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# DeSales High School



## Student/Parent Handbook 2014-2015

St. Francis DeSales High School  
425 Kenwood Drive  
Louisville, Kentucky 40214  
PHONE: (502) 368-6519  
[www.desaleshighschool.com](http://www.desaleshighschool.com)

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## General Information

### WELCOME FROM THE PRESIDENT

Dear Families of St. Francis DeSales High School Community,

Welcome to the 2014-2015 school year. This will be an exciting and challenging year for all of us, as we continue to strive for excellence in all of our spiritual, academic, athletic, and extracurricular programs. Our school theme is: *DeSales...It's Personal Here!* This theme arises from the understanding that at DeSales High School, we provide an educational environment that emphasizes personal attention and care for our students, our colleagues, and our families. We emphasize Christian values as we direct our students to grow in knowledge, faith, love and service. As stated in our vision statement, the message of St. Francis DeSales is:

*The cultivation of mind, spirit, and body has an ultimate mission of guiding you to be competent, concerned, responsible and ethical builders of God's kingdom.*

As a leadership team, we will work closely with you and the faculty to ensure a positive educational experience for your son. We ask you to join us as we embrace the challenge of taking advantage of every opportunity presented to us this year. We are enthusiastic and ready to assist you as we journey through this year at DeSales High School.

Please read the contents of this handbook carefully. Our school leadership team has crafted a concise, user-friendly handbook. The expectations outlined herein will help each student work within a cooperative community necessary for a happy and productive school environment.

DeSales is a dynamic school where it truly *is* personal. With the cooperative efforts of students, parents, and school personnel, we strive to provide a challenging Catholic education of the highest quality. We look forward to growing with you. If you have any questions as you review this handbook, please do not hesitate to call, email, or set up a conference. Thank you in advance for the attention you will dedicate to studying and supporting our school handbook.

Sincerely,

Douglas Strothman  
President

## 2014-2015 DeSales High School At-A-Glance Calendar\*

### August

- 4 New Parent Meeting, 6:30
- 5 Returning Parent Meeting, 6:30
- 12 Sophomore Orientation, 9:00  
Junior Orientation, 11:00  
Senior Orientation, 1:00
- 13 Freshman Orientation, 8:00-12:30
- 14 Freshman Retreat Day, 8:00-2:45
- 15 First Day of School
- 29 Opening School Mass and Awards  
Ceremony, 10:00 and Noon Dismissal

### September

- TBD Freshman Parent Alcohol/Drug  
Workshop
- 2 Campus Closed – Labor Day
- 4 Junior Parent Meeting, 6:30
- 9 Senior Parent Meeting, 6:00
- 9 Back to School Night, 7:00
- 10 Late Opening
- 23 Sophomore Retreat
- 30 Sophomore Retreat

### October

- 1 Colt Fest and Noon Dismissal
- 2-3 Junior Retreat
- 4 Homecoming Dance
- 7 Sophomore Retreat
- 14-16 Senior Retreat
- 17 Fall Break
- 20 Fall Break
- 28 Parent/Teacher Conferences, 3:15-7:30
- 29 Late Opening
- 31 Noon Dismissal

### November

- 5 Noon Dismissal
- 8 Mother/Son Dance
- 14 Noon Dismissal
- 16 Open House, 1:00-3:00
- 17 Late Opening
- 26-27 Campus Closed – Thanksgiving Break

### December

- 4-5 Junior Retreat
- 16-19 Midterm Exams, 9:00-Noon
- 22-1/2 Christmas Break

### January

- 5 No School – Teacher PD  
Midterm Exam Make-Up Time, 9:00
- 8 Freshman Parent Abstinence Meeting, 6:30
- 19 Campus Closed – MLK Day
- 24 11<sup>th</sup> Annual Benefit Feast
- 29 Parent/Teacher Conferences, 3:15-7:30
- 30 Late Opening

### February

- 4 Noon Dismissal
- 5-6 Junior Retreat
- 13 Winter Break\*
- 16 Winter Break\*

\*May be used as snow make-up days if necessary.

### March

- 11-13 Senior Retreat
- 11 Noon Dismissal
- 26 Jr Ring Ceremony
- 28 Jr Prom
- 30-4/2 Immersion

### April

- 3 Campus Closed – Good Friday
- 6-10 Spring Break
- 25 Senior Prom

### May

- 1 Campus Closed – Oaks Day
- 4-15 AP Testing
- 8 Senior Final Exams
- 11-12 Senior Final Exams
- 13-15 Senior Graduation Activities
- 13 Baccalaureate Mass, 7:30
- 15 Senior Breakfast, 8:00 with Senior Awards  
Ceremony, 10:00 and a Noon Dismissal
- 15 Commencement, 7:30
- 25 Campus Closed – Memorial Day
- 26-29 Final Exams (Times of exams are TBD)

\*Please note that these dates/times are subject to change based on unforeseen circumstances. Always refer to the website for the most up-to-date calendar.

## **MISSION STATEMENT**

St. Francis DeSales High School shapes young men to be moral, ethical and responsible leaders by providing a personal, comprehensive Catholic education based on the pillars of *Faith † Brotherhood † Tradition*.

## **VISION STATEMENT**

St. Francis DeSales High School strives to deliver the foremost personal and innovative Catholic education in Louisville, shaping students, faculty and staff to be people of faith, integrity, and achievement.

### **Faith**—*we believe in...*

- providing an education rooted in the Roman Catholic tradition of Jesus Christ and centered in prayer
- recognizing each student's God-given dignity
- promoting his spiritual, academic and personal growth
- guiding him to more fully live a Christian values-based life
- challenging him to achieve high standards in pursuit of ever higher goals
- instilling confidence in his ability to successfully face the future

### **Brotherhood**—*we believe in...*

- capitalizing on the advantages of being a small school
- personalizing education through small learning communities
- enhancing the unique talents of each student
- emphasizing the benefits of a four-year retreat experience
- providing greater opportunities to participate in extra-curricular activities
- fostering a strong and active alumni association through enhanced communication and increased opportunities for participation

### **Tradition**—*we believe in...*

- the gift of education given by the Carmelite founders
- the faith formation of each student
- academic excellence
- good sportsmanship and fair play

DeSales strives to be the best by providing a holistic learning experience, both inside and outside the classroom. This is achieved through encouraging and promoting best practice and by being aware of and proactively addressing the ever-changing needs of the community. DeSales High School aspires to continue being a leader in educational and technological innovation, providing state of the art facilities, building upon the success of the Teach-nology program, and developing a curriculum to prepare students to be competitive in the global market place.

## **HERITAGE AND HISTORY**

In 1954, the Carmelite Order was invited to administer a high school for boys in the South End of the city. During the following year, the process of negotiations with the diocese for the establishment of DeSales High School began.

On August 9, 1956, Fr. Jude Cattelona arrived in Louisville to become the founding Vice President of Academics of DeSales High School. On September 10, 1956, approximately one hundred thirty boys began their freshman year at DeSales, and on May 29, 1960, eighty-five young men became the first graduates of DeSales at ceremonies in the outdoor amphitheater in Iroquois Park.

Priests from the Carmelite Order continued to serve DeSales as Vice President of Academics through 1983. Fr. Murray Phelan, Fr. Tom Batsis and Fr. Farrell Kane each strove to maintain the quality of a DeSales education while adapting it to important changes with the local community and American society as a whole. From June, 1983 to present, DeSales merged ahead under the guidance of lay Vice President of Academics and administrators.

In July, 2006, DeSales named its first full-time President in Mr. Doug Strothman. The future of DeSales was further secured as a new sponsorship agreement was negotiated with the Archdiocese of Louisville in 2007. The new agreement assures DeSales its campus facilities for the next twenty-five years with an option for an additional twenty-five. Thus, the DeSales leadership team is laying the vision for the next fifty years of the school's history.

From its very beginnings, DeSales High School has striven to serve the educational needs of Louisville families. The professional and dedicated leadership of its administrators and generous contributions of the faculty, parents, students, alumni and the community as a whole have helped make DeSales one of the finest Catholic educational institutions in the region.

## **SYMBOLS**

### **Patron**

St. Francis DeSales was born in 1567 in the backwoods of the lower Alpine mountain ranges in France. At the age of 15, he traveled to Paris to study at the Jesuit University College of Clermont, near the Sorbonne. In 1593 he was ordained a priest, and in 1602 he was consecrated Bishop of Geneva. He died in December 1622.

The patron of writers and journalists, Francis DeSales holds an honored place in French literature. His great work, *Introduction to the Devout Life*, was a pioneer book in showing that the Christian life is the challenge of every baptized Christian.

Following the example of our patron, St. Francis DeSales, we at DeSales strive to imitate his dedication to the Christian message, his scholarship, his spiritual heroism, and his love for all people.

### **Mascot**

The Colt is a symbol of the spirit, life and vitality that is DeSales. The Colt was chosen as the school mascot because of the school's location in the South End of Louisville, home to Churchill Downs and the Kentucky Derby.

### **DeSales High School Song**

By T. Hurley

DeSales High, DeSales High,  
We sing our proud refrain:



The men of the brown and white  
Will once again bring fame.  
We never will give in till the  
Job is done,  
With vict'ry as our goal and the  
Prize is won.  
DeSales High, DeSales High,  
We pledge our hearts to you!

DeSales High, DeSales High  
We sing our spirit bold:  
Your banner and colors bright  
We ever will uphold.  
With unity and strength  
We have always led,  
With loyalty and pride  
We will strive ahead.  
DeSales High, DeSales High  
We pledge our hearts to you!



### **Coat of Arms**

The four quadrants of the Coat of Arms are separated by a cross, the symbol of Christianity. DeSales is, first a Catholic school, which seeks to promote and encourage the Christian way of life as expressed in the message of Jesus and in the history and traditions of the Catholic Church.

In the upper left quadrant is the shield of the Carmelite Order. The arched line represents Mount Carmel in Palestine where the Carmelite friars began; the three stars represent Elijah and Elisha—prophets of the Old Testament—and Mary, the mother of Jesus.

In the upper right quadrant is the quill-pen of scholarship, symbolic of the academic endeavors of teachers and students at DeSales High School.

In the lower left quadrant is the Olympic Torch, an ancient Greek symbol representing the athletic endeavors of the DeSales High School Community.

In the lower right quadrant is the fleur-de-lis, the symbol of the city of Louisville.

### **CLASS RINGS**

The DeSales school ring is intended to be a symbol of both school tradition and the individual student's accomplishments. The official school ring must, therefore, comply with DeSales' specifications. A DeSales class ring contains an amber stone and the school's crest on one side. Students are allowed to put any activity symbol on the side opposite the school crest. All students are encouraged to participate in the Junior Mass and Ring Ceremony; however, in order to receive the ring during the Junior Ring Ceremony, the ring must meet the aforementioned specifications.

## CONTACT INFORMATION

DeSales High School  
425 West Kenwood Drive  
Louisville, Kentucky 40214  
Phone: (502) 368-6519  
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Website: [www.desaleshighschool.com](http://www.desaleshighschool.com)

## LEADERSHIP TEAM

<u>Title</u>	<u>Name</u>	<u>Extension</u>
President	Mr. Doug Strothman	42
Vice President of Academics/Principal	Mrs. Suzanne Barnett	13
Director of Advancement	Mr. Joshua Blandford '14H	27
Director of Athletics	Mr. Sam Gilbert	33
Director of Finance	Mrs. Judy Heare	34

## ACADEMIC TEAM

<u>Name</u>	<u>Academic Area</u>	<u>Email Address</u>
Mrs. Suzanne Barnett	V.P. of Academics/Principal	<a href="mailto:suzanne.barnett@desaleshs.com">suzanne.barnett@desaleshs.com</a>
Mr. Chad Bader	Coordinator of Campus Ministry/Theology	<a href="mailto:chad.bader@desaleshs.com">chad.bader@desaleshs.com</a>
Mr. Terry Barney '73	Science	<a href="mailto:terry.barney@desaleshs.com">terry.barney@desaleshs.com</a>
Mrs. Tammy Beam	Guidance Counselor	<a href="mailto:tammy.beam@desaleshs.com">tammy.beam@desaleshs.com</a>
Mrs. Kate Brockman	Social Studies	<a href="mailto:kate.brockman@desaleshs.com">kate.brockman@desaleshs.com</a>
Mr. T.J. Cataldo	Social Studies*/Theology	<a href="mailto:tj.cataldo@desaleshs.com">tj.cataldo@desaleshs.com</a>
Mr. Tom Crews	Social Studies	<a href="mailto:tom.crews@desaleshs.com">tom.crews@desaleshs.com</a>
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Mr. John Gulden	Mathematics	<a href="mailto:john.gulden@desaleshs.com">john.gulden@desaleshs.com</a>
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Mrs. Gaynor McAnally	Arts and Humanities	<a href="mailto:gaynor.mcanally@desaleshs.com">gaynor.mcanally@desaleshs.com</a>
Mr. Tom McAnally	Social Studies	<a href="mailto:tom.mcanally@desaleshs.com">tom.mcanally@desaleshs.com</a>
Mr. Bill Moore	Mathematics/Business	<a href="mailto:bill.moore@desaleshs.com">bill.moore@desaleshs.com</a>
Ms. Jennifer Osbourne	Technology	<a href="mailto:jennifer.osbourne@desaleshs.com">jennifer.osbourne@desaleshs.com</a>
Mrs. Laura Pohlmann	Learning Resources Coordinator	<a href="mailto:laura.pohlmann@desaleshs.com">laura.pohlmann@desaleshs.com</a>
Mrs. Anastasia Quirk	Asst. Principal/Dean of Studies Mathematics	<a href="mailto:anastasia.quirk@desaleshs.com">anastasia.quirk@desaleshs.com</a>
Mr. John Rudolph		<a href="mailto:john.rudolph@desaleshs.com">john.rudolph@desaleshs.com</a>
Mr. Matt Sommer	English	<a href="mailto:matt.sommer@desaleshs.com">matt.sommer@desaleshs.com</a>
Mrs. Sheila Stocksdales	Theology*	<a href="mailto:sheila.stocksdales@desaleshs.com">sheila.stocksdales@desaleshs.com</a>
Mr. Mike Swearingen '03	Theology	<a href="mailto:mike.swearingen@desaleshs.com">mike.swearingen@desaleshs.com</a>
Ms. Wanda Trigg	World Language*	<a href="mailto:wanda.trigg@desaleshs.com">wanda.trigg@desaleshs.com</a>

