and Found location. For easy identification, all articles should be labeled with the name of the student. Servite High School is not responsible for students' books or other personal belongings. Items found on the campus after break or lunch will be gathered and brought to the Lost and Found.

Lunch/Break: Students may eat only in designated areas. These areas are announced at the beginning of each school year. Anyone bringing lunch to a student must deliver it to the Attendance Office/Main Office before 12:00 PM. Food is not to be delivered to a student in the parking lot or in front of the school without authorization.

Medication: California State Law forbids schools from dispensing medication, including aspirin, without the written permission of a doctor and the student's parents/guardians. Parent/Guardian and Physician Request for Medication forms are available in the Servite Main Office. Once this form is on file, any medication which needs to be administered on campus must be stored in the Main Office. A student will be administered his daily medication dosage from that stored supply by authorized school personnel only. ***Medications must come in their original container, marked with the student's name. All prescriptions must be in the student's name.***

Messages to Students: As a rule, messages from parents to students will not be delivered during class time. In the event of an emergency, an exception may be made. To minimize class interruptions, students should be made aware of their medical appointments and any other reasons for early release before they come to school.

Office Hours: On a regular school day, the school's Main Office is open 7:30 AM - 4:00 PM.

Public Transportation: Servite is served by the OCTA with a stop immediately in front of the school. Schedules for most major routes may be found in the Main Office area. Student behavior on public transportation or buses chartered by the school which is not consistent with Servite standards, including destruction of property, is a serious offense. This type of behavior is a poor representation of the school and will be addressed according to the school's Discipline Policy.

Rights: As a private school, Servite operates under contract law, not constitutional law.

Student Records: All student records are kept with the Registrar in the Counseling office. Students who wish to have transcripts sent to colleges or universities must fill out a form with the Registrar. In addition, any student who withdraws from Servite must have a parent notify the Registrar and complete the required withdrawal procedures before the student's records are released to his new school. All address and phone number changes during the course of the school year should be reported immediately to the Registrar. To maintain accurate student records, divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Office of Admissions and Records. The school will not be held responsible for failing to honor arrangements that have not been communicated to the school.

Student Store: The Student Store is located in the room directly across from the Cafeteria door, west of the Gym. Store hours are posted on the door of the Student Store.

Work Permits: Permits can be obtained from the Counseling Office.

SCHOOL DANCE POLICY

Servite is a Catholic high school rooted in the traditions of the Order of Friar Servants of Mary. All young men and women attending school events are expected to treat these traditions and Servite High School with respect. This includes respecting oneself by dressing appropriately at all functions. Please read and be mindful of the rules listed below. These rules have been developed by the Servite High School community and represent the Servite charism.

All Guests are required to bring a school ID. Students without a school ID may not be admitted to the dance. Any clothing that promotes sexual activity, gang activity, drug or alcohol use or violence is prohibited.

Headwear: All headwear is prohibited unless directly connected to a particular dance theme.

Outerwear: All outerwear must be size appropriate. Clothing may not be too big, too small, too baggy or too tight.

Dress Code: Modest dress, consistent with Catholic Christian values, is required. Servite students are responsible for notifying their non-Tri-School guests of the dress code for the dance. Since dances range from informal to formal, students are expected to know and adhere to the dress code designated for each dance he is attending. Dress code details for each dance are printed on the guest pass for that dance (available in the Activities Office).

Students attending Servite dances are not permitted to:

- Leave the dance early without parents notifying the school/go off campus anytime during the dance
- Linger at their cars before the dance
- Go to their cars during a dance without a school chaperone
- Engage in inappropriate dancing
- Bring or use glow materials
- Smoke (either tobacco products, e-cigarettes, or any smoking-related product), consume alcoholic beverages, or use any other harmful or illegal substances

Students are expected to arrive and depart on time. All parents must pick up their sons no later than 15 minutes after the end of a dance. All school rules apply at Servite dances, whether held on or off campus. Servite High School reserves the right to determine what is appropriate behavior and dress. Students asked to leave a dance may not be allowed to attend the next school dance. Servite students who are not in good standing with the Dean of Students will be placed on the Exclusion List and will not be permitted to attend.

