



2022/2023 School Year



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August 2022

Welcome Back Pioneers!

I hope you had a wonderful summer and also hope you are relaxed, and ready to start a new school year. I am beyond excited that each of you are part of our Pioneer community. I welcome and value your positive energy and dedication to excellence in education and look forward to working with each of our kiddos and all of our families.

The first day of school for freshmen is Monday August 15th! All students return on Tuesday the 16th.

Our theme for the school year continues as *Excellence Happens on Purpose*. With the addition of Work Study and workforce development and training, our students face an expanded and exciting curriculum. Our committed and enthusiastic faculty and staff are busy planning, cleaning, registering, ordering and preparing a great school year!

I eagerly look forward to greeting students and families again. It remains an honor and privilege to serve as your principal. Please reach out to me or the front office if you have any questions.

Together, I know we will make this school year one of growth and achievement for all!

Warmest Regards,

Roni Facen

Principal & CEO St. Francis de Sales High School



Core Values

An infographic with a dark blue background featuring faint white line drawings of school-related items like a pencil, a ruler, a globe, and a book. At the top, a white banner with a blue border contains the text "CORE VALUES" in bold red letters. Below this, five colored boxes (yellow, red, white, red, yellow) contain the following text:

God-Centered
We place God at the center of all that we do!

Equity
We eliminate barriers of success and ensure equitable opportunities!

Student-Centered
We place our students at the core of what we do!

Community
We understand that our school is just an extension of our community and it is our responsibility to support those that we love!

Academic Excellence
We provide diverse curriculum and programs with high academic standards and expectations to prepare students for future success.



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. His courtesy was more than surface; it was charity in action. Our namesake is an excellent model for all educated in St. Francis de Sales' 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 imminent. The East Side community readily accepted the challenge. The aspirations 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.

St. Francis de Sales has been supported by Big Shoulders Fund (BSF) for many years, but starting in 2013-2014, BSF became the major partner and funder of our school and remains so today. BSF provides financial support, academic support, marketing, and planning support and much more. Big Shoulders Fund partners with us to make sure that we deliver the best education to our students and has helped us work to develop a sustainable financial model to ensure we are here for many years to come.

In 2020 the school welcomed alumna, educator and community activist, Roni Facen as Principal and CEO. Ms. Facen believes that her St. Francis de Sales education opened doors for her. Teachers and staff believed in her and her potential. She wants those opportunities for today's pioneers. She knows how important St. Francis de Sales is to the Southeast Side of Chicago and to new generation of pioneers!



SCHOOL DIRECTORY

Full faculty and staff information is updated on our website
<https://www.sfdshs.org/faculty-and-staff>



School Directory

If you have questions regarding any of the following,
please see below:

ACADEMICS/PLUS PORTAL

Ms. Serrano - dserrano@sfdshs.org

MAIN OFFICE/GENERAL QUESTIONS

Mrs. Ramos - aramos@sfdshs.org

TUITION/SCHOLARSHIP INFORMATION

Ms. Flores - mflores@sfdshs.org and
Mrs. Ramirez - mramirez@sfdshs.org

OPERATIONS

Ms. Jewell - kjewell@sfdshs.org

SENIOR ACTIVITIES

Mr. Sanchez - ssanchez@sfdshs.org

SPORTS

Mr. Ochoa - rochoa@sfdshs.org

ADMISSIONS

Mrs. Ramirez - mramirez@sfdshs.org

WORK STUDY

Mr. Chavez - hchavez@sfdshs.org

GUIDANCE/COUNSELING

Ms. Muhammad - amuhammad@sfdshs.org

RE-REGISTRATION

Ms. Flores - mflores@sfdshs.org



SCHOOL CANCELLATIONS

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

Phone: Schoolreach Message from Principal, via Your Phone

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

TV: ABC CBS FOX NBC WGN

Internet: www.emergencyclosings.com

In the event that school is open and the weather prevents you from coming, please use your best judgment.

SCHOOL NUMBER 773.731.7272

WEB SITE www.sfdshs.org

ACT/SAT SCHOOL CODE 141-150



2022-2023 BELL SCHEDULE

NOTE: School doors do not open until 7:15 am, no student will be allowed access into the building until that time.

ST. FRANCIS DE SALES HIGH SCHOOL BELL SCHEDULE

PERIOD A	7:55 - 8:45	AM
PERIOD B	8:50 - 9:45	AM
PERIOD C	9:50 - 10:40	AM
PERIOD D	10:45 - 11:35	AM
PERIOD E	11:40 - 12:30	PM
PERIOD F	12:35 - 1:25	PM
PERIOD G	1:30 - 2:20	PM
PERIOD H	2:25 - 3:15	PM



UPDATED 7/28/2022



ADMISSIONS

St. Francis de Sales High School (SFDS) admits students of any race, color, nationality, ethnic origin, or sexual orientation 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, ethnic origin or sexual orientation 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:

- The student must take the entrance examination given at St. Francis, prior to graduation (or a make-up exam if the original exam was missed).
- The student must be a graduate of an accredited elementary or junior high school.
- The student must have a Graduate Summary Report sent to St. Francis de Sales High School from his/her school of graduation.
- The student's family must have no previous outstanding balance with the Business Office at St. Francis de Sales.
- The student's family must not have any financial delinquencies remaining from the previous school.
- The student must submit all the required forms in the SFDS admissions packet by the stated deadline(s).

