



Student/ Parent Handbook  
2021-2022

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### **Peoria Notre Dame High School Statement regarding Student/Handbook**

Circumstances may arise in which Peoria Notre Dame High School determines that changes are required in these guidelines and procedures. For this reason, Peoria Notre Dame High School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

Due to the COVID 19 pandemic, please refer to the Reopening Plan on the school website for any adjustments to the policies and procedures outlined below.

### **CATHOLIC SCHOOL STATEMENT OF PURPOSE**

“From the first moment that a student sets forth in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom....”

*The Religious Dimensions of Education in a Catholic School, #25.*

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the faith to the young people of the diocese. We welcome non-Catholic students into our schools whom wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.



All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

#### OUR HISTORY

Peoria Notre Dame High School is named in honor of Our Lady, Mary, the Virgin Mother of Christ. "Notre Dame" means "Our Lady" in French.

The first Europeans to explore and settle in the valley of Illinois were Frenchmen. Father Jacques Marquette celebrated the first Mass in Illinois in Peoria in 1673 and dedicated this first Mass to his patron, Our Lady, Mary.

In the spring of 1988, the Peoria Area Pastors Board unanimously recommended that the Peoria area Catholic high schools consolidate. Bishops Edward O'Rourke and John Myers decided that the new school, Peoria Notre Dame High School, would be located at the north Sheridan Avenue site of the former Bergan High School. Peoria Notre Dame High School opened its doors in the fall of 1988 with students attending classes on both the downtown campus, the former site of the Academy of Our Lady/Spalding Institute and the north site campus, the former site of Bergan High School.

Peoria Notre Dame High School proudly treasures the heritage of its forbearers: the Academy of Our Lady, Spalding Institute, Academy of Our Lady/Spalding Institute, and Bergan High School.

Catholic Secondary education has been present in Peoria for over 150 years. In 1863, at the invitation of Bishop John Lancaster Spalding, the first Bishop of Peoria, the Sisters of St. Joseph of Carondelet arrived in Peoria to establish a secondary school for girls. The convent school soon became too small and the Sisters of St. Joseph opened the Academy of Our Lady of the Sacred Heart in 1874.

In 1898, Spalding Institute was opened to educate young men across Madison Street from the Academy under the direction of Bishop Spalding. Spalding Institute was named for Bishop Spalding's brother, Reverend Ben J. Spalding. In 1950, the Spalding Gymnasium was opened for use by the Catholic youth of Peoria, and the Catholic Youth Center (CYC) became the cornerstone of students' social lives.

In the 1960s with the population expanding in the north of the city of Peoria, Bishop John B. Franz authorized the opening of Bergan High School named for the Most Reverend Gerald T. Bergan, a distinguished son of Peoria and Archbishop of Omaha, Nebraska. The first four-year class at Bergan High School graduated in 1967. Bergan High School was originally built as a co-institutional high school with separate classes offered for the young men and women. Within the first years of Bergan High School's existence, the instructional program became co-educational and for the first time in Catholic Secondary Education in Peoria, young men and women attended classes together.

Through the years, the academic departments of the Academy of Our Lady and Spalding Institute shared faculty and facilities. In 1973, the two schools joined under one administrative and academic structure. The new school, the Academy of Our Lady/Spalding Institute continued until the consolidation of Academy of Our Lady/Spalding Institute and Bergan High School in the fall of 1988. Peoria Notre Dame High School operated from the Sheridan Road campus and Madison Avenue campus until the fall of 1989 when all classes were located on the Sheridan Road campus.

Today Peoria Notre Dame High School has created its own culture and values that reflect the long-standing commitment of families to Catholic Secondary Education. Our Peoria Notre Dame High School values include, Catholic faith, Individual Dignity as a Gift from God, Family, Service to Others, Responsibility for Self, Teamwork, Love of Learning, and Tradition.

#### MISSION STATEMENT

(Approved by Board 7/20/88; Revised 8/95; Approved by Education Commission 8/00 and 8/02.)

Peoria Notre Dame High School, a Roman Catholic High School under the pastoral direction of the Bishop of Peoria, provides a Catholic Secondary education for the young men and women of the Peoria area.

The purpose of Peoria Notre Dame High School is to nurture the spiritual, emotional, intellectual, and physical development of our students by:

- Teaching the Catholic faith and leading students to be Disciples of Christ
- Teaching the arts and sciences in a climate of academic inquiry

#### STATEMENT OF PHILOSOPHY

(Approved by the Board 7/20/88; Approved by the Education Commission 8/00 and 8/02.)

We, as a generation, presently commit ourselves to a sacred trust. We have received the revelation from our ancestors in the Faith and seek to pass the revelation to our descendants in the faith. This is the reason why Peoria Notre Dame High School invites the families of central Illinois to charity through commitment in the name of Our Lord, Jesus Christ.

The family is the central and indispensable cornerstone of the Church. The family forged in the image of Christ radiates His presence in the world. It is the sanctuary for the actualization of the gift of grace. Individuals form their consciences through the nurturing of the family. Here we have the first and most influential forum for the conversion to Christ.

The Church has long recognized the central role of the family in the propagation of the faith. This has led the Church to offer assistance to the family through Catholic education.

The Church of the Diocese of Peoria is deeply rooted in this tradition. Our first Bishop, John Lancaster Spalding, was a national leader in the development of Catholic education. This commitment to Catholic education has been a hallmark of the succeeding Bishops of Peoria. Peoria Notre Dame High School was created to continue to assist families in the propagation of the faith by offering the finest Catholic education.

We ask a special commitment of the families who join our community because we are more than a school. Our Heavenly Father has asked us to be a Church as well. So that we may accept His invitation, we impose on ourselves and each and each other these principles to strengthen our resolve to steward well the revelation that is entrusted to us.

Peoria Notre Dame asks the families who join in our community of faith, in a spirit of charity to:

- Honor the sanctity of human life and to strive toward what is life giving and beneficial and away from what is life taking and harmful.

- Honor the sanctity of the individual and to strive for what is spiritually, mentally, emotionally, and physically healthy for every person.
- Honor the sanctity of God and to strive toward union with God through Jesus and His Church.
- Honor the sanctity of the mission of Peoria Notre Dame High School.
- Strive to develop our school community and each person in it.

Together with all of our brothers and sisters in Christ, let us seek to be His sacrament in the world through the intercession of our patroness, the Most Blessed Virgin Mary.

#### VISION STATEMENT

Peoria Notre Dame is a welcoming, academically excellent high school that inspires and prepares students for college and for successful lives. Our Catholic education and co-curricular activities develop the whole person—their mind, body and spirit. Developing the whole person — spirit, body and mind.