GRADUATION REQUIREMENTS

All courses offered at Servite High School are designed for the college- and university-bound student. To graduate from Servite High School, all students are required to complete 270 academic credits, as described below. A one-year course meeting daily earns a student ten (10) academic credits. All required courses in all disciplines must be passed and **no student may graduate from Servite with an unredeemed 'F' on his transcript**. In addition to credit requirements, no 'F' policy, and Christian service hours, there are also specific course requirements. Students are required to complete the following:

Theology	• 40 Credits
English	• 40 Credits
Lab Science	• 20 Credits (Biology +1)
Mathematics	• 30 Credits (Algebra 1, Geometry, and Algebra 2)
Social Sciences	• 30 credits (World, U.S., & Government/Economics)
World Language	• 30 credits (all in the same)
Fine Arts	• 10 credits
Health	• 5 credits
Physical Ed	• 10 credits
Computer Applications	• 5 credits
Electives	• 50 credits
Total	• 270 academic credits
Christian Service	• 100 hours over four years
Priory	• Eight semesters

Note: A semester course has a credit value of 5, and a year course has a value of 10. In addition, even though World Languages are offered as electives for freshmen, it is strongly recommended that students take their first year of a world language in their freshman year.

The following chart illustrates the typical Freshman schedule for each of our programs (College Prep, Math/Science Honors, Liberal Arts Honors, and Full Honors).

FRESHMAN COLLEGE PREPARATORY	FRESHMAN MATH/SCIENCE HONORS	FRESHMAN LIBERAL ARTS HONORS	FRESHMAN FULL HONORS
2111 CP English 1	2111 CP English 1	2153 HP English 1	2153 HP English 1
1101 CP Theology 1	1101 CP Theology 1	1151 HP Theology 1	1151 HP Theology 1
3101 CP Algebra 1	3151 HP Mathematics	3101 CP Mathematics	3151 HP Mathematics
4201 CP Biology	4151 HP Biology	4201 CP Biology	4151 HP Biology
8101 Physical Education	8101 Physical Education	8101 Physical Education	8101 Physical Education
9506 Computer Apps	9506 Computer Apps	9506 Computer Apps	9506 Computer Apps
9101 Health-Drivers' Ed	9101 Health-Drivers' Ed	9101 Health-Drivers' Ed	9101 Health-Drivers' Ed
7596 Priory	7596 Priory	7596 Priory	7596 Priory
..... Plus 1 Elective Plus 1 Elective Plus 1 Elective Plus 1 Elective
0204 Academic Achievement	World Language 1	World Language 1	World Language 1
World Language 1	Fine Art	Fine Art	Fine Art
Fine Art			

The following chart illustrates the typical program of study for grades 10 – 12. Individual students' schedules will vary depending on student needs, aspirations and interests.

SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
▶ English 2	▶ English 3	▶ English 4
▶ Mathematics	▶ Mathematics	▶ Critical Reflections
▶ Theology 2	▶ Theology 3	▶ World Language 3 or 4 (4 Optional)
▶ Chemistry or Physical Science	▶ U.S. History	▶ Government (1 semester) ▶ Economics (1 semester)
▶ World History	▶ World Language 2 or 3 Plus 3 Electives Fine arts, social studies, computer science, science, journalism, or athletics)
▶ World Language 1 or 2 Plus 2 Electives Fine arts, social studies, computer science, science, journalism, or athletics)	
..... Plus 1 Elective Fine arts, social studies, computer science, science, journalism, or athletics)	▶ Priory	▶ Priory
▶ Priory		

The following chart illustrates the course requirements for admission into each university system.