\*Department Chairperson

**STUDENT SERVICES TEAM**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Ext.</u></b>
Vice President of Academics/Principal	Mrs. Suzanne Barnett	13
Assistant Principal/Dean of Studies	Mrs. Anastasia Quirk	28
Dean of Students	Mr. Lance Hammond	39
Curriculum Media Specialist	Ms. Jennifer Osbourne	23
Coordinator of Campus Ministry	Mr. Chad Bader	24
Guidance Counselor	Mrs. Tammy Beam	31
Learning Resources Coordinator	Mrs. Laura Pohlmann	11
Office Manager	Mrs. Barbara Morgan	10

**GUIDANCE TEAM**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Ext.</u></b>
Assistant Principal/Dean of Studies	Mrs. Anastasia Quirk	28
Guidance Counselor	Mrs. Tammy Beam	31
Learning Resources Coordinator	Mrs. Laura Pohlmann	11

**ADVANCEMENT TEAM**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Ext.</u></b>
Director of Advancement	Mr. Joshua Blandford '14H	27
Assistant Director of Special Events	Mrs. Janet Harpe	29
Associate Director of Admissions & Alumni Relations	Mr. Justin Lewis '05	20

**FINANCE/FACILITIES TEAM**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Ext.</u></b>
Director of Finance	Mrs. Judy Heare	34
Associate Director of Business	Ms. Lisa Hutchins-O'Keefe	11
Campus Store Manager	Mrs. Theresa Minogue	38
Facilities Manager	Mr. Lee Harlamert	35
Assistant Facilities Manager	Mr. Tom Shadowen	
IT Coordinator	Mr. Dave Mattingly	15
IT Coordinator	Mr. Rick Buntain	45
Cafeteria Manager	Mr. David Barnes	14
Cafeteria Assistant Manager	Mrs. Lea Ann Close	22
Cafeteria Staff	Mrs. Sandra Axman	
Cafeteria Staff	Mrs. Kim Pinto	
Cafeteria Staff	Mrs. Pam Schurfranz	

**ATHLETICS TEAM**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Ext.</u></b>
Director of Athletics	Mr. Sam Gilbert	33
Football Coach	Mr. Harold Davis '82	33
Baseball Coach	Mr. T.J. Cataldo	
Basketball Coach	Mr. J.R. Mingus '01	
Bowling Coach	Mr. Terry Barney '73	
Golf Coach	Mr. Steve Reed	
Cross Country Coach	Mr. Jeremy Blevens '04	
Soccer Coach	Mr. Aaron Gottbrath '06	

Track Coach  
Tennis Coach  
Wrestling Coach

Mr. Jeremy Blevens '04  
Mr. John Rudolph  
Mr. Alan Martin

### **DESALES HIGH SCHOOL IS RESPONSIBLE FOR...**

- providing sound instruction for our students that is true to the principles of the Catholic faith
- providing opportunities for students to deepen their faith through service work, retreats, worship services, and daily prayer
- providing an environment that is safe, welcoming, and conducive to learning
- providing a faculty that is competent and qualified to instruct students according to a sound curricular framework
- providing an atmosphere that fosters self-discipline and integrity in our students
- providing a system of record-keeping that accurately portrays a student's performance record
- providing fair systems of accountability that allow students to be treated consistently according to DeSales policies and standards
- providing extracurricular opportunities that enhance the student experience and allow students the opportunity to grow spiritually, academically, physically, and socially

### **DESALES HIGH SCHOOL STUDENTS ARE RESPONSIBLE FOR...**

- adhering to all school rules, regulations, and policies
- actively engaging in the learning process
- working cooperatively with the faculty, staff, and administration to ensure a conducive learning environment for all
- respecting the property and rights of their fellow students and of the other members of the DeSales community
- respecting the building and grounds of DeSales
- taking responsibility for their own learning and with that completing assignments in a timely fashion
- conducting themselves as Christian young men

### **DESALES HIGH SCHOOL PARENTS ARE RESPONSIBLE FOR...**

- respectfully communicating with school personnel regarding any information or circumstances that might negatively impact their son's behavior or academic progress
- providing support to the DeSales faculty by ensuring a home environment where students are encouraged to complete assignments and exhibit good study habits
- monitoring their son's academic progress by regularly checking his grades on Power School and communicating with faculty members and/or administration when necessary
- checking Teacher Ease regularly to stay up to date on pertinent information
- providing accurate contact information and accurate information pertaining to student records
- supporting the school's mission, vision, policies, procedures, and regulations
- fulfill all financial obligations related to the educational experience of their son

## **STATEMENT ON PARENTAL AUTHORITY AND RIGHTS**

Every DeSales student is required to live with a parent or legal guardian regardless of the student's age. The parent or legal guardian is responsible for the DeSales student that is under their authority and care. Only the parent or legal guardian has the authority to sign school documents, remove a student from school, or call a student in as tardy or absent regardless of the student's age. A parent or legal guardian has the right to view or obtain official school records pertaining to the student for which he/she is responsible. Parents have the right to receive all school communications, to attend conferences with faculty members or members of the administration, and to request that a student be released or absent from school for legitimate reasons.

## **Academic Policies and Procedures**

### **ADMISSION POLICIES AND PROCEDURES**

DeSales High School admits students of any race or national/ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at DeSales High School. We do not discriminate on the basis of race or national/ethnic origin in the administration of its policies, its financial assistance and scholarship programs, or its athletic and other school-administered programs.

A student interested in starting at DeSales High School in August as an incoming ninth grader should contact the school's Associate Director of Admissions and Alumni Relations to obtain information about the process of enrolling at DeSales High School. Please note that the Catholic High School Placement Test is required before a student may be considered for admission as an incoming freshman.

A student previously or currently enrolled in another high school wishing to transfer to DeSales High School should first contact the school's Associate Director of Admissions and Alumni Relations to set up an interview. A student wishing to attend DeSales as a transfer student may be admitted, on a probationary basis, only after a review of that student's academic and disciplinary records from his previous or current high school. DeSales High School does not accept senior transfers from non-tuition based schools.

### **PROGRAMS OF STUDY**

The goal for every young man at DeSales High School is to graduate with the skills and knowledge necessary to succeed at the post-secondary level, whether he is headed to college, the workforce, or to military service.

Coursework at DeSales is based on state and national standards for each discipline. Further, the Programs of Study is designed to meet the minimum Kentucky Core Curriculum while allowing students the opportunity to participate in learning experiences unique to their post-secondary goals. Students may elect to participate in Advanced Placement/Dual Credit classes and other educational experiences designed to meet their learning goals.

For the purposes of scheduling students, the Program of Study design places students into one of three academic levels—Academic, Scholastic, and Honors.

The Academic Program is designed for students who may need additional academic support to experience success during their high school career. Students in the Academic Program may be planning to attend a technical college, community college, or another form of post-secondary training upon graduation from high school. This program ensures that students earn the required credits prescribed in the Kentucky Core Curriculum.

The Scholastic Program is designed for students who demonstrate average or above average proficiency in the areas of reading, language and mathematics. The program is designed to ensure that students earn the required credits prescribed in the Kentucky Core Curriculum, in addition to a minimum of two years of the same world language study. The Kentucky Core Curriculum courses and the two year minimum world language study requirement will prepare students in the Scholastic Program to pursue post-secondary education at both two and four year colleges and universities.

The Honors Program is designed to provide students the academic background they will need to be successful in a college or university setting and to allow those students the opportunity to gain college credit while still enrolled in high school. Honors Program students are expected to enroll in a minimum of six Honors level courses and enroll in a minimum of four College Board endorsed Advanced Placement courses or dual credit courses. In addition to the Kentucky Core Curriculum and the opportunity to participate in AP or dual credit courses, the Honors Program requires a minimum of three years of the same world language study with the option of a fourth year of study. Students who demonstrate strength in the areas of reading, language and mathematics will benefit the most from the Honors Program of Study.

Members of the Guidance Team will meet with each student to formulate a comprehensive academic plan for the student while he is enrolled at DeSales. These plans are fluid, so as student interests and abilities change, the plan may be modified to best meet the needs of the individual student. Placement decisions for coursework will be based on a review of placement test scores, prior student work, consultation with faculty, and consultation with the family. It is the intention of DeSales High School to assist every young man to alleviate any learning barriers and to reach his full potential for success.

## **REGISTRATION FOR RETURNING STUDENTS**

A returning student's registration is complete only upon receipt of a completed Reenrollment Application packet and the \$150.00 non-refundable tuition deposit. A list of required and elective courses will be provided for every student. Students should keep in mind the requirements of their chosen Program of Study when choosing courses. A student's course schedule cannot be officially assigned until registration is complete.

## **GRADUATION REQUIREMENTS**

To qualify for graduation at DeSales, a student must successfully complete a minimum of 30 credits for the class of 2015 and the class of 2016, 29 credits for the class of 2017, and 28 for the class of 2018. A candidate for graduation must have earned the following credits during his four-year program:

- Theology 4 credits
- English 4 credits

- Mathematics 4 credits
- Science 4 credits
- Social Studies 4 credits
- Arts and Humanities 1 credit
- World Language 2 credits
- Health ½ credit
- Physical Education ½ credit
- Elective Courses 4-6 credits
- Completion of all Service Ministry Portfolio Requirements
- Completion of all Guidance Portfolio Requirements

The courses a student must take in order to earn these credits are determined by the student's Program of Study. Students are required to earn a full credit each year of enrollment at DeSales in English, Math, Social Studies, and Theology. Exceptions regarding graduation requirements may be made only with the explicit written permission of the Vice President of Academics/Principal or the Dean of Studies.

## CLASSIFICATION OF STUDENTS

The following details the academic credit requirements for the class of **2018**:

- **Freshmen:** Have met all entrance requirements
- **Sophomores:** Have earned a minimum of 7 academic credits and completed 15 service credits
- **Juniors:** Have earned a minimum of 14 academic credits and completed 30 service credits
- **Seniors:** Have earned a minimum of 21 academic credits and completed 45 service credits
- **Graduate:** Have earned a minimum of 28 academic credits and completed 60 service credits

The following details the academic credit requirements for the class of **2017**:

- **Freshmen:** Have met all entrance requirements
- **Sophomores:** Have earned a minimum of 8 academic credits and completed 15 service credits
- **Juniors:** Have earned a minimum of 15 academic credits and completed 30 service credits
- **Seniors:** Have earned a minimum of 22 academic credits and completed 45 service credits
- **Graduate:** Have earned a minimum of 29 academic credits and completed 60 service credits

The following details the academic credit requirements for the class of **2016**:

- **Freshmen:** Have met all entrance requirements

- **Sophomores:** Have earned a minimum of 8 academic credits and completed 15 service credits
- **Juniors:** Have earned a minimum of 16 academic credits and completed 30 service credits
- **Seniors:** Have earned a minimum of 23 academic credits and completed 45 service credits
- **Graduate:** Have earned a minimum of 30 academic credits and completed 60 service credits

The following details the academic credit requirements for the class of **2015**:

- **Freshmen:** Have met all entrance requirements
- **Sophomores:** Have earned a minimum of 8 academic credits and completed 25 service credits
- **Juniors:** Have earned a minimum of 16 academic credits and completed 40 service credits
- **Seniors:** Have earned a minimum of 23 academic credits and completed 55 service credits
- **Graduate:** Have earned a minimum of 30 academic credits and completed 70 service credits

Exceptions regarding student classification may be made at the discretion of the Vice President of Academics/Principal. Students who fail to earn the minimum academic credits during the school year will be required to earn the failed credits during the summer. Students will not be permitted to repeat courses that were failed at DeSales by retaking the failed course during the school year at DeSales. Students who fail to make adequate academic progress toward fulfilling graduation requirements may not be allowed to continue at DeSales High School. Students may not repeat a grade at DeSales.

NOTE: Students will not be permitted to recover more than two credits through summer school in any one year and will not be permitted to recover more than four credits through summer school in their career at DeSales.

### **SERVICE MINISTRY PORTFOLIO**

Students at DeSales High School are required to provide the Coordinator of Campus Ministry with documentation of hours of volunteer service in accordance with the classification schedule below. For the 2014-2015 school year, all students will be required to fulfill 15 hours of community service. For details on required hours, see the following table:

Grade Level for the 2013-2014 Academic Year	Total hours required by end of the 2013-2014 Academic Year	Total hours required by end of the 2014-2015 Academic Year
Seniors ( <i>Class of 2015</i> )	55	70
Juniors ( <i>Class of 2016</i> )	30	45
Sophomores ( <i>Class of 2017</i> )	15	30
Freshmen ( <i>Class of 2018</i> )	N/A	15



- The minimum requirement each year must be met, regardless of the number of hours accumulated in previous years. Yearly service hours will be due in May.
- The end of the year due date for service hours will be announced at the beginning of the school year.
- The summer break can be used to complete service hours for the upcoming school year. All summer hours must be submitted via [www.x2vol.com](http://www.x2vol.com) by the end of August.
- Freshmen can use the summer before their first year at DeSales High School to complete service hours.
- Students cannot use the same service hours from their Confirmation, Scouts, Key Club, National Honor Society, Beta Club, etc. as service hours for DeSales High School.
- Transfer students must meet with the Coordinator of Campus Ministry in order to determine required hours.
- A student who fails to complete and submit the required service hours by the set due date in May will not receive his schedule for the upcoming year until the requirement is met. Extracurricular involvement may also be in jeopardy, should there be a shortage in the required hours.

