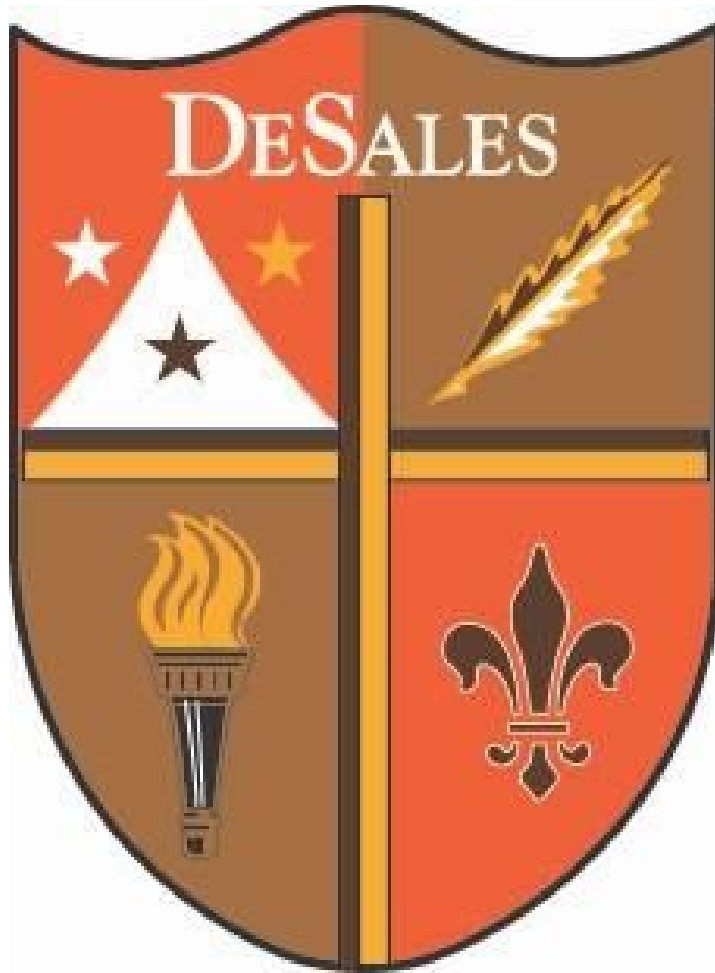


DeSales High School



Student/Parent Handbook 2018-2019

TABLE OF CONTENTS

General Information	5
Welcome	5
At-A-Glance Calendar	6
Mission Statement	7
Vision Statement	7
Heritage and History	7
Symbols	8
Class Rings	10
Contact Information	10
Faculty/Staff Listing	10
DeSales High School is Responsible For	12
DeSales High School Students are Responsible For	12
DeSales High School Parents are Responsible For	12
Statement of Parental Authority and Rights	13
Academic Policies and Procedures	13
Admission Policies and Procedures	13
Programs of Study	13
Registration for Returning Students	14
Graduation Requirements	15
Classification of Students	15
Service Ministry Portfolio	16
Guidance Portfolio	17
Academic Credit	17
Grading Scale and Quality Point Index	17
Communication Between Home and School	18
Semester Exams	19
Student Evaluation/Conferencing	19
Minimum Academic Progress	19
Academic Contracts	20
Eligibility for Extracurricular Activities/Athletics	20
Honor Roll	20
School Letter for Academic Achievement	20
Senior Activities/Commencement Exercises	21
Academic Honors Ceremony	21
National Honor Society and Beta Club	21
ACT/SAT Honor Roll	22
Textbooks, Classroom Materials, and iPad Apps/Books	22
Attendance Policies and Procedures	23
Tardiness	23
Absence	23
Excused Absences	24
Unexcused Absences	24
Extended Absence Due to Illness	25
Field Trips	25

Early Release	25
Make-Up and Late Work Policy	25
Participation in School Activities	26
Post Secondary Exploration Visit	26
Schedules	27
Daily Schedules	27
Snow/Inclement Weather	27
Online Instructional Days	28
Student Dress Code	29
Dress Code	29
Spirit Dress	30
Lanyard IDs	30
Student Code of Conduct	30
Core Values	31
Daily Procedures and Policies Common to All Students	32
Teen Parent	34
Weapons	34
School-Sponsored Events and Extracurricular Activities	34
Dance Policy	34
Harassment/Bullying/Cyber-Bullying	35
Tobacco, Alcohol, & Drug Use and Possession	35
Drug Paraphernalia and Indications of Drug/Alcohol Use	36
Trafficking in Illegal Substances	36
Breach of Academic Integrity	37
Breach of Acceptable Use Policies for iPad/Technology Usage	38
Responses to Breaches in School Policy	38
JUG	39
Saturday JUG	39
Probation/Suspension/Removal from Extracurricular Activities	40
Dismissal	40
Financial Policies	41
Privacy of Financial Information	41
Tuition and Fees	41
Non-Parish Assessment	41
Tuition Assistance	41
Scholarships	42
KHSAA Regulations Regarding Tuition and Financial Aid	42
Withdrawals	44
General School Regulations and Policies	44
Office Procedures/Student Records	45
Office Record-Keeping	45
Food Services	46
Use of the Gymnasium	46
Transportation	46
Student Parking	47
Bus Transportation	47
Medications for Students	47

Campus Store	48
Asbestos Management	48
Statement of Honor Thy Child	48
Statement on KHSAA Regulations	48
Emergency Procedures and Evacuation	49
Technology Acceptable Use Policy	51
Electronic Device Usage	51
General Electronic Device Care	52
Email Usage	52
iSafe Training	52
Social Media	52
Consequences	52
Liability	52

Use the “Ctrl F” function to search electronically.

General Information

WELCOME TO DESALES

Dear Families of the St. Francis DeSales High School Community,

Welcome to the 2018-2019 school year! This will be an exciting and challenging year for all, as we continue to strive for excellence in our spiritual, academic, athletic, and extracurricular programs.

You will frequently hear us refer to the *DeSales Experience*. This theme originates from the understanding that DeSales High School makes every effort to provide an educational experience that emphasizes personal attention and care for all. We emphasize Christian values as we direct our students to grow in knowledge, faith, love, and service. The partnership between DeSales and your family will ensure a positive educational experience for your son, as we work to provide a challenging Catholic education of the highest quality.

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

DeSales is a dynamic school where our students receive not only an educational experience, but a memorable *DeSales Experience*. We look forward to growing with each of you and are enthusiastic for your journey at DeSales High School. If you have any questions as you review this handbook, please do not hesitate to call, email, or set up a conference. Thank you in advance for the attention you will dedicate to studying and supporting our school handbook.

Sincerely,

Dr. Rick Blackwell
President

Anastasia Quirk
Vice President of Academics/Principal

2018-2019 DeSales High School

At-A-Glance Calendar*

August

- 7 Parent Meeting, 6:00 pm
- 13 Freshmen Orientation, 8:00-11:30 am
Sophomore Orientation, 12:00p
Junior Orientation, 1:00p
Senior Orientation, 2:00p
(Picture Day for all!)
- 14 Freshman Retreat Day, 8:00-3:00 pm
- 15 First Day of School
- 28 Senior Parent Meeting, 6:00
Back to School Night, 7:00
- 29 Late Opening
- 31 All School Mass and Awards
Ceremony, 10:00 and Noon Dismissal

September

- 3 Campus Closed – Labor Day
- 7 Picture Re-take Day
- 12 Hall of Honors Awards Dinner
- 13 Late Opening
- 17-21 Homecoming Week
- 19 Colt Fest and Noon Dismissal
- 21 Homecoming Game
- 22 Homecoming Dance

October

- 3 Immersion Lottery Junior/Senior
- 5 Immersion Lottery Fresh/Soph
- 9-11 Senior Retreat #1
- 10 PSAT Testing**
- 12-15 Fall Break
- 16 ACT Practice Test, Noon Dismissal
- 24 Parent Teacher Conferences/College Fair,
Noon Dismissal
- 25 Late Opening
- 27 Golden Legacy Breakfast

November

- 3 Mother Son Dance
- TBA Junior Parent Meeting, 6 p.m.
- TBA DeSales Day at the Downs
- 16 Noon Dismissal
- 18 Open House, 12:00-3:00 p.m.
(Required for ALL Ambassadors)
- 19 Online Instructional Day
- 20-23 Thanksgiving Break

December

- 18-21 Midterm Exams, 9:00-Noon
- 22-1/7 Christmas Break

January

- 7 Midterm Exam Make-Up, 9:00
- 8 Second Semester Begins
Freshman Abstinence Parent Meeting, TBA
- 21 Campus Closed – MLK Day
- 25 Benefit Feast Chance Day
- 26 Benefit Feast

February

- 15, 18 Winter Break*
- 19 Online Instructional Day**
- 21 Parent/Teacher Conferences, Noon
Dismissal
- 22 Late Opening
Phonathon Begins Feb 25th
- *May be used for snow make-up days.

