



Saint Francis DeSales Family Handbook 2026-2027

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

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

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



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

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

~St. Francis de Sales

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General Building Information

Hours of Operation

School Year

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

Summer

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

July 9:00 a.m. - 3:00 p.m. (M-Th; closed on Fridays)

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

Contact Information

Phone Number: 614-267-7808

Fax Number: 614-265-3375

Address: 4212 Karl Road, Columbus, Ohio 43224

Website: www.sfdstallions.org

Arrival and Dismissal Guidelines

1. Student entry doors open at 7:00 a.m. All exterior doors will be locked from 7:47 a.m. to 3:06 p.m.
2. During normal operating hours, all visitors must report to the Welcome Kiosk and/or main office, sign in, and receive a visitor's badge. Please bring a Driver's License to check-in.

Student visitors are not normally approved unless they are planning to attend St. Francis DeSales High School. Visiting students interested in attending St. Francis DeSales High School must contact the Admissions office prior to visiting. Other special circumstances must be approved by the administration. Visitors are to park in the visitor spaces on the west side, enter through the front doors and report directly to the office.

3. **Before and after school**, students are to be dropped off and picked up on the north side of the building via Franciscan Loop. **No students are to be dropped off or picked up in the visitor lot** (on the west side of the building) between 7:00 a.m. - 8:00 a.m. and 2:45 p.m. - 3:30 p.m.
4. **Stallion Way is for students only before and after school.** It is one-way entering the parking lot before school, and one-way exiting the parking after school, until 4pm.
5. **Students who park in the south lot must exit via Stallion Way after school. Stallion Way is one-way** (leading from the parking lot to Ferris Road) one hour from dismissal time.
6. Each morning at 8:30 a.m., the traffic gate will close across the Ferris Road entry to Stallion Way. The gate will then be opened again at 2:45 p.m. for dismissal. Students who arrive late to school or need to leave early will access their entry or exit via the Karl Road side of the school.
7. **Students may not be present in academic classrooms until 7:20 a.m. nor remain beyond 3:30 p.m.** unless engaged in some activity supervised by a faculty member or given express permission. Academic corridors outside of classrooms must be vacated by 3:30 p.m.
8. **All students are to exit the building by 3:30 p.m.** unless under adult supervision of a school activity or utilizing the school's library. Please arrange for pick-up by 3:30 p.m.

Early Dismissal/Absences Procedures

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

- Parent/Guardian must report absences asap in the morning by telephone.
- The office of the principal will telephone the home of any student whose parents or guardians have failed to call to report the student's absence.
- In the event school authorities are not informed of the absence, the student will be considered Truant.

Requests for Early Dismissal

Requests for early dismissal must be in writing and signed by the parent or guardian. The student is to present the request to the office for approval at the beginning of the day. Students and parents should not use cell phones during the school day to arrange for an early dismissal. In an emergency, only parents may call the main office to request an early dismissal.

To ensure your student's absence is excused for a doctor's appointment, the student must bring in a note after the appointment to the main office.

Virtual Doctor's Visit (Televisit) During School Hours on School Grounds

If a student has a video doctor's appointment, a parent must contact the main office with a phone call, email or note prior to the appointment in order for the appointment to be considered an excused absence. This also ensures the student is dismissed at the correct time, and allows school staff to arrange a space for the appointment to take place.

Checking in and out of the building

Students must report to the main office to check in when they arrive late to school for any reason AND check out from the main office before leaving the building.

Students exiting the building to retrieve something from their cars must check out at the main office and re-enter the building through the main office.

Inclement Weather (for high schools)

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

1. When the road conditions are dangerous for travel, school will be canceled.
2. Due to many student drivers, school will usually remain open even if the weather temperature is extremely cold.
3. If the Columbus Public School District cancels school due to transportation issues unrelated to weather, school will be in session without Columbus Public School transportation.
4. A school closing announcement will be made via Swift K-12 and on our school website and social media pages.

School Calendar: Dates of Importance

Full 2026-27 academic calendar can be found at www.sfdstallions.org/calendar.

August 19	First Day of School: Dismissal at 1:30 p.m.
September 7	Labor Day - No Classes
September 25	No Classes - Diocesan Administrators Retreat
September 28	No Classes - SFD Faculty & Staff Retreat
October 14	National Testing Day; dismissal at Noon; seniors no school
October 16	Professional Development Day - No Classes
November 4	Early Dismissal at 2:00 p.m.
November 9	No Classes
November 25 - November 30	Thanksgiving Recess - No Classes
December 14 - December 17	Semester Exams
December 18 - January 1	Christmas Vacation
January 15	Faculty Work Day - No Classes
January 18	Martin Luther King Jr. Day - No Classes
January 27	Early Dismissal at 2:00 p.m.
February 10	Early Dismissal at 2:00 p.m.
February 15	Presidents' Day - No Classes
February 23	Spring Testing Day; dismissal at Noon; seniors no school
March 8 - March 12	Spring Break - No Classes
March 25 - March 29	Easter Break - No Classes
April 14	Early Dismissal at 2:00 p.m.
April 28	Early Dismissal at 2:00 p.m.
May 17	Spirit Day: Early Dismissal at 1:00 p.m.
May 24 - May 27	Senior Final Exams
May 25 - May 28	Underclassmen Final Exams
May 27	Baccalaureate at 6:00 p.m.
May 28	Last Day of School
May 29	Graduation at 9:00 a.m.

Class Schedule

Warning Bell	7:44 a.m.
Tardy Bell	7:47 a.m.
Homeroom	7:47 - 7:54 a.m.
1st	7:57 - 8:42 a.m.
2nd	8:45 - 9:30 a.m.
3rd	9:33 - 10:18 a.m.
4th	10:21 - 11:06 a.m.
5th	11:09 - 11:54 a.m.
6th	11:57 a.m. - 12:42 p.m.
7th	12:45 - 1:30 p.m.
8th	1:33- 2:18 p.m.
9th	2:21- 3:06 p.m.

Map of School



Mission Statement, Diversity Statement, Primary Beliefs and School Philosophy

Mission Statement

The Mission of St. Francis DeSales High School is to provide an educational experience in the Catholic faith which prepares the mind, body, and spirit of each student to love God, seek truth, and live virtuously.

Diversity Statement

At St. Francis DeSales High School, we are committed to our mission to live out Catholic Social Teaching in pursuit of peace, truth, and justice. We seek to demonstrate the virtues of solidarity and mutual respect for all of God's children - our brothers and sisters in Christ.

St. Francis DeSales High School believes that honoring diversity, being inclusive, and striving for equity are at the heart of our mission. By understanding ourselves and others, we can move with greater purpose towards this mission. The Saint Francis DeSales Community recognizes that we live in an increasingly global community where race, class, and ability all intersect. We must be intentional in recognizing, understanding, and celebrating what makes each person a unique and different creation, while fostering shared morals and values.

At Saint Francis DeSales, we will continue to work to create an inclusive environment throughout the school by providing opportunities to engage with classmates from diverse backgrounds in order to understand and appreciate varying perspectives and opinions. In addition, faculty and staff will participate in on-going professional development to ensure cultural competence. Through education and awareness, Saint Francis DeSales High School will provide students the opportunity to honor and understand the diverse world in which we live, in order to cultivate empathetic and effective leaders who will be agents of change for the better.

Primary Beliefs

1. The priority of the school is to develop the students' spiritual, moral, and intellectual growth through an excellent educational experience grounded in the Catholic faith.
2. Students, faculty, and staff must be provided with a positive and encouraging environment in which to experience moral or spiritual growth in their faith formation.
3. Students are provided opportunities to experience and share the Catholic faith and Gospel message through their participation in liturgy, retreats, prayer, and service to others.
4. All students can learn.
5. Each student is a valued individual with unique physical, social, emotional, intellectual, and spiritual needs.

6. Successful curriculum and instructional practices incorporate a variety of learning activities to accommodate differences in learning styles.
7. Teachers, administrators, parents, students, and the community share the responsibility for advancing the school's mission.
8. Our school is committed to meeting the needs of all of our students.

Philosophy of St. Francis DeSales High School

- St. Francis DeSales High School exists to further the Church's teaching mission and to provide an educational experience for students who desire an education in the Catholic/Christian tradition. The goal is to help students widen their intellectual, spiritual and aesthetic vision, challenge them to personal growth and interpersonal awareness and expand their opportunities so that they can make visible the Kingdom of God.
- All members of the school community are brothers and sisters in Christ who have different yet compatible responsibilities: teaching, learning, administering, and supporting. All members of the school community are encouraged to appreciate their own unique gifts and the gifts of others.
- St. Francis DeSales offers an academic curriculum designed to challenge each student to reach his or her potential and to promote within each student a critical consciousness and sense of inquiry. The school also offers extracurricular activities which supplement the academic curriculum by encouraging and developing the interests and talents of students who choose to participate in them. Throughout their high school experience, students are guided toward making moral, responsible and educated life choices.
- Students have the primary responsibility for their education. They are expected to give sustained effort to the mastery of their selected course of study. They must show interest and diligence in their work performance and conduct themselves in a manner consistent with the policies and expectations of St. Francis DeSales High School. Their participation in parish liturgies and activities as well as community civic projects is highly encouraged.
- Parents of our students are dedicated partners in the education of their children. They invest in the philosophy standards, policies, and regulations of the school. Parents working in coordination with the school have the responsibility to communicate with the faculty and staff to broaden the educational growth and development of their children by analyzing the needs, progress, and goals of each student. Parents and family members are highly encouraged to participate in school organizations and volunteer programs.
- Highly qualified professional faculty and staff work with the students as teachers and mentors to foster academic excellence and spiritual development. To this end, the faculty and staff reflect critically on their own performance and take advantage of

opportunities for spiritual and professional growth. They act as positive role models who witness the Christian values that the school represents.

- St. Francis DeSales High School strives to carry out its mission as a Catholic community by offering religious instruction in the basics of the Catholic faith: Sacred Scripture, social justice issues, the sacraments, the liturgy and morality. Through the opportunities for prayer and worship, building a faith community, and encouraging service to others, the St. Francis DeSales students are challenged to work toward global awareness and a passion for social justice.
- As brothers and sisters in Christ, students, faculty and staff commit themselves to work together in order to develop their full potential physically, socially, aesthetically, intellectually and spiritually, to serve the greater community generously, and to live the Gospel of Jesus in their daily lives for the sake of world peace, justice and love.

Administration, Faculty and Staff

To view a listing of our administration, faculty and staff, please visit <https://www.sfdstallions.org/directory-landing>.

Operation Policies and Regulations

Access to Student Records

In accordance with the Diocese of Columbus school policy # 2800, St. Francis DeSales High School adheres to the following: Those who are permitted to view an individual student's records are: 1. school personnel; 2. parent(s)/guardian(s) of a minor, 3. the student who is 18 years of age or older; 4. non-custodial parent of an individual minor student unless denied by a court order; officials of other schools to which the student transfers.

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

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

Admissions Policies

Our guidelines and policies on the admission of Freshmen and Transfer students as well as students participating in the Educational Choice scholarship program are available in the Enrollment Office.

Allergy Policy

SFDHS strives to provide a safe environment for students with life-threatening allergies according to Diocesan policy 5143.1-5141.35. The school nurse will notify and advise teachers of these students with regard to proper procedures and safety measures.

Bus Transportation

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

From Columbus City Schools Transportation

- Phone # (614) 365-5074, Fax # (614) 365-5815

From Gahanna-Jefferson Schools Transportation

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

From School Districts Surrounding SFD (i.e. Olentangy, Westerville, Worthington, etc.)

- Please contact the school district you live in (if not mentioned above) to learn about available transportation options and/or payment in lieu of transportation.

Child Custody

In accordance with the Diocese of Columbus school policy # 5106, St. Francis DeSales High School requires the custodial parent to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a pupil.

If at any time during the school year, a change occurs in the marital status of the parent the custodial parent must notify the school and provide a certified copy of the court order stating that he/she has custody of the student.

If a parent/guardian is away for an extended period of time, they must notify the school of who the student's legal guardian is during their absence. This is necessary for any emergencies, early dismissals and excused absences.

Crisis Plan

In accordance with the Diocese of Columbus school policy # 1310, St. Francis DeSales High School has developed and is implementing a Crisis Management plan. A copy of this plan is on file with the Office for Catholic Schools. The plan reflects the involvement of the appropriate stakeholders in coordination with local community services (i.e. police and fire departments). Routine drills are conducted throughout the school year.

Directory Information Notice/Publishing Student Information

Also In accordance with the Diocese of Columbus school policy # 2800:

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

A school, school employee, school organization or Diocese may publish student information in various formats including websites under the following conditions. A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information (*form available in the school office). Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics, (height, weight, etc.) educational records. The same conditions for both types of published information must be met if the student is 18 years of age or older. *This form is a part of the Back to School Form in the PowerSchool Parent Portal.

