



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

Gentleness

Holiness

Humility

Optimism

Patience

Presence

Relationality

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Parents and Students:

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

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

Most of these rules are contained in the Student-Parent Handbook, or announced to the student body and the parents. The administration of St. Francis reserves the right to make and enforce whatever rules it believes necessary for the good of the school, the students and the community. ***Parents should pay special attention to the monthly school newsletter (mailed to your address on record) for calendar and regulation changes as well as the latest news of the school.*** Enrollment of a student at St. Francis implies that parents and students are responsible for adherence to all rules and policies contained in the Student-Parent Handbook, as well as any other policies adopted by the school.



Know Before You Go

When weather threatens to close school, the decision to do so is made by 5:30 AM. The principal notifies the media electronically, who in turn informs the public.

If you have reason to believe that school might be cancelled, use one of the following resources. For best results, refer to the web address below which is updated every fifteen (15) minutes:

Phone Schoolreach Message From Principal via Your Phone

Radio WGN (720 AM) WBBM (780 AM)

TV ABC CBS FOX NBC WGN

Internet www.emergencyclosings.com

Telephone Directory

Admissions	239	Guidance Director	243
Athletic Director	231	Main Office	221
Attendance	230	Maintenance	249
Baseball	240	Pom Pons	309
Basketball (Boys)	TBA	Principal's Secretary	223
Basketball (Girls)	322	Soccer (Boys)	312
Business Office	227	Soccer (Girls)	321
Cheerleaders	309	Softball	323
Dean of Students	233	Volleyball (Girls)	310
Development	229	Work Study	248
Football	319	Wrestling	TBA

SCHOOL NUMBER 773-731-7272

FAX NUMBER 773-731-7888

WEB SITE www.sfdshs.org

GENERAL EMAIL info@sfdshs.org

ACT/SAT SCHOOL CODE 141-150

St. Francis de Sales Directory

Last	First	Ext.	email @sfdshs.org	Department
Alvarez	Lupe	249	lalvarez	Maintenance
Bada	Debra	300	dbada	Math
Burmistrz	Tony	240	tburmistrz	Baseball
Cafeteria		225		
Coleman	Thomas	320	tcoleman	Computer Science
Condon	Hugh	321	hcondon	Social Studies/Girls Soccer
Cruz	Lorri	309	lcruz	Pom Pon Moderator
Fischer	Mary Anne	339	mfischer	Theology/Campus Ministry
Hanif	Hamza	250	hhanif	Computer Technology
Harman	Stephen	312	sharman	Science/Boys Soccer
Harris	Marcia	248	mharris	Work Study Coordinator
Hawkins	Richard	228/304	rhawkins	Social Studies
Hills	Devon	TBA	dhills	Softball
Horvath	Karen	243	khorvath	Guidance Director
Hroma	Beverly	223	bhroma	Main Office
Jones	Judith	315	jjones	Science
Kelly	Jim	232	jkelly	Transportation
LePore-Pfeifer	Lin	242/308	llepore	Spanish
Lick	Mary	307	mlick	Math
Louden	Melissa	309	mlouden	Cheerleaders
Martinez	Victor	249	vmartinez	Maintenance
McCullough	Mark	337	mmccullough	English
McElligot	Brendan	TBA	bmcelligot	Wrestling
Morales	Noel	303	nmorales	Art
Morgan	Emily	245	emorgan	Guidance
Muehleman	Fred	238	fmuehleman	President
Nigito	Vince	TBA	vnigito	Service Coordinator
O'Neill	Sean	338	soneill	Title I
O'Rourke	Brendan	239	borourke	Marketing
O'Sullivan	Walter	229	wosullivan	Development
Quiroga	Martin	319	mquiroga	Football
Ramos	Arlene	310	aramos	Girls Volleyball
Ramirez	Mary Kay	226	mramirez	Principal
Reid	Mary	233	mreid	Dean of Students/P.E.
Rodriguez	Jessica	222	jrodriguez	Main Office/Bookstore
Roguljic	Helen	227	hroguljic	Finance Manager
Rosario	Kathy	313	krosario	English
Rose	Karen	230	krose	Assistant to the Dean
Rutherford	Matt	318	mrutherford	Music
Segler	Keith	324	ksegler	Theology
Serrano	Diana	314	dserrano	English
Smith	Beth	237	bsmith	Alumni Relations
Streater	Terrence	322	tstreater	Girls Basketball
Strus	Mike	316	mstrus	Math
Tolliver	Deon	231	dtolliver	Athletic Director/PE
Washington	Tracy	301	tfrancisco	Language
Wheele	Mike	317	mwheele	Science

HISTORY

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

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

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

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

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



PHILOSOPHY - MISSION - GOALS

Philosophy

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

Mission

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

School Goals

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

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

NORTH CENTRAL ACCREDITATION

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

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

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

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

ST. FRANCIS DE SALES HIGH SCHOOL'S NCA IMPROVEMENT PLAN

Dear Parents/Guardians,

St. Francis de Sales High School is an accredited North Central Association school. Membership in the North Central Association benefits our students in several ways. Foremost is the quality of the educational experience your child receives, the result of an NCA continuous evaluation process known as “Performance Accreditation.”

The vision of NCA schools is to maximize the proportion of graduated students who are self directed learners and to prepare them to make the

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

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

GENESIS

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

- Catholic Identity
- Academic Excellence
- School Vitality

Catholic Identity: Apprenticeship in Christian Living

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

Academic Excellence

- Goal 1: Implement a systematic, research-based curriculum that enables students to master and integrate intellectual and practical skills.