March

- 6 Ash Wednesday
- 6-8 Senior Retreat #2
- 14 Junior Mass/Ring Ceremony
- 16 Junior Prom (TBD)
- 26-29 Immersion

April

- 1-5 Spring Break
- 15-16 Junior Overnight Retreat
- 19 Good Friday, Campus Closed
- 21 Easter Sunday
- 22 No School, Snow Make-Up Day
- 27 Senior Prom

May

- 2 Spring Raffle Chance Day
- 3 Oaks Day, Campus Closed
- 10-14 Senior Final Exams
- 15 Baccalaureate Mass, 7:30 p.m.
- 17 Senior Breakfast, 8:00 a.m., Senior Awards
Ceremony, 10:00 a.m., Noon Dismissal
Commencement, 7:30 p.m.
- 23-29 Final Exams

This calendar is not a complete list of school events for the 2018-2019 school year. Dates and times may be subject to change. Always refer to the website for the most up-to-date calendar. * June 2018

MISSION STATEMENT

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

VISION STATEMENT

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

Faith—*we believe in...*

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

Brotherhood—*we believe in...*

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

Tradition—*we believe in...*

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

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

HERITAGE AND HISTORY

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

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

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

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

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

SYMBOLS

Patron

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

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

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

Mascot

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

DeSales High School Song

By T. Hurley

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

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



Coat of Arms

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

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

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

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

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

CLASS RINGS

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

CONTACT INFORMATION

DeSales High School
425 West Kenwood Drive
Louisville, Kentucky 40214
Phone: (502) 368-6519
Fax: (502) 366-6172
Website: www.desaleshighschool.com

FACULTY AND STAFF OF DESALES HIGH SCHOOL

Name	Department	Email
Mrs. Angela Allen	Campus Store Manager	angela.allen@desaleshs.com
Mrs. Sandra Axman	Cafeteria	sandra.axman@desaleshs.com
	Coordinator of Campus Ministry	
Mr. Terry Barney '73	Science	terry.barney@desaleshs.com
Ms. Jaime Beach	Academic Support Coach	jaime.beach@desaleshs.com
Mrs. Tammy Beam	Guidance Counselor	tammy.beam@desaleshs.com
Mr. Joshua Blandford '14H	Director of Advancement	joshua.blandford@desaleshs.com
Mr. Don Bowers	Athletic Director	don.bowers@desaleshs.com
Mrs. Kate Brockman	Social Studies	kate.brockman@desaleshs.com
Mr. Rick Buntain	IT Coordinator	rick.buntain@desaleshs.com
Mrs. Tonya Cabral	Technology & English	tonya.cabral@desaleshs.com
Mr. T J Cataldo	Social Studies	tj.cataldo@desaleshs.com
Mrs. Lea Close	Cafeteria Asst. Manager	lea.close@desaleshs.com
Mr. Tom Crews	Social Studies Dept.	tom.crews@desaleshs.com
Mr. Harold Davis '82	Athletics	harold.davis@desaleshs.com
Mrs. Julie Elkin	Cafeteria Manager	julie.elkin@desaleshs.com
Mr. Eddie Ellis	Facilities	edwin.ellis@desaleshs.com
Mr. Aaron Gottbrath '06	Asst. Principal/Dean of Studies	aaron.gottbrath@desaleshs.com
Mr. John Gulden	Math	john.gulden@desaleshs.com
Fr. Tom Gentile	Campus Ministry	tom.gentile@desaleshs.com
Mr. Lance Hammond	Dean of Students	lance.hammond@desaleshs.com

Mr. Lee Harlamert	Facilities Manager	lee.harlamert@desaleshs.com
Mrs. Janet Harpe	Office Manager	janet.harpe@desaleshs.com
Mrs. Alecea Hawkins	Science	alecea.hawkins@desaleshs.com
Mr. Roy Holladay	Science	roy.holladay@desaleshs.com
Mr. James Horsley	English	james.horsley@desaleshs.com
Mr. Jason Horton	Technology	jason.horton@desaleshs.com
Mr. Paul Hought	Math	paul.hought@desaleshs.com
Mrs. Lisa O'Keefe	Associate Director of Business	lisa.okeefe@desaleshs.com
Ms. Opal Lavon	Spanish	opal.lavon@desaleshs.com
Mrs. Jennifer Lewis	STEM Integration Coordinator	jennifer.lewis@desaleshs.com
Mr. Justin Lewis '05	Director of Admissions	justin.lewis@desaleshs.com
Mrs. Erin Maguire-Osting	Theology	erin.maguire-osting@desaleshs.com
Mr. Dave Mattingly	IT Coordinator	dave.mattingly@desaleshs.com
Mrs. Gaynor McAnally	Art & Design	gaynor.mcanally@desaleshs.com
Mr. Tom McAnally	Social Studies	tom.mcanally@desaleshs.com
Mrs. Melanie Konshak	Science	phillip.mccauley@desaleshs.com
Mr. Greg Miller	Athletics / Head Wrestling Coach	gmliller1976@yahoo.com
Mr. Bill Moore	Math	bill.moore@desaleshs.com
Mr. Brandon Moore	Facilities and Cafeteria	brandon.moore@desaleshs.com
Mrs. Kim Pinto	Cafeteria	kim.pinto@desaleshs.com
Mrs. Laura Pohlmann	Learning Resources Coordinator	laura.pohlmann@desaleshs.com
Mrs. Laura Price	Director of Finance	laura.price@desaleshs.com
Mrs. Anastasia Quirk	Principal	anastasia.quirk@desaleshs.com
Ms. Emily Reid	English	emily.reid@desaleshs.com
Mr. John Rudolph	Math	john.rudolph@desaleshs.com
Mr. Tom Shadowen	Facilities Asst. Manager	tom.shadowen@desaleshs.com
Mr. Matt Sommer	English	matt.sommer@desaleshs.com
Mrs. Sheila Stocksdale	Theology	sheila.stocksdale@desaleshs.com
Mr. Richard Blackwell	President	rick.blackwell@desaleshs.com
Mr. Michael Swearingen	Theology	mike.swearingen@desaleshs.com
Ms. Wanda Trigg	Spanish	wanda.trigg@desaleshs.com
Mr. Robert Weikert	Special Events	rob.weikert@desaleshs.com
Mr. Travis Wagoner	Alumni Relations	travis.wagoner@desaleshs.com

COACHING STAFF OF DESALES HIGH SCHOOL

Name	Head Coach	Email
Mrs. Nancy Ashmore	Archery	n_ashmore@aol.com
Mr. Tim Sievert	Baseball	
Damien Anderson	Basketball	
Mr. Jack Lamon	Bass Fishing	jaklau@gmail.com
Mr. William "Billy" Vincent	Bowling	billy64louky@gmail.com
Mrs. Nikki Sievert	Cheerleading	nikki.sievert@desaleshs.com
Mr. Jeremy Blevens '04	Cross Country	gt500ktr@live.com
Mr. Harold Davis '82	Football	harold.davis@desaleshs.com
Mr. Scott Lacy	Golf	rslacy@me.com
Mr. Shiloh Rayburn	Soccer	crayburn02@spalding.edu
Grace Nafziger	Swimming & Diving	gnatziger@presentationacademy.org
Mr. John Rudolph	Tennis	john.rudolph@desaleshs.com
Mr. Jeremy Blevens '04	Track	gt500ktr@live.com
Mr. Pat O'Bryan	Volleyball	pobryan@branhamcorp.com
Mr. Greg Miller	Wrestling	glmiller1976@yahoo.com

DESALES HIGH SCHOOL IS RESPONSIBLE FOR...

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

DESALES HIGH SCHOOL STUDENTS ARE RESPONSIBLE FOR...

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

- conducting themselves as Christian young men

DESALES HIGH SCHOOL PARENTS ARE RESPONSIBLE FOR...

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

STATEMENT ON PARENTAL AUTHORITY AND RIGHTS

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

Academic Policies and Procedures

ADMISSION POLICIES AND PROCEDURES

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

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

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

PROGRAMS OF STUDY

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

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

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

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

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

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

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

REGISTRATION FOR RETURNING STUDENTS

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

GRADUATION REQUIREMENT

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

Theology	4 credits
English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	4 credits
Arts and Humanities	½ credit
Technology	½ credit
World Language	2 credits
Health	½ credit
Physical Education	½ credit
Elective Courses	5-7 credits
Completion of all Service Ministry Portfolio Requirements	
Completion of all Guidance Portfolio Requirements	

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

CLASSIFICATION OF STUDENTS

The following details the academic credit requirements for the classes of 2018 and later:

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

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

CREDIT RECOVERY: Students will not be permitted to recover more than two credits during the summer in any one year and will not be permitted to recover more than four credits in their career at DeSales.

