

St. Francis de Sales
High School

Parent-Student
Handbook
2016-2017





Each Catholic high school has a mission statement that reflects the charism of its patron saint, or the religious order that founded the institution. This charism pervades all aspects of daily school life and can be found in its classroom and on its athletic fields. Our school history reminds us that St. Francis de Sales was first and foremost a gentle person committed to life-long learning. His devout life reflects several virtues that we at St. Francis de Sales all aspire to model in our daily lives, our Salesian Virtues:

- Gentleness: All people are called to civility and respect in their daily behavior.
- Holiness: All people are called to holiness in their everyday lives.
- Humility: All people are called to self-truthfulness about who they are and who God is toward them.
- Optimism: All people are called to recognize that sin, death, and the things that deny life will not triumph.
- Patience: All people are called to be patient with everyone, but especially with themselves.
- Presence: All people are called to live in the moment when salvation may be at hand.
- Relationality: All people are called to live out relationships in love.

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Parents and Students:

As stated in the philosophy and mission statement, St. Francis de Sales High School is committed to the education of young men and women in the Christian atmosphere of a Catholic institution. The spiritual, intellectual, social and physical development of each student is the primary purpose of the educational process at St. Francis de Sales.

There are standards and rules for religious formation, academic achievement, extracurricular participation and appropriate behavior. From the day they are accepted as students at St. Francis until they graduate, all students are bound to obey all rules. All parents are expected to support the rules.

Most of these rules are contained in the Student-Parent Handbook, or announced to the student body and the parents. The administration reserves the right to make/change and enforce whatever rules it believes necessary for the good of the school, the students and the community.

Enrollment of a student at St. Francis implies that parents and students are responsible for adherence to all rules and policies contained in the Student-Parent Handbook, as well as any other policies adopted by the school.

-John Kimec, Principal

"Do not lose courage in considering your own imperfections, but instantly set about remedying them- every day begin the task anew."

St. Francis de Sales

SCHOOL CANCELLATIONS

When weather threatens to close school, the decision to do so is made by approximately 5:30AM. If you have reason to believe that school might be cancelled, use one of the following resources. For best results, refer to the web address below which is updated every fifteen (15) minutes:

Phone: Schoolreach Message from Principal, via Your Phone

Radio: WGN (720 AM), WBBM (780 AM)

TV: ABC CBS FOX NBC WGN

Internet: www.emergencyclosings.com

In the event that school is open and the weather prevents you from coming, please use your best judgement. All weather-related absences, whether school is open or closed, are excused.

SCHOOL NUMBER	773.731.7272
FAX NUMBER	773.731.7888
WEBSITE	www.sfdshs.org
ACT/SAT SCHOOL CODE	141-150

HISTORY

Our school is named for a man and a saint whose watchword was courtesy. St. Francis de Sales, Bishop of Geneva and Doctor of the Church, was born in 1567 and died in 1622. He was a man of the Renaissance, obtaining a bachelor's degree in the arts and his Doctorate in both Civil and Canon Law.

St. Francis de Sales was a gentleman. His courtesy was more than surface; it was charity in action. No one fell outside the scope of his charity because everyone was the object of his love. Our namesake is an excellent model for all educated in St. Francis' classrooms.

The School Sisters of Mary Immaculate of Joliet, Illinois staffed the St. Francis de Sales parish schools since 1893. In the late 1890s the school began to offer high school courses. In the fall of 1937, due to the increased demands for higher education, St. Francis de Sales became a four year high school, with an enrollment of 180 students. St. Francis presented diplomas to the 21 seniors who comprised its first four-year graduating class on June 11, 1939.

In the 1950s enrollment saw a significant increase and it became evident that **if** the school were to meet the educational challenges before it, an expansion of facilities was eminent. The East Side community readily accepted the challenge. The desires of the parishioners, combined with the untiring efforts of the late Samuel Cardinal Stritch and the late Monsignor Alphonse Memmesheimer, then pastor of the parish, along with the continued support of Albert Cardinal Meyer, saw ground broken for a new school on February 19, 1956. Two years later, on April 20, 1958 Msgr. Memmesheimer presided at the dedication of the new St. Francis de Sales High School.

Since 1962 St. Francis de Sales High School has been sponsored by the Archdiocese of Chicago. It is a co-educational Catholic high school that draws its student body from almost every neighborhood on the southeast side of the city of Chicago, the surrounding southern suburbs and northwest Indiana.



PHILOSOPHY

St. Francis de Sales High School is committed to the education of young men and women in the Christian atmosphere of a Catholic institution, as part of the mission of the Church in the Chicago Archdiocese. The spiritual, intellectual, social, and physical development of each student is the primary purpose of the educational processes at St. Francis.

MISSION

Our mission is to build a Catholic educational community that allows for the uniqueness of each student, while fostering charity, tolerance, and understanding through academic, social, and spiritual development. Every St. Francis de Sales student deserves to have an education that strives toward academic excellence and allows for the acceptance of students with diverse social, intellectual, economic, cultural and religious backgrounds.

VISION STATEMENT

At St. Francis de Sales High School, we offer the community a comprehensive school whose focus is on the individual. The strength of our structure derives its roots from our Salesian values. Our school has a well-qualified and highly committed staff, both teaching and non-teaching, which prepares our students for the demands of the 21st century.

SCHOOL GOALS

St. Francis de Sales strives to provide an educational and religious environment in which young men and women may

- (1) Develop Catholic ideals and values
- (2) Obtain the skills necessary to pursue a post-secondary education, or to enter the workforce
- (3) Understand and accept the responsibilities of citizenship
- (4) Respect people with different racial, cultural, ethnic, social, and economic backgrounds
- (5) Take full advantage of curricular and co-curricular activities to foster self-awareness, self-reliance and self-esteem.

North Central Accreditation

St. Francis de Sales is accredited by the North Central Association, now unified with CASI, SACS, CASI, and NSSE forming the world's largest education community. Under the umbrella organization AdvancED, these organizations accredit schools that ...

- Meet high standards
- Engage in continuous improvement
- Demonstrate quality assurance

Beginning in 2007-08, accredited schools must meet the following standards:

- Vision and Purpose – The school establishes and communicates a shared purpose and direction for improving the performance of students and the effectiveness of the school.
- Governance and Leadership – The school provides governance and leadership that promote student performance and school effectiveness.
- Teaching and Learning- The school provides research-based curriculum and instructional methods that facilitate achievement for all students.
- Documenting and Using Results- The school enacts a comprehensive assessment system that monitors and documents performance and uses these results to improve student performance and school effectiveness
- Resources and Support Systems- The school has the resources and services necessary to support its vision and purpose and to ensure achievement for all students.
- Stakeholder Communication and Relationships – The school fosters effective communication and relationships with and among its stakeholders.
- Commitment to Continuous Improvement – The school establishes, implements, and monitors a continuous process of improvement that focuses on student performance.

NCA Improvement Plan

St. Francis de Sales High School is an accredited North Central Association school. Membership in the North Central Association benefits our students in several ways. Foremost is the quality of the

educational experience your child receives, the result of an NCA continuous evaluation process known as "Performance Accreditation."

The vision of NCA schools is to maximize the proportion of graduated students who are self directed learners and to prepare them to make the successful transition from school to school or school to career.

St. Francis is embarking on its next stage of this improvement cycle. During the Performance Accreditation Stage, faculty and students will engage in a process of school improvement that promotes continuous growth and preparation for life after high school.

In our quest for never-ending improvement, St. Francis is committed to providing the highest quality Catholic education.

Genesis

After two years of research, input, analysis, and reflection by hundreds of cross representatives from the Catholic community and elsewhere, the Archdiocese of Chicago drafted an action plan called Genesis to support the long-term success of Catholic school students. Genesis focuses on the commitment on the three areas of the Archdiocese's mission:

- Catholic Identity
- Academic Excellence
- School Vitality

Catholic Identity: Apprenticeship in Christian Living

- Goal 1: As members of the Catholic Church, students make a life-long commitment to living the Gospel of Jesus Christ.
- Goal 2: Implement the Archdiocesan Religion Curriculum as a unified systemic approach to conveying the truths of the Gospel and the Catholic faith.
- Goal 3: Determine the effectiveness of the Religion Curriculum in achieving its intent.
- Goal 4: Expand competencies of principals, school boards, faculties, and staffs through professional development, spiritual formation, and faith practice
- Goal 5: Provide archdiocesan catechetical certification of teachers and principals.

Academic Excellence

- Goal 1: Implement a systematic, research-based curriculum that enables students to master and integrate intellectual and practical skills.
- Goal 2: Catholic school teachers utilize interactive teaching and learning strategies to optimize all student-learning experiences
- Goal 3: Catholic school principals, teachers, and staff participate in the ongoing development of professional knowledge and skills
- Goal 4: Utilize a variety of assessments as a means of developing more effective instructional programs to enhance student achievement.
- Goal 5: Strengthen school improvement through a comprehensive, systemic assessment process
- Goal 6: Implement the practice of inclusion of students of varying abilities, differing learning needs and styles within the regular education classroom.

School Vitality

- Goal 1: Promote stewardship as a spiritual way of life for all parishes
- Goal 2: Assist local school leadership in the fiscal management of the schools
- Goal 3: Institute new revenue streams from external sources to ensure the accessibility and affordability of Catholic schools
- Goal 4: Establish Boards of Limited Jurisdiction to increase the participation of laity in the decision-making and ownership for Catholic schools.
- Goal 5: Establish new vital forms of Catholic elementary schools across the Archdiocese at strategically located sites
- Goal 6: Establish a consortium of select schools operating in the city of Chicago

NON-DISCRIMINATION POLICY IN ADMISSIONS

St. Francis de Sales High School admits students of any race, color,

nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSION PROCEDURES

The admission of a freshman student to St. Francis de Sales High School is determined after the consideration of the following criteria:

- (1) The student must take the Placement examination given at St. Francis in January, prior to graduation (or a make-up exam if the original exam was missed).
- (2) The student must be a graduate of an accredited elementary or junior high school.
- (3) The student must appear with his/her parents at an orientation/registration session at the appropriate time.
- (4) The student must have a Graduate Summary Report sent to St. Francis de Sales High School from his/her school of graduation.
- (5) The student's family must have no previous outstanding balance with the Business Office at St. Francis de Sales.
- (6) The student's family must not have any financial delinquencies remaining from previous school.

TRANSFER PROCEDURES

To enroll in St. Francis de Sales, the student must complete the following procedures:

- (1) Request the proper forms from the Admissions Director.
- (2) Successfully complete an entrance examination.
- (3) Furnish a completed Transfer Admission Application, an unofficial transcript, and any other pertinent academic information (IEP, Standardized Testing information, 7th and 8th grade transcripts, etc.).
- (4) Produce a Discipline and Attendance Report from previous high schools.
- (5) Attend subsequent Summer School classes or make arrangements to make up academic deficiencies if needed.
- (6) Provide a letter(s) from all previous high schools stating that there are no financial delinquencies remaining.
- (7) Meet with the Admissions Director, the head of Guidance, and the Dean of Students for an interview.
- (8) Meet with the Admissions Director and/or Guidance Counselor to select courses for the upcoming academic year.
- (9) Complete information on cards in the Student-Parent Handbook if

transfer occurs during school year.

(10) Pay the registration fee, and complete and sign a Tuition Contract.