This vision is a statement of direction for the future of Peoria Notre Dame High School. Peoria Notre Dame High School accepts the challenge of this vision and encourages all to work with vigor and commitment to bring this dream to fruition.

Peoria Notre Dame High School, in service to families and parents, is an educational institution centered in Christ and founded on the principles of a Catholic, value-based curriculum. Peoria Notre Dame High School teaches students to imitate Christ to:

- Think critically
- Communicate effectively
- Act justly
- Draw from the richness of Christian heritage
- Respond with compassion to their peers, their family, and their community.

Preparing students to live in a complex, dynamic, global society, Peoria Notre Dame High School provides a superior academic challenge commensurate with students' abilities, realistically reflecting the future educational goals and needs of the individual student. Peoria Notre Dame High School also provides an extensive program of activities that foster the physical and emotional development of its students.

The faculty and staff, a community of shared vision, possess exceptional professional preparation and excel in the performance of

their professional responsibilities. Peoria Notre Dame High School calls upon participating parents and the entire Catholic community to make a responsible, honest and sacrificial commitment to the financial needs of the school.

Peoria Notre Dame High School further challenges the greater Peoria area to be supportive of the school's many contributions to the community. Standing as an example of social justice informed by the community's common good, Peoria Notre Dame High School appropriately supports its faculty and staff and ensures the attendance of all desirous students regardless of ability to pay.

#### GOVERNANCE STRUCTURE

Peoria Notre Dame High School, a diocesan Roman Catholic High School under the direction of the Bishop of Peoria, provides a Catholic Secondary education for the young men and women of the Peoria area and is governed by the Bishop of Peoria in conjunction with the Catholic Schools Office of the Diocese of Peoria and the Principal.

The Principal of the school shall serve as the chief operating officer of the school. He/she will be responsible for all the academic, co-curricular programs of the school as well as the day-to-day operations of the school. They also have the roles of spiritual leadership, promoting the mission of the school as a Catholic educational community, maintaining and strengthening the school's Catholic identity.

#### ADMINISTRATIVE OFFICE HOURS

The Administrative and Business Offices are open each school day from 7:30 A.M. until 3:30 P.M. during the school year. Summer hours are 8:00 A.M. until 2:00 P.M. each summer period. School business should be conducted during these posted time periods. During the months of June and July the school office is closed on Fridays. Regular office hours resume the first week of August each year.

#### STUDENT SCHOOL HOURS

Normal School hours for students are 8:00 A.M. to 3:05 P.M. unless otherwise posted hours are provided by the school calendar.

#### ADMISSIONS POLICY—INCOMING FRESHMEN

Admission to Peoria Notre Dame High School is normally granted at the beginning of Ninth Grade. Catholic applicants entering as freshmen must present evidence of academic ability, a record of

satisfactory achievement, and evidence of elementary school completion. Students entering Peoria Notre Dame High School are expected to be of good character and motivated to learn in a Catholic School environment.

No non-Catholic student shall be refused admission to Peoria Notre Dame High School on the basis of race, religion, color, gender, or national or ethnic origin.

Students of religious denominations other than Catholic may be considered for admission to Peoria Notre Dame High School. Non-Catholic students must present evidence of academic ability, a record of satisfactory achievement, and evidence of elementary school completion. Non-Catholic students are expected to be of good character and motivated to learn in a Catholic School environment.

If a Catholic or non-Catholic student becomes interested in enrollment after Peoria Notre Dame High School has completed its testing of incoming freshmen students, the Catholic or non-Catholic student is expected to:

- Request enrollment at Peoria Notre Dame High School
- Provide requested school report card information
- Provide copies of standardized testing data completed at the student's school of attendance

#### ADMISSIONS POLICY—TRANSFER STUDENTS

All requests for transfer will begin with the Director of Admissions. For consideration a student must meet the minimum requirements:

- Possess a cumulative GPA of 2.5 or better
- Have a disciplinary record free of major incidents meaning suspensions, expulsions, or other major infractions of school rules.
- Have a letter of good standing from transferring school.
- Be academically able to meet PND graduation requirements in line with their current status.

Peoria Notre Dame does not accept transfers for senior year without a change in address that causes the need to enroll in a different school.

Peoria Notre Dame does not accept students who are facing expulsion or who have been expelled.

All transfer students are accepted on a probationary period only. For a transfer to be complete the student must pass a drug screening as soon as possible. Any transfer student who fails the PND

drug test will be immediately withdrawn and no refund will be given for any fees and tuition paid.

The transfer student is expected to:

- Request enrollment at Peoria Notre Dame High School
- Provide requested school report card and transcript information
- Provide copies of standardized testing data completed at the student's school of attendance
- Provide a copy of school health records

Transfer students may be placed on a one-year Probationary Contract that states that the student is expected to abide by all Peoria Notre Dame High School rules and regulations both on campus and at all school-sponsored activities off campus. The transfer student is expected to:

- Participate in the theology department requirements
- Complete the specified number of Christian Service hours
- Pass the Federal and State Constitution requirements
- Meet the specified number of academic credits to be recommended for graduation

A student must be enrolled a minimum of six (6) trimesters at Peoria Notre Dame High School to be eligible to be considered Valedictorian or Salutatorian of the Senior Class. A student must be enrolled as a full time student for more than six (6) trimesters to be considered for placement in the top ten of the class.

#### ADMISSIONS POLICY—STUDENTS WITH SPECIAL LEARNING NEEDS

Requests to enroll students with special learning needs are determined on an individual basis. Transfer requests for students with special learning needs are to be made to the Director of Admissions. Students with special learning needs will be admitted based on the school's availability of resources to reasonably service their accommodations.

All students enrolled at Peoria Notre Dame High School are expected to meet the academic requirements of each course approved in the Peoria Notre Dame High School Course Description Handbook. Students with special learning needs may seek dual enrollment at Peoria Notre Dame High School and their local public school of residence.

The student with special learning needs is expected to:

- Meet the academic requirements of courses selected

- Participate in the theology department requirements
- Complete the specified number of Christian Service hours
- Pass the Federal and State Constitution requirements
- Meet the specified number of academic credits to be recommended for graduation.

Students with special learning needs may be placed on a one-year Probationary Contract that states that the student is expected to pass all courses selected and to abide by all Peoria Notre Dame High School rules and regulations both on campus and at all school-sponsored activities off campus.

#### ADMISSIONS POLICY—NON-CITIZENS

Requests to enroll non-citizen students are considered on an individual basis. Request to enroll non-citizen students to be made to the Director of Admissions who will determine the feasibility of granting admission to the non-citizen student.

Non-citizen students must complete the Sevis I-20 Form prior to seeking enrollment in Peoria Notre Dame High School. A copy of the student's Visa must be presented to the school at the time the non-citizen student seeks enrollment as well as all school records and medical records translated into English.