SERVICE MINISTRY PORTFOLIO

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

Grade Level for the 2018-2019 Academic Year	Total hours required by end of the 2017-2018 Academic Year	Total hours required by end of the 2018-2019 Academic Year
Seniors (<i>Class of 2019</i>)	45	60
Juniors (<i>Class of 2020</i>)	30	45
Sophomores (<i>Class of 2021</i>)	15	30
Freshmen (<i>Class of 2022</i>)	N/A	15

- The minimum requirement each year must be met, regardless of the number of hours accumulated in previous years. Yearly service hours will be due on a specified date.
- All service hours must be completed at a church, school, or non-profit organization. The contact for x2vol to approve hours should work for the school, church or organization served.
- Parents should not be the organizational contact for students. Please contact the campus minister in advance with questions if this is unavoidable.
- The end of the year due date for service hours will be announced at the beginning of the school year.
- Senior service hours must be completed, submitted, and approved prior to Senior Prom or the student will not be permitted to attend the dance.
- The summer break may be used to complete service hours for the upcoming school year for all grade levels. All summer hours must be submitted via www.x2vol.com by the end of August.
- Students cannot use the same service hours from their Confirmation, Scouts, Key Club, National Honor Society, Beta Club, etc. as service hours for DeSales High School's graduation requirement.
- Transfer students must meet with the Coordinator of Campus Ministry in order to determine required hours.
- A student who fails to complete and submit the required service hours by the set due date will not be scheduled for the upcoming year until the requirement is met. Extracurricular involvement may also be in jeopardy, should there be a shortage in the required hours.

GUIDANCE PORTFOLIO

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

- Standardized test scores

- Participation in standardized test preparations offered during school hours
- Course selection sheets for all years at DeSales
- Completion of the iSafe Program each year
- Student Resume
- Character and Leadership Development Plan
- College and Career Inventories
- Two completed Post-Secondary Exploration Forms for any college visit, job shadow, or other post-secondary visit.
- Copies of college acceptance letters and any scholarship awards
- Graduation Exit Survey

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

Students may schedule an appointment with the Guidance Counselor by stopping by the Guidance Office.

ACADEMIC CREDIT

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

GRADING SCALE AND QUALITY POINT INDEX

This grading scale applies to all courses offered at DeSales:

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

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

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

A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

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

A	4.50
B	3.50
C	2.50
D	1.50
F	0.00

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

A	5.00
B	4.00
C	3.00
D	2.00
F	0.00

COMMUNICATION BETWEEN HOME AND SCHOOL

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

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

SEMESTER EXAMS

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

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

STUDENT EVALUATION/CONFERENCING

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

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

MINIMUM ACADEMIC PROGRESS

If a student is not making minimum academic progress toward graduation, his enrollment status will be evaluated. If the student remains at DeSales, he will be placed on a DHS academic contract. Minimum progress is defined as a student successfully completing the following requirements by the start of each school year:

Class of 2018 and beyond:

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

Exceptions regarding minimum academic progress standards may be made at the discretion of the Vice President of Academics/Principal.

ACADEMIC CONTRACTS

- If at any point during the school year a student fails to demonstrate the necessary progress to meet minimum academic expectations, the student may be placed on a DHS Academic Contract.

- Any student who is placed on an academic contract will be responsible for meeting the requirements of a contract that will be explained to both the student and the parent/guardian during a conference with the Dean of Studies.
- If a student fails to meet the expectations outlined in the academic contract, he will be placed on academic probation.
- A student who fails to meet the terms of the academic probation may be dismissed from DeSales.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS

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

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

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

HONOR ROLL

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

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

SCHOOL LETTER FOR ACADEMIC ACHIEVEMENT

Students who are on the Honor Roll for the first time at the end of the school year will receive a school letter. For each year after, they will receive a bar.

SENIOR ACTIVITIES/COMMENCEMENT EXERCISES

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

- ❖❖ Baccalaureate Mass
- ❖❖ Senior Breakfast/Honors Day
- ❖❖ Commencement Exercises

- Attendance is mandatory at all practices and at all three senior activity events. Any unexcused absence at an event will forfeit the student's right to attend the remaining event(s).
- In order to be eligible to participate in end-of-the-year senior activities, a student must have fulfilled the following requirements:
 - Earned credit hours according to approved graduation requirement guidelines for his class
 - Completed all service hour requirements
 - Completed all guidance portfolio requirements
 - Be in good disciplinary standing
 - All tuition, fees, and other financial obligations are to be no later than May 10, 2019 in order to be eligible to participate in any end-of-the-year senior activities.

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

- **Honor** – any senior who has earned a 3.8 cumulative weighted GPA at the end of the first semester of his senior year.
- **Distinction** – any senior who graduates with an earned GPA above a 4.0 as determined by cumulative weighted GPA at the end of his first semester senior year and in good disciplinary standing. A student must have attended DeSales for a minimum of three years in order to graduate with distinction.
 - Students graduating with Distinction will be invited to submit a graduation address. A committee will select the student who will speak during the commencement ceremony.

ACADEMIC HONORS CEREMONY

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

NATIONAL HONOR SOCIETY AND BETA CLUB

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

equal weight in determining membership. A student must maintain all of the standards from the time of election in order for membership to be maintained. Annual membership dues are required, as is regular attendance at chapter meetings.

ACT/SAT HONOR ROLL

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

CLASSROOM MATERIALS, and iPad APPS/BOOKS

- Student e-textbooks are the property of DeSales and are provided to students for use while the student is enrolled in a particular course.
- Each student is responsible for the proper care of all classroom materials that are issued to him.
- Teachers may also use class sets of textbooks. In the event class sets of texts are used, students will be allowed to sign out texts with the teacher for use at home or away from school. Regardless of whether texts are assigned individually or used as class sets, no student will be denied access to appropriate learning materials.

Please see the Acceptable Usage Policy (AUP on page 48)

Attendance Policies and Procedures

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

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

TARDINESS

- Any student who is not in his first period class when the tone sounds at 8:00 a.m. is considered tardy. Students may not be admitted into their first period class after 8:00 a.m. without an admission slip from the front office.
- A tardy may be considered excused only if the student is signed in through the main office and presents a note from the doctor or professional office.
- A student will be allowed THREE unexcused tardies each semester. Upon receiving a fourth unexcused tardy, the student must serve a JUG for that tardy and for each successive incident of tardiness.
- A student who misses more than 30 minutes of the school day is considered to be present half day. If a student is too ill to attend school in the morning, he should not come in that day.
- If a student's tardiness to school, excused or unexcused, begins to be excessive, as determined by the administration, the student will be placed on a DHS disciplinary contract.

ABSENCE

- Any absence from school that is related to student illness, religious obligations, a death in the immediate family, and/or serious family emergency may be considered an excused absence. All other absences will be considered unexcused. A student will not be able to make up work missed due to an unexcused absence. All exceptions must be approved by the Vice President of Academics/Principal.
- Participation in a school-sponsored activity that has been approved by the Vice President of Academics/Principal is not considered an absence.
- A student who misses more than 30 minutes of the school day is considered to be present half day. If he misses more than half of a day, he is considered absent a full day.
- A student who is more than 30 minutes late to school must bring in a note from his parent or legal guardian and doctor or professional verifying the reason for the late arrival. If a student does not produce a note from a doctor or professional visit, he is considered to have been skipping school for that period and may be subject to disciplinary action.
- A student is considered absent a half day if he misses or is signed out of school for more than four instructional periods on a given day and is considered absent for a full day if he misses or is signed out of school for more than four instructional periods on a given day.

- In order to be eligible to participate in or attend extracurricular or athletic events, a student must be present at school for four full class periods and may not leave school due to illness.
- If a student's parent or guardian is to be out of town, a letter with information regarding the custodial arrangements during this time must be given to the main office prior to the parent's departure.
- Only the Vice President of Academics/Principal may excuse a student from classes. A student and his parent/guardian must confer with the Vice President of Academics/Principal or a Dean in advance if they foresee any activity or circumstance that would necessitate the student missing time from school. Doctor and dentist appointments, driving permits and tests should be scheduled outside the regular school day.
- Advanced notice and permission must be obtained from the principal 2 weeks prior to the event by filling out a Request for Educational Enhancement Day (available in the digital locker on TeacherEase). A student may not miss school without a doctor's note during Immersion Week.
- The administration of DeSales High School reserves the right to review all cases of absence and/or tardiness. If at any point during the school year, a student's absences reach 10% of the completed school days, a student will be required to attend Saturday School as a support.

EXCUSED ABSENCES

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

UNEXCUSED ABSENCES

- Vacations and family trips that conflict with the published school calendar are not excused absences. If a student wished to apply for educational enhancement days, the 'Request for Education Enhancement Days' form must be completed and returned to the principal at least 2 weeks in advance. These are marked as unexcused absences and all work must be completed either in advance or on time.
- Absences for social events or other activities not related to the published school calendar are not excused absences.
- DeSales High School does not recognize any tradition related to student "skip days." Students who choose to participate in such days will be counted as an unexcused absence and will not be allowed to make up work missed as a result of the "skip day." A skipped day must be made up in Saturday school. In an effort to model integrity for our students, we ask parents not to call their son in sick if he is skipping.

- Any student who is absent for unexcused reasons without approval will not be permitted to make up any missed work. See Make-up Work Policy.

EXTENDED ABSENCE DUE TO ILLNESS

- The administration of DeSales High School will make every effort to work with students who are absent from school for an extended period of time due to illness. If a student must be absent from school for an extended period of time due to illness, the student or parent/guardian should:
 - Contact the school to explain the circumstances surrounding the extended absence from school. Saturday school may be necessary to make up missed time.
 - Work with the Dean of Studies to determine the necessary steps for completing student work and returning to school. Submit work that has been completed during the time out of the building to the appropriate faculty member, with the support of the Dean of Studies.
- When a student is absent for three or more consecutive days, the student must submit documentation from a physician or hospital when the student returns to school.
- The administration reserves the right to review each case of extended absence. The Dean of Studies will work with the family to determine the best course of action to make up work/credit.