Dispensing Medication

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

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

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

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

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

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

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

Fingerprinting / Protecting God's Children

In accordance with the Diocese of Columbus school policy #4120: All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the Diocesan approved "Protecting God's Children" workshop.

School Attendance/Feeder School Areas

In accordance with the Diocese of Columbus school policy # 5103:

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

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

Gabriel, St. Elizabeth, St. James the Less, St. Josephine Bakhita, St. Paul (Westerville), St. John Neumann (Sunbury), Church of the Resurrection (New Albany), St. Matthew, St. Michael.

School Safety

In accordance with the Diocese of Columbus school policy # 1310, St. Francis DeSales High School has developed a plan to address school safety in conjunction with local community services; we routinely conduct fire, tornado and crisis drills. In the event of an emergency situation, St. Francis DeSales High School has the ability to communicate emergency information to appropriate stakeholders, and when appropriate the administration will contact the Diocesan intervention team for assistance.

School Visitors

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

1. Enter the building through the West Main Entrance and check in at the Welcome Kiosk
2. Provide requested information, and obtain a visitor badge from the Welcome Kiosk or main office
3. Wear the visitor badge during the time spent in the building
4. Check out and return visitor badge at the Welcome Kiosk or main office when leaving the building

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

Student Pregnancy

In accordance with the Diocese of Columbus school policy # 5600, St. Francis DeSales High School believes that any act involving procreation is the exclusive right of those who are married.

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

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

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

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

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

Suspension and Expulsion of Students

In accordance with the Diocese of Columbus school policy #5406 - #5407, St. Francis DeSales High School believes serious misconduct can be a cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure outlined by the Diocese of Columbus.

Wellness Policy

In accordance with the Diocese of Columbus school policy # 7000, St. Francis DeSales High School recognizes that it is essential to educate the whole child. Wellness education is multidimensional and encompasses the following areas: Nutrition education, Physical Education, School-based activities, Nutrition guidelines and Measurement/Evaluation.

Mental Health Wellness: The 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "988" to reach a trained specialist for help and support. Contact 988ohio@mha.ohio.gov for questions about the Suicide and Crisis Lifeline.

Withdrawal Procedure

- Withdrawals begin in the Office of Enrollment; contact the Director of Enrollment to begin the process.
- Forms must be filled out in person and the withdrawal process must be completed.
- All financial obligations must be fulfilled, i.e. tuition, fines, textbooks, before transfer of records will occur.
- All exiting families will participate in an exit interview before transcripts are released.

Work Permits

Any student needing a work permit may obtain one from the school Registrar in the Guidance office.

Academic Policies and Procedures

Academic Honor Code

As a Catholic School, we uphold the values of justice and honesty. Students are expected to complete assignments independently unless the assignment is specifically designated to be a group or collaborative assignment. Failure to do so violates the school's academic integrity standards. In affirmation of these values, the following honor code is adopted:

The DeSales student does not plagiarize and the DeSales Student does not cheat. This includes the use of Artificial Intelligence (AI) tools, such as ChatGPT and other platforms to pass AI generated content as a student's own. Teachers have at their disposal AI detectors to determine if a student has plagiarized their work using AI tools. The consequences of all violations of this code are described below. It is important for families to understand that such violations are cumulative and will follow the student throughout his or her career at DeSales.

First Offense:

1. Automatic zero on the test, project, or assignment
2. Failure of conduct
3. 20 service work hours
4. Teacher will notify the parents of the offense

Second Offense:

1. Automatic zero on the test, project, or assignment
2. Automatic failure of the course for the current marking period (If the offense occurs on a Semester/Final Examination, then the student will receive a zero on the assessment as well as a grade of 60% for the affected marking period)
3. Failure of conduct resulting in probation for the remainder of the academic year
4. Completion of 20 service hours
5. Completion of Academic Integrity Course
6. Teacher will notify the parents of the offense as well as set up a conference with members of the Administrative Team

7. Student will not be allowed to hold any leadership positions within any school sanctioned organization and participation in co-curricular activities will be reviewed by the Faculty Advisory Board.

Third Offense:

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

Once again, it is imperative for families to understand that these violations are cumulative and follow you throughout your career at St. Francis DeSales. Please note: the Academic Honor Code is adhered to in both on-campus and remote learning environments.

Artificial Intelligence School Policy

Artificial Intelligence may only be used with explicit authorization and permission from your course instructor. Just as you would with all sources for a paper, project, or assignment, be sure to cite all Artificial Intelligence usage. Likewise check information learned from Artificial Intelligence against reliable, academic sources. Unauthorized use of Artificial Intelligence is a form of academic dishonesty and subject to disciplinary action within the Academic Code of Conduct.

In accordance with the Diocese of Columbus school policy #6520, presenting another person's work, or AI generated work, as your own constitutes academic dishonesty. This includes both deliberate and non-deliberate use of another person's work, or AI generated work.

Ethical Use Guidelines

- Artificial Intelligence should be used as a creative springboard to create study aids, organize notes, and find resources to contextualize knowledge. Artificial Intelligence should be viewed as a scaffold for learning and not your only creative outlet.
- Artificial Intelligence should be used to "check" your work or enhance your already generated work. Along these same lines, Artificial Intelligence can be used to summarize difficult text into words more easily understood. Artificial Intelligence should be used for the purposes of efficiency. It is not meant to replace learning and it should not be used to produce your final work.
- Who you are and your thoughts should be at the core of your work. Do not allow Artificial Intelligence to remove your authentic, original voice.
- Do not become reliant or overuse Artificial Intelligence. It is here to help you do what you ask. However, Artificial Intelligence does not have emotion or a conscience. Artificial Intelligence does what it is instructed to do.
- The creation, distribution, or possession of synthetic media (commonly known as "deepfakes") depicting any student, teacher, administrator or member of our school

community is strictly prohibited and constitutes a serious violation of the SFDHS code of conduct, Catholic values, and potentially state and federal laws. Students involved in this activity could not only be asked to leave St. Francis DeSales but local authorities will be contacted.

Academic Awards

At the end of senior year, students will be recognized with various academic awards, including the President's Award for Educational Excellence, the St. Francis DeSales High School Award of Merit, and the Award of Excellence. To view requirements for these awards, please [click here](#).

Academic Progress Reports

Midway through each quarter all students will receive a digital progress report indicating their academic progress to date. Parents must log on to their Parent Portal in PowerSchool to electronically sign acknowledging that they have viewed their child's mid-term report card.

At the conclusion of each academic quarter, families will receive a digital progress report indicating their final quarter grade. Once again, parents must log on to their Parent Portal in PowerSchool to electronically sign acknowledging that they have viewed their child's quarterly report card. Please note that the fourth quarter final report card will also be mailed home.

Academic/Final Exam Policy

The exam schedules for each semester are posted a year in advance. This is a very important time in the St. Francis DeSales High School Academic calendar. Missing exam days for any reason other than an unexpected illness is not acceptable. In the event of illness, medical documentation must be provided.

Final Semester exams are to be taken on the day and class period assigned. Students who have to take an exam or exams at a different time than the established exam period, for reasons other than illness, please note the following:

1. The exam(s) must be taken before departure.
2. If an exam is taken early the maximum grade a student can receive is 80% of the grade earned.

Do not schedule vacations, doctor appointments, club sport activities, etc. during these testing times.

College Credit Plus classes from Columbus State Community College, University of Findlay, and The Ohio State University have final exam policies that must be followed in addition to our policy. Specific policies should be reviewed with College Credit Plus teachers.

Senior Final Exam Exemptions

Seniors are exempt from 2nd Semester Final exams if they meet the following criteria:

1. Exemptions from Senior Final Exams are for Yearly classes only (not Semester Classes)
2. Have an average of a 90% for the 3rd and 4th quarters
3. Completed all requirements for the course
4. Passing conduct mark for 3rd and 4th quarters
5. If taking an exam, students will report directly to the assigned testing room at the scheduled test time.
6. If the student is not present to take the exam, the parent/guardian must call in to the main office to report the absence.

Academic/Discipline Quarter Progress Reports

At the end of each quarter, parents must log on to their Parent Portal in PowerSchool to electronically sign acknowledging that they have viewed their child's report card. If any errors are found on the report card it is the responsibility of the student/parent to report this immediately to the student's counselor, so the necessary changes can be made. *4th quarter report cards will be mailed home.

Academic Honors Recognition

At graduation seniors will earn the following recognition by achieving the grade point average listed below:

- 3.600 - 3.749 ~ Cum Laude
- 3.750 - 4.149 ~ Magna Cum Laude
- 4.150 and higher ~ Summa Cum Laude

Minimum Academic Standard

Beginning with the class of 2029, students enrolled at Saint Francis DeSales High School are expected to maintain a minimum cumulative grade point average (GPA) of 2.0.

Academic standing will be reviewed at the conclusion of each semester. Students whose cumulative GPA falls below 2.0 will be subject to an academic review conducted by school administration.

Following the review, students may be required to participate in academic support programs such as SOAR, or be subject to other interventions deemed appropriate by the school. Students who do not demonstrate sufficient academic improvement may be required to withdraw from Saint Francis DeSales High School.

Academic Support Program - **SOAR: Stallion Outreach and Academic Resources**

- Primary Purpose: To provide mentoring and educational support to students that are at risk of academic failure.
- Program Participants: At the mid-term and end of each quarter, students with two or more failing grades will be **mandated** to participate in the after school academic support program. *If a parent/student requests to participate in SOAR (not mandated), *they must agree to full time participation for the duration of the specified quarter.*
- Notification: Parents and students will receive notice of their assignment to the SOAR Program from their guidance counselor. A contract outlining their participation must be signed and returned on to the SOAR monitor.
- The contract will clearly define the following:
 - A schedule of dates and times (including early dismissal adjustments, etc)
 - Attendance policies
 - Student responsibilities during their designated study time
 - Services/resources provided - computers, adult tutors, etc.
 - Consequences for breaking the contract
- Daily Schedule: The SOAR Program will be held 4 days per week (Monday through Thursday from 3:15pm to 4:15pm).
- Log in/Attendance: A shared Google Spreadsheet will be used for tracking attendance. This document will be shared with the moderators, program supervisor, guidance department and administration.

Students are responsible for bringing work with them to **EVERY** session. This time period may also be used to work with faculty members. The moderators will be responsible for tracking student behavior and activity and communicate progress with the Vice Principal.

The moderators are expected to engage with the students by providing support, guidance or simple tutoring when possible. Assignments/resources for the student that “doesn’t have any homework” will be available. These resources may include standardized test practice, tutoring apps, etc.

SOAR participants must attend on a daily basis to maintain enrollment at St. Francis DeSales High School. If a student misses a session, without medical documentation, the student will be assigned 5 demerits for the first unexcused absence, and 10 demerits, 2 morning detentions, and parents will be notified for the second unexcused absence. Should a student miss three sessions that are unexcused, the student will fail conduct for the quarter.

Advanced Placement

St. Francis DeSales High School participates in the College Board's Advanced Placement Program. Sophomores, juniors or seniors who enroll must take the Advanced Placement Exams for college credit the first two weeks in May. AP Courses offered at St. Francis DeSales are: Biology, Calculus (AB and BC), Chemistry, Computer Science A, English Literature and Composition, English Language and Composition, European History, French Language, Latin Vergil, Psychology, Physics I, Physics C: Mechanics, Spanish Language, Statistics, Italian Language & Culture, U.S. Government and Politics, United States History.

Calculation of the semester and yearly grade

- For a semester course, the first quarter grade is weighted at 42.5%, the second quarter grade is weighted 42.5%, and the semester final exam is weighted 15%.
- For a full year course, the yearly grade is an average of semester 1 and semester 2. Each semester is composed of 2 quarters weighted 42.5% each and a semester exam weighted 15%.

Class Rank

Class rank is not published on the student's transcript.

College Credit Plus

College Credit Plus is a state program that allows students to earn dual credit at both the high school and college level. Moreover, the state provides funding for students to pay for these dual credit courses which are sponsored by participating colleges and universities. St. Francis DeSales High School offers the following dual enrollment courses which are taught on campus:

- Calculus II/Statistics with Ohio State University; Calculus I, General Physics, Calculus-Based Physics, Introduction to Literature, and College Writing with the University of Findlay; and Personal Finance with Columbus State Community College.

Students must meet the established guidelines established by the colleges or universities in order to participate in the program.

Credit Recovery

ALL required course failures for the year MUST be made up in Summer School by taking and passing the failed required courses. Credit Recovery is a six week program conducted at St. Francis DeSales High School. Upon successful completion of the Summer School course, the failing grade for the year will change to a 65% and the Grade Point Average will be recalculated.

with a 1.0 added in. The student's transcript will reflect this change while indicating that the credit was earned in Summer School.