St. Francis de Sales H.S. reserves the right to deny admission to a student who:

- (1) Is an incoming freshman or sophomore with more than one (1) credit deficiency at the time of enrollment.
- (2) Is an incoming junior with more than one-half credit deficiency at the time of enrollment.
- (3) Is an incoming senior with any academic deficiencies.
- (4) Has a history of disciplinary or attendance problems at the previous school(s) of attendance.
- (5) Has an outstanding balance at any school.
- (6) Refuses to accept probation, if required.
- (7) Is unable to be scheduled in the available academic program of studies.

A diploma will be granted only to students who have attended St. Francis de Sales for two (2) semesters in the senior year and have met all requirements for graduation.

ACADEMICS

There are two academic groupings in operation at St. Francis de Sales. All regular courses are graded on a 4.0 scale, while Honors Courses (course title followed by a H) are graded on a 5.0 scale.

Grading Scale

Report Card		Quality	Quality
Grade	Average	Points (R)	Points (H)
A+	100-97	4.	5.3
A	96-94	4.	5.0
A-	93-90	3.	4.6
B+	89-87	3.	4.3
B	86-84	3.	4.0
B-	83-80	2.	3.6
C+	79-77	2.	3.3
C	76-74	2.	3.0
C-	73-70	1.	2.6
D+	69-67	1.	2.3
D	66-64	1.	2.0
D-	63-60	0.	1.6
F	59-Below	0	0

Also used on report cards-

N	No grade given/medical excuse for PE	0
I	Incomplete	0
P	Pass (used in a Pass/Fail option)	0
W	Withdrawn (student withdrew from course)	0
WF	Withdrew Failing	0

The student's grade point average is calculated as follows:

1. For each subject-Quality points x subject value= adjusted points.
2. Total adjusted points \div total subject value = grade point average

The subject value for most courses is (one) 1 credit per year with some exceptions.

SCHEDULE CHANGE POLICY

Students wanting to change their schedules will have the opportunity to do so only before each semester ends. A *Schedule Change Form* signed by a parent or guardian must accompany schedule changes. Schedule changes cannot be guaranteed due to restraints, such as class size or schedule conflicts. Schedule changes initiated by a student or parent may be charged a processing fee. After a semester begins, the only schedule changes that will be honored will be those initiated by a teacher or guidance counselor.

ACADEMIC INTEGRITY

St. Francis de Sales promotes integrity in every part of one's life. This includes all aspects of academic work, such as exams, quizzes, homework, assignments, papers, and so forth. It is the student's responsibility to avoid behavior that might be construed by a reasonable person as cheating. This also includes the individual who aides in academic dishonesty by providing another student with answers or work. St. Francis de Sales regards plagiarism, or the representation of someone else's work, as if it were his or her own, as seriously as cheating on an exam or quiz and will treat plagiarism as such. The consequences for academic dishonesty are as follows:

- (1) A zero (0) for that particular homework assignment, paper, quiz, exam or other academic work
- (2) Parental notification by teacher

- (3) Parent meeting with the teacher, the Administration, and the student
- (4) Other disciplinary and/or academic consequences, as determined by the Administration.

Repeated occurrences of cheating will result in further academic and disciplinary action, with a recommendation to the principal for expulsion.

COFAILURES

Any student wishing to return to St. Francis de Sales and who fails a course (s) required for graduation or required for the total credit (s) needed for advancement to the next grade level must make up and PASS the course (s) /credit (s) in summer school at St. Francis de Sales before he/she will be readmitted to the high school for the following school year. Senior failures must be made up through the American Correspondence School. Any student receiving an Incomplete (I) has one week from Records Day to make up the incomplete work. All Incomplete grades automatically become failures after the one week period.

Promotion

The normal course load for all students is six classes.

6.00 credits are required to enter the Sophomore year

12.00 credits are required to enter the Junior year

18.00 credits are required to enter the Senior year

Credits will be reviewed at the end of each semester.

Specific graduation requirements include the following:

4 credits of English

4 credits of Theology

2 credits of History- including U.S. History (and passage of the Public Law exam) and Sociology

3 credits of Science

3 credits of Mathematics

1 credit of Physical Education/Health

Students are strongly encouraged to take at least three (3) units each in math, science, and social studies to comply with entrance requirements for the universities sponsored by the state of Illinois.

GRADUATION REQUIREMENTS &

DIPLOMA OPTIONS

St. Francis de Sales requires 24 credits for graduation. Students who fail to meet all graduation requirements may not be allowed to participate in the Baccalaureate Mass or in Graduation Exercises. The administration reserves the right not to grant a blank diploma. In order to participate in the graduation ceremony:

1. Student and parent must attend a mandatory graduation meeting.
2. Student must also be present at graduation practice.
3. All disciplinary consequences must be fulfilled.
4. All financial obligations must be met.

Students are directed to pursue a particular diploma option with specific graduation requirements. These graduation requirements are aligned with the Illinois Board of Higher Education's requirements for preparing students for entrance into state universities and colleges. These graduation requirements will allow students to meet and exceed the expectations of higher educational institutions.

Valedictorian/Salutatorian

Each year, the student(s) who rank #1 and #2 in their senior class are awarded the titles of salutatorian and valedictorian. In order to be considered for this award, the student **MUST** have attended St. Francis de Sales for at least 2 of the 4 years of high school.

Academic Honors Diploma

Theology	4 credits
English	4 credits
Math*	3 or 4 credits (must include Geometry & Algebra II)
Science*	3 or 4 credits (must include Chemistry)
History	3 credits (must include U.S. History & Sociology)
Physical Ed.	1 credit
Foreign Language	2 credits (must be in same language)
Electives	3 credits

*Students must maintain a 3.3 G.P.A. and take 7 credits total between math and science (i.e. 3 math and 4 science or 4 math and 3 science).

College Diploma

Theology	4 credits
English	4 credits
Math*	3 or 4 credits (must include Geometry & Algebra II)
Science*	3 or 4 credits (must include Chemistry)
History	3 credits (must include U.S. History & Sociology)
Physical Ed.	1 credit
Foreign Language	2 credits (must be in same language)
Electives	3 credits

*Students must take 7 credits total between math and science
(i.e. 3 math and 4 science or 4 math and 3 science)

General High School Diploma

Theology	4 credits
English	4 credits
Math	3 credits
Science	3 credits
History	3 credits (must include U.S. History & Sociology)
Physical Ed.	1 credit
Foreign Language	2 credits
Electives	4 credits

REPORT CARDS

Report cards are issued at the end of each quarter. Reports issued at the end of the first and third quarters are progress reports. Parents are required to pick up report cards at this time. First and third quarter grades do not appear on a student's permanent academic record, but semester grades are cumulative for all work done during a semester. Semester report cards are given at the end of each semester, and these grades are used to determine the cumulative grade point average and class rank. These reports are mailed to the parents.

TELEPHONE CALLS

Parents or guardians may contact faculty members by calling the school and entering the teacher's voicemail (Seep. 3 for list of extensions.) Teacher schedules or commitments may limit a person's ability to return the phone call on the same day. Students cannot receive phone calls and/or messages during the school day. School officials will not disturb them unless the situation is an emergency.

CELL PHONE POLICY

St. Francis requires that cell phones be turned off and stored in students' lockers during the school day. Students may not carry cell phones with them at any time during the school day. School officials have the right to inspect the contents of a cell phone if a student is in possession of or in use of the cell phone during the school day. Possession or use of a cell phone during school hours will result in the following:

First offense: Detention. Administration may hold cell phone until the parent/guardian makes an appointment with the Dean of Students to come to school during school hours and take possession of the cell phone.

Second Offense: Two detentions. Administration may hold the phone until the parent makes an appointment to come to school during school hours and take possession of the cell phone.

Third Offense: Additional detentions, possible Saturday Detention and /or in-school suspension. Administration may hold the phone until the parent makes an appointment to come to school during school hours and take possession of the cell phone.

Subsequent Offenses: Possible out-of-school suspension. With

additional infractions, the administration reserves the right to retain the student's phone for the remainder of the school year as a condition of their return.

The use of camera cell phones may be a violation of federal law according to the Video Voyeurism Act of 2004. The use of a camera cell phone to take pictures on school property is prohibited and violating this policy is grounds for immediate dismissal.

Sexting is the act of sharing nude or partially nude photos or making sexual comments via cell phone text message. Such acts violate federal and state law, thereby rendering the individuals to prosecution in the legal system, as well as disciplinary consequences within the high school. Students sending or possessing these images will be subject to disciplinary consequences.

FAMILY & EMERGENCY INFORMATION

Every year, St. Francis de Sales directs families to provide necessary emergency information that includes current phone numbers and emergency contacts. It is vital that these records be updated throughout the school year in the event that phone numbers and/or addresses change. It is the parent's responsibility to keep their information current with the school and to notify the appropriate office in the event of a change.

TUTORING

The tutoring program at St. Francis is available to all students free of charge. It is a peer tutoring program, i.e., students who have mastered or are doing well in a subject tutor students who need help. Tutoring is offered before and after school, as well as during students' IQS period. Students who receive tutoring are monitored on a regular basis and are dropped from the program if they do not do homework or complete their assignments. Anyone interested in being a tutor, or anyone who needs tutoring, can fill out the proper forms.

ATHLETIC ELIGIBILITY

To be able to participate, an athlete must meet the I.H.S.A. guideline that a passing grade be maintained in four classes each week. Reporting will be done in writing to the athletic director at mid-week, with ineligibility lasting the following Monday through Sunday inclusive. During a period of ineligibility, athletes may neither practice nor play. Failures at the semester follow the Academic Probation Policy.

ACADEMIC INTERVENTION

Students will be put on Academic Intervention for the second or fourth quarter for the following reasons:

- A. students who fail two (2) or more courses at first or third quarter, or
- B. students who have a first or third quarterly Grade Point Average (GPA) of 1.5 or below.

Students on Academic Intervention are required to do the following:

1. Attend at least two after school sessions each week
2. Meet with his or her counselor to discuss academic progress, goal setting, homework completion, and study skills
3. Pass all of his or her classes at the semester

Students who do not demonstrate significant academic improvement at the end of the semester may be required to continue participation in Academic Intervention the subsequent semester.

ACADEMIC PROBATION

Students are placed on Academic Probation either when they fail two (2) classes at the semester, or fail one (1) or more classes at the semester while on Academic Probation/Academic Intervention. While on Academic Probation, students may not practice, play, or participate in co-curricular activities; nor attend or participate in school-sponsored events.

Probation lasts until...

- A. the end of the second semester for first semester failures; and
- B. the end of the first semester for second semester failures.

Students may petition the principal in writing for return of athletic and/or co-curricular privileges. Petitions will begin being accepted on or after first quarter progress reports for the first semester and again on or after 3rd quarter progress reports for the second semester. Upon receiving written permission from the principal, students may then practice, play, or participate in extra-curricular activities. Students whose privileges have been reinstated are still required to attend two (2) after-school study sessions per week. Reinstated privileges may be revoked if the student's grades fall below "C" on any progress report or report card.

Students on Academic Probation are required to do the following:

1. Attend at least two after school study sessions each week.
2. Meet with his or her counselor to discuss academic progress, goal setting, homework completion, and study skills.
3. Take and pass the deficient courses in SFDS Summer School.
4. Pass all of his or her classes at the quarter and the semester.