UC ADMISSION REQUIREMENTS		CSU ADMISSION REQUIREMENTS	
English	4 years	English	4 years
History/Social Science	2 years	History/Social Science	2 years, including 1 year of US History
Mathematics	3 years including Algebra 1, Geometry, Algebra 2/Trig. (4 years recommended)	Mathematics	3 years including Algebra 1, Geometry, Algebra 2/Trig.
Laboratory Science	2 years, 3 recommended (must be two of the following: Biology, Chemistry, Physics)	Laboratory Science	2 years, including 1 year biological and 1 year physical
World Language	2 years in same language required (3 years Recommended)	World Language	2 years in same language required
Visual & performing arts	1 year in a UC/CSU-approved course	Visual & performing arts	1 year in a UC/CSU-approved course
Electives	1 year required, in an approved course from the subject areas above	Electives	1 year required, in an approved course from the subject areas above

Courses in which students receive a semester "D" or "F" grade must be made up for admission to UC and CSU campuses.

The required program of studies is required of all students enrolled in the grades indicated. Students must take seven (7) courses for each year of enrollment. A Priory period is required every year. **All required courses must be taken at Servite High School.** Summer courses must be taken to make up for a failure, and selected courses may be taken for advancement.

HARASSMENT

THE CONSTITUTIONS OF THE ORDER OF FRIAR SERVANTS OF MARY states...

53. Mindful of the Lord's presence among us, we must love and esteem one another and bear one another's burdens. For this reason we shall avoid all malicious talk as a serious obstacle to fraternal life.

54. If one of us thinks that a brother is in error, ordinarily he should speak first with him. Should it prove necessary, he will explain the situation to the prior and, if need be, to the community.

In keeping with the tradition of the Servite Order, Servite High School is committed to providing a safe, welcoming environment that is free from harassment and bullying in any form. Harassment of any person by any other person(s) is strictly prohibited. The school will treat any allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Students and parents can anonymously report harassment or bullying through our "[Safe2Speak](#)" reporting process. The link to the form is located on our school's website, under Academics > Dean of Students, and on the Student Portal.

Harassment/Bullying:

Servite High School defines harassment as repeated acts from one towards another that are meant to annoy or bother the other.

Bullying is defined as repeated acts from one towards another that are meant to intimidate, or cause physical or emotional harm to the other. These behaviors can take place at school or school-sponsored events, social media, and digital communication.

Harassment may include, but is not limited to, references to race, ethnicity, creed, color, national origin, physical disability, gender and/or sexual orientation. Harassment may take the form of, but is not limited to, any or all the following:

Verbal Harassment: This includes derogatory comments and jokes that are spoken or written; or suggestive or threatening words spoken or written to or about another person

Physical Harassment: This includes unwanted physical touching, contact, assault, deliberate impeding or blocking of movement, or any intimidating interference with normal work or movement

Electronic/Virtual: This includes electronic communications that include derogatory or unwanted comments and jokes; suggestive or threatening words written to or about another person.

Servite High School will:

- Investigate all allegations/reports of harassment thoroughly and promptly
- Make available an anonymous reporting system in the Safe-2-Speak form available on the school website and on the student portal
- Systematically address the student body and the faculty and staff with regard harassment and bullying through training and informative activities
- Encourage an environment that is characterized by compassion and acceptance and in which we collectively help each other to "Be Christ, See Christ."
- Continue to review and re-evaluate the Safe School Policy

The Servite student will:

- Treat every individual with respect and dignity
- Set a positive example and represent the values of the Servite Order through word and deed

- Report incidents of harassment and bullying to school officials either in person, through email, or through the anonymous Safe-2-Speak form

A charge of harassment shall not, in and of itself, create the presumption of wrong-doing. However, substantiated acts of harassment may result in disciplinary action, up to and including dismissal. Anyone found to have filed false and frivolous charges may be subject to disciplinary action, up to and including dismissal.

KAIROS RETREAT POLICIES

KAIROS is an intense retreat experience meant to assess the retreatant’s relationship with Jesus and with others, as well as God’s role in their life. KAIROS retreats are an important component of the junior and senior student campus life, and it is necessary that the Servite community support the students attending and leading the different retreats.

A critical part of KAIROS is helping the young men understand how much they are loved. All academic departments have been encouraging student participation, as well as providing accommodations for the retreatants and student leaders to make up work and assignments.

KAIROS Week

Retreatants typically depart on Monday afternoon and return Thursday evening. Students report to the Chapel at 9:30 AM on the Friday immediately following the retreat to learn of missed assignments. They do not need to report to class, but they are strongly encouraged to do so.

