

In accordance with the Diocese of Columbus school policy #5110.0, St. Francis DeSales High School is open to children of parent(s) or guardian(s) who seek the religiously oriented education that Catholic schools can provide. St. Francis DeSales admits students of any race, color, gender or ethnicity to all its rights, privileges, and activities. In addition the school will not discriminate on the basis of race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extra curricular activities.



Welcome!

The policies, procedures, and guidelines found in this handbook have been carefully prepared to assist you in realizing what is expected of you as a member of the St. Francis DeSales community.

When reading the enclosed information, keep in mind that there is an important reason for each regulation, and that order is necessary to provide a school environment where positive learning experiences can occur.

The administration, faculty and staff of St. Francis DeSales High School sincerely hope that your experience this year will be an enjoyable and productive one. We take great pride in our students and invite you to help us in becoming the best that we can be!

“We shall steer safely through every storm so long as our heart is right, our intention fervent, our courage steadfast, and our trust fixed on God.” ~St. Francis de Sales

MISSION STATEMENT

The mission of St. Francis DeSales High School is to provide a holistic educational experience in the Catholic tradition which prepares the mind, body and spirit of each student.

PRIMARY BELIEFS

- Overall student development (spiritual, moral, intellectual) through teaching the Catholic faith and offering excellent educational experience is the priority of the school.
- Students, faculty, and staff must be provided with a positive and encouraging environment in which to experience moral and spiritual growth in their faith formation.
- Faith formation is rooted in the Gospel message and experienced through prayer, service to others, and participation in the Sacraments—most especially, the Eucharist.
- All students can learn.
- Each student is a valued individual with unique physical, social, emotional, intellectual, and spiritual needs.
- Curriculum and instructional practices, guided by diocesan and state standards, incorporate a variety of learning activities to accommodate differences in learning styles.
- A variety of assessment formats, suitable to the learning activity and learning styles, should be used to demonstrate student achievement.
- Teachers, administrators, parents, students, and community share the responsibility for advancing the school's mission.
- The school must continue to grow if it is to meet the needs of our students in an ever changing, culturally diverse, world.

OFFICE HOURS

School Year

7:00 a.m. - 3:30 p.m.

Phone Number 267-7808

Fax Number 265-3375

Please call in absentees by 9:00 a.m.

Summer

June 9:00 a.m. - 3:00 p.m.

July 9:00 a.m. - 1:00 p.m. (M-F)

August 9:00 a.m. - 3:00 p.m.

Address:

4212 Karl Road, Columbus, Ohio 43224

Website:

www.stfrancisdesaleshs.org

PHILOSOPHY OF ST. FRANCIS DESALES HIGH SCHOOL

St. Francis DeSales High School exists to further the Church's teaching mission and to provide an educational experience for students who desire an education in the Catholic/Christian tradition. The goal is to help students widen their intellectual, spiritual and aesthetic vision, challenge them to personal growth and interpersonal awareness and expand their opportunities so that they can make visible the Kingdom of God.

All members of the school community are brothers and sisters in Christ who have different yet compatible responsibilities: teaching, learning, administering, and supporting. All members of the school community are encouraged to appreciate their own unique gifts and the gifts of others.

St. Francis DeSales offers an academic curriculum designed to challenge each student to reach his or her potential and to promote within each student a critical consciousness and sense of inquiry. The school also offers extracurricular activities which supplement the academic curriculum by encouraging and developing the interests and talents of students who choose to participate in them. Throughout their high school experience, students are guided toward making moral, responsible and educated life choices.

Students have the primary responsibility for their education. They are expected to give sustained effort to the mastery of their selected course of study. They must show interest and diligence in their work performance and conduct themselves in a manner consistent with the policies and expectations of St. Francis DeSales High School. Their participation in parish liturgies and activities as well as community civic projects is highly encouraged.

Parents of our students are dedicated partners in the education of their children. They invest in the philosophy standards, policies, and regulations of the school. Parents working in coordination with the school have the responsibility to communicate with the faculty and staff to broaden the educational growth and development of their children by analyzing the needs, progress, and goals of each student. Parents and family members are highly encouraged to participate in school organizations and volunteer program.

Highly qualified professional faculty and staff work with the students as teachers and mentors to foster academic excellence and spiritual development. To this end, the faculty and staff reflect critically on their own performance and take advantage of opportunities for spiritual and professional growth. They act as positive role models who witness the Christian values that the school represents.

St. Francis DeSales High School strives to carry out its mission as a Catholic community by offering religious instruction in the basics of the Catholic faith: Sacred Scripture, social justice issues, the sacraments, the liturgy and morality. Through the opportunities for prayer and worship, building a faith community, and encouraging service to others, the St. Francis DeSales students are challenged to work toward global awareness and a passion for social justice.

As brothers and sisters in Christ, students, faculty and staff commit themselves to work together in order to develop their full potential physically, socially, aesthetically, intellectually and spiritually, to serve the greater community generously, and to live the Gospel of Jesus in their daily lives for the sake of world peace, justice and love.

TABLE OF CONTENTS

I. General Building Information

- A. School Calendar/Class Schedule
- B. Hours of Operation/Inclement Weather
- C. Map of School
- D. Staff

II. Operating Policies and Regulations

- A. Access to Student Records
- B. Admissions Policies
- C. Bus Transportation
- D. Child Custody
- E. Crisis Plan
- F. Directory Information / Publishing Student Information
- G. Dispensing Medication
- H. Finger Printing/Protecting God's Children
- I. School Attendance / Feeder School Areas
- J. School Safety
- K. School Visitors
- L. Student Pregnancy
- M. Suspension / Expulsion of Students
- N. Wellness Policy

III. Academic Policies and Procedures

- A. Grading Policy
- B. Guidance Services
- C. Media Center
- E. Curriculum Requirements

IV. Student Conduct

- A. General Rules and Regulations
- B. Dress Code
- C. Attendance and Tardies
- D. Enforcement of Discipline
- E. Substance Use Guidelines

V. Extra and Co-Curricular Programs

- A. Athletic and Extra Curricular Academic
& Conduct Requirements
- B. Ohio High School Athletic Association Bylaws

VI. Campus Ministry

VII. Policies on School Finance/Institutional Advancement

- A. Tuition Refund Policy/Student Life Fee
- B. Philosophy of Fund raising
- C. Brand Usage Guidelines

**ST. FRANCIS DESALES HIGH SCHOOL CALENDAR
FOR 2011-2012 SCHOOL YEAR**

2011

August 24	Classes Begin
September 5	Labor Day - No Classes
October 3 and 4	No Classes
October 12	Early Dismissal at noon
November 7	Early Dismissal at 1:30 p.m.
November 24 - November 28	Thanksgiving - No Classes
December 21 - January 2	Christmas Vacation

2012

January 13	No Classes
January 16	Martin Luther King Day - No Classes
February 17	No Classes
February 20	Presidents Day - No Classes
March 23	No Classes
April 4	Early Dismissal at 1:30 p.m.
April 5 - 15	Spring Break - No Classes
May 31	Baccalaureate
June 2	Graduation 10:00 a.m.

Warning Bell	7:44 a.m.
Tardy Bell	7:47 a.m.
Homeroom	7:47 - 7:54 a.m.
Period I	7:57 - 8:42 a.m.
Period II	8:45 - 9:30 a.m.
Period III	9:33 - 10:18 a.m.
Period IV	10:21 - 11:06 a.m.
Period V	11:09 - 11:54 a.m.
Period VI	11:57 a.m.- 12:42 p.m.
Period VII	12:45 - 1:30 p.m.
Period VIII	1:33- 2:18 p.m.
Period IX	2:21- 3:06 p.m.

HOURS OF OPERATION

1. Theatre Lobby doors open at 7:00 a.m.; all others open at 7:20 a.m. All doors will be locked from 8:05 a.m. - 3:06 p.m.
2. During normal operating hours, all visitors must report to the main office, sign in, and receive a visitor's pass. Student visitors are not normally approved unless they are planning to attend St. Francis DeSales High School. Visiting students interested in attending St. Francis DeSales High School must contact the Admissions office prior to visiting and receive a pass from an Administrator. Other special circumstances must be approved by the administration. Visitors are to park in the visitor spaces on the north side, enter by the NW doors and report directly to the office.
3. Before and after school, students are to be dropped off and picked up on the south side of the building (near Theatre Lobby doors) to avoid traffic congestion. No students are to be picked up in the visitor lot (on North side of the building) between 7:00 a.m. - 8:00 a.m. and 2:45 p.m. - 3:30 p.m.
4. During the school hours of 8:15 a.m. - 2:15 p.m. students are to be dropped off and picked up at the NW door (near visitor parking).
5. All school doors will be locked at 3:30 p.m.
6. Students may not enter the academic wings until 7:20 a.m. (except main lobby which is open at 7:00 a.m.) nor remain beyond 3:30 p.m. unless engaged in some activity supervised by a faculty member or given express permission. Academic corridors outside of classrooms must be vacated by 3:30 p.m. During the school day, all doors will be locked.
7. All students are to exit the building by 3:30 p.m. unless under adult supervision of a school activity. Please arrange for pick-up by 3:30 p.m.

Inclement Weather (for high schools)

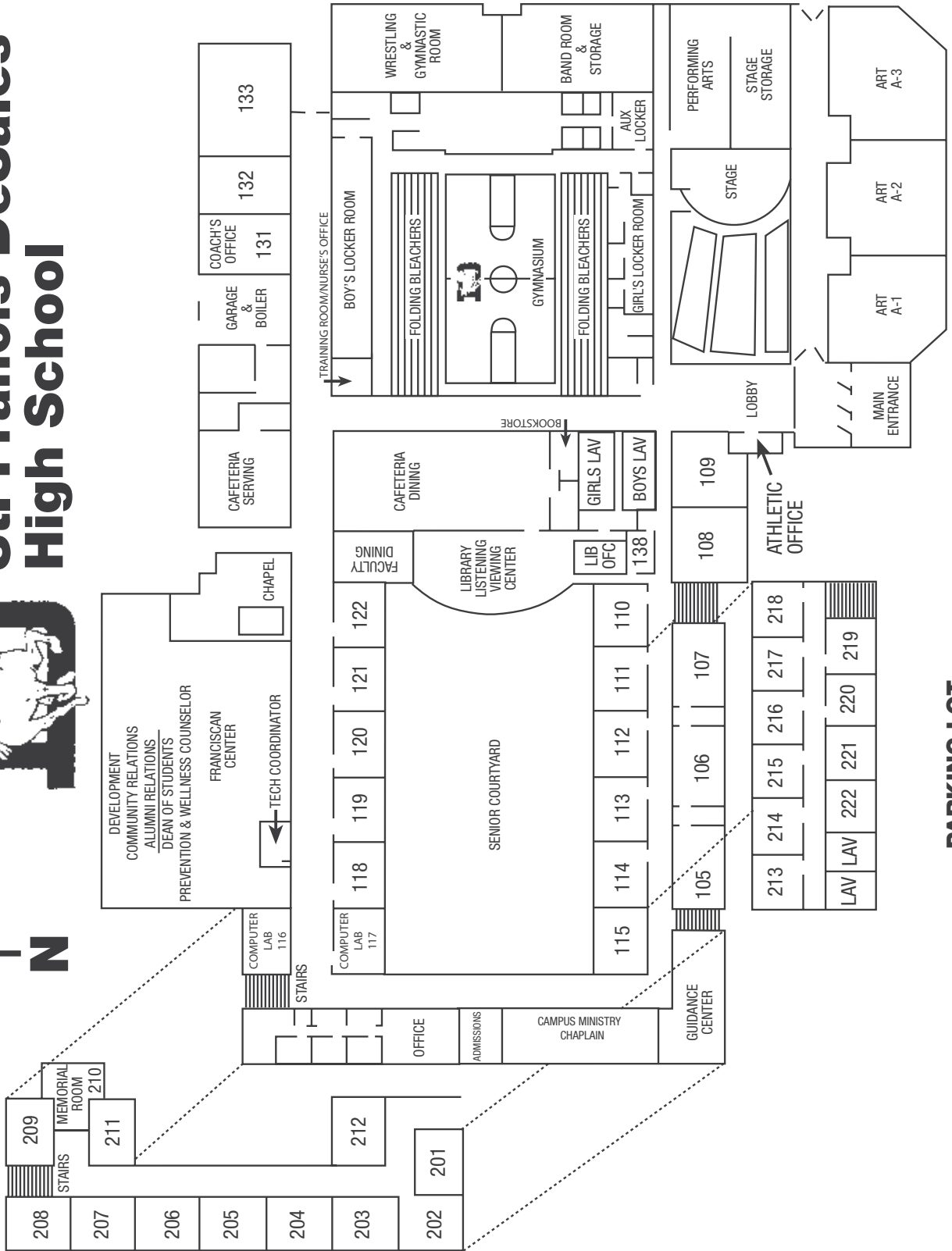
In keeping with Diocesan practice, St. Francis DeSales High School will operate according to the following procedures:

1. When the road conditions are dangerous for travel, school will be cancelled.
2. Due to many student drivers, school will usually remain open even if the weather temperature is extremely cold.
3. If the Columbus Public School District cancels school due to transportation issues unrelated to weather, school will be in session without Columbus Public School transportation.