Should a student not make up all required course failures in Summer School, the student may not return to St. Francis DeSales the following school year. If a student fails three (3) credits he/she will be asked to leave St. Francis DeSales High School.

Content of Instructional Materials

Among the primary aims of Catholic education is to promote a Catholic worldview and a Christian anthropology that, in Pope Francis' words, "The mission of schools and teachers is to develop an understanding of all that is true, good, and beautiful.¹" For this reason, in accordance with the Diocese of Columbus school policy #6300, the content selected for classroom materials at all grade levels must be in accord with the teachings of the Catholic Church. All materials—including books, periodicals, library materials, classroom libraries, book fair materials, movies, video clips, textbook content, and all similar items—must comport with our Catholic faith.

Field Trip Policy

Prior to attendance of a field trip, each student must fill out the designated permission slip and have it signed by a parent/guardian. Permission slips are to be turned into the coordinating teacher one week before the scheduled field trip. All students involved in a field trip must be in good standing in the areas of academics, conduct, and attendance. A student's final permission to attend the field trip will be determined by a member of the school administration.

Grading Scale

		Unweighted	Weighted
A	93-100	4.0	4.5
A-	90-92	3.7	4.2
B+	87-89	3.3	3.8
B	83-86	3.0	3.5
B-	80-82	2.7	3.2
C+	77-79	2.3	2.8
C	73-76	2.0	2.5
C-	70-72	1.7	2.2
D	65-69	1.0	1.5
F	0-64	0.0	0.0

College preparatory courses are weighted in some instances. A student may have a grade point average higher than 4.00 which reflects the level of difficulty of courses; .5 is added to the

following academic courses: AP Calculus AB and AP Calculus BC, AP Senior English, AP Language III, World Languages IV, V and VI, Anatomy and Physiology, CCP College Writing I, CCP Introduction to Literature, CCP UF Calculus I, CCP Personal Finance, Foundations of Inorganic Chemistry, Introduction to Organic and Biochemistry, Calculus-Based Physics, AP Calculus-Based Physics, AP Psychology, AP Statistics, AP U.S. Government and Politics, AP European History, AP U.S. History, AP Biology, and AP Computer Science Principles.

Graduation Requirements

25 credits are required for graduation from St. Francis DeSales High School. The following are courses and credits that are required by the end of a student's senior year:

Business/ Computer Science - 1.5 credits (must include Personal Finance & Inspire Technology)

Electives - 2.5 credits

English - 4 credits

Health - .5 credit

Mathematics - 4 credits

Physical Education - .5 credit

Science - 3 credits (1 in Biology; 2 in Sci Elec.)

Social Studies - 4 credits (1 in Global Studies; 1 in American History; 1 in Junior year elective; 1 American Government)

Theology - 4 credits

Visual or Performing Arts - 1 credit

Please note that the total number of credits to graduate is determined by the State Board of Education. The required number of credits, as well as the specific courses required by St. Francis DeSales High School, exceeds State Minimum Standards. All required courses must be taken at St. Francis DeSales High School. In addition, all students must pass all required state mandated tests to be eligible for graduation.

Graduation and Promotion Policy

ALL required courses MUST be passed to graduate or be promoted. (Theology, Performing Arts, English, Social Studies, Math, Science, Health and Physical Education).

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

The student who plans to attend a four-year college after high school is encouraged to follow the college prep core curriculum. The minimum core to prepare for Ohio colleges (as well as most other colleges) is as follows: ENGLISH - 4 credits (with emphasis on writing), MATH - 4 credits (inclusive of algebra, geometry, and a minimum of pre-calculus), SCIENCE - 4 credits (Freshman science, biology, chemistry, and physics), SOCIAL STUDIES - 4 credits (Global

Studies, American History, World History, American Government), WORLD LANGUAGE - 3 or 4 credits of the same foreign language or 2 credits in two different languages, VISUAL OR PERFORMING ARTS - 1 credit, and ELECTIVES that feature from the following: business/computer, & performing/visual arts.

4-Year Plan of Courses

Students and parents may wish to use this form to assist in planning student curriculum throughout their high school career at St. Francis DeSales.

Grade 9			Grade 10		
1 st Semester	2 nd Semester	Credit	1 st Semester	2 nd Semester	Credit
World History	World History	1	US Hist.	US Hist.	1
Math	Math	1	Biology	Biology	1
Science	Science	1	Math	Math	1
Theology I	Theology I	1	Theology II	Theology II	1
Intro. to Comp. and Lit.	Intro. to Comp. and Lit.	1	English II	English II	1
Phys. Ed/Health	Phys. Ed/Health	.75	Phys. Ed/Elec.	Phys. Ed/Elec.	.25/.5
Inspire Technology	Elective	1	W. Lang. or Elec.	W. Lang. or Elec.	1
W. Lang or Elec.	W. Lang or Elec.	1	Personal Finance	Business or Computer	1
Grade 11			Grade 12		
1 st Semester	2 nd Semester	Credit	1 st Semester	2 nd Semester	Credit
Chemistry	Chemistry	1	US Gov't	US Gov't.	1
Math	Math	1	English IV	English IV	1
English III	English III	1	Theology IV	Theology IV	1
Theology III	Theology III	1	W. Lang. or Elec.	W. Lang./Elec.	1
W. Lang. or Elec.	W. Lang. or Elec.	1	Math	Math	1
Social Studies	Social Studies	1	Science or Elc.	Science or Elec	1
Business/Computer	Elective	1	Elective	Elective	1
Elective	Elective	1	Elective	Elective	1

*College Prep juniors and seniors are encouraged to take additional world language, math, and science courses. See College-Prep Recommendations.

[Click here](#) to view all course descriptions by department.

Guidance Services

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

Students will be assigned to a counselor based on the student's last name.

- Mrs. Lisa Dufault, Director of Aquinas (Class of 2026 A-D)
- Mrs. Katie Shelton, Director of Guidance Service (Class of 2029, 2028 & 2027 A-F; Class of 2026 E-L)
- Ms. Carli Urcheck (Class of 2029, 2028 & 2027 G-N; Class of 2026 M-R)
- Mr. Brennan Schlabin (Class of 2029, 2028 & 2027 O-Z; Class of 2026 S-Z)

Dr. Sharon Murphy (Clinical Psychologist)

Lisa Monroe (Intervention Specialist/Assistant Director of Aquinas)

Denise Alfred (Intervention Specialist)

Katherine Stark (ESL)

Danielle Polemeni (ESL)
Lucy Mader (Title I Tutor)

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

Student Scheduling and Schedule Changes

Schedule changes are only made in consultation with a guidance counselor and must be based on academic reasons. We do not accept teacher requests for class placement. There is a great deal of prayerful consideration, collaboration, and professional discernment that goes into this process. Schedule changes are not permitted after the second full week of school, or in the case of a semester class, the second week of the semester. Students who wish to drop a course after the two-week timeframe are subject to a failing mark of 65 for the course.

Each Winter/early Spring a series of scheduling activities takes place to assist each student in selecting appropriate courses for the school year. Extensive time is spent developing the Course Planning Handbook and Worksheets. Students are encouraged to meet with faculty members, counselors, and/or administrators as they select their courses for next year. Because of this detailed program, students are given a solid opportunity of developing an appropriate schedule. For this reason we discourage changes to the student's schedule unless one of the following issues exists:

1. Incorrect number of courses
2. Semester imbalance
3. Summer school remediation or advancement
4. Decision to enter Career Center
5. Inappropriate course level based on prerequisite final course grade
6. Course change (initiated by the instructor)

General Guidelines for Course Changes

1. Last day to add a course is the Wednesday of the first full week of classes
2. Last day to drop a class for a study hall is 1 week after the start of the class
3. Any class that is dropped beyond the 1st week of the course results in a failing grade
4. Completed form including parent and teacher signatures is required for dropping a class
5. Students who have been granted a waiver to enter a class may not drop that class
6. Level changes must be approved by the department chairperson
7. There is a \$20 fee to enact a course change unless it is initiated by the instructor

Homework

Homework is an important reinforcement for learning that takes place during school hours, and should be seen as an extension of the regular school day. Students of St. Francis DeSales High School will find it necessary to spend a reasonable amount of time at home in study and preparation for academic success. It is important to remember that homework does not only mean written work. A day's assignment may include written work, but independent study and review of the material covered in class that day and preparation for the next day's class are equally important. Homework challenges a student to organize time carefully, to practice good study habits, and to practice the grade level standards present in classes. Academic teachers assign homework on most nights. Due to differences in individual learning and studying styles, the suggested times for homework will vary. **Please Note: Students will be accountable for the completion of all assigned homework.**

Honor Roll

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

Incompletes

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

Library Media Center

1. Hours: Monday through Thursday 7:00 a.m. to 4:15 p.m., Friday 7:00 a.m. to 3:30 p.m.
2. Our automated facility offers books and periodicals for student use. Internet access, reference databases, and word processing is available for student use as well.
3. Circulation: books - two weeks
4. Fines are assigned for late materials
5. Borrowers are responsible for the replacement of books damaged, stolen or lost while charged out to them.
6. A quiet, considerate tone of voice is to be used at all times in the library.
7. If using a library printer, students must print before or after school, or during a lunch period. Students are not permitted to use a library printer if there is an academic class taking place in the Library Media Center.

National Honor Society

Students are eligible to be candidates for membership in the NHS. the first quarter of their junior year and the first quarter of their senior year if they have obtained a 3.6 cumulative grade point average. In order to be inducted, a candidate must perform ten hours of service and distinguish themselves in the areas of leadership and character as determined by members of the faculty. Once inducted, students must remain in good standing both academically and behaviorally. Transfer students who begin their junior or senior year at DeSales may not be eligible candidates for NHS their first year depending on cumulative GPA and their membership at their previous school.

Naviance Student

Naviance Student is a web-based service designed for students to explore career options, colleges and request college materials (such as teacher recommendations and transcripts). Please do not hesitate to see your counselor with any questions, or [click here](#) for more information on this program.

St. Francis DeSales Athletic/Activity Eligibility

St. Francis DeSales High School is a member of the Ohio High School Athletic Association and, therefore, complies with all OHSAAC academic eligibility standards. In addition, St. Francis DeSales High School administers a weekly eligibility check for all of its student-athletes and student activity members. This weekly check is conducted by the Athletic Department.

State Mandated Testing

St. Francis DeSales High School students will be expected to follow the guidelines for graduation as specified by the State of Ohio Department of Education in conjunction with the Diocese of Columbus.

Student Withdrawal

For students who withdraw prior to the end of an academic year, their grade will be final at the time of the withdrawal and forwarded to the institution of transfer once all materials are returned and financial obligations have been met. An exit interview with a school administrator must take place as well.

Testing for Incoming Freshmen

All students planning to enroll at St. Francis DeSales High School are required to take our entrance exam. We utilize the High School Placement Test published by Scholastic Testing

Service, Inc. This test is administered in January each year. St. Francis DeSales hosts a preparatory workshop the Saturday prior to testing for the benefit of the students and requires pre-registration. Once a student has been accepted to St. Francis DeSales High School, depending upon their Eighth Grade Curriculum, he or she has the potential to test into upper level classes in the following areas: Mathematics, Science, and World Language. These placement tests are offered in May each year. For further inquiries regarding testing for incoming freshmen or other enrollment related questions, please contact the Office of Enrollment.

Testing Room Policy

The Testing Room is provided as a supervised space for students who require testing accommodations and for teacher-approved makeup assessments. Students are expected to complete all assessments during their regularly scheduled class period whenever possible.

If a student misses a test or quiz, they must communicate with their teacher within 24 hours of returning to school to arrange a makeup plan. Makeup assessments may be completed in the Testing Room when approved by the teacher. **Students may not self-schedule testing in the Testing Room. Access is granted only when a teacher has submitted the appropriate authorization form or when a student is receiving approved accommodations.**

To maintain a productive and equitable testing environment, the following guidelines apply:

- Students must sign in upon arrival and sign out before leaving the Testing Room.
- Students scheduled to test before or after school must report to the Testing Room no later than 7:15 a.m. or 3:15 p.m., respectively.
- Students must begin an assessment with sufficient time remaining in the testing period to complete it. Additional time will not be granted unless approved accommodations are on file.
- Upon completion of an assessment, students must report directly to their appropriate classroom.
- Students may not leave the Testing Room during an assessment. If a student leaves the room for any reason, the assessment must be submitted to the Testing Room supervisor and will be returned to the teacher for further direction.

Textbooks

All textbooks are on loan to students from St. Francis DeSales High School. Therefore no writing of any kind is permitted in the books. Damage or loss will result in no grade or course credit until reparations have been made.