FIELD TRIPS

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

EARLY RELEASE

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

MAKE-UP AND LATE WORK POLICY

Please note that when an assignment is not turned in by the specified due date, the teacher will enter a grade of zero to notify the student of the missing work. It is up to the student to then make sure his work completed. A teacher will use the guidelines below to grade the assignment and record his score appropriately.

Student is present in class, but does not have work:

- Late daily homework must be turned in by the next class meeting for 50% credit. After the next class meeting, late daily homework will receive 10% of the earned credit for the assignment.
- Late work for a major assignment/project will be assessed a 10% penalty every school day, with a minimum of 10% of the earned credit entered at the time of the submission.

Student absence is excused:

- Student must have work upon return to class or the above policy applies.
- If a test or quiz is missed, the student will have one week to make up the assignment in our Testing Pool. The schedule for Testing Pool will be announced at the beginning of the school year.
- A student who is absent for a review before a test is still expected to take the test upon his return.

Student absence is unexcused:

- Any test, quiz, classwork, participation grade given or major project/assignment and homework due on the day of the unexcused absence will receive 10% of the earned credit upon completion.
- Any homework, project, major assignment given on the day of the unexcused absence will be accepted on the due date. It is the responsibility of the student to find out what work he missed in each class in order to be prepared for the next class meeting.
- If the unexcused absence is due to suspension, students may earn up to 60% credit on tests, quizzes, or major assessments.

All midterm and final exams must be taken during the scheduled time, unless the absence is excused with a doctor's note.

PARTICIPATION IN SCHOOL ACTIVITIES

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

POST SECONDARY EXPLORATION VISIT

- Students are allowed two excused absences for out-of-town official college or trade school visits or job shadowing experience in their senior year.
- Students are allowed one official college visit in the second semester of their junior year.
- **The parent must call or email the Guidance Counselor one week prior to a college visit to receive administrative approval for the official college visit.**
- A student must submit a **Post Secondary Exploration Form** via google forms that has the college or trade school admissions counselor or supervisor's information to the Guidance Counselor upon return.
- Occasionally, colleges will invite students to spend the day in an organized program on the campus. A student may attend those days, but in doing so he is using a college visit day.
- All class work missed as a result of any visit must be made up.

- These visits may not be taken on the day preceding or following a school holiday without prior approval from the Vice President of Academics/Principal.
- All visits initiated by students must be taken **before spring break**. College initiated requests will be decided on an individual basis.
- Every effort should be made to avoid scheduling college orientations during the school day.

Schedules

DAILY SCHEDULES

- **Regular School Day:** A regular school day begins at 8:00 a.m. and dismisses at 2:47 p.m.
 - Students are expected to be in class with all of the required materials prior to 8:00 a.m. and ready to begin the day.
 - The school building will open to students at 7:00 a.m.
 - Students arriving to school prior to 7:45 a.m. should report to the cafeteria.
 - The school building will close to students at 3:15 p.m. unless the student is with a teacher or coach.
 - Study hall will run Monday-Thursday from 3-4 p.m.
 - The bus will pick up at normal time and depart DeSales by 3:15 p.m.
- **Late Opening:** A late opening school day begins at 9:30 a.m. and dismisses at 2:47 p.m.
 - Students are expected to be in class with all of the required materials prior to 9:30 a.m. and ready to begin the day.
 - The building will open to students at 8:00 a.m. on scheduled late opening days.
 - In the case of an inclement weather late opening, the school will open to students at 9:00 a.m.
 - Students arriving at school prior to 9:15 a.m. should report to the cafeteria.
 - The school building will close to students at 3:15 p.m. unless the student is with a teacher or coach.
 - Study hall will run Monday-Thursday from 3-4 p.m.
 - The bus will pick up one hour later than normal, unless otherwise communicated, and will depart from DeSales by 3:15 p.m.
- **Early Dismissal:** An early dismissal day begins at 8:00 a.m. and dismisses at the specified time.
 - Students are expected to be in class with all of the required materials prior to 8:00 a.m. and ready to begin the day.
 - The school building will close to students 15 minutes after dismissal.
 - There is no after school study hall on early dismissal days.
 - The bus will pick up at normal time and depart 15 minutes after dismissal.

SNOW/INCLEMENT WEATHER

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

- An announcement that school will be closed will be made via our alert system and/or via local radio and area television stations. All announcements are usually made by 6:00 a.m.
- Some weather conditions necessitate that school be held, but opened on a delayed schedule. If such a decision is made, DeSales will start first block at 9:30 a.m. and dismiss at the usual time. DeSales will use our alert system to notify parents directly should this occur.

- If an early dismissal is necessary, the Superintendent’s Office will contact the high schools and radio and television stations with the announcement, “Catholic High Schools in Jefferson County will dismiss at _____ p. m.” DeSales will use our alert system to notify parents directly should this occur.
- If school is dismissed early due to inclement weather, all extracurricular activities at DeSales, including athletic practices and/or games, will be cancelled for that day unless otherwise notified by the DeSales High School administration.

ONLINE INSTRUCTIONAL DAYS

When DeSales High School is closed for inclement weather, the following online instructional plan will be implemented. Our “online school days” will count as regular school days and will not need to be made-up later in the school year. Please contact the school at the beginning of the year if you do not have wifi.

Program Guidelines:

- Online school days will begin on the first day out due to inclement weather.
- Online instruction will be utilized for up to five inclement weather days. After five, additional days will be added to the school calendar.
- If there are widespread power outages in the city, the DeSales administration will decide if online school will be enacted for the day.
- Parents and students will be notified of “online school” via the alert system and email through TeacherEase. Please contact the school in advance if you do not have access to the internet at home.

Student Responsibilities:

Online school is a unique opportunity for students to not only continue learning, but also to experience the online learning environment they are sure to experience in college and beyond. Each lesson will be meaningful, purposeful, and hold students accountable.

- Assignments and specifics for the day will be posted by 10:00 a.m. on Teacher Ease with due dates specified. Many assignments will be posted earlier than 10:00 a.m. and students are encouraged to check earlier in the morning.
- If a student is sick and cannot complete the online work at home, his parent will need to call the school office at (502) 368-6519 to report the student absent by 10:00am. The student will be recorded as absent for the day, and he will need to work with his teachers under the attendance guidelines of DeSales High School to complete work.
- Students will receive work that will average 30 minutes per class. Actual working time may vary for each learner.
- Students will be held accountable for participating and completing their online school day assignments just like a regular school day assignment would be handled. All assignments are due by 11:59 PM. Students are responsible for checking all links and videos provided before 3:00 p.m. to make sure items are accessible.
- Teachers will be available for questions or if a student is having an issue with accessing items via TeacherEase email and Outlook email between 10:00 a.m. and 3:00 p.m.
- Teachers may use a variety of communication tools which have already been utilized in class: FaceTime, Skype, online videos, Keynote, Google Docs, Notability, etc.
- If a student’s power or internet connection is down the parent must call or email the school by 10:00am and report this to the administration. The student will need a note from his parent/guardian when he returns.. DeSales will address these situations on a case-by-case basis.

Student Dress Code

DRESS CODE

DeSales students are expected to be professional in appearance. Standards of professional and other judgments about the dress code are decided by the administration.

The Regular School Dress Code will be in effect from Fall Break through Spring Break. It is as follows:

- Solid colored dress shirts that are worn with a tie
 - Shirt may be long or short-sleeved
 - All buttons should be buttoned
 - Shirts are to be tucked in
 - A suitable tie pulled up appropriately around the neck and of appropriate length
 - Bow ties are acceptable
- T-shirts worn under the dress shirt must be solid color, grey, black or white, with no writing or graphic of any kind.
- Khaki dress pants must be in good condition and are not permitted to sag. Cargo, denim, and “skinny” pants are not considered dress pants.
- Pants must be worn with a belt. Belts must be solid brown or black in color and may not have oversized belt buckles. Solid colored suspenders are also acceptable.
- Students are expected to wear dress-style shoes made of leather or synthetic leather, brown or black in color, laced or slip-ons, clean and polished
- Socks should be worn, visible, and matching.
- Hair is to be neat and clean; no more than one part or line, no rows, patterns, or designs. Cuts determined to be extreme by the administration are not allowed. It should not extend below the bottom of the collar and needs to be cut above the eyebrow line. Hair must be a single, natural hair color (black, brown, blonde, red).
 - Facial hair should be kept short and groomed neatly.
- Outer coats worn to and from school are to be kept in the student’s locker during the school day.
- During cool or cold weather, students may wear pullovers and sweaters purchased from the DeSales Campus Store. The tie must remain visible. Pullovers and sweaters not purchased in the DeSales Campus Store will not be permitted.
- Students are not permitted to wear earrings, earring posts, spacers, eyebrow rings, nose rings, tongue rings, etc. while at school or any formal school event (dances, masses, awards, etc).
 - Bandages may not be used to cover piercings
- Tattoos or other body art must be covered while at school or when participating in a school-sponsored function. Covering tattoos with a bandage is not permitted.
- Chains worn on the outside of pants are not allowed.
- If a student is lacking some component of the dress code his parent/guardian will be contacted and expected to bring the item to school. That student will receive a JUG for the violation.