Transfer Procedures

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

- Request the proper forms from the Admissions Director.
- Completed Transfer Admission Application, an official transcript, and any other pertinent academic information (IEP, Standardized Testing information, 7th and 8th grade transcripts, etc.).
- Produce a Discipline and Attendance Report from previous high schools.
- Attend subsequent Summer School classes or make arrangements to make up academic deficiencies if needed.
- Provide a letter(s) from all previous high schools stating that there are no financial delinquencies remaining.
- Meet with the Admissions Director, the head of Guidance, and the Dean of Students for an interview.
- Meet with the Admissions Director and/or Guidance Counselor to select courses for the upcoming academic year.
- 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:

- Is an incoming freshman or sophomore with more than one (1) credit deficiency at the time of enrollment.
- Is an incoming junior with more than one-half credit deficiency at the time of enrollment.
- Is an incoming senior with any academic deficiencies.
- Has a history of disciplinary or attendance problems at the previous school(s) of attendance.
- Has an outstanding balance at any school.
- Refuses to accept probation, if required.
- 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

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: For each subject -- Quality points x subject value = adjusted points. Total adjusted points ÷ total subject value = grade point average. The subject value for most courses is (one) 1 credit per year with some exceptions.

Schedule Change Policy

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

Academic Integrity

St. Francis de Sales promotes integrity in every part of one's life. This includes all aspects of academic work, such as exams, quizzes, homework, assignments, papers, and so forth. It is the student's responsibility to avoid behavior that might be construed by a reasonable person as cheating. This also includes the individual who aids 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:

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

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



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

Promotion

The normal course load for all students is six classes.

- 6.00 credits are required to enter the Sophomore year
- 12.00 credits are required to enter the Junior year
- 18.00 credits are required to enter the Senior year

Credits will be reviewed at the end of each semester.

Specific graduation requirements include the following:

- 4 credits of English
- 4 credits of Theology
- 4 credits of Southeast Side Experience Incubator (SSEI)
- 2 credits of History - including U.S. History (and passage of the Public Law exam) and Sociology
- 3 credits of Science
- 3 credits of Mathematics
- 1 credit of Physical Education/Health

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

Graduation Requirements

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



- Students and parents must attend a mandatory graduation meeting.
- Students must also be present at graduation practice.
- All disciplinary consequences must be fulfilled.
- All financial obligations must be met.

Valedictorian/Salutatorian

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

Final Exams

Semester one final exams are taken prior to Christmas break. These exams must be taken prior to Christmas. Students requesting to take exams early for a serious reason must make this request in writing to the Academic Dean by November 15. Students who do not take final exams prior to Christmas may receive a zero on the exam.

Report Cards

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 or staff by calling the school and entering the teacher's voicemail (See page 2-3 for list of extensions.) Teacher schedules or commitments may limit a person's ability to return the phone call on the same day. Students cannot receive phone calls and/or messages during the school day. School officials will not disturb them unless the situation is an emergency.



Cell Phone Policy

St. Francis requires that cell phones be turned off and stored in students' lockers during the school day. Unless otherwise authorized for school purposes by a teacher, students may not carry cell phones with them at any time during the school day. Teachers reserve the right to determine consequences within their classroom. Repeated violation of this policy may result in further disciplinary consequences, including but not limited to parental contact, disciplinary referral, or Saturday work detention.

At no time may the video/recording functions of any device be used (a) except under the direction and/or supervision of a teacher; (b) without the knowledge and permission of the subjects that are being recorded; (c) in the locker room or any restroom on campus. For the safety and consideration of others, earbuds/headphones are prohibited during the passing periods. Earbuds may only be used with teacher permission if and when cell phone use is allowed in the classroom.

The use of other electronic devices, such as laptops or tablets is prohibited unless otherwise authorized by the classroom teacher. In cases where such devices are permitted and brought to school for educational purposes, the school is not responsible for any damage, theft or loss that may occur.

See also the Southeast Side Experience Incubator (SSEI) electronic device usage policy.

Family & Emergency Information

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

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 of six classes or five of seven 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.

A student may not miss any part of their Southeast Side Experience Incubator (SSEI) workday or leave early to participate in extracurricular activities. Students may not ask for an exception under any circumstance.



Under Illinois High School Association rules missing any part of a workday excludes a student from participation in an extra-curricular event and results in automatic forfeiture of a game if the student participates. It also may result in more severe penalties or disciplinary action.

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 failing to complete any outstanding SSEI make-up days by the next SFDS holiday will be placed on academic probation.

Students may petition the principal in writing for return of athletic and/ or co-curricular privileges. Petitions will begin being accepted on or after first quarter progress reports for the first semester and again on or after 3rd quarter progress reports for the second semester. Upon receiving written permission from the principal, students may then practice, play, or participate in extracurriculars.

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 summer School.
4. Pass all his or her classes at the quarter and the semester.