BE SURE TO LISTEN TO YOUR LOCAL NEWS FOR IMPORTANT INFORMATION CONCERNING SCHOOL CANCELLATIONS.



St. Francis DeSales High School



PARKING LOT

KARL ROAD

ADMINISTRATION, FACULTY AND STAFF

Administration

Dan Garrick, Principal, dgarrick@cducation.org

Jim Jones, Assistant Principal, jjones@cducation.org

Robert Dvorak, Associate Administrator, rdvorak@cducation.org

Linda Crandall, Associate Administrator, lcrandal@cducation.org

Tom Neubert, Athletic Director, tneubert@cducation.org

Deb Landig, Asst. Athletic Director & Associate Administrator, dlandig@cducation.org

Bill Steller, Dean of Student Life, bsteller@cducation.org

Advancement Staff

Michele Moriarty, Director of Institutional Advancement, mmoriart@cducation.org

Julie Barber, Director of Admissions, jubarber@cducation.org

Karen Cofojohn, Community Relations Director, kcofojoh@cducation.org

Colleen Herr, Alumni Relations Director, cherr@cducation.org

Jeff Stevens, Technology Coordinator, jstevens@cducation.org

Tom Etgen, Director of Finance, tetgen@cducation.org

Chris Johnson, Office Manager, cjohnson@cducation.org

Terisa Sites, Attendance Clerk, tsites@cducation.org

Lisa Hoyer, Office Secretary, lhoyer@cducation.org

John Lawson, Head of Maintenance, jlawson@cducation.org

Lisa Lawson, Maintenance, llawson@cducation.org

John Wilhelm, Maintenance, jwihelm@cducation.org

Pam Van Arsdale, Media Center, pvanarsd@cducation.org

Carole Cassady, Media Center, ccassidy@cducation.org

Barb Dougherty, Trainer, bdougher@cducation.org

Ruth Ann Farthing, School Nurse, rfarthing7065@columbus.k12.oh.us

Sr. Sharon Goodburn, sgoodbur@cducation.org

Guidance Staff

Rick Baker, Director of Guidance, Last Names A-D, rbaker50oh@yahoo.com

Roseann Costello, Last Names M-R, rosec48@hotmail.com

Katie Shelton, Last Names E-L, kshelton@cducation.org

Rachel Knapschaefer, Last Names S-Z, rknapsch@cducation.org

Chris Spinosi, Guidance Secretary, cspinosi@cducation.org

Lisa Gonidakis, Intervention Specialist, l_gonidakis@yahoo.com

Business

Jeff Montenaro, Department Chair, jmontena@cducation.org

Jim Purcell, jpurcell@cducation.org

Tom Etgen, tetgen@cducation.org

Campus Ministry

Andrea Pore, Director of Campus Ministry, apore@cducation.org

Construction Technology

Kim Zacharias, Department Chair, kzachari@cdeeducation.org

English

Bill Kerwin, Department Chair, wkerwin@cdeeducation.org

Blair Albright, balbrigh@cdeeducation.org

Lori Arnett, larnett@cdeeducation.org

Katie Berman, kberman@cdeeducation.org

Robert Dvorak, rdvorak@cdeeducation.org

Christina Hayes, chayes@cdeeducation.org

Greta Ode, gode@cdeeducation.org

Janet Pickens, jpickens@cdeeducation.org

Danielle Polemeni, dpolemen@cdeeducation.org

Sheila Shelby, sshelby@cdeeducation.org

Family and Consumer Science

Kathy Wiemels, Department Chair, kwiemels@cdeeducation.org

Math

Angie Windau, Department Chair, awindau@cdeeducation.org

Matt Berndt, mberndt@cdeeducation.org

Jean Garrick, jgarrick@cdeeducation.org

Peggy Griffith, griffith@cdeeducation.org

Janet Moore, jmoore@cdeeducation.org

Jill Pina, jpina@cdeeducation.org

Matt Rutherford, mrutherf@cdeeducation.org

Jim Savinell, jsavinell@cdeeducation.org

Val Sharritts, vsharritt@cdeeducation.org

Performing Arts - Music

Bill Steller, Department Chair, bsteller@cdeeducation.org

Zach Ruppel, zruppel@cdeeducation.org

Lorie Steller, lsteller@cdeeducation.org

Performing Arts - Theatre

Lori Arnett, Department Chair, larnett@cdeeducation.org

Physical Education

Deb Landig, Department Chair, dlandig@cdeeducation.org

Brian Cromwell, bcromwel@cdeeducation.org

Jim Jones, jjones@cdeeducation.org

Ryan Wiggins, rwiggins@cdeeducation.org

Karen Scott, kscott@cdeeducation.org

Science

Molly Barrett, Department Chair, mbarrett@cducation.org
Gerri Hatch, ghatch@cducation.org
Nancy Johnson, njohnson@cducation.org
Bob Lennon, blennon@cducation.org
Andrea Navar, anavar@cducation.org
Mike Delfino, mdelfino@cducation.org
Karen Scott, kscott@cducation.org
Leon Weisenberger, lweisenb@cducation.org
Greg Zacharias, gzachari@cducation.org

Social Studies

Ruth Seggerson, Department Chair, rseggers@cducation.org
Tim Bahen, tbahen@cducation.org
Linda Crandall, lcrandal@cducation.org
Adele Versis, avergis@cducation.org
Leslie Johnson, ljohson@cducation.org
Nick Slupski, nslupski@cducation.org
Dan Garrick, dgarrick@cducation.org
Steve Ulry, sulry@cducation.org

Theology

Donna Kuhn, Department Chair, dkuhn@cducation.org
Donna Kade, dkade@cducation.org
Katie Kapala, kkapala@cducation.org
Mary Poretta, mporetta@cducation.org
Jim Savinell, jsavinell@cducation.org
Andrea Komenda, akomenda@cducation.org
Patti Stephas, pstephas@cducation.org

Visual Arts

Judy Ross, Department Chair, jross@cducation.org
Lori Aumiller, laumille@cducation.org
Andrea Bertolo, abertolo@cducation.org
Amy Ivanoff, aivanoff@cducation.org

World Languages

Betty Andrus, French, bandrus@cducation.org
Tracey Moose, Latin, tmoose@cducation.org
Erin Rao, Spanish, erao@cducation.org
Marisa Rippey, Spanish, mrippy@cducation.org
Marie Lessells, Spanish, mlessell@cducation.org
Antonella Iacobone, Italian, aiacobon@cducation.org

OPERATING POLICIES AND REGULATIONS

ACCESS TO STUDENT RECORDS

In accordance with the Diocese of Columbus school policy # 5125.0, St. Francis DeSales High School adheres to the following: Those who are permitted to view an individual student's records are: 1. school personnel; 2. parent(s)/guardian(s) of a minor, 3. the student who is 18 years of age or older; 4. non-custodial parent of an individual minor student unless denied by a court order; officials of other schools to which the student transfer.

Parent(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

ADMISSIONS POLICIES

Our guidelines and policies on the admission of Freshmen and Transfer students as well as students participating in the Voucher program are available in the Admissions Office.

BUS TRANSPORTATION

Our feeder schools, in connection with our High School, will assist eighth graders with the process of securing bus transportation for St. Francis DeSales High School. The following are guidelines from each school district's transportation departments:

From Columbus Public Schools Transportation

Phone # (614) 365-5074, Fax # (614) 365-5815, Emergency # for lost child (614) 365-LOST

- Complete the official transportation form. This form can be obtained from your student's current school, DeSales High School (website or main office), or Columbus Public Transportation office.
- Have the form signed by an administrator at the current school or DeSales High School.

From Gahanna-Jefferson Schools Transportation

Phone # (614) 751-7581, Fax # (614) 413-7584

- Call the Gahanna-Jefferson Transportation Office to request bus service for your student.
- Someone from Gahanna may call SFDHS to verify your student's enrollment.

From Westerville City School Transportation

Phone # (614) 797-5950, Fax # (614) 797-5951

- Complete official transportation form. This form can be obtained from St. Paul School, DeSales High School (website or main office), or the Westerville Transportation Office (614-797-5950 or www.wcsoh.org).
- Return completed form to Westerville Schools Transportation Office (125 E. Walnut, Westerville, OH 43081).
- Check the suburban newspapers for routes and times in August; a postcard will also be sent to your home.

From Worthington City School Transportation

Phone # (614) 883-3180, Fax # (614) 883-3189

- Call Worthington Schools Transportation Office to request bus service for your student(s).

CHILD CUSTODY ISSUES

In accordance with the Diocese of Columbus school policy # 5119.2, St. Francis DeSales High School requires the custodial parent to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a pupil.

CRISIS PLAN

In accordance with the Diocese of Columbus school policy # 5140.13, St. Francis DeSales High School has developed and is implementing a Crisis Management plan. A copy of this plan is on file with the Office for Catholic Schools. The plan reflects the involvement of the appropriate stakeholders in coordination with local community services (i.e. police and fire departments). Routine drills are conducted throughout the school year.

DIRECTORY INFORMATION NOTICE / PUBLISHING STUDENT INFORMATION

In accordance with the Diocese of Columbus school policy # 5126.1:

Directory information regarding students will be released in various formats including websites, unless a parent notifies the school that such information is not to be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. If proper notice is given and the parents of a student do not object, directory information may be released.

In accordance with the Diocese of Columbus school policy # 5126.0:

A school, school employee, school organization or Diocese may publish student information in various formats including websites under the following conditions. A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information (form available in school office). Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics, (height, weight, etc.) educational records.

The same conditions for both types of published information must be met if the student is 18 years of age or older.

DISPENSING MEDICATION

In accordance with the Diocese of Columbus school policy # 5141.0:

A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization must include the following:

1. Written permission from the parent(s) or guardian(s).
2. A physician's verification of the necessity for the medication; name of medication; dosage; times or intervals at which it is to be taken; duration; and possible side effects.
3. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

Medication must be in original containers and have affixed label including student's name. Accurate records of the medication given must be kept in the student file.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs...such as Tylenol and Datril) should be determined on the local school level, if the school judges that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

Employees of the schools diocese, and public school employees (e.g. school nurses) working in schools are permitted to administer prescribed medication to a student (e.g., immaturity of the student, nature of the medication). Employees of the schools diocese and public school employees working in schools of the diocese are not required to administer medication to students.”

At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it. Students are not to have prescription medication on their person during the school day. Dispensing of these medications is to be handled through the main office. Special considerations, i.e. inhalers must be made with the administration.