The Warm Weather Dress Code will be in effect from the start of the school year until Fall Break and from after Spring Break through the end of the school year. It is as follows:

- A DeSales golf-style shirt purchased through the DeSales Campus Store or Athletic Department
 - Shirts are to be tucked in.
- T-shirts worn under the DeSales golf-style shirt must be white, gray, or black with no writing or graphic of any kind.

- Khaki dress pants in good condition and are not permitted to sag. Cargo, denim, and “skinny” pants are not considered dress pants.
- Pants must be worn with a belt. Belts must be solid brown or black in color and may not have oversized belt buckles. Solid colored suspenders are also acceptable.
- Students are expected to wear dress-style shoes made of leather or synthetic leather, brown or black in color, laced or slip-ons, clean and polished.
- Socks should be worn every day. Socks should be a solid color dress sock or solid white athletic sock.
- The same rules regarding other elements of the Regular Dress Code apply to the Warm Weather Dress Code.

SPIRIT DRESS DAYS

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

LANYARD IDS

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

- DeSales students must have their lanyard ID on from the time the bell rings to begin school at 8:00 a.m. each morning and it must remain around the student's neck until the end of the school day.
- It is acceptable for a student to leave his lanyard hanging in his locker overnight to ensure he has it the next morning.
- If a student does not have his lanyard in the morning, he must report to the front office to receive a temporary ID.
- The student will receive 3 temporary IDs. Any temporary IDs received thereafter, will result in a JUG.
- If a student lanyard ID is lost or damaged in any way, the student must purchase a new ID in the office for \$10 without penalty. (ID Card or Lanyard alone - \$5 each) The replacement ID fee must be paid for before a new ID will be delivered.
- Any student not wearing his lanyard around his neck during the school day will be sent to the office. The *ONLY* exception to this rule is for students in PE or working in the science lab.

A student is to remain in dress code from the time he enters the school building until he leaves school grounds. A student who is not in compliance with the dress code will receive a JUG.

Student Code of Conduct

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

The school recognizes that students who attend DeSales are at a point in life that is both complex and sometimes confusing – childhood is behind them and adulthood awaits them. It is therefore the

responsibility of the school and all its members to help students develop the attitudes/values and skills/behaviors needed to navigate successfully the rough seas of adolescence in preparation for adulthood.

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

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

The DeSales community is committed to the following core values:

- Reverence for God
- Respect for the dignity of the human person
- Cooperation and care for self and others
- Integrity
- Self-discipline

CORE VALUES

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

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

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

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

Cooperation and Care for Self and Others: In order to build up the DeSales community, cooperation and care among all its members are fundamental.

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

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

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

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

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

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

DAILY PROCEDURES AND POLICIES COMMON TO ALL STUDENTS

- Students are to allow themselves enough travel time to arrive at school on time.
- Doors to the school will be unlocked at 7:00 a.m.
- The drop off and pick up patterns will be discussed with parents and students at the beginning of each school year. It is expected that all individuals who drive on campus will comply to ensure the safety of all.
- Students should proceed directly into the school building upon arrival and may not exit the building until dismissal at the end of the day.
- Students may not go to their cars during the school day.

- Students are to be in dress code upon arrival to school and are to remain in dress code until they leave school property.
- Outside doors to the school will be locked at 8:00 a.m. After this time, students must use the front door of the school for entrance and sign in with the front office.
- Students are to be in their assigned classrooms with the books and materials needed for that subject when the tone sounds to begin each class.
- Students out of class must have a pass from a faculty member, administrator, or staff member.
- On the way to and from class assemblies, liturgies, lunch, etc. students are to move quietly and orderly, mindful of classes in session.
- Students are assigned a locker and may not change lockers without administrative approval. All assigned lockers must have a DeSales lock on them. Locks must be purchased from DeSales.
 - It is the responsibility of the student to make sure all personal items are securely locked in a locker.
 - DeSales High School will not be held responsible for lost, damaged, or stolen items.
 - Lockers remain the sole property of DeSales High School.
 - The school reserves the right to examine a student's locker and its contents at any time.
- Students are to turn in and/or report lost articles to the main office.
- Book bags or backpacks are not permitted in classrooms, resource areas, the Campus Store, or the cafeteria during lunch.
- iPads should be charged nightly and brought to each class every day.
 - Students are not permitted to decorate or in any way physically alter iPads or the Otterbox.
- Cell phones must be turned off and may not be used for any purpose other than teacher-directed assignments from 7:45 a.m. to 2:47 p.m.
 - Students who use a personal electronic device/cell phone for any reason that is not teacher-directed will forfeit the cell phone to the supervising faculty or staff member, who will then give it to the Dean of Students.
 - *First Offense* - The cell phone will not be returned until the end of the following school day
 - *Second Offense* - The cell phone will be retained by the school for one week
 - *Third Offense* - The cell phone will be retained by the school for the remainder of the school year
- Students are not permitted at any time to carry or use laser pointers.
- Students may use the phone in the main office for emergencies only.
- Personal electronic devices, outside of a DeSales issued iPad, are to be put in lockers and not brought to class or resource areas during the school day, unless directed to do so by the teacher.
- While in the cafeteria, students are expected to demonstrate courteous and polite behavior. Examples of this include no cutting line, keeping voices to a conversational level, using appropriate table manners, cleaning up after eating, etc.
- No food or drink is allowed in the hall or classroom from 7:45 to 2:47pm unless provided by the teacher. No open drinks are allowed to be brought up after lunch.
- Chewing gum is not permitted anywhere in the building at any time.
- The copy machines are not for student use.
- Messages will be held for the students in the office until the end of the school day.
- Unless directly supervised by a faculty/staff member, coach, or sponsor all students who are not in a supervised area must exit the school building by 3:15 p.m.

- Those students who are in the building following dismissal must remain in the area in which they are being supervised.
- Throughout the year, incentives may be offered to students. DeSales reserves the right to add, delete or change these incentives from year to year without notice.

TEEN PARENT

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

WEAPONS

- Possession of operational or non-operational weapons of any kind (guns, knives, etc.) or anything that might be used as a weapon is not allowed on the school premises.
- In accordance with federal law, anyone bringing a weapon onto school grounds or to a school-sponsored event may be subject to criminal prosecution and may result in the student's immediate dismissal.

SCHOOL-SPONSORED EVENTS AND EXTRACURRICULAR ACTIVITIES

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

DANCE POLICY

- Students and their dates must complete the Dance Registration Form prior to all dances.
- DeSales students are responsible for their own attire and their guest's attire. All participants are to dress appropriately for a formal event at a Catholic High School. Students who do not dress appropriately will be asked to leave. The following dress code is expected:
 - DeSales students must wear collared shirts, dress slacks, ties.
 - DeSales guests may not wear dresses with bra-like tops, plunging necklines, bare midriffs or lowered waistlines. Dresses must be at least mid-thigh length.
- Only DeSales students and their guests will be admitted to a dance. Male participants must be current DeSales students.
- Dates for Junior and Senior prom must be in high school and cannot be over 21.
- After any student arrives, he/she is not permitted to go to his/her car unless leaving the dance; once a person leaves, he/she may not return.
- All items are subject to search.
- DeSales takes no responsibility for purses or other personal items.

- No lewd, suggestive or other overtly sexual dancing will be allowed and public displays of affection are inappropriate.
- Any student or guest who exhibits unacceptable behavior may be dismissed. Parents will be notified prior to the student's dismissal.
- The school reserves the right to censor the choice of music played.
- To help create the safest environment possible for DeSales students and their guests, all those attending will be screened with a passive alcohol sensor as they enter and leave the dance. If the sensor detects the presence of any alcohol, the student and/or his guest will be detained.
- Parents will be notified at the time any student or his guest is or appears to be under the influence of alcohol/drugs, or is using or possessing alcohol or illegal drugs. If unable to locate a parent or appropriate family member, the student and/or his guest will be placed in the care of legal authorities who are present at all dances.

HARASSMENT / BULLYING / CYBER-BULLYING / RACISM

Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual.

- Harassment and/or bullying in any form are not acceptable.
- Sexual harassment includes unwelcome sexual advances/comments, requests for sexual favors and physical contact of a sexual nature.
- Verbal harassment includes derogatory comments, jokes, slurs, or racial comments as well as racial epithets, or negative comments pertaining to race, disabilities, gender, sexual orientation, or appearance.
- Physical harassment includes unwanted physical touching, deliberate blocking of someone's movement, and assault.
- Visual harassment includes derogatory, demeaning or inflammatory drawings, pictures, cartoons, written words, and gestures.
- Any DeSales student who engages in cyber-bullying of another individual, whether inside or outside of DeSales, will be subject to disciplinary consequences.
 - Cyber-bullying includes, but is not limited to, social networking, texting, email, and other forms of electronic communication.

Harassment and bullying directly observed by or reported to a faculty member, staff member, or administrator, will result in disciplinary action. Suspension and dismissal are possible consequences for bullying. Outside counseling may be required.