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



SOUTHEAST SIDE EXPERIENCE INCUBATOR (SFDS Work-Study Program)

The Southeast Side Experience Incubator (SSEI) provides students with real world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of the educational experience at St. Francis de Sales High School (SFDS). A positive attitude and a commitment to high standards of responsibility and behavior are required. While the Southeast Side Experience Incubator strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature manner, and acting like an adult while participating in the program.

Attendance

On workdays students are required to arrive at SFDS in their assigned check-in room no later than 7:45 AM in dress code.

You agree that work study will take precedence over other activities. Regularly scheduled medical or dental appointments, vacations, or other extracurricular activities should NEVER be scheduled on a workday. **There are no exceptions.**

If a student is ill and will miss work, the student is required to:
Call school by 7:45 a.m. to notify the SSEI staff at the school that she/he will be absent.
Upon returning to work, the student must schedule a date with her/his supervisor on the next available make-up the day (i.e. the next SSEI holiday where there is no work scheduled).

All outstanding work absences must be made up by the last day of the current semester. Any absences not made up by this date will result in the student receiving an Incomplete grade in SSEI and the student will not be promoted to the next grade level. Seniors with outstanding absences will not be able to participate in graduation and may not receive their diploma.

Tardies

If a student arrives in the check-in room after 7:45 a.m. she/he will be marked tardy (see Tardy policy). If a student misses their SSEI van they will be considered absent from their SSEI job site and required to schedule a make-up workday per the SSEI absences policy. Parents/guardians are not to drive their student to/from their assigned job sites and there are no exceptions.



Snow/ Inclement Weather

Inclement weather may require the Southeast Side Experience Incubator office to adjust its scheduled workday protocol. In the event of inclement weather, families and students are encouraged to check their email and messages sent via the St. Francis de Sales communications system to determine the course to follow.

SSEI Absences

Workday absences are a major inconvenience to coworkers at the job site because they must perform the student's assigned work/projects. Missed time at work requires the student to schedule a make-up day during the next school/SSEI holiday. If a Sponsor's schedule offers no opportunity for the student to make up an absence, the student must take the initiative to meet with the SSEI staff to come up with a reasonable solution for the student to receive make-up credit.

Transportation

If a student is so tardy that she/he has missed their SSEI van they will be marked absent for that workday and a make-up day will need to be scheduled by the student in accordance with the make-up day policy.

Under NO circumstance is a parent allowed to drive their student to/from work nor is a student allowed to drive himself/herself to work. All students are required to be at SSEI check-in every workday and use SSEI transportation to/from their work site.

Illness at Work

If a student becomes ill at work, she/he should call the SSEI staff cell phones. All the SSEI staff cell phone numbers are listed on the back of each student ID card. Students should not leave messages but should instead speak live to a SSEI team member. SSEI staff will transport the student back to the school and contact parents.

A student who is feeling ill in the morning should not go to work. Students who arrive at work sick will be viewed poorly by their supervisors and co-workers and will be sent home. The missed time will need to be made-up.

Any incident of a student leaving work early before 12:00 p.m. will be treated like a full day absence. This can be made up in the same manner as any other absence. Any incident of a student leaving work after 12:00 p.m. will require a half day of work to be made up on the next school/SSEI holiday.



Failure to connect with the SSEI office regarding students leaving work for any reason will be treated as an unexcused absence, and the student will be subject to disciplinary action in addition to the absence/make-up day policy.

Behavior

Participation in the SSEI is a part of SFDS. All school rules and standards of behavior are applicable when leaving the SFDS campus for work.

Students are required to be at their assigned pick-up location on time for afternoon pick-up.

Students are not to be picked up by any family members from work – only SSEI transportation is to be used.

Communication with Business Partners (Companies)

Parents and/or family members should NOT contact business partners and/or supervisors directly. The SSEI staff will communicate directly with supervisors/managers.

Dismissal From Work

If a company is dissatisfied with a student, they may choose to dismiss the student from the worksite. In that case families and students will meet with SSEI staff to discuss the issue. Depending on the cause of dismissal the student may be allowed to re-commit to the program by going through a re-training program. Because the work program is critical to the operation of the school, a second dismissal from a worksite over a student's career at St. Francis de Sales will result in expulsion.

Grading and Credit

Students receive one credit for each successfully completed year in the Southeast Side Experience Incubator (SSEI). Students will receive grades each semester. The student's final grade at the end of the year will determine her/his eligibility to receive credit. A no-pass grade will result in zero credit for that semester. The SSEI course is a graded, one credit per year course. SSEI quarter grades are determined by students receiving negative points for



each tardy, missing timecard and make-up days not completed by the next holiday. SSEI semester grades are based on the same grading measures but also will include each student's semester performance appraisal overall rating.

Students who are terminated from their position receive a no-pass (NP) grade for that semester. If a student completes the re-training program, is re-employed, and receives a favorable review the student will regain credit the following semester.

Incidents on the Job

The Southeast Side Experience Incubator reserves the right to communicate and coordinate any disciplinary action with the Dean of Students and/or Principal.