Waiver of High School Physical Education Graduation Requirement

In accordance with the Diocese of Columbus school policy #6220, and as stated in Section 3313.603 of the Ohio Revised Code, **students in grades 9-11 only** may be excused from the physical education course graduation requirement by participating in school-sponsored interscholastic athletics, marching band, showchoir, or cheerleading for at least two athletic seasons during grades 9-11.

Please note: students must take two semesters of Physical Education OR participate in two athletic seasons to meet the graduation requirement; you may not combine one Physical Education class with participation in one athletic season to meet the graduation requirement.

Attendance Policies and Procedures

Class Attendance

Saint Francis DeSales High School values the God-given gifts of each individual student and therefore places a premium on daily attendance and participation in all academic classes. While we adhere to the Ohio Revised Code as it pertains to mandatory attendance, the expectation of students attending Saint Francis DeSales High School exceeds the state minimum as we believe attendance in all classes is essential for academic success and any absence detracts from a student's ability to fully engage in the educational process.

Purpose:

The purpose of this attendance policy is to ensure that all students attend class regularly to maximize their learning potential. The mission of St. Francis DeSales High School to provide

students with a holistic experience in the Catholic tradition. Regular attendance is crucial for academic success and personal growth.

Chronic absenteeism in the state of Ohio is defined as missing 10% or more of the school year for any reason, including excused and unexcused absences. At St. Francis DeSales High School, our school calendar consists of approximately 180 days. As such, our attendance policy reflects this percentage.

Attendance Limits:

- Year-Long Courses: Students are allowed up to 18 absences per class period.
- Semester-Long Courses: Students are allowed up to 9 absences per class period.

Attendance Monitoring and Intervention

Student attendance is monitored throughout the school year. When a student's absences begin to approach the allowable limit, school administration may initiate interventions to support improved attendance. These interventions may include communication with parents/guardians, meetings with the student and family, or the development of an attendance improvement plan.

The timing and structure of these interventions will be determined by the Deans of Students and school administration based on individual circumstances. Students and parents/guardians are also responsible for monitoring attendance throughout the school year and remaining aware of the total number of absences accumulated.

Attendance Policy Violation

If a student exceeds the allowable number of absences, the student may be found in violation of the attendance policy.

The determination of an attendance policy violation will be made at the discretion of school administration and the Deans of Students after reviewing the circumstances surrounding the absences.

Students found in violation of the attendance policy will be subject to one or more of the following consequences:

- A reduction of up to **10 percentage points from the final course grade**
- **Required participation in academic support opportunities**, such as meeting with teachers during office hours, mandated SOAR attendance, mandated laboratory

attendance, or completing supplemental learning activities

- **Loss of Honor Roll eligibility** for the remainder of the school year
- **Restriction from participation in certain extracurricular activities**
- **Review of the student's enrollment** by the Faculty Advisory Board
- **Other administrative interventions deemed appropriate**

Administration reserves the right to determine appropriate consequences based on the individual situation and documented reasons for absences.

Documentation for Absences:

Students must provide appropriate documentation for absences due to illness, medical appointments, family emergencies, or other valid reasons. This documentation must be provided within one week of the absence in order for the absence to be considered excused. Please note that excused absences are still viewed as missed days. Documentation does assist the Administration in considering consequences for excessive absenteeism.

St. Francis DeSales High School does not support a student taking a vacation when school is in session. Should this be unavoidable, a conference should be established with the student's guidance counselor and an administrator. The student must assume total responsibility for all academic work that is missed during their absence. Please note, vacation is not considered excused and will go against a student's daily attendance count.

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty unexcused absences during a single school year. EdChoice obligations will defer to the family following the loss of scholarship.

Communication:

Parents/guardians will be notified of their child's attendance status regularly through school communications from the school administration. Students are encouraged to keep track of their own attendance and communicate proactively with their teachers and school administration regarding any issues that may affect their attendance.

To maintain a solid attendance record, please follow these guiding principles:

1. The procedure to be used on the occasion of a student's absence from school is:
 - Parents/Guardians must report absences by telephone at 614-267-7808.
 - The School Office will telephone the home of any student whose parents or guardians have failed to call to report the student's absence.

- Please note, the student will be considered TRUANT until the School Attendance secretary is able to verify the nature of the student's absence
- 2. Students must report to the main office to check in when they arrive late to school for any reason AND check out from the main office before leaving the building when leaving early.
- 3. Requests for early dismissal must be in writing and signed by the parent or guardian. The student is to present the request to the office for approval at the beginning of the day. Students and parents should not use cell phones during the school day to arrange for an early dismissal. In an emergency, parents should call the main office to request an early dismissal.
- 4. If a student will miss more than 5 consecutive days due to a medical procedure, please establish a conference with the student's school counselor and an administrator in order to put together a plan for the student's make-up work and return to school.
- 5. Students and parents should monitor days missed in each class on the Powerschool Portal.
- 6. **Students must be in school by the beginning of 1st period to participate or attend any co-curricular activity, game, practice, or performance, unless a doctor's note or attendance at a funeral is documented.**

Attendance Procedures

Assignment Requests

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

Attendance at Funerals

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

Make-Up Work After Absence

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

- The student must contact each of his or her teachers on the first day he or she returns to school.
- Students are offered the same number of days as the length of their absence to make up the work (i.e. A student is out for 3 days, they will receive 3 days to make up the work.).
- Make-up work may consist of home or after school assignments.
- If a student has made no effort to make up the work within one week after he or she returns to school that student will lose credit for any work or tests missed while absent.
- If a student is absent for an exam, the student should take the exam the first day he or she returns unless the absence is an extended one (three or more days).
- It is the responsibility of the student to make-up work which has been missed while absent.
- Any student who will miss more than 5 consecutive days due to a medical procedure/condition should notify a school administrator in advance. A conference with the student, parents, guidance counselor and administrator will be convened to establish a support plan for the student.

Sick Policy

In accordance with Diocesan policy, students who are ill should be kept home to help control the spread of germs. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families. Please follow the guidelines below to help keep our school safe and healthy:

1. Please report to the School Nurse or School Administrator if your child has a communicable disease. Children are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for parent or guardian.
2. If your child shows these signs of illness, they must remain home (or will be sent home from school):
 - **Fever** - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.
 - **Diarrhea, stomachache and/or vomiting** - The student must remain home for 24-48 hours after stomach ache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
 - **Difficulty breathing** - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
 - **Sore Throat** - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
 - **Loss of Taste and Smell** - Student should seek medical evaluation.

- **Uncontrolled cold symptoms interfering with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose)** - Student should stay home until symptoms are improving and he or she can participate in class.
- **Other symptoms** - Student exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a child becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification. Again, if a student becomes ill during the school day, he or she should report to the School Nurse or Administrator. Parents/guardians must talk to an administrator, school nurse or attendance clerk before the student may leave school. ***Any student who uses their cell phone to call a parent/guardian for this purpose will be written up for a cell phone violation as well as considered truant.***

Tardies

A student is regarded as tardy when he or she is not within the classroom at the moment the tardy bell has sounded. This includes arriving late to school during homeroom or more than 10 minutes late to school and to students arriving to class late throughout the school day. Any student arriving late will be admitted to homeroom or class with a tardy slip obtained from the office.

- **All students will be allowed 4 tardies for each semester.** Their tardies will reset at the beginning of the second semester.
- When a student reaches 3 tardies in a semester, the student's parents will be contacted, warning them they are close to the 4 tardies per semester limit.
- When the student reaches tardies 5 and 6 in a semester they will receive a 7:20 am morning detention for each tardy. Detention assignments will be emailed to the student by the Deans of Students' office. Failure to serve morning detentions will result in 5 demerits for each missed detention.
- When a student reaches 7 tardies or more in a semester they will receive 5 demerits, a 7:20 am morning detention for each tardy, and a parent meeting must be held. Failure to serve morning detentions will result in 5 demerits for each missed detention.
- Co-curricular and job-related obligations are not accepted as reasons not to serve morning detentions.

Please note: If a student exceeds 15 tardies within a school year, the student's enrollment at St. Francis DeSales High School is subject to evaluation by the Faculty Advisory Board.

Truancy

A student who is gone from class for more than 10 minutes without a note from a teacher, administrator, or office worker will be considered truant. Truancy will result in 10 points off in conduct and two detentions for each period missed. Truancy for three or more periods results in a 65 conduct (35 conduct points taken off) and school service hours will also be assigned. Students will not be able to make up work missed for the classes they were truant.

Technology Guidelines

Diocese of Columbus Technology Acceptable Use Policy 6140.0

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

Terms and Conditions for Internet Access and Use

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

Acceptable Use of the Internet

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

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs, MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive email unless prior permission is granted by a teacher.

- Do not give any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet

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

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

Terms and Conditions for Technology Network, Equipment Access and Use of School Owned Materials

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

Acceptable Use of Networks and Technology Equipment

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

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings.
- Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.

- Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocese technology equipment or software in any way.
- Do not use diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment

Users have the responsibility to use technology resources in an appropriate manner.

Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

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

Conclusion

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information obtained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

St. Francis DeSales High School Google Apps Acceptable Use Policy

The basic purpose for our use of Google Apps is to enhance our technological support for the educational goals and objectives of St. Francis DeSales High School. Student use of Google Apps is for educational purposes only. This agreement states you will not use Google Apps for personal emails and social networking. It states that you will be polite and respectful of other

students and users. You are personally responsible for your Google Apps account. You must also respect others' privacy and security when using Google Apps.

By signing the handbook agreement form, you also agree to comply with the following:

- I understand that the use of Google Apps is a privilege, not a right, and that the system administrator(s) may close my account at any time deemed necessary. Inappropriate use may result in a suspension of privileges and/or other disciplinary measures.
- I will accept personal responsibility for reporting any misuse of the Google Apps to school staff.
- I will not use Google Apps to post any web pages for commercial activities, product advertisement, or political advocacy.
- I will not use Google Apps to transmit or post any harassing, obscene, discriminatory or offensive material. All material posted will be in keeping with school assignments.
- I understand that school administration has the right to monitor all postings and that email sent through this account may be scanned for content violating the terms of this agreement and that suspect email may be reviewed by school administration.
- I understand that email sent via Google Apps must be school related and must abide by the guidelines outlined here. I will immediately report any threatening, obscene, or harassing email to school staff.
- I understand that I will not share my Google Apps password with other students and am responsible for all email and postings sent through my account.
- I will not harm or destroy data of another user or student.
- I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - Being Polite: Never sending or encouraging others to send abusive messages.
 - Using Appropriate Language: I understand that I am a representative of our school and district on the Internet and will use polite and appropriate language.
 - Privacy: I will not reveal my home address or personal phone number or the addresses and phone numbers of other students. While using Internet services through Google Apps, I will not reveal my email address or the e-mail address of others.

Video/Audio Recording Guidelines

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

Electronic Communication/Social Networking

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

Bring Your Own Device Policy

In the rare instance that a student is permitted to bring their own device to the St. Francis DeSales campus the following conditions will be applied.

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

iPad Acceptable Use Policy:

All school-issued technology pieces remain the property of St. Francis DeSales High School while the student is enrolled and are subject to the same technology acceptable use guidelines as set forth in the student handbook. All applications (apps), files, and documents stored on any school issued technology are the property of St. Francis DeSales High School. Students in violation of the Acceptable Use Policy may be subject to, but not limited to, disciplinary action, repossession, overnight confiscation, and/or removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. St. Francis DeSales is not responsible for the financial loss of any personal files that are deleted. Students who transfer, withdraw or are expelled from St Francis DeSales must pay the cost of the iPad.

Student Responsibilities

Caring For The iPad:

- iPads must be in a protective case at all times.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad. Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen.

- To extend battery life, students should always turn off and secure their iPad after work is completed. Reducing the brightness of the screen is the best way to extend the iPad's battery life.
- Do not subject the iPad to extreme heat or cold.
- The iPad should NEVER be left unattended: in a vehicle, out of one's sight, or in an unlocked locker.
- Students involved in afterschool activities must be sure that their iPad is locked up in a locker during their practice, rehearsal, or meeting.

Apple ID and iOS App Store

- St. Francis DeSales does not provide an Apple ID for students to utilize in relation to the school issued iPad. Students and guardians are responsible for creating/utilizing/managing an Apple ID for creating an iCloud storage space for content that they deemed applicable for saving. The Apple ID is a critical piece of ownership of an iPad and must be taken seriously.
- All educational focused applications will be provided by St. Francis DeSales.
- St. Francis DeSales does provide apps that are found to be integral for the student experience while enrolled; some examples include the Google Suite of products and Notability. St. Francis DeSales reserves the right to remove and/or include apps that impact a student's daily activity here within the school.
- The App Store is disabled and to that end students will not be able to add applications from the Apple app store to their school iPads. Any applications necessary for daily education at SFDHS will be preloaded on all iPads.
- Any 3rd party applications that are downloaded by the student/Apple ID owner, thereby not provided by St. Francis DeSales, that require permissions relating to accounts associated with the device, are solely the responsibility of the Apple ID owner.