FINGER PRINTING / PROTECTING GOD'S CHILDREN

In accordance with the Diocese of Columbus school policy #4110.0: All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the Diocesan approved "Protecting God's Children" workshop.

SCHOOL ATTENDANCE / FEEDER SCHOOL AREAS

In accordance with the Diocese of Columbus school policy # 5117.0:

The location of the residence of the student's legal guardian is used to determine the assigned high school.

Waivers will be granted only for the following reasons: 1. if siblings have attended the requested school, 2. if either parent attended the requested school, 3. if the assigned school feels it would be in the best interest of the student to attend the requested school, 4. if the requested school has an academic program that is not available in the assigned school, or 5. if transportation is not available to the assigned school. Waivers will not be granted for reasons related to participation in athletics. A request waiver must be made by the parent(s)/guardian(s) on the form provided by the Diocesan Department of Education. The parent(s)/guardians(s) must obtain the signatures at the assigned and requested schools. When completed the form is to be sent to the Superintendent of School. Waivers may be granted solely at the discretion of the Superintendent. St. Francis DeSales High School Area - Geographic Listing: St. Anthony, St. Augustine and Gabriel, St. Elizabeth, St. James the Less, St. Matthias, St. Paul (Westerville), St. John Neumann (Sunbury), Church of the Resurrection (New Albany), St. Matthew, St. Michael.

SCHOOL SAFETY

In accordance with the Diocese of Columbus school policy # 5140.13, St. Francis DeSales High School has developed a plan to address school safety in conjunction with local community services, we routinely conduct fire, tornado and crisis drills. In the event of an emergency situation, St. Francis DeSales High School has the ability to communicate emergency information to appropriate stakeholders through the Alert Now System, and when appropriate the administration will contact the Diocesan intervention team for assistance.

SCHOOL VISITORS

In accordance with the Diocese of Columbus school policy # 1120.0, St. Francis DeSales High School makes an effort to provide a safe environment for all students. During school hours, visitors must adhere to the following procedure:

1. Enter the building through the North entrance between the Franciscan Center and the flag pole
2. Report immediately to the front office
3. Sign the visitor book and obtain a visitor pass
4. Wear the visitor pass during the time spent in the building
5. Sign out in the office when leaving the building

Adult and student visitors must give advance notice when wanting to observe a class or to tour the school.

STUDENT PREGNANCY

In accordance with the Diocese of Columbus school policy # 5138.0, St. Francis DeSales High School believes that any act involving procreation is the exclusive right of those who are married.

If a student becomes pregnant outside of marriage, the administrators and faculty will have deep concern and compassion for the girl who is pregnant, for the boy who is the father, and for the fetal life the girl carries.

Considering the sacredness of life, abortion is not the solution to pregnancy problems.

At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion and counsel. The administration and faculty have an attitude of compassion rather than approval. In the light of the religious instruction they have received, the student body also should display a Christian attitude toward those involved.

For both the boy and the girl involved in a pregnancy, counseling by those who may be of assistance - the principal, a school counselor, school nurse, priest, social worker, physician - is strongly recommended.

Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extra-curricular activities by a pregnant student shall be made by the student's doctor. Written notice of the doctor's determination shall be provided to the school principal.

SUSPENSION AND EXPULSION OF STUDENTS

In accordance with the Diocese of Columbus school policy # 5114.0, St. Francis DeSales High School believes serious misconduct can be a cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure outlined by the Diocese of Columbus.

WELLNESS POLICY

In accordance with the Diocese of Columbus school policy # 5145.0, St. Francis DeSales High School recognizes that it is essential to educate the whole child. Wellness education is multi-dimensional and encompasses the following areas: Nutrition education, Physical Education, School-based activities, Nutrition guidelines and Measurement/Evaluation.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC/DISCIPLINE MIDTERM PROGRESS REPORTS

Midway through each quarter all students will receive a progress report indicating their academic progress to date. Parents must sign the report envelope, which students must return to the homeroom teacher the following school day.

ACADEMIC/DISCIPLINE QUARTER PROGRESS REPORTS

Each nine weeks a computer report card will be sent home with the student in a report card envelope along with other information, letters, announcements, etc. The parent must sign the envelope, and the student MUST return the signed envelope to his or her homeroom teacher the following day. If any errors are found on the report card it is the responsibility of the student/parent to report this immediately to the student's counselor, so the necessary changes can be made in the computer, and a revised report issued.

If a report card envelope is lost, a fee of \$2.00 will be charged for the lost envelope.

INCOMPLETES

Students may be given a mark of incomplete due to an extended absence. Faculty members must receive administrative approval before granting an incomplete. Completion of missing work must be within two weeks of the quarter end.

GRADE CARDS

Altering grades is considered a major offense. Any student who is found guilty of changing his/her grade card will be subject to dismissal.

GRADING SCALE

A	93-100	Superior	4.0
B+	90-92	Excellent	3.5
B	85-89	Good	3.0
C+	81-84	Above Average	2.5
C	76-80	Average	2.0
D	70-75	Below Average	1.0
F	60-69	Failure	0.0
S		Satisfactory	
U		Unsatisfactory	
I		Incomplete	
Bonus Pts.		(Some Academic Electives)	

GRADE POINT AVERAGE/CLASS RANK

Class rank is based on all graded courses taken in grades nine through twelve except summer school courses.

The grade point average used to determine class rank is determined by the cumulative method after each semester of work. Passing and failing grades are given equal weight.

Some courses are weighted in grades 10, 11, and 12. A student may have a higher than 4.0 grade point average which reflects the level of difficulty of courses (.5 is added to total points for Calculus I, AP Calculus AB, AP Calculus BC, College Writing, AP European History, Latin IV, French IV/V, Spanish IV, Spanish V, AP Foundations of Inorganic Chemistry, AP Introduction to Organic, Biochemistry and Physical Chemistry, AP Psychology, AP U.S. Government and Politics, AP U.S. History, Advanced Instrumental Techniques, Advanced Biology, AP English III, AP English IV, AP Calculus-Based Physics, and Calculus-Based Physics).

In order to receive a bonus point for an AP class, a student must earn a passing grade for each marking period and for the year.

HOMEWORK

Homework is an important reinforcement for learning that takes place during school hours. Students of St. Francis DeSales High School will find it necessary to spend a reasonable amount of time at home in study and preparation for academic success.

HONOR ROLL

Since an important purpose of our school is academic achievement, special recognition is given to those students who excel. An academic honor roll is published at the end of each quarter. To be on the honor roll, a student must earn a grade point average of 3.5 or above and at least an 85% in conduct.

NATIONAL HONOR SOCIETY

Students are eligible to be candidates for membership in N.H.S. the first quarter of their junior year and the first quarter of their senior year if they have obtained a 3.6 accumulative grade point average. In order to be inducted, a candidate must perform ten hours of service and distinguish themselves in the areas of leadership and character as determined by members of the faculty.

GUIDANCE SERVICES

The guidance department's mission is to assist students in their scholastic journey while providing them with the skills to plan their future. Services include personal, educational, and career counseling.

Beginning this school year, students have been assigned to a counselor based on the student's last name.

Mr. Rick Baker (A-D)

Mrs. Katie Shelton (E-L)

Ms. Roseann Costello (M-R)

Mrs. Rachel Knapschaefer (S-Z)

Students are encouraged to communicate with their child's counselor concerning any personal or academic problems. To make an appointment, a student should put a note in his or her counselor's mailbox in the office. In the note, the student should provide his or her name, possible meeting time, and reason for request.

COURSE CHANGES

Schedule changes are only made in consultation with a guidance counselor and must be based on academic reasons.

Schedule changes are not permitted after the second full week of school, or in the case of a semester class, the second week of the semester.

Students who wish to drop a course after the two-week timeframe are subject to a failing mark of 65 for the course.

If a student wants to drop a course and add another course or study hall to his or her schedule, a \$20 fee will be charged.

WORK PERMITS

Any student needing a work permit may obtain one from their school guidance office.

MEDIA CENTER

1. Hours: Monday through Thursday 7:00 a.m. to 4:15 p.m., Friday 7:00 a.m. to 3:06 p.m.
2. Our automated facility offers books and periodicals for student use. Internet access, reference databases, and word processing is available for student use as well.
3. Circulation: books - two weeks
4. Xerox machine - 10¢ a copy, Printed material from computer printer - 10¢ a page
5. Fines: books - 10¢ a day
6. Borrowers are responsible for the replacement of books damaged, stolen or lost while charged out to them.
7. A quiet, considerate tone of voice is to be used at all times in the library.

TECHNOLOGY GUIDELINES

Diocese of Columbus

Technology Acceptable Use Policy 6140.0

Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet

Students are responsible for appropriate behavior when using the internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

1. Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
2. Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs, MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
3. Do not give any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
4. Do not engage in any commercial, for-profit activities.
5. Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
6. Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
7. Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
8. Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet

Since Internet access is a privilege at school and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending on the severity of the situation may include one or more of the following:

1. A warning, followed by re-clarification of the acceptable use guidelines.
2. Loss of privilege of Internet access for not less than 45 school days.
3. Notification of parents and administrators by phone or personal conference.
4. Referral to proper authorities for disciplinary and/or legal action.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE OF SCHOOL OWNED MATERIALS

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment

Students are responsible for appropriate behavior when using diocesan or school technology resources. Students are expected to abide by the following rules:

1. Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings.
2. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
3. Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
4. Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.
5. Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
6. Do not download, install or run any software without the express permission of your teacher or the network administrator.
7. Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
8. Do not alter the computers or change the settings or system configurations in any way.
9. Do not alter, damage or vandalize diocese technology equipment or software in any way.
10. Do not use diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

1. A warning, followed by reclarification of the acceptable use guidelines.
2. Loss of access to diocesan technology resources.
3. Notification of parents and administrators by phone or personal conference.
4. Referral to proper authorities for disciplinary and/or legal action.
5. Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

The following conditions will be applied to a student's personally owned laptop computer and the school's wireless network:

1. Student use of personally-owned devices in the classroom setting will be at the discretion of the classroom teacher.
2. St. Francis DeSales High School will not be held responsible for any physical damage, loss or theft of the personally-owned device.
3. St. Francis DeSales High School reserves the right to inspect, at any time, any personally-owned device while connected to the St. Francis DeSales Wireless Network.
4. Personally-owned devices will only be connected to the network at designated locations.
5. St. Francis DeSales High School will not be held liable for any damage that may occur as a result of connecting to the school's Wireless Network or any electrical power source.
6. Persons connecting personally-owned devices to the St. Francis DeSales Wireless Network agree to maintain current anti-virus software enable on their computers.
7. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse St. Francis DeSales High School for any damage that their student may cause arising out of and relating to the use of the St. Francis DeSales Wireless Network with his/her personally-owned device.

Conclusion

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

CURRICULUM REQUIREMENTS

GRADUATION REQUIREMENTS

St. Francis DeSales High School requires a minimum of 25 credits for Graduation. This number includes 4 credits of Theology, as well as the following:

English - 4 credits

Science - 3 credits (1 Freshman science, 1 Biology & 1 science elective)

Health & Phys Ed - 1 credit

Math - 4 credits

Visual or Performing Arts - 1 credit

Social Studies - 4 credits (1 in Global Studies, 1 in Amer. History, 1 in Amer. Gov't, 1 Social Studies elective)

Electives - 4 credits

The total number of credits to graduate is determined by the State Board of Education, Diocese of Columbus, and St. Francis DeSales High School. ALL REQUIRED COURSES MUST BE TAKEN AT ST. FRANCIS DESALES HIGH SCHOOL.

GRADUATION AND PROMOTION POLICY

1. ALL required courses MUST be passed to graduate or be promoted. (Theology, Performing Arts, English, Social Studies, Math, Science, Health and Physical Education).
2. ALL required course failures for the year MUST be made up in summer school by taking and passing the failed required courses. Students may not repeat a failed course the following school year without written permission from an administrator.
3. If the student fails more than three (3) credits or does not make up all required course failures in summer school, the student may not return to St. Francis DeSales the following school year.