Internet and phone usage at work

The SFDS Acceptable Internet Usage Policy applies to students equally on their workdays (see Acceptable Internet Usage policy below).

The following rules apply at work for students:

- No listening to music (nor use of personal listening device)
- No playing games
- No instant messaging
- No text messaging
- Use of social media or other nonwork-related applications is strictly prohibited
- No checking personal email (unless work related)
- No personal calls while at work (this includes cell phones, etc.)

In many organizations use of the internet is monitored and recorded and viewed as a misuse of company resources. Failure to comply with these terms may result in dismissal from her/his work site as well as additional disciplinary actions.

Performance Reviews

Students will receive a performance appraisal from their direct supervisor at the end of the 1st and 2nd semesters. The second performance review serves as the student's final review for the year. Performance reviews will be delivered to students and their parents along with semester report cards.



SSEI Holidays

The Southeast Side Experience Incubator (SSEI) holidays are listed on the SSEI 2022/2023 workday schedule. Students must schedule their make-up days with their supervisor (and communicate to SSEI staff) on the next available holiday.

Job Assignments

The Southeast Side Experience Incubator determines all job assignments for students and reserves the right to move students to other jobs at any time for any reason. For incoming students, sponsor assignments are chosen based on skills observed during summer training. Thereafter, sponsor assignments are chosen based on performance reviews, available openings, and skills that the student has demonstrated. Student preferences are considered when all other things are equal (i.e., their skills fit the job and there is an opening that matches their interest).

When a student is assigned to a particular Sponsor, she/he will receive directions from the van to get to their new work site. If the student or parent/guardian has any questions or would like any other information regarding the Sponsor, she/he should contact the SSEI office directly.

Time Sheets

All students must submit a timecard for each workday no later than 24 hours after the end of their workday. Students are encouraged to submit a timecard before they leave work.

Paid Work during Holidays and Summer

Not all students are afforded the opportunity to work during their out of school time, so this is a great privilege.

When working outside of the normal school year – students still represent SFDS and are required to uphold the expectations set forth in this handbook.

Students will receive pay from SFDS at the rate determined each school year by SSEI which will be stated on the SSEI Holiday/Summer Work Acceptance Form which is required to be signed by any students working outside of their scheduled workdays and the student's supervisor. Applicable taxes will be withheld in accordance with federal and state regulations. Students and parents acknowledge full responsibility for any tax consequences



resulting from student employment in the Southeast Side Experience Incubator (SSEI). To receive pay the student must submit a timecard with the “for pay” box checked within 24 hours of leaving work. Payment is triggered by an approved timecard from the student’s supervisor.

The Southeast Side Experience Incubator will provide transportation for students if they request. The student is required to take SSEI for every workday – this is an all or nothing choice and you may not opt-out for certain days.

Any questions should be directed to the student’s assigned SSEI Relationship Manager.

Direct Deposit and W-4 Form Required for Paid Work

Students working during holiday periods and/or summer break and whose business partner has opted to use SSEI’s payroll services will receive pay work via direct deposit only. A direct deposit form and W-4 form are available from the corporate work study office and electronic payments can be easily set-up with any bank/credit union account. Students are required to have their direct deposit form filled out and returned to the SSEI office to receive pay for their work.

ATTENDANCE

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

- After five (5) absences, a letter of notification will be mailed to parents.
- After eight (8) absences, the student and a parent are required to meet with the Dean of Students regarding excessive absences.
- After ten (10) absences, the student will be placed on attendance Probation which will include making up missed days at special Saturday Detention sessions.
- 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 at the Main Office if the student is ten (10) minutes or later for the Period 1 class.



Absences

ALL ABSENCES ARE TO BE REPORTED TO THE MAIN OFFICE ON THE DAY OF THE ABSENCE. PLEASE CALL (773) 731-7272 x223 TO REPORT AN 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 7:30 AM. Failure to comply will result in a Saturday detention.
2. Arrangements to make up the work missed should be made with the teachers. This is the responsibility of the student. Students who have been absent from school for all or part of the day will not be allowed to participate and/or attend co-curricular activities scheduled on the day of their absence. Students who have been absent for part of the school day due to medical reasons or a doctor's appointment must submit a doctor's note to be eligible to attend or participate in any school sponsored function or extracurricular activities scheduled on the day of their absence. We enlist the aid of parents in the enforcement of this rule. Exceptions to this rule will be determined on an individual case basis by the Dean of Students.

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

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

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

Tardiness

In the interest of promoting individual and collective student success, it is vital that students report to school and class on time. 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 or a teacher. After ten minutes the student will be considered truant from the assigned area.



Please be advised that any tardy whether it is to school or to class is an automatic detention. Detentions received for being late to school are the ONLY detentions that can be paid off. Read below for specifics on tardies and detentions:

- Detentions are on Thursdays from 3:20 pm-4:20 pm
- Students will be issued a detention if they are late to school or class.
- If students are not on time or are absent from detention, without an excuse from a parent/guardian they will then be issued a double detention.
- Regardless of the reason they are late to school they will be given detention. The detention can either be served or paid off in the main office for \$5.
- Accumulation of 5 detentions results in a Saturday detention. Saturday detentions will be on the 3rd Saturday of the month from 8 am-12 pm. A \$25 fee will be added to your smart tuition account.