## **GUIDANCE PORTFOLIO**

In order to be successful in the post-secondary world and to be a candidate for graduation students will compile a “Coltfolio” during their time at DeSales. The purpose of the Coltfolio process is to establish and ensure a student’s growth. Students will be required to build on their Coltfolio throughout their time at DeSales. At the time of graduation, the Coltfolio process will include, but is not limited to, the following:

- Standardized (i.e., EXPLORE, PLAN, Aspire, PSAT, and ACT) test scores
- Participation in standardized test preparations offered during school hours
- Course selection sheets for all years at DeSales
- Completion of the iSafe Program each year
- Student Resume
- Character and Leadership Development Plan
- College and Career Inventories
- Completed College Visit Forms
- Copies of college acceptance letters and any scholarship awards
- Graduation Exit Survey

The Student Services Team will work with students to ensure every young man enrolled at DeSales takes full advantage of the guidance resources available to him at DeSales High School.

## **ACADEMIC CREDIT**

A student is awarded ½ of a credit for each semester course he successfully completes and a full credit for each year-long course he successfully completes. A course is successfully completed when all the desired learning outcomes for the course have been met. Any student who is dismissed or withdrawn from school during the course of a semester will not receive credit for those courses from DeSales High School, even if the student is unable to enroll in another school. Upon request, the student’s grade to date will be forwarded to the school in which that student does enroll.

## GRADING SCALE AND QUALITY POINT INDEX

This grading scale applies to all courses offered at DeSales:

- 90-100          A          Indicates Exceptional Achievement
- 83-89          B          Indicates Above Average Achievement
- 76-82          C          Indicates Average Achievement
- 70-75          D          Indicates Below Average Achievement
- 69 and below   F          Fails to meet Acceptable Achievement Standards

The final class grade is the official grade that will appear on a student's transcript. The transcript will reflect all courses successfully or unsuccessfully attempted during the student's high school career. A course retaken during the summer will not replace a course that was failed during the school year on the student's transcript.

A student's current grade-point average and his cumulative grade-point average are determined by adding together the grade points he has earned with his grade in each of his courses and dividing this sum by the number of credits he has attempted. For calculating a current grade-point average and a cumulative grade-point average, letter grades at DeSales have been assigned grade points on the following scale:

- A          4.00
- B          3.00
- C          2.00
- D          1.00
- F          0.00

A weighted GPA will be used to determine class rank/placement. All general classes are weighted according to the following 4-point scale:

- A          4.00
- B          3.00
- C          2.00
- D          1.00
- F          0.00

All classes that are designated Honors (H) are weighted according to the following 4.5-point scale:

- A          4.50
- B          3.50
- C          2.50
- D          1.50
- F          0.00

All classes that are designated Advanced Placement (AP) or Dual Credit (DC) are weighted according to the following 5-point scale:

- A 5.00
- B 4.00
- C 3.00
- D 2.00
- F 0.00

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

The faculty, staff, administration, and coaching staff are committed to working with parents in the best interest of all DeSales students. Open communication is a key component in working cooperatively toward maximum student achievement.

- If a parent has a particular concern or problem, it should first be respectfully addressed at the level at which it occurred. Please email the appropriate faculty/staff member or coach regarding academic, behavioral, athletic, or extra-curricular concerns.
- The faculty/staff member or coach contacted will either work to resolve the issue via a phone or email conversation.
- A faculty member will work with the parent to set up a conference to discuss the issue, if necessary.
- It is the parent's responsibility to regularly monitor email and Student/Parent Portal on School Insights to receive updates regarding their son's progress.
- If the issue cannot be resolved at the level at which it occurred, a parent should contact the Dean of Studies who will then investigate and help resolve the issue appropriately or refer the issue to the appropriate administrator.
- Every teacher and administrator has a school e-mail address. It is reasonable to expect a response to an email within two (2) business days of the message's delivery.

### **SEMESTER EXAMS**

It is important to provide a summative evaluation of student learning at various points throughout the school year. All courses at DeSales High School will include a summative exam or summative project-based assessment at the end of both the first and second semesters.

- Any student whose tuition is not current by the end of business the day before semester exams begin—whether first or second semester—will not be allowed to sit for semester exams until the tuition payments and fees are current.
- Any student who has not fulfilled obligations regarding the proper care of or replacement of lost textbooks and/or classroom materials will not be allowed to sit for semester exams.
- A student who does not sit for semester exams will receive a grade of "I" (incomplete) until he completes the semester exam.
- All semester exams must be completed within 10 business days of the final day of the semester.
- All course requirements must be completed within 10 business days of the final day of the school year for the student to receive academic credit.

## STUDENT EVALUATION

Evaluation of a student's progress is available in real-time through the Student/Parent Portal on School Insights. Grade reports are only sent home at the end of the fall and spring semesters.

Parent-Teacher-Student Conferences will be held once each semester and at the discretion of the teacher and parent. Parents of students with a D or an F are required to attend Parent-Teacher-Student Conferences.

## MINIMUM ACADEMIC PROGRESS

If a student is not making minimum academic progress toward graduation, he may be asked to leave DeSales. Minimum progress is defined as a student successfully completing the following requirements by the start of each school year:

### Class of 2018:

- **Freshmen:** Have met all entrance requirements
- **Sophomores:** Have earned a minimum of 7 academic credits and completed 15 service credits
- **Juniors:** Have earned a minimum of 14 academic credits and completed 30 service credits
- **Seniors:** Have earned a minimum of 21 academic credits and completed 45 service credits
- **Graduate:** Have earned a minimum of 28 academic credits and completed 60 service credits

### Class of 2017:

- **Freshmen:** Have met all entrance requirements
- **Sophomores:** Have earned a minimum of 8 academic credits and completed 15 service credits
- **Juniors:** Have earned a minimum of 15 academic credits and completed 30 service credits
- **Seniors:** Have earned a minimum of 22 academic credits and completed 45 service credits
- **Graduate:** Have earned a minimum of 29 academic credits and completed 60 service credits

### Class of 2016:

- **Freshmen:** Have met all entrance requirements
- **Sophomores:** Have earned a minimum of 8 academic credits and completed 15 service credits
- **Juniors:** Have earned a minimum of 15 academic credits and completed 30 service credits
- **Seniors:** Have earned a minimum of 22 academic credits and completed 45 service credits
- **Graduate:** Have earned a minimum of 29 academic credits and completed 60 service credits

**Class of 2015:**

- **Freshmen:** Have met all entrance requirements
  - **Sophomores:** Have earned a minimum of 8 academic credits and completed 25 service credits
  - **Juniors:** Have earned a minimum of 16 academic credits and completed 40 service credits
  - **Seniors:** Have earned a minimum of 23 academic credits and completed 55 service credits
  - **Graduate:** Have earned a minimum of 30 academic credits and completed 70 service credits
- Exceptions regarding minimum academic progress standards may be made at the discretion of the Vice President of Academics/Principal.

**ACADEMIC PROBATION**

- If at any point during the school year a student fails to demonstrate the necessary progress to meet minimum academic expectations, the student may be placed on academic probation.
- Any student who is placed on academic probation will be responsible for meeting the requirements of a contract that will be explained to both the student and the parent/guardian during a conference with the Dean of Studies.
- If a student on academic probation fails to meet the terms of the probation, the student may be dismissed from DeSales.

**ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS**

Participation in clubs, sports and extracurricular activities is encouraged as a way to enrich a young man's high school experience.

Consistent with the bylaws of the Kentucky High School Athletic Association, a student must be passing five of his seven courses in order to compete or participate in KHSAA sanctioned events or any other school sponsored extracurricular activity or event.

- Grade checks are completed prior to noon every Monday in order to verify a student's eligibility to compete in athletics or other extracurricular activities.
- Any student who is not eligible on Monday morning, cannot become eligible until grades are checked the following Monday morning. Eligibility is based on the student's cumulative performance on all course work.
- If school is out for a holiday or snow day, the student's current status will stand and eligibility will be run on the next school day.
- Students who are deemed to be persistently out of compliance with the DeSales Student Code of Conduct or who show persistent disregard for their academic progress may be ruled ineligible for participation in athletics and other extracurricular activities.
- To be eligible for participation in any extracurricular activity/athletic event on any given day, a student must be present by the beginning of the lunch period and remain in school for the remainder of the school day.

## **HONOR ROLL**

Special recognition is awarded to students whose academic achievement meets the following criteria:

- President's List – All grades "A"
- First Honors – All grades "A" and "B" with no more than two "B's"
- Second Honors – All grades "A" and "B"

## **SCHOOL LETTER FOR ACADEMIC ACHIEVEMENT**

Students who are on the Honor Roll at the end of the school year will receive a school letter.

## **SENIOR ACTIVITIES/COMMENCEMENT EXERCISES**

DeSales High School honors its graduates with three separate exercises at the end of their senior year:

- Baccalaureate Mass
  - Senior Breakfast/Honors Day
  - Commencement Exercises
- Attendance is mandatory at all practices and at all three senior activity events. Any unexcused absence at an event will forfeit the student's right to attend the remaining event(s).
  - In order to be eligible to participate in end-of-the-year senior activities, a student must have fulfilled the following requirements:
    - Earned credit hours according to approved graduation requirement guidelines for their class
    - Completed all service portfolio requirements
    - Completed all guidance portfolio requirements
    - In good disciplinary standing
    - A student who fails more than one course during the senior year will not be eligible for participation in end-of-the-year senior activities
    - All tuition, fees, and other financial obligations are to be paid prior to final exams in order to be eligible to participate in final exams and any end-of-the-year senior activities.

Students in the class of 2015 who have achieved a high level of academic success may be designated in the following manner during Commencement Exercises:

- Honor – any senior who has earned a 3.8 cumulative weighted GPA at the end of the first semester of his senior year
- The class valedictorian and salutatorian are determined based on the cumulative, weighted GPA as determined 21 days prior to the beginning of senior final exams. A student must have attended DeSales for all four years of high school in order to be named valedictorian or salutatorian.

Students in the classes of 2016, 2017, and 2018 who have achieved a high level of academic success may be designated in the following manner during Commencement Exercises:

- Honor – any senior who has earned a 3.8 cumulative weighted GPA at the end of the first semester of his senior year

- Distinction – any senior who graduates in the top 5% of the class as determined by cumulative weighted GPA determined 21 days prior to the beginning of senior final exams. A student must have attended DeSales for a minimum of three years in order to graduate with distinction.

### **ACADEMIC HONORS CEREMONY**

Each year, a special awards ceremony will be conducted at the beginning of the school year to honor students for outstanding academic achievement during the previous school year. At the end of the school year, an awards ceremony will be conducted to honor the achievements of the graduating seniors. In addition to awards given for scholastic achievement, other awards sponsored by various civic and university organizations are given to students whose accomplishments merit recognition.

### **NATIONAL HONOR SOCIETY AND BETA CLUB**

A sophomore (second semester) or junior who has at least a cumulative 3.5 weighted GPA will be considered for membership in the National Honor Society. A sophomore (second semester) or junior who has at least a cumulative 3.3 weighted GPA will be considered for membership in the Beta Club. In addition to the academic standard, the student must demonstrate that he has superior qualities in character, leadership and service. These include school, parish and civic participation. Once a student meets the minimum academic standards, he is asked to supply information regarding the other areas. A three-member faculty committee appointed by the Vice President of Academics/Principal will review the information and select members for the current year. The advisor is an ex-officio, non-voting member of the committee. Good grades alone are not assurance of membership in either of the organizations. The other three qualities bear equal weight in determining membership. A student must maintain all of the standards from the time of election in order for membership to be maintained. Annual membership dues are required as is regular attendance at chapter meetings.

### **ACT/SAT HONOR ROLL**

- A student is placed on the ACT Honor Roll for earning a composite score of 27 or higher on the ACT exam.
- A student is placed on the SAT Honor Roll for earning a composite score (English, math and writing) of 1800 or higher on a College Board administered SAT assessment.

### **REFERRALS FOR ACADEMIC DIFFICULTIES**

A student who is experiencing serious academic difficulties or is showing a lack of academic achievement will be referred to the Guidance Team. A student who is failing to demonstrate acceptable progress toward meeting minimum academic expectations may be placed on an academic contract. The terms of this contract will vary depending on the circumstances that have led to the contract.

### **TEXTBOOKS, CLASSROOM MATERIALS, and iPad APPS/BOOKS**

- Student textbooks are the property of DeSales and are provided to students for use while the student is enrolled in a particular course should texts be required by the teacher.
- Each student is responsible for the proper care of all classroom materials that are issued to him.