Based on input from the academic departments and the approval of the Principal, the following is Servite’s KAIROS academic policy:

1. Teachers will publish a KAIROS Remediation Plan on Google Classroom no later than the Monday of KAIROS week. Since students attending KAIROS may not use any electronic equipment while they are on the retreat, retreatants will be afforded **four additional school days** (the duration of the retreat) to complete and turn in any work assigned to the class while they were on the retreat.
2. Students will meet with their teachers before going on the retreat to review the teachers’ KAIROS Remediation Plan.
3. Students will complete all missed assignments/assessments for credit as per teachers’ KAIROS Remediation Plans. Teachers will record an “NA” in Aeries for any assignment/assessment for which retreatants will not be held responsible.
4. Students will meet at the Chapel at 9:30 AM on Friday immediately following the retreat to learn about missed assignments. They need not report to any class, but have the option to do so.
5. Students are responsible for all new material taught during KAIROS week which will be included in future assignments.

Anyone who loves another brother or sister is living in the light and does not cause others to stumble.

1 John 2:10

TECHNOLOGY

Internet and Electronic Communication:

The parents/guardians of each student are responsible for encouraging the positive and ethical use of technology, and for learning and monitoring the standards of behavior their student(s) should follow when using media or online informational sources.

While on campus, students may access the internet only via the official Servite student wireless network.

Each day, students should bring to school their school-issued laptop, charged with sufficient battery life to complete a full school day's work. Other electronic/slate devices may be brought with Administrative approval; however, students bring these devices to school at their own risk and are responsible for securing them while on campus.

It is common for students to use the Internet and electronic communications devices to communicate with other students and people. Types of devices may include, but are not limited to, computers, cell/smart phones (see policy), slate devices, wireless communication devices, etc. Modes of communication may include, but are not limited to, phone calls, text messages, picture messages, video messages, voice mails, email, websites, blog entries and more.

Because these devices and modes are easy to use, students often use them for quick, personal, informal communications. The informality and ease in making these communications often lulls students into the mistaken belief that they can communicate anything they want at any time they want, their communications will remain 'private,' and that their electronic communications do not pose any potential problems for them, their family or the school.

IMPORTANT: Students must be aware that because these communications—whether voice, email, blog entry, text message, web page, picture message, video message or other—are electronic, they are easily stored, copied and/or re-transmitted. Students must understand that anything they say, write, capture, video or transmit, even if they intend it to be private, can easily and quickly become public at anytime. Because students are “Servite students” at all times, and because students are responsible for all their communications, whether intended to be private or public, students should never communicate any message or file at any time that reflects thoughts, actions or attitudes inconsistent with the values of Servite or is in violation of the Disciplinary Policy.

Students may be held responsible in terms of the Disciplinary Policy for any electronic communication that comes to the attention of the Servite administration and is inconsistent with the values of Servite.

Students who receive or view any communication that is inconsistent with the values of Servite are expected to report the communication to the school administration.

Students may never use any Servite system to transmit or receive any inappropriate electronic communication. “Servite systems” include (but are not limited to) the Servite network, any computer issued, sold or leased to students for school use, any Servite electronic communications device, or any Servite website, blog or other Internet electronic file system.

Students who receive or view any communication that is inconsistent with the values of Servite are expected to report the communication to the school administration.

Prohibited activities include, but are not limited to:

- Sending, receiving or accessing any type of communication or file that is inconsistent with the values of Servite or contains any material inconsistent with the values of Servite
- Use of any Servite system to coordinate, plan or facilitate acts inconsistent with the values of Servite
- Use of any trademarks, logos or symbols associated with Servite without the permission of the school's Director of Communications or in a manner that brings discredit to, or damages the reputation of, Servite or a person associated with Servite
- Unauthorized use of names or images of any Servite faculty or staff member in a negative manner or in a manner that brings discredit to the faculty/staff member's reputation or to the school

- Use of any copyrighted material without permission
- Use of the Servite network for commercial advertising
- Use of the Servite network to lobby for votes

Parents and students should be particularly mindful of the content used for:

- Creating web pages on websites or other social networking sites (such as Twitter, Facebook, etc.)
- Social media postings, entries or other communications
- Email
- Digital photographs
- File sharing or hosting sites
- Phone calls
- Voice mail messages
- Picture messages
- Text messages
- Chat or instant messaging sessions
- Video messages
- Websites and web pages
- Blog entries

Disclaimer: In accordance with the Children’s Internet Protection Act (CIPA), Servite High School uses filtering software to screen network traffic for offensive material. Students are cautioned that many Internet websites contain offensive, sexually explicit, and inappropriate material. Because no screening service is infallible, Servite is not responsible for search requests that may lead to sites with potentially inappropriate content. Additionally, having an email address on the Internet may lead to receipt of unsolicited email containing offensive or inappropriate content. Students accessing the Internet do so at their own risk. Students should immediately report any inappropriate content to the Dean of Students to avoid disciplinary action and to assist the school is providing as safe an educational environment as possible.

TECHNOLOGY STUDENT ACCEPTABLE USE POLICY

M I N O R	VIOLATION
	<p>A Minor Violation includes unauthorized non-school-related electronic activity including, but not limited to:</p> <ul style="list-style-type: none"> • Loading any unauthorized media • Playing games • Installing software/games of any kind • Being off-task during instruction • Accessing Facebook, Twitter, Snapchat, Instagram, or other social networking sites during school hours • Defacing school computer with stickers, etchings, or other accessories

M A J O R	VIOLATION
	<p>A Major Violation includes unauthorized non-school-related electronic activity that also violates Servite’s Catholic Christian values including, but not limited to:</p> <ul style="list-style-type: none"> • Loading explicit material of a profane and/or derogatory nature • Attempting to break through the school’s firewall • Attempting to access the school’s network or server, other than the student network • Accessing and/or viewing pornographic sites • Harassment • Anything that creates an unsafe environment • Creating or accessing a personal hotspot, Virtual Private Network (VPN), or other non-Servite network

During the school year, new and unusual situations may arise. The Principal and/or the Dean of Students reserve the right to amend these guidelines as necessary.

TECHNOLOGY: COMPUTER DAMAGE

Students and families are responsible for any damage to school computers and will be charged according to the table below. Intentionally damaging, reprogramming or installing any programs or viruses onto a Servite computer is considered an act of vandalism and will be dealt with according to disciplinary guidelines. Students may not pick up their computer after repair until they are cleared by the Business Office.

REPAIR COSTS	
Damaged Keyboard	\$25.00
Re-image Computer	\$25.00
Replace Lost or Damaged Power Supply	\$60.00
Broken, Bent, or Defaced Case or Chassis	\$75.00
Broken Screen	\$100.00
Lost or Damaged Battery	\$150.00
Missing or broken hard drive	\$150.00
Lost or Irreparable Computer Bag	\$35.00

Lost or Stolen School Laptop Computer: If a computer is lost or stolen while leased to the student’s family, a fee of \$750.00 will be charged to cover the cost of replacing the missing computer. In the case of a stolen laptop, the family should file a police report in the city where the theft took place.

HISTORY AND TRADITIONS OF THE SERVITE ORDER

THE SEVEN HOLY FOUNDERS



THE SEVEN HOLY FOUNDERS

MANNETUS ☩ AMIDEUS ☩ BONAUNCTA ☩ BONFILIUS ☩ HUGH ☩ SOSTENE ☩ ALEXIS

The Seven Holy Founders of the Order Friar Servants of Mary (Servites) were young, successful merchants who came together in Florence, Italy. United by friendship and devotion to the Blessed Virgin, they gave themselves to common prayer and works of charity. Their desire to serve God eventually led them to leave their homes and their businesses and form a community outside the city walls. About the year 1245 they moved to Monte Senario where, for a time, they followed a life of prayerful seclusion. As others came to join them, they laid the foundation of the Servite Order, whose members would be committed to the service of the Lord and others. They promised to follow Christ and witness his gospel; they took the Blessed Virgin as their Lady; and they lived communal life according to the Rule of St. Augustine. Pope Leo XIII canonized them collectively as the Seven Holy Founders of the Servite Order in 1888.