Truancy

1. Absence from school without a legitimate reason or because of an unverifiable reason, may result in parents being notified and the student receiving a Saturday detention and a \$10.00 fine. A student who cuts one class will receive two (2) detentions. Failure to report for detentions will result in a 2-day 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 Office 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 memorial services.

LUNCH/ FOOD DELIVERY

We do not allow food to be delivered to the school for children (UberEats, Doordash, Grubhub etc..) nor can we have friends or family members drop off food to the students during the school day. We cannot interrupt the day by having the student called out of class to pick up their food. Students can leave their lunches in their lockers and warm them up in the microwave in the cafeteria. Food can not be left with the main office. This is a safety precaution for your student.



DISCIPLINE

Our goal is to provide an atmosphere conducive to learning, which promotes individual success and growth. To this end it is important that behavioral standards and expectations be respected in each classroom and throughout the school. These same standards apply to students during their SSEI workdays whether their workday is spent at SFDS or at a job site. Individual classroom teachers and/or SSEI staff are responsible for classroom behavior. Issues of a more serious level may be referred to the Deans of Discipline and/or the principal.

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

The goal of teachers and administration with respect to disciplinary concerns are to give each student the opportunity to accept responsibility for their behavior and grow and learn as a result. This end can be reached through several means, including:

1. Individual student counseling session with teacher/dean/principal.
2. After-school classroom detention (per teacher instructions)
3. Saturday detention
4. In-school suspension
5. Out-of-School Suspension
6. Discipline Board hearing
7. Expulsion

Detention

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

During a semester, after 3 detentions are accumulated, a warning letter will be sent home. After 5 detentions are accumulated, the student will receive a Saturday detention and the parent/guardian(s) must contact the Dean. After 10 detentions are accumulated, the student is placed on probation. Students who receive morning tardy detentions ONLY will be given the option of paying a \$5 fine in lieu of serving the detention. However, the morning tardy infraction will still be documented on the student's disciplinary record.

Suspension and probation may result from further accumulated detentions.

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. A parent or guardian must speak with the classroom teacher before the student is allowed to return to class.

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.

Saturday Detention

Saturday detention students will report on Saturday from 8:00 A.M. to 12:00 Noon. A letter of assignment for Saturday detention will be sent home with the student to be signed by the parent/guardian and returned to the Dean. 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. Failure to show for a Saturday detention will result in a two-day (2) suspension. In the case of an emergency and the student is unable to attend the assigned Saturday detention, a parent phone call must be made and a message must be left on the Main Office or Dean of Students voice mailbox.

Probation

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

Suspension

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



Dismissal

Dismissal is defined as a student being asked to leave the school without the option to return. Students who habitually do not comply with behavioral expectations and standards, and whose behavior has shown no improvement despite repeated counseling sessions and administrative interventions, are 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 inconsistent with school standards and expectations.

Discipline Board

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

- To review and decide disciplinary measures in the cases of those students who have continually failed to meet the school's behavioral standards and expectations.
- To review and decide disciplinary measures in the cases of those students who are subject to either probation, suspension, or dismissal of school rules. C. To review and to decide disciplinary measures in the case of a student who commits a major offense.

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

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 a SFDS High School student.
8. Any action or pattern of behavior which is judged as a serious negative influence on the St. Francis de Sales community.

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

The decisions made by the Discipline Board are final, pending an opportunity to appeal to the principal.

Appeals must be made within 48 hours of parent notification of Discipline Board decisions. All appeals must be made in writing.



Please note: Because the discipline board is composed 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 meeting if they cannot attend, and the meeting therefore must be rescheduled. Failure to do so may result in the meeting occurring without the parent being present.

Hazing / Bullying / Harassment

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

Alcohol And Drug Policy

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

Definitions:

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

1. illegal drugs
2. alcohol
3. over the counter or prescription drugs, when abused, or possessed or distributed with the intent of abusing them
4. prescription drugs when possessed or distributed without a prescription
5. any other items or substances that are consistent with the spirit of this policy, such as “look-alike drugs” or drug paraphernalia

The term “possession” includes:

1. having an illicit substance on a student’s person
2. having an illicit substance in a student’s personal property
3. having an illicit substance under his/her control



4. knowingly remaining in the presence of an illicit substance

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

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

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

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

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

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

- a. the type of illicit substance
- b. the amount of the illicit substance
- c. the age of the student
- d. the student’s prior record
- e. the nature of the current violation
- f. where the incident occurred
- g. the degree of risk posed to other students
- h. the student’s level of cooperation with the investigation



- i. any other facts or circumstances determined by school administration to be relevant

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

Extra- and Co-curricular Activities.

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

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

Weapons

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

Assault & Battery on Faculty/Staff Member

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



Fighting

All participants in a fight will face disciplinary consequences. 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. Students who engage in fighting are held equally responsible for their actions regardless of who is the aggressor or defender. All participants in a fight will be required to attend a mediation session and appear in front of the Discipline Board.