AppleCare+ for Schools coverage

- Every SFDHS iPad comes with a 1 year limited warranty and 90 days of technical support. In addition to the standard 1 year care - SFDHS provides 4 years of AppleCare+ for iPad which extends your coverage and adds up to two incidents of accidental damage coverage from handling every 12 months, each subject to a service fee for your iPad. In addition, you'll get 24/7 priority access to Apple experts by chat or phone.
- If at any point in time an iPad is replaced with a new iPad that new iPad must be brought into the school and any and all management software that is provided by the school must be installed on the new iPad. Any effort to circumvent the school iPad management software will be considered a violation of the schools technology Acceptable Use Policy.

Safeguarding and Maintaining as an Academic Tool:

- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- The iPad is required to be at school every day, fully charged. Classrooms are not equipped to allow students to charge iPads during the school day.
- To borrow an iPad you must visit a technology team member and provide your student ID or some other item deemed sufficient. The students become responsible for the iPad that they have borrowed from the school. Long term borrowing of an iPad is prohibited. Families/students must take responsibility for a broken or lost iPad by repairing or replacing the iPad.
- Repeat iPad offenses will require the iPad be confiscated by an administrator and 'checked out' on a daily basis.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files must be removed at the student's expense. Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
- All iPads must have a minimum 4-digit passcode protection active.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment. Students who do not bring their iPad to class are still responsible for all work assigned.
- Items deleted from the iPad cannot be recovered, so backing up your work via iCloud is very important. Work completed on the iPad should be saved to your Google drive or other reliable storage device.
- In the event printing needs to be done, it must be done in the media center under the media center guidelines.
- Bluetooth Must be ON at all times during school hours.
- The volume on all iPads is to remain on mute unless headphones are attached and permission is obtained from the teacher.
- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.
- The use of VPN's, proxy sites or other means of circumventing the internet filter is prohibited.
- Student iPads will be checked and may be collected to be checked for appropriate use at various points in the academic year.

iPad Management and Supervision:

- All school issued iPads, as well as iPads that are replaced via AppleCare, will be supervised by a mobile device management profile provided by SFDHS. It is up to the student/guardians to ensure any replacement iPad is brought to the office or director of technology to have this software installed. Some features of the iPad, like iMessage, App Store, the Game Center, etc., will be automatically disabled.

Email Accounts:

- A student's DeSales issued email account must be added to the iPad's account setup. Any personal email accounts may not be added to the iPad's Mail Settings, and if the student has done so, it will be deemed a violation of the AUP.
- The DeSales email account is not to be utilized as a replacement for chat messaging. All content is monitored and if the administrative staff decide an email string is a violation of our messaging restrictions, appropriate disciplinary actions will be taken.
- The student's school issued "desales.co" email account may not be used as a sign-in for any commercial websites (examples: Facebook, Pinterest, Etsy, Wattpad and such). If the student uses their school issued email for these types of sites, their account will be suspended until he/she has unsubscribed.
- All emails associated with a student's DeSales account are monitored and viewed. Any violations of school policy will be reported to the Administrative Team and dealt with accordingly.

Abuse of technology/email:

- Any use of the St. Francis DeSales provided technology--both hardware or software--for financial or commercial gain, or for illegal activity, is prohibited. Violations may result in disciplinary actions including suspension, termination, and when applicable, the notification of law enforcement agencies.

Violating Copyrights:

- Students are allowed to have music on their iPad's; however, the items downloaded and synced to the iPad must be in compliance with Federal copyright laws.

Missing or Damaged iPad:

- If your iPad is missing or damaged, an administrator must be notified immediately.
- Students who come across an iPad that is not theirs should turn in that iPad to a teacher or the main office immediately after finding the iPad.
- iPads that are missing can be tracked through the "Find My iPad" app. Each student is required to download this app and enroll in the program upon receiving the iPad.
- The student is responsible for all costs associated with replacing an iPad that is lost, stolen, or damaged.
- Any student found to be unlawfully in possession of a missing iPad may be asked to leave St. Francis DeSales High School and if deemed necessary, law enforcement officials will be notified.

iPad Purchase Policy:

- If a student transfers from St. Francis DeSales High School, they must return their iPad to the Main Office. If a family would like to keep the iPad, the following purchase policy will be followed:
 - During / After Freshman Year - \$250
 - During / After Sophomore Year - \$200
 - During / After Junior Year - \$150

Camera, earbuds/headphones, microphone, smartwatch, smart glasses:

- Students must use good judgment and follow these rules of conduct when using the camera:
 - The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.
 - Any use of cameras in restrooms or locker room(s), regardless of intent, will be treated as a serious violation.
 - Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
 - Misuse of the camera, inappropriate pictures, videos, or other multimedia materials found on a student's iPad will be treated as a major violation of school policy.
 - Students are NOT permitted to use any type of camera or video recording device in the school building or at school activities without the permission of a faculty member or administrator.

Misuse of Passwords/Unauthorized Access:

- Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files, or data will be subject to disciplinary action.

Malicious Use/Vandalism:

- Any attempt to destroy hardware, software, or data will result in confiscation of the iPad. A mandatory conference with the student's parents and an administrator will be held, and disciplinary action will be taken.

Using Your iPad During Your Lunch Period:

- Reading, accessing teachers websites, doing research, working on homework, or using email are all acceptable uses for the iPad during lunch periods.
- Please be sure that your table is clean and free from liquids or open containers of liquids before taking out your iPad.

Video Streaming:

- No streaming videos from websites such as Netflix, Hulu, or Amazon Prime may be on the iPad at any time. If any video streaming site is found on a student's device, it is considered an AUP iPad violation.

Games, Browsers and Non-Educational Apps:

- Games and non-educational content are not permitted on a student's iPad during school hours. Students who are found with games on their iPad during school hours will be charged with an iPad AUP violation.
- Acceptable Internet Browsers are Google Chrome and Safari. Any downloaded browser other than the 2 previously mentioned will be considered a violation of the school's AUP.
- Social networking sites are not to be used on the iPad at any time unless access is recommended for educational value.

The iPad in the Classroom:

- Each teacher will set forth guidelines in their class syllabus as to how and when students will be able to use the iPad in their classroom. The programs, utilities used, and time spent on the iPad will be set solely at the discretion of the individual teacher. Discipline for minor infractions will be handled by the classroom teacher as laid out in the class syllabus. All use of school issued and owned technology by students must be in accordance with both the Diocesan and school technology policies as stated in the student handbook.

Acceptable Use of Other Devices

- Inappropriate use of technology including, but not limited to cell phones and iPads, both inside and outside of school is not to be tolerated.
- Inappropriate social media posts and/or the spreading of inappropriate images or messages that contradict the mission of Saint Francis DeSales High School will be subject to disciplinary action under the acceptable use policy as outlined below.

Minor Offenses:

- The following consequences will be given to students who do not follow the teacher's technology rules in the classroom. They will also be used for students who violate minor provisions in the Acceptable Use Policy:
 - 1st Offense - 12 demerits and 2 detentions.
 - 2nd Offense - 12 additional demerits, 2 detentions, supervision of the iPad, and subject to completion of an online Digital Citizenship Class (or similar) to be completed by the student and parents/guardians within the prescribed time frame. The cost of the course will be at the expense of the student and parent/guardian. Details will be provided by the Dean of Students' Office.

- 3rd Offense - Mandatory meeting with the student, his/her parents and an administrator. The iPad may also have to be checked in and out of the office each day. The student will still be responsible for any work assigned in each of their classes.

Major Offenses:

- Any act that is considered to be a major violation of St. Francis DeSales rules or goes against the mission or philosophy of the school will be considered a major offense. This will result in the immediate confiscation of the iPad, the parents will be notified of the issue and a meeting with the student, parents and administration will be called.
- A student who is found to have committed a major offense or has committed numerous infractions could, in any combination; fail conduct, be assigned a large number of service hours, be required to take a sensitivity class, be suspended from school activities or be asked to check in their iPad on a daily basis. If the offense warrants, a student's enrollment at St. Francis DeSales could be terminated and/or law enforcement authorities called.

Student Conduct

THE FOLLOWING REGULATIONS ARE MEANT TO INSURE:

- MORAL STANDARDS for a school rooted in the Catholic tradition.
- ACADEMIC STANDARDS that promote intellectual growth and development.
- AN ENVIRONMENT that prioritizes the wellbeing and safety of all students, faculty, staff and parents.

Automobiles/Transportation

Driving involves a serious responsibility. Any student who drives an automobile to school must observe the following regulations in addition to the customary legal requirements. The rule of responsible conduct also applies while on school buses/school transportation. Particular care is to be taken to avoid inappropriate language and disruptive behavior.

Automobiles, motorcycles and bicycles must be parked in designated areas. Parking permits must be purchased through the Dean of Students' office, with priority given to upperclassmen. Juniors and seniors may drive to school and park on campus. Sophomores are only permitted to

park on campus if there is adequate parking space to accommodate them; this decision is made on a yearly basis.

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

Behavior

In accordance with the Diocese of Columbus school policy # 5401:

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

Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding acceptable behavior. The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior.

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

Behavior Off Campus

In accordance with the Diocese of Columbus school policy # 5404:

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

Bullying/Cyberbullying

In accordance with the Diocese of Columbus school policy # 5411:

St. Francis DeSales High School and the Diocese of Columbus will not tolerate any bullying, inclusive of cyberbullying, on or off school grounds or at any school activity on or off campus.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

Campus Restrictions

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

Care of Property

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

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

Cell Phones, Headphones, Smartwatches and Electronic Devices

1. Students are not permitted to have cell phones, wireless headphones, smartwatches, smart glasses or gaming devices, etc. on their person between 7:47am - 3:06pm. Failure to comply with this policy will result in the following consequences:
 - a. **Prohibited Device on Person Offense:** 5 demerits, 1 detention. The device will be confiscated for the remainder of the day.
 - b. **1st Prohibited Device Usage Offense:** 10 demerits, 5 detentions and the device must be turned in to the Dean's office at the beginning of the school day and retrieved at the end of the school day for one week. Students found to be turning in burner phones will automatically fail conduct for an act of dishonesty.
 - c. **2nd Prohibited Device Usage Offense:** 15 demerits, 5 detentions, 5 work hours and the device must be turned in to the Dean's office at the beginning of the school day and retrieved at the end of the school day for two weeks. Students found to be turning in burner phones will automatically fail conduct for an act of dishonesty.
 - d. **3rd Prohibited Device Usage Offense:** 25 demerits, 5 detentions, 10 work hours, the device must be turned in to the Dean's office at the beginning of the

school day and retrieved at the end of the school day for the remainder of the year, parents will be contacted and parent meeting will occur Dean of Students' office. The content of confiscated electronic devices may be examined by an administrator when the situation warrants it.

Students may only utilize wired headphones if a teacher has specifically said they could be used at that time in his or her room. This rule applies to the hallways during class changes and the cafeteria during lunch periods.

Wearable electronics such as iWatch, Samsung Gear, any other smartwatch or smart glasses are not permitted in the classroom at any time. Students caught wearing this technology during a test will receive an academic code violation.

Communication Policy

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

Dance Policy

1. All school rules apply, including no visible tattoos or earrings for male students.
2. Guests must have a permission slip signed by their school administrator and parents. No guest may be over the age of 19 on the date of the dance. No freshman will be permitted at the prom. No junior high students are permitted at any school dance. You are responsible for your guest's behavior. Please inform your guest ahead of time about our policies on appropriate dancing, drug and alcohol use, dress code, etc.
3. One guest per student; guest must be of the opposite sex.
4. Dress code for the dance is as follows:
 - **Gentlemen:** Appropriate Dress-Up clothing must be worn (shirt and tie, dress coat or formal wear depending on the dance). No Hats or Sunglasses may be worn at the dance. Shirts are to be worn at all times. Shoes must be worn in the building.
 - **Ladies:** Dresses may be strapless or include spaghetti straps. Bare or open backs are acceptable; however, ladies should not wear dresses with excessively low backs. Bare abdomens or bare midriffs are not permitted. Two piece dresses and cutouts are NOT permitted. Sheer/see-through fabric over bare areas is NOT acceptable. See-through apparel and dresses with slits that are above the mid-thigh are not permitted. Garments that are low-cut or have a deep V neckline are not permitted. Excessively short or tight skirts or dresses are not permitted.
5. Dances are important social events for students and provide a structured forum for socializing and expression. However, the school must maintain a reasonable standard of appropriate behavior and dance movement. Inappropriate dancing WILL NOT be

permitted. Any student dancing in a manner that is offensive to any chaperone will be removed from the dance floor. If dancing is found to be offensive the student may be sent home and his or her parents will be notified. The following guidelines will be used to determine appropriate behavior and dance styles. The following dance styles are NOT permitted:

- Lewd or suggestive dancing (grinding, dirty dancing, etc)
 - Movements that advocated violence (moshing, slamming, etc)
 - Movements that threaten student safety
 - You must be facing your date while dancing
6. No public displays of affection are permitted during any dance.
 7. After school functions are considered an extension of the school day and therefore all rules and policies as outlined by the Family Handbook will be enforced.
 8. Volunteer parents and faculty/staff chaperones or police officers will be patrolling the parking lot during all dances.