The non-citizen student must present evidence of academic ability and a record of satisfactory achievement. Non-citizen students are expected to be of good character and motivated to learn in a Catholic school environment. No non-citizen student shall be refused admission to Peoria Notre Dame High School on the basis of race, religion, color, gender, or national or ethnic origin. The non-citizen student is expected to:

- Meet the academic requirements of courses selected
- Participate in the theology department requirements
- Complete the specified number of Christian Service hours
- Pass the Federal and State Constitution requirements if seeking a high school diploma
- Meet the specified number of academic credits to be recommended for graduation if seeking a high school diploma

Non-citizen students may be placed on a one-year Probationary Contract that states that the student is expected to pass all courses selected and to abide by all Peoria Notre Dame High School rules and regulations both on campus and at all school-sponsored activities off campus.

#### RESIDENCY REQUIREMENTS FOR STUDENTS



All students are expected to reside with a parent/guardian while in attendance at Peoria Notre Dame High School. All communication regarding the enrolled student shall be with the parent/guardian even though the student may be 18 years of age.

If the parents/guardians are divorced, the school must be supplied with a copy of the portion of the divorce decree that specifies where the student is expected to reside and who is liable for financial matters on behalf of the student.

In regard to school information, the custodial parent/guardian shall be listed as the primary contact and the other parent/ guardian shall be listed as the secondary contact unless otherwise specified in the divorce decree. Our school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. A copy of the child's report card and other school-related information will be sent to the non-custodial parent only upon written request by the non-custodial parent, provided that no court order to the contrary has been issued and received by the school.

The Principal must approve any exceptions to this residency requirement. Non-compliance to this residency requirement shall lead to a request for withdrawal from enrollment by a specified date.

## ACADEMICS

### GENERAL INFORMATION

The Principal, in consultation with the Assistant Principal and the Counselors, manages academic affairs. Students entering Peoria Notre Dame High School are evaluated and placed in classes based on test scores, past school performance, and teacher recommendation.

Only the final grade for the course is reported on the student's transcript for each trimester. This grade reflects the work for each of the three twelve week trimester grading periods, any assignments/projects required for the course, and the trimester final examination. This final grade is recorded on the student's permanent record and used for computing the cumulative Grade Point Average (GPA) and Class Rank.

Every 6 weeks a report of progress is available on NETClassroom on the school website. The school year is comprised of 174 days divided into three (3) trimesters

Teachers submit grades to the Registrar at the end of 6-weeks, 12-weeks, 18-weeks, 24-weeks, 30-weeks, and 36-weeks. Teachers will communicate to the parents/guardians if the student's grade has fallen noticeably during the progress-reporting period. Upon request, reports of progress can also be mailed to non-custodial parents/guardians.

#### ACADEMIC SUPPORT PROGRAM

The school has implemented a Response to Intervention (RTI) model that is designed to offer support to students.

All students enrolled at Peoria Notre Dame High School are expected to meet defined academic course requirements and graduation requirements. The goal of the Response to Intervention model is to support student learning in the classroom.

Peoria Notre Dame High School does not offer individualized instruction, nor does Peoria Notre Dame High School waive course requirements for graduation. Section 504 Service Plans/ Individual Service Plans (ISPs) are developed for those students who meet Section 504 criteria/ Individual Service Plan criteria and who are in need of specific accommodations in particular subject matter areas. Parents/guardians and students must request Section 504/ Individual Service Plan services and provide the necessary documentation to support their student's need for accommodations in the educational environment.

The purpose of the Section 504 Service Plan/ Individual Service Plan is to assist the student in meeting the student learner outcomes within the defined school curriculum.

#### STUDENT GRADE REPORT

Students earn a cumulative grade in each course each trimester. Student progress is reported every 6 weeks. At the end of each trimester, each student receives a report card that reports his/her 12-week progress grade, an exam grade and his/her final grade for each course. To determine the final grade, the 12-week cumulative grade is weighted at 86% of the final grade and the final exam is weighted at 14% of the final grade. The final grade is the only grade recorded on the student's transcript for each course.

Teachers are expected to use comment codes each reporting period that support the student's performance or to encourage further

work/study areas that the student should address prior to the next progress report. No teacher comments are recorded on student transcripts. Grades are posted on the FACTS platform. It is encouraged that parents and students visit FACTS on a frequent basis.

#### ACADEMIC STATUS

Students earn grade level status by completing a specified number of credits on a yearly basis. Students who fail to meet the minimum number of credits on a yearly basis are placed on academic probation with the student and parents/guardians notified of the student's status. Most students at Peoria Notre Dame High School earn more than the number of required credits each year to meet grade level status. Grade level status is earned as follows:

<u>Grade Level Status</u>	<u>Credits Required</u>
Freshmen Status	0.00 – 7.00 Credits
Sophomore Status	7.00 – 14.00 Credits
Junior Status	14.00 – 21.00 Credits
Senior Status	21.00 – 27.00 Credits

#### HONOR ROLL

The Honor Roll is published following the report of student progress at the end of each trimester. Students are not listed on the Honor Roll if they have earned a grade of "D" or "F" during the grading period. Two distinct Honor Roll categories are recognized:

- High Honors      Achieving a 4.2 or better grade point average
- Honors            Achieving a 3.5 or better grade point average

#### PEORIA NOTRE DAME HIGH SCHOOL GRADING SYSTEM EQUIVALENCY TABLE

Grade	Percentage	College Prep		
		Modified Points	Regular Points	Honors Points
A+	100 – 98	4.00	4.33	4.67
A	97 – 95	3.67	4.00	4.33
A-	94 – 93	3.33	3.67	4.00

B+	92 – 90	3.00	3.33	3.67
B	89 – 87	2.67	3.00	3.33
B-	86 – 85	2.33	2.67	3.00
C+	84 – 82	2.00	2.33	2.67
C	81 – 79	1.67	2.00	2.33
C-	78 – 77	1.33	1.67	2.00
D+	76 – 75	1.00	1.33	1.67
D	74 – 72	0.67	1.00	1.33
D-	71 – 70	0.33	0.67	1.00
F	69 – 0	0.00	0.00	0.00

Other Grade Notations include the following:

<u>Grade</u>	<u>Definition</u>	<u>Grade</u>	<u>Definition</u>
Grade AU	Audit	Grade I	Incomplete
Grade M	Medically Excused	Grade P	Passed with Credit
Grade WP	Withdrawn Passed	Grade WF	Withdrawn Failed

#### GRADE "AU"

The Grade of "AU" is used when the student is auditing a course. The student is expected to complete all assignments, tests, quizzes etc., as do students who take the course for credit. The Grade of "AU" is entered on the student report card and transcript.