Harassment

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

Loitering

Students should not loiter in or around the building before or after school. Students are prohibited from unsupervised areas. When they arrive in the morning, students are to report to the cafeteria until 7:45am. Students are not allowed in the building before 7:00am. Students may not loiter 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 7:00 A.M. and 30 minutes after the last class (generally 3:20 pm) 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.

Public Behavior

All school rules apply whenever students ride on buses provided by St. Francis de Sales. Appropriate public behavior is likewise expected from St. Francis students riding the CTA.



The high school will not tolerate inappropriate behavior that places the safety of the driver and passengers at risk. St. Francis bus drivers are directed to establish rules for the safety of riders. Students failing to adhere to these necessary safety rules render themselves liable to disciplinary consequences, including loss of bus riding privileges.

Public Displays of Affection

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

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.

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 always maintained. 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 St. Francis de Sales student is not tolerated within the building, on the street, or on the bus. Such behavior reflects disrespect for the student and lack of consideration for others. Offenders are subject to disciplinary action.



Stealing

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

Hall Pass

Students who need to be in the hallways while classes are in session must have a hall pass. Administration or faculty members may stop a student in the hall at any time and ask to see a pass. 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. 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.

A lost or stolen I.D. cards must be replaced at the student's expense. The I.D. the card is used for admission to all home athletic events, outlined in Tuition and Fees. A student may be asked to 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-including in the morning before school. Students arriving on school busses must immediately enter the school building upon arrival. 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.



Leaving School After Arrival: Once a student has arrived on the campus s/he may not leave school premises for any reason except by the procedure outlined here. If a student becomes ill, s/he must:

1. Notify the teacher and then report to the office.
2. Obtain permission to leave school from the Office from which parents will be contacted.
3. Wait at the Main Office entrance for transportation that has been arranged. 4. Have the parent telephone school upon the student's arrival home if s/he walked or drove him/herself.

If a student must leave for any reason (e.g., medical appointment), s/he must:

1. Bring a note signed by a parent or guardian to the Attendance Office before school on the day of the appointment.
2. Sign out at the Attendance Office before leaving the building. 3. Check in at the Attendance Office upon return to school. Students who violate the above procedures can be considered truant

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

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

Tobacco Use

The possession of tobacco, vaping products or smoking/chewing of tobacco is not permitted on school property nor in the areas immediately adjacent to the campus. A first offense will result in two (2) detentions, notification of parents and smoking probation. For a second violation, the student may be automatically suspended, until parents meet with the administration. IHSA policies regarding tobacco use may be enforced as well.



Dress Code and Appearance Guidelines

The professional appearance and conduct of the students of St. Francis de Sales High School has a powerful impact on relationships with members of our community and co-workers in the workplace. As such, it is important to model professionalism and respect for others with a neat, well-groomed appearance; and a consistently courteous, positive, and proactive attitude. In addition, the safety of our students is paramount. Most jobs require some interaction with office machinery, such as copiers, fax machines, and shredders. A neat appearance and properly fitting clothes help avoid potential mishaps.

Students must be in full uniform while at St. Francis de Sales, at work, to and from work, at special events, and during all field trips unless otherwise specified. On occasion, students will have the opportunity to dress casually (scheduled Spirit Days or Pioneer Fridays). St. Francis de Sales will announce these events in advance. Students participating in Spirit days or Pioneer Fridays must adhere to the theme of the day, or they may wear their regular school uniform. Jeans may not have any rips, tears, or any type of holes, regardless of style or trends.

Student workers are expected to be in full uniform on their assigned workdays. If student workers are not in full uniform, they will be scheduled for detention with the Dean of Students and be offered a loaner item, subject to that item's availability on a first-come, first served basis. This item must be cleaned and returned the following school day. If it is not returned the following school day the student will then serve additional detentions until the item has been returned.

The dress code and appearance guidelines are outlined below. If in doubt regarding an item of clothing, it is best to exercise an abundance of caution and err on the side of conservative attire. St. Francis de Sales reserves the right to determine what constitutes appropriate dress. The following is merely a set of general guidelines, as St. Francis de Sales determines at its discretion whether a student meets the dress code and appearance guidelines.

Students should maintain a neat and clean appearance and should regularly shower, shave, use deodorant, brush their teeth, comb their hair, and iron their clothes.

SFDS Uniform

Classes of 2023, 2024 and 2025- Uniforms are purchased from Land's End. These students must wear a blue or white oxford shirt, uniform skirt or pant, and a uniform sweater with the SFDS crest which are all purchased through Land's End.



Class of 2023 - Uniforms are purchased at www.globalschoolwear.com (school uniforms by Tommy Hilfiger). Only items that are labelled as Meets Requirements may be worn.