EARLY GRADUATION

There will be no permission granted for early graduation per Diocesan policy. All seniors graduate on the day designated by the school as "Graduation Day." Students may only participate in graduation exercises if they have attended practices and Baccalaureate.

PREPARATION FOR COLLEGE ADMISSION:

The student who plans to attend a four-year college after high school is encouraged to follow the college prep core curriculum. The minimum core to prepare for Ohio colleges (as well as most other colleges) is as follows:

1. ENGLISH - 4 credits (with emphasis on writing)
2. MATH - 4 credits (inclusive of algebra, geometry, and a minimum of pre-calculus)
3. SCIENCE - 4 credits (Freshman science, biology, chemistry, and physics.)
4. SOCIAL STUDIES - 4 credits (Global Studies, American History, World History, American Government)
5. FOREIGN LANGUAGE - 3 or 4 credits of the same foreign language or 2 credits in two different languages
6. VISUAL OR PERFORMING ARTS - 1 credit
7. ELECTIVES that feature from the following: writing, computer, and performing arts.

CREDIT FLEXIBILITY POLICY

St. Francis DeSales High School strives to meet the academic needs of all students within the school. Credits earned in the areas of Language Arts, Mathematics, Science, Social Studies, and Theology are delivered in an integrated instructional format. The credits received in these subject areas meet all Diocesan and State criteria for the purposes of graduation requirements.

The Diocesan Office of Catholic Schools maintains that an effective educational program is one that provides secondary students the opportunity to customize aspects of their learning around their individual style and interest. Credit Flexibility is a prescribed method designed to motivate and increase student learning. Credit Flex allows access to more resources, customization based on the individual's needs, and the use of outside sources to facilitate learning.

The following are the procedural guidelines to be used to obtain Credit Flexibility at St. Francis DeSales:

1. Course plans must be submitted to the Administrative Team by the parents and student. The Credit Flex Course Plan must identify the outcomes of learning and be submitted for approval by the first Monday of August prior to the start of each new school year.
2. The credit that is to be assigned to the student at the successful completion of the Credit Flex Course must be awarded by a teacher of record who possesses a state approved license and/or certificate. At the student's request, the Credit Flex Grade may be calculated into the grade point average and class ranking.
3. St. Francis DeSales High School is a Catholic institution. Therefore, components of Catholic identity approved by the Administrative Team must be a part of the Credit Flex Course. Those courses that contain content contrary to Catholic teachings will not be approved.
4. Students with disabilities will not be excluded from opportunities to earn credit through education options or by mastery demonstration. Accommodations and supports, for students with disabilities participating in educational options, shall be provided consistent with the student's written plan.
5. The Administrative Team of St. Francis DeSales High School reserves the right to reassign a student participating in a Credit Flex Course Plan to a traditional course or other placement if the student fails to meet the standards for ongoing participation and progress as described in his or her course of action.
6. Students and parents are responsible for costs associated with the Credit Flex Course Plan including assessment and transportation.
7. Students who participate in off-site learning activities must submit a liability waiver signed by his or her parents or legal guardian before approval will be granted.
8. To obtain credit for a Credit Flex course that is also a required academic course in the St. Francis DeSales High School curriculum, a student must:
 - a. Submit a Credit Flex Plan whose academic content standards have been approved by the Administrative Team as well as a St. Francis DeSales High School Teacher of Record
 - b. Submit a portfolio of work quarterly demonstrating mastery of the academic content standards established by St. Francis DeSales High School
 - c. Receive a grade of "C" or better on the St. Francis DeSales High School required academic course's final examination.
9. To obtain credit for a course not offered by the regular St. Francis DeSales academic curriculum, a student must:
 - a. Submit a Credit Flex Course Plan whose academic content standards have been approved by the Academic Council
 - b. Submit a portfolio of work each quarter that demonstrates mastery of the academic content standards of the course
 - c. Receive a grade of "C" or better on the final examination which must be approved by the Academic Council
10. If a student desires to appeal a course decision made by the teacher of record, he or she has the right to discuss the decision with the Administrative Team and the Academic Council of St. Francis DeSales. All decisions made by the Academic Council shall be final.
11. Transcripts of student athletes applying for acceptance at NCAA Division I Institutions must designate credits earned through Credit Flex and include a description of how the grade was earned.
12. The mission of St. Francis DeSales High School and our curriculum requirements may impact requests for Administrative approval on Credit Flex Course Plans. Also, per Diocesan policy, credits in the areas of Physical Education and Fine Arts must be earned at the high school level and do not fall under the Credit Flex Option.
13. Nothing in the school's Credit Flex Plan requires St. Francis DeSales High School to permit early graduation.

STUDENT CONDUCT

GENERAL RULES AND REGULATIONS (A to Z)

THE FOLLOWING REGULATIONS ARE MEANT TO INSURE:

- MORAL STANDARDS necessary for a school with a Christian purpose.
- ACADEMIC STANDARDS to insure mental development.
- GENERAL ORDER necessary to operate a school effectively

ACADEMIC HONOR CODE

As a Catholic school, we uphold the values of justice and honesty. One of the stated goals of St. Francis DeSales High School is to provide opportunities for students to achieve their maximum academic potential and to master various learning techniques. The achievement of academic potential and the mastery of learning techniques require honest and consistent effort by the student. These goals are undermined by plagiarism and other forms of cheating. Honesty, integrity, and truth are important components of a DeSales education. As a result, the following honor code is adopted and consequences for violations are to be enacted as described below. It is important for families to understand that these violations are cumulative and follow you throughout your career at St. Francis DeSales.

First Offense:

1. Automatic zero on the test, project, or assignment
2. Completion of 10 Service Hours and removal of 8 Conduct Points
3. Teacher notification of the parents

Second Offense:

1. Automatic failure of the course for the current marking period (If the offense occurs on a Semester/Final Examination, then the student will receive a zero on the assessment as well as a grade of 60% for the affected marking period)
2. Failure of conduct resulting in probation for the remainder of the academic year
3. Completion of twenty service hours
4. Teacher notification of the parents coupled with a conference with members of the Administrative Team
5. Student will not be allowed to hold any leadership positions within any school sanctioned organization and participation in co-curricular activities will be reviewed by the Faculty Advisory Board.

AUTOMOBILES/TRANSPORTATION

Driving involves a serious responsibility. Any student who drives an automobile to school must observe the following regulations in addition to the customary legal requirements. The rule of responsible conduct has SPECIAL APPLICATION in school buses, cars and in places where groups of students gather off campus. Particular care is to be taken to avoid inappropriate language and behavior.

Automobiles, motorbikes and other models of transportation must be parked in designated areas. Parking permits must be purchased through the Athletic Director's office, with priority given to upper classmen. Juniors and seniors may drive to school and park on campus. Sophomores are only permitted to park on campus if there is adequate parking space to accommodate them; this decision is made on a yearly basis.

The permit must be displayed on the rear-view mirror. Failure to have a properly displayed permit will result in the car being towed away. Students are not permitted in cars during school hours. Parking and driving privileges will be revoked if a student fails to comply with regulations or drives in an unsafe manner.

BEHAVIOR

In accordance with the Diocese of Columbus school policy # 5144.0:

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or misbehave, the student takes upon himself/herself the consequences of that chosen behavior.

Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding acceptable behavior.

The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior.

However, a person employed or engaged as a teacher, principal, or administrator in a school in the Diocese of Columbus may use a physical response to "obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of the self-defense or for the protection of the persons or property." (Ohio Law 3319.41)

Third Offense:

1. The student will voluntarily withdraw from St. Francis DeSales High School

Once again, it is imperative for families to understand that these violations are cumulative and follow you throughout your career at St. Francis DeSales.

BEHAVIOR OFF CAMPUS

In accordance with the Diocese of Columbus school policy # 5144.3:

St. Francis DeSales High School and the Diocese of Columbus have a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to the other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

BULLYING/CYBERBULLING

In accordance with the Diocese of Columbus school policy # 5140.02:

St. Francis DeSales High School and the Diocese of Columbus will not tolerate any bullying, inclusive of cyber-bullying, on or off school grounds or at any school activity on or off campus. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

CAMPUS RESTRICTIONS

Students may not enter such areas as storage rooms, kitchens, faculty lounge, coaches office, or custodial area without permission. Once a student has arrived for a morning activity, they may not leave between that activity and the start of school without permission from an administrator. Students may not leave the campus at any time during the day without permission from an administrator. Loitering in lavatories, corridors, and stairways is forbidden; at change of class students must move directly to the next class.

CARE OF PROPERTY

The facilities of St. Francis DeSales High School were made possible by the sacrifices of the members of our community. This fact imposes a most serious obligation and responsibility on the members of the classes to continue a tradition of respect for school property.

It is expected, therefore, that students will take responsibility to keep classrooms, the building and surrounding property clean thus promoting good health and welfare. Defacing school equipment or buildings in any way by writing, cutting or other deliberate acts is not only a major violation of school rules but also an offense against the Seventh Commandment necessitating restitution. If any student or group of students should cause damage or breakage accidentally they are obligated to report the accident to the Principal's office.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to have cell phones, electronic music or gaming devices, etc. on their person during school hours. Failure to comply with this policy will result in the following consequences: 1st offense - 5 demerits, 4 detentions, parent is called, phone is kept overnight and a \$10 fine is assessed to retrieve the phone, 2nd offense - 10 demerits, 5 work hours, phone is held at school for one week and parent retrieves the phone (or other electronic device mentioned above) from school with a \$10 fine, 3rd offense - 15 demerits, 10 work hours, electronic device is confiscated and not returned until year's end. Use of cell phones is prohibited during the school day. The content of confiscated electronic devices may be examined by an administrator when the situation warrants it.

COMMUNICATION POLICY

In the event of a family emergency, parents should call the office to convey vital information to their children. Students use of school phones will be restricted to urgent matters.

DIGITAL IMAGING

Students are NOT permitted to use any type of camera or video recording device in the school building or at school activities without the permission of a faculty member or administrator.

ELECTRONIC COMMUNICATIONS/SOCIAL NETWORKING

Students should remember that at all times they are responsible for the good name of St. Francis DeSales High School. Publication, transmission or use of images, text, emails or social networking sites that contradict the mission or philosophy of St. Francis DeSales High School will result in disciplinary action by the Administration.

EIGHTEEN YEAR OLD STUDENTS

As of January 1974 eighteen year olds gained the age of majority. This made them adults with all the responsibilities of adulthood. But the Attorney General of the State of Ohio rendered a decision which in essence stated that as long as an eighteen year old is a student of a high school, he or she must follow the school's regulations, just as any other student. Therefore, this is the policy of St. Francis DeSales High School: Eighteen year old students must obey the regulations of the school and reside with parent or guardian until graduation if they wish to remain students at DeSales.

FIGHTING

Fighting is considered to be a serious violation of school rules. Any student involved in a fight will be put on probation for the remainder of the student's career at St. Francis DeSales High School, receive a deduction of 35 conduct points and be assigned school service hours.

HARASSMENT

(In accordance with the Diocese of Columbus school policy #5140.05)

Any harassment of administration, faculty, staff or students is not permitted.

Harassment is conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability. Harassment is not limited to verbal or physical altercation. It may also take the form of text messages, emails, internet postings and digital imaging. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal or superintendent.

Any violation of this policy may result in probation or dismissal. No retaliation against anyone who reports harassment will be tolerated. Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have serious consequences which may include probation or dismissal.

LUNCH PERIOD AND CAFETERIA

Students are reminded that some students have classes scheduled while others are eating; therefore, the following regulations must be observed:

1. Students are not permitted to leave the campus during lunch period.
2. Food may be eaten only in the cafeteria during the assigned lunch period.
Snack and soft drink machines are available for student use; however, they are not to be used during class time. Students are to dispose of the cans and wrappers in the proper receptacles.
3. While going through the serving line, students are to be in single file and conduct themselves properly.
4. Food may not be taken to classrooms, hallways, lobbies or outside the building.
5. After eating, students must take trays and dishes to the dishwashing area. Paper wrappings, etc. are to be placed in proper containers, leaving the tables and floors clean.
6. During any remaining free time, students may visit the computer labs, media center and academic labs. Students are not permitted outside the building at this time.
7. Birthday parties may not be held.