Failure of the student to meet the above requirements will result in a meeting with the Academic Dean and may result in dismissal from St. Francis de Sales High School.

ATTENDANCE

There is a strong correlation between student attendance and academic performance. Absences have an immediate impact on student learning. To minimize absenteeism, the following process will be followed:

- (1) After five (5) absences, a letter of notification will be mailed to parents.
- (2) After eight (8) absences, the student and a parent are required to meet with the Dean of Students regarding excessive absences.
- (3) After ten (10) absences, the student will be placed on Attendance Probation which will include making up missed days at special Saturday Detention sessions.
- (4) A violation of the Attendance Probation will result in an appearance before the Discipline Board with a recommendation for expulsion. Parents are advised to limit Early Dismissals because they are absences and count toward the ten absences allowed. Students are reminded that the school policy is to detain a student in the Attendance Office if the person is ten (10) minutes or more late for the Period 1 class.

Throughout the year, students are awarded days off as part of an incentive package for fundraisers, etc. The administration expects parents to support the attendance requirements on these particular days. We want to encourage and develop personal integrity as a building block for future personal and career success.

ABSENCES

ALL ABSENCES ARE TO BE REPORTED TO THE MAIN OFFICE ON THE DAY OF THE ABSENCE. CAIL (773) 731-7272 x223 TO REPORT AN ABSENCE.

Failure to comply will result in disciplinary action. If long illness is foreseeable, parents should keep in daily contact with the attendance office and Academic Dean so that a home-study program may be instituted. Excessive absence may affect the student's ability to successfully complete course work.

In the case of an absence, two things are required:

1. A telephone call from the parents establishing that their son or daughter is to be absent must be made on the day of the absence. St. Francis requests that this call be made by 9:00AM.
2. While the high school requests that your phone call be made by 9:00AM, this call **MUST** be made before the end of the school day. Failure to comply will result in a Saturday detention. Arrangements to make up the work missed should be made with the teachers. This is the responsibility of the student. Students who have been absent from school for all or part of the day will not be allowed to participate and/or attend co-curricular activities scheduled on the day of their absence. Students who have been absent for part of the school day due to medical reasons or a doctor's appointment must submit a doctor's note to be eligible to attend or participate in any school sponsored function or extracurricular activities scheduled on the day of their absence. We enlist the aid of parents in the enforcement of this rule. Exceptions to this rule will be determined on an individual case basis by the Dean of Students.

In the case of students whose absence is unknown both by the school and the parents, the school will call local law enforcement to report the student missing and/or truant.

Students are encouraged to schedule college visits during the summer and on weekends. In the event that colleges often schedule visits during the school year and the school day, we allow students two excused absences for college visits. The Administration must be notified in advance of the scheduled visit and documentation must be provided upon return to school.

St. Francis de Sales **does not have** organized, sanctioned "skip days." A student who is identified as "skipping" will receive an unexcused absence and the appropriate disciplinary consequence.

CHASTITY

Chastity is a moral virtue. It is also a gift from God, a grace, a fruit of spiritual effort. The Holy Spirit enables one whom the waters of Baptism has regenerated to imitate the purity of Christ (Catechism of the Catholic Church, 2345).

As a Catholic community, we affirm and emphasize the need to make good moral choices, which includes preserving one's purity.

Should a student experience pregnancy, St. Francis de Sales High School will extend every effort to assist and support the pregnant student in her educational development and in her personal and social adjustment. In dealing with this sensitive issue, the school will follow its policy and the guidelines of confidentiality will apply to the entire school community, including the student's teachers who need to be informed for the health of the mother and her unborn child.

TARDINESS

A student is tardy if not in the classroom when the bell rings unless he/she has an admit slip or detention from the Attendance Office. After ten minutes the student will be considered truant from the assigned area.

Students who are tardy at the beginning of the school day will be retained in the Attendance Office. A student who is late for the first class of the day may receive a detention upon their third time being tardy. This detention must be served within forty-eight (48) hours of the documented date. All detentions, accumulate on the student's record. If a student is more than ten minutes late for the first class, or if they are excessively tardy, they may face further disciplinary action and/or may not be permitted to attend their first class. In addition, that student may attend an after-school study session that same day. Students tardy to school on final exam days may not be permitted to take their final exam during that scheduled period. They must take the exam(s) the day make-up exams are scheduled.

Students are also expected to be on-time for each class. Students who are late for a justifiable reason (i.e. meeting with a teacher or other staff member) must present a pass to the teacher of their next class from the person with whom they were meeting. *It is the student's responsibility to ask for a pass.* Students who come last to class and do not have a pass may receive a detention.

Truancy

1. Absence from school without a legitimate reason or because of a false reason may result in parents being notified and the student receiving a Saturday detention and a \$10.00 fine. A student who cuts one class will receive two (2) detentions. Failure to report for detentions may result in suspension and necessitate a parent conference.

2. A second offense in this matter renders the student subject to probation, suspension or dismissal.

Illness/Injury During School

If a student is ill or injured, the student should ask the classroom teacher for a pass to the Attendance Office. In the case of an injury, the injury will be treated or an ambulance called. In the case of an illness, the parent/guardian will be called to pick up the student from school. If a parent cannot be contacted, the student will be sent back to class.

Early Dismissals

With the permission of the Dean of Students, students may secure an Early Dismissal slip by having a parent call the Attendance Officer 24-hours in advance of the dismissal. Parents are asked to arrange medical and dental appointments well in advance, in order to utilize school holidays for these purposes.

FUNERAL SERVICES

Any student who wishes to be absent from classes to attend funeral services for other than members of the immediate family should have written parental permission to present to the Dean of Students at least 24-hours in advance of the services. Students are expected to return to classes after the Church services.

DISCIPLINE

Our goal is to provide an atmosphere conducive to learning. To this end, we demand accountability through a straightforward, three-tiered discipline policy. Individual classroom teachers are responsible for classroom behavior. Issues of a more serious level may be referred to members of the Administration who are responsible for the day-to-day administration of student conduct and discipline throughout the school. Serious breaches of conduct in the classroom or violation of school rules may also be referred to the Principal.

The administration reserves the right to interpret the handbook in matters relating to student conduct and dress codes.

Disciplinary problems will be handled through one or more of the following procedures:

1. After-school classroom detention (per teacher instructions)
2. Saturday detention
3. In-school suspension
4. Out-of-School Suspension
5. Probation

6. Discipline Board hearing
7. Expulsion

Detention

Detention will be held daily immediately following the school day. Detentions must be served within forty-eight (48) hours of the documented date of the detention unless otherwise determined by the administration. Failure to serve the detention within forty-eight (48) hours may result in additional detentions, Saturday detention, or suspension. After school employment and/or extracurricular activities are not sufficient reasons for missing detention.

Detentions are assigned in 15 minute increments, ranging from 15-45 minutes. Staff reserves the right to assign a detention longer than 45 minutes.

Examples of 15 minute detentions include but are not limited to:

- minor class disruptions
- initial uniform violations/3rd time borrowing uniform item
- initial late to class during the day

Examples of 30 minute detentions include but are not limited to:

- repeated/more escalated class disruptions
- subsequent uniform violations
- subsequent tardies to class during the day
- 3rd tardy to school in the morning
- minor disrespect to staff/students

Examples of 45 minute detentions include but are not limited to:

- continued/severe disruptions
- being dismissed from class for behavioral reasons
- major disrespect to staff/students
- continued uniform violations, morning/class tardies, etc.

*Issues that continue beyond 45 minute detentions may warrant involvement of the administration and further consequences, including Saturday detention or suspension.

During a semester, after 3 detentions are accumulated, a warning letter may be sent home. After 5 detentions are accumulated, the student may receive a Saturday detention and the parent/guardian(s) must contact the Dean. After 10 detentions are accumulated, the student is placed on probation. Students who receive *morning* detentions ONLY will be given

the option of serving the detention. The administration also reserves the right to use the time served in detention (i.e. the accumulation of two hours) as the determining factor in sending home the initial warning letter and beginning the process of further consequences.

Suspension and probation may result from further accumulated detentions.

Saturday Detention

Saturday detention students will report on Saturday from 8:00 A.M. to 12:00 Noon. A letter of assignment for Saturday detention will be sent home with the student to be signed by the parent/guardian and returned to the Dean, and students will be assessed a \$10.00 supervisory fee. Employment and co-curricular activities are NOT sufficient reasons for failing to show for Saturday detention. Students will not be able to serve the Saturday detention without the supervisory fee. Students will be required to make up the detention on the next available date. Failure to show for a Saturday detention will result in a two-day (2) suspension. In the case of an emergency and the student is unable to attend the assigned Saturday detention, a phone call must be made and a message must be left on the Main Office or Dean of Student's voicemail. **If the student does not attend the assigned Saturday detention, s/he is not permitted on school grounds before noon.**

Probation

Probation will result for serious and/or repeated infractions of school rules or at the discretion of the Dean. If a student is placed on probation he/she may lose the privilege to attend or participate in any co-curricular activities for a specified period of time as determined by the Discipline Board, or the Dean. Probation shall be understood to mean that a student is informed that if his/her behavior does not improve, he/she will be referred to the Discipline Board with a recommendation of dismissal.

Suspension

At the discretion of the Administration, a student may be suspended from all curricular and/or co-curricular activities. Any student suspended or expelled for disciplinary reasons may not attend or participate in events at St. Francis de Sales or be on the property for any reason without permission from the Administration. Generally, a conference with the parents is required before the student is readmitted.

Disciplinary Infractions

Disciplinary action is defined as follows: after school detention, Saturday detention, suspension (in-school, out of-school) probation, or expulsion.

Minor Infractions: Individual teachers will establish guidelines for behavior in the classroom. The classroom teacher will manage consequences for minor misconduct. This may include a verbal warning, written warning, and communications with parents. After-school detentions under the supervision of the classroom teacher or the Administration may be warranted for more serious infractions, including but not limited to:

- Excessive or unexcused absences and/or tardiness from class
- Being consistently unprepared for class
- Causing a disturbance during class or study hall
- Uniform Violations

Detentions are generally scheduled either on the date of the offense or the day following. Saturday morning detentions are also an option for more serious or repeated offenses. Jobs, athletic events, or other similar excuses may not suffice to release a student from an after-school detention. Failure to report for an after-school detention may result in further disciplinary action, which will be determined by the Administration.

Major Infraction: Major infractions include, but are not limited to:

- Repeated use of profane/vulgar language
- Refusal to comply with the directives of staff
- Possession of alcohol, drugs, and substances portrayed as drugs, or pornographic material
- Fighting, malicious threats, or harassment of other students
- Disrespect to teachers, staff, or other adults
- Continued or serious disregard for classroom rules or school policies
- Damage to school or parish property
- Leaving the school grounds without school permission
- Possession of weapons
- Truancy
- Habitual acts of lying, cheating

- Stealing
- Inappropriate sexual behavior
- Attempting to enter restricted areas of the building

Parents will be notified of major infractions. The Principal and members of the Administration will use reasonable judgment in determining a consequence. The Administration reserves the right to immediately resort to suspension, dismissal or expulsion as a result of a serious violation or infraction. Students may also be dismissed for academic nonperformance or for misconduct in the community that results in arrest, and/or brings the name of the school into disrepute. In the event a student is dismissed from St. Francis de Sales High School, the student and his or her parents may be invited to a meeting with members of the Administration and the Principal to discuss the situation. The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered to the student in the process of expulsion.