Dress Code Guidelines

Item	Description	Notes
Pants	Neatly pressed dress pants. Must fit appropriately and be worn at the waist.	Not worn sagging.
Skirt	Neatly pressed SFDS skirt must fit appropriately and be worn at the waist.	Uniform skirts must be no shorter than two inches above the knee.
Shirt	Collared polo or buttoned-down the front dress shirt, short or long sleeves, with SFDS logo.	Must be tucked in.
Sweater	Approved Gray Sweater with SFDS logo.	Must be SFDS uniform sweater. Optional but sweater does not replace the school polo or school button down shirt.
Socks	Dark-colored solid (brown, black, navy blue) dress socks.	
Belt	Must be black or dark brown in leather or leather like material. Must roughly match student's shoes.	
Shoes	Must wear dress shoes which hold a shine.	
Jewelry	No excessive jewelry	Jewelry must be of conservative appearance and appropriate length.
Earrings	Up to two earrings on each lobe. Up to	Gauges are not permitted



	one total ear cartilage piercing.	
Facial Piercings	Not allowed.	
Necklaces or chains	Up to one. Always worn under the SFDS shirt.	
Tattoos	Not to be visible	
Hair Styles	Neat, clean, brushed/combed, well-kept and professional.	
Makeup	Make-up must be in conservative colors and styles.	
Facial Hair	Must be professional looking and well groomed.	
Sunglasses	Not to be worn indoors	

Special Dress Down Days

Special Dress is permitted on designated days at school or when attending school-sponsored events such as dances and athletic games.

When deciding what to wear for a special dress occasion, students must keep in mind the general principles of the regular dress code, especially with regard to neatness, cleanliness, modesty and good taste. Appropriate shoes and socks are required at all times. The items listed below are specifically not allowed on special dress days:

- Pants/jeans with holes, tears or frayed edges; low rise or hip hugger pants, jeans or skirts
- Attire with offensive logos (eg. alcohol, tobacco, satanic symbols, sexual innuendos, etc.)
- Form fitting or clinging tops or shirts
- Revealing clothing (e.g., tank tops, sleeveless or cap sleeve attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, etc.)



- Any shirt or top which does not provide coverage of the cleavage, midriff and lower back at all times
- Stretch pants, leggings, sweatpants or pajama pants
- Head covers including sweatshirt hoods, bandanas, baseball caps etc.

SPIRIT DAYS

A student who participates in “Spirit Day” may be out-of-uniform if he/she is wearing clothing that has the school’s 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. Indecent or immodest dress will result in disciplinary action.

On their scheduled SSEI workdays students must check in for work in their SFDS uniform – even if that workday is a Spirit Day.

PIONEER FRIDAYS

Pioneer Fridays are special out-of-uniform days, typically once a month, to show school spirit. The dress code for Pioneer Fridays is the current year Pioneer Friday Shirt, Jeans, and gym shoes.

If you are a student athlete in season, **AS A TEAM**, a coach may instruct team members to wear jerseys or other uniform elements. These choices will be approved by the Athletic Director. Student athletes must be fully in the uniform as directed by their coach **OR** in the approved Pioneer Friday attire.

On their scheduled SSEI workdays students must check in for work in their SFDS uniform – even if that workday is a Pioneer Day.

BUILDING USE

All-School Masses and Assemblies

St. Francis de Sales, as a Catholic School community of faith, holds the celebration of the liturgy as a central component of our life together. Attendance at all-school Masses is mandatory for all students. Every student should demonstrate appropriate reverence



throughout all liturgies. This includes wearing the school uniform properly and neatly and refraining from gum chewing, eating, drinking, or other signs of disrespect. Disruptions of any nature may result in disciplinary action.

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

Damage To School Property

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

Gym And Physical Education Regulations

The gym is off limits during class periods and lunch periods to all students except those having physical education class.

Students have no authorization to be in the gym, rink, weight room, or restricted areas of the building (i.e. back stairwells, outside areas on school grounds, etc.) at any time except under the supervision of a staff member designated by the administration.

Gymnasium Lock

Each student is required to have A SCHOOL ISSUED 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 always locked. 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 and/or personal electronic devices, 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.

IQS- Independent Quiet Study

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

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



CRISIS INTERVENTION TEAM

The team's focus will be to service students who are experiencing a crisis. Some crises could be illness, injury, suicide (threatened or attempted), death, sexual and physical abuse, teen pregnancy, drug and alcohol abuse, sexually transmitted diseases, and a witness to or a victim of a violent crime. The focus will be to direct the student toward finding and accepting a solution to the immediate difficulty and help the student deal with the reality, focus on solving the problem and ensuring the student is connected to the appropriate services.

Members of the Crisis Intervention team include:

Administrator: Roni-Nicole Facen

School Counselor: Aaisha Muhammad

GENERAL INFORMATION

Change of Contact Information

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

Health Records

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



Lost And Found

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

Fire Drill Procedures

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

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



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.

The Acceptable Internet Use Policy applies equally to students during their Southeast Side Experience Incubator (SSEI) workdays whether at SFDS, in transit or at their worksite.

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 cyberbullying, 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.

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



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 everyone. These assessment data also provide insight and direction for the student in terms of educational and vocational decisions.

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

Social Events

St. Francis de Sales sponsors dances throughout the school year. All students may attend these dances unless already excluded for disciplinary, academic, or financial reasons. A student may bring a guest provided the guest is under twenty-one (21) years of age, has completed the proper guest pass, and has been approved by St. Francis authorities. Underclassmen may not attend the prom. All students going to the prom must attend a mandatory meeting with their parents or legal guardian.