#### GRADE "I"

The Grade of "I" is used when the student is prevented by illness or some other emergency from completing the assigned course work before the end of the grading period. Two weeks after the completion of the semester, the Grade of "I" must be changed to a passing grade or an automatic failure will be given for that course. The Principal, in consultation with the Assistant Principal, must approve any variation from the requirement.

#### GRADE "M"

The Grade "M" is used to indicate that a student has permission to be excused from fulfilling the state requirement of taking physical education due to a medical condition. A letter from the doctor must be on file in the office and must be updated as determined by the school.

#### GRADE "P"

The Grade of "P" is used to indicate that a student has passed the course. The student is expected to complete all assignments, tests, quizzes etc., as do students who take the course for credit. The Grade of "P" is entered on the student report card and transcript.

#### GRADE "WP"

The Grade of "WP" is used to indicate that a student has withdrawn with a passing grade from a course after the eighth instructional day of the semester. The Grade of "WP" is entered on the student report card and transcript.

#### GRADE "WF"

The Grade of "WF" is used to indicate that a student has withdrawn with a failing grade from a course after the eighth instructional day of the semester. The Grade of "WF" is entered on the student report card and transcript.

#### CLASS RANK

Students earn cumulative grade points each trimester. Students' grades are converted from an alphabetical index to the numerical index listed on the Grading System Equivalency Table to determine class rank. Class rank is reported at the end of each trimester on the report cards of junior and senior students.

Enrolled students' cumulative grade points are summed at the end of each trimester. The summed total number of points is then used as the base points for the next trimester. The students GPA is reported as weighted and unweighted.

Grades earned in the following courses are not included in determining the students' cumulative Grade Point Average (GPA): Band, Concert Choir, Jazz Choir. Physical Education and Health will be included in determining the students' cumulative Grade Point Average (GPA). All grades for transfer students for comparable courses are included in the students' cumulative GPA. Grades earned by Peoria Notre Dame High School students through enrollment in summer school courses at PND/ public school are not included in the students' cumulative GPA.

Valedictorian and Salutatorian, as well as students in the top ten (10) of the graduating class, are determined at the end of the 12th trimester. A student must be enrolled a minimum of six (6) trimesters at Peoria Notre Dame High School to be eligible to be considered Valedictorian or Salutatorian of the Senior Class.

## FINAL EXAMS

All students are expected to complete the final exam in a course in order to receive credit. Only in special circumstances will the principal approve a student earning credit without taking his/her final exam.

In the event of medical waivers or exclusions, Peoria Notre Dame requires documentation from a licensed Doctor/Psychologist/Psychiatrist for medical issues, which also includes anxiety disorders or concussions. The documentation must include why the student is unable to complete a final exam in a conventional manner. When such documents are provided, Peoria Notre Dame, through the administration/special services may provide additional time to complete the exam, or may allow the student to complete the exam alone (with a proctor present) or if necessary, allow an alternative assessment to demonstrate that the student has attained the required level of subject mastery. The administration reserves the right to make any determinations on a case by case situation, as needed.

In the 2<sup>nd</sup> trimester, a junior or senior student may opt to waive the final exam in a course, if the junior or senior student has earned a Grade of A- or better in the 2<sup>nd</sup> part of a year-long course. The student must not have been tardy to school more than 4 times during the trimester. If a student is absent for an excessive number of days, their eligibility to waive exams will be determined by the Administration. Students with more than one unexcused absence in a class will be unable to waive the final exam.

In the 3<sup>rd</sup> trimester, a senior student may opt to waive the final exam in any course, if the senior student has earned a Grade of A- or better, has not been tardy to school more than 4 times during the trimester. If a student is absent for an excessive number of days, their eligibility to waive exams will be determined by the Administration. A junior student may opt to waive the final exam in the 2<sup>nd</sup> part of a year-long course, if the junior has earned a Grade of A- or better, must not have been tardy to school more than 4 times during the trimester. If a student is absent for an excessive number of days, their eligibility to waive exams will be determined by the Administration. Students with more than one unexcused absence in a class will be unable to waive the final exam.

All types of absences, including college visits and family emergencies, are accumulated on the student's attendance record and may affect the junior or senior students' option to waive final exams.

Any student who misses an all school assembly will forfeit their ability to waive their exams. The only exceptions would include

students who are absent the entire day due to illness or students who have a pre-scheduled medical appointment (a physician's note must be presented to the office staff for verification).

#### COLLEGE TRANSFER CREDITS

If a student wishes to have college coursework applied toward high school credit, the student must gain the approval of the Principal in consultation with the Assistant Principal and his/her Counselor prior to taking the course. The approval form must define where the student is enrolled, the course to be taken, and the credit to be earned. Credit for course work completed at another institution will be added to the student's transcript at Peoria Notre Dame High School when the Registrar receives an official copy of the student's transcript. This course work will not count toward the student's overall GPA.

#### FINAL GRADE

Teachers administer the approved grading system in evaluating student progress. Student grades are cumulative throughout the trimester. Each teacher maintains the responsibility to determine grades within the grading policies of Peoria Notre Dame High School based upon the teacher's professional judgment of available criteria for a given subject area.

Peoria Notre Dame High School provides a procedure by which a student grade may be changed. No student grade may be changed without notification to the teacher for the student grade change. The person making the student grade change (Principal or Assistant Principal) shall be responsible for the student grade change.

#### GRADUATION REQUIREMENTS

Students for all classes are required to earn a minimum of 27 credits in specifically designated curricular areas, complete 100 hours of Christian Service, and pass the Federal and State Constitution Tests to be recommended for graduation. The following table specifies minimum graduation requirements for students enrolled at Peoria Notre Dame High School:

<u>Course</u>	<u>Credit</u>
Diocesan Religion Assessment	No Credit
Driver Education	0.5 Credit
Electives	6.0 Credits
English	4.0 Credits
Fine Arts/World Language	1.0 Credit
Health	0.5 Credit

Mathematics	3.0 Credits
Irish Excellence class	0.5 Credit
Physical Education (a)	1.0 Credits
Science (b)	3.0 Credits
Speech	0.5 Credit
Social Studies (c)	3.0 Credits
Theology	4.0 Credits
100 Hours Christian Service (d)	No Credit
Total	27.0 Credits

- a. Two (2) trimesters of Physical Education are required. If a student does not take Driver Education during the regular school year, the student must remain in Physical Education.
- b. One (1) course must be Biology.
- c. World Studies, United States History, American Government and Economics must be taken to satisfy the requirement.
- d. Christian Service Hours are to be completed by May 1<sup>st</sup> of the student's senior year.

Most students take more than the required number of courses to meet graduation requirements credits during their schooling experience at Peoria Notre Dame High School.