Dismissal

Students who are habitually troublesome, unruly, idle, or excessively tardy or truant, who refuse to improve after sufficient admonishment, and those who apparently do not benefit from the training or instruction given at the school, make themselves undesirable and therefore subject to dismissal. The Administration reserves the right to dismiss at any time during the year any student whose conduct, influence, or academic work is regarded as undesirable or unsatisfactory. A student who is dismissed from a classroom must report immediately to the Dean of Students. Failure to report immediately to the Dean of Students will result in additional consequences. Repeated classroom dismissals from the same class will render the student subject to removal from the course with loss of credit. Accumulated various classroom dismissals will result in further disciplinary action.

Discipline Board

The purpose of the Discipline Board is to aid in the development of a student through reasonable administration of discipline in a twofold manner:

- a. To review and decide disciplinary measures in the cases of those students who have shown themselves to be chronic discipline problems through increased or continual violation of school rules.
- b. To review and decide disciplinary measures in the cases of those students who are subject to probation, suspension, or dismissal of school rules.
- c. To review and to decide disciplinary measures in the case of a student who commits a major offense.

The Discipline Board consists of several faculty members and the Dean. A student appearing before the Discipline Board may choose a faculty advocate to speak at the meeting on his or her behalf; however, the faculty advocate will have no vote in the disposition of the case. Board hearings may result from but not be limited to:

1. Use, possession or sale of alcohol or contraband substances as well as drug/alcohol related paraphernalia
2. Theft
3. Vandalism
4. Fighting
5. Violation of probation
6. Repeated violation of school rules
7. Any behavior that shows the student is unable or does not want to conduct himself/herself in a manner expected of SFDS High School
8. Any action or pattern of behavior which is judged as a serious negative influence on the St. Francis de Sales community

At the discretion of the Board and/or the Dean of Students, any school privilege, including but not limited to, participating in co-curricular activities, attending the Prom, attending graduation ceremony; etc. may be denied a student for major disciplinary violations.

The decisions made by the Discipline Board are final, pending an opportunity to appeal to the principal. Appeals must be made within 48 hours of parent notification of Discipline Board decisions. All appeals must be made in writing.

PLEASE NOTE: BECAUSE THE DISCIPLINE BOARD IS COMPRISED OF FACULTY AND STAFF, THE SCHOOL MUST PAY FOR SUBSTITUTE TEACHERS WHEN A BOARD MEETING IS CALLED. PARENTS MUST NOTIFY THE DEAN 24 HOURS PRIOR TO THE BOARD HEARING IF THEY CANNOT ATTEND AND THE MEETING SHOULD BE RE-SCHEDULED. FAILURE TO DO SO MAY RESULT IN THE MEETING BEING CONDUCTED WITHOUT PARENT AND/OR STUDENT REPRESENTATION.

HAZING / BULLYING / HARASSMENT

St. Francis de Sales prohibits the bullying, hazing, and harassment of students, including belittling, ridiculing, humiliating, or causing distress or embarrassment. Students may not push, hit, kick, scratch, spit upon, taunt, tease, inappropriately touch, or otherwise denigrate other students at St. Francis de Sales High School. These actions are contrary to our philosophy and may result in disciplinary action.

ALCOHOL AND DRUG POLICY

1. Purpose. Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn. 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature" (cf. Mk. 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1).

As a Catholic school, St. Francis de Sales is a Christ-centered educational community, which proclaims the Gospel of Life and recognizes the human dignity of each person. Therefore, it is part of our mission as a Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of alcohol and drugs presents a clear and present danger to the health, safety, and welfare of all pupils in our school. Therefore St. Francis de Sales, has a paramount interest in addressing students who are involved with drugs and alcohol. Additionally, as a Catholic institution, our school must provide an environment and opportunities for redemption, rehabilitation, and reformation for those students who abuse drugs and alcohol.

2. Definitions

"Illicit substance," "possession," and "distribution" are intentionally broadly defined by this policy, so as to include as many circumstances as possible that would fall within the spirit of the policy. The term "illicit substance" includes:

- a. illegal drugs;
- b. alcohol;
- c. over-the-counter or prescription drugs, when abused, or possessed or distributed with the intent of abusing them;
- d. prescription drugs when possessed or distributed without a prescription;
- e. any other items or substances that are consistent with the spirit of this policy, such as "look-alike drugs" or drug paraphernalia.

The term "possession" includes:

- a. having an illicit substance on a student's person;
- b. having an illicit substance in a student's personal property;
- c. having an illicit substance under his/her control;
- d. knowingly remaining in the presence of an illicit substance.

The term "distribution" includes passing, offering to pass, or attempting to pass an illicit substance, to another, whether in exchange for something else or not.

3. Prohibition

No student may use, attempt to use, possess, distribute, or be under the influence of illicit substances at any time, at any place, on or off school property. Additionally, students are prohibited from dealing illicit substances in general, or violating any criminal law or ordinance pertaining to illicit substances.

4. Investigation and Searches. The Administration in its discretion may investigate allegations of violations of this policy. The same criteria for conducting an investigation and application of sanctions (below) may apply. The Administration may, at its discretion, conduct exploratory searches of any or all desks, lockers, and/or similar areas and may also conduct exploratory searches of student automobiles while on campus. The school may enlist the assistance of law enforcement, trained dogs, and other resources in conducting searches.

5. Sanctions.

The sanctions for violating this policy may include the following as determined by the Administration:

- a. notification of parents;
- b. notification of law enforcement;

- c. assessment or evaluation by a licensed agency or professional;
- d. enrollment in and/or completion of an approved drug or alcohol abuse treatment program;
- e. requirement that the student and his/her parent(s) sign a release authorizing the school to contact, speak with, and receive the results of the assessment or evaluation;
- f. prohibition from participation in extra- or co-curricular activities;
- g. suspension;
- h. expulsion;
- i. random drug testing;
- j. any other sanctions determined by school administration to be fair and appropriate under the circumstances.

When applying the above sanctions to a student, the Administration may consider the following criteria:

- a. the type of illicit substance;
- b. the amount of the illicit substance;
- c. the age of the student;
- d. the student's prior record;
- e. the nature of the current violation;
- f. where the incident occurred;
- g. the degree of risk posed to other students;
- h. the student's level of cooperation with the investigation;
- i. any other facts or circumstances determined by school administration to be relevant.

Distribution of drugs, by its very nature and scope, is a much more serious infraction than the other violations enunciated herein. Following proper investigative procedures and in cooperation with all legitimate authorities, the Administration will make a determination as to the violator's expulsion or dismissal from St. Francis de Sales.

6. Extra- and Co-curricular Activities.

The provisions of this policy, including the sanctions described herein, are intended to comply with, and not preclude the application of the school's own policies on extra- and co-curricular activities and any other applicable policies or penalties such as those promulgated by the IHSA.

7. Self-Reporting Students.

St. Francis de Sales encourages students to report any illicit substance abuse problems that they might have to the school, and also encourages students to seek assistance from the school in those circumstances. St. Francis de Sales will endeavor to offer assistance to self-reporting students.

WEAPONS

Students are not to possess or handle any object that can be reasonably considered a weapon. A "weapon" is defined as the possession, use, control, or transfer of any object which may be designed to cause bodily harm, or may be used to cause bodily harm. Storage of a weapon in a student's locker is considered possession. Suspension, probation, or expulsion may result. Students in possession of a firearm will be immediately reported to local and state law enforcement.

ASSAULT & BATTERY on FACULTY/STAFF MEMBER

Any student who commits a simple assault or assault and battery on a St. Francis de Sales employee or volunteer is liable to serious disciplinary action, up to and including suspension and expulsion. This includes acts of verbal and physical abuse and harassment. Suspension, probation, or expulsion may result. In the case of physical harm, local and state law enforcement will be notified.

FIGHTING

All participants in a fight receive suspensions and equal detentions. It is not the responsibility of St. Francis de Sales to determine who started a fight or if someone was provoked into fighting by the words or actions of another. Participants in a fight will be required to attend a mediation session and appear in front of the Discipline Board.

HARASSMENT

Harassment is defined as hateful, harmful or hurtful conduct to another and is strictly prohibited. Harassment includes any behavior that is cruel, humiliating, abusive, intimidating or personally/sexually offensive to the person being offended or to witnesses. Consequences for harassment will result in disciplinary action.

LOITERING

Students should not loiter in or around the building before or after school. Students are prohibited from unsupervised areas. When they arrive in the morning, students are to report to the cafeteria until 7:45am. Students are not allowed in the building before 7:00am. Students may not loiter so as to disturb the school's neighbors. After a student's last class of the day, the student must leave campus or go to a supervised area. Students not with a teacher or coach must leave campus by 30 minutes after the last class.

SUPERVISION

The school limits its responsibility to supervise students to the time between 7:00A.M. and 30 minutes after the last class (generally 3:20pm) unless they are directly involved with a school activity and follow their coach or moderator's instructions. Students who arrive before or leave after these times will not be supervised, even though they may be allowed to enter or remain in the building due to inclement weather. Athletes are not allowed in the locker room or unsupervised area until their coach/moderator arrives. Parents are expected to pick up students who require transportation within a 112 hour after the end of a school event. Adult supervision ends at that time and students are on their own.

PUBLIC BEHAVIOR

Any student whose behavior outside of school, who in the opinion of the Administration, brings disgrace to the school, renders himself/herself liable to suspension, probation or dismissal. See also co-curricular code. All school rules apply whenever students ride on buses provided by St. Francis de Sales. Appropriate public behavior is likewise expected from St. Francis students riding the CTA. The high school will not tolerate inappropriate behavior that places the safety of the driver and passengers at risk. St. Francis bus drivers are directed to establish rules for the safety of riders. Students failing to adhere to these necessary safety rules render themselves liable to disciplinary consequences, including loss of bus riding privileges.

PUBLIC DISPLAYS OF AFFECTION

St. Francis de Sales prohibits public displays of affection, (PDA's), such as romantic gestures, holding hands, kissing, intimate embraces, and other physical displays of affection on or around school grounds.

SOCIAL POLICY

Any student who attends a school sponsored activity in possession of or under the influence of alcohol and/or a controlled substance or who is unable to maintain adequate self-control will be immediately remanded to parental custody or civil authorities, with the matter being referred to the Dean of Students. Students may not dress, behave or display any insignia which the school deems inappropriate, i.e., hats, earrings, body piercing, tattoos, etc.

GANG POLICY

St. Francis de Sales' stance relative to gang activity and involvement is in full cooperation with the city and community anti-gang program. Visible symbols of gang affiliation or representation are strictly

forbidden. Gang-related activity, gang graffiti or gang symbols in textbooks, notebooks, lockers or on clothing will result in disciplinary action.

COURTESY

Courtesy to fellow students, teachers, school employees, cafeteria workers, security workers, and visitors is a tradition at our school and should be maintained at all times. This includes in-school as well as at any school-sponsored activities. Rudeness, disrespectfulness, disruptive behavior, and/or inappropriate language or conduct will result in disciplinary action. Each of us should strive to be considerate of all others, regardless of racial, religious, or economic background.

LANGUAGE

Language unbecoming a Christian young lady or gentleman is not tolerated within the building, on the street, or on the bus. Such behavior reflects disrespect for the student and lack of consideration for others. Offenders are subject to disciplinary action.