Contact information for assistance:

Columbus Catholic Diocese 614-224-2251 or 866-448-0217

Children's Protective Services 614-229-7000

Any words or actions that can be reasonably perceived as threatening a student, faculty/staff member, or an administrator will result in the suspension of the student(s) involved until a thorough investigation of the incident has been conducted. Possible consequences for students who engage in such activity are: failure of conduct, mandated counseling, suspension and/or expulsion from St. Francis DeSales High School.

LOCKERS / BACKPACKS

Each student is assigned a locker and must keep the locker assigned; students may not share lockers. Lockers should be used only before the opening period, before or after lunch period, and after the last period. Students are responsible for books loaned to them and thus should make certain that locks are properly locked. Any pictures, posters, and/or decorations mounted to the inside of the locker or locker door are to be attached in such a way as to not deface the locker surface. All items mounted must be in keeping with good taste and school policy. The school assumes no responsibility for loss or damage to personal property kept in lockers. Bookbags or backpacks are NOT PERMITTED in the classrooms. They must be left in the students' lockers during the academic day.

Birthday Locker Signs: A sign or banner to celebrate a student's birthday is permitted to be put on a student's locker provided it meets the following guidelines.

1. All signs must be in keeping with good taste and school mission.
2. The sign may not exceed the size of the student's locker and cannot be placed on student lockers adjacent to it.
3. Only masking tape may be used to put up the sign.

LOST AND FOUND

Reports of articles lost or found must be made to the office at once. Any found article is to be turned over to school authorities. Lost and found items may be claimed in the main office. Items will be disposed of after several days.

MEDIA / PUBLIC RELATIONS GUIDELINES

The use of the St. Francis DeSales High School name or logo without the official written authorization of the high school administration is strictly prohibited (see Brand Usage Guidelines on page 7.1). Announcements or signs may not be posted on school property without first presenting them to the administration one week prior for approval. Permission is limited to non-conflicting parish and school activities. Students shall not deface any announcements or bulletin board notices or decoration.

Students may not represent the school on TV or radio programs, or at public appearances, without specific approval of the Principal.

RESPECT FOR FACULTY AND STAFF
Students are expected to use appropriate behavior before, during and after school. Students will address the teachers and staff members by their proper titles and names. Disrespect by word or action, expressed against a teacher or staff member is NOT acceptable. Disciplinary action will be taken against the student for this inappropriate behavior.

STUDENT / PARENT CONTACT INFORMATION

Emergency medical information cards must be kept up-to-date and on file in the main office. A student may be suspended if emergency cards are not returned by the second week of school. All changes of name, address, and or phone numbers must be given to the office immediately upon change.

All freshmen and other students new to St. Francis DeSales High School are required to have a current physical on file in the school office by the first day of classes. Students not in compliance may be subjected to suspension.

Every student must be able to present his or her ID card upon request. ID cards are used for admittance to all home athletic events and library use. Cost for replacing an ID card is \$20.00.

TOBACCO, DRUG & ALCOHOL POLICY OF DESALES HIGH SCHOOL

(In accordance with the Diocese of Columbus school policy #5131.1)

Smoking and smokeless tobacco are considered undesirable because they result in long-term health risks; therefore students are not to smoke, use tobacco or have tobacco in their possession. Students who violate this regulation are subject to the same disciplinary actions that apply to drug and/or alcohol use.

Narcotics are any addictive mind-altering substance, e.g. marijuana, amphetamines, barbiturates, hallucinogens, etc. Any drugs whose use or abuse lead to unusual behavior, depression, dependency, hallucinations, or other noticeable effects are to be considered dangerous to students.

Any parent or guardian of a student who has knowledge of and permits the use or abuse of alcoholic beverages, drugs, tobacco or narcotics by any student or group of students at any off-campus activity will be considered to be seriously violating the principles of St. Francis DeSales High School. Therefore, the parent or guardian should consider withdrawing the student for whom he or she is responsible from school since the parent or guardian is acting contrary to the philosophy of the school. Failure to withdraw the student will result in disciplinary action by the principal, which may include expulsion from the school.

WEAPONS

No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises and at school-related functions. Any violation of this rule may result in probation or dismissal. Narcotics, drugs, tobacco and alcoholic beverages are not to be carried onto, purchased, sold or consumed on the property of St. Francis DeSales High School. Anyone who is under the influence of narcotics, drugs and/or alcoholic beverages shall be brought to the attention of the principal or the principal's designated representative and may receive assistance.

The following disciplinary actions are available to the principal:

1. Participation in a teen treatment program as determined by St. Francis DeSales' chemical abuse coordinator
2. In-patient treatment
3. Other disciplinary action deemed appropriate
4. Expulsion from school

Any student of St. Francis DeSales High School, not under investigation by the school for illegal narcotics, drugs, tobacco and/or alcohol, who is having a problem with narcotics, drugs and/or alcohol, is urged to present himself or herself to the administration for help. Those students, who submit themselves for help, can be assured that their names will be held in the strictest confidence and that the administration will aid them in getting medical, psychological and spiritual assistance. Special groups are available for student assistance (i.e. AA/NA, Alateen, eating disorder group).

DRESS CODE

ATTIRE AND PERSONAL APPEARANCE

The attire and personal appearance of students reflect their attitude toward the school and the public. Student behavior is also directly related to student dress and grooming. The following guidelines are to minimize certain influences which distract from the purpose of the school and to forestall competition and ostentation among students in these matters. This dress code was accepted by the St. Francis DeSales Parent Advisory Board.

At no time may a student wear any article of clothing which promotes alcohol or drug use.

Hats are not to be worn at any time students are inside the building.

Ear piercing (earrings worn by girls only) is the only acceptable practice; the display of other pierced body parts (i.e. lip, eyebrow, tongue, navel, nose) is not permitted. Tattoos may not be visible during the school day or during any other school sponsored activity.

Clothes should be neat, clean, and properly fitted. Sweatshirts are not permitted.

Uniforms are to be purchased from our uniform vendor, Educational Apparel.
Address: 6140 Cleveland Ave., Columbus, OH 43231 Phone: (614) 899-0880

UNIFORM POLICY FOR GIRLS:

The uniform consists of:

- Gray jumper (length must be no shorter than 1" above knee cap) purchased from Educational Apparel ONLY
- Oxford cloth button down collar blouse (short or long sleeve only; No 3/4" sleeve) with no insignias in either white, pastel pink, pastel blue, pastel yellow or lilac (lavender). Collars must be buttoned at all times. Only solid white t-shirts may be worn under blouse; no turtlenecks are permitted.
- Socks must be either solid gray, white, pastel pink, pastel blue, pastel yellow or lilac (lavender). No ankle length sport socks are permitted. Socks must be above the ankle and no higher than the knee.
- Gray plain opaque tights which cover the entire leg and foot may be worn.
- Only an official uniform sweater or official black fleece pullover purchased from Educational Apparel may be worn over the uniform.
- Only official uniform slacks may be worn. Black or khaki slacks with the DeSales logo are available from Educational Apparel. Slacks must be worn with a solid, dark colored belt. Shirts must be tucked in so that the belt can be seen.
- Dark colored dress shoes (BLACK, BROWN OR TAN ONLY with low heels, 1-1/2" maximum height - no platform or open heeled shoes) are to be worn. Athletic shoes, boots, sandals, etc. of any color or fabric are not permitted. Moccasins are not dress shoes and therefore cannot be worn.
- Hair must be a natural hair color. No colored streaking or two toned hair is permitted. No color hair extensions are permitted. No extreme hairstyles or designs are permitted. Students who come to school with illegal hair designs or colors will be sent home until the hair is fixed to comply with school rules.
- No ostentatious jewelry such as large earrings or necklaces may be worn. No nose, tongue or other face piercings are allowed. Industrial ear piercings (bars through the ears) are not allowed. You may have no more than three earrings in one ear at a time. No ear gauging is allowed.

UNIFORM POLICY FOR BOYS:

The uniform consists of:

- Fitted solid colored khaki or black dress slacks with the DeSales logo available ONLY from Educational Apparel. Slacks must be worn with a solid, dark colored belt (No suspenders).
- An oxford cloth button down collar dress shirt with no insignias in either white, light blue, light yellow, light pink, or lilac (lavender). Shirts must be tucked in so that the belt can be seen. Collars must be buttoned at all times. Only solid white t-shirts may be worn under shirt; no turtlenecks are permitted.
- A coordinating tie that is tied properly, covering top button on shirt and is of the proper length must be worn (No string or bow ties).
- Only an official uniform sweater or official black fleece pullover purchased from Educational Apparel or official sweatervest (purchased in Spirit Shop) may be worn over the uniform.
- Dark colored dress shoes (BLACK, BROWN or TAN ONLY - no open heeled shoes) are to be worn. Athletic shoes, boots, sandals, moccasins, etc. of any color or fabric are not permitted. No Athletic shoes of any color or material are permitted. Moccasins are not dress shoes and therefore are not allowed to be worn. Slippers, boots, sandals, and open heeled shoes of any kind are not permitted.
- Socks must be worn at all times. No ankle length sport socks (footies) permitted. Socks must be solid colored black, brown, gray or white. Boys must wear socks at all times. Socks must be above the ankle and be solid colored black, brown, gray or white. Boys must wear socks at all times. Socks must be above the ankle and be solid colored black, brown, gray or white.
- No extreme hairstyles, designs or colorings permitted including, two tone hair, cornrows or braids. Hair is permitted to cover the ear but not to exceed the lower tip of the ear. Hair (in back of head) may be no longer than the top of the shirt collar). Hair (on front) may be no lower than the eyebrows. Hair must be kept neat at all times. Facial hair is not permitted except neatly trimmed sideburns. Sideburns may not extend below the earlobe. Eccentric (extreme) hairstyles (this includes hair color) are not permitted.
- Earrings or posts may not be worn during the school day or to any school sponsored activity. No nose, tongue or other face piercings are allowed. Industrial ear piercings (bars through the ears) are not allowed. No ear gauging is allowed.

PHYSICAL EDUCATION UNIFORM

Boys and girls must wear the official gym uniforms during physical education classes. This includes wearing socks and tennis shoes. Both first and second semester physical education students must purchase P.E. uniforms from the St. Francis DeSales bookstore during the first two weeks of school.

OUT OF UNIFORM REQUEST FOR MEDICAL REASON

If a student has a medical problem that would preclude them from wearing a part of the normal uniform, they need to see an administrator with the medical documentation of the injury or condition. At that meeting the student will be given uniform guidelines with uniform modifications to fit their needs. Tennis shoes may be worn by students who bring in a signed note from a Medical doctor stating why the student can not wear dress shoes and for what specific amount of time they are to wear them. Notes must be brought into an administrator and approved. Unless special braces or inserts are involved, students who are too injured to wear dress shoes will also be considered too injured to participate in their current sport.

OUT-OF-UNIFORM POLICY

DRESS UP DAYS

On some special occasions students may be asked to dress up for the school day. Any student who is not in the appropriate clothing will be written up, and could be sent home for the day at the discretion of the Administration. The dress code for these days is as follows:

Girls

Dresses may be worn that have a hemline of mid thigh or lower. There can be no sleeveless or backless dresses worn.

Pants/Shorts: If a dress short is worn, it must be longer than mid thigh. Jeans are not permitted on Dress Up days.

Shoes: Dress shoes or dress sandals are to be worn; no flip flops are permitted.

Tops must be modest and appropriate. No sleeveless or backless tops may be worn.

Boys

Shirts must have a collar.