#### COUNSELING CENTER SERVICES

Each student is assigned a counselor at Peoria Notre Dame High School. The students are assigned to their counselor by the first letter of their last name. Students are assigned to the same counselor during their days of enrollment at Peoria Notre Dame High School.

Counselors assist students in three primary areas: (1) Registration process and academic matters, (2) Transition to post-secondary schools/occupations, and (3) Personal counseling.

Counselors may see a student without parent/guardian notification and consent. If serious concerns exist, parents/guardians and school administration will be promptly notified whenever the concerns arise. Counselors are able to recommend local agencies to assist students and families.

#### COURSE SELECTION

Students in consultation with their parents/guardians and their Counselor are expected to make course selections on an annual basis.



Students are encouraged to consider their four-year plan of study as they select courses each year.

Once a Counselor receives a Course Request Form signed by the student, the student's registration process is considered complete. If the master schedule does not allow a student to secure the courses selected, the Counselor will work with the student to select alternative courses with no fee payment.

Once a student's schedule is finalized, there are no options for the student to change the schedule.

#### CHRISTIAN SERVICE PROGRAM

The Christian Service Program (CSP) is founded on the message and ministry of Jesus. Essential to the gospel message and to the teachings of the Catholic Church are the beliefs in the dignity and worth of each person and the calling of Christians to respond to those in need. The Mission Statement of Peoria Notre Dame High School echoes the need for students to both learn and serve. The Christian Service Program challenges students through an experience of service to others so as to live more concretely the faith passed on to us through Jesus Christ.

Students are required to complete 100 hours of Christian Service over their four-year enrollment at Peoria Notre Dame High School. If a student transfers to Peoria Notre Dame High School, the number of service hours required is prorated based on the years of enrollment. A minimum of 20 hours must be committed to each service project. Christian Service projects may be completed during the school year and/or through the summer months. All projects must end on May 31st of each academic year. Continuing projects must be registered again in order to receive credit.

Student projects must be approved prior to the student beginning the project. The primary guidelines for acceptance require that every project demonstrate a connection to at least one of the Corporal/Spiritual Works of Mercy. The Christian Service Handbook is available online for all students and parents. The Christian Service Program coordinator is available to answer any questions from students and/or parents.

Official student grades, diploma, and transcript are held until the student has met all Christian Service Program requirements. Students will be informed in advance of any progress toward this requirement, as needed. The principal, in consultation with the assistant principal, dean, chaplain, and the Christian Service Program coordinator, shall determine if the student is eligible to participate in the graduation

ceremony and activities. (See School Reopening Plan for revised requirements due to COVID-19)

#### HOMEWORK

Teachers assign home study and written work to reinforce material taught in class. Students are expected to do assigned homework whether it is written work, material to be read, or material to study. Parents/guardians should expect that homework will be assigned on a regular basis. Deficiencies in this area may affect the student's grade.

#### HOME SCHOOL STUDENTS

(Approved by Education Commission 5/4/98; 8/00, and 8/02.)

Peoria Notre Dame High School recognizes the concept of Home Schooling and will assist parents/guardians of Region I parishes in the education of their students to a reasonable degree. Peoria Notre Dame High School will not assume the responsibility to test/evaluate/grade home-schooled students should they desire to enroll in Peoria Notre Dame High School.

Students who elect to participate in a Home School educational program and who desire to dually enroll at Peoria Notre Dame High School must take a minimum of one course in the Theology Department. Dually enrolled home-school students shall pay a prorated tuition fee based on the Affiliated or Non-Affiliated tuition fee for the number of courses in which the student is enrolled in a given school year. Only students enrolled full time at Peoria Notre Dame High School are eligible for IHSA sponsored athletic events and participation in school co-curricular activities that are competitive.

#### NATIONAL HONOR SOCIETY

The National Honor Society was established in 1921 by the National Association of Secondary School Principals (NASSP) to "create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of the secondary schools of the nation." Chapter membership is awarded to deserving students by the faculty and principal of officially chartered high schools.

Students who meet the scholastic requirements at the end of sophomore year are invited to apply to the National Honor Society at the beginning of their junior year. Students who qualify for membership are inducted into the Peoria Notre Dame High School Chapter annually during an All-School Mass.

A second opportunity to apply for membership is offered to students at the beginning of their senior year. Candidates eligible for election into the chapter must have a Grade Point Average (GPA) of 3.200 and have completed 75 Hours of Christian Service for Juniors Status and 100 Hours of Christian Service for Senior Status.

#### SUMMER SCHOOL/ CREDIT RECOVERY

Students missing credits required for graduation are encouraged to contact their counselor, if they are interested in generating credit toward graduation. The students may have the possibility to recover credit in a course through individual study/ online classes. All guidelines and requirements will be subject to approval by the administration.

#### WITHDRAWAL POLICY – TRANSFER TO ANOTHER SCHOOL

(Approved by Education Commission 9/12/94, 8/00, and 8/02.)

Parents/guardians interested in withdrawing their students from Peoria Notre Dame High School must contact the Director of Admissions to begin the process. The official withdrawal form will be completed and signed during the process. An unofficial transcript and copies of health records may be obtained upon request by the parents/guardians.

Official transcripts are provided to receiving schools upon the written request of the receiving school.

Unpaid balances on all accounts are due at the time of withdrawal. Arrangements to pay unpaid balances must be made at the time of withdrawal. Failure to make arrangements and completing the plan of payment will result in the account being turned over to a collections agency at the end of the school year.

#### WITHDRAWAL POLICY – DROPPING A SCHEDULED COURSE

Students are discouraged from withdrawing from courses. Students may withdraw from a course only with the final approval of the parents and counselor, in consultation with the teacher, assistant principal and principal. Students who drop a course after the eighth instructional day of each trimester will have the comment "Withdrawn Passed" or "Withdrawn Failed" on their report card and transcript.

Students, who drop a course, which places them below the required minimum course enrollment, must enroll in another course approved by the student's counselor, in consultation with assistant principal and principal.

## STUDENT RULES AND REGULATIONS

### ATTENDANCE POLICY

The State of Illinois has a compulsory school attendance law. Students and families who choose to attend a diocesan high school are in compliance with the State of Illinois compulsory school attendance law. It is the responsibility of parents/ guardians to make sure that their student is in attendance at school on a daily basis.