- Textbooks will be distributed to students in various courses. A number is assigned to each textbook and the condition of the textbook is noted.
- At the end of the course, the student must return the textbook that was assigned to him.
- Aside from normal wear on the book, it should be returned in the same condition it was in when assigned. A textbook will be considered lost if it is missing for more than one week during the school year. Parents/guardians are responsible for the replacement cost of any lost textbook, textbook that is not returned by the established due date, or returned in damaged condition.
- A student who damages or loses a textbook or any other classroom materials that are issued to him will not be allowed to sit for semester or final exams until the textbook or other classroom materials are returned or the cost of replacement has been received by the school.
- Teachers may also use class sets of textbooks. In the event class sets of texts are used, students will be allowed to sign out texts with the teacher for use at home or away from school. Regardless of whether texts are assigned individually or used as class sets, no student will be denied access to appropriate learning materials.
- It is the responsibility of the student to purchase requested iPad apps and e-books/iBooks as needed for class. DeSales will provide select apps. All apps/books purchased by the student and provided by the school will remain in the student's iTunes account that is set up by DeSales.

## **Attendance Policies and Procedures**

### **ATTENDANCE**

Regular attendance at school is extremely important for a student to achieve academic success. Parents/guardians and students should understand the importance of the attendance record. This record becomes a part of a student's transcript and attendance records are often requested by post-secondary institutions and employers.

All students and parents/guardians are expected to respect and adhere to the published school calendar. Parents/guardians are asked to refrain from scheduling trips, vacations, or other activities that require a student to be absent from school that conflict with the published school calendar.

If a student reaches eight absences in any particular class at any point during the school year, the student and his parents/guardians will be required to meet with the Vice President of Academics/Principal and members of the Student Services Team to discuss reasons for the excessive absences and the conditions under which the student will be allowed to continue his education at DeSales. A student who has been absent for eight or more class periods may be required to make up the missed time in order to receive academic credit for the missed classes.

### **TARDINESS**

- Any student who is not in his first period class when the tone sounds at 8:00 a.m. is considered tardy. Students may not be admitted into their first period class after 8:00 a.m. without an admission slip from the front office.



- A tardy may be considered excused only if the student is signed in through the main office by a parent or legal guardian. A telephone call, email, or handwritten note are acceptable ways to notify the front office.
- A student will be allowed THREE excused tardies each semester. Upon receiving a fourth tardy, the student must serve a JUG for that tardy and for each successive incident of tardiness regardless of whether the tardy is excused or unexcused.
- A student who is more than 30 minutes late to school is not considered tardy; he is considered absent for that period. A student who is more than 30 minutes late to school must bring in a note from his parent or legal guardian verifying the reason for the late arrival. If a student does not produce a note from his parent or legal guardian he is considered to have been cutting school for that period and may be subject to disciplinary action.
- If a student's lateness to school, excused or unexcused, begins to be excessive, as determined by the administration, the consequence for being late to school may be elevated.

## **ABSENCE**

- Any absence from school that is related to student illness, a death in the immediate family, and/or serious family emergency may be considered an excused absence. All other absences will be considered unexcused. A student will not be able to make up work missed due to an unexcused absence. All exceptions must be approved by the Vice President of Academics/Principal.
- Participation in a school-sponsored activity that has been approved by the Vice President of Academics/Principal is not considered an absence.
- A student is considered absent a half-day if he misses or is signed out of school for more than four instructional periods on a given day and is considered absent for a full day if he misses or is signed out of school for more than four instructional periods on a given day.
- In order to be eligible to participate in or attend extracurricular or athletic events, a student must be present at school for four full class periods and may not leave school due to illness.
- If a student's parent or guardian is to be out of town, a letter with information regarding the custodial arrangements during this time must be given to the main office prior to the parent's departure.
- Only the Vice President of Academics/Principal may excuse a student from classes. A student and his parent/guardian must confer with the Vice President of Academics/Principal or a Dean in advance if they foresee any activity or circumstance that would necessitate the student missing time from school. Doctor and dentist appointments, driving permits and tests should be made for hours outside the regular school day.
- The administration of DeSales High School reserves the right to review all cases of absence and/or tardiness.

## **EXCUSED ABSENCES**

- Absence from school is excused only for student illness, a death in the student's immediate family, or serious family emergency.

- When an illness, death, or emergency requires a student to be absent, the school office must be notified between 7:30 and 9:30 a.m. on the day of the absence (368-6519) in order for the absence to be considered excused. This call by the student's parent/guardian protects both the student and the parent/guardian. If a call is not received before 9:30 a.m., the student is considered truant and the school will make an attempt to contact a parent/guardian.
- Absence due to illness on a school day immediately preceding or following a scheduled school holiday must be verified by a doctor's office note to be considered excused. Absence for any other reason must be approved by the Vice President of Academics/Principal or Dean.
- A student who is absent from school for approved reasons must turn in a note to the front office signed by the parent/guardian stating the reason for the absence. If a note is not provided upon return the absence will be counted as unexcused.

### **UNEXCUSED ABSENCES**

- Vacations and family trips that conflict with the published school calendar are not excused absences.
- Absences for social events or other activities not related to the published school calendar are not excused absences.
- DeSales High School does not recognize any tradition related to student "skip days." Students who choose to participate in such days will be counted as an unexcused absence and will not be allowed to make up work missed as a result of the "skip day."
- Any student who is not present for unexcused reasons will not be permitted to make any work that the student missed as a result of the unexcused absence. See Make-up Work Policy.

### **EXTENDED ABSENCE DUE TO ILLNESS**

The administration of DeSales High School will make every effort to work with students who are absent from school for an extended period of time due to illness. If a student must be absent from school for an extended period of time due to illness the student or parent/guardian should:

- Contact the school to explain the circumstances surrounding the extended absence from school.
- Work with the Dean of Studies to determine the necessary steps for completing student work and returning to school. Submit work that has been completed at home back to the Dean of Studies.

When a student is absent for three or more consecutive days, the student must submit documentation from a physician or hospital before the student will be allowed to return to school.

The administration reserves the right to review each case of extended absence in order to determine the best course of action that will enable the student to receive credit for work missed due to an extended period of absence as the result of illness.

## **FIELD TRIPS**

- A student may participate in a school-sponsored field trip if he is in good standing both academically and behaviorally.
- A student's signed (by his parent/guardian) and dated **field trip permission slip** must be turned in before a student will be allowed to leave school for a field trip. Other forms or notes will not be accepted.
- Verbal permission over the phone is not acceptable.

## **EARLY RELEASE**

- A request for early dismissal from school must be presented to the school office by the end of first block on the day of the appointment. Early dismissal from school will be excused only for medically-related appointments or if the dismissal has been approved in advance by a Dean.
- Students may not sign themselves out during the school day without a written, signed note from a parent and/or legal guardian. The note must contain the student's first and last name, the date, the reason the student must leave school early, the time he must leave and will return, the parent's signature and a number at which the parent can be reached for verification.
- Permission to leave cannot be given over the phone even for students who drive to school. Any student leaving school before the end of the school day must be signed out in the main office.
- For reasons of safety, students will be released from school only to a legal/custodial parent/guardian or person of record. If the person to whom the student is being released is not known by the staff member at the main desk, a photo ID will be required.

## **MAKE-UP AND LATE WORK POLICY**

### **Student is present in class but does not have work:**

- Late daily homework must be turned in by the next class meeting for 50% credit. After that class meeting, late daily homework will receive a 0.
- Late work for a major assignment/project will be assessed a 10% penalty every school day.

### **Student absence is excused:**

- Student must have work upon return to class or the above policy applies.
- If a test is missed, the student must talk with the teacher the day he returns to school to set a date to make up the test.
- Student who is absent for a review before a test is still expected to take the test upon his return.

### **Student absence is unexcused:**

- Any test, quiz, classwork, participation grade given or major project/assignment and homework due on the day of the unexcused absence will receive a 0.
- Any homework, project, major assignment given on the day of the unexcused absence will be accepted on the due date. It is the responsibility of the student to find out what work he missed in each class in order to be prepared for the next class meeting.

- **ALL SEMESTER AND FINAL EXAMS MUST BE TAKEN DURING THE SCHEDULED TIME UNLESS THE ABSENCE IS EXCUSED WITH A DOCTOR'S NOTE.**

### **PARTICIPATION IN SCHOOL ACTIVITIES**

- A student who is absent from school because of illness or who leaves school due to illness may not participate in or attend any athletic or other school event on that day unless his parent/guardian has received the explicit permission of the Vice President of Academics/Principal.
- In order to be eligible to participate in or attend extracurricular or athletic events, a student must be present at school for four full class periods and may not leave school due to illness.

### **COLLEGE VISITS**

- Seniors are allowed two excused absences per year for out-of-town official college visits.
- Occasionally, local colleges will invite students to spend the day in an organized program on the campus. A student may attend those days, but in doing so he is using a campus visit day.
- Juniors are allowed one official college visit in the second semester.
- A student must fill out a college visit form and submit the form to the Guidance Counselor which has been signed by the college admissions counselor.
- All class work missed as a result of a college visit must be made up.
- These visits may not be taken on the day preceding or following a school holiday without prior approval from the Vice President of Academics/Principal.
- All visits initiated by students must be taken before spring break. College initiated requests will be decided on an individual basis.
- NOTE: Parents must notify the Guidance Counselor via email one week prior to a college visit to receive administrative approval for the official college visit.

## **Schedules**

### **DAILY SCHEDULES**

- **Regular School Day:** A regular school day begins at 8:00 a.m. and dismisses at 2:47 p.m.
  - Students are expected to be in class with all of the required materials prior to 8:00 a.m. and ready to begin the day.
  - The school building will open to students at 7:00 a.m.
  - Students arriving to school prior to 7:45 a.m. should report to the cafeteria.
  - The school building will close to students at 3:15 p.m. unless the student is with a teacher or coach.
  - Study hall will run Monday-Thursday from 3-4 p.m.
- **Late Opening:** A late opening school day begins at 9:30 a.m. and dismisses at 2:47 p.m.
  - Students are expected to be in class with all of the required materials prior to 9:30 a.m. and ready to begin the day.
  - The building will open to students at 7:30 a.m. on scheduled late opening days.
  - In the case of an inclement weather late opening, the school will open to students at 8:30 a.m.

- Students arriving at school prior to 9:15 a.m. should report to the cafeteria.
- The school building will close to students at 3:15 p.m. unless the student is with a teacher or coach.
- Study hall will run Monday-Thursday from 3-4 p.m.
- **Early Dismissal:** An early dismissal day begins at 8:00 a.m. and dismisses at the specified time.
  - Students are expected to be in class with all of the required materials prior to 8:00 a.m. and ready to begin the day.
  - The school building will close to students 15 minutes after dismissal.
  - There is no after school study hall on early dismissal days.

## **SNOW/INCLEMENT WEATHER**

Decisions regarding delayed opening, weather related closing, or early dismissal are made by the Superintendent of Catholic Schools.

- An announcement that school will be closed will be made via our alert system and/or via local radio and area television stations. All announcements are usually made by 6:00 a.m.
- Some weather conditions necessitate that school be held, but opened on a delayed schedule. If such a decision is made, DeSales will start first block at 9:30 a.m. and dismiss at the usual time. DeSales will use our alert system to notify parents directly should this occur.
- If an early dismissal is necessary, the Superintendent's Office will contact the high schools and radio and television stations with the announcement, "Catholic High Schools in Jefferson County will dismiss at \_\_\_\_\_ p. m." DeSales will use our alert system to notify parents directly should this occur.
- If school is dismissed early due to inclement weather, all extracurricular activities at DeSales, including athletic practices and/or games, will be cancelled for that day unless otherwise notified by the DeSales High School administration.

## **Student Dress Code**

### **DRESS CODE**

DeSales students are expected to be neat, clean, and well-groomed in their appearance. Standards of neat and clean and other judgments about the dress code are decided by the administration.

The **Regular School Dress Code** will be in effect from October 21, 2014 through April 2, 2015. It is as follows:

- Solid colored dress shirts that are meant to be worn with a tie
  - shirt may be long or short-sleeved
  - all buttons should be buttoned
  - shirts are to be tucked in
  - a suitable tie pulled up appropriately around the neck and of appropriate length
  - bow ties are acceptable
- T-shirts worn under the dress shirt or DeSales golf-style shirt must be white with no writing of any kind

- Dress khaki pants in good condition
  - pants must be worn with a belt
  - pants are not to sag
  - cargo, denim, and “skinny” pants are not considered dress pants
- Students are expected to wear dress-style shoes made of leather or synthetic leather, brown or black in color, laced or slip-ons, clean and polished (For examples of acceptable shoes, [click here.](#))
- Socks should be worn every day and should be a solid color
- Belts must be solid brown or black
  - Belts may not have an oversized belt buckle
  - Solid colored suspenders are also acceptable
- Hair is to be neat and clean. It should not extend below the bottom of the collar and needs to be cut above the eyebrow line. Hair must be a single, natural hair color (black, brown, blonde, red),
  - Cuts determined to be extreme by the administration are not allowed
  - The same regulations apply to facial hair
- Outer coats worn to and from school are to be kept in the student’s locker during the school day
- During cool or cold weather, students may wear pullovers and sweaters sold in the DeSales Campus Store. Pullovers and sweaters not purchased in the Campus Store will not be permitted.
- Students are not permitted to wear earrings, earring posts, eyebrow rings, nose rings, tongue rings, etc. while at school
  - Band-aids meant to cover a piercing are not allowed
- Tattoos or other body art must be covered while at school or when participating in a school-sponsored function.
- Chains worn on the outside of pants are not allowed.
- If a student is lacking some component of the dress code and the school does not have the necessary item available for the student to borrow for the day, his parent/guardian may be contacted and expected to bring the item to school or come to school and take the student home

The **Warm Weather Dress Code** will be in effect from August 15, 2013 through October 16, 2014, and from April 13, 2015 through the end of the school year. It is as follows:

- Khaki dress pants; a belt must be worn and pants are not to sag
- A DeSales golf-style shirt purchased through the DeSales Campus Store or Athletic Department; shirts are to be tucked in
- Dress shoes with appropriate socks
- The same rules regarding other elements of the Regular Dress Code apply to the Warm Weather Dress Code

### **LANYARD IDS**

For the safety of our school community and for efficiency in the cafeteria, DeSales students are required to wear lanyard IDs.