Pants/Shorts: If shorts are worn, they must be a dress short that is mid thigh or longer. Jeans are not permitted on Dress Up days. No athletic shorts can be worn.

Shoes: Dress shoes are to be worn.

DRESS DOWN DAYS

From time to time, when deemed appropriate by the administration, students are permitted to attend school out-of-uniform. However, it is the responsibility of the student and parents or guardians to choose attire in keeping with school policy.

Tops - T-shirts with objectionable detailing, sleeveless tops, tank tops, low cut tops, muscle shirts, or midriff shirts are not permitted. Again, all shirts must cover the entire midriff area.

Shorts / Pants - Walking shorts and gym shorts must be above the knee at mid-thigh or longer. No cut off shorts or slacks, short shorts, low waistline shorts/pants, tight fitting shorts/pants/sweatpants or bib overalls are permitted. No jeans with holes are permitted to be worn.

Skirts / Dresses - Hem length must be above the knee at mid-thigh or longer.

Shoes - No sandals, slippers, flip-flops, open toe or open heel of any style is permitted. Athletic shoes may be worn. Socks MUST be worn.

HATS, SWEATBANDS OR BANDANAS ARE NOT TO BE WORN AT ANY TIME STUDENTS ARE INSIDE THE BUILDING.

Modest fit in all clothing is expected.

Students that do not comply with the uniform policy may be sent home. A violation of dress code for both girls and boys will result in the deduction of five conduct points and issuance of one after school detention. If violations continue, other measures will be taken, which may include suspension from school.

ATTENDANCE AND TARDIES

CLASS ATTENDANCE

Section 3321-01 of the Revised Code of Ohio states that a child between six and eighteen years of age is of compulsory school age. Section 3321.04 stipulates that the parent of any child of compulsory school age must send the child to a school which conforms to the minimum standards prescribed by the State Board of Education.

Attendance at classes is a basic requirement for academic success and any absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for his or her scholastic work. If a student misses more than 20 classes of a year-long course (10 classes for a semester course) he/she will be subject to failure of that course. Upon the 7th or 17th absence (depending on the type of class), notification will be sent home. Students may appeal the failure to the Faculty Advisory Council; sufficient documentation will be necessary.

The procedure to be used on the occasion of a student's absence from school is:

NOTE WELL - Parents or Guardians must report absences between 7:00 a.m. and 9:00 a.m. by telephone, letter or in person. When the student returns to school, a note signed by a parent or guardian is to be sent with him or her explaining the reason for the absence, the duration of the absence and the date on which he or she is returning to school. This note is to be delivered to the homeroom teacher. This must be done even though the parents or guardians have previously called. The office of the principal will telephone the home of any student whose parents or guardians have failed to call to report the student's absence. In the event school authorities are not informed of the absence, the student will be considered TRUANT.

Requests for early dismissal must be in writing and signed by the parents or guardian. The student is to present the request to the office for approval at the beginning of the day. Requests for absence permission must be made in writing and signed by the parent or guardian. The student is to present the request to the office for approval at least one day in advance of the date requested.

A parent-student vacation during school time will be handled on an individual basis in a parent-principal conference. If permission is granted, the student must assume total responsibility for assignments missed.

STUDENT ILLNESS

If a student becomes ill during the school day, he or she should report to the main office, and will call a parent/guardian from the main office phone. Parents/guardians must talk to an administrator or attendance clerk before the student may leave school.

Any student who uses their cell phone to call a parent/guardian for this purpose will be written up for a cell phone violation as well as considered truant.

ATTENDANCE AT FUNERALS

Permission will be granted to attend funerals of close relatives when such permission is requested in writing by parents before the day of the funeral. Students will not be allowed to attend other funerals except in very special circumstances. Permission for attendance at other funerals will be considered on an individual basis.

TARDIES

A student is regarded as tardy when he or she is not within the classroom at the moment the tardy bell has sounded. This applies not only to homeroom, but also to all successive classes or study periods. Any tardy student will be admitted to homeroom or class with a tardy slip obtained from the office. Students will be afforded six tardies per Semester; for tardies number seven, eight, nine and ten the student will receive a morning detention (7:15-7:40 a.m.). For each tardy over 10, the student will receive 5 work hours which must be completed after school the following week as scheduled with the Dean of Students. Failure to serve a morning detention within the week of it being issued will result in a Saturday School (8:00 - 11:00 a.m.). Failure to finish work hours will lead to failure of conduct and Saturday school. As in the case with existing detentions co-curricular or job related obligations are not accepted as reasons not to serve morning detentions, work hours or Saturday School. Students will be notified of the seventh tardy violation in a given semester.

If a student is tardy more than 10 minutes after the beginning of class he or she will be considered truant and lose 10 conduct points and serve two morning detentions unless an administrator determines that the student's reason for being tardy is legitimate (more than 10 minutes tardy is considered a full absence per the 20/10 policy). Persistent tardiness may result in dismissal. Students who accumulate more than 13 tardies in a year will be put on warning the first year, probation the second year, and receive a letter of termination from St. Francis DeSales High School the third year.

TRUANCY

Any student who is not where he/she is scheduled or authorized to be and arrives late to class without a late slip or note from a teacher may be considered truant. Truancy will result in 10 points off in conduct and two detentions for each period missed. Truancy for three or more periods results in a 65 conduct (35 conduct points taken off) and school service hours will also be assigned.

MAKE-UP WORK AFTER ABSENCE

The following provisions apply to any absence. The spirit of this provision is to offer each student an opportunity to fulfill their responsibility to make-up class work missed through their absence.

1. The student must contact each of his or her teachers on the first day he or she returns to school.
2. Make-up work may consist of home or after school assignments.
3. If a student has made no effort to make up the work within one week after he or she returns to school that student will lose credit for any work or tests missed while absent.
4. If a student is absent for an exam, the student should take the exam the first day he or she returns unless the absence is an extended one (three or more days).
5. It is the responsibility of the student to make-up work which has been missed while absent.

ASSIGNMENT REQUESTS

Parents may request assignments for a student who is absent more than one day. The assignments should be picked up in the main office at the end of the school day.

WITHDRAWAL

1. Forms must be filled out in person.
2. All financial obligations must be fulfilled, i.e. tuition, fines, text books, before transfer of records will occur.

ENFORCEMENT OF DISCIPLINE

STUDENTS ARE OBLIGED TO KNOW AND OBSERVE THE RULES:

It is the hope of the faculty that students will develop such a responsible attitude toward these rules that self discipline will be the directing motive. Failure to do so renders the violator subject to whatever sanctions the school authorities establish.

The establishment of such sanctions will depend greatly on the maturity and seriousness of students. Depending upon the gravity of the offense, these sanctions may take the form of a reprimand, a monetary fine, conduct demerits, special assignments, manual labor. In extreme cases, suspension from classes without opportunity to make up missed work or dismissal from the school may occur.

EVERY PERSON SHOULD BE A PERSON OF HONOR AND WHEN CONFRONTED WITH SUCH A VIOLATION SHOULD ACCEPT FORTHRIGHTLY WHATEVER PUNISHMENT IS GIVEN, PERFORMING IT IN GOOD SPIRIT, AND FIRMLY RESOLVING TO AVOID FURTHER VIOLATIONS.

DETENTIONS

Detention is a disciplinary measure intended to modify behavior that is contrary to school regulations.

1. Before school detentions (for tardies only) will be served from 7:15 - 7:40 a.m. in the Performing Arts room.
2. After school detentions will be served from 3:10 - 3:35 p.m. Student must check the main office window for location.

Students will not be excused from detention for extra-curricular, recreational or job-related activities or transportation difficulties. Confirmation of medical excuses by a doctor is required. Failure to attend detention may result in the student being required to confer with the Principal or Assistant Principal. When a student is assigned a detention he or she will have one week to serve the detention. For each detention not served within seven days, the student will lose five points from his or her conduct grade for that quarter. Thus, failure to serve detentions may result in failing conduct for the quarter and dismissal from school.

Students attending detentions are required to work on school assignments and to bring textbooks and materials with them. If a student fails to comply with this requirement, the monitor will provide him or her with an assignment. Students are expected to be prompt, orderly, quiet and in uniform. No food or drink is permitted in the detention room.

CONDUCT GRADING

Each grading period, students will receive a conduct grade. The highest grade is 100%. A student will not be eligible for the Honor Roll unless he/she receives at least an 85% in conduct. Minimum satisfactory grade is 80%. A student who is involved in serious infractions of the rules will have 35 points taken off in conduct. A letter is sent to parents and the pastor informing them of the nature of the offense and the student's probationary status. Teachers are limited to give out eight (8) conduct points, unless specific approval for greater demerits is obtained from the Principal or Assistant Principal.

1. Any student who receives a conduct grade below 80% will be warned the first time.
2. Any student who receives two conduct grades below 80% during one academic year will be placed on probation. The opportunity for a parent-student-administrator conference will be provided.
3. Any student who receives three conduct grades below 80% will be subject to dismissal.

MONETARY FINES

In accord with the philosophy that consequences should aid in improved behavior, violation of rules which involve the finances of the parent, student, or school, should result in monetary fines. Therefore, the following acts will incur a fine of \$10.

1. Chewing gum anywhere in the building
2. Taking food from the cafeteria to any part of the building
3. Eating food and drinking beverages anywhere in the building or in its immediate vicinity (except cafeteria) during school hours
4. Failure to park in designated spot and/or display school-issued parking tag
5. Cell phone use *See cell phone policy for further information.

If the \$10 fine is not paid, 10 points will be deducted from the student's conduct grade.

Payment of a fine does not give a student the "right" to continue such acts. Violation of these items will be considered insubordination.

SUBSTANCE USE GUIDELINES

The St. Francis DeSales High School (SFDHS) community is highly committed to the wellness and health of all its students. As such, the following rules, regulations and guidelines regarding substance use are strictly enforced.

Please note that these rules, regulations, and guidelines are considered a “career” policy and are all inclusive. This means that as a registered student at SFDHS this policy applies year round, both on and off school grounds.

Definition of Terms:

- o Substance Use: Use of any chemical or mood-altering substance. This may include but is not limited to: alcohol, marijuana, tobacco, opiates, tranquilizers, hallucinogens, inhalants, steroids, health endangering compounds, or pills that are not specifically prescribed to you for medical or psychological purposes (you may be asked to present medical proof of this).
- o Look-alike drugs: Substances manufactured to resemble mood-altering substances
- o Distribution: Delivering, selling, passing, sharing, or giving of mood-altering substances. This may include intent to distribute, attempted distribution, or assisted distribution. Please note: A distribution infraction will automatically result in a second or third level code offense as to be determined by the administration. This includes hosting a party where drugs are present/used.
- o Possession: To possess or hold a mood-altering substance. This also includes constructive possession in which a person knows of another student who is in possession of mood-altering substances and does not report it.
- o Drug Paraphernalia: Includes any equipment, utensil, or item which is judged to be associated with substance use, distribution, or possession. Examples include but are not limited to pipes, bowls, roach clips, etc. This also includes any clothing or accessory that promotes, advertises, or glamorizes drug or alcohol use.

Violation of Policy

There are different levels of violations to the substance use guidelines. A Code 1 infraction occurs when a student participates in, or willingly uses or possesses a mood-altering substance(s) or paraphernalia either on or off school grounds. A Code 2 infraction would result from a student's second code 1 infraction, or any attempted distribution of mood altering substance(s). This includes, but is not limited to hosting a party where mood-altering substance(s) are present. A Code 3 infraction could be implemented with a third code 1 offense, a second code 2 infraction, or the distribution of mood-altering substance(s).