The school urges students and families to remember the following:

1. If a student experiences an extended illness, the student's parents/guardians are to contact their student's counselor who will assist in contacting teachers and gathering student assignments. Parents/guardians are expected to make arrangements with the counselor to pick-up their student's work, if necessary. If the student is able, they should check their teachers' websites, Google Classroom or other platforms for their work. Counselors should also assist in arranging make-up work with the student upon their return. For extended illnesses, the school will require verification from a physician.
2. All types of absences, including college visits, grade-school retreats and family emergencies, are accumulated on the student's attendance record and may affect the option of senior or junior students to waive final exams.
3. Students are provided one day to make-up missed school assignments and quizzes/tests for each day they are absent.
4. Students with multiple accumulated absences may be placed on Attendance Probation with consequences for further absences determined by the administration, including meeting with the dean, their counselor, and contact home to parent.
5. Students should secure a form from the Main office to take to each class instructor that verifies that the student is going to be absent due to pre planned circumstances. Students are strongly encouraged to complete assignments and turn them in prior to any extended absence. The taking of family vacations during scheduled instructional time/ final exams is strongly discouraged.
6. Trimester exams are to be taken at the time scheduled. The counselor, in consultation with the classroom teacher, assistant principal, and principal may make exceptions to this rule.

Excused Absence: An excused absence is an absence that is with the consent of both the parent/guardian and the school.

Parents/guardians are expected to call the school office, 691-8741 between 7:30 A.M. – 9:30 A.M. each day their student is absent. If parents/guardians do not call the school office, students are considered truant without parents/guardians consent. Excused absences include the following:

1. Illness verified by the parent/guardian or by a doctor with a written note.
2. Attendance at a family funeral with advance notification.
3. Court appearance with advance notification.
4. Emergency verified and accepted by the dean, the assistant principal or the principal.

Students must be in attendance by 9:15 AM to be eligible to participate, practice, or compete on a school day. The only exceptions for arriving after 9:15 AM are medical appointments, judicial appointments, or attending a funeral. The dean and principal will determine on an individual basis if there are circumstances beyond the control of the student. Students must return to school with a medical note, a judicial note, or note from parent/guardian if the student has attended a funeral to be eligible to participate, practice, and/or compete on a school day.

School-Sponsored Event/Activity Absence. Students are excused from attending their classes if they are representing Peoria Notre Dame High School in some event/activity while being supervised by school personnel. Students participating in approved events/activities are expected to inform their teachers of their anticipated absence. Students are expected to complete all missing assignments/tests in accordance with school policy.

Limited Absence: A limited absence is an absence that is authorized by the dean or principal. Students are eligible to accumulate only two (2) limited absences per trimester. Students are expected to make arrangements with their teachers to make-up all assignments/tests missed due to limited absence. Limited absences include the following:

1. College visits
2. Family commitments including full-day/s or early dismissal/s

Students are expected to obtain a Limited Absence Form in the main office and to secure appropriate signatures from teachers and the dean. Limited Absence Forms must be signed by a parent/guardian. Typically these absences are to be approved a minimum of two (2) days prior to the intended absence.

Typically college visits are approved for one (1) day only. If there are extenuating circumstances, the parents/guardians need to explain the circumstances in a written note signed by the parents/guardians.

Generally permission to visit universities/colleges is not granted after the last Monday in April.

Requests for limited absence approval for family commitments are to be presented to the attendance clerk at least five (5) school days prior to the proposed absence. A written note from the parents/guardians explaining the commitment is to be given to the dean for acceptance and verification.

If the family commitment absence is approved, the attendance clerk will give the student a form from the main office to present to each of the student's teachers requesting assignments and information regarding tests to be rescheduled due to the student's absence. All requests for family commitment absences are reviewed on an individual basis. Students are expected to follow all procedures to have their family commitment approved as a limited absence.

Accumulated Absences. Daily attendance in class is expected for all students enrolled at Peoria Notre Dame High School. Counselors are to communicate with parents/guardians when a student is absent (whether excused or not) more than six days per grading period.

Truancy – School Absence. Truancy is defined as absence from school for all-day or part-of-the-day without valid cause, parent/guardian permission, or school personnel permission. If the procedures for excused absence or limited absence are not followed by the students and parents/guardians, school personnel consider the student truant from school. Students who are truant will be unable to waive final exams.

Truancy – Class Absence. Truancy is defined as absence from class for any period of time without valid cause, parent/ guardian permission or school personnel permission. Students who are truant from class lose the opportunity to earn credit for the missed class period and will be unable to waive the final exam in that class.

A student who is considered truant from school or truant from class will meet with the Dean who will invoke the following discipline:

1. One – Two Hours Truancy – One Detention Period for each hour truant
2. Three – Four Hours Truancy – Two Detention Periods for each hour truant
3. Five or More Hours Truancy – One Day In-School Suspension or Out-of-School Suspension or other consequence.

If a student is truant for more than one (1) day, a conference with the student, parents/guardians, Dean, and Principal will be scheduled by the Dean. A Probationary Contract will be prepared specifying the conditions that the student must follow to maintain his/her enrollment

at Peoria Notre Dame High School. Failure to adhere to the conditions specified on the Probationary Contract shall be grounds for immediate dismissal from Peoria Notre Dame High School.

Suspension – Authorized Absence. Suspension is defined as not being authorized to attend the classes as designated on the student's schedule. The suspension may be served in-school or out-of-school depending on the level of discipline infraction and the safety of the individual student or the safety of the student body.

In most cases, prior to serving the suspension, the Dean will notify the appropriate personnel indicating that the student is going to be absent from class. The teachers will provide the student with his/her assignments and instructions regarding any tests that may be missed while the student is out of his/her assigned classes. All missed assignments and tests must be completed and returned the day the student returns to his/her regular class.

If a student is required to serve an out-of-school suspension, the student is not authorized to be on school grounds while school is in session. A student may come to the school between 3:15 P.M. – 3:30 P.M. to pick up materials needed to complete his/her assignments or to confer with a teacher.

Any student who is serving an in-school suspension or an out-of-school suspension is not authorized to participate/attend athletic or co-curricular events/activities. If the suspension extends over a weekend, the student is excluded from all school-related events/activities scheduled to take place over the weekend.

Suspension days are not considered regular days of absence. Thus, no extra days are granted for work completion upon return to regular classes.

Early Dismissal – Student Request. Early dismissal is defined as leaving school prior to the regularly scheduled dismissal time. If a student needs to be dismissed from school prior to the regularly scheduled dismissal time, the student must provide office personnel with a written note or a phone call from his/her parents/ guardians. The student must report to the school office to sign-out of school indicating time and reason for leaving school.

The note or call must state the date, time, and specific reason for requesting an early dismissal and the parents/guardians' daytime telephone number. If the student is expected to return to school, the anticipated time of return must be stated. If there is any question about the validity of the request, the student will be sent to the Dean for approval. Valid reasons for early dismissal may include the following: medical appointment, court appointment, or family emergency.

Early Dismissal – School-Sponsored Activity. If a student needs to be dismissed from school prior to the regularly scheduled dismissal time, the coach/sponsor/moderator must seek the approval of the Dean, post a listing of all students to be dismissed as designated, and provide office personnel with a listing of students authorized for early dismissal.