Charism of the Order:

Fraternity ☩ Service ☩ Devotion to Mary

Holy Days of the Servite Tradition

January 12 – Saint Anthony Pucci	July 3 – Blessed Ubald of Borgo Sansepolcro
January 15 – Blessed James the Almsgiver	July 13 – Saint Clelia Barbieri
February 2 – Blessed Joachim of Siena	August 15 – The Assumption of Mary
February 17 – The Seven Holy Founders	August 23 – Saint Phillip Benizi
February 19 – Blessed Elizabeth Picenardi	August 31 – Blessed Andrew of Borgo Sansepolcro
March 25 – Feast of the Annunciation	September 1 – Blessed Joan of Florence
Friday before Good Friday - Mary at the Foot of the Cross	September 6 – Blessed Bonaventure of Forli
May 4 – Saint Peregrine Laziosi	September 8 – Birth of Mary
May 11 – Blessed Benincasa of Montepulciano	September 15 – Our Lady of Sorrows
May 12 – Blessed Francis of Siena	October 3 – Blessed Maria Guadalupe Picart Olmas
May 30 – Blessed James Phillip Bertoni	October 25 – Blessed John Angelo Porro
June 19 – Saint Juliana Falconeri	December 8 – The Immaculate Conception
June 27 – Blessed Thomas of Orvieto	December 10 – Blessed Jerome of Sant’Angelo in Vado
	December 15 – Blessed Bonaventure of Pistoia

PRAYER TO SAINT PEREGRINE PATRON SAINT OF CANCER PATIENTS

O great St. Peregrine, you have been called "The Mighty Wonder Worker" because of the numerous miracles which you obtained from God for those who have turned to you in their need. For so many years you bore in your own flesh this cancerous disease that destroys the very fiber of our being. You turned to God when the power of human beings could do no more, and you were favored with the vision of Jesus coming down from His cross to heal your affliction. I now ask God to heal these sick persons whom I entrust to you: (Here mention names) Aided by your powerful intercession, I shall sing with Mary a hymn of gratitude to God for His great goodness and mercy. Amen.

MARIAN DEVOTION

The Angelus: (Prayed before students are released for lunch)

Leader: The Angel of the Lord declared unto Mary:

All: And she conceived of the Holy Spirit.

Leader: Hail Mary....

All: Holy Mary...

Leader: Behold the handmaid of the Lord:

All: Be it done to me according to your word.

Leader: Hail Mary...

All: Holy Mary...

Leader: And the Word was made flesh.

All: And dwelt among us.

Leader: Hail Mary...

All: Holy Mary...

Leader: Pray for us, O holy Mother of God.

All: That we may be made worthy of the promises of Christ.

Leader: Let us pray.

All: Pour forth we beseech you, O Lord, your grace into our hearts that we to whom the incarnation of Christ, your Son, was made known by the message of an angel, may by his passion and cross be brought to the glory of his resurrection, through the same Christ, our Lord. Amen.

Hail Mary: Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

ROSARY OF THE SEVEN SORROWS

Opening Meditation: In the seven sorrows of the Virgin Mary we see a reflection of the suffering and bitter anguish of the Human Christ. Just as Mary accepted the total mystery of Christ, so may we see in our sorrow, our fear, our humiliation, a dim, but real participation in His passion and death, recalling that if we wish to follow Him, we must “take up our cross” each day. Let us pray that we might accept Christ’s call, and become co-sufferers of His passion.

The Seven Sorrows: (The meditation of each sorrow is followed by one Our Father and seven Hail Mary’s)

1. The prophecy of Simeon
2. The Flight to Egypt
3. The Loss of Jesus in the Temple
4. Mary meets Jesus on the way to Calvary
5. Jesus Dies on the Cross
6. Mary Receives the Dead Body of Jesus
7. Jesus is Laid in the Tomb

Closing Prayer: Lord God, our Father, from the passion and death of Jesus, shared by the compassion of his Mother, you brought healing to fallen men and women. Grant that we, your people, may experience this healing and rise from the power of sin to a wholeness of life promised by Jesus, who lives and reigns with you and the Holy Spirit, now and forever. Amen

Vocation Prayer: O Father, maker of all, you love and care for me through all the important people in my life. I want to show you that I love you in whatever I do. Show me how you are calling me to serve you. Give me the grace to answer you generously.