STEALING

Stealing is viewed as a very serious offense. Any student caught stealing or any student with stolen items found in his/her possession or in their locker will be subject to disciplinary action, up to and including expulsion.

HALL PASS

Students who need to be in the hallways while classes are in session must have a hall pass. Administration or faculty members may stop a student in the hall at any time and ask to see a pass. In order for a student to see a Guidance Counselor, the student must have a guidance pass or hall pass from the IQS teacher.

Any student who is dismissed from class is to report immediately to the Dean of Students Office. Students are not permitted to go to any other part of the building when dismissed from class. Students are not to enter any classroom during a class period and ask to speak to another student without written permission from a school staff member.

I.D. CARDS

Each student will be issued an identification card.

1. The student will use this card as a means of identifying himself to school officials such as: administration, teacher, teacher aids, and staff of the school. All of the aforementioned personnel have the right to relieve the student of this card for disciplinary reasons.

2. A lost or stolen I.D. card must be replaced at the student's expense.
3. The I.D. card is used for admission to all home athletic events, outlined in Tuition and Fees.
4. A student may be asked present his or her I.D. card to be admitted to lunch.

LEAVING SCHOOL PREMISES

Once students have entered the school building they are to remain until after their last class. Students are not allowed to go outside of the building during unscheduled time without the permission of the Dean of Students. Any student leaving school during the day without permission may be suspended; if so, he or she may return only if accompanied by a parent.

If a student becomes ill and must leave school, or for some reason is told to go home, he or she must observe the following procedure:

1. Obtain permission from the Attendance Office.
2. Receive notification from the Attendance Office that a parent or guardian has contacted that office.

TOBACCO USE

Neither the possession of tobacco nor the smoking or chewing of tobacco is permitted on school property or in the areas immediately adjacent to the campus. A first offense will result in two (2) detentions, notification of parents and smoking probation. For a second violation, the student may be automatically suspended, until parents meet with the administration. IHSA polices regarding tobacco use may be enforced as well.

DRESS CODE

The manner of dress should be appropriate to the serious nature of academic endeavors. The school expects the full support of parents and guardians in implementing all aspects of the dress code. Therefore, St. Francis de Sales students are required to adhere to the following dress regulations on and around the school grounds. The fact that some types of clothing, footwear, or hairstyles are not specifically forbidden does not make them acceptable. Any jewelry, symbols, footwear or hairstyles not covered here, judged by the Deans to be immodest, disruptive, inappropriate, excessive, and/or extreme will not be allowed. **THE DECISION OF THE DEAN OF STUDENTS IS FINAL SHOULD A QUESTION ARISE REGARDING DRESS OR APPEARANCE.** Students who fail to comply with the dress code regulations are subject to disciplinary action including, but not limited to, a detention and/or in-school or at-home suspension.

Girls Regulations

PLEASE NOTE: For the 2015-2016 school year, students are required to purchase all uniform pieces from Lands' End Clothing Company. These pieces include: long or short sleeved blue oxford dress shirts with logo/seal, khaki or navy pants, navy v-neck sweaters, cardigan sweaters or sweater vests, blue/gold striped or solid navy tie (boys mandatory-girls optional), blue/gray plaid skirt (girls only). All orders will be placed through the Lands' End School Uniforms website.

Uniforms - Girls must wear a blue oxford cloth shirt with the St. Francis de Sales logo, a uniform skirt or pants, and a uniform sweater, which are purchased from Land's End. Uniform skirts must be no shorter than two inches measured from the middle of the knee.

Shirts - The uniform shirt or uniform blouse must have sleeves and must be tucked in at all times.

Sweaters - When the school sweater is worn, collars of the polo or the dress oxford must be visible. If a student is cold, it is required that she layer clothing underneath the uniform. Students may wear plain white t-shirts or plain white turtlenecks under the uniform shirt or blouse, but not in place of the uniform shirt or blouse. **ALL SWEATERS MUST BE CLEAN AND FREE OF HOLES OR THEY MUST BE REPLACED.** Students may not wear jackets during the school day. This includes, but is not limited to, warm-up jackets, fleece pullovers, wind-shirts and/or athletic warm-up jackets (unless St. Francis de Sales team warm-ups, when permitted). This policy is also in effect on Spirit Days.

Pants - Dress pants may be worn in place of the uniform skirt. "Dickies" or "Dockers" style pants may be worn. The three acceptable colors are: **NAVY, BLACK, AND BEIGE (KHAKI)**. Jean-style pants (pants with rivets, patch pockets on the back, etc.), work pants, fatigues, or sweatpants of any color will not be allowed. Cargo pants and pants that have large pockets stitched on the outside are unacceptable. Pants should fit appropriately to the student's body size and body shape. Pants and other articles of clothing should neither be too tight nor too baggy. Dickie-style Bermuda length shorts in the previously mentioned colors are acceptable.

Belts - Pants are to be worn at the waist, with a buckled belt at all times. Dress belts of appropriate size and length are to be worn

at all times. Any extra length of belt is to be looped through the pant loops and not to hang down from the pants. Metal or chain belts and oversized belt buckles are unacceptable. Chains from belts to pockets are not allowed.

Hair- Hair should be styled in a way as not to be distracting to other students. Hair must not be of an extreme color, nor have an excessive number of barrettes, clips, beads or other ornamentation in their hair. **NO FADS OR EXTREMES WILL BE TOLERATED.** For example, a student having an extreme hair color is considered to be in violation of the uniform policy.

Hair color must be natural-looking. Hair dyed or colored an unnatural color, whether completely or in patches or in streaks, that draws one's attention is not acceptable. Expenses incurred for restoration will be the responsibility of the student. The high school reserves the right to define "extreme." Headbands, either flexible or non-flexible, may not be more than one (1) inch wide, and only one head band at a time may be worn. Headbands must be of a solid color. Acceptable colors are navy, gray, black, white, and brown. **HATS MAY NOT BE WORN IN THE BUILDING AT ANY TIME.**

Shoes - Girls are required to wear black or brown dress shoes. Shoes must be leather or leather-like, either tie or loafer-style, cut below the ankle. Neither sandals, mules, clogs, moccasin-like shoes, boots, or hiking shoes, etc. may be worn. While it may be necessary to wear boots in inclement weather, they are not to be worn during the school day. Shoes should have a non-marking sole, and be free of cleats, nails or other items that could damage the floor. The only acceptable colors are **BLACK OR BROWN. SHOES MADE BY AN ATHLETIC COMPANY ARE NOT CONSIDERED DRESS SHOES AND ARE UNACCEPTABLE.** Shoes must be tied, laced, buckled, strapped etc., at all times. Only one color lace is acceptable, should not contrast with the color of the shoe, and must be the same in both sides.

Socks - Socks or stockings must be worn at all times. The acceptable colors are navy, gray, black, white, or brown. Socks must be a **SOLID COLOR** and be a matching pair.

Jewelry- No fads or extremes in jewelry will be accepted. Girls may only wear earrings, finger rings, bracelets, watches, and necklaces with the appropriate pictures, numbers, and/or sayings. Only one bracelet and one watch are allowed. No other visible body piercing is allowed. No band-aids for cosmetic purposes are permitted.

Tattoos - Tattoos are unacceptable. Students with visible tattoos at school or any school-sponsored event or activity may be asked to cover them. The covering must happen within the confines of the uniform (i.e. no bandages, etc). Students who refuse may be subject to disciplinary action.

Boys Regulations

Shirts - Boys must wear either a SFDS logo blue oxford dress shirt (long or short sleeve). It must be tucked in at all times.

Ties - Ties must be worn at all times, pulled all the way up to the collar with the top of the shirt buttoned. Ties must be solid navy blue and striped blue and gold. They are available at Land's End.

Sweaters - When wearing the school sweater, collars of the polo or the dress oxford must be visible. If a student is cold, it is suggested that they layer their clothing underneath their uniform. Students may wear plain white t-shirts or plain white turtlenecks under the uniform shirt or blouse, but not in place of the uniform shirt. Ties must be tied and worn properly at the neck at all times. Students may not wear jackets during the school day. This includes, but is not limited to, warm-up jackets. Fleece pullovers, wind shirts and/or athletic warm-up jackets (unless St. Francis de Sales team warm-ups when permitted). This policy is also in effect on "Spirit Days". ALL SWEATERS MUST BE CLEAN AND FREE OF HOLES OR MUST BE REPLACED.

Pants - Dress pants must be worn. "Dickies" or "Dockers" style pants may be worn. The three acceptable colors are: NAVY, BLACK, AND BEIGE (KHAKI). Jean-style pants (pants with rivets, patch pockets on the back, etc.), work pants, fatigues, or sweatpants of any color will not be allowed. Cargo pants and pants that have large pockets stitched on the

outside are unacceptable. Pants should fit appropriately to the student's body size and body shape. Pants and other articles of clothing should neither be too tight nor too baggy. Dickie-style Bannuda length shorts in the previously mentioned colors are acceptable.

Belts -Black or brown Dress belts of appropriate size and length are to be worn at all times. Any extra length of belt is to be looped through the pant loops and not to hang down from the pants. Metal or chain belts or oversized belt buckles are unacceptable.

Hair- NO FADS OR EXTREMES IN HAIR STYLES WILL BE TOLERATED. For example, a student having an extreme hair color is considered to be in violation of the uniform policy.

Hair color must be natural-looking. Hair dyed or colored an unnatural color, whether completely or in patches or in streaks, that draws one's attention is not acceptable. Expenses incurred for restoration will be the responsibility of the student. The high school reserves the right to define "extreme." If a student chooses to have the side or back of his head shaved to the scalp, the unshaved portion of his hair MAY NOT COVER THE SHAVED PORTION. Hair should be moderate in length and trimmed so as not to extend beyond the collar of the shirt, and/or the midpoint of the ear, with attention being given to its being clean and combed. Neither locks nor tails of any kind are permitted. Hair styles may not include lines or designs cut into the hair. Hair color must be natural-looking. Hair styles such as spikes, afros, etc. must not stand off the head taller than two (2) inches. Any hairstyle that brings undue attention to students is unacceptable. Students must have natural-looking hair color. Headbands may not be worn in the building. HATS MAY NOT BE WORN IN THE BUILDING ANY TIME.

Facial hair- Boys are to be clean-shaven. Mustaches, beards, goatees and other forms of facial hair are not permitted. Students failing to comply with the facial hair expectations may be asked to shave and may be subject to disciplinary action including but not limited to; detention, and/or in-school or out-of- school suspension. Side burns are not to extend below the bottom of the earlobe. Failure to comply with facial hair expectations will result in suspension.

Shoes - Boys are required to wear black or brown dress shoes. Shoes must be leather or leather-like, either tie or loafer- style, cut below the ankle. Neither sandals, mules, clogs, moccasin-like shoes, boots, or hiking shoes may be worn. While it may be necessary to wear boots in inclement weather, they are not to be worn during the school day. Shoes should have a non-marking sole, and be free of cleats, nails or other items that could damage the floor. The only acceptable colors are BLACK OR BROWN. SHOES MADE BY AN ATHLETIC COMPANY ARE NOT CONSIDERED DRESS SHOES AND ARE UNACCEPTABLE. Shoes must be tied, laced, buckled, strapped etc., at all times. Only one color lace is acceptable, should not contrast with the color of the shoe, and must be the same in both sides.