Early Dismissal – Due to Illness. If a student becomes ill during the course of the school day, he/she must report to the Main office. The parents/guardians or other persons specified on the student’s emergency card will be contacted by school personnel. The parent/guardian or family-designated other must give permission for the student to leave campus. In the event such permission cannot be secured, school personnel will determine if the student needs to return to class, or be excused from class, or whether alternative medical assistance needs to be provided.

Tardiness – School. Tardiness is defined as being late to a designated space.

If a student is going to be late in arriving at school, parents/guardians are to call the school office informing the office personnel of the student’s anticipated late arrival. If a parent/ guardian does not call the school office prior to the start of the school day (8:00 A.M.), the late arriving student will be considered truant. They will still accumulate a tardy to school on their record.

If a student arrives at school after 8:00 A.M. and prior to 8:25 A.M., the student is to report to the Main office for an Admit Slip. The student must report to the Dean, if the student arrives at school after 8:25 A.M. and there has not been a call from the parent/guardian prior to 8:00 A.M.

The following discipline is followed:

1. Third Tardy – contact with the student through email/ in-person
2. Fifth Tardy – three Detentions
3. Eighth Tardy – conference with the student/ contact with parents.
4. Tenth Tardy - five Detentions
5. Twelfth Tardy- In-school suspension
6. Fifteenth Tardy- Out of school suspension.
7. For every subsequent 3 tardies, another out of school suspension will be levied.

Tardiness – Class. Tardiness is defined as being late to a designated class. There are no excused reasons for being tardy to the student’s designated class.



If the student is delayed by his/her teacher that causes him/her to be late to his/her next class, students are to secure a hall pass from the main office. No student will be admitted late to class without a signed pass or admit slip. Teachers are to address the issue with the student before sending the student to the Dean if he/she does not have a signed pass.

#### Overall Expectation of Attendance

All students are required to attend classes daily and all school related assemblies and All-School Masses. Failure to comply with this expectation will result in the student being withdrawn from Peoria Notre Dame High School.

#### AUTOMOBILE REGISTRATION and PARKING

Parking on-campus at Peoria Notre Dame High School is a privilege granted to students. Due to the limited parking available at Peoria Notre Dame High School not all requests for on-campus parking may be authorized.

All vehicles must be properly identified using the Parking Information Form. Parking Tags are sold in the following sequence: Seniors first, Juniors second, Sophomores third and Freshmen fourth.

A staff member monitors the parking lot on a daily basis.

A \$5 Parking Ticket is given to a student if the student's:

1. Car is not parked within the student's defined parking area
2. Car does not have a parking permit

A \$1 fine is administered each time a student fails to display their parking pass properly, after an initial warning is given.

Students are permitted to park in the lower parking lot and only against the baseball field fence in the upper parking lot. All other spots are reserved for faculty and guests.

Parking Tickets are to be paid in full within 30 days. A student's Parking Tag will be revoked until all parking tickets are paid in full.

Failure to conform to the parking regulations will result in loss of parking privileges. Lost Parking Tags are to be reported to the Dean. There is a \$10 replacement fee.

Students are not to loiter in their cars in the parking lot before or after school. Students may not return to their car during the school day without the permission of the Dean.

All parking incidents/accidents in the parking lot must be reported to the Dean. The school is not liable for incidents/ accidents involving student drivers or adult drivers on school property. Students are

encouraged to call the local police to file a police report regarding any incidents/accidents occurring on school property.

Cars parked on school property are subject to search by school personnel for any reason.

When exiting the lot after school, all cars leaving the Glen exit must turn right between 3:05pm and 4:00pm.

#### BUILDING USE

On school days the building is opened at 7:00 A.M. Students are encouraged to remain in Common Areas as they arrive for school unless they are participating in some planned, supervised event/activity.

Students are to vacate the building (Commons, Hallways, etc.) by 3:20 P.M. unless they are being supervised in a designated area. A limited After-School Care Program is available for students between 3:20 P.M. – 4:00 P.M. Students participating in the After-School Care Program are expected to remain in the Commons Area where they may work on their homework. A staff person is designated to supervise students in the After-School Care Program until 4:00 P.M.

On weeknights or weekends, students are not to be on school property unless they are in a designated activity. The school grounds are private property.

#### CAMERAS

Security cameras monitor the building and parking lots at all times. The proper authority will address any illegal activity caught on these cameras, including trespassing when designated activities are not taking place.

#### CLOSED CAMPUS

Peoria Notre Dame High School is a closed campus. Students are expected to be in attendance for the full school day (8:00 A.M. – 3:05 P.M.). Students may not leave school without being excused through the Main office. Parent/guardian knowledge and consent are necessary to gain permission to leave the building.

Leaving campus without permission constitutes a discipline code violation. All students are to report directly to their first period class each morning. Students, who become sick during the day, must see the Nurse.

Students are expected to remain on campus during advisory/lunch periods. Students are expected to purchase their lunch from the cafeteria on a daily basis or to bring a sack lunch from home. Students

are not to bring in outside food (fast food) from restaurants or order lunch food to be delivered at school. Ordering food to be delivered at Peoria Notre Dame High School is a Discipline Code violation.

Students may not leave campus if parents/guardians do not authorize an early dismissal. If it is necessary for a student to leave school early, the student must have a note signed by the parent/guardian or phone call. The parents must notify office personnel prior to the start of the First Period. Prior to leaving campus the student must sign out using the Early Dismissal Form.

## COMPUTER USAGE

### Acceptable Use Policy regarding Computers

Peoria Notre Dame High School has a legal and ethical duty to monitor and maintain all computer hardware and software operating within the building. All Internet access is monitored and archived. Privacy of information stored on school-leased computers should not be expected. Computers for which a balance is not due remain subject to these regulations.

#### Username and Password:

Students, faculty and staff are issued a username and password. Designated technology personnel, under the supervision of the Principal and Dean of Students, maintain records of all usernames, access codes, and passwords. Since all network activity is tracked by username, only the issued account(s) is to be utilized by the user. This information must be kept private and confidential. All computers must be operated under the school-provided operating system. Any person violating this standard will be subject to appropriate disciplinary action.

#### Procedures for Alleged Violations:

Disregard for any of the guidelines stated below will result in referral to the proper authority for investigation and appropriate disciplinary action.

- No student shall alter or delete the administrative or service account(s) or software that is present on the student-leased laptop computers. This action constitutes a Level III Discipline Infraction.
- Use of an operating system other than that provided, proxy websites, virtual private networks, virtual or remotely accessed machines is prohibited during instructional time without administrative authorization.