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

School Vitality

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

NOTICE OF NONDISCRIMINATORY POLICY IN ADMISSIONS

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

ADMISSION PROCEDURES

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

- (1)The student must take the Placement examination given at St. Francis in January, prior to graduation (or a make-up exam if the original exam was missed).
- (2)The student must be a graduate of an accredited elementary or junior high school.
- (3)The student must appear with his/her parents at an orientation/ registration session at the appropriate time.
- (4)The student must have a Graduate Summary Report sent to St. Francis de Sales High School from his/her school of graduation.
- (5)The student's family must have no previous outstanding balance with the Business Office at St. Francis de Sales.

TRANSFER PROCEDURES

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

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

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

- (1)Is an incoming freshman or sophomore with more than one (1) credit deficiency at the time of enrollment.
- (2)Is an incoming junior with more than one-half credit deficiency at

the time of enrollment.

- (3) Is an incoming senior with any academic deficiencies.
- (4) Has a history of disciplinary or attendance problems at the previous school(s) of attendance.
- (5) Has an outstanding balance at any school.
- (6) Refuses to accept probation, if required.
- (7) Is unable to be scheduled in the available academic program of studies.

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

ACADEMICS

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

GRADING SCALE

Report Card		Quality	Quality
Grade	Average	Points (R)	Points (H)
A+	100-97	4.3	5.3
A	96-94	4.0	5.0
A-	93-90	3.6	4.6
B+	89-87	3.3	4.3
B	86-84	3.0	4.0
B-	83-80	2.6	3.6
C+	79-77	2.3	3.3
C	76-74	2.0	3.0
C-	73-70	1.6	2.6
D+	69-67	1.3	2.3
D	66-64	1.0	2.0
D-	63-60	0.6	1.6
F	59-Below	0	0

Also used on report cards—

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

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

1. For each subject— Quality points x subject value = adjusted points.
2. Total adjusted points ÷ total subject value = grade point average

The subject value for most courses is (one) 1 credit per year with some exceptions, such as keyboarding/study skills (.25) and freshmen and sophomore theology (.50).

SCHEDULE CHANGE POLICY

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

ACADEMIC INTEGRITY

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

- (1) A zero (0) for that particular homework assignment, paper, quiz, exam or other academic work
- (2) Parental notification by teacher
- (3) Parent meeting with the teacher, the Curriculum Director, and the student
- (4) Other disciplinary and/or academic consequences, as determined by the Curriculum Director.

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

FAILURES

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

PROMOTION

The normal course load for all students is six classes.

6.00 credits are required to enter the Sophomore year

12.00 credits are required to enter the Junior year

18.00 credits are required to enter the Senior year

Credits will be reviewed at the end of each semester.

Specific graduation requirements include the following:

4 credits of English

3 credits of Theology

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

2 credits of Science

2 credits of Mathematics

1 credit of Physical Education/Health

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

GRADUATION REQUIREMENTS/ DIPLOMA OPTIONS

24 credits are required for graduation. Students who fail to meet all graduation requirements will not be allowed to participate in the Baccalaureate Mass or in Graduation Exercises. No blank diplomas are granted.

Students are directed to pursue a particular diploma option with specific graduation requirements. These graduation requirements are aligned with

the Illinois Board of Higher Education’s requirements for preparing students for entrance into state universities and colleges. These graduation requirements will allow students to meet and exceed the expectations of higher educational institutions.

SFDS ACADEMIC HONORS DIPLOMA (Students must maintain a 3.3 G.P.A.)

English	4 credits
Math*	3 or 4 credits (must include geometry & Algebra II)
Science*	3 or 4 credits (must include chemistry)
Theology	3 credits
Social Studies	3 credits (must include U.S. history & sociology)
Physical Ed.	1 credit
Foreign Language	2 credits (must be in same language)
Electives	4 credits

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

SFDS COLLEGE 24 DIPLOMA

English	4 credits
Math*	3 or 4 credits (must include geometry & Algebra II)
Science*	3 or 4 credits (must include chemistry)
Theology	3 credits
Social Studies	3 credits (must include U.S. history & sociology)
Physical Ed.	1 credit
Foreign Language	2 credits (must be in same language)
Electives	4 credits

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

SFDS GENERAL HIGH SCHOOL DIPLOMA

English	4 credits
Math	2 credits (must include Algebra I and geometry)
Science	2 credits
Theology	3 credits
Social Studies	3 credits (must include U.S. history & sociology)
Physical Ed.	1 credit
Electives	9 credits

REPORT CARDS

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

TELEPHONE CALLS

Parents or guardians may contact faculty members by calling the school and entering the teacher's voicemail (See p. 3 for list of extensions.) Teacher schedules or commitments may limit a person's ability to return the phone call on the same day. However, it is the policy of the high school for teachers to return calls within 24 hours. Students cannot receive phone calls and/or messages during the school day. School officials will not disturb them unless the situation is an emergency.

CELL PHONE POLICY

St. Francis requires that cell phones be turned off and stored in students' lockers during the school day. Students may not carry cell phones with them at any time during the school day. Possession or use of a cell phone during school hours will result in the following:

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

Second Offense: \$25.00 Fine. Dean will hold cell phone until the parent/guardian makes an appointment with the Dean of Students to come to school during school hours and take possession of the cell phone.

Third Offense: Probation. The student will not be allowed to use or to possess a cell phone while in the school building. Violation will result in a Discipline Board hearing with recommendation for dismissal.

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

TUTORING

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

ATHLETIC ELIGIBILITY

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

ACADEMIC INTERVENTION

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

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

Students on Academic Intervention are required to do the following:

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

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

ACADEMIC PROBATION

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

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

B. the end of the first semester for second semester failures.

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

Students on Academic Probation are required to do the following:

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

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

ATTENDANCE

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

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

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

ABSENCES

(773) 731-7272 x230

ALL ABSENCES ARE TO BE REPORTED TO THE ATTENDANCE OFFICE ON THE DAY OF THE ABSENCE.