TOBACCO, ALCOHOL, & DRUG USE AND POSSESSION

- DeSales High School is a tobacco-free campus for students, faculty/staff, and all visitors. Student possession or use of tobacco products on school property or within a ½ mile radius of DeSales High School is prohibited. This prohibition applies to school functions as well, including mixers, dances, socials, athletic events, field trips, and retreats. The parents/guardians of a student in violation of this policy will be notified immediately.
- If a student is found in possession of, is under the influence of, and/or using alcohol and/or other unauthorized chemicals, which includes any type of e-cig liquid/vapor, or appears to be so, including "pretend" substances packaged to represent the real thing, on the way to or from school, at school, or before, during, or after a school-sponsored event, the following steps will be taken:
 - The unauthorized substance will be taken away from the student.

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

DRUG PARAPHERNALIA AND INDICATIONS OF DRUG/ALCOHOL USE

- If a student is found to be in possession of drug paraphernalia, which includes electronic vapor devices, or if a student is exhibiting behavior that suggests that he may be using drugs and/or alcohol, or if incidents of the same come to the attention of faculty/staff or administration, either directly or indirectly, the following steps, at minimum, will be taken:
 - Student(s) will be held accountable for any inappropriate behavior observed.
 - Student(s) will be referred to the Vice President of Academics/Principal and the Student Services Team.
- Parents/guardians of involved student(s) will be notified by the Vice President of Academics/Principal or the Student Services Team concerning any observed behavior or reasonable suspicions.
- The student will be required to schedule and participate in an assessment performed by a school approved professionally certified chemical abuse specialist in a specified time frame. This assessment will generate the most appropriate intervention recommendations for the involved student. The results of the assessment, drug screening, and recommendations must be shared with DeSales High School.
- Student(s) will be subject to appropriate disciplinary consequences.

TRAFFICKING IN ILLEGAL SUBSTANCES

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

BREACH OF ACADEMIC INTEGRITY

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

- Cheating may be defined as, but is not limited to:
 - Copying another student's homework
 - Allowing another student to copy homework
 - Copying off another student during a test or quiz

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

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

- First Offense:
 - The student will receive a zero for the assignment, regardless of the assignment's point value
 - The student will be issued a minimum of two JUGs
 - The student's parent/guardian will be contacted and notified of the disciplinary infraction
- Second Offense:
 - The student will receive a zero for the assignment, regardless of the assignment's point value
 - The student will be issued a minimum of two JUGs
 - The student will be issued a Saturday JUG
 - The student along with his parent/guardian must conference with a member of the Student Services Team to sign a Breach of Academic Integrity Contract
- Third Offense:
 - The student will receive a zero for the assignment, regardless of the assignment's point value
 - The student will be issued two Saturday JUGs
 - The student will be issued a two-day suspension
 - The student along with his parent/guardian must conference with a member of the Student Services Team and the Vice President of Academics/Principal at which time he will be placed on probation
- Fourth Offense:
 - The student along with his parent/guardian must conference with a member of the Student Services Team and the Vice President of Academics/Principal at which time the student may be subject to immediate dismissal from DeSales High School

NOTE: The consequences for a breach of academic integrity will be cumulative in nature. The above listed consequences will be ongoing throughout the student's tenure at DeSales High School.

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

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

- Typical Consequence Plan for Violation of AUP
 - First Offense – The student will be issued a JUG and device is swept/cleaned
 - Second Offense – The student will be issued two JUGs and/or Saturday JUG, the student and parent will meet with the Dean of Students to sign an AUP Contract, device is swept/cleaned
 - Third Offense – The student will be issued two Saturday JUGs, the student and parent will meet with the Dean of Students to be placed on probation, device is swept/cleaned

RESPONSES TO BREACHES OF SCHOOL POLICY

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

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

- In the classroom, it is the right and responsibility of the teacher to institute policies, practices and procedures that regulate the teaching-learning environment in his or her classroom.
- Classroom policies, practices and procedures should not conflict with those of the school.
- It is the teacher's responsibility to determine the consequences for behaviors that she/he feels are disruptive to the teaching-learning process.
 - Examples of such consequences include, but are not limited to:
 - Having the student return to the classroom after school for a designated time
 - Writing a letter of apology to the teacher or class or writing a reflection on how the student's behavior is inconsistent with the mission of the school
 - Removing graffiti from the desks, radiators, etc.
 - Assisting with the cleaning of the classroom
 - Contacting the student's parent/guardian
 - Writing a JUG
 - Notifying the Dean of Students or the Student Services Team so the student may be removed for the remainder of the class period

While the school believes that all of its policies are consistent with its mission and philosophy, DeSales recognizes that some breaches of those policies are more serious than others. For that reason, there are differing levels of response to breaches of school policies and/or behaviors seen as inconsistent with the school's core values. Some behaviors may result in multiple JUGs, contracts, and/or mandatory referral for counseling services.

DeSales High School does not recognize actions that may be termed as "pranks" or "traditions" which result in damage to the school building or grounds. Students who engage in behavior which negatively

impacts the reputation of the school, damages school grounds, and/or requires an expenditure of funds to repair or clean up damage that results from such actions may be subject to disciplinary measures and/or will be required to pay for the necessary repairs or clean up.

JUG

- JUG will be given for inappropriate behavior and violation of school policies. A JUG may be assessed to a student for any breach of school or classroom policy or for behavior not consistent with the core values of DeSales High School.
- JUG will be given at the discretion of the teacher or administrator when appropriate.
- The teacher/staff member will notify the student that they will be receiving a JUG and will submit an electronic JUG to the Dean of Students. Students may talk with the teacher about the JUG after class, however, if it becomes a distraction or disrespectful, the student may receive another JUG.
- All JUGs will be sent electronically to the student and parent/guardian. This electronic correspondence will be the only notification of the JUG. Because of this, it is imperative that students check their email regularly. **JUG will be held on Monday, Tuesday, Wednesday, Thursday, from 3:15-4:00 p.m.** No student will be admitted late.
- A student will serve JUG within two days of being assigned to JUG electronically by the Dean of Students.
- Students who are assigned JUG will not be permitted to miss JUG for any reason unless approved prior to the JUG by the Dean of Students or Vice President of Academics/Principal.
- A student will not be released from JUG because of athletic practices, etc.
- A student who misses JUG without the approval of the Vice President of Academics/Principal or the Dean of Students will be issued a second JUG and he will be responsible for serving both.
- Any student reaching 10 JUGs during one school year will be placed on a DHS growth agreement or DHS discipline contract.

SATURDAY JUG

- A student will be required to attend Saturday JUG if a student has had excessive absences or if a student continues to persist in a form of behavior that is not in accordance with the Student Code of Conduct.
- Once a student has received his fifth JUG, regardless of the offense or time assigned for the JUGs, he will be assigned a Saturday JUG.
- Saturday JUG will take place from 8:00-10:30 a.m. on an assigned date.
- A letter and email will be sent to a student's parent/guardian when he is assigned to Saturday JUG and must be signed and returned to the Dean of Students prior to the date that the student is assigned to serve a Saturday JUG.
- If a student fails to attend Saturday JUG, he will be immediately suspended and, may not participate in any school-sponsored event until the student's parents have met with the Dean of Students to discuss the infraction.

PROBATION/SUSPENSION/REMOVAL FROM EXTRACURRICULAR ACTIVITIES

- Some breaches of the DeSales Code of Conduct are serious enough to warrant probation or an immediate suspension. Fighting, possession of illegal drugs/alcohol, theft, physical or verbal threatening or assaulting of a student, faculty or staff member, and vandalism are examples of types of behavior that would result in a suspension.

- When a student is suspended, a conference between the parent(s)/guardian, and a member of the Student Services Team must take place before the student returns to school.
- If a parent/guardian refuses to conference with the Student Services Team, the student may be dismissed from DeSales High School.
- Any student who engages in a serious violation of the Code of Conduct may be removed from any extracurricular or athletic activity. The period of removal from an extracurricular or athletic activity will vary depending on the severity of the offense.

DISMISSAL

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

Financial Policies

PRIVACY OF FINANCIAL INFORMATION

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

TUITION AND FEES

TUITION:

The school offers three payment options for tuition:

- A single tuition payment is due on or before July 1, a twelve month payment plan with payments beginning in June and a quarterly payment plan beginning July 1.
- A discount will be offered to families who choose the single tuition payment option
- The school utilizes bank drafts for all monthly tuition payments via Fifth Third.
- Fees are not part of the tuition and may not be included on tuition contracts
- Regardless of plan chosen, all Seniors must have all of their tuition and fees paid no later than May 10th.

In the event a tuition payment is returned NSF, the payment must be paid directly to the school via cashier's check or money order within 10 business days. NSF payments are not automatically redrafted.

FEES:

- All athletic fees are due no later than the third week following the beginning of the season.
- Immersion fees are due by October 1st and may not be refundable.
- Retreat, Club and AP test fees are due within two weeks of the bill date.

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

NON-PARISH ASSESSMENT

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

TUITION ASSISTANCE

The school utilizes the FACTS Management for evaluation of and recommendations for tuition assistance. Applications are completed online at <https://factsmgmt.com/>. Applications that are late or incomplete may not be evaluated. Please read all instructions carefully and complete all questions. Responses to financial assistance applications will be emailed in May via FACTS. Families receiving a tuition assistance award are required to accept or decline the award online. Amendment of Tuition Payment Contract Form will be mailed after the acceptance of the financial aid award.