Electronic Communications/Social Networking

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

Social media posts, texts, emails or other digital media shared, produced, or disseminated by a student that denigrates or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability OR posts that threaten, intimidate, or demean a person and can be repetitive in nature will result in disciplinary action including the possibility of **dismissal** from St. Francis DeSales High School.

Eighteen Year Old Students

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

Fighting

Fighting is considered to be a serious violation of school rules. Any student involved in a fight is subject to any of the following consequences: failure of conduct, probation, mandated counseling, suspension and/or expulsion from St. Francis DeSales High School.

Harassment

In accordance with the Diocese of Columbus school policy #5412:

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

Harassment is conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.

Harassment is also behavior that threatens, intimidates, or demeans a person and can be repetitive in nature. Harassment is not limited to verbal or physical altercation. It may also take the form of text messages, emails, internet postings and digital imaging. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal or superintendent. Any violation of this policy may result in probation or dismissal. No retaliation against anyone who reports harassment will be tolerated. Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have serious consequences which may include probation or dismissal. Contact information for assistance: Columbus Catholic Diocese 614-224-2251 or 866-448-0217 and/or Children's Protective Services 614-229-7000

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

Lockers

Each student is assigned a locker and must keep the locker assigned; students may not share lockers. Lockers should be used only before the opening period, before or after lunch period, and after the last period. Students are responsible for books loaned to them and thus should make certain that locks are properly locked. The school assumes no responsibility for loss or damage to personal property kept in lockers.

Any pictures, posters, and/or decorations mounted to the inside of the locker or locker door are to be attached in such a way as to not deface the locker surface. All items mounted must be school appropriate and not in contrast to the school mission.

Activity and/or Birthday Locker Signs: A sign or banner to celebrate a student's birthday or school co-curricular activity is permitted to be put on a student's locker provided it meets the following guidelines.

- All signs must be school appropriate and not in contrast to the school mission.
- The sign may not exceed the size of the student's locker and cannot be placed on student lockers adjacent to it.
- Only masking tape may be used to put up the sign.
- Must be taken down in a timely manner (within a week of said activity).

Lost and Found

Reports of articles lost or found must be made to the office at once. Any found article is to be turned over to school authorities. Lost and found items may be claimed in the main office or maintenance room. Items may be donated or disposed of at the Administration's discretion.

Lunch Account

Glory Foods, our lunch provider, offers lunch to all students at a nominal fee. Lunch accounts must not be in arrears. A reminder email is sent to individuals that need to address their account.

Lunch Period and Cafeteria

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

- Students are not permitted to leave the campus during lunch period.
- Food may be eaten only in the cafeteria during the assigned lunch period. Snack and soft drink machines are available for student use; however, they are not to be used during class time. Students are to dispose of the cans and wrappers in the proper receptacles.
- While going through the serving line, students are to be in single file and conduct themselves properly.
- Food may not be taken to classrooms, hallways, lobbies or outside the building. Students who do not abide by this rule are subject to receiving a Food/Drink/Gum violation of 5 demerits and 1 lunch detention.
- After eating, students must place all paper wrappings, etc. in proper containers, leaving the tables and floors clean.
- During any remaining free time, students may visit the computer labs, media center and academic labs. Students are not permitted outside the building or in the academic hallways at this time.
- Students are not allowed to have outside food delivered (i.e. Door Dash, Uber Eats, etc.).

Media/Public Relations Guidelines

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

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

Respect for Faculty and Staff

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

Responsible Speech and Expression

The St. Francis DeSales community will not permit hate speech occurring within school sponsored activities or outside of the classroom or school day. Student expression can neither infringe upon the rights of others nor disrupt the classroom or school procedures. Students are responsible for recognizing the right of others to have opinions which may differ from their own. The following will not be tolerated:

- Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, and sexual orientation.
- Any behavior that creates an intimidating, hostile, or demeaning environment for educational pursuits or participation in school-sponsored co-curricular activities.

Any behavior as described above will result in disciplinary action by the Administration.

Student/Parent Contact Information

Emergency medical information is collected electronically through the Back to School Form located on the Parent PowerSchool Portal. A student is not considered officially registered for classes until his/her Back to School Form is submitted.

We request all changes of name, address, and/or phone numbers be shared with the school office immediately upon change.

All freshmen and other students new to St. Francis DeSales High School are required to have a current physical on file in the school office by the first day of classes.

Tobacco, Drug & Alcohol Policy

In accordance with the Diocese of Columbus school policy #5131.1:

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

Narcotics are any addictive mind-altering substance, e.g. marijuana, amphetamines, barbiturates, hallucinogens, etc. Any drugs whose use or abuse lead to unusual behavior, depression, dependency, hallucinations, or other noticeable effects are to be considered dangerous to students. Narcotics, drugs, tobacco and alcoholic beverages are not to be carried onto, purchased, sold or consumed on the property of St. Francis DeSales High School. Anyone who is under the influence of narcotics, drugs and/or alcoholic beverages shall be brought to the attention of the principal or the principal's designated representative and may receive assistance.

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

The following disciplinary actions are available to the principal:

1. Participation in a teen treatment program as determined by an administrator
2. In-patient treatment
3. Other disciplinary action deemed appropriate
4. Expulsion from school

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

Weapons

No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises and at school-related functions. Any violation of this rule may result in probation or dismissal.

Dress Code

Attire and Personal Appearance

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

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

At no time are students permitted to wear any article of clothing or accessory (i.e. t-shirt, sweatshirt, hat, button, sticker, etc.) that bears political endorsement.

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

Only young ladies may have their ears pierced and are limited to more than three earrings in one ear at a time. **The display of other pierced body parts – on young men or young women – including nose, lip, eyebrow, tongue, or any other visible piercing, industrial ear piercings (bars through the ears) or ear gauging may not be worn during the school day nor to any school sponsored activity.**

Tattoos may not be visible during the school day nor during any other school sponsored activity.

Uniforms should be neat, clean, and properly fitted.

Uniforms are to be purchased from our exclusive uniform vendor, Educational Apparel, or from the Gently Used Uniform Sale sponsored by the Mothers Club.

Bookbags/Purses

Students may use backpacks to and from school, but must store them in their lockers during the school day. Backpacks are not permitted in hallways, stairwells, or classrooms. Books must be carried by hand between classes. Purses may not be worn on the back, and must be 5" x 8" x 1" or smaller.

Student Identification Badges and Lanyards

Student Identification cards are created for each student at the beginning of the school year. The cards are used for admittance to all home athletic events and library use. Students will receive two IDs and two lanyards at the beginning of the school year.

The School issued lanyard and identification badge must be worn at all times and visible, Monday through Friday, while a student is physically present in the building between the hours of 7:47 a.m. and 3:06 p.m. If a student does not have their School issued lanyard and badge on their person during these times, the following consequences of all violations are described below.

1. Has Lanyard/ID but not wearing Lanyard/ID: 5 Demerits, 1 Lunch Detention
2. Broken/Missing Lanyard/ID:
 - a. 1st offense: Free
 - b. 2nd offense and beyond: \$5 for replacement and a uniform violation (5 Demerits, 1 Lunch Detention)

Uniform Policy for Girls

The uniform consists of:

- Gray jumper (length must be no shorter than 1" above kneecap) purchased from Educational Apparel ONLY.
- All oxford cloth button down collar blouses must be either purple (lavender) or white.
- Collars must be buttoned at all times. Only solid white t-shirts may be worn under blouses; no turtlenecks are permitted. All blouses must be short or long sleeve only; No 3/4" sleeve, with no insignias.
- Girl's socks must be SOLID color with no pattern or design. Socks must be above the ankle and no higher than the knee. NO LOW CUT SPORT SOCKS may be worn.
- Only the official uniform sweater, cardigan, and/or purple and black pullover purchased from Educational Apparel may be worn over the uniform. Students may still wear the official black fleece pullover if previously purchased.

- Only official uniform slacks may be worn. Khaki slacks with the DeSales logo are available from Educational Apparel. Slacks must be worn with a solid, dark colored belt. Shirts must be tucked in so that the belt can be seen.
- Gray plain opaque tights, which cover the entire leg and foot, or official uniform leggings, may be worn under the gray jumper. The uniform leggings are only sold at Educational Apparel.
- Ladies may wear SOLID COLOR Black, Brown or Tan dress shoes or tennis shoes that are predominantly white or black in color. This means that the shoe's overall appearance should be clearly white or black, though minor accent colors (such as small logo or trim) are acceptable. Accent colors should be minimal and not draw attention. Shoes with bright, neon, multi-colored, patterned, or flashy designs are not permitted. No boots, sandals, slippers, moccasins, crocs, casual slip-ons or casual shoes made of canvas material may be worn. No open heeled shoes of any kind are permitted. Heeled shoes may be no higher than 1-1/2". No platform or open heeled shoes are permitted.
- No colored streaking or unnatural hair color are permitted. No two-tone hair color is permitted. No color hair extensions are permitted. No extreme hairstyles or designs are permitted. No scarves and/or bandanas that cover the entire head.
- Eyebrows may not have lines or other designs shaved in them.
- No ostentatious jewelry such as large earrings, necklaces or tooth gems may be worn.
- No wireless headphones are to be worn or used during the school day.

Uniform Policy for Boys

The uniform consists of:

- Fitted solid colored khaki dress slacks with the DeSales logo available ONLY from Educational Apparel. Slacks must be worn with a solid, dark colored belt (No suspenders).
- All oxford cloth button down collar shirts must be either purple (lavender) or white. Shirts must be tucked in at all times.
- Collars must be buttoned at all times. Only solid white t-shirts may be worn under shirts; no turtlenecks are permitted. All shirts must be short or long sleeve only; No 3/4" sleeve, with no insignias.
- A coordinating tie that is tied properly, covering the top button on the shirt and is of the proper length must be worn (No string or bow ties).
- Only an official uniform sweater, official sweater vest, and/or purple and black pullover purchased from Educational Apparel may be worn over the uniform. Students may still wear the official black fleece pullover if previously purchased.
- Gentlemen may wear SOLID COLOR Black, Brown or Tan dress shoes or tennis shoes that are predominantly white or black in color. This means that the shoe's overall appearance should be clearly white or black, though minor accent colors (such as small logo or trim) are acceptable. Accent colors should be minimal and not draw attention. Shoes with bright, neon, multi-colored, patterned, or flashy designs are not permitted. No

boots, sandals, slippers, moccasins, crocs, casual slip-ons or casual shoes made of canvas material may be worn. No open heeled shoes of any kind are permitted.

- Socks must be worn at all times. No ankle length sport socks (footies) permitted; socks must be above the ankle.
- Hair must be neat, professional, clean, out of the face, and cannot cover the eyes. No headbands, scarves, and/or bandanas. Hair must be styled so it is off the collar. No extreme hairstyles including line designs shaved into hair or unnatural hair colors are permitted. The Dean of Students and School Administration deem the right to determine if a particular hairstyle is inappropriate for a school setting.
- **Facial hair is not permitted except neatly trimmed sideburns.** Sideburns may not extend below the earlobe. *This includes under masks.* **Eyebrows may not have lines or other designs shaved in them.**
- Young men may not wear earrings, other piercings (nose, tongue, etc.) or tooth gems during the school day or at any school sponsored activity.
- No nail polish or makeup.
- No wireless headphones are to be worn or used during the school day.

Warm Weather Uniform

The uniform consists of a purple polo shirt in both men and women's sizes and khaki shorts or a skort for the ladies and khaki shorts for the men. The shorts and skorts must have the official St. Francis DeSales logo sewn on them, and they must be no shorter than 2" above the kneecap. The official uniform may only be purchased through Educational Apparel. The men must wear a black or brown belt with the shorts. Students may wear tennis shoes that are predominantly white or black in color. This means that the shoe's overall appearance should be clearly white or black, though minor accent colors (such as small logo or trim) are acceptable. Accent colors should be minimal and not draw attention. Shoes with bright, neon, multi-colored, patterned, or flashy designs are not permitted. No boots, sandals, slippers, moccasins, crocs, casual slip-ons or casual shoes made of canvas material may be worn. No open heeled shoes of any kind are permitted. White or black ankle length sport socks (no footies) are permitted; socks must be above the ankle. This uniform may be worn from the first day of school through Third Friday in October. It may also be worn the Second Monday of April through the end of the school year. Students who choose not to wear the warm weather uniform must wear the regular school uniform. There can be no mixing and matching of the official school uniform with the warm weather uniform; the polo shirt may not be worn with long pants or the school jumper, the button-down dress shirt cannot be worn with the shorts or skort. **Skorts and shorts cannot be rolled up or cut to make them shorter than their original length/design.**

Uniform Code Violation

A violation of dress code for both girls and boys will result in the deduction of five conduct points and issuance of one lunch detention. If violations continue, other measures will be taken, which may include suspension from school.