Failure to comply will result in disciplinary action. Long illness is foreseeable and parents should keep in daily contact with the Attendance and Curriculum Offices so that a home-study program may be instituted. Excessive absence may affect the student's ability to successfully complete course work.

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

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

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

PREGNANCY POLICY

As a Catholic community, we affirm, encourage and emphasize the need to make good moral choices which include **abstaining from pre-marital sex** as well as **choosing life** should a student experience pregnancy.

St. Francis de Sales High School will extend every effort to assist and support the pregnant student in her educational development and in her personal and social adjustment.

In dealing with this sensitive issue, the guidelines of confidentiality will apply to the entire school community, including the student's teachers who need to be informed for the health of the mother and her unborn child.

When the school verifies that a SFDS student is pregnant, the school will follow these policies and procedures:

1. A conference will be held with the student, her parents, her guidance counselor, and the dean of students to determine the best course of action. (If the father is an SFDS student, he and his parents may have a similar conference.) It is of utmost importance during this time that current phone numbers and emergency contacts for parents and guardians be maintained.
2. The school requires a doctor's official note be submitted immediately, affirming the health and welfare of the student and unborn child. The student will participate in regular activities within the school day barring any medical limitations to the contrary. Slight uniform modifications will be allowed as the pregnancy progresses.
3. At the beginning of the third trimester, a meeting between the student and the parents, her guidance counselor, and the dean of students will be held to determine if any further modifications or academic accommodations are required.
4. If a health concern arises during the pregnancy, the doctor must notify the high school through an official note. The guidance director and the dean of students, along with the family, will decide the best course of action pertaining to school responsibilities.
5. While on maternity leave, the student is responsible for any and all work, assignments, tests, quizzes, etc.
6. The student's return to school after delivery must be accompanied by a doctor's release. Typically, a maternity leave would consist of a six (6) week period. If the doctor believes this leave needs to be extended, s/he must inform the school by an official note.
7. The student will not be allowed to have her infant/child with her during the school day, nor will she be allowed to hold baby showers, birthday parties, or other such gatherings for their child in school facilities.

TARDINESS

A student is tardy if not in the classroom when the bell rings unless he/she has an admit slip or detention from the Attendance Office. After ten minutes the student will be considered truant from the assigned area. Students will be retained in the Attendance Office. A student who is late for the first class of the day will receive a detention. This detention must be served within forty-eight (48) hours of the documented date, or paid off the following day for a fee of \$5.00. All detentions, even if paid off, accumulate on the student's record. If a student is more than ten minutes late for the first class, he/she will receive a detention and will not be permitted to attend that class. In addition, that student will attend an after-school study session that same day in the Library balcony.

Students tardy to school on final exam days will not be permitted to take their final exam during that scheduled period. They must take the exam(s) the day make-up exams are scheduled.

TRUANCY

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

ILLNESS/INJURY DURING SCHOOL

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

EARLY DISMISSALS

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

FUNERAL SERVICES

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

DISCIPLINE

Students and their parents should understand that these rules of conduct and procedures are designed to provide, in the school as a whole and in the individual classrooms, the good order indispensable for the serious pursuit of academic excellence and for the high moral tone expected at St. Francis de Sales High School. Observance of these regulations will put demands on the student's self-control. Growth in self-control is surely one of the greatest character benefits a student may hope to derive from his or her high school education.

INTERPRETATION OF SCHOOL RULES AND THE DRESS CODE RESTS WITH THE DEAN OF STUDENTS AND PRINCIPAL.

DISCIPLINARY CONSEQUENCES

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

1. After-school classroom detention: per teacher instructions
2. School detention
3. Saturday detention
4. Student/Parent/Teacher Conferences
5. Suspension
6. Probation
7. Discipline Board hearing
8. Expulsion

AFTER SCHOOL CLASSROOM DETENTION

A teacher may have a student report to him/her at the teacher's convenience for correction of misconduct. Failure to report to an after school classroom detention will result in a school detention.

SCHOOL DETENTION

Detention will be held Monday through Friday for a 50 minute period immediately following the school day. Detentions must be served within forty-eight (48) hours of the documented date of the detention. Failure to serve the detention within forty-eight (48) hours will result in a Saturday

detention. After school employment and/or extracurricular activities are not sufficient reasons for missing detention. During a semester, after 3 detentions are accumulated, a warning letter is sent home. After 5 detentions are accumulated, a letter is sent home stating the student must serve a Saturday detention and the parent/guardian(s) must contact the Dean. After 10 detentions are accumulated, the student is placed on probation. Students who receive “morning” detentions ONLY will be given the option of serving the detention, or paying an appropriate fine. Suspension and probation will still result from accumulated detentions.

SATURDAY DETENTION

Disciplinary detention students will report on Saturday from 8:00 A.M. to 12:00 Noon. A letter of assignment for Saturday detention will be sent home with the student to be signed by the parent/guardian and returned to the Dean, and students will be assessed a \$10.00 supervisory fee. Employment and co-curricular activities are NOT sufficient reasons for failing to show for Saturday detention. Students will not be able to serve the Saturday detention without the supervisory fee. Students will be required to make up the detention on the next available date. Failure to show for a Saturday detention will result in a two-day (2) suspension.