- DeSales students must have their lanyard ID on from the time the bell rings to begin school at 8:00 a.m. each morning and it must remain around the student's neck until the end of the school day at 2:45 p.m.
- It is acceptable for a student to leave his lanyard hanging in his locker overnight to ensure he has it the next morning.
- If a student does not have his lanyard in the morning, he must report to the lanyard desk outside of the front office no later than 7:55 a.m. to receive a temporary ID.
- The cost of a temporary ID is \$1 per day. If a student does not have \$1 for the temporary ID, he will be issued a JUG. The \$1 fee can be paid in the front office any time before 3:15 p.m. on the day the temporary ID is issued.
- If a JUG is issued, it is expected that the student will serve the JUG the next scheduled JUG day. (JUG is held Tuesday – Friday mornings and begins promptly at 7:00 a.m.)
- If a student lanyard ID is lost, he can purchase a new ID at the lanyard desk outside of the office before 7:55 a.m. for \$10 without penalty. The replacement ID fee must be paid for before a new ID will be printed.
- Any student not wearing his lanyard around his neck during the school day will be issued a JUG. A student in PE or in the science lab is the *ONLY* exception to this rule.

**A student who is not in compliance with the dress code will receive a JUG.**

**A student is to remain in dress code until he leaves school grounds.**

### **SPIRIT DRESS DAYS**

On certain days, the dress code is relaxed. Blue jeans or khakis free of rips, tears, or designs may be worn with an approved DeSales t-shirt and athletic shoes. No sweatpants, shorts, or warm-ups are allowed.

## **Student Code of Conduct**

In keeping with our mission, DeSales High School seeks to create a safe, positive and orderly Catholic Christian learning environment. Many factors come into play in providing such an environment.

The school recognizes that students who attend DeSales are at a point in life that is both complex and sometimes confusing – childhood is behind them and adulthood awaits them. It is therefore the responsibility of the school and all its members to help students develop the attitudes/values and skills/behaviors needed to navigate successfully the rough seas of adolescence in preparation for adulthood.

DeSales High School is a learning community made up of many members. Living and working in a community often requires the willingness and ability to look at situations from the perspective of another. It also requires one to consider the common good before the needs of the individual.

Finally, the choice of DeSales for one's education is a choice of values. Adoption of these values defines what it means to be a DeSales student and is the true source of Colt Pride. These values should guide decisions and actions of individuals and the school as a whole.

**The DeSales community is committed to the following core values:**

**Reverence for God**

**Respect for the dignity of the human person**

**Cooperation and care for self and others**

**Integrity**

**Self-discipline**

## **CORE VALUES**

**Reverence for God:** God is the source of life. All that we have is the direct result of God's love for us. The greatest sign of God's love is that He sent his Son, Jesus, to save and redeem us. Our response to this great love is hearts full of gratitude and praise.

- **Expectations:** Students are expected to participate in the daily prayer of the school through active listening. Students are expected to participate fully and appropriately in masses and prayer services. Students are expected to monitor their language so as not to use God's name in vain.
- **Examples of unacceptable behavior:** talking during daily prayer, working on assignments, etc. during daily prayer, sleeping during the daily prayer, disruptive behavior during worship services, and swearing to God.

**Respect for the dignity of the human person:** Each person is a unique, special creation of God, made in God's very image and likeness. As a result, every person, regardless of his actions, is entitled to respect.

- **Expectations:** Students are expected to extend basic courtesy to all members of the community: fellow students, faculty and staff, parents, visitors in the building, etc. Students are expected to show tolerance and acceptance for the social/cultural differences found within the DeSales community and the larger civic community. Students are expected to show tolerance and acceptance of the personal opinions and preferences of others. Students are expected to demonstrate care for others' personal safety and property. Students are expected to show opponents in athletic and academic competition respect in both speech and behavior. Students are expected to treat others as they themselves want to be treated.
- **Examples of behavior that show a lack of respect for one's self:** use and abuse of alcohol or other drugs, speeding or reckless driving of a vehicle on school property or on the way to/from school or school-sponsored events, and gambling.
- **Examples of behavior that show a lack of respect for others:** non-verbal or verbal harassment of another person; verbally, physically or in written form threatening another person; defiance of the authority of adults; fighting; and defacing or vandalizing school property or the property of others.

**Cooperation and care for self and others:** In order to build up the DeSales community, cooperation and care among all its members are fundamental.



- **Expectations:** Students are expected to grow in self-esteem by developing and sharing their personal gifts and talents. Students are expected to demonstrate personal pride and care for their health, appearance and dress. Students are expected to demonstrate an attitude of helpfulness toward others. Students are expected to cooperate with rules and regulations established in order to ensure a safe, positive and orderly learning environment. Students are expected to abide by the rules and policies of individual classroom teachers, moderators and coaches.
- **Examples of unacceptable behavior:** not adhering to the dress code; not following the policies contained in this handbook; and disruptive and/or non-cooperative behavior in classrooms, hallways, library, labs, cafeteria, or at school assemblies or other school-sponsored events.

**Integrity:** Honesty with one's self and others is necessary if we as individuals are to grow in self-knowledge and develop emotionally, physically, spiritually and socially.

- **Expectations:** Students are expected to be truthful about their actions, including the way they talk about themselves and others. Students are expected to do class work and homework as directed by their teachers. Students are expected to report to the appropriate persons any activity that is not in keeping with the values of DeSales.
- **Examples of unacceptable behavior:** cheating in any form, allowing other students to copy work, presenting someone else's work as your own, forging someone's signature, and lying to protect yourself or someone else.

**Self-discipline:** One mark of adulthood is the ability to take responsibility for one's own attitudes, actions and achievements. Self-discipline requires that the person know what is expected of him and learns to do the right thing for the right reason.

- **Expectations:** Students are expected to demonstrate self-control. Students are expected to take responsibility for their actions. Students are expected to do all that is expected without constant reminders or direct adult supervision.
- **Examples of unacceptable behavior:** blaming others for one's actions and impulsive or explosive reactions to situations.

It is impossible to identify all the behaviors that would be unacceptable on the basis that they contradict these core values. Those that are identified above are examples of the types of things that students have done which contradict the core values. The list is not exhaustive, and students may be disciplined for unacceptable behaviors not specifically named here.

## **DAILY PROCEDURES AND POLICIES COMMON TO ALL STUDENTS**

- Students are to allow themselves enough travel time to arrive at school on time.
- Doors to the school will be unlocked at 7:00 a.m. The driveway in front of the school is to be used for dropping off students before school and/or picking them up after dismissal. Students being dropped off in front of the school are to use the side entrance off Laughlin Avenue. Once a student arrives on school property, he may not leave the premises without the permission of the Vice President of Academics/Principal or a Dean.

- Students who drive should come into the building once they arrive on campus. Students are not to sit in parked cars at any time.
- Students should not leave school grounds once arriving on campus until afternoon dismissal.
- Students may not go to their cars during the school day unless accompanied by a faculty or staff member.
- Students are to be in dress code upon arrival at school and are to remain in dress code until they leave school property.
- Upon arrival, the following areas are open:
  - The cafeteria opens at 7:00 a.m.
  - The main office opens at 7:30 a.m.
  - Classrooms open at 7:45 a.m.
- Outside doors to the school will be locked at 8:00 a.m. After this time, students must use the front door of the school for entrance. The tardy sign-in sheet will be on the counter in the main office where students will be given an admit slip to class.
- Students are to be in their assigned classrooms with the books and materials needed for that subject when the tone sounds to begin the class.
- Students out of class must have a pass from a faculty member, administrator, or staff member.
- On the way to and from class assemblies, liturgies, and lunch, students are to move quietly and orderly, mindful of classes in session.
- Students are assigned a locker and may not change lockers without administrative approval. All assigned lockers must have an assigned DeSales lock on them.
  - It is the responsibility of the student to make sure all personal items are securely locked in a locker.
  - DeSales High School will not be held responsible for lost, damaged or stolen items.
  - Lockers remain the sole property of DeSales High School.
  - The school reserves the right to examine a student's locker and its contents at any time.
- Students are to turn in and/or report lost articles to the main office.
- Book bags or backpacks are not permitted in classrooms, resource areas, the campus store, or the cafeteria during lunch.
- Laptops should be carried to class in the bag that is provided.
- Laptops and iPads should be kept in a student's locked locker when not needed in a particular class.
- The laptop bag is for a student's laptop and power cord. It is not to be used as a book bag.
- Students are not permitted to decorate or in any way physically alter laptops or iPads and/or laptop bags.
- Cell phones must be turned off and may not be used for any purpose other than teacher-directed assignments from 7:45 a.m. to 2:47 p.m.
  - Students who use a personal electronic device/cell phone for any reason that is not teacher-directed will forfeit the cell phone to the supervising faculty or staff member who will then give it to the appropriate Dean.

- If a cell phone is confiscated by a member of the faculty, staff, or administration, it will not be returned until the end of the following school day for the first offense.
- A second offense will result in the cell phone being retained by the school for one week.
- A third offense will result in the cell phone being retained by the school for the remainder of the school year.
- Students are not permitted at any time to carry or use laser pointers.
- Students may use the phone in the main office for emergencies only.
- Personal electronic devices, outside of a DeSales issued iPad, are to be put in lockers and not brought to class or resource areas during the school day, unless directed to do so by the teacher.
- Classroom materials, including laptops, iPads, and books, are not to be taken to the cafeteria while the lunch line is open or left in the lobby area during the lunch periods.
- While in the cafeteria, students are expected to demonstrate courteous and polite behavior. Examples of this include no cutting line, keeping voices to a conversational level, using appropriate table manners, cleaning up after eating, etc.
- When a student has finished his lunch, he is expected to clean his place, return trays and dishes to be washed and put garbage in the proper receptacles.
- No food or drinks are allowed outside the cafeteria unless the food or drink is properly stored.
  - No food or drinks are to be consumed outside the cafeteria at any time.
- Chewing gum is not permitted anywhere in the building at any time.
- Students are not to enter the monastery annex unless accompanied by a faculty or staff member.
- The copy machines are not for student use.
- Messages will be held for the students in the office until the end of the school day.
- Unless directly supervised by a faculty/staff member, coach, or sponsor all students who are not in a supervised area must exit the school building by 3:15 p.m.
- Those students who are in the building following dismissal must remain in the area in which they are being supervised.

## **TEEN PARENT**

- The Catholic Church teaches that the creation of human life is a privilege and a unique blessing reserved for married couples. DeSales High School supports and promulgates this teaching. As a school, DeSales encourages sexual abstinence among the student body as premature sexual activity can interfere with the physical, emotional, educational and spiritual well-being of still developing adolescents. At the same time, the faculty and staff offer help and encouragement to a student who chooses to father an unborn baby.
- However, we do not want to encourage other students. Therefore, after the birth of the baby, the student may not bring the baby to school, school functions, or any school activity whether on or off campus.

## **WEAPONS**

- Possession of a weapon of any kind (guns, knives, etc.) or anything that might be used as a weapon is not allowed on the school premises

- In accordance with federal law, anyone bringing a weapon onto school grounds may be subject to criminal prosecution
- Possession of a weapon by a student while on school grounds or at a school-sponsored event may result in the student's immediate dismissal

### **SCHOOL-SPONSORED EVENTS AND EXTRACURRICULAR ACTIVITIES**

- All school policies concerning the student code of conduct are to be observed at all school-sponsored events and extracurricular activities.
- Students are responsible for the behavior of their guests/dates.
- Students will be held responsible for their behavior while a guest at events hosted by other schools.

### **DANCE POLICY**

- **Students and their dates must complete the Dance Registration Form prior to all dances.**
- DeSales students are responsible for their own attire and their guest's attire. All participants are to dress appropriately for a formal event at a Catholic High School. Students who do not dress appropriately will be asked to leave. The following dress code is expected:
  - DeSales students must wear collared shirts, dress slacks, ties.
  - DeSales guests may not wear dresses with bra-like tops, plunging necklines, bare midriffs or lowered waistlines. Dresses must be at least mid-thigh length.
- Only DeSales students and their guests will be admitted to a dance. Male participants must be current DeSales students.
- After any student arrives, he/she is not permitted to go to his/her car unless leaving the dance; once a person leaves, he/she may not return.
- All items are subject to search.
- DeSales takes no responsibility for purses or other personal items.
- No lewd, suggestive or other overtly sexual dancing will be allowed and public displays of affection are inappropriate.
- Any student or guest who exhibits unacceptable behavior may be dismissed. Parents will be notified prior to the student's dismissal.
- The school reserves the right to censor the choice of music played.
- To help create the safest environment possible for DeSales students and their guests, all those attending will be screened with a passive alcohol sensor as they enter and leave the dance. If the sensor detects the presence of any alcohol, the student and/or his guest will be detained.
- Parents will be notified at the time any student or his guest is or appears to be under the influence of alcohol/drugs, or is using or possessing alcohol or illegal drugs. If unable to locate a parent or appropriate family member, the student and/or his guest will be placed in the care of legal authorities who are present at all dances.

### **HARRASSMENT/BULLYING/CYBER-BULLYING**

- Harassment and/or bullying in any form are not acceptable.
- Sexual harassment includes unwelcome sexual advances/comments, requests for sexual favors and physical contact of a sexual nature.