To ensure 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 guests must always dance appropriately. 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 at the 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.

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TUITION

Tuition Rates

Tuition is \$8,400 per year. St. Francis de Sales provides financial aid and scholarships. For more information, visit our website here --<https://www.sfdshs.org/tuition-financial-aid> -- or call the front office.

Payment Plans

Parents or guardians may choose among three payment plans:

1. Full tuition due by June 1st (to qualify for the 5% discount)
2. Semester First half of tuition due by June 1st; second half by December 1st
3. 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

- Alumni and Friends Raffle \$100 per student
- Senior Fee \$150 Non-Refundable, covering diploma, cap, gown, graduation speaker, and awards
- SPECIAL FEES
 - Advance Placement Exam (Estimate, per exam taken) .
 - 7th subject
 - Saturday detention
 - I.D. Card replacement
 - Athletic Department per sport per season
 - Opening student locker
 - Schedule change

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.

Tuition And Fees Payment Plan

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

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

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

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



expenses.

Tuition is due by the first of every month. If your tuition is not paid by the 21st of the month, the student's account is subject to a \$40 late charge and your student must remain at home until you have made payment arrangements with the business office.

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

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

Co-curricular Code

St. Francis de Sales offers an extensive and diverse extracurricular program which provides additional learning opportunities to students who wish to develop special interests, skills and talents to a higher level. Involvement in these activities is voluntary and a privilege. Students choosing to participate in these activities are responsible for behaving in accordance with this code. Participants involved in a student activities program are expected to comply with the regulations of the school, observe good order and conduct themselves in a manner that will credit and honor themselves and St. Francis de Sales. This code applies to the school-related conduct of all students involved in extracurricular activities, on and off campus, 24 hours a day, seven days a week.

The co-curricular code encompasses all student activities outside the classroom; including but not limited to:

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

School-related conduct is any behavior that has a direct and immediate effect on the general welfare and reputation of the school and its students. (Also see Public Behavior Policy page SFDS Student Handbook.



27.) Students who violate school rules while participating in extracurricular activities are subject to disciplinary action; including, but not limited to, temporary or permanent suspension from extracurricular activities. In addition to the school rules, coaches and moderators, in collaboration with the Athletic 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.

Athletics

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

As a member of the Chicago Catholic League, St. Francis competes in the following interscholastic events at the junior varsity level and sophomore and/or freshmen levels: baseball, basketball, cross country, track, 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: cross country, volleyball, basketball, softball, track, 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 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 inter-scholastic 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.

IHSA regulations apply to all students equally during an academic day or a Southeast Side Experience Incubator (SSEI) workday.

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.



Student and Parent/Guardian Acknowledgment

I am the legal parent or guardian of the above signed student. I have received the St. Francis de Sales High School (SFDS) Parent/Student Handbook to use as a reference. I understand the rules and will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my daughter/son/dependent to SFDS, Southeast Side Experience Incubator (SSEI), Archdiocese of Chicago and Big Shoulders Fund and their respective agents and anyone authorized by them (collectively, St. Francis de Sales High School) for the following:

1. To take my student on school or work-related field trips on foot (if within walking distance of school) or in school or work program (SSEI) provided transportation.
2. To use the image, likeness, name, schoolwork, and/or work product of my student, in whole or in part, in all media worldwide in perpetuity for purposes of advertising and promoting St. Francis de Sales (SFDS), Southeast Side Experience Incubator (SSEI), Archdiocese of Chicago and/or Big Shoulders Fund without additional compensation or prior review/approval.
3. To allow my student to be interviewed or participate in surveys or written/verbal tests generally related to either work or school.
4. To have my student drug tested in accordance with the school and/or SSEI work program policies.
5. I acknowledge that my student may exchange cell phone information with his/her direct supervisors/co-workers in the Southeast Side Experience Incubator (SSEI) program and the Human Resources department.
6. I will not schedule doctor appointments or other activities on scheduled workdays.
7. My student will not exceed the stated number of absences allowed. If my student exceeds the maximum number of absences in either academic or SSEI he/she will be dismissed from SFDS.
8. My student and I have read, understand, and agree to follow the Acceptable Internet Use Policy.



I understand and acknowledge that participation at work, field trips, sports, intramural activities and all other off campus events or activities involves inherent risks of injury to my child, including risks associated with related transportation by personal motor vehicle. I understand and acknowledge that any medical expenses related to illness or injury to my child while working or participating in off campus activities are not covered by any insurance program maintained by SFDS, and that I am primarily responsible for such expenses.

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above-named minor (child).

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the St. Francis de Sales High School (SFDS), Southeast Side Experience Incubator (SSEI), Archdiocese of Chicago and Big Shoulders Fund, its officers, directors and agents, chaperons, or representatives associated with summer work , arising from or in connection with my child working during the summer or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, chaperons, or representatives associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

I hereby consent to my child's participation in SSEI work or other off campus events or activities. I have carefully read this Authorization, and I understand and agree to each of the covenants and conditions set forth above.

Student Printed Name

Student Signature

Date

Parent/Guardian Signature

Date