PROBATION

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

SUSPENSION

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

VIOLATIONS

The violation of the following rules will result in disciplinary action. Disciplinary action is defined as follows: after school detention, Saturday

detention, suspension, probation, or expulsion. Detentions will be used to discipline students for infractions of school rules to include, but not limited to:

1. out of uniform
2. having food or drink outside of the Cafeteria
3. out of class without hall pass
4. tardy to class
5. chewing gum/eating candy
6. disruptive behavior i.e., running, excessive noise, profanity, horseplay etc.
7. loitering outside school after a school day
8. any other offense disruptive to the academic process in the judgment of the Dean
9. open and flagrant disrespect to any teacher, staff member, student or guest
10. cutting class
11. leaving school without permission
12. careless, reckless, or irresponsible driving and/or speeding around school premises. The high school reserves the right to report dangerous or unlawful activity to the police.
13. stealing
14. open immorality that brings disgrace to the school
15. repeated and deliberate infraction of school rules and co-curricular code
16. violation of smoking rules
17. disruptive behavior
18. possession of an electronic paging device, including but not limited to: Beepers, pagers, Bluetooth, blackberry devices, head phones, IPODS, MP3 players, gaming devices, etc.
19. Cell phones are not permitted outside students' lockers during the school day. Cell phones may be used in the building after school unless prohibited from defined areas.
20. The possession and/or use of a laser-pointing device is prohibited
21. hate crimes
22. setting false alarms
23. bomb threats
24. inciting mob action
25. extortion
26. gambling
27. intimidation
28. damaging school property including but not limited to graffiti and tagging

29. unexcused absence from Saturday detention
30. violation of alcohol and controlled substance rules
31. possession or use of a weapon
32. intent to do bodily harm
33. cyber-bullying
34. defiance of faculty/staff authority
35. unauthorized possession or use of school forms
36. indecent or immodest dress and/or behavior at school sponsored functions
37. any action or behavior which is judged as a serious negative influence on the St. Francis de Sales community
38. personal grooming in the classroom
39. selling unauthorized items on school property
40. possessing energy drinks or others not permitted on school property

DISMISSAL

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

DISCIPLINE BOARD

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

- a. To review and decide disciplinary measures in the cases of those students who have shown themselves to be chronic discipline problems through increased or continual violation of school rules.

- b. To review and decide disciplinary measures in the cases of those students who are subject to either probation, suspension, or dismissal of school rules.

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

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

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

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

ALCOHOL AND CONTROLLED SUBSTANCES

A student suspected to be under the influence or in possession of alcohol and/or controlled substances at school, or at any school-sponsored function, renders himself/herself liable to suspension, probation, dismissal, or required chemical screening at parental expense.

Should a student volunteer information that he or she has used or abused alcohol or controlled substances at non-school related events, the high school has a moral and legal responsibility to inform a parent or guardian. At the discretion of the Guidance Department, a follow up meeting may be required to discuss the situation further.

For Suspicion:

1st Offense Notification of family and warning to student

2nd Offense Toxicology screening, at family's expense. Enrollment in an approved, substance abuse program, at family's expense

Probation

Discipline Board hearing for failure to comply with toxicology screening, failure to enroll in or complete an approved substance abuse program, or violation of terms of probation.

For Use or Possession:

Notification of family and police.

Suspension until completion of toxicology screening, at family's expense. Enrollment and completion of approved, substance abuse program, at family's expense.

Probation

Discipline Board hearing for failure to comply with toxicology screening, failure to enroll in or complete an approved, substance abuse program, or violation of terms of probation.

For Distribution:

Suspension

Discipline Board Meeting, with recommendation for dismissal.

WEAPONS

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

FIGHTING

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

HARASSMENT

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

LOITERING

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

SUPERVISION

The school limits its responsibility to supervise students to the time between 7:30 A.M. and 30 minutes after the last class unless they are directly involved with a school activity and follow their coach or moderator's instructions. Students who arrive before or leave after these times will not be supervised, even though they may be allowed to enter or remain in the building due to inclement weather. Athletes are not allowed in the locker room or unsupervised area until their coach/moderator arrives. Parents are expected to pick up students who require transportation within a 1/2 hour after the end of a school event. Adult supervision ends at that time and students are on their own.

PUBLIC BEHAVIOR

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

PUBLIC DISPLAYS OF AFFECTION

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

SOCIAL POLICY

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

GANG POLICY

St. Francis de Sales' stance relative to gang activity and involvement is in full cooperation with the city and community anti-gang program. Visible symbols of gang affiliation or representation are strictly forbidden. Gang-related activity, gang graffiti or gang symbols in textbooks, notebooks, lockers or on clothing will result in disciplinary action.

COURTESY

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

LANGUAGE

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

STEALING

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

HALL PASS

Students who need to be in the hallways while classes are in session must have a hall pass. Administration or faculty members may stop a student in the hall at any time and ask to see a pass. In order for a student to see a Guidance Counselor, the student must have a guidance pass or hall pass from the study teacher. Any student who is dismissed from class is to report immediately to the Dean's Office. Students are not permitted to go to any other part of the building when dismissed from class. Students are not to enter any classroom during a class period and ask to speak to another student without written permission from a school staff member.

I.D. CARDS

Each student will be issued an identification card.

1. The student will use this card as a means of identifying himself to school officials such as: administration, teacher, teacher aids, and staff of the school. All of the aforementioned personnel have the right to relieve the student of this card for disciplinary reasons.
THE STUDENT MUST CARRY HIS OR HER I.D. CARD AT ALL TIMES.
2. A lost or stolen I.D. card must be replaced at the student's expense.
3. The I.D. card is used for admission to all home athletic events, outlined in Tuition and Fees.
4. A student must present his or her I.D. card to be admitted to lunch.

