

**2020-2021  
PADUA FRANCISCAN HIGH SCHOOL**

**PARENT-STUDENT HANDBOOK/ /COMPUTER USE POLICY  
AGREEMENT AND SIGNATURE FORM**

**Following the Franciscan mission of St. Francis, Padua is continuing to become more eco-friendly by conserving resources through recycling and reducing the use of paper. Consequently, this year you will find a copy of the Parent Student Handbook online at [www.paduafranciscan.com](http://www.paduafranciscan.com). In addition, the following documents will be on-line: Bruin Beat, Schedules and Mid-Quarter progress reports.**

**A significant piece of the partnership between Padua Franciscan High School and our students and parents is the collection of procedures and rules delineated in the Parent-Student Handbook. Every student can access a copy of the updated handbook through the Padua Franciscan website (upperclassman no longer receive a hard copy of the handbook). Please take the time to review the entire handbook. However, because some policies change from year to year, we have highlighted policies below to provide clarity and add specific attention. We also want to draw attention to policies that often need clarification. We then ask that the student and parents sign the attached form and return it to the student's first period teacher by Monday, September 14th, 2020.**

**STUDENT ABSENCE**

TO REPORT AN ABSENCE, PLEASE CALL (440) 845-8882 or E-MAIL at [Attendance@paduafranciscan.com](mailto:Attendance@paduafranciscan.com)

**DRIVEWAY REMINDER**

The front driveway is **"One Way" at all times.** Vehicles must continue around the building towards Padua Stadium to exit. This will make our main entrance much safer for pedestrians and for traffic.

**CELL PHONES (AND OTHER ELECTRONIC DEVICES)**

Electronic devices (EDs), including, but not limited to, cell phones, smart watches, smartphones, MP3 players, and iPods are an inherent distraction to the educational process and are not permitted during school hours. Recognizing the benefits of EDs for communication with parents and family members before and after school, EDs will be permitted on the premises under the following conditions:

- Except for the chrome book, if the ED is on or used between 8:00 a.m. and 2:29 p.m. this will result in the forfeiture of the device and a double detention. Parents will be given the choice of picking up the device or having it returned to the student after school. Subsequent offenses in the same school year will result in loss of privileges to have the ED on campus, a Saturday detention, and the device will be released to the student's parent/guardian only.
- Necessary use of an ED during school hours can be arranged through the Attendance Office. Such use must occur in the Attendance Office and in the presence of Attendance Office personnel or an administrator.
- If it is necessary for a parent/guardian to contact their son/daughter during school hours, a message may be left with the school receptionist at (440) 845-2444.

**DRESSCODE AND GROOMING FOR BOYS**

**Shirts** - Boys may wear Padua uniform polos purchased from the Bruin Shop or a dress shirt and tie. Only dress shirts in any solid color, made of non-faded material, with conventional collars and full button front are acceptable. All shirts must be worn completely tucked inside the pants with the belt showing at all times. Only solid color t-shirts with no patterns or designs may be worn under the shirt. T-shirt sleeves may not extend beyond the shirt sleeve, i.e. no mid-length or full-length sleeves with short sleeve shirts. Fad shirts, flannel shirts, denim shirts, corduroy shirts, pullover shirts and any other deviations from traditional dress attire are not permitted. Shirts are not to have extra pockets, loops, or straps and must be neatly pressed.

**Pants** - Properly fitting traditional dress or Docker-style pants in brown, black, tan, navy, olive or gray colors, with cuffs or stitched hems are to be worn. Pants must be worn only with a solid brown, black, tan, or navy traditional leather or canvas belt (no studs, rivets, or unusual ornamentation); no suspenders are allowed. Pockets on the outside leg of the pants are not permitted. Pants must be worn at the waist, not sagging. Pants must be full length, may not be cut, torn, or frayed; should not be excessively rolled up, nor should they be tucked into the socks. Denim pants are not permitted.

**Boys are expected to wear properly fitted shirts and pants/shorts at all times while on school grounds.**

**Over-wear** - Dress sweaters or sweater vests in solid colors may be worn over dress code shirts. No hooded sweaters or turtleneck sweaters may be worn. No fluorescent, oversized or undersized sweaters are permitted. Long sleeve cotton shirts are not considered sweaters. For all students, official Padua sanctioned fleece, wind shirts or warm up jackets may be worn in addition to sweaters. Zippered (quarter, half or full) non-hooded, Padua-sanctioned outerwear purchased through the Bruin Shop or by a Padua team organization, club or Athletic Office is acceptable. No other hoodies, sweatshirts or cold weather jackets may be worn. These outerwear items **MUST** be purchased through the Bruin Shop or the Athletic Department. T-shirts, sleeveless shirts, outdoor jackets or any other non-traditional outerwear is not acceptable. No logos, insignias, slogans, brand names, etc. are allowed. If a student chooses to wear a shirt underneath their polo (short or long sleeves) this shirt must be white (in color) and must be plain (no writing of any kind).

**Shoes** - Students are required to wear shoes at all times while in the school building. Only low-cut shoes (of natural color-brown, black, blue, or gray (white shoes are not permitted)) are allowed. Socks must be worn at all times. No athletic/tennis shoes, boots, slippers, moccasins, shoes with heavy tread, backless shoes, loose or sloppy footwear, **or shoes with white soles (of any kind)**. Shoes must be properly fit and tied at all times. An administrator will make the final decision on whether or not a shoe is permitted to be worn (if called into question).