- Verbal harassment includes derogatory comments, jokes, or slurs.
- Physical harassment includes unwanted physical touching, deliberate blocking of someone's movement, and assault.
- Visual harassment includes derogatory, demeaning or inflammatory drawings, pictures, cartoons, written words, and gestures.
- Bullying is defined as repeated physical, verbal, sexual or psychological attacks or intimidation by one individual toward another individual.
- Any DeSales student who engages in cyber-bullying of another individual, whether inside or outside of DeSales, will be subject to disciplinary consequences.
  - Cyber-bullying includes, but is not limited to, social networking, texting, email, and other forms of electronic communication.

Harassment and bullying directly observed by or reported to a faculty member, staff member, or administrator, will result in disciplinary action and possible suspension for the person doing the harassing or bullying. Outside counseling may be required.

## **TOBACCO USE AND POSSESSION**

### **DeSales High School is a tobacco-free campus.**

- The possession or use of tobacco products on school property or within a ½ mile radius of DeSales High School is prohibited.
- This prohibition applies to school functions as well, including mixers, dances, socials, athletic events, field trips, and retreats.
- The parents/guardians of a student in violation of this policy will be notified immediately.
- Electronic vapor devices will fall under the above tobacco policies.

## **DRUG PARAPHERNALIA AND INDICATIONS OF DRUG/ALCOHOL USE**

If a student is found to be in possession of drug paraphernalia, or if a student is exhibiting behavior that suggests that he may be using drugs and/or alcohol, or if incidents of the same come to the attention of faculty/staff or administration, either directly or indirectly, the following steps will be taken:

- Student(s) will be held accountable for any inappropriate behavior observed.
- Student(s) will be referred to the Vice President of Academics/Principal and the Student Services Team.
- Parents/guardians of involved student(s) will be notified by the Vice President of Academics/Principal or the Student Services Team concerning any observed behavior or reasonable suspicions along with a plan of action as deemed necessary by all parties based on the situation.
- Student(s) will be subject to appropriate disciplinary consequences.

## **ALCOHOL AND/OR DRUG POSSESSION**

If a student is found in possession of, is under the influence of, and/or using alcohol and/or other unauthorized chemicals or appears to be so, including "pretend" substances packaged to represent the real thing, on the way to or from school, at school, or before, during, or after a school-sponsored event, the following steps will be taken:

- The unauthorized substance will be taken away from the student.
- The parents will be called.

- The Superintendent of Catholic schools will be notified.
- In the case of chemicals other than alcohol, the legal authorities will be contacted in accordance with Kentucky law.
- A conference with the student, parents/guardians, and members of the Student Services Team and Vice President of Academics/Principal will be held, and appropriate disciplinary action will result.
- The student will be required to schedule and participate in a substance abuse evaluation with a qualified and school-approved provider in a specified time frame. This assessment will generate the most appropriate intervention recommendations for the involved student.
- The student may be required to undergo mandatory, random drug screenings for chemical abuse at the parent's expense. The screening must be conducted at DeSales by a hired healthcare professional. Families who choose not to follow through with the above will be required to withdraw their son from DeSales High School.

### **TRAFFICKING IN ILLEGAL SUBSTANCES**

- Students **suspected** of trafficking in illegal substances will be subject to the same policies and procedures outlined for possession.
- Students **trafficking** in illegal substances will be **dismissed** from DeSales High School.

### **BREACH OF ACADEMIC INTEGRITY**

All DeSales students are expected to display the highest level of integrity and character in the completion of their school work. Cheating and plagiarism will not be tolerated.

- Cheating may be defined as, but is not limited to:
  - Copying another student's homework
  - Allowing another student to copy homework
  - Copying off another student during a test or quiz
  - Allowing another student to copy during a test or quiz
  - Presenting another student's work as one's own work
  - Allowing another student to present one's work as his own
- Plagiarism may be defined as, but is not limited to:
  - Copying another student's written work and presenting it as one's own written work (i.e. "copy and paste").
  - Downloading a written piece from a website and presenting it as one's own work.
  - Copying ideas that are attributable to another individual and presenting those ideas as one's own work.

The penalty for any student who is determined to be cheating and/or plagiarizing or otherwise engaged in behavior that is a breach of academic integrity will be as follows:

- First Offense:
  - The student will receive a zero for the assignment, regardless of the assignment's point value
  - The student will be issued a minimum of two JUGs
  - The student's parent/guardian will be contacted and notified of the disciplinary infraction

- Second Offense:
  - The student will receive a zero for the assignment, regardless of the assignment's point value
  - The student will be issued a minimum of two JUGs
  - The student will be issued a Saturday JUG
  - The student along with his parent/guardian must conference with a member of the Student Services Team
- Third Offense:
  - The student will receive a zero for the assignment, regardless of the assignment's point value
  - The student will be issued two Saturday JUGs
  - The student will be issued a two-day suspension
  - The student along with his parent/guardian must conference with a member of the Student Services Team and the Vice President of Academics/Principal at which time he will placed on a disciplinary contract
- Fourth Offense:
  - The student along with his parent/guardian must conference with a member of the Student Services Team and the Vice President of Academics/Principal at which time the student may be subject to immediate dismissal from DeSales High School
- NOTE: The consequences for a breach of academic integrity will be cumulative in nature. The above listed consequences will be ongoing throughout the student's tenure at DeSales High School.

#### **BREACH OF ACCEPTABLE USE POLICIES FOR iPAD/LAPTOP/TECHNOLOGY USAGE**

Use of iPads, laptops, and other technology within the school building is intended for educational purposes only. iPad and laptop usage, therefore, are to be teacher-directed from 7:45 a.m. to 2:47 p.m.. Students are required to comply with all of the teacher's directions regarding iPad/laptop/technology usage and are required to comply with all parts of the Acceptable Use Policies (found later in the handbook) that has been signed by the student's parent or legal guardian.

Students who violate the Acceptable Use Policies for iPad/laptop/technology usage will be subject to the following disciplinary consequences:

- First Offense:
  - The student will be required to relinquish his iPad/laptop until the device is swept and cleaned by the IT Dept.
  - The student will be issued a JUG
  - The app store will be disabled.
- Second Offense:
  - The student will be required to relinquish his iPad/laptop until the device is swept and cleaned by the IT Dept.
  - The student will be issued a Saturday JUG
  - The student and the student's parent or legal guardian must meet with the Dean of Students

- Third Offense:
  - The student will be required to relinquish his iPad/laptop until the device is swept and cleaned by the IT Dept.
  - The student will be issued two Saturday JUGs
  - The student and the student's parent or legal guardian must conference with the Dean of Students and/or the Vice President of Academics/Principal at which time the student will be placed on a disciplinary contract

## **RESPONSES TO BREACHES OF SCHOOL POLICY**

It is the expectation of DeSales that each of its students willingly complies with the policies, rules, procedures and guidelines set forth in the DeSales Code of Conduct. The school recognizes that a student has the right and the freedom to choose non-compliance over compliance. All decisions have consequences. Some consequences are natural (for example, if you choose not to get out of bed when your alarm goes off, you may be late for school or work; if you fail to return a phone call, you may miss out on a major social happening). Some consequences are applied, i.e. imposed by someone in authority.

When a student engages in unacceptable behavior, a primary goal of the school is that the student changes the behavior. Punishing the student for the misbehavior is not the primary aim. Some unacceptable behaviors carry natural consequences, and such consequences may be imposed when appropriate.

- In the classroom, it is the right and responsibility of the teacher to institute policies, practices and procedures that regulate the teaching-learning environment in his or her classroom.
- Classroom policies, practices and procedures should not conflict with those of the school.
- It is the teacher's responsibility to determine the consequences for behaviors that she/he feels are disruptive to the teaching-learning process.
  - Examples of such consequences include, but are not limited to:
    - Having the student return to the classroom after school for a designated time.
    - Writing a letter of apology to the teacher or class or writing a reflection on how the student's behavior is inconsistent with the mission of the school. No other writing punishments will be given.
    - Removing graffiti from the desks, radiators, etc.
    - Assisting with the cleaning of the classroom.
    - Contacting the students' parent/guardian
    - Giving a JUG
    - Notifying the Dean of Students or the Student Services Team so the student may be removed for the remainder of the class period.

While the school believes that all of its policies are consistent with its mission and philosophy, DeSales recognizes that some breaches of those policies are more serious than others. For that reason, there are differing levels of response to breaches of school policies and/or behaviors seen as inconsistent with the school's core values.



DeSales High School does not recognize actions that may be termed as “pranks” or “traditions” which result in damage to the school building or grounds. Students who engage in behavior which negatively impacts the reputation of the school, damages school grounds, and/or requires an expenditure of funds to repair or clean up damage that results from such actions may be subject to disciplinary measures and/or will be required to pay for the necessary repairs or clean up.

## **JUG**

- Teachers are responsible for classroom management and classroom discipline.
- JUG will be given for inappropriate behavior and violation of school policies. A JUG may be assessed to a student for any breach of school policy or for behavior not consistent with the core values of DeSales High School.
- JUG will be given at the discretion of the teacher or administrator when appropriate.
- The teacher/staff member will notify the student that they will be receiving a JUG and will submit an electronic JUG to the Dean of Students.
- All JUGs will be sent electronically to the student and parent/guardian. This electronic correspondence will be the only notification of the JUG. Because of this, it is imperative that students check their email regularly. JUG will be held on Tuesday, Wednesday, Thursday, and Friday from 7:00-7:45 a.m. No student will be admitted late.
- Students will not be allowed to talk, study, or engage in any other type of activity during JUG.
- A student will serve JUG the day after the JUG is assigned to him electronically by the Dean of Students and must make the necessary travel arrangements or adjust his schedule accordingly to be able to attend JUG at the scheduled time.
- Students who are assigned JUG will not be permitted to miss JUG for any reason unless approved prior to the JUG by the Dean of Students or Vice President of Academics/Principal.
- A student will not be released from JUG because of athletic practices or games.
- A student who misses JUG without the approval of the Vice President of Academics/Principal or the Dean of Students will be issued a second JUG and he will be responsible for serving both.

## **SATURDAY JUG**

- If a student continues to persist in a form of behavior that is not in accordance with the Student Code of Conduct, further actions will be taken to modify the student’s behavior.
- Once a student has received his fifth JUG, regardless of the offense or time assigned for the JUGs, he will be assigned a Saturday JUG.
- Saturday JUG will take place from 8:00-11:00 a.m. on an assigned date.
- A letter will be sent to a student’s parent/guardian when he is assigned to Saturday JUG and must be signed and returned to the Dean of Students prior to the date that the student is assigned to serve a Saturday JUG.
- This letter must be signed and returned acknowledging that the parent is aware of the disciplinary infractions and the assigned time and place for Saturday JUG.
- If a student persists in a form of behavior that is not in accordance with the Student Code of Conduct after serving a Saturday JUG, the student’s parents will be called in for a meeting to discuss the infractions.

- If a student fails to attend Saturday JUG for reasons that were not approved prior to the Saturday JUG by the Vice President of Academics/Principal or Dean of Students, he will be immediately suspended until the student's parents have met with the Vice President of Academics/Principal to discuss the infractions.
- A parent meeting will lead to a probationary contract or suspension.

Examples of inappropriate behavior include, but are not limited to:

- Unexcused absence from school
- Tardy to school
- Tardy to class
- Dress code violations
- Failure to clean up after one's self at lunch
- Use of personal electronic devices during school hours without teacher direction
- Disruptive behavior in the hallway
- Talking during daily prayer
- Inappropriate language
- Harassment or bullying of another student or faculty/staff member
- Defying the authority of a teacher/staff member (i.e. insubordination)
- Possession of tobacco or electronic vapor products
- Skipping class
- Cheating
- Defacing school property
- Participating in a food fight

**Some behaviors may result in multiple JUGs, probationary contracts and/or mandatory referral for counseling services.**

### **PROBATION/SUSPENSION/REMOVAL FROM EXTRACURRICULAR ACTIVITIES**

- Some breaches of the DeSales Code of Conduct are serious enough to warrant probation or an immediate suspension. Fighting, possession of illegal drugs/alcohol, theft, physical or verbal threatening or assaulting of a student, faculty or staff member, and vandalism are examples of types of behavior that would result in a suspension.
- When a student is suspended, a conference between the parent(s)/guardian, a member of the Student Services Team and the Vice President of Academics/Principal must take place before the student returns to school.
- If a parent/guardian refuses to conference with the Student Services Team and the Vice President of Academics/Principal, the student may be dismissed from DeSales High School.
- Any student who engages in a serious violation of the Code of Conduct may be removed from any extracurricular or athletic activity that the student is engaged in. The period of removal from an extracurricular or athletic activity will vary depending on the severity of the offense.

## **DISMISSAL**

- A student whose behavior is so egregious or who fails to comply with the conditions of suspension and/or a disciplinary contract may be dismissed from DeSales High School.
- A student who is convicted of committing a felony or engages in behavior that would be considered a felony may be dismissed from DeSales High School.
- Trafficking illegal substances
- Dismissal is immediate and once a student is dismissed, he may not apply for readmission.
- A student has the right to appeal a dismissal to the DeSales High School Board.
- At the end of the school year, a review of all student records, both disciplinary and academic, will be conducted.
  - As a result of that review, a student may not be invited to continue his education at DeSales.
  - A student who is invited to return may be on probation and may be under contractual agreement.

## **Financial Policies**

### **PRIVACY OF FINANCIAL INFORMATION**

The School Business Office will provide financial information only to the person or persons who sign the Tuition Payment Contract as being responsible for a student's charges. Students will not be given financial information.