LEAVING SCHOOL PREMISES

Once students have entered the school building they are to remain until after their last class. Students are not allowed to go outside of the building during unscheduled time without the permission of the Dean of Students. Any student leaving school during the day without permission may be suspended; if so, he or she may return only if accompanied by a parent. If a student becomes ill and must leave school, or for some reason is told to go home, he or she must observe the following procedure:

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

SMOKING REGULATIONS

Neither the possession of tobacco nor the smoking or chewing of tobacco is permitted on school property or in the areas immediately adjacent to the campus. A first offense will result in two (2) detentions, notification of parents and smoking probation. For a second violation, the student is automatically suspended, until parents appear with the student at the Dean's Office.

DRESS REGULATIONS

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

GIRLS' REGULATIONS

Uniforms - Girls must wear a white polo shirt or oxford cloth shirt with the St. Francis de Sales logo, a uniform skirt, uniform navy shorts and a uniform sweater, which are purchased from the Dennis Uniform Company. Uniform skirts must be no shorter than two inches measured from the middle of the knee.

Shirts - The uniform polo shirt or uniform blouse must have sleeves and must be tucked in at all times. (Note: The blue SFDS monogram on the polo shirts and dress oxford shirts is not colorfast. To retain the blue color, please do not bleach.)

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

Pants - Dress pants may be worn in place of the uniform skirt.

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

Belts - Pants are to be worn at the waist, with a buckled belt at all times. Dress belts of appropriate size and length are to be worn at all times. Any extra length of belt is to be looped through the pant loops and not to hang down from the pants. Metal or chain belts or oversized belt buckles are unacceptable. Chains from belts to pockets are not allowed.

Hair - Hair should be styled in a way as not to be distracting to other students. Hair must not be of an extreme color, nor have an excessive number of barrettes, clips, beads or other ornamentation in their hair. **NO FADS OR EXTREMES WILL BE TOLERATED.** Headbands, either flexible or non-flexible, may not be more than one (1) inch wide, and only one head band at a time may be worn. Headbands must be of a solid color. Acceptable colors are navy, gray, black, white, brown, and burgundy. **HATS MAY NOT BE WORN IN THE BUILDING AT ANY TIME.**

Shoes - Girls are required to wear dress shoes of one solid color. Shoes must be leather or leather-like, either tie or loafer-style, cut below the ankle. Neither sandals, boots, or hiking shoes may be worn. Shoes should have a non-marking sole, and be free of cleats, nails or other items that could damage the floor. The only acceptable colors are **BLACK, BROWN, NAVY, GRAY, AND BURGUNDY.** White or light-colored shoes are not acceptable. **SHOES MADE BY AN ATHLETIC COMPANY ARE NOT CONSIDERED DRESS SHOES AND ARE UNACCEPTABLE.** Shoes must be tied, laced, buckled, strapped etc., at all times. Only one color lace is acceptable, should not contrast with the color of the shoe, and must be the same in both sides.

Socks - Socks or stockings must be worn at all times. The acceptable colors are navy, gray, black, white, brown, or burgundy. Socks must be a **SOLID COLOR** and be a matching pair. When the uniform skirt is worn, socks must be knee length in height.

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

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

BOYS' REGULATIONS

Shirts - Boys must wear either a SFDS logo white oxford dress shirt (long or short sleeve) or a SFDS logo polo. It must be tucked in at all times Note: The blue SFDS monogram on the polo shirts and dress oxford shirts is not colorfast. To retain the blue color, please do not bleach.

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

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

- Belts -** Dress belts of appropriate size and length are to be worn at all times. Any extra length of belt is to be looped through the pant loops and not to hang down from the pants. Metal or chain belts or oversized belt buckles are unacceptable.
- Hair -** **NO FADS OR EXTREMES IN HAIR STYLES WILL BE TOLERATED.** As an example, if a student chooses to have the side or back of his head shaved to the scalp, the unshaved portion of his hair **MAY NOT COVER THE SHAVED PORTION.** Hair should be moderate in length and trimmed so as not to extend beyond the collar of the shirt, and/or the mid point of the ear, with attention being given to its being clean and combed. Males may wear braids or rows in their hair provided they go straight back from the brow. They are not permitted to have designs or beads in them. Rubber bands must be the same color. The length of the braid or row when extended may not be longer than the collar of the uniform shirt, when the head is held in an upright position. Neither locks nor tails of any kind are permitted. Hair styles may not include lines or designs cut into the hair. Hair color must be natural-looking. Hair styles such as spikes, afros, etc. must not stand off the head taller than two (2) inches. Any hairstyle that brings undue attention to students is unacceptable. Students must have natural-looking hair color. Headbands may not be worn in the building. **HATS MAY NOT BE WORN IN THE BUILDING ANY TIME.**
- Facial hair -** Facial hair must be removed daily, if necessary. All parts of the face, chin, and neck need to be free of hair. Side burns are not to extend below the bottom of the earlobe. Failure to comply with facial hair expectations will result in suspension.
- Shoes -** Boys are required to wear dress shoes of one solid color. Shoes must be leather or leather-like, either tie or loafer-style, cut below the ankle. Neither sandals, boots, or hiking shoes may be worn. Shoes should have a non-marking sole, and be free of cleats, nails or other items that could damage the floor. The only acceptable colors are **BLACK, BROWN, NAVY, GRAY, AND BURGUNDY.** White or light-colored shoes are not acceptable. The acceptable colors for socks are as follows: navy, gray, white, brown or burgundy. Socks must be a solid color and be a matching pair. **SHOES MADE BY AN ATHLETIC COMPANY ARE NOT CONSIDERED DRESS SHOES AND ARE UNACCEPTABLE.** Shoes must be tied,

laced, buckled, strapped etc., at all times. Only one color lace is acceptable, should not contrast with the color of the shoe, and must be the same in both sides.