Physical Education Uniform

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

Out of Uniform Request for Medical Reason

If a student has a medical condition that would preclude them from wearing part of the normal uniform, they will need to see an administrator with medical documentation of the injury or condition. At that meeting the student will be given uniform guidelines with uniform modifications to meet their needs. All notes must be brought to the Deans of Students and approved.

Out of Uniform Policy

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

Girls

- Dresses may be worn that have a hemline of mid thigh or lower. There can be no sleeveless or backless dresses worn.
- Pants/Shorts: If dress shorts are worn, they must be longer than mid thigh. Jeans are not permitted on Dress Up days.
- Shoes: Dress shoes or dress sandals are to be worn; no flip flops are permitted.
- Tops must be modest and appropriate. No sleeveless or backless tops may be worn.

Boys

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

SFD SPIRIT DAYS: From time to time, students are permitted to attend school out-of-uniform to foster SFD Spirit by **wearing purple and white St. Francis DeSales High School spirit wear**. There will also be occasional pre-approved theme days. However, it is the responsibility of the student and parents/guardians to choose attire in keeping with school policy.

- Tops - Sleeveless tops, tank tops, low cut tops, muscle shirts, or midriff shirts are not permitted. Again, **all shirts must cover the entire midriff area**.

- Shorts / Pants - Walking shorts and athletic shorts must have at least a 6" inseam or longer. No cut off shorts or slacks, short shorts, low waistline shorts/pants, tight fitting shorts/pants/sweatpants or bib overalls are permitted. No jeans with holes are permitted to be worn. Yoga Pants or leggings may be worn underneath a dress or long tunic top. Tunic tops should be just above the knees.
- Skirts / Dresses - Hem length must be at mid-thigh or longer.
- Shoes - No sandals, slippers, flip-flops, Crocs (or similar style), open toe or open heel of any style is permitted. Socks MUST be worn.
- Hats, sweatbands, or bandanas are not to be worn any time students are inside the building.
- Modest fit in all clothing is expected.

OUT OF UNIFORM (Dress Up, SFD Spirit Days, and Dress Down) CODE VIOLATION

Students that do not comply with the out-of-uniform policy will be given a uniform violation, and their parents will be called to bring appropriate clothing for the day. A violation of dress code for both girls and boys will result in the deduction of five conduct points and issuance of one lunch detention. Detention assignments will be emailed to the student by the Dean's office.

In addition if a student is dressed down, but does not pay or is approved to be dressed down by meeting certain requirements, the student will also have a uniform violation, 5 additional demerits and 5 work hours. If a second violation occurs during an out-of-uniform day, the student will not be able to dress down for an extended period of time as deemed by the Deans of Students/Administration, and their parents will be called to bring their school uniform.

Enforcement of Discipline

Students are obligated to know and observe School Policies and Procedures:

Conduct Grading

Each grading period, students will receive a conduct grade based on a 100 point scale. A minimum passing grade for conduct is 80%. A failure of conduct is the result of an accumulation of minor offenses that equate to greater than 20 demerits OR an automatic 35 demerits for major offenses within one academic quarter.

A failure of conduct will result in the following consequences below:

1. 20 service or work hours at the discretion of the Dean's Office
2. 10% athletic season suspension

Other Information regarding enforcement of school rules and conduct:

1. Teachers are limited to give out eight (8) conduct points, unless specific approval for greater demerits is obtained from the Dean of Students or Vice Principal of Student Life.
2. A student who is involved in serious infractions of the rules (i.e. fighting, cheating) will have 35 points taken off in conduct.
3. Other infractions such uniform violations, cell phone violations, failure to serve a detention can range from 5-10 points taken off in conduct.
4. A phone call will be made to parents should a child fail conduct, informing them of the nature of the offense(s) and conditions associated with the student's probationary status.
5. Any student who fails conduct will be warned the first time, unless deemed a serious infraction. In some instances, at the discretion of school administration, a student can be placed on probation with a Student-Parent-School Contract.
6. Any student who receives two conduct grades below 80% during one academic year will automatically be placed on probation with a Student-Parent-School Contract. This contract will be signed during a parent-student-administrator conference.
7. Any student who receives three conduct grades below 80% during one academic year will receive a termination letter.

Detentions

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

1. Before school detentions (for tardies only) will be served from 7:20 - 7:40 a.m. An email will be sent to the student to notify them of the detention.
2. Lunch detentions will be served during the first 20 minutes of the student's respective lunch period. An email will be sent to the student with the room# where the detention will be served.

Students will not be excused from detention for extra-curricular, recreational or job-related activities or transportation difficulties. Confirmation of medical excuses by a doctor is required. Failure to attend detention may result in the student being required to meet with the Deans of Students.

For each detention not served, the student will lose 5 points from his or her conduct grade for that quarter. Thus, failure to serve detentions may result in failing conduct for the quarter and dismissal from school.

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

Work Hours/Service Hours

Work and/or service hours can be given to students for various disciplinary actions. A deadline to complete hours will be determined by the Dean's Office.

Work hours are done at school with the student working with the maintenance staff to complete their assigned hours with various tasks after school hours. Students will receive a work hour contract to complete and turn in to the Dean's Office when all hours are finished.

Service hours are performed outside of the school. These hours can be done at a church, a charitable foundation, a service organization or an activity that would be considered positive work for the community. A letter or service form signed by the leader of the organization, with a business card or phone number attached, must be turned in to the Dean's Office when all hours have been finished.

Failure to complete work or service hours may result in a termination notice and appeal to the Faculty Advisory Board in order to continue enrollment at Saint Francis DeSales High School.

Substance Use Guidelines

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

Please note that these rules, regulations, and guidelines are considered a "career" policy and are all inclusive. This means that as a registered student at SFDHS this policy applies year round, both on and off school grounds. **Use or distribution of drugs or alcohol on school grounds or at school-sponsored events will be treated as a major offense.**

Definition of Terms

- **Substance Use:** Use of any chemical or mood-altering substance. This may include but is not limited to: alcohol, marijuana, tobacco, e-cigarettes, vaporizers, hookah pipes, opiates, tranquilizers, hallucinogens, inhalants, steroids, health endangering compounds, or pills that are not specifically prescribed to you for medical or psychological purposes (you may be asked to present medical proof of this).
- **Look-alike drugs:** Substances manufactured to resemble mood-altering substances
- **Distribution:** Delivering, selling, passing, sharing, or giving of mood-altering substances. This may include intent to distribute, attempted distribution, or assisted distribution. Please note: A distribution infraction will automatically result in a second or third level

code offense as to be determined by the administration. This includes hosting a party where drugs are present/used.

- Possession: To possess or hold a mood-altering substance. This also includes constructive possession in which a person knows of another student who is in possession of mood-altering substances and does not report it.
- Drug Paraphernalia: Includes any equipment, utensil, or item which is judged to be associated with substance use, distribution, or possession. Examples include but are not limited to pipes, bowls, roach clips, etc. This also includes any clothing or accessory that promotes, advertises, or glamorizes drug or alcohol use.

Violation of Policy

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

Code 1(a) Offense

1. Completion of an online Substance Abuse Program to be completed by the student and parents/guardians within the prescribed time frame. The cost of the course will be at the expense of the parent/guardian. Details will be provided by the Dean of Students' Office.
2. Twenty hours of community service hours to be completed outside of school and within the prescribed time frame. *Completion of the workshop and community service hours will take priority over co-curricular activities.
3. Suspension from school sanctioned activities for 20% of the season, based on total # of regular season and postseason contests and performances. The suspension will occur in the sport or performing arts activity where there is already established participation. No new sport, or activity may be used to serve the suspension. If the violation occurs in the summer, the consequences will be enforced in the first established season of participation.
4. Failure of conduct during the academic quarter in which the offense occurred. If the violation occurs in the summer, the consequence will be enforced the 1st quarter of the following school year.
5. Subject to random drug screenings at any time.
6. Additional consequences may apply as deemed by the administration.

Code 1(b) Offense

1. Completion of an online Substance Abuse Program to be completed by the student and parents/guardians within the prescribed time frame at the discretion of the Dean of Students' Office and/or Administration. The cost of the course will be at the expense of the parent/guardian. Details will be provided by the Dean of Students' Office.
2. Twenty hours of community service hours to be completed outside of school and within the prescribed time frame. *Completion of the workshop and community service hours will take priority over co-curricular activities.
3. Suspension from school sanctioned activities for 10% of the season, based on total # of regular season and postseason contests and performances. The suspension will occur in the sport or performing arts activity where there is already established participation. No new sport, or activity may be used to serve the suspension. If the violation occurs in the summer, the consequences will be enforced in the first established season of participation.
4. Twenty Demerits during the academic quarter in which the offense occurred.
5. Subject to random drug screenings at any time.
6. Additional consequences may apply as deemed by the administration.

Code 2 Offense

1. Professional assessment and completion of any recommended treatment or counseling, which must be approved by the Administration, and must be completed in the prescribed period of time.
2. A signed release of information must be given to the assessment counselor as well as any treatment entity.
3. Mandatory attendance and completion of any recommended aftercare, including regularly scheduled meetings with an administrator.
4. Completion of an online Substance Abuse Program to be completed by the student and parents/guardians within the prescribed time frame. The cost of the course will be at the expense of the parent/guardian. Details will be provided by the Dean of Students' Office.
5. Twenty-five hours of community service to be completed outside of school and within the prescribed time frame.
6. Fifteen hours of school work hours. This will be arranged with the Dean of Students. Work hours can start as early as 3:30 p.m.
7. Fail conduct for one quarter.
8. No leadership capacity for one academic year.
9. Suspension from school sanctioned sports/performing arts activities for one year from date of infraction. Suspended students may represent St. Francis DeSales High School at the discretion of the administration.
10. Subject to random drug screenings at any time.
11. Additional consequences may apply as deemed by the administration.

Failure to Comply

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

Code 3 Offense

1. Expulsion from St. Francis DeSales High School

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

Drug Screenings

Any student under suspicion of use, possession, distribution, or attempted distribution is subject to an immediate drug screening. This drug screen must be conducted at ARCpoint Labs (580 Office Parkway, Suite 140, Westerville, OH, 43082). The parents or guardian of the student will be expected to transport the student to an accredited drug testing lab on the day the test is requested by the school administration. If a parent is unable to transport the student to the lab for an alcohol/drug screening, ARCpoint Labs will arrive at the event to conduct the alcohol/drug screening.

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

Co-Curricular Activities and Athletics

Designed to :

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

Student Participation Requirement

Beginning with the Class of 2028, all students are required to actively participate in at least one of the following areas during each school year:

- Athletics
- Band or Choir
- Theater
- Campus Ministry

Students are expected to maintain active and meaningful involvement in their selected activity throughout the school year. The purpose of this requirement is to encourage student engagement, foster school community, and support the holistic development of each student consistent with the mission of Saint Francis DeSales High School.

Clubs Offered at St. Francis DeSales High School

Descriptions of the clubs off at SFD as well as their advisors/moderators can be found at www.sfdstallions.org/clubs.

Sports Offered at St. Francis DeSales High School

Coaches, schedules, and athletic histories of the sports offered at SFD can be found at www.stallionpride.com.

Athletic, Performing Arts, and Co-Curricular Academic & Conduct Requirements

St. Francis DeSales High School realizes the importance of co-curricular activities in the complete development of the individual student. In order to maintain a well-balanced educational program, we feel that there must be a system of checks and balances in effect which allows the student to take part in a co-curricular activity without impeding his/her academic success.

Please review all academic and conduct requirements in the Athletic Handbook ([click here](#)).

Note: All academic and conduct requirements listed in the Athletic Handbook must be followed by student-athletes and students participating in the Performing Arts.

Participating in co-curricular clubs is a privilege; lack of compliance with academic and conduct requirements may result in suspension or termination from club participation.

Campus Ministry

Mission Statement

The office of Campus Ministry is charged with fostering an atmosphere in which the faith community of students, families, faculty, staff and administration can become more integrated in a common effort to promote the goals of the Church's ministry with adolescents.