### **TUITION AND FEES**

The school offers two payment options for tuition:

- A single tuition payment is due on or before July 1 and a twelve month payment plan with payments beginning in June.
- A discount will be offered to families who choose the single tuition payment option.
- The school utilizes bank drafts for all monthly tuition payments.
- Fees are not part of the tuition and may not be included on tuition contracts.

Tuition accounts must remain current throughout the school year. Should an account fall into arrears, it is the parents/guardians responsibility to contact the Director of Finance to make arrangements for the past due tuition. Tuition accounts that are not current could result in the student being withdrawn from St. Francis DeSales High School and the account being turned over to an outside agency for collection. Diplomas, transcripts, and/or report cards will not be released until all financial obligations to the school have been satisfied.

### **NON-PARISH ASSESSMENT**

Per Archdiocese of Louisville requirements, a \$50 non-parish fee will be assessed to non-Catholic families or families who are not active and participating in a Catholic parish. This fee will be billed to your family. It is a family's responsibility to show proof of parish membership by a phone call or letter from your parish. You will be notified if you are not listed as a member.

## **TUITION ASSISTANCE**

The school utilizes the Public School Aid Service for evaluation of and recommendations for tuition assistance. These forms are due directly to Private School Aid Service on or before the published due date. Applications that are late or incomplete may not be evaluated. Please read all instructions carefully and complete all questions. Responses to financial assistance applications will be mailed in May.

Families receiving a tuition assistance award are required to sign an Acceptance of Tuition Assistance Award and Amendment of Tuition Payment Contract Form and return the form to the school office by the established due date.

**Failure to complete this form and return it to the school office by the due date could result in forfeiture of a family's tuition assistance award.**

DeSales High School complies with all Kentucky High School Athletic Association bylaws regarding tuition assistance.

## **SCHOLARSHIPS**

If your son has been granted a scholarship from an outside source, (i.e. elementary school, outside organization) this amount will not be deducted from the tuition but will be posted as a tuition payment when the actual check is received at the school. It is parent/guardian's responsibility to provide written documentation from the awarding organization to the school and arrange for the outside source to pay the scholarship in a timely manner. The check needs to be made payable directly to DeSales High School.

If you have chosen a single tuition payment option, please make sure the school receives the payment before July 1; any payments received after this date may cause you to forfeit your early payment discount.

DeSales High School complies with all Kentucky High School Athletic Association bylaws regarding student scholarships.

## **KHSAA REGULATIONS REGARDING TUITION AND FINANCIAL AID**

### **Bylaw 13. Financial Aid**

Sec. 1) Definitions for this bylaw

a) Tuition— means the amount of necessary fees, costs and other charges to attend a member school as determined by that member school's published scale of charges. The tuition at the member school shall be the same for all students in like situation irrespective of participation in athletics and shall not include room and board expenses.

b) Classification of Schools - means the classification of the member schools as follows: (1) A1- District operated general program or multi-program schools; (2) D1– Kentucky Department of Education operated schools (Blind and Deaf); (3) F1- Federal Dependent Schools; (4) J1- Roman Catholic schools; (5) M1-Other Religious schools and (6) R1-Private non-church related schools.

- c) Public Schools- means the member schools receiving funding from the Kentucky Department of Education or comparable federal sources. Public schools shall include the member schools which are classified as A1, D1 or F1.
- d) Non-Public Schools – means the member schools not receiving funding from the Kentucky Department of Education or comparable federal sources. Those schools shall include the member school which are classified as J1, M1 and R1.
- e) Non-Public School Zone – means the zone to which each nonpublic school is assigned. The four current non-public school zones are Covington, Lexington, Louisville and Owensboro. These non-public school zones shall be comprised of the counties contained in the geographic alignment related to the archdiocese of the same name.
- f) Non-Public School Governing Board– means the entity having oversight over the member school. For purposes of this bylaw, the “governing board” of a non-public school shall be determined by the school type. For J1 schools, the “governing board” shall be the archdiocese and geographic references shall be the counties included in the non-public school zone of the school. For the R1 and M1 schools, the “governing board” shall be as defined by the governance structure of the institution.
- g) Immediate Family– means the student and the student’s father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, grandparent.
- h) Financial Aid– means any and all aid given to a student which reduces tuition, including awards, reductions and waivers.
- i) Need-Based Aid– means the amount of financial aid that an independent financial analysis of the student’s financial aid application demonstrates that the student needs to pay tuition to attend a member school, provided the analysis is performed by an agency approved by the Board of Control.
- j) Merit Aid– means financial aid awards given by the member school based solely on academic/test performance which are available to the entire student body through a competitive application process and that the selection of the recipient(s) is based on published objective criteria which may not include athletic achievement or ability.
- k) Merit Aid Test – means the academic assessment or placement test approved by the Board of Control prior to its administration.
- l) Merit Aid Test Date – means the date submitted by each member school for the administration of the merit aid test.
- m) Financial Records– means the records related to any financial aid analysis of the student including the immediate family’s records of the method and sources for all tuition payments.

Sec. 2) Non-Permissible Financial Aid A student shall be ineligible to participate in interscholastic athletics if the student:

- a) Receives financial aid beyond the limits defined in Section 1(a) except for merit aid allowed under this bylaw, and waivers of tuition for non-domestic students ruled eligible under Bylaw 6, Section 2 (Foreign Exchange);
- b) Receives merit aid based on an unapproved merit aid test;
- c) Receives merit aid based on a merit aid test not administered on an approved merit aid test date;
- d) Receives merit aid greater than twenty-five percent (25%) of the tuition at the member school;
- e) Receives merit aid from a member school that has already given merit aid to the greater of five (5) percent of its student body or five students;
- f) Receives financial aid that is not available to the entire student body by published objective criteria;
- g) Receives financial aid from a funding source that is not under the custody and control of the member school or its governing board;
- h) Receives any financial aid other than the permitted need-based aid or merit aid detailed above from a member school, any other entity governed by that member school's governing board or any representatives of the member school;
- i) Receives any financial aid that is indirectly or directly related to athletic achievement or ability;
- j) Has any part of the financial obligation to the member school paid directly or indirectly by individuals outside of the student's immediate family; or
- k) Does not agree to complete disclosure of financial records as defined in this bylaw upon request of the KHSAA and its officials, employees and agents.

### Sec. 3) Financial Aid Restrictions and Reporting

All member schools shall annually report detailed financial aid information to the KHSAA including:

- a) Tuition schedule or other fees applicable to the student body at the member school;
- b) The merit aid test being utilized by the school and the merit aid test date; and
- c) A detailed listing of the amount of financial aid awarded by the member school including:
  - 1) The need-based aid each student-athlete is eligible to receive based on the report of the approved independent agency;

- 2) The merit aid given to each student and the qualifying score used to make the determination;
- 3) The amount of need-based aid awarded to each student; and
- 4) A specific listing of the sports in which each student participates.

### **WITHDRAWALS**

Families of students who withdraw or are dismissed will be obligated to pay the full tuition and all fees. Tuition will not be prorated for withdrawals or dismissals. Diplomas and/or report cards will not be released until all financial obligations are met.

## **General School Regulations and Policies**

### **OFFICE PROCEDURES/STUDENT RECORDS**

Business Hours and Telephone Numbers:

- The School Office is open Monday through Friday from 7:30 a.m. to 3:30 p.m. during the school year.
- During the summer, the office is open from 7:30 a.m. until 3:30 p.m. Monday through Thursday and 7:30 a.m. to 12:30 p.m. on Friday.
- School business is normally conducted during these times.
- School Office                      368-6519
- School Fax Machine            366-6172
- Athletic Office                    361-1231

### **OFFICE RECORD-KEEPING**

If you change your address, phone number, or parish information during the school year or during summer break, please inform the office immediately so we can update your records.

#### **The Permanent Record**

A student's permanent record includes the following information:

- Student's name, date and place of birth, and parents' names and addresses
- Academic record, grade level achieved, and aptitude test scores
- Attendance record
- Honor roll recognition

#### **The Temporary Record**

This includes health records, accident reports, teacher anecdotal records, disciplinary actions and guidance reports. These reports are discarded once the student has graduated or has left the school community.

### **Parental and Student Access to Records**

Following legal guidelines, the policy of access to school records is as follows:

- Parents have the right to inspect all records.
- Students have the right to inspect their permanent record, while parental written permission may be required to inspect the temporary record.

- School professional personnel may be present to interpret information contained in the student records.
- All appropriate requests to inspect student records will be honored within 72 hours.
- These guidelines do not limit the confidentiality of communications, which are protected by law, or which are given in confidence to a religious counselor or authorized school personnel, by a student, parent or any other party.

### **Release of Records**

School records or information contained therein shall not be released or disclosed to unauthorized persons. They may be released:

- To parents, students, or any other person, with the dated written consent of the parent designating the person to whom records may be released.
- To the Office of Lifelong Formation and Education.
- To official representative of a school to which the student is transferring on request of either the student, parent of the student or the school.
- To persons for research purposes provided that no student or parent can be identified,
- In response to a court order provided that the parents be notified in writing, and given a copy of the records released (Parents may request to see the records before they are released).
- To any person as specifically required by law, provided that the person presents appropriate identification and a copy of the statute authorizing such access.
- In cases of emergency, to appropriate persons if the information is necessary to protect the health and/or safety of the student or other persons provided that the parents are notified as soon as possible of such release.

According to law, both birth parents are entitled to student records unless there is a no-contact order in a divorce agreement. If a no-contact order is part of a custodial agreement, we must have a copy of the custodial agreement on file in the office. Otherwise, student records will be sent to any birth parent requesting them.

Written records of any release of information shall be kept as part of the student record. Such records would consist of any consent forms, the name and position of the person requesting the information, as well as the purpose, the date and the name of the person releasing the records. The school will charge a fee of \$3.00 for each record copied after the first. All accounts with DeSales High School must be current before any transcript of credits can be released or college recommendations made. Requests for student records will be fulfilled within five business days of receipt of the request.

### **FOOD SERVICES**

Hot lunches and snacks are available on a daily basis in the cafeteria. Students may either bring their own lunches or buy their lunches in the cafeteria. The cost of a plate lunch is \$4.00 per day. Lunch consists of an entrée, two side items (vegetable or fruit), and a milk. A-la-carte items are also available. A monthly lunch menu is posted on the school's website.

- Students must use their student ID card when purchasing items in the cafeteria.
- The use of a student's ID card by someone other than the student to whom that card has been assigned will be considered theft and treated as such.



- In order to purchase food in the cafeteria, a student must have money on his lunch account.
- Payment for lunch should be dropped off before school begins in the front office.
  - Please include the student's ID number on the check.
  - Cash will be accepted only on a temporary and/or emergency basis.
- A student may not charge items to his account.

### **USE OF THE GYMNASIUM**

- Students are not to be in the gym during the school day unless scheduled to be there for class, meetings, or assemblies.
- The gym is available for team practices, intramurals, and other functions at which a faculty/staff member is present.
- All use of the gym for any DeSales student-related activity is scheduled through the Director of Athletics.
- Others wishing to use the gym must contact the Director of Athletics.

### **TRANSPORTATION**

As a community school serving Louisville and surrounding areas, DeSales High School is accessible through various means of transportation.

- TARC provides adequate service right to the front door of the school for students in the Louisville Metro area. The bus service runs at regular intervals for the convenience of our students.
- A considerable number of students travel to school in car pools.
- Older students, with their own car transportation, have been very cooperative in providing transportation to other students in their areas.
- At times, families have developed car pools to transport students from nearby areas.
- Students who drive must register their cars with the school and comply with parking regulations.
- DeSales also offers a bus service for a nominal charge.

### **STUDENT PARKING**

- Students must register any vehicle driven to school in the Campus Store by purchasing a parking pass (cost: \$25.00 for each vehicle).
- A student must be fully licensed to purchase a DeSales parking permit.
- At the time a student registers his vehicle, he will be assigned a numbered parking space. All students who drive to school are to park in the back DeSales parking lot in their assigned parking space.
- A student who parks in a space other than the one to which he has been assigned will be given a parking ticket in the amount of \$25.00 that must be paid in the Campus Store within ten (10) days of issuance.
- After ten (10) days, the fine increases to \$35.00.
- A student with two or more unpaid parking tickets will have his car towed at the owner's expense.

- Upon arrival at school, if a student discovers that someone has parked in his assigned space, that student should drive to the front of the school, park in a visitor's space and then inform the Campus Store Manager.
- Students with security alarms on their cars are to ensure that the alarms will not go off during the school day.

DeSales reserves the right to search cars with cause and if necessary impound them. Cars parked on school property without a properly displayed parking pass may be towed at the owner's expense. DeSales assumes no responsibility for damage or loss to cars parked on school property. Parking on Laughlin Avenue and in the front parking lot is not allowed.

## **BUS TRANSPORTATION**

DeSales families may opt to sign up to use the bus service to/from school.

- All riders must be registered prior to riding the bus.
- There is a fee for this service. The fee should be paid in advance to utilize this service.
- All students riding the DeSales bus are expected to follow the guidelines outlined in the Student/Parent Handbook.

## **MEDICATIONS FOR STUDENTS**

Students are not allowed to self-dispense nor have in their possession any medications during the school day. Students should take any necessary medications at home under parental supervision.

When it is necessary for a student to receive any medication at school, the following procedures must be followed:

- Parent/guardian and prescribing physician must complete a prescription form which is kept on file in the school office.
- Only prescriptions/medicines sent to school in the original container with the original prescription label attached will be dispensed.
- Prescriptions/medicines will be kept in a secure location in the school office and dispensed only by authorized school personnel.
- A log will be kept of the medication dispensed.
- Students with asthma may carry prescribed inhalers for PRN as long as the school office has been notified.