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

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

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

SPIRIT DAYS

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

OUT-OF-UNIFORM DAYS

On several occasions throughout the school year, students will be allowed to be out of uniform during the school day. Being out-of-uniform requires wearing clothing in good taste and in good condition. Clothing must be worn as designed. Final decision on appropriate out-of-uniform clothing rests with the Dean of Students. Indecent or immodest dress will result in disciplinary action.

Jeans/ - Jeans/Pants should be clean and without holes. Straps on
Pants overalls must both be secured. Pajama and flannel pants are not acceptable attire.

Shorts - Shorts should be clean and without holes. In addition, the shorts should be at least fingertip length. This means that if you stand with your arms at your side, your shorts are not shorter than where your fingertips end. Spandex shorts are not permissible.

- Skirts - Skirts or dresses should not be shorter than 3-4 inches above the knee. Slits in skirts or dresses should be no shorter than finger tip length.
- T-shirts - T-shirts should be clean and without holes. T-shirts may not advertise beer or have beer slogans printed on them. T-shirts may not have profanity or questionable language or designs on them. Also not allowed are: midribs or shirts that expose the stomach, shoulder tops or tank tops, and skimpy or revealing tops. Sleeveless shirts, sleeveless sweaters and/or tank tops are only to be worn with a sleeved shirt underneath it or over it. Jackets, even as part of an outfit, are not allowed.
- Shoes - Gym shoes may be worn if the shoe laces are only one color and are the same color in both shoes. Sandals may be worn on these days. Flip-flops are not permitted.

FESTIVAL FROLIC FREE DAYS

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

BUILDING USE

ASSEMBLIES

During the school year, assemblies of the entire school community will be called for academic, cultural, or religious purposes. Students are reminded that an assembly is not a pep rally, and that proper behavior is expected. Students are to follow directives issued by the Dean of Students. Participants in assemblies appreciate student cooperation. Approval should be shown by applause, but never boisterous conduct. The conduct of the audience helps to establish the reputation of the school.

PEP RALLIES

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

DAMAGE TO SCHOOL PROPERTY

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

GYM AND PHYSICAL EDUCATION REGULATIONS

1. The gym is off limits during class periods to all students except those having physical education class.
2. Students have no authorization to be in the gym or rink at any time except under the supervision of the P.E. instructors, coaches or athletic directors.

GYMNASIUM LOCK

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

LOCKERS

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

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

LUNCH PERIOD REGULATIONS

- Some classes are in session during the lunch periods. Consequently, students will take extra care to be quiet passing to and from lunch.
- Students are allowed to eat only during their scheduled lunch period.
- Students are responsible for the cleanliness of the area where they eat.
- Loud or boisterous behavior in the Cafeteria and while in line is not permitted.
- Eating or drinking outside of the Cafeteria is not allowed.

- No student may leave the Cafeteria until the bell rings for the end of the lunch period.
- Radios, walkmans, etc. are not permitted in the Cafeteria.
- All tables are to be cleaned, placing refuse in the containers provided.
- Students must report to the Cafeteria before the bell rings.

PARKING

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

STUDY HALL

Each student is assigned to a study hall as part of a lunch/study combination. Students are to be prompt in reporting to their assigned study hall. The rules of the study hall are to be observed as posted.

DAILY BELL SCHEDULES

REGULAR SCHEDULE

Period	Time
A	7:55 - 8:45
HR	8:48 - 9:07
B	9:10 - 10:00
C	10:03 - 10:26
D	10:30 - 10:53
E	10:56 - 11:19
F	11:23 - 11:46
G	11:49 - 12:12
H	12:16 - 12:39
I	12:42 - 1:32
J	1:35 - 2:25

EARLY DISMISSAL SCHEDULE

Period	Time
A	7:55 - 8:30
HR	8:33 - 8:52
B	8:55 - 9:30
C	9:33 - 9:49
D	9:52 - 10:08
E	10:11 - 10:27
F	10:30 - 10:46
G	10:49 - 11:05
H	11:08 - 11:24
I	11:27 - 12:02
J	12:05 - 12:40

LATE START SCHEDULE

Period	Time
A	8:55 - 9:35
HR	9:38 - 9:57
B	10:00 - 10:40
C	10:43 - 11:03
D	11:06 - 11:26
E	11:29 - 11:49
F	11:52 - 12:12
G	12:15 - 12:35
H	12:38 - 12:58
I	1:01 - 1:41
J	1:44 - 2:25

ASSEMBLY SCHEDULE

Period	Time
A	7:55 - 8:35
B	8:38 - 9:18
C	9:21 - 9:41
D	9:44 - 10:04
E	10:07 - 10:27
F	10:30 - 10:50
G	10:53 - 11:13
H	11:16 - 11:36
I	11:39 - 12:19
J	12:22 - 1:02
HR	1:05 - 1:24
Assembly	1:29 - 2:25

ADVISOR SCHEDULE

Period	Time
A	7:55 - 8:39
HR	8:42 - 9:42
B	9:45 - 10:29
C	10:33 - 10:53
D	10:57 - 11:17
E	11:20 - 11:40
F	11:44 - 12:04
G	12:07 - 12:27
H	12:31 - 12:51
I	12:54 - 1:38
J	1:41 - 2:25

NOTE: The building will be open to students at 7:00 a.m. Students are to enter the building through the north doors. Students should report to the Cafeteria until 7:45 a.m., at which time they may go to their lockers and enter the classroom area.

GENERAL INFORMATION

CHANGE OF ADDRESS/TELEPHONE NUMBER

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

BOOKSTORE

The Bookstore is located at the north end of the building. It is open for your convenience each school day from fifteen (15) minutes before the

first period begins, and for fifteen (15) minutes after the last class ends.

New books are available, as well as a limited number of used books.