- Any attempt to gain access to any Peoria Notre Dame High School technology infrastructure will result in loss of computer rights and privileges.
- Tampering or vandalizing any computer devices or other school technology is prohibited.
- Violations of established teacher classroom regulations regarding computer usage may be subject to possible disciplinary action.
- Possession of illegally obtained copyrighted material or material that is obscene in nature is not allowed.
- Filming or recording any individual without their permission is prohibited.
- Use of websites that are not educational in nature can be subject to a discipline infraction.
- No person shall knowingly enter or cause to be entered any information on the Internet that indicates or infers Peoria Notre Dame High School's connection with any event without the expressed, written consent of the Peoria Notre Dame High School administration.

\*\*\* Students found to be involved in the distribution of illicit/nude photos through any electronic media (phones, internet, etc) will not be permitted to participate in any Peoria Notre Dame clubs or activities for one calendar year from the time the incident was documented by the administration.

#### ADDENDUM A

Peoria Notre Dame Replacement MacBook Charging Unit Policy  
Students incur any costs associated with the replacement of a computer charger.

#### ADDENDUM B

Peoria Notre Dame Computer Loaner Policy

In the event a student's laptop requires warranty repair or an insurance claim is necessary, a laptop may be loaned to the student ("Borrower") from the Technology Department. This program is funded at the school's expense

- Laptops are available on a first come, first serve basis.
- The laptop must be in the possession of the Borrower at all times. The Borrower is responsible for a laptop left

- unattended, stolen and/or damaged.
- Any problems with the laptop should immediately be reported to the Technology Department
- All files created and saved on the laptop are erased upon return of the laptop. Please backup files prior to return. Peoria Notre Dame is not responsible for lost data.
- For laptops that are considered stolen, a police report will be filed.

#### Warranty Repair

The Borrower will be required to complete the Laptop Lending form prior to acceptance. No further action is required.

#### Insurance Claims

The Borrower will be required to complete the Laptop Lending form prior to acceptance, as these laptops are not covered by the student's insurance policy.

Prior to the student taking possession of the laptop: **A DEPOSIT OF \$50 IS REQUIRED**. The deposit is refundable upon return of the loaned laptop, so long as the laptop is returned in the same condition as when issued.

Damage charges may be applied directly to the Borrower's tuition account if the loaned laptop is returned damaged. An itemized billing of damages will be sent to the parent's attention.

#### CURFEW

The State of Illinois and each of the surrounding communities have curfew laws that ban young people from the street and public places after certain hours. Students should be aware of the local variations. The state curfew law applies to those students who are under eighteen years old.

#### DANCE REGULATIONS

Students are expected to arrive at dances as designated for each dance. Once students enter the dance, they are not allowed to leave the dance until such time as designated for each dance. Students will only be allowed to leave early if released directly to their parents or guardian. Students are expected to follow these guidelines:

1. Students are expected to be drug/alcohol free when they come to school-sponsored dances. No alcoholic beverages are permitted on or around the premises. Students who do not

comply with these regulations will be subject to the consequences of Level III Discipline Infraction.

2. Smoking is not permitted on school property.
3. Fighting or misconduct is not tolerated. Anyone involved in destroying property will be responsible for making restitution. Legal charges may also be invoked.
4. Modesty in dress is required at all times.

Students who want to bring a guest to any school-sponsored dance must obtain a Guest Form from the Dean. The completed Guest Form must be returned to the Dean for approval. The administration reserves the right to refuse admission to any guest. Peoria Notre Dame High School students are responsible for the conduct of their guests. No guests 21 years of age or older will be authorized to attend a Peoria Notre Dame High School dance. No guests, who are attending grade school, will be authorized to attend a Peoria Notre Dame High School dance. Guests are not allowed for the Back to School Dance.

If it is necessary for a student to leave a dance early due to illness, parents/guardians will be called to come to pick-up their student from the dance. No student is authorized to leave a dance without school personnel having prior contact with a parent/guardian.

Peoria Notre Dame High School personnel complete random Alcohol Breathalyzer Testing (B.A.T.) at each school-sponsored dance. Ten percent (10%) of the students attending the dance are tested. Students attending as individuals or as couples may be tested. Guests of Peoria Notre Dame High School students are tested if the Peoria Notre Dame High School student is selected in the random B.A.T. process.

#### DISPLAYS OF PUBLIC AFFECTION

Students are expected to conduct themselves with integrity and respect for themselves and others in displaying public affection. Students are not expected to display the following behaviors: kissing, embracing, and intimate contact as these displays of affection in public places show little respect for the reputation of the partner involved. Violation of this rule can result in disciplinary action and/or parent/guardian conference.

#### DISTRIBUTION OF MATERIALS

Students are entitled to express their opinion in writing and to distribute written material on school grounds provided they seek and gain the approval of the Dean or the Principal. The following distribution guidelines are to be followed:

1. The author must sign all written materials.
2. The material may be distributed only in the Commons Area between 7:30 A.M. and 3:30 P.M.
3. The distribution may not include:
  - a. "Hate" literature that attacks ethnic, religious and/or racial groups
  - b. Material that is discriminatory
  - c. Material that is pornographic or obscene
  - d. Material that is libelous
  - e. Material designed for commercial purposes for example, to advertise a project or service.
  - f. Material designed to solicit funds, except for those approved by the PND Development Office.
  - g. Material that is likely to disrupt class work, involve substantial disorder or infringe on the rights of others
  - h. Material that directly contradicts, criticizes, or seeks to undermine the doctrine or teachings of the Catholic Church
4. Students are not to drop materials in the hallways, Commons Area, or on school grounds as a means of disseminating materials.

#### DRESS CODE

Peoria Notre Dame High School has an established, structured dress code that is to be complied with on a daily basis, including exam days. On some special occasions, the Principal, Assistant Principal, or Athletic Director in consultation with the Dean may authorize modifications to the Dress Code for a specific time period.

If for some specific reason a student is not able to comply with the dress code on a given day, the parent/guardian of the student must send a signed note stating the reason that his/her student is unable to comply with the Dress Code on the given day. The student is to present the note to the Dean prior to the start of the school day (8:00 A.M.). The Dean will provide the student with a form authorizing the student's dress for the day. Any teacher may ask the student to show this form during the day.

All staff are expected to assist with the implementation of the Dress Code. Only the Dean, Assistant Principal, or Principal may determine when a student is to be sent home due to Dress Code violations. Students are expected to adhere to Dress Code parameters at all times while participating in school-sponsored activities/events unless otherwise specified by the coach/sponsor/ moderator.

The Administration reserves the right to amend the dress code for men and women as circumstances arise.

The approved vendors for the uniform include: Fully Promoted and Sam Harris Uniform.

#### Dress Code Young Men

- Plain Blue/White Oxford Shirt with bar logo—long or short sleeve, tucked into pants, button-down buttons must be buttoned, sleeves must be buttoned and are not to hang loose. Buttons/pockets must not be removed from