Failure to accept the award online the due date could result in forfeiture of a family's tuition assistance award.

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

SCHOLARSHIPS

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

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

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

KHSAA REGULATIONS REGARDING TUITION AND FINANCIAL AID

Bylaw 13. Financial Aid

Sec. 1) Definitions for this bylaw

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

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

c) Public Schools- means the member schools receiving funding from the Kentucky Department of Education or comparable federal sources. Public schools shall include the member schools which are classified as A1, D1 or F1.

d) Non-Public Schools – means the member schools not receiving funding from the Kentucky Department of Education or comparable federal sources. Those schools shall include the member school which are classified as J1, M1 and R1.

e) Non-Public School Zone – means the zone to which each nonpublic school is assigned. The four current non-public school zones are Covington, Lexington, Louisville and Owensboro. These non-public school zones shall be comprised of the counties contained in the geographic alignment related to the archdiocese of the same name.

f) Non-Public School Governing Board– means the entity having oversight over the member school. For purposes of this bylaw, the “governing board” of a non-public school shall be determined by the school type. For J1 schools, the “governing board” shall be the archdiocese and geographic references shall be the counties included in the non-public school zone of the school. For the R1 and M1 schools, the “governing board” shall be as defined by the governance structure of the institution.

g) Immediate Family– means the student and the student’s father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, grandparent.

h) Financial Aid– means any and all aid given to a student which reduces tuition, including awards, reductions and waivers.

i) Need-Based Aid– means the amount of financial aid that an independent financial analysis of the student’s financial aid application demonstrates that the student needs to pay tuition to attend a member school, provided the analysis is performed by an agency approved by the Board of Control.

j) Merit Aid– means financial aid awards given by the member school based solely on academic/test performance which are available to the entire student body through a competitive application process and that the selection of the recipient(s) is based on published objective criteria which may not include athletic achievement or ability.

k) Merit Aid Test – means the academic assessment or placement test approved by the Board of Control prior to its administration.

l) Merit Aid Test Date – means the date submitted by each member school for the administration of the merit aid test.

m) Financial Records– means the records related to any financial aid analysis of the student including the immediate family’s records of the method and sources for all tuition payments.

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

a) Receives financial aid beyond the limits defined in Section 1(a) except for merit aid allowed under this bylaw, and waivers of tuition for non-domestic students ruled eligible under Bylaw 6, Section 2 (Foreign Exchange);

b) Receives merit aid based on an unapproved merit aid test;

c) Receives merit aid based on a merit aid test not administered on an approved merit aid test date;

d) Receives merit aid greater than twenty-five percent (25%) of the tuition at the member school;

e) Receives merit aid from a member school that has already given merit aid to the greater of five (5) percent of its student body or five students;

- f) Receives financial aid that is not available to the entire student body by published objective criteria;
- g) Receives financial aid from a funding source that is not under the custody and control of the member school or its governing board;
- h) Receives any financial aid other than the permitted need-based aid or merit aid detailed above from a member school, any other entity governed by that member school's governing board or any representatives of the member school;
- i) Receives any financial aid that is indirectly or directly related to athletic achievement or ability;
- j) Has any part of the financial obligation to the member school paid directly or indirectly by individuals outside of the student's immediate family; or
- k) Does not agree to complete disclosure of financial records as defined in this bylaw upon request of the KHSAA and its officials, employees and agents.

Sec. 3) Financial Aid Restrictions and Reporting

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

- a) Tuition schedule or other fees applicable to the student body at the member school;
- b) The merit aid test being utilized by the school and the merit aid test date; and
- c) A detailed listing of the amount of financial aid awarded by the member school including:
 - 1) The need-based aid each student-athlete is eligible to receive based on the report of the approved independent agency;
 - 2) The merit aid given to each student and the qualifying score used to make the determination;
 - 3) The amount of need-based aid awarded to each student; and
- 4) A specific listing of the sports in which each student participates.

WITHDRAWALS

Families of students who withdraw or are dismissed will be obligated to pay prorated tuition the month of withdrawal. Transcripts and/or report cards will not be released until all financial obligations are met. **A withdrawal form must be completed and turned in to the school office manager.**

General School Regulations and Policies

OFFICE PROCEDURES/STUDENT RECORDS

Business Hours and Telephone Numbers:

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

OFFICE RECORD-KEEPING

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

The Permanent Record

A student's permanent record includes the following information:

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

The Temporary Record

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

Parental and Student Access to Records

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

- Parents have the right to inspect all records.
- Students have the right to inspect their permanent record, while parental written permission may be required to inspect the temporary record.
- School professional personnel may be present to interpret information contained in the student records.
- While school is in session all appropriate requests to inspect student records will be honored within 72 hours.
- These guidelines do not limit the confidentiality of communications, which are protected by law, or which are given in confidence to a religious counselor or authorized school personnel, by a student, parent or any other party.

Release of Records

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

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

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

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

FOOD SERVICES

Hot lunches and snacks are available on a daily basis in the cafeteria. Students may either bring their own lunches or buy their lunches in the cafeteria. Lunch consists of an entrée, two side items (vegetable or fruit), and a milk. A-la-carte items are also available. A monthly lunch menu is posted in TeacherEase.

- Students must use their student ID card when purchasing items in the cafeteria.
- The use of a student's ID card by someone other than the student to whom that card has been assigned will be considered theft and treated as such.
- In order to purchase food in the cafeteria, a student must have money on his lunch account.
- **Payment for lunch can be made online through TeacherEase or checks/cash should be deposited in the mailbox in the cafeteria.**
 - Please include the student's ID number on the check.
 - Cash will be accepted only on a temporary and/or emergency basis.
- A student may not charge items to his account.

USE OF THE GYMNASIUM

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

TRANSPORTATION

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

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

STUDENT PARKING

- Information regarding parking and access to student parking permits will be provided during summer months for the upcoming school year.
- Students must register any vehicle driven to school in the Campus Store by purchasing a parking permit for **\$35**.
- A student must be fully licensed to purchase a DeSales parking permit.
- At the time a student registers his vehicle, he will be assigned a numbered parking space. All students are expected to park in their assigned parking space.
- A student who parks in a space other than the one to which he has been assigned will be given a parking ticket in the amount of \$25.00 that must be paid in the Campus Store within 10 days of issuance.
- After 10 days, the fine increases to \$35.00.
- A student with two or more unpaid parking tickets will have his car towed at the owner's expense.
- Cars parked on school property without a properly displayed parking pass may be towed at the owner's expense.
- Upon arrival at school, if a student discovers that someone has parked in his assigned space, that student should drive to the front of the school, park in a visitor's space and then inform the Dean of Students.
- Any student seen driving erratically may lose the privilege of driving/parking on campus.
- DeSales reserves the right to search cars with cause and if necessary impound them.

- DeSales assumes no responsibility for damage or loss to cars parked on school property.

BUS TRANSPORTATION

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

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

MEDICATIONS FOR STUDENTS

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

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

- Parent/guardian and prescribing physician must complete a prescription form, which is kept on file in the school office.
- Only prescriptions/medicines sent to school in the original container with the original prescription label attached will be dispensed.
- Prescriptions/medicines will be kept in a secure location in the school office and dispensed only by authorized school personnel.
- It is the student's responsibility to report to the front office at the scheduled time to take his medication. A log will be kept of the medication dispensed.
- Students with asthma may carry prescribed inhalers to use when necessary as long as the school office has been notified.

CAMPUS STORE

The Campus Store carries select school supplies and a variety of DeSales Colt Pride items, such as sweatshirts, sweatpants, T-shirts, golf-style shirts, caps, etc. Hours of operation for the Campus Store are posted on the school's website.

ASBESTOS MANAGEMENT

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

Asbestos-containing materials are in good condition and pose relatively little potential for the release of asbestos fibers under normal use and conditions. DeSales will continue to be inspected on a regular basis to insure that asbestos-containing materials pose no health hazards, and that all parts of the building meet government regulations. The complete inspection report and laboratory analyses for DeSales are available in the main office if you wish to consult them.

In 1988, EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments, and management of asbestos-containing building materials (ACBM) in schools. This rule is called "AHERA". In an effort to maintain a safe environment for students, staff, and visitors and in order to comply with the rule, the Archdiocese of Louisville completed all of the necessary tasks and maintains a viable asbestos

management program throughout the school system. This notice is being provided to comply with those most recent notification requirements. Although there are no (longer) asbestos-containing building materials as defined by the AHERA rule present in our school, recent personnel changes within the state's department that oversees the asbestos-in-schools program has brought about some changes with respect to recordkeeping and annual notification requirements, even for schools that have no asbestos as defined in AHERA.

A copy of the school's asbestos inspection and management is available in the school office for inspection.

STATEMENT ON HONOR THY CHILDREN

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

STATEMENT ON KHSAA REGULATIONS

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

EMERGENCY PROCEDURES AND EVACUATION

Fire Emergencies

- When notified via announcement or fire signal, all teachers will quickly move students out of the building and into the assigned area, under stadium bleachers.
- Students will line up by House and attendance will be checked.
- When the “all clear” is given, students will return to class in a quiet and orderly fashion.