IT IS THE POLICY OF ST. FRANCIS DE SALES NEVER TO EXCHANGE CASH FOR USED BOOKS, OR FOR RETURNED BOOKS FROM STUDENTS WHO MAY BE WITHDRAWING.

HEALTH RECORDS

Physical examinations as prescribed by the Department of Public Health, State of Illinois, shall be required of all pupils anytime within six (6) months prior to their entrance into the 9th grade. Additionally, every pupil must be immunized in accordance with the state regulations and must furnish a complete immunization record. All transfer students must have their former school forward these records to St. Francis de Sales

upon entering the school. Noncompliance with the above state directives may result in the exclusion of the student from classes until the proper health records have been furnished.

LOST AND FOUND

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

FIRE DRILL PROCEDURES

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

1. When the first sound of the alarm is heard, students rise from their seats and proceed in silence to the proper exit.
2. Students should walk quickly and silently in single file on both sides of the halls and stairways.
3. Students first entering the hall are to be sure that they are not proceeding into the fire area.
4. The first student to reach the outside doors should set the door holders on the top of the doors so as to keep the doors open for those following.
5. When the drill is over, students should return quickly and quietly to their rooms.

Emergency Evacuation Drills and Tornado Drills are also held periodically.

LIBRARY/LEARNING CENTER

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

ST. FRANCIS DE SALES HIGH SCHOOL ACCEPTABLE INTERNET USE POLICY

St. Francis de Sales High School provides Internet access for the purpose of promoting the use of telecommunications and networking technology as a tool to enhance classroom teaching and learning. All use of the network must be consistent with this purpose and be in accordance with this policy. The purpose of this policy is to ensure that those using the information resources will do so with respect for St. Francis de Sales High School's mission, education goals, policies, and regulations. The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. Sites accessible via the Internet may contain material that is objectionable, adult-oriented or otherwise inappropriate. The user is responsible for his/her actions and may not access, download or print from these sites. Access to the network is a privilege which requires that each user adhere to the responsibility of acceptable use. Violation of this policy, abuse of the network and/or equipment or information, including uploading or creation of computer viruses, will result in disciplinary action including possible expulsion from school, suspension or revocation of access privileges, and/or appropriate action. Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene or any unlawful material, and material protected by trade secret. Use of the network for commercial activities, product advertisement or political lobbying is prohibited. Use of the network for any illegal activities is prohibited.

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

Guidelines for Acceptable Internet Use:

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

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

VIDEO STATEMENT

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

MORAL GUIDANCE

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

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

GUIDANCE AND COUNSELING DEPARTMENT

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

TESTING

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

Freshmen : Explore

Sophomores: Plan

Juniors : Preliminary Scholastic Aptitude Test (PSAT)

National Merit Scholarship Qualifying Test

American College Test (ACT)

Scholastic Aptitude Test (SAT)

Seniors: American College Test (ACT)

Scholastic Aptitude Test (SAT)

SOCIAL EVENTS

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

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

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

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

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

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

the prom shall be subject to legal penalty and procedures defined by St. Francis de Sales guidelines.

6. On the evening of the event, all students and guests **MUST PRESENT A PHOTO I.D.** (state or school issued) at the door. If a photo I.D. is not presented, there will be no admittance to the dance, and no refund will be given.

7. **All students attending the prom must arrive to prom by 8:00 PM. Any student arriving after 8:00 PM will not be admitted to the prom.**

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

TUITION RATES

(Based on number of students per family)

Tuition, 1st student \$7,000

Tuition, 2nd student \$5,000

Tuition, 3rd student \$4,000

PAYMENT PLANS

Parents or guardians may choose among three payment plans:

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

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

MANDATORY FEES

- * Festival Frolic \$200 per student
- ** Graduation \$150

* Unsold tickets added to student fees in December

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

SPECIAL FEES

Advance Placement Exam (Estimate, per exam taken)	.\$ 86
7th subject *\$ 150
Saturday detention\$ 10
I.D. Card replacement\$ 5
Required shaving during school hours\$ 1
Opening student locker\$ 1
Schedule change\$ 25

**MAY NOT BE TAKEN FOR MAKING UP DEFICIENT CREDITS*

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

FUNDRAISING: FESTIVAL FROLIC

To narrow the gap between the cost of educating students and tuition, the high school has mandatory fundraising. Each student is required to sell \$200 in raffle tickets. Homeroom teachers distribute tickets in the fall, and begin collecting money several weeks later. All money is recorded in teacher folders at homeroom. Because receipts are not issued, families are encouraged to pay by check. At the end of homeroom, the money is sent to the Business Office where it is verified against teacher records. After the raffle drive concludes, unsold chances are added as a student fee in December.

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

TUITION AND FEES PAYMENT PLAN

THE ENROLLMENT OF A STUDENT AT THE HIGH SCHOOL IMPLIES THAT PARENTS OR GUARDIANS ASSUME THE RESPONSIBILITY FOR ALL FINANCIAL OBLIGATIONS BY THE STUDENT. ALL PARENTS/GUARDIANS OF STUDENTS MUST SIGN AND RETURN A TUITION CONTRACT PRIOR

TO STUDENTS RECEIVING SCHEDULES. IF THE STUDENT IS TO BE CONSIDERED IN GOOD STANDING, THE STUDENT AND PARENTS MUST ADHERE TO ALL TERMS OF THE CONTRACT.

All students entering St. Francis are required to pay a \$150.00 Registration Fee which is NON-REFUNDABLE. Students continuing at the high school are required to pay a NON-REFUNDABLE \$50 Registration Fee at the time of course selection.

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

Parents/guardians may choose one of several payment plans found in the tuition contract. The Business Office requires adherence to the contract. Prompt payment of tuition and fees is critical to the school having the necessary cash flow to meet ongoing operational expenses.