Goals and Components of Campus Ministry

The following goals and components of Campus Ministry are taken directly from the document *Renewing the Vision: A Framework for Catholic Youth Ministry* written by the United States Conference of Catholic Bishops. (See <https://columbuscatholic.org/youth-ministry>)

Goals

Goal One: "To empower young people to live as disciples of Jesus Christ in our world today."

Goal Two: "To draw young people to responsible participation in the life, mission, and work of the Catholic faith community."

Goal Three: "To foster the total personal and spiritual growth of the young person."

Components (See <https://columbuscatholic.org/young-adult-ministry>)

Catechesis and Pastoral Care - Connecting young people with Jesus Christ to foster the personal and communal growth and education of young people toward a relationship with Jesus Christ leading to Christian maturity.

Prayer, Worship and Evangelization - Connecting young people to the Church to invite and welcome them to participate in the life and mission of the Christian community, which proclaims Jesus by preaching the Gospel.

Community Life, Justice and Service - Connecting young people with a peer community to help them develop relationships with peers who share similar values and beliefs which nurture and strengthen their faith, thereby creating communities of support.

Leadership Development and Advocacy - Connecting young people with the mission of the Church to the World through healthy relationships, studies and work to embrace the mission of Christ to promote the building of the kingdom of God in the world today, thereby bringing about the transformation of society.

Opportunities for Spiritual Growth

Days of Reflection:

Every grade level at St. Francis DeSales is given a day to separate themselves from the rest of the school community and take time to reflect on their relationship with God, their individual gifts, and their relationships with classmates on a deeper level. Days of reflection are organized

by the Campus Ministry Team and led with the help of faculty, staff and students. Each grade level concentrates on one specific theme central to the Catholic Christian faith.

NOTE: All students are expected to attend a minimum of one retreat each school year.

Freshman Year

Freshman year at St. Francis DeSales H.S. is a time of new beginnings and exploration in Christ-centered identity. During this time of exploration, we believe that it is pivotal to provide an anchor of who Christ is, and our identity as his beloved children. The freshman off campus retreat seeks to answer 3 foundational questions of our Catholic faith: Who is God? Who am I? What does this change?. Once we figure out who God is, and that *Christ lives in all of us*, it changes the trajectory of our lives. Students will participate in hands-on faith 'activations' such as rock climbing and zip lining, providing opportunities for encountering Christ in a unique way that will ensure that the lessons taught on the retreat have a lasting impact.

Sophomore Year

The Sophomore's retreat builds on the Freshman's retreat. Once students know that *Christ lives in all of us*, this day focuses on the need to seek Christ in the face of others. It is a call to compassionately love others through practical acts of service and it utilizes an immersive on-campus experience called COPE to deepen students' understanding of poverty, and provide strategies to listen to and collaborate with our neighbors to build better communities. "COPE shifts the mindset from managing poverty to urgent engagement, revealing the resilience of affected families and encouraging collaboration to overcome barriers and thrive."

 [Guide for Host Sites: Community COPE Logistics \(2024\).pdf](#)

Junior Year

The off-campus Junior Retreat called "Rise" presents students with the opportunity to rise to the challenge of sainthood and of being an upperclassmen. "Rise" seeks to elevate the faith life of our Juniors and empower them to strive for sainthood. Students will participate in hands-on faith 'activations' such as rock climbing and zip lining, providing opportunities for encountering Christ in a unique way that will ensure that the lessons taught on the retreat have a lasting impact.

Senior Year

Senior year is a very special time in which the students will be engaged in various activities geared toward finishing out their high school career and preparing to go out into the world as young adults. How they choose to live now will undoubtedly affect all those that come after them and we at St. Francis DeSales, believe that our seniors carry the torch for the younger students in the building, leading by example. We offer two choices for their retreat experience and each student must choose one of the following.

Senior Kairos Retreat (1)

This impactful program was brought to SFD in 2001 and has become a rich tradition at St. Francis DeSales. The Kairos Retreat is spread over three days in which the seniors travel to the Spiritual Center in Maria Stein, Ohio where they have an opportunity to unplug and spend time

with God. It is led by a team of students and adults. Student leaders are selected in a process that includes faculty, staff, administration and peers, as well as the office of Campus Ministry. The student and adult team members are guided by Campus Ministry staff. Because of the tremendous response, the Kairos Retreat is offered three times a year.

Senior Day Retreat (2)

This Day of Reflection, based on the Kairos content, is a very valuable experience in which the seniors will go off-site to consider how they will carry on their faith upon graduation. This will be held in the Spring and will be led by the Director of Campus Ministry and a small team of experienced students, faculty and staff.

Salesian Leadership Retreats (SLR)

DeSales is one of ten high schools where the Salesian Sisters are present. Our Salesian Sisters follow the Oratory example from St. John Bosco's Oratory; it was a place where young people could grow in holiness, be formed to be passionate about their faith – by creating a home that welcomes, a playground where friends meet, a school that prepares for life, and a Church that evangelizes. SLR allows juniors to experience Oratory, supporting their path towards holiness and empowering them to inspire classmates to also desire sanctity. Juniors may apply for the October Retreat or the March Retreat. They will be involved in fundraising before and after the trip to New Jersey/New York. Upon returning they are expected to build up the faith life at DeSales by being a welcoming presence at *Encounter*, applying to lead Senior Kairos Retreats, sharing the faith with classmates, and staying committed to regular prayer life/Mass attendance.

Friday Morning Mass in the Chapel & Daily Mass

Each Friday throughout the school year, the Holy Mass is celebrated 7:00 - 7:30 am, and while these Masses are sponsored by DeSales sports teams, clubs and organizations, all students, faculty and parents are encouraged to attend as often as possible. Additionally, Mass is celebrated Mondays through Thursdays at 7:00 am, with the exception of All-School Mass days.

All-School Masses / Prayer Services

Our liturgical schedule consists of monthly all-school Masses that take place in the gymnasium. Along with our Chaplain, members of the clergy from our partner grade schools and parishes come to celebrate with our school community. We also have days in which we invite grandparents of the student body to celebrate Mass and stay for a social hour. Various Catholic Prayer services are held throughout the year. These include Marian Devotions, Stations of the Cross, Weekly Eucharistic Adoration, and more.

Reconciliation

Our Chaplain keeps regular weekly lunch hours open for the sacrament of Reconciliation and Catholic students are welcome to make a confession by appointment. During Advent and Lent an afternoon is set aside for the sacrament of Reconciliation and multiple priests come to the St. Francis DeSales to assist. Non-Catholics are always welcome to speak with a priest.

Clubs, Organizations, and Activities

Sororitas/Fraternitas - These are Men's and Women's Bible Study Clubs respectively. They are open to everyone and they are dedicated to fostering an authentic Catholic Christian community through the transformative power of Scripture and meaningful relationships.

Liturgical Ministry - All students are encouraged to take an active role in the celebration of Mass by training to serve altar servers. Lectors are selected according to our Diocesan directives.

Music Ministry - All students are invited to join practice in order to be part of our mass choir.

Retreat Teams - All students have the opportunity to apply for a leadership role in guiding retreats for underclassmen, helping to foster spiritual growth and community. Seniors will serve their peers.

Core Team - While any student may participate in Peer Ministry by leading our daily morning prayer, helping to facilitate our Masses and helping with retreats, the Core Team is a highly selective Catholic Student Leadership Team dedicated to building Christ centered relationships in order to spread the gospel among their peers. The mission statement of Core Team is to cultivate a community of believers who receive and share in the love and joy of Christ through the power of invitation, authentic relationship, and Scripture. Core team members' main responsibilities are to lead Encounter and to invite others to these faith-filled nights and to Sororitas/Fraternitas.

Encounter - Modeled after St. John Bosco's Oratory, Encounter is a space for students to *encounter* Jesus in the Eucharist and grow in an authentic Catholic community. Campus Ministry's Core Team of student leaders work hard to plan and run the monthly events which include student-led praise & worship, Eucharistic Adoration, food, and games. Core Team is responsible for advertising each event and personally inviting their peers, which provides an avenue for them to answer the call to evangelize.

Christmas in the Courtyard: This is an activity in which the senior class volunteers to "adopt" a younger child from St. Stephen's Community Center for one evening in December, providing a gift and taking them around to various classrooms at DeSales for crafts, candy, and fun. A live demonstration of the story of Christ's birth is on view during a short reading from the Gospel. After a pizza dinner, Santa Claus makes a grand appearance and all enjoy Christmas lights in our beautiful courtyard.

Pastoral Ministry: Support and guidance is always available for all members of the school community. The Office of Campus Ministry offers pastoral assistance and prayerful guidance when students open up in areas such as grief, dealing with loss, moral decision-making, anger management, families in transition, depression, and any other difficulty or situation that a student may be facing or when they simply need help with finding a place in an SFD club, organization or activity. Members of the Campus Ministry team often work closely with Student

Counselors. The doors to Campus Ministry are always open so that students feel at home in a faith-filled, fun and friendly environment.

St. Francis DeSales High School Tuition and Fee Policy

The tuition rates and student life fee are established by the school administration. They are submitted for approval to the Parent Advisory Board and Diocese of Columbus.

Each returning student and incoming freshmen will receive their tuition payment options by June 1st of each year.

The student life fee and tuition payment preference indication are due to the school's finance office by June 10th of each year.

Transfer students will receive their registration forms, and tuition payment options at the time of enrollment, and will be required to return both to the school within two weeks of enrollment.

Student families who have not made their student life fee and tuition payment arrangements or supplied all back to school forms (i.e. Emergency Contacts, Handbook sign off and more as outlined in registration process), as of the start of classes, will be subject to an additional \$100 per month fee starting in August of that school year until all information is current. This late fee will be added to tuition/student life fee balances as incurred.

Each fiscal quarter student families whose tuition and student life accounts are 90 days past due will be contacted by the Finance Office to address issues. Families will have 7 days from that notification to make payment arrangements. If no action is taken in 7 days, a meeting with the Finance Office and Vice Principal of Operations will be scheduled to resolve delinquent issues. St. Francis DeSales High School reserves the right to limit co-curricular activities (including sports) for students with accounts over 90 days past due.

Delinquent accounts at the end of a school year will have balances added to the following year's tuition contract if the family has a returning student. A families' account in this situation will

need to be paid in full within 12 months (during the following school year). This rollover may only be used once in either sophomore or junior year after consultation with the Finance Office.

Seniors are not permitted to participate in either the Baccalaureate or Graduation ceremonies unless all student accounts (tuition, athletic fees and lunch) are current as of May 1st of the academic year. In addition, final transcripts will not be released, for any reason, until all financial obligations to the school have been satisfied.

A student who withdraws from school at any time after they have registered will be responsible for the entire student life fee and tuition per the following schedule:

Before 10/1/2025	25% annual tuition
Before 12/31/2025	50% annual tuition
Before 3/15/2026	75% annual tuition
3/16/2026 or after	100% annual tuition

Transcripts will not be released for any student, graduating or transferring, until all amounts owed have been satisfied.

Returned checks and failed ACH bank transactions are subject to a \$30.00 fee

Tuition Rates and Fees for 2025-2026

Tuition	\$13,600
Student Life Fee	\$1,675

Philosophy of Fundraising

Mission of the Office of Advancement

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

Philosophy of Fundraising

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

Policies and Guidelines of Fundraising

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

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

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

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

Application for approval starts with the Advancement Director and is sanctioned by the Advancement Committee. Please contact Tim Jewett, Advancement Director, at (614) 267-7808. Applications for student-based fundraising will include review by the administration.

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

Brand Usage Guidelines

- Guidelines on brand usage must follow the St. Francis DeSales Graphic Standards which can be obtained by contacting the Director of Community Relations.
- The use of the SFDHS logo is not permitted, without explicit approval from the Director of the Community Relations. This includes downloading SFDHS logos from the school website.

- Photos on SFDHS websites are property of SFDHS. Reproduction of photos for marketing purposes is not permitted without explicit approval from the Director of Community Relations.
- If logo/photo use is permitted, all materials using the logo/photo must be submitted to the Advancement Office at least four (4) weeks prior to the print deadline. The submission must be “proof” quality to represent the true nature of what is being produced.

For brand approval, please contact Karen Cofojohn, Director of Community Relations at (614) 267-7808 or email cofojohn@desales.co.

Appendix: Acknowledgement of Risks

Updated: July 3, 2024

We, the parent(s) and student who are signing this student handbook for _____ (“School”), acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, including contracting and passing on communicable diseases (such as influenza, colds, COVID-19, etc.), and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of persons at the School, there is an elevated risk of student and parent(s) contracting a disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function. By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks of being in an in-person environment, including the risk of contracting communicable diseases. If I have underlying health concerns which may place me at greater risk of contracting communicable diseases, , and all reasonable accommodations have been met, I acknowledge and agree to assume these risks.