Supplication of the Servants: Grant, Mother of all goodness, that we, your servants, be filled with hope! Strengthen us in the difficulties and trials ahead; keep us faithful in your service. Renew our sacred, timeless commitment to follow Christ. With you as guide may we serve you and our brothers and sisters with love. And at the end, be our gateway to unending life. Amen.

The Memorare: Remember, O most gracious Virgin Mary that never was it known that anyone who fled to thy protection implored thy help or sought thy intercession, was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins my Mother; to thee do I come, before thee I stand, sinful and sorrowful; O Mother of the Word Incarnate, despise not my petitions, but in your clemency hear and answer me. Amen

OUR CATHOLIC FAITH

Nicene Creed: We believe in one God, the Father, Almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the only Begotten Son of God, born of the Father before all ages, God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate, He suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins, and I look forward to the resurrection of the dead and the life of the world to come. Amen.

The Lord’s Prayer (Our Father):

Our Father, who art in heaven, hallowed be thy name. Thy Kingdom come, Thy will be done, on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen

The Ten Commandments:

1. I am the Lord your God: you shall not have strange gods before me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord’s Day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor’s spouse.
10. You shall not covet your neighbor’s goods.

The Beatitudes:

- Blessed are the poor in spirit, the kingdom of God is theirs.
- Blessed are they who mourn, they will be comforted.
- Blessed are the meek, they will inherit the earth.
- Blessed are they who hunger and thirst for righteousness, they will be satisfied.
- Blessed are the merciful, they will be shown mercy.
- Blessed are the clean of heart, they will see God.
- Blessed are the peacemakers, they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness, the kingdom of heaven is theirs.

The Corporal Works of Mercy:

- Feed the hungry.
- Give drink to the thirsty.
- Shelter the homeless.
- Clothe the naked.
- Care for the sick.
- Help the imprisoned.
- Bury the dead.

The Spiritual Works of Mercy:

- Share knowledge.
- Give advice to those who need it.
- Comfort those who suffer.
- Be patient with others.
- Forgive those who hurt you.
- Give correction to those who need it.
- Pray for the living and the dead.

Theological Virtues:

Faith ∞ Hope ∞ Love

Cardinal Virtues:

Prudence ∞ Justice ∞ Fortitude ∞ Temperance

Gifts of the Holy Spirit:

Wisdom ∞ Understanding ∞ Right Judgment ∞ Courage ∞ Knowledge ∞ Reverence ∞ Wonder and Awe

PRINCIPLES OF CATHOLIC SOCIAL TEACHING

The Dignity of Work and the Rights of Workers
Call to Family, Community, and Participation
Life and Dignity of the Human Person
Option for the Poor and Vulnerable
Rights and Responsibilities
Care for God's Creation
Solidarity

DAYS OF IMPORTANCE IN THE LITURGICAL YEAR

- Christmas (December 25)
- Solemnity of the Blessed Virgin Mary, the Mother of God (January 1)
- Ash Wednesday
- Solemn Triduum (Mass of the Lord's Supper, Good Friday Service, Easter Vigil)
- Easter
- Ascension of the Lord (Sunday that follows 40 days after Easter)
- Assumption of the Blessed Virgin Mary (August 15)
- All Saints Day (November 1)
- All Souls Day (November 2)
- Immaculate Conception (December 8)

PRAYER FOR ADVENT

Lord Jesus, Master of both the light and the darkness, send your Holy Spirit upon our preparations for Christmas. We, who have so much to do, seek quiet spaces to hear your voice each day. We, who are anxious over many things, look forward to your coming among us. We, who are blessed in so many ways, long for the complete joy in your Kingdom. We, whose hearts are heavy, seek the joy of your presence. We are your people, walking in darkness, yet seeking the light. To you we say, "Come Lord Jesus!" Amen.