Code 2 Offense:

1. Professional assessment and completion of any recommended treatment or counseling, which must be approved by the Prevention and Wellness counselor in collaboration with the administration, and must be completed in the prescribed period of time.
2. A signed release of information must be given to the assessment counselor as well as any treatment entity.
3. Mandatory attendance and completion of any recommended aftercare, including regularly scheduled meetings with the Prevention and Wellness Counselor.
4. Completion of the High School Saturday Family Workshop (or other approved comparable program) within the prescribed timeframe if not previously attended. This must be attended by the student and one parent/guardian.
5. Twenty-five hours of community service to be completed outside of school and within the prescribed timeframe.
6. Fifteen hours of school work hours. This will be arranged with the Dean of Students. Work hours can start as early as 3:30 p.m.
7. Failure conduct for one quarter.
8. No leadership capacity for one academic year.
9. Suspension from school sanctioned sports/performing arts activities for one year from date of infraction. Suspended students may represent St. Francis DeSales High School at the discretion of the administration.
10. Subject to random drug screenings at any time.
11. Additional consequences may apply as deemed by the administration.

Code 1 Offense:

1. Completion of the High School Saturday Family Workshop (or other approved comparable program) within the prescribed timeframe. This must be attended by the student and one parent/guardian. Details will be given.
2. Fifteen hours of community service hours to be completed outside of school and within the prescribed timeframe.
*Completion of the workshop and community service hours will take priority over co-curricular activities.
3. Suspension from school sanctioned activities for 20% of the season, based on total # of regular season and post-season contests and performances. The suspension will occur in the sport or performing arts activity where there has already established participation. No new sport, or activity may be used to serve the suspension. If the violation occurs in the summer, the consequences will be enforced in the first established season of participation.
4. Failure of conduct during the academic quarter in which the offense occurred. If the violation occurs in the summer, the consequence will be enforced the 1st quarter of the following school year.
5. Subject to random drug screenings at any time.
6. Additional consequences may apply as deemed by the administration.

Failure to Comply

Students or parents/guardians who choose not to comply with the prescribed consequences are subject to further consequences including suspension and/or expulsion from St. Francis DeSales High School.

Note: Administration reserves the right to change the level of consequences to fit appropriately with the severity of the offense. This includes possible suspension and/or expulsion from the school at any time.

Code 3 Offense:

1. Expulsion from St. Francis DeSales High School

Note: Administration reserves the right to change the level of consequence to fit appropriately with the severity of the offense. This includes possible suspension and/or expulsion from the school at any time.

Drug Screenings

Any student under suspicion of use, possession, distribution, or attempted distribution is subject to an immediate drug screening. This drug screen will be conducted at:

Quest Diagnostics 484 County Line Rd. W Suite 210 Westerville, OH 43082

or other suitable screening facility. Transportation to and from the facility will be by a school official unless other arrangements are made.

The screen will typically be an urinalysis but the school reserves the right to request different tests as administration sees fit. The screen is comprehensive, meaning it tests for various mood-altering substances. The cost of the screen will be at the expense of the parent/guardian. Screening results will be shared with the parent and the school.

EXTRA AND CO-CURRICULAR PROGRAMS

Designed to :

- Foster personal growth and maturity
- Encourage service to the community
- Meet the varied interests of students

ACTIVITIES OFFERED AT ST. FRANCIS DESALES

American Sign Language	Ms. Lisa Gonidakis
Band (Marching, Pep, Concert, Jazz)	Mr. Bill Steller
Drama Club	Ms. Lori Arnett
Dance Team	Ms. Adele Vergis
Environmental Club	Mrs. Danielle Polemeni
Equus	Mr. Bill Kerwin
Fishing Club	Mr. Greg Zacharias/Ms. Val Sharritts
Flag Corps	Mrs. Lorie Steller
French Club	Ms. Betty Andrus
French National Honor Society	Ms. Betty Andrus
Gaming Club	Ms. Katie Berman
History Club	Mr. Steve Ulry
Horizons (Liturgical Choir)	Mr. Zach Ruppel
In-the-Know	Mr. Jeff Stevens
International Thespian Society (Eligible Drama Members)	Ms. Lori Arnett
Italian Club	Mrs. Antonella Iacobone
Latin Club	Mrs. Tracey Moose
Math Club	Mrs. Jill Pina
Mock Trial	Mrs. Ruth Seggerson
Model UN	Ms. Adele Vergis
National Honor Society (Jrs. and Srs.)	Mrs. Jill Pina
Nellie's Club	Mrs. Molly Barrett
St. Vincent dePaul Club	Mrs. Donna Kuhn,/Mrs. Gerri Hatch/ Mrs. Donna Kade
Ski Club	Ms. Val Sharritts/Ms. Kathy Wiemels
Spanish Club	Mrs. Erin Rao/Mrs. Marisa Rippey
Student Ambassadors	Mrs. Julie Barber
Student Athletic Trainers	Ms. Barb Dougherty
Student Council	Mr. Dan Garrick/Mrs. Karen Cofojohn
TACK	Mrs. Patti Stephas
The Reverbs	Mr. Zach Ruppel
Visual Art Club	Mrs. Amy Ivanoff/Mrs. Lori Aumiller
Boys Volleyball	Mr. Andy Feltz
Wrestling Statisticians	Mr. Dennis Lyberger
Yoga for Fitness and Wellness	Mrs. Karen Scott

SPORTS OFFERED AT ST. FRANCIS DESALES HIGH SCHOOL

Boys Sports	Coaches
Baseball	Mr. Tom Neubert
Basketball	Mr. Blair Albright
Cross-Country	Mr. Bob Lennon
Football	Mr. Ryan Wiggins
Golf	Mr. Tom Eckl
Hockey	Mr. Bob Heine
Lacrosse	Mr. Matt Triplet
Soccer	Mr. Domenic Romanelli
Tennis	Mr. Matt Rutherford
Track	Mr. Rick Baker
Wrestling	Mr. Dennis Lyberger
Swimming	Ms. Mallory Hoffman

Girls Sports

Basketball	Mr. Brian Cromwell
Cheerleading	Ms. Kelsey Gordan
Cross-Country	Mr. Bob Lennon
Golf	Mr. Jeff Montenaro
Gymnastics	Mrs. Misty Lloyd-Matthews
Lacrosse	Mr. Joe Finotti
Soccer	Mr. Bob McGee
Softball	Mrs. Julie Barber
Tennis	Mr. Anthony Tienprasid
Track	Mr. Greg Zacharias
Volleyball	Ms. Kelly Morgan
Swimming	Ms. Mallory Hoffman

ATHLETIC AND EXTRACURRICULAR ACADEMIC & CONDUCT REQUIREMENTS

St. Francis DeSales High School realizes the importance of extracurricular activities in the complete development of the individual student. However, we contend that the first priority in the educational process is academics.

In order to maintain a well-balanced educational program, we feel that there must be a system of checks and balances in effect which allows the student to take part in an extracurricular activity without impeding his/her academic success.

It is necessary for students to meet the following requirements in order to participate fully in athletics and/or other extracurricular activities.

- I. Student groups to be submitted for eligibility consideration
 - A. All athletic teams, including cheerleading squads.
 - B. All Marching band members, including Flag Corps and Dance Team.
 - C. Team managers and statisticians.
 - D. Student trainers.
 - E. Student Council members.
 - F. Drama students performing in extracurricular productions.
 - G. Any other group that the administration deems appropriate or the club advisor requests.

- II. Definition of Eligibility Criteria
 - A. A student MUST maintain at least a 70% average in each academic class for the established weekly period.
 - B. A student MUST maintain acceptable conduct in the classroom for the established weekly period.
 - C. Any athlete who receives below 80% in conduct during or preceding their season must work 20 hours within the specified time period or will be suspended for 10% of the season's contests for each quarter failed.

- III. Conditions for Ineligibility
 - A. If a student receives TWO unsatisfactory academic marks in a given week:
 1. The coach will call the parents/guardians.
 2. The student MUST attend the Study Table from Tuesday through Friday of the week.
 3. The student MAY still participate in the activity/activities.
 - B. If a student receives THREE unsatisfactory marks, (combination of academic and/or conduct) in a given week:
 1. The coach will call the parents/guardian.
 2. The student MUST attend the Study Table from Tuesday through Friday of the week.
 3. The student MAY NOT participate in the activity/activities from Monday through Sunday of the week.
 - C. If a student receives TWO unsatisfactory conduct marks in a given week that student is ineligible for one week.

- IV. Study Table Rules
 - A. The time is 3:06 - 3:30 p.m. NO ONE will be admitted after 3:06 p.m. (3:07 p.m. is considered LATE and a NO SHOW).
 - B. Attendance will be taken by the moderator.
 - C. If a student DOES NOT show (including late):

1. He/she must have the permission of the Athletic Director to be excused (dire circumstances).
 2. He/she will be REQUIRED to serve an ADDITIONAL WEEK (Tuesday through Friday) for the first NO SHOW (including late).
 3. He/she will be REQUIRED to serve ANOTHER ADDITIONAL WEEK (Tuesday through Friday) for the second NO SHOW (including late).
 4. He/she will face extensive consequences (decided by the Athletic Director) for the third NO SHOW (including late).
- D. All students in Study Table MUST come in their ACADEMIC SCHOOL UNIFORM (girls' bibs up and boys' ties on).
- E. NO social conversation is permitted.
- F. NO food or drink permitted.
- G. All students MUST bring the books and work for the class they are failing, plus enough work to keep them busy studying.

V. Special Considerations

- A. Some activities require special consequences due to the nature of the performance.

Example: Drama students' ineligibility consequences will be set by the Head Director due to the fact that performances are only at the very end of the season. Student Council members will be required to miss activities and meetings as established by the Advisor.

However, ALL ineligible students MUST ATTEND STUDY TABLE.

- B. Individual students with special needs, adjusted educational needs, and/or extenuating circumstances will be given special consideration. A board made up of the building principal, athletic director, coach or activity sponsor, and the guidance counselor will review the situation. The board's decision is final.
- C. Student-athletes who violate substance abuse codes will be subject to the guidelines under the code, and all cases will be reviewed by the Athletic Director and Prevention and Wellness Counselor.

VI. By O.H.S.A.A. and State of Ohio mandate, St. Francis DeSales High School has adopted the following policies:

- A. Pass/Fail Policy - Having failed one (1) subject, St. Francis DeSales High School students will be permitted to participate in extracurricular activities. Students failing more than one (1) subject will be ineligible to participate in extracurricular activities during the quarter following the failures.
- B. Minimum Grade Point Policy - St. Francis DeSales High School students must maintain a minimum 1.0 grade point average in order to participate in extracurricular activities. A student falling below the minimum grade point average will be ineligible to participate in extracurricular activities during the following quarter.

VII. Any athlete who fails conduct for a quarter must perform 20 work hours at school before they can participate in their upcoming season.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION BYLAWS

Section 7. Transfers

4-7-1 The transfer bylaws apply to all students enrolled in grades 9-12. These bylaws apply to all schools, both public and non-public.

4-7-2 If a student transfers after the first day of the student's ninth grade year, the student will be ineligible for one year from the date of enrollment in the school to which the student transferred. A student is considered to have transferred whenever the student changes from that school in which the student was enrolled as a ninth grader to any other school regardless of whether the school from which the student transferred or to which the student transfers is public or non-public, member or non-member or whether the high schools are within the same school district.

EXCEPTION 1 - If the parents or legal guardian have made a bona-fide legal change of residence from one public school district to another public school district, the student may enroll in either the public school within the boundaries of that public school district that includes the new residence of the parents or legal guardian or any non-public school, and be immediately eligible insofar as transfer is concerned.

EXCEPTION 2 - A student is eligible at the public school located in the district where the parent resides or at any non-public school at the beginning of grade 9. If, however, the student is the ward of a court-appointed guardian, the student is eligible at the school located in the district where the guardian resides or any non-public school provided the student lives with the guardian. A student may be eligible at only one school.

"Parent" refers to the natural and/or adoptive parents of the student. If the parents are divorced, or their marriage has been dissolved or annulled, "parent" means the "residential parent" and "legal custodian" (pursuant to O.R.C. Chapter 3109) of the student. If the student has been temporarily or permanently removed from the home, "parent" shall mean the person or government agency with legal or permanent custody.