THEREFORE, FAILURE TO KEEP A BALANCE CURRENT WILL RESULT IN THE CHARGE OF A LATE FEE AND WITHHOLDING OF REPORT CARDS AND TRANSCRIPTS. IN ADDITION, STUDENTS WILL NOT BE PERMITTED TO PARTICIPATE IN GRADUATION EXERCISES, THE PROM, TRIPS, OR IN VARIOUS EXTRACURRICULAR ACTIVITIES. IN CERTAIN CASES, THE BUSINESS OFFICE MAY SUSPEND STUDENTS FROM CLASSES. TEN ABSENCES AS A RESULT OF FINANCIAL EXCLUSION RENDERS A STUDENT LIABLE FOR DISMISSAL FROM SCHOOL

Accounts not kept current are subject to a \$25 late charge.

A \$25 service charge will be made for checks returned to St. Francis from any banking institution. Students may be subjected to financial suspension for returned checks. The high school reserves the right to accept only cash or money orders after a second returned check from a family.

No personal checks will be accepted after March 30 for current school year financial obligations.

CO-CURRICULAR CODE

St. Francis de Sales offers an extensive and diverse extracurricular program which provides additional learning opportunities to students who wish to develop special interests, skills and talents to a higher level. Involvement in these activities is voluntary and a privilege. Students choosing to participate in these activities are responsible for behaving

in accordance with this code. Participants involved in a student activities program are expected to comply with the regulations of the school, observe good order and conduct themselves in a manner that will credit and honor themselves and St. Francis de Sales. This code applies to the school-related conduct of all students involved in extracurricular activities, on and off campus, 24 hours a day, seven days a week. The co-curricular code encompasses all student activities outside the classroom; including but not limited to:

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

School-related conduct is any behavior that has a direct and immediate effect on the general welfare and reputation of the school and its students. (Also see Public Behavior Policy page 26.) Students who violate school rules while participating in extracurricular activities are subject to disciplinary action; including, but not limited to, temporary or permanent suspension from extracurricular activities. In addition to the school rules, coaches and moderators, in collaboration with the Athletic Directors, Dean of Students and/or Director of Student Activities may establish rules specific to their activity. Furthermore these rules must be distributed and explained to all students and parents by the coach and/or moderator at the beginning of a student's participation in the activity. The coach and/or moderator will enforce their activity-specific rules and will inform the students, parents and Athletic Directors, Dean of Students and/or Director of Student Activities of any major or repeated violations. If a student seeks out a coach or moderator to admit a substance abuse problem, the student will be referred to the Dean of Students and a Guidance Counselor. While such students receive a code violation, under such circumstances, suspension from an activity may be waived by the consensus between the coach/moderator and the Dean of Students, an Athletic Director, and/or Director of Student Activities.

CLUBS AND ORGANIZATIONS

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

vital to one's life as a Christian and a citizen.

STUDENT COUNCIL

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

COMPUTER CLUB

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

WYSE

World Youth in Science and Engineering is a national program that offers competition in the seven subject areas: biology, chemistry, computer fundamentals, English, engineering graphics, mathematics, and physics. The competition provides a challenging multiple choice achievement test for the best and brightest students in those subject areas, as well as an opportunity for St. Francis de Sales to win team trophies. Competitions offered on the District level first, with the best two teams advancing to the Regional level. The best two teams on this level ultimately qualify for the State Championship held at the University of Illinois, Urbana-Champaign. Beyond the State level is the National Championship competition which is held at a different site each year.

ART CLUB

The Art Club is a wonderful and exciting club for anyone interested in art, or anyone who enjoys being part of an active group. It is very involved in the St. Francis environment and is open to any student

regardless of artistic ability. Art Club members participate in various fund-raisers and artistic endeavors within the school. The Art Club is only one of the many different clubs at St. Francis and welcomes any interested and willing young person.

BAND

Membership in the band is open to all students. An interview and musical audition is required to determine musical ability, choice of instrument, and performance level of the entire group. Students are encouraged to provide their own band instrument. Some school-owned instruments are available for a fee each semester. The Band Program offers training in all musical fundamentals in developing performance skills. The school band performs at pep rallies, basketball games, liturgies, Christmas programs, graduation ceremonies, and other school, church, and community events. Band is offered as a regular class. Students receive a letter grade for participation and attendance, and a half credit per semester for the class.

CHEERLEADERS

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

LANGUAGE CLUBS

Students of modern languages have an opportunity to further enrich their cultural awareness through participation in the Spanish Club or French Club. Spanish Club members represent both the school and the Hispanic Community at various civic functions. The French Club tries to ensure that each activity represents some facet of French culture. Both organizations enjoy very active memberships.

VARSITY CLUB

The Varsity Club consists of those athletes who have competed at the varsity level of interscholastic competition and have won major athletic awards for their performance. In order to be eligible to receive a varsity

award, the person must have competed for a specified time period, and fulfilled other necessary requirements for receiving the award. The Varsity Club is primarily a service organization, assisting when needed at athletic events, assemblies and other social activities sponsored by the school.

MITRE AND SALES TALK

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

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

NATIONAL HONOR SOCIETY

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

PARENTS' CLUB

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

ATHLETICS

St. Francis de Sales High School is a member of the Illinois High School Association, the sanctioning body for interscholastic high school athletic competition in the state of Illinois. The boys compete as mem-

bers of the Chicago Catholic League, while the girls are members of the Girls Catholic Athletic conference.

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

ILLINOIS HIGH SCHOOL ASSOCIATION

Athletic Eligibility Rules

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

The IHSA has specific regulations in the following areas:

- Attendance
- Scholastic Standing
- Residence

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

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

RELEASE FOR PARENT / GUARDIAN

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

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

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