Severe Weather Procedures

- In the event of a severe weather emergency, the following plans will be in place:
 - An announcement will be made indicating everyone is to proceed quietly to the designated safe areas in the building.
 - Teachers are to assist their students in moving to the assigned areas.
 - Students will kneel and squat on the floor facing the wall and cover their heads with their arms.
 - Administrators will check hallways and doors.
 - When the “all clear” is given, students will return to class in a quiet and orderly fashion.

Earthquake Emergency

- In the event of an earthquake emergency, students will move out of their chairs and under a table or other sturdy piece of furniture, if possible.
- Students will move away from bookcases, windows, and ceiling fans.
- Students will remain calm and in the classroom until contacted by a member of the administrative team.
- When notified all teachers should move students out of the room and proceed to the assigned area, the practice field behind the back lot North of the school.
- Students will line up by House and attendance will be checked.
- When the “all clear” is given, students will return to class in a quiet and orderly fashion.

Lock Down Emergency

Levels of Lockdown

- There are three levels of “lockdown” at DeSales.
- The local law enforcement officers have been notified of the logistics of each of our levels and are ready to assist, when necessary, to secure our building and our safety.
- Levels of Lockdown:
 - **LEVEL ONE** – The LEVEL ONE lockdown will occur when we just need to keep students out of the halls. For example: drug dogs are in the building, a fight has broken out, an injury has occurred, something is missing or stolen, etc.
 - **Steps for a LEVEL ONE lockdown:**
 1. All students will return to their *assigned* classrooms.
 2. All classroom doors will be shut and remain locked.
 3. Students outside of the building for PE or other classes will return to the building immediately if notified to do so.
 4. Door windows and blinds will be covered/closed.
 5. Normal classroom activity will continue.
 - **LEVEL TWO** – The LEVEL TWO lockdown will occur when there is a threatening situation in the outside area. LMPD will notify us should something arise. For example: bank robbery, carjacking, etc.
 - **Steps for a LEVEL TWO lockdown:**
 1. Outside blinds will be closed.
 2. All outside entries will be checked for security.
 3. Students outside of the building for PE or other classes will return to the building immediately.
 4. No one will be permitted to enter/exit the building.
 5. Students will be allowed to move within the building to change classes, but will be monitored closely at all times.
 6. Available faculty, staff, and administrators will monitor hallways stairways, doors to the outside, and restrooms.

- **LEVEL THREE** – The LEVEL THREE lockdown will occur when a threatening situation is occurring in the building. For example: an individual with a weapon is in the building.
 - **Steps for a LEVEL THREE lockdown:**
 1. Teacher/staff will check the hallway immediately outside their room and bring uninvolved, non-threatening students into their classroom or office.
 2. The hallway door will be closed and remain locked. Lights will be turned off. Outside curtains and door windows will remain open & clear.
 3. All students will move to the corner of the room on the hallway wall, away from the door.
 4. Students who are outside of the building for PE or another class will head directly to St. Thomas More with their teacher and wait. No one should leave that site.
 5. Students in the gym or cafeteria will move immediately to smaller areas that can be secured.
 6. Teachers will use laptops and cellphones to communicate. (Silenced)
 7. LMPD will report to the building within minutes, if not seconds.
 8. Once teachers/students feel safe, they will complete the appropriate placard in the “Level Three Lockdown Materials” envelope.
 9. Teachers/Students will remain in lockdown position – still and quiet – until an administrator unlocks the door with an LMPD officer. Doors should not be opened for anyone else.
 10. The LMPD Officer will give instructions on how to evacuate the building.
 11. All students, faculty, and staff will then move to St. Thomas More Church.
 12. Once students are safe and secure, DeSales will contact parents with time and place of pick-up via K12 Text Alerts and Email.
 13. No one should return to campus after being dismissed from STM.

Technology Acceptable Use Policy

Internet and electronic device access is available to qualified students, teachers, staff, administrators and invited guests at St. Francis DeSales High School. Individuals who use these computing facilities do so as guests and are expected to conduct themselves according to the DeSales High School Technology Acceptable Use Policies (AUP). Each student and his parents and/or legal guardians must read and sign the **Technology Acceptable Use Policy Contract** prior to receiving an electronic device. Parents and/or legal guardians are responsible for their son's actions concerning violation of the Technology AUP.

ELECTRONIC DEVICE USAGE:

- It is **STRICTLY PROHIBITED** to update an iPad iOS (operating system) to the newest version.
- Students will receive their devices during Orientation/Business Day and will return them in May before summer break.
- Students may not use any other electronic devices, other than their school issued device. At home, students may use whatever device needed to get into school systems.
- Students may not use earphones/headphones, especially in the hallways, during school hours unless authorized.
- Users are not permitted to delete, add to, or modify the installed hardware or software on any electronic device unless given explicit authorization.
- Students may only have approved, educational apps on their iPad. (Please refer to the Required App/eBook List for each class)
- Any student who needs assistance/help with his device/software/programs/etc. should visit the IT Department.
- Individual electronic device usage shall be used for, but not limited to, educational activities.
- Your device may not be used to record, photograph, or send information without permission from the teacher.
- All electronic devices are required to be fully charged for class.
- When devices are utilized in the classroom, devices should always remain on top of the desk/table, with screens clearly visible for monitoring purposes.
- Electronic device accounts shall only be used by the authorized owner of the account. No attempt to gain unauthorized access to personal accounts is permitted.
- Students are prohibited from using other students' devices.
- Users are not permitted to deface, damage, or vandalize any school electronic device or case (this includes stickers and writing!)
- Attempts to obtain access to restricted sites, servers, files, databases, etc. is prohibited.
- Use of Internet chat protocols (e.g. "instant messaging") are not allowed unless authorized.
- Passwords must be kept private and should be changed frequently.
- Personal addresses, phone numbers, and financial information should not be included in network communication.
- Students may store appropriate music and media on their device, unless it becomes an issue of limited space.
- Students will be expected to use the cloud to store work. (Google Drive, DropBox, Apple Cloud etc.)

Please note: Information regarding eBooks, novels, and other various educational materials will be provided with a list of required Apps/eBooks in a separate document.

GENERAL ELECTRONIC DEVICE CARE

- Electronic devices are to be kept in a protective case at all times.
- Users should not expose their electronic device to extreme temperatures.
- Users should never leave the device in a vehicle or unattended.
- Devices should never be left unattended during the school day unless in locker.
- Avoid applying pressure to the device, including stacking books, musical instruments, sports equipment, etc. on the device
- Electronic devices should be protected from liquids, food, pets and SIBLINGS.
- Electronic devices, which are damaged or not working properly, must be taken to the IT Department for repair or assistance.

E-MAIL USAGE

- Email is provided to DeSales students solely for the purpose of communicating with faculty, staff, and other students regarding academic issues, or other matters pertaining to the school.
- Any ‘spamming’ of the email system (sending large volumes of frivolous e-mails) is prohibited.
- Harassing, threatening, or demeaning comments sent from a student’s electronic device will be subject to disciplinary actions. Digital BULLYING is strictly PROHIBITED.
- Students are expected to check/utilize their email accounts every day.

iSAFE TRAINING

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

SOCIAL MEDIA

Students represent DeSales in and out of the classroom. Therefore, students will be held accountable for any inappropriate behavior displayed through personal social media accounts. DeSales reserves the right to take disciplinary action as a result of the misuse of personal social media.

CONSEQUENCES

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

LIABILITY

All users are required to use electronic resources in an educational or school-related business manner. No user shall employ any resource for which they have not been given permission. No user shall use any school resource to perform illegal activity. All users, at any level, are responsible for reporting violations of any rule to an appropriate individual (i.e. teacher, principal, technology coordinator). The school has the right to monitor all information located on school electronic devices. If your device is stolen or lost, parents and/or guardians should immediately report the loss to the Dean of Students or IT Department. In the case of theft, a police report must be filed within 48 hours and a copy submitted to the school. Students withdrawn from DeSales for any reason must return school electronic devices and accessories before records will be released. Students withdrawn from DeSales for any reason must return school electronic devices and accessories before records will be released.

St. Francis DeSales High School will not be responsible for loss of data. This includes, but is not limited to delays, missed deliveries, or service interruptions caused by data providers, negligence or user errors/omissions, or equipment failures. All possible steps will be taken by the school to protect data and provide a stable network. The monitoring of the student’s internet usage by a parent and/or legal guardian is strongly recommended and inappropriate usage should be reported to the school.

iPad Repair and Replacement Fees:

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

- Replacement of device with used iPad Air 1: \$50.00
- Device Replacement in case of theft: \$350.00
- Otterbox Replacement - Case Cover & Case: \$50.00
 - *Case Covers not sold separately*
- iPad Charger Lost: May be purchased outside of school or in campus store at market price.

*Students will not get a like device for replacement unless the guardian is willing to purchase a new device (\$350). If a student is issued a used replacement iPad for \$50.00, this will be the iPad the student gets for their remaining years unless a new one is elected to be purchased by guardian.

Revised 7/20/17