When a change of residential parent or legal custodian results in a change of school district, the student is ineligible until ruled eligible by the Commissioner.

EXCEPTION 3 - If either one of the parents in a Shared Parenting Plan, notwithstanding any provisions therein to the contrary, makes a physical change in residence that results in the student's transfer, the student shall be immediately eligible insofar as transfer is concerned.

EXCEPTION 4 - The school closes.

EXCEPTION 5 - Subject to the provisions of exception 6 below, a student may transfer to a different school and be eligible provided the superintendents of both districts enter into a written agreement that consents to the attendance and specifies that the purpose of such attendance is to protect the student's physical or mental well-being. Only one such exemption shall be permitted in any four school years. The student shall not be eligible until declared eligible by the Commissioner upon submission of the exemption form.

EXCEPTION 6 - A student shall be entitled to one transfer back to the public school district within which the student's parent residence is located regardless of from where the student is transferring. HOWEVER, if the student utilizes this exception, the student will no longer be able to utilize the superintendent's agreement exception set forth in Exception 5 in Bylaw 4-7-2.

NOTICE AS TO LOSS OF ELIGIBILITY FOR ATHLETICS DUE TO TRANSFER

Bylaw 4, Section 7 of the Bylaws of the Ohio High School Athletic Association states that if a student transfers from a school, non-public or public, after the first day of the student's ninth grade year THE STUDENT WILL BE INELIGIBLE TO PARTICIPATE IN ATHLETICS FOR ONE YEAR FROM THE DATE OF ENROLLMENT IN THE NEW SCHOOL. A copy of the rule and exceptions to the rule is provided before this notice.

Acknowledgment that student(s) and parent(s) have received and understand this Notice is indicated by signing to abide by the entire Family Handbook.

EXCEPTION 7 - A student shall be entitled to one transfer into a public high school located in the public district within which the student's parent residence is located regardless of from where the student is transferring. However, the student will no longer be able to utilize the superintendent's agreement exception set forth in Exception 6 above.

Exception: If a student utilizes Exception 7 to transfer from a non-public high school into the public high school in the parents district of residence, the student may transfer back into the same non-public high school under the following conditions:

A. The student has made a commitment to the type of non-public education selected in grade nine as evidenced by continuous enrollment in a non-public school of that type from grade six through eight prior to enrollment in the non-public school in grade nine.

B. The student transfers from the public school under Exception 7 back into the same non-public school in which the student began grade nine.

CAMPUS MINISTRY

Mission Statement:

“The office of Campus Ministry is charged with fostering an atmosphere in which the faith community of students, faculty, and administration can become more fully developed and apparent.” - St. Francis DeSales Faculty Handbook

Goals and Components of Campus Ministry:

- To empower young people to live as disciples of Jesus Christ in our world today.
- To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- To foster the total personal and spiritual growth of the young person.
- Components include: Advocacy, Catechesis, Community Life, Evangelization, Justice and Service, Leadership Development, Pastoral Care, and Prayer and Worship ("Renewing the Vision: A Framework for Catholic Youth Ministry", USCB)

OPPORTUNITIES FOR SPIRITUAL GROWTH

RETREATS/DAYS OF REFLECTION

1. Days of Reflection for all grade levels: Students are given a day to separate themselves from the rest of the school community and take time to reflect on their individuality, get to know their classmates on a deeper level, and have the time to explore their spirituality while receiving constant support and guidance. Days of Reflection are led by the Campus Ministry Team and student leaders. Each grade level concentrates on one specific theme taken from the Catholic Social Teaching of the Church. This theme is not only presented by way of retreat, but also within each academic area throughout the year.

NOTE: All students are expected to attend these retreats.

Themes for Days of Reflection:

Freshman Year - "Community"

Sophomore Year - "Being Unique"

Junior Year - "A Call to Leadership/Social Justice"

Senior Year - "Passing on the Flame"

2. Senior Kairos Retreat: The Kairos Retreat is an optional overnight experience spread over four days. The seniors travel to St. Peter and Paul Retreat Center in Newark, Ohio where they truly "spend time with God." This retreat is led by a team of students and adults. The student leaders are selected by the Office of Campus Ministry as well as faculty and staff. Both the student and adult team receive extensive training prior to the retreat. Kairos retreats are offered three times each year thus allowing seniors to attend at a time that is most convenient to their schedule.

3. Junior Class Mini-Urban Plunge: the diocesan Office of Social Concerns in collaboration with the office of Campus Ministry offers a unique opportunity for our juniors to immerse themselves in serving those in need in the greater Columbus area.

WORSHIP

1. All-School Liturgies / Prayer Services: Our liturgical schedule consists of monthly all-school liturgies that take place in the gymnasium. Our chaplain and clergy from our feeder schools and surrounding parishes are always invited and welcome to celebrate with our school community in whatever capacity they are able. We also have two days, one in the fall and one in the spring, in which we invite grandparents of the student body to celebrate Mass at 7:00 a.m. followed by a special breakfast. Prayer services are held throughout the year for various occasions such as Thanksgiving, Advent, and Lent.
2. Daily Liturgy: Daily Liturgy is celebrated at various times during the school day. We also celebrate Friday Morning Liturgies every Friday morning at 7:00 a.m. Liturgy is held in the chapel for any student, faculty, staff and surrounding community member who wishes to participate. Each week is usually sponsored by a team, club, or activity at DeSales.
3. Reconciliation: The sacrament of Reconciliation is offered to the St. Francis DeSales school community during the seasons of Advent and Lent and anytime by appointment with the chaplain.

CHRISTIAN SERVICE

Of the many ways in which a high school student experiences the world, perhaps one of the most meaningful is through serving. The stories of our faith tell us that we must serve one another if we desire to know God. The goal of service is to develop, in each student, the art of recognizing, comprehending and caring for the needs of others. Christian Service is an integral part of student life at St. Francis DeSales High School. Involvement in service learning and service projects are available on a number of levels: school-wide, class sponsored, and individual. All large scale service projects are approved by Student Council.

1. Canned Food Drive Campaign: DeSales has been able to provide St. Stephen's Community Center with much needed food during the holidays for many years.
2. Christmas in the Courtyard: This is an activity in which the senior class volunteers to "adopt" a child from St. Stephen's Community Center for one evening in December. Our seniors take the little ones around to various classrooms at DeSales for crafts, candy, and fun. Santa Claus makes a grand appearance and leads the children in a special tree-lighting ceremony and reads the story of Christ's birth from the Gospel.
3. Other School-wide Service Projects: Crop Walk, Operation Smile, and any approved by Student Council.

PASTORAL MINISTRY

Support and guidance is always available for the school community. The Campus Ministry office offers pastoral assistance in areas such as grief, dealing with loss, depression, moral decision-making, anger management, families in transition, and any other difficulty a student may be facing. Students/faculty may always drop in any of the Campus Ministry offices to speak with one of the team members. Support groups are also available and meet during lunch times for a "brown bag" session.

Clubs and Organizations

St. Vincent DePaul: This club falls under the large umbrella of Campus Ministry, however it is truly its own entity. The club consists of on average fifty or more students of all grade levels who commit to providing community service to our surrounding area and beyond. They meet every Tuesday after school.

Horizons: Student and faculty singers and musicians are invited to share their talents by leading the DeSales community in song during various worship services.

Teen Lay Ministry: Students may also participate and be trained in the following liturgical activities: Eucharistic Ministry, Lectoring, Altar Serving, Gift Bearing and Sacristans.

POLICIES IN SCHOOL FINANCE/INSTITUTIONAL ADVANCEMENT

TUITION REFUND POLICY

Any student who voluntarily withdraws or is expelled during the academic year will be responsible for payment of tuition through the end of the month in which he/she withdraws or is expelled. No refund will be made if a student withdraws or expelled after April 1. An administrative fee of \$300 will be charged in all cases of withdrawal or expulsion.

Note: If a student has received a tuition grant or scholarship award, and the student withdraws or is expelled before December 31st, no grant/scholarship amount will be applied to their tuition account. If the student withdraws or is expelled after that date only a pro-rated amount will be applied to the tuition account, depending upon the date of the withdrawal.

STUDENT LIFE FEE

Student Life Fee: The Student Life Fee is assessed each year to each student attending St. Francis DeSales High School and is intended to reduce the number of fees charged throughout the year. Fee proceeds cover the costs associated with graduation, student clubs and activities, religious programs and retreats, student insurance, aspects of the athletic program and the associated administrative costs of each. The Student Life Fee is typically determined in the spring prior to the upcoming academic year and is billed along with tuition. Currently the fee is \$390.00 per academic year and must be paid, or incorporated into a payment plan, by each student prior to the beginning of the school year.

The fee is refundable up to the beginning of the school year. Should a student withdraw from the school at any time after the school year has started, the fee is non-refundable and any portion that remains unpaid as part of an installment arrangement, must be paid prior to the administrative completion of the withdrawal.

PHILOSOPHY OF FUND RAISING

Mission of the Office of Institutional Advancement

The mission of the Office of Institutional Advancement is to keep Saint Francis DeSales High School accessible to all students and secure financial resources for its current and future needs.

Philosophy of Fund raising

All fundraising at the school must support the school's mission, build community, and provide essential financial resources for the viability and advancement of St. Francis DeSales High School and its students.

Policies and Guidelines of Fund raising

The purpose of the policy on fund raising is to control the multiple solicitation of the school constituency. Priority will be given to the efforts that have the greatest impact on the school. Timing of the fund raising proposal is also an important consideration in the request process.

Any support group, company, organization, club or individual raising money on behalf of St. Francis DeSales High School through a fund raising initiative – which includes events, special initiatives, promotions, or other means of raising funds/proceeds to support the SFDHS mission – falls under the following policies and guidelines.

St. Francis DeSales High School is a non-profit 501 C3 organization. All fund raising at the school is to be undertaken to defray the cost of operating and maintaining the school which helps support scholarships, tuition assistance, enrich student programs and co-curricular programs that feature athletics, performing arts and well over thirty clubs.

All fund raising efforts at the school must receive approval annually at least three (3) months in advance of the start of a fund raising effort. Fund raising includes direct and indirect solicitation in the interest of the school by anyone. It also includes the backing of another company or organization in exchange for monies or a gift to the school.

Application for approval starts with the Institutional Advancement Director and is sanctioned by the Institutional Advancement Committee. Please contact Michele Moriarty, Institutional Advancement Director, at (614) 267-7808 ext. 130. Applications for student-based fund raising will include review by the administration.

All marketing and promotional materials for the event must clearly state the beneficiary (ex. Proceeds to benefit SFDHS). Guidelines on brand usage must follow the St. Francis DeSales Brand Book which is found on the web site. Guidelines can also be obtained by contacting the Director of Community Relations. Materials must be approved at least two (2) weeks in advance of print deadline. If a product is being sold or distributed for the benefit of SFDHS, a sample of the product is required for approval from the Advancement Office. If using the SFDHS logo, the logo must have prior approval from the Director of Community Relations. Please submit the product at least (4) weeks prior to production for approval.

BRAND USAGE GUIDELINES

Guidelines on brand usage must follow the St. Francis DeSales Brand Book which is found on the web site. Guidelines can also be obtained by contacting the Director of Community Relations.

The use of the SFDHS logo is not permitted, without explicit approval from the Director of the Community Relations. This includes downloading SFDHS logos from the school website.

Photos on SFDHS web sites are property of SFDHS. Reproduction of photos for marketing purposes is not permitted without explicit approval from the Director of Community Relations.

If logo/photo use is permitted, all materials using the logo/photo must be submitted to the Advancement Office at least four (4) weeks prior to the print deadline. The submission must be "proof" quality to represent the true nature of what is being produced.

For brand approval, please contact the Karen Cofojohn, Director of Community Relations at (614) 267-7808 ext. 129 or email kcofojoh@cdeducation.org.