## **CAMPUS STORE**

The Campus Store carries select school supplies and a variety of DeSales Colt Pride items, such as sweatshirts, sweatpants, T-shirts, golf-style shirts, caps, etc. The Campus Store is open every school day and at other designated times. A monthly calendar is posted on the school's website.

## **ASBESTOS MANAGEMENT**

The Archdiocese of Louisville's Catholic schools deal with asbestos-containing materials as directed by the Kentucky Department of Natural Resources and Environmental Protection (KDRE). Students should not enter work areas of the school such as the boiler room without the specific permission or direction of a responsible adult, and they should not vandalize pipe insulation or tile floors and ceilings.

Asbestos-containing materials are in good condition and pose relatively little potential for the release of asbestos fibers under normal use and conditions. DeSales will continue to be inspected on a regular basis to insure that asbestos-containing materials pose no health hazards, and that all parts of the building meet government regulations.

The complete inspection report and laboratory analyses for DeSales are available in the main office if you wish to consult them.

### **STATEMENT ON HONOR THY CHILDREN**

St. Francis DeSales High School complies with all requirements set forth by the *Honor Thy Children* program instituted by the Archdiocese of Louisville. Any individual who works regularly with the students of DeSales High School has completed the *Honor Thy Children* training program.

### **STATEMENT ON KHSAA REGULATIONS**

St. Francis DeSales High School is a member of the Kentucky High School Athletic Association. As such, DeSales High School complies with all KHSAA rules and regulations.

## **Teach-nology Acceptable Use Policies (AUP)**

Internet and electronic device access is available to qualified students, teachers, staff, administrators and invited guests at St. Francis DeSales High School. Individuals who use these computing facilities do so as guests and are expected to conduct themselves according to the DeSales High School Technology Acceptable Use Policies (AUP). A student and his parents and/or legal guardians must sign a Technology Acceptable Use Policies Contract, prior to receiving an electronic device. The electronic device, case, and charging cord issued to the student are property of St. Francis DeSales High School.

St. Francis DeSales High School supports the rights of students, staff and community members to have reasonable access to various information formats and believes users need to use this privilege in an appropriate and responsible manner. The school uses web filtering and monitoring software and hardware to identify web sites that are inappropriate for students and prohibit access to them. While our filters block most inappropriate sites, no filtering system is perfect and in a global network it is impossible to control access to all materials that are objectionable or inappropriate. DeSales High School cannot, and does not, represent that users will not have access to inappropriate or objectionable material. Parents and legal guardians must consider this in deciding whether to permit their sons' access to the Internet.

All users are required to use electronic resources in an educational or school-related business manner. No user shall employ any resource for which they have not been given permission. No user shall use any school resource to perform illegal activity. Users are not allowed to transfer or store on school resources, any material considered copyrighted, obscene, or threatening. All users, at any level, are responsible for reporting violations of any rule to an appropriate individual (i.e. teacher, principal, technology coordinator). The school has the right and capability to access and monitor all information located on school electronic devices.

A detailed list of policies is broken down into different aspects of electronic usage. As is always the case, other policies may be developed in response to any additional misuse or abuse of electronic devices, the school network, or the Internet. If a DeSales High School user violates any of these policies, his or her internet and electronic device access could be terminated and future access could be denied. The signatures on the DeSales High School Technology Acceptable Use Policies Contract are legally binding and indicate the parties who signed have read the policies carefully, understand their significance, and agree to abide by these terms. Faculty and administrators have the means and the authority to gain access to student electronic devices remotely. Any attempt by students to circumvent such surveillance is prohibited.

## **ELECTRONIC DEVICE USAGE**

- Students will receive their devices during Orientation/Business Day and will return them in May before summer break.
- DeSales will own the device until the student graduates from DeSales High School. Should a student transfer from DeSales prior to graduation, the device remains property of DeSales High School and no money is reimbursed to the family.
- Students may not use any other electronic devices, other than their school issued device. This includes personal iPads, PCs, Macs, phones, etc.
- Students may only use earphones/headphones during school hours, with permission by their teacher. Otherwise, these devices should remain in their proper cases.
- Any student, which needs assistance/help with their device/software/programs/etc., may visit the STLP Help Desk in the CES during the appropriate times.
- Individual electronic device usage shall be used for, but not limited to, educational activities.
- All electronic devices are required to be fully charged for class, which may require charging outside of the school environment. The device will be issued to the student with a working charging cable. Should the cable become lost, stolen, or damaged, it is the responsibility of the family to purchase a replacement. Consequences of showing up unprepared for class will be determined by individual teachers and could affect a student's grade.
- Students receiving an iPad are responsible for setting up an Apple ID account using their DeSales e-mail ([firstname.lastname@desaleshs.com](mailto:firstname.lastname@desaleshs.com)) and maintain an iCloud account to back up their data/documents. Students must remember their own ID and password. If a student has an Apple ID outside of DeSales, he is expected to set up a new account for his DeSales iPad.
- Students with PCs are responsible for backing-up their devices and data. External hard drives, flash drives, cloud accounts, etc. can be utilized by the student to do so. DeSales is not responsible for any loss of student data or information.
- When devices are utilized in the classroom, devices should always remain on top of the desk/table, with screens clearly visible for monitoring purposes.
- Electronic device accounts shall only be used by the authorized owner of the account. No attempt to gain unauthorized access to accounts is permitted, including local administrator accounts and attempts to gain unauthorized access via a faculty member's account.

- Students are prohibited from using another student's device and sharing of accessories should be done judiciously.
- Users are not permitted to delete, add to, or modify the installed hardware or software on any electronic device unless given explicit authorization.
- Users are not permitted to deface, damage, or vandalize any school electronic device or case. This includes, but is not limited to:
  - dismantling hardware
  - stressing or removing cables
  - removing keys or parts
  - placing substance on or in part of the electronic device
  - inserting inappropriate objects into any part of the device
  - drawing/labeling/etching on device or case
  - uploading, downloading, or creating of computer viruses
- Attempts to obtain access to restricted sites, servers, files, databases, etc. is prohibited.
- Use of Internet chat protocols (e.g. "instant messaging") are not allowed.
- Passwords must be kept private and should be changed frequently.
- Personal addresses, phone numbers, and financial information should not be included in network communication.
- Internet and electronic device use for commercial purposes, financial gain, personal business, or product advertisement is prohibited.
- Users are not permitted to play games unless directed to do so for instructional or educational purposes.
- The use of the device camera is prohibited on campus unless given explicit authorization.
- Outside of the provided apps, it is the responsibility of the family to provide required iBooks/eBooks, novels, and other various educational apps. Families will be provided with a list of apps and/or texts over the summer that should be purchased prior to the first day of school to be loaded immediately upon receipt of the iPad. The student will also be provided with a list of apps that should be purchased and installed at the beginning of each semester. (The amount may vary by class, but families should expect to spend approximately \$5-10 per year, per course. iBooks/eBooks are an additional cost.)
- Students can only have approved/educational Apps on their devices/iPad. (Please refer to the Required App/iBook List for each class). Random checks will be administered often to assure students do not have unapproved Apps/Data on their devices/iPad during school hours. Social Media and Game apps such as SnapChat, KIK, FaceBook, Twitter, etc. are especially forbidden.
- To ensure that space is available on the student device, students should not store iTunes media, music, or games that are not related to the DeSales educational program on their device. Students are encouraged to use iMatch to store their personal items in the cloud, which can easily be pulled down to the device.

## **GENERAL ELECTRONIC DEVICE CARE**

- Electronic devices are expected to be treated with care and respect.
- Electronic devices are to be kept in a protective case at all times. If case is damaged, they must purchase a new case (from IT) to protect the device.

- Users should not expose their electronic device to extreme temperatures.
- Users should never leave the device in a vehicle or unattended.
- Devices should never be left unattended during the school day, except during lunch when the device can remain in the student's locked classroom or locker.
- Avoid applying pressure to the device, including stacking books, musical instruments, sports equipment, etc. on the device
- Electronic devices should be protected from liquids, food, or pets. If a device does get wet, turn it off immediately and it should be taken to the IT Department before attempting use.
- Electronic devices, which are damaged or not working properly, must be taken to the IT Department for repair or assistance before 8:00 a.m. or after 2:45 p.m. When possible, a loaner device will be issued.
- If an electronic device is stolen or lost, parents and/or guardians should immediately report the loss to the Dean of Students or IT Department. In the case of theft, a police report must be filed within 48 hours and a copy submitted to the school.
- Students withdrawn from DeSales for any reason must return school electronic devices and accessories before records will be released.

## **NETWORK USAGE**

- Users have access to printers, remote file saving, and network programs
- Students may only use the account assigned to them. This means accessing other accounts, providing others access to network services or accounts, and sharing secured passwords is strictly forbidden. Any activity done under a user's account is that user's responsibility.
- Users must lock or log out of their account upon leaving the electronic device for any reason.
- Users are not permitted to hack into the accounts of any other student, staff or community members. Users are also not permitted to hack into any system whether local or global in nature.
- Multi-user games are not permitted to run across the network.
- No user shall monopolize the network by downloading or using large programs.
- No student shall attempt to connect a non-school issued device to the DeSales High School network.

## **INTERNET USAGE**

- Sources of information on the Internet do not always provide accurate, complete, or current information. Users must take responsibility for the validity of the information found.
- Students may not use chat rooms or message boards.
- Students may not "surf" the Internet for any purpose not sanctioned by their current instructor.
- Students shall not stream music and/or videos during school hours. Sites/Apps such as Pandora, Spotify, YouTube, etc. are prohibited, unless permission is granted by the instructor.

- Electronic devices are currently set up to allow use on the student's home Internet network. Therefore, students should be monitored by their parents and/or legal guardians while accessing the Internet on their devices at home at all times.

### **E-MAIL USAGE**

- Email is provided to DeSales students solely for the purpose of communicating with faculty, staff, and other students regarding academic issues, or other matters pertaining to the school.
- Any 'spamming' of the -email system (sending large volumes of frivolous e-mails) is prohibited.
- Harassment, threatening or demeaning comments sent from a student's electronic device will be subject to disciplinary actions.

### **iSAFE TRAINING**

- All students will participate in an Internet safety course each year. Students must successfully complete the iSafe safety course by the designated date in order to continue using their school electronic device.

### **LEARNING MANAGEMENT SYSTEM**

- All DeSales students will have access to the school Learning Management System (LMS) – Student/Parent Portal through School Insights. Course information/resources, grades, student data/records, etc. can be found within this system. All students are expected to check/utilize their portal accounts/courses/data every day.
- Parents will have access to all student demographic and educational information via the portal.

### **PARENT RESPONSIBILITIES**

Parents and/or legal guardians are responsible for their children's actions concerning violation of the Technology Acceptable Use Policies. Parents and/or guardians are to monitor student electronic device activity at home, including removable media devices. The monitoring of their son's Internet usage by a parent and/or legal guardian is strongly recommended and inappropriate usage should be reported to the school.

### **CONSEQUENCES**

Consequences for improper use of school electronic resources can vary due to the severity of the action. Punishment can range from temporary restricted usage, permanent loss of access, forfeiture of the electronic device, to dismissal from DeSales High School. DeSales High School has the final authority in determining what is considered inappropriate usage and the punitive action taken. The parents and/or legal guardians agree to accept the school's decision regarding determination and punitive action.

Typical Consequence Plan for Violation of the AUP:

- 1<sup>st</sup> Offense – JUG and Device Swept/Cleaned, App Store Disabled
- 2<sup>nd</sup> Offense – 2 JUGS and/or Saturday School, Device Swept/Cleaned
- 3<sup>rd</sup> Offense – TBD by Dean. Possible loss of device.

## **LIABILITY**

St. Francis DeSales High School will not be responsible for loss of data. This includes, but is not limited to, delays, missed deliveries, or service interruptions caused by data providers, negligence or user errors/omissions, or equipment failures. All possible steps will be taken by the school to protect data and provide a stable network.

The students and their parents and/or legal guardians are responsible for the condition of their electronic device, case, and charger. If a device is damaged, lost, or stolen, the students and their parents and/or legal guardians will be liable for repairs or replacement. Case replacements must be purchased from the IT Department. Charger replacements may be purchased anywhere. DeSales High School has the final authority in determining the cause of damage and parents and/or guardians agree to accept the school's decision regarding cause of damage.

The following fees have been established for electronic device repairs or replacements. These prices are subject to change based on current market prices.

### **Laptop Computer**

LCD Screen Replacement – First Incident	\$25.00
LCD Screen Replacement – Second Incident	\$100.00
Plastics	\$15.00
Keyboard	\$15.00
Device Replacement	\$1,200.00
Laptop Charger (Can be purchased outside of DeSales)	\$56

### **iPad**

iPad breakage will be charged as follows by DeSales High School. Please note that each break stands on its own in terms of payment.

Repair – First Break/Incident	\$50.00
Repair – Second Break/Incident	\$50.00
Repair – Third Break/Incident - <i>Requires Device Replacement</i>	\$700.00
Device Replacement	\$700.00
Otterbox Case Replacement (Must be purchased at DeSales)	\$55
iPad Charger (Can be purchased outside of DeSales)	\$9 - \$17

- The school will have the final determination on whether an iPad is “broken” or “lost”.
- Once a new device is broken and exchanged through Apple, a refurbished device is issued. This is a policy of Apple, not DeSales.
- The cost of a lost or stolen iPad is the responsibility of the family. The family will be billed at the current replacement cost for each occurrence.