**Hair** - No unusual, non-traditional, or contemporary, hair styles are permitted (e.g., unusual lines, "tails", steps, mohawks, shavings, hanging bangs, or hair covering the eyes). Hair length may not exceed the top of the shirt collar. Hair may not be pinned up or curled under in the back. Hair may not be cut short underneath and long on top or parted in the middle and dangling. Hair may not be dyed. It is expected to be clean and combed. Hair may not be overly thick and unkempt. No facial hair is allowed and sideburns should not exceed the middle of the ear.

**Jewelry** – Earrings may not be worn during the school day (this includes posts and band aids). No pocket chains, chokers, dog collars and necklaces or bracelets made of hemp may be worn. Body piercing jewelry may also not be worn. No other facial rings, including nose rings (this includes “clear” rings/posts) lip rings, check rings and studs are permitted. Non-jewelry items such as paper clips, safety pins carabineers, etc., are not permitted.

**Body Decoration** - Visible tattoos are never permitted during the school day. This includes visible tattoos on the face, neck, hands, arms (including tattoos that go past the sleeve of a polo shirt), legs, ankles or wrists (either temporary or permanent). No makeup or nail polish.

**DRESSCODE AND GROOMING FOR GIRLS**

**Slacks** - All girls are required to wear Padua slacks. The Padua slacks, sold through the Bruin Shop, are the **ONLY** slacks that girls will be allowed to wear. The slacks will be available in khaki, navy, black or gray. Starting with the 2019-2020 school year, there will be three different uniform pant styles female students can purchase. They will be identifiable as Padua dress code slacks. No suspenders are allowed. Pants must be worn at the waist, not sagging, and should be of the appropriate size (not too tight) and length. Pants may not be cut, torn, or frayed and should not be excessively rolled up, nor should they be tucked into socks.

**Shirts** – All girls are required to wear polo-style shirts purchased through the Bruin Shop. Polo-style shirts are designed to be worn over the pants and must be longer than the top of the belt/waist of the school pants. Starting with the class of 2022, the only acceptable polo shirt colors are brown, white, black, orange and gray. Students in the class of 2022 and after may not wear polo shirts previously worn by older family members/ friends if they are not the correct color. Polo shirts may not be tied or gathered at the hem. Solid-color t-shirts or turtlenecks with no patterns or designs may be worn under polo shirts and can be short or long sleeved. However, the length of the t-shirt must not extend beyond the length of the polo shirt. Appropriate undergarments are to be worn at all times.

**Over-wear**- Dress sweaters or sweater vests in solid colors may be worn over dress code shirts. No hooded sweaters or turtleneck sweaters may be worn. No fluorescent, oversized or undersized sweaters are permitted. Long sleeve cotton shirts are not considered sweaters. For all students, official Padua sanctioned fleece, wind shirts or warm up jackets may be worn in addition to sweaters. Zippered (quarter, half or full) non-hooded, Padua-sanctioned outerwear purchased through the Bruin Shop or by a Padua team organization, club or Athletic Office is acceptable. No other hoodies, sweatshirts or cold weather jackets may be worn. These outerwear items **MUST** be purchased through the Bruin Shop or the Athletic Department. T-shirts, sleeveless shirts, outdoor jackets or any other non-traditional outerwear is not acceptable. No logos, insignias, slogans, brand names, etc. are allowed. Sweaters also must come past the waist of one's

pants. If a student chooses to wear a shirt underneath their polo (short or long sleeves) this shirt must be white (in color) and must be plain (no writing of any kind).

**Shoes** — Students are required to wear shoes at all times while in the school building. Only low-cut shoes (of natural color-brown, black, blue, or gray (white shoes are not permitted) are allowed. Socks must be worn at all times. No athletic/tennis shoes, boots, slippers, moccasins, shoes with heavy tread, backless shoes, loose or sloppy footwear, **or shoes with white soles (of any kind)**. Shoes must be properly fit and tied at all times. An administrator will make the final decision on whether or not a shoe is permitted (if called into question).

**Hair** - No highly unusual contemporary hair styles are permitted. Hair is expected to be neat and clean. Hair may not be cut short underneath (or on one side) and long on top. Hair may not be dyed any unnatural, odd, bright, or two-toned color. Hair needs to be clean and kept out one's face. For example, a student may not use "bangs" to cover one side of their face (even if this is deemed a current hair style).

**Jewelry** - A limited amount of jewelry in good taste may be worn during the school day. No more than three (small) earrings per ear are permissible. No other facial rings, including nose rings (this includes "clear" rings/posts and Band-Aids that are used to cover the piercing), lip rings, cheek rings and studs are permitted. Non-jewelry items such as paper clips, safety pins, carabineers, etc., are not permitted.

# PADUA<sup>®</sup>

FRANCISCAN  
HIGH SCHOOL

**2020-2021**

**We, the undersigned, have read the Student Handbook and agree to follow the policies and procedures as stated.**

**Padua Franciscan High School has my permission to contact me with non-emergency information through phone calls, voice mail and/or opted-in SMS texts at the contact number(s) I have provided.**

## **ALL SIGNATURES REQUIRED**

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother \_\_\_\_\_ Date \_\_\_\_\_

Signature of Father \_\_\_\_\_ Date \_\_\_\_\_

**This sheet must be returned to first period teacher by September 14<sup>th</sup>, 2020.**