Socks - Socks must be worn at all times. The acceptable colors are navy, gray, black, white, or brown. Socks must be a solid color and be a matching pair.

Jewelry - No fads or extremes in jewelry will be accepted. Boys may wear only finger rings, bracelets, watches, and necklaces with appropriate pictures, numbers, and/or sayings. Only one bracelet and one watch are allowed. EARRINGS MAY NOT BE WORN IN THE BUILDING AT ANY TIME. (No other visible body piercing is allowed. No band-aids are permitted for cosmetic purposes.)

Tattoos - Tattoos are unacceptable. Students with visible tattoos at school or any school-sponsored event or activity will be subject to disciplinary action.

Warm Weather: If students anticipate being hot in the classroom or in any part of the school, students may wear appropriate-length khaki uniform shorts with white socks and tennis shoes UNTIL SEPTEMBER 15th in the Fall and AFTER MEMORIAL DAY in the Spring on NON-MASS and NON-ASSEMBLY days. Ties are not required for boys when shorts are worn.

The full uniform is required during the first week of school; the *warm weather* uniform may not be worn during this time.

Students may not mix and match the standard and warm weather uniform. (i.e. students may not wear pants and tennis shoes with no tie)

The administration reserves the right to eliminate *warm weather* uniform days as needed.

Students who are not in the proper uniform may not be permitted to attend class. The school will lend uniform items (shoes, ties, etc.) if they are available. Otherwise, the student will report to in-school suspension until the proper uniform item(s) can be brought for them.

Students who borrow uniform items may be asked to present something for collateral. Upon the third time of requesting a uniform item, the student may receive detention. The continued need to borrow uniform items may result in further disciplinary action, up to and including suspension.

OUT-OF-UNIFORM DAYS

At pre-determined times throughout the school year students will be allowed to be out of uniform during the school day. These occasions include, Pioneer Fridays, Homecoming week, and Senior spirit week. Students must follow the guidelines for each day. Being out-of-uniform requires wearing clothing in good taste and in good condition. Clothing must be worn as designed. Final decision on appropriate out-of-uniform clothing rests with the Dean of Students. Indecent or immodest dress will result in disciplinary action. There will be no days where a student or parent may pay to be out of uniform. This includes fundraising/ charity events.

Please see the non-uniform dress code later in the handbook for regulations.

SPIRIT DAYS

A student who participates in "Spirit Day" may be out-of-uniform if he/she is wearing clothing that has the school name on it. Spirit clothing cannot be homemade, **THE CLOTHING MUST BE WORN AS DESIGNED AND NOT ALTERED**. The spirit wear must be clearly visible, not worn under another shirt, jacket or overalls. Also, please refer to the jacket policy under Dress Regulations. Indecent or immodest dress will result in disciplinary action.

PIONEER FRIDAYS

Pioneer Fridays are special out-of-uniform days, typically once a month, to show school spirit.

The dress code for Pioneer Fridays is SFDSHS Spirit Wear, Jeans, and tennis shoes. If you are a student athlete in season, AS A TEAM, a coach may instruct team members to wear jerseys or other uniform elements. These choices will be approved by the Athletic Director. Student athletes must be fully in the uniform as directed by their coach OR in the approved Pioneer Friday attire.

FESTIVAL FROLIC FREE DAYS

For decades, to make mandatory fundraising enjoyable for students, the high school has offered several incentives: out-of-uniform days, daily quizzes worth \$50, money prizes, and several free days that are built into the academic calendar. Free days are reserved for those families who have sold the required number of tickets in Festival Frolic. Attendance for all others is REQUIRED.

BUILDING USE

All-School Masses and Assemblies

St. Francis de Sales, as a Catholic School community of faith, holds the celebration of the liturgy as a central component of our life together. Attendance at all-school Masses is mandatory for all students. Every student should demonstrate appropriate reverence throughout all liturgies. This includes wearing the school uniform properly and neatly and refraining from gum chewing, eating, drinking, or other signs of disrespect. Disruptions of any nature may result in disciplinary action.

All students must also attend each all-school gathering. Assemblies, pep fests, and convocations are all integral aspects of the life of the school.

Pep Rallies

Pep rallies are scheduled periodically throughout the year for the purpose of enhancing a spirit of unity and fellowship. A pep rally is meant to encourage school enthusiasm. Rowdiness and misbehavior will not be tolerated.

DAMAGE TO SCHOOL PROPERTY

Any damage to school, staff or student property as a result of willfulness or carelessness must be repaired at the expense of the student(s) at fault. Vandalism renders a student liable to suspension, probation or dismissal.

GYM AND PHYSICAL EDUCATION REGULATIONS

1. The gym is off limits during class periods and lunch periods to all students except those having physical education class.
2. Students have no authorization to be in the gym, rink weight room, or restricted areas of the building (i.e. back stairwells, outside areas on school grounds, etc.) at any time except under the supervision of a staff member designated by the administration.

GYMNASIUM LOCK

Each student is required to have A SCHOOL LOCK to protect valuables during gym classes and athletic events.

LOCKERS

Each student must occupy and use only the locker assigned. No locker is to be used or changed without consent of the Dean. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SAFEGUARD OF ARTICLES LEFT IN LOCKERS. The lockers are not designed for maximum security. Lockers throughout the school are the property of St. Francis de Sales and are under the direct control and supervision of the Administration. School officials have the right to inspect lockers at any time. Each student is required to buy and use a school lock on his/her locker. Students assume responsibility for the contents of their lockers. Lockers must be locked at all times. Students are responsible for the physical condition of their lockers. Any breakage or other damage will be charged to the student. These are to be regularly cleaned, and unused materials are to be discarded. If any mechanical problem is evident, please report it to the Dean's Office. Students are not permitted to share lockers. The school will charge \$1.00 for opening students' lockers.

BOOKBAGS ARE TO BE KEPT IN THE LOCKER DURING THE DAY AND ARE NOT PERMITTED IN THE CLASSROOM.

LUNCH PERIOD REGULATIONS

- Some classes are in session during the lunch periods. Consequently, students will take extra care to be quiet passing to and from lunch.
- Students are allowed to eat only during their scheduled lunch period.
- Students are responsible for the cleanliness of the area where they eat.
- Loud or boisterous behavior in the Cafeteria and while in line is not permitted.
- Eating or drinking outside of the Cafeteria is not allowed.
- No student may leave the Cafeteria until the bell rings for the end of the lunch period.

- Radios, walkmans, etc. are not permitted in the Cafeteria.
- All tables are to be cleaned, placing refuse in the containers provided.
- Students must report to the Cafeteria before the bell rings.

PARKING

The parking lot located at 102nd and Ewing is reserved for faculty parking only. Students should note that the areas immediately in front of and on the side of the high school are posted as no parking zones from 8:00a.m. to 4:30p.m. on school days. Cars may be ticketed and/or towed.

IOS- Independent Quiet Study

Some juniors and seniors are assigned an IQS. This is a time for working on homework, studying, reading, meeting with counselors/ college advisors/ support staff, and other independent academic pursuits. Students are to be prompt in reporting to their assigned classroom, as with any other class and all classroom and school rules remain in effect.

DAILY BELL SCHEDULES

Regular Day

Warning Bell	7:55am
Period 1	8-8:50am
Announcements/ Attendance	8:50-8:55am
Period 2	9-9:50am
Period 3	9:55-10:45am
LUNCH A	10:45-11:10am
Period 4 B	10:50-11:40am
Period 4 A	11:15-12:05pm
LUNCH B	11:40-12:05pm
Period 5	12:10-1:00pm
Period 6	1:05-1:55pm
Period 7	2:00-2:50pm
Announcements	2:50pm
Busses Depart	3:10pm

50 minute classes, 5 minute passing periods

Half Day/ Early Dismissal

Warning Bell	7:55am
Period 1	8-8:30am
Period 2	8:35-9:05am
Period 3	9:10-9:40am
Period 4	9:45-10:15am
Period 5	10:20-10:50am
Period 6	10:55-11:25am
Period 7	11:30-12:00pm
Announcements	12:00pm
Lunch*	12:05- 12:25pm
Busses Depart	12:25pm

30 minute classes, 5 minute passing periods

**Lunch optional. Bus riders must remain on-campus*

Mass Schedule

Warning Bell	7:55am
Period 1	8:00-8:40am
Announcements/ Attendance	8:40-8:45am
Period 2	8:50-9:30am
Period 3	9:35-10:15am
Period 5	10:20-11:00am
MASS	11:00am-12:00pm
LUNCH A	12:00-12:25pm
Period 4 B	12:05-12:45pm
Period 4 A	12:30-1:10pm
Lunch B	12:45-1:10pm
Period 6	1:15-1:55pm
Period 7	2:00-2:40pm
Announcements	2:40pm
Busses Depart	3:05pm

40 minute classes, 5 minute passing periods

1 hour for Mass

Mornin!!' Assemblv/ Late Start

Warning Bell	7:55am
Announcements/ Attendance	8-8:05am
Assembly (55 min)	8:10-9:05am
Period 1*	9:10-9:50am
Period 2	9:55-10:35am
Period 3	10:40-11:20am
LUNCH A	11:20-11:45am
Period 4 B	11:25- 12:05pm
Period 4 A	11:50- 12:30pm
LUNCH B	12:05-12:30pm
Period 5	12:35-1:15pm
Period 6	1:20-2:00pm
Period 7	2:05-2:45pm
Announcements	2:45pm
Busses Depart	3:05pm

40 minute classes, 5 minute passing periods

**For Late start, begin schedule at 9:05 in Period 1 for Announcements*

Afternoon Assembly/ Early Dismissal

Warning Bell	7:55am
Period 1	8:00-8:40am
Announcements/ Attendance	8:40-8:45am
Period 2	8:50-9:30am
Period 3	9:35-10:15am
Period 5	10:20-11:00am
LUNCH A	11:00-11:25am
Period 4 B	11:05- 11:45am
Period 4 A	11:30am-12:10pm
LUNCH B	11:45am- 12:10pm
Period 6	12:15-12:55pm
Period 7	1:00-1:40pm
Announcements*	1:40pm
Assembly	1:50-2:45pm
Dismissal	2:45pm

40 minute classes, 5 minute passing periods

**If early dismissal, dismissal after Announcements.*

NOTE: The building will be open to students at 7:00a.m. Students are to enter the building through the north (Door B) doors. Students should report to the Cafeteria until 7:45 a.m., at which time they may go to their lockers and enter the hallways. Breakfast will be served in the cafeteria until 7:50am. After the 7:55am warning bell, students are not allowed in the cafeteria unless it is their scheduled lunch period. Additionally, at the end of the school day, students waiting to be picked up are to report to the cafeteria. Students should be picked up by 3:20pm unless engaged in athletics, tutoring, or other after-school activities.

GENERAL INFORMATION

Change of Contact Information

When there is a change of residence, mailing address, or telephone number, the parents should immediately report the change to the Main Office so that all records may be updated.

HEALTH RECORDS

Physical examinations as prescribed by the Department of Public Health, State of Illinois, shall be required of all pupils anytime within six (6) months prior to their entrance into the 9th grade. Additionally, every pupil must be immunized in accordance with the state regulations and must furnish a complete immunization record. All transfer students must have their former school forward these records to St. Francis de Sales upon entering the school. Noncompliance with the above state directives may result in the exclusion of the student from classes until the proper health records have been furnished.

LOST AND FOUND

Students should mark all their belongings (clothes, books, notebooks, etc.) before the school year begins. Students who find lost items are asked to leave them in the lost and found cabinet in the Main Office. Periodically, unclaimed lost and found items will be distributed to charitable organizations.

FIRE DRILL PROCEDURES

Fire drills are held often. In each classroom, the fire drill route and exit from that room are posted on the bulletin board near the door. The following points should be remembered:

1. When the first sound of the alarm is heard, students rise from their seats and proceed in silence to the proper exit.
2. Students should walk quickly and silently in single file on both sides of the halls and stairways.
3. Students first entering the hall are to be sure that they are not proceeding into the fire area.
4. The first student to reach the outside doors should set the door holders on the top of the doors so as to keep the doors open for those following.
5. Students exit and evacuate based on these routes:
 - a. Those exiting the north doors (B) will walk north on Ewing Avenue to 101st Street and turn right (east). They should proceed to Indianapolis Blvd. They will take Indianapolis Blvd. to 102nd Street. They will go west on 102nd Street, thereafter assembling in the parking lot in their designated area.
 - b. Those exiting the southwest doors (A) at 102nd Street and Ewing should proceed south. Turn left on 103rd Street (east) and then left on Avenue J (north). Take Avenue J to the parish lot, thereafter assembling at their designated places.
6. When the drill is over, students should return quickly and quietly to their rooms.

Emergency Evacuation Drills and Tornado Drills are also held periodically.

LIBRARY/LEARNING CENTER

Students are to be silent while in the Center and maintain an atmosphere conducive to study. Additional rules are to be observed as posted. The Center is a place for individual study as well as use of reference materials. Reference books and magazines must remain in the Library. A copy machine is available for student use. All magazines on display are for room use only, and may be used by attaching your ID card to the orange card on the magazine. Silence is expected. Moderate talking is permitted by those students working on group projects. Students can only use the Center when supervision is available.

ST. FRANCIS DE SALES HIGH SCHOOL ACCEPTABLE INTERNET USE POLICY

St. Francis de Sales High School provides Internet access for the purpose of promoting the use of telecommunications and networking technology as a tool to enhance classroom teaching and learning. All use of the network must be consistent with this purpose and be in accordance with this policy. The purpose of this policy is to ensure that those using the information resources will do so with respect for St. Francis de Sales High School's mission, education goals, policies, and regulations.

The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. Sites accessible via the Internet may contain material that is objectionable, adult-oriented or otherwise inappropriate. The user is responsible for his/her actions and may not access, download or print from these sites.

Access to the network is a privilege which requires that each user adhere to the responsibility of acceptable use. Violation of this policy, abuse of the network and/or equipment or information, including uploading or creation of computer viruses, will result in disciplinary action including possible expulsion from school, suspension or revocation of access privileges, and/or appropriate action. Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene or any unlawful material, and material protected by trade secret. Use of the network for commercial activities, product advertisement or political lobbying is prohibited. Use of the network for any illegal activities is prohibited.

While home-based, student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following: Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the school will implement appropriate consequences as defined in this Acceptable Use Policy and the student discipline code. Parents and students are also cautioned that images on student internet websites can be used as evidence of misconduct and violation of the discipline code.

Guidelines for Acceptable Internet Use:

- Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Do not reveal your (or other's) personal address, phone number or credit card information.
- Do not use the network in such a way as to disrupt use of the network by others or abuse access time.
- Do not harass anyone by sending uninvited communication.
- Do not engage in any form of cyber-bullying, that is, the use of electronic means to torment, threaten, harass, humiliate, embarrass, or otherwise target another person, or the act of bullying and harassing by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, pagers, and websites.
- Do not access school-prohibited internet sites including, but not limited to, My Space, Facebook, Xanga, SnapChat, or any other the school may deem unacceptable.
- Do not send electronic information from accounts that do not belong to you.
- Do not access unauthorized or inappropriate areas on the network and do not change or interfere with information found on the network.
- Do not misrepresent yourself or your age.
- Do not make unauthorized copies of software or information.

St. Francis de Sales High School reserves the right to modify the Acceptable Internet Use Policy at any time. By signing the Parent/Student Contract, permission is given for the student to use the internet.

VIDEO STATEMENT

SFDS recognizes the value of technology including audiovisual media in the educational process. At times throughout the school year, materials which may contain an "R rating," but are appropriate for the classroom subject matter, may be used. Any concerns about audiovisual content can be addressed to the Principal.

MORAL GUIDANCE

The religious welfare of the students is even more important than their educational or vocational success. The development of healthy religious life is not confined to formal courses, nor does it belong to one single department of the school. It is intimately tied up with the character of all

students: their will, their good sense, the sincerity and honesty with which they live their daily lives. At St. Francis de Sales, religious ideals have a place in every course offered and in every activity in which the students participate. The first concern of SFDS students should be to learn to know and love their religion and to practice it in their daily lives.

GUIDANCE AND COUNSELING DEPARTMENT

The objective of the Guidance and Counseling Department is to assist students in learning to make decisions and in accepting responsibility for such decisions; learning to solve their own problems; developing positive attitudes, values, and work habits; acquiring a basic understanding of the world of work; increasing their human relations skills; and learning to make reasoned adjustments to the demands and responsibilities associated with family, school, and community membership. This objective is met through individual and group sessions, classroom visits, mediations, and referrals to outside agencies, as needed. Students are welcome to set up appointments to talk to their counselor by filling out a form in the library or by visiting their counselor before the school day. The services of the Guidance and Counseling Department are also available to parents. Parents are encouraged to contact their child's counselor with any academic, personal, or family questions or concerns. All conversations with the counselors are confidential unless safety is an issue.

TESTING

The Guidance and Counseling Department also operates a complete testing program. Student assessment procedures provide information that can be used to improve the quality of instruction by helping teachers, counselors, staff members, and others to understand the uniqueness of each individual. These assessment data also provide insight and direction for the student in terms of educational and vocational decisions.

Freshmen : Explore

Sophomores: Plan

Juniors : Preliminary Scholastic Aptitude Test

(PSAT) National Merit Scholarship

Qualifying Test American College Test

(ACT)

Scholastic Aptitude Test (SAT)

Seniors: American College Test (ACT)

Scholastic Aptitude Test

(SAT)

The school will also take the ACT Aspire test in accord with the regulations set by the Archdiocese of Chicago.

SOCIAL EVENTS

St. Francis de Sales sponsors dances throughout the school year. All students may attend these dances unless already excluded for disciplinary, academic, or financial reasons. A student may bring a guest provided the guest is **under** twenty-one (21) years of age, has completed the proper guest pass, and has been approved by St. Francis authorities.

Underclassmen may not attend the prom. All students going to the prom must attend a mandatory meeting with their parent or legal guardian.

In order to insure that a pleasant evening will be had by those participating in St. Francis social events, the following regulations should be followed:

1. I.D. Cards must be presented upon entering the building and paying the admission price. Valid ID Cards are necessary for all visitors. Those St. Francis students without a valid ID will be charged a regular admission fee.
2. There is to be no smoking, eating or drinking in the gym.
3. Parents are expected to pick up students who require transportation within a 1/2 hour after the end of the event. Adult supervision ends at that time and students are on their own.
4. Failure to comply may result in disciplinary action.

The following regulations are applicable to St. Francis de Sales students and their guest at the prom **and** other social events:

1. Students and guests are expected to observe the regulations of the school and of society.
2. Once having left the event, students and guests are not allowed to return for any reason.
3. Students and guests **MUST COME IN PROPER ATTIRE**. Prom is a formal event. Students must not wear T-Shirts of any kind or clothes that are extreme in style or cut. Gym shoes are not allowed. Please follow rules stated in the Student-Parent Handbook regarding hair styles.
4. Students and guest must dance appropriately at all times. Students who dance inappropriately will be asked to leave the dance immediately.

5. Any student or guest demonstrating evidence of drinking alcoholic beverages or using illegal substances prior to arrival at an event or to the prom shall be subject to legal penalty and procedures defined by St. Francis de Sales guidelines.
6. On the evening of the event, all students and guests **MUST PRESENT A PHOTO I.D.** (state or school issued) at the door. If a photo I.D. is not presented, there will be no admittance to the dance, and no refund will be given.
7. **All students attending the prom must arrive to prom by 8:00PM. Any student arriving after 8:00PM will not be admitted to the prom.**

The St. Francis de Sales student who brings a guest is responsible for the actions of his/her guest. Any acts committed by the guest deemed wrongful by the event's Sponsor will be the direct responsibility of the St. Francis student.

Non-Uniform Dress Code

Girls Semi-formal and formal attire:

Appropriate semi-formal and formal wear includes: dresses or skirts and blouses/tops. Dresses and tops are not to reveal bare midriffs, fit too tightly, cling to the body, show a bare back, have a low neckline or show any cleavage.

In addition:

- Hemlines and slits in dresses or skirts must be no shorter than three (3) inches above the knee.
- Dresses may not be worn strapless. Any strapless dress must be worn with a shawl, shrug, or jacket for the duration of the event. No visible undergarments.
- No casual footwear such as tennis shoes, casual boots, flip-flops, or slippers.

Girls casual attire (including out-of-uniform days):

Appropriate dress includes: dresses, skirts, tops, t-shirts, pants, capris, or jeans. Clothing must be in good taste-without holes, cut-outs, frayed ends, etc.

In addition:

- Shoulders must be covered. Sleeveless tops, tank tops, or dresses must be worn with a shirt or sweater.
- Blouses or tops must not reveal any cleavage.

- Midriff tops, low-rise or hip hugger pants, and other tight-fitting pants or jeans are not permitted.
- Any printing or embellishments must be of an appropriate nature.
- No visible undergarments.
- Girls may wear casual shoes, sandals, or tennis shoes; no flip-flops.

Boys Semi-Formal and Formal Attire:

Appropriate semi-formal and formal wear includes: dress shirt, tie, dress pants, belt, and dress socks. Sport coats, suits, and/or tuxedos are also appropriate for formal events.

In addition:

- Shirts must be kept tucked in throughout the duration of the event.
- Clothes should be neatly pressed.
- No visible undergarments; pants must be worn at the appropriate level on the waist.
- No casual footwear such as tennis shoes, flip-flops, boots, or slippers.
- No slippers
- No earrings, visible tattoos, etc.
- All grooming rules as stated in the handbook must be followed.

Boys Casual Dress (Including Out-of-Uniform Days):

Appropriate dress includes: collared shirts or t-shirts, casual pants or jeans. Clothing must be in good taste- without holes, cut-outs, frayed ends, etc.

In addition:

- Shoulders must be covered; therefore, you may not wear muscle shirts or tank tops on their own.
- Any printing or embellishments must be of an appropriate nature.
- No visible undergarments; pants must be worn at the appropriate level on the waist.
- No hats or earrings may be worn.
- Boys may wear casual shoes, sandals, or tennis shoes; no flip-flops.

TUITION RATES

(Based on number of students per family)

Tuition, 1st student	\$7,850
Tuition, 2nd student	\$5,850
Tuition, 3rd student	\$4,850

PAYMENT PLANS

Parents or guardians may choose among three payment plans:

Full	Full tuition due by June 1st (to qualify for the 5% discount)
Semester	First half of tuition due by June 1st; second half by December 1st
Monthly	Ten payments due by the 1st of each month, June-March

A \$25 late charge will be added to fees for payments after their due date. Delinquent accounts will result in students being placed on Financial Suspension. If, for any reason, an account is referred to a collection agency, the total due is increased to include the collection fee (from 20% to 33% of the total due).

MANDATORY FEES

* Festival Frolic	\$200 per student
** Senior Fee	\$150

*Unsold tickets added to student fees in December

**Non-Refundable, covering diploma, cap, gown, graduation speaker, and awards

SPECIAL FEES

Advance Placement Exam (Estimate, per exam taken)	.\$ 87
Saturday detention\$ 10
I.D. Card replacement\$ 5
Opening student locker\$ 1
Schedule change\$25

PLEASE NOTE: All fees (Mandatory and/or Other) will be billed separately and due on or before October 1 (exception: fundraising fee). ALL FEES ARE NON-REFUNDABLE. No personal checks will be accepted after March 30 for current school year outstanding financial obligations.

FUNDRAISING: FESTIVAL FROLIC

To narrow the gap between the cost of educating students and tuition, the high school has mandatory fundraising. Each student is required to sell \$200 in raffle tickets. Homeroom teachers distribute tickets in the fall, and begin collecting money several weeks later. All money is recorded in teacher folders in their 1st period class. Because receipts are not issued, families are encouraged to pay by check. At the end of homeroom, the

money is sent to the Business Office where it is verified against teacher records. After the raffle drive concludes, unsold chances are added as a student fee in December.

Only tickets paid for prior to the drawing will be eligible to win.

TUITION AND FEES PAYMENT PLAN

THE ENROLLMENT OF A STUDENT AT THE HIGH SCHOOL IMPLIES THAT PARENTS OR GUARDIANS ASSUME THE RESPONSIBILITY FOR ALL FINANCIAL OBLIGATIONS BY THE STUDENT. ALL PARENTS/GUARDIANS OF STUDENTS MUST SIGN AND RETURN A TUITION CONTRACT PRIOR TO STUDENTS RECEIVING SCHEDULES. IF THE STUDENT IS TO BE CONSIDERED IN GOOD STANDING, THE STUDENT AND PARENTS MUST ADHERE TO ALL TERMS OF THE CONTRACT.

All students entering St. Francis are required to pay a \$150.00 Registration Fee which is NON-REFUNDABLE. Students continuing at the high school are required to pay a NON-REFUNDABLE \$75 Registration Fee at the time of course selection.

Students are not guaranteed their schedule selection or re-admission to St. Francis for the following year until this fee is paid.

Parents/guardians may choose one of several payment plans found in the tuition contract. The Business Office requires adherence to the contract. Prompt payment of tuition and fees is critical to the school having the necessary cash flow to meet ongoing operational expenses. THEREFORE, FAILURE TO KEEP A BALANCE CURRENT WILL RESULT IN THE CHARGE OF A LATE FEE AND WITHHOLDING OF REPORT CARDS AND TRANSCRIPTS. IN ADDITION, STUDENTS WILL NOT BE PERMITTED TO PARTICIPATE IN GRADUATION EXERCISES, THE PROM, TRIPS, OR IN VARIOUS EXTRACURRICULAR ACTIVITIES. IN CERTAIN CASES, THE BUSINESS OFFICE MAY SUSPEND STUDENTS FROM CLASSES. TEN ABSENCES AS A RESULT OF FINANCIAL EXCLUSION RENDERS A STUDENT LIABLE FOR DISMISSAL FROM SCHOOL

Accounts not kept current are subject to a \$35 late charge.

A \$35 service charge will be made for checks returned to St. Francis from any banking institution. Students may be subjected to financial suspension for returned checks. The high school reserves the right to accept only cash or money orders after a second returned check from a family. No personal checks will be accepted after March 30 for current school year financial obligations.

CO-CURRICULAR CODE

St. Francis de Sales offers an extensive and diverse extracurricular program which provides additional learning opportunities to students who wish to develop special interests, skills and talents to a higher level. Involvement in these activities is voluntary and a privilege. Students choosing to participate in these activities are responsible for behaving in accordance with this code. Participants involved in a student activities program are expected to comply with the regulations of the school, observe good order and conduct themselves in a manner that will credit and honor themselves and St. Francis de Sales. This code applies to the school-related conduct of all students involved in extracurricular activities, on and off campus, 24 hours a day, seven days a week. The co-curricular code encompasses all student activities outside the classroom; including but not limited to:

- athletic participation as a player or spectator
- field trips
- class trips
- social events
- academic contests
- club activities

School-related conduct is any behavior that has a direct and immediate effect on the general welfare and reputation of the school and its students. (Also see Public Behavior Policy page 27.) Students who violate school rules while participating in extracurricular activities are subject to disciplinary action; including, but not limited to, temporary or permanent suspension from extracurricular activities. In addition to the school rules, coaches and moderators, in collaboration with the Athletic Director, Dean of Students and/or Director of Student Life may establish rules specific to their activity. Furthermore these rules must be distributed and explained to students and parents by the coach and/or moderator at the beginning of a student's participation in the activity. The coach and/or

moderator will enforce their activity-specific rules and will inform the students, parents and Athletic Director, Dean of Students and/or Director of Student Life of any major or repeated violations. If a student seeks out a coach or moderator to admit a substance abuse problem, the student will be referred to the Dean of Students and a Guidance Counselor. While such students receive a code violation, under such circumstances, suspension from an activity may be waived by the consensus between the coach/moderator and the Dean of Students, an Athletic Director, and/or Director of Student Life.

CLUBS AND ORGANIZATIONS

Part of the St. Francis de Sales education process, we believe, is the development of the "Social Person." By presenting the student with real responsibilities in various student organizations and activities, we seek to demonstrate the harmonious cooperation of groups and individuals so vital to one's life as a Christian and a citizen.

STUDENT COUNCIL

The St. Francis de Sales High School Student Council provides the student with a forum of student expression. It is an organization which acts as a center of student voice and is the central organization of the entire student body. The Council consists of five Student Council officers, 16 class officers, delegates and a moderator, all working together for student-teacher unity, and the betterment of St. Francis de Sales High School. The Student Council is the representative body which operates on the suggestive advice of the student body. After discussion and deliberation of student suggestions, the Council presents these ideas to the Administration, which in turn acts upon these suggestions. The Student Council acquaints the student with the valuable qualities of leadership, responsibility, cooperation, compromise and unity. The representative body is not an elite group of people; rather, it is open to all students. Above all, the Student Council is a group of people who care for other people by representing them and preserving their right of student voice and expression.

COMPUTER CLUB

The Computer Club is an organization open to all students interested in computers. Activities include playing games, sharing software, and learning about computers. Students also have the opportunity to learn different application software.

ART CLUB

The Art Club is a wonderful and exciting club for anyone interested in art, or anyone who enjoys being part of an active group. It is very involved in the St. Francis environment and is open to any student regardless of artistic ability. Art Club members participate in various fundraisers and artistic endeavors within the school. The Art Club is only one of the many different clubs at St. Francis and welcomes any interested and willing young person.

CHEERLEADERS/ SPIRIT LINE

The roles and objectives of the St. Francis de Sales cheerleading squad can best be stated by their following dedication: "We, the Cheerleaders of St. Francis de Sales, who keep the true meaning of 'Spirit' alive in the hearts of athletes and spectators . . . be it in victory or defeat will strive, at all times, to promote good sportsmanship, good school spirit, and good citizenship; to back our athletic teams and all other endeavors which reflect credit upon our school." The Cheerleaders are responsible for the following: pep rallies, attitude of the crowd (insofar as possible), transportation to the away games, cheering at athletic events.

LANGUAGE CLUBS

Students of modern languages have an opportunity to further enrich their cultural awareness through participation in the Spanish Club or French Club. Spanish Club members represent both the school and the Hispanic Community at various civic functions.

MITRE AND SALES TALK

The school newspaper, *Sales Talk* is published throughout the school year by the students selected by the moderator. *Sales Talk* is the student newspaper and serves to keep the students of St. Francis informed of the happenings and events which take place throughout the school year.

The school yearbook, *Mitre* is published by a staff consisting of qualified members as determined by the yearbook moderator. The publication is a yearly digest of school events and is issued to students. Both *Mitre* and *Sales Talk* have won numerous awards for their appearance and composition, in contests sponsored by the State of Illinois and in national competitions.

NATIONAL HONOR SOCIETY

An invitation to join the National Honor Society is an indication of superior academic achievement. Membership is based on the qualities of scholarship, service, leadership and character. Members of the sophomore Class may be chosen. To become a candidate for membership in the National Honor Society, the person must have a cumulative grade point average of at least 3.00. Candidates are also considered on the basis of leadership exhibited in the school, service to the school and community and character.

PARENTS' CLUB

The Parents' Club advances and supports the mission, goals, and objectives of St. Francis de Sales High School. The organization stimulates interest among parents / legal guardians concerning student life and student development, acts as an advisory body to the administration of the school, and provides service to the school through participation in and presence at major school activities and events.

ATHLETICS

St. Francis de Sales High School is a member of the Illinois High School Association, the sanctioning body for interscholastic high school athletic competition in the state of Illinois. The boys compete as members of the Chicago Catholic League, while the girls are members of the Girls Catholic Athletic Conference.

As a member of the Chicago Catholic League, St. Francis competes in the following interscholastic events at the varsity, sophomore and/or freshmen levels: baseball, wrestling, basketball, football and soccer. As members of the Girls Catholic Athletic Conference, St. Francis competes in the following interscholastic events at the varsity and frosh-soph level: volleyball, basketball, softball and soccer. Students must have a valid physical examination on file to try out for any team or squad. All students participating in athletics must have a signed parent/guardian permission card on file in the Athletic Director's Office before the first interscholastic contest in which they participate. St. Francis de Sales High School also operates an intramural program. Depending on student interest, those sports not sanctioned for league competition are offered on a club basis. No student may compete in an intramural activity if he/she competes in that activity at the inter-scholastic level.

ILLINOIS HIGH SCHOOL ASSOCIATION

Athletic Eligibility Rules

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than the statewide minimums. The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal or athletic director, who have complete copies of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility.

The IHSA has specific regulations in the following areas:

- Attendance
- Scholastic Standing
- Residence
- Transfer
- Participation Limitations
- Age
- Use of Players
- Participating Under a False Name
- Physical Examination
- Amateur Status
- Recruiting of Athletes
- Special inducement
- School Team Sports Seasons
- Playing in Non-School Competition
- Coaching Schools
- Misbehavior During Contests

For specific questions, please contact the Athletic Director or the IHSA directly.

RELEASE FOR PARENT / GUARDIAN

In consideration of the good will received, and other valuable consideration, receipt of which is hereby acknowledged, I give the Archdiocese of Chicago the absolute right to use and/or copyright and/or publish in any medium for advertising and/or promotion of the photographs made of me or my child/children, whether such photographs be retouched or otherwise changed in character or form, and/or any other information about our relationship with the Archdiocese.

I understand that I have no right to inspect and/or approve the advertising in which my or my child's/children's name, photograph, and/or other information about our relationship with the Archdiocese is used. I also understand that I or my child/children have no rights to such photo- graphs(s) or advertising.

I agree that under no circumstances shall I or my child/children have a right to maintain any cause of action against the Archdiocese of Chicago for anything done pursuant to the terms of this Release, or against anyone else acting by virtue of the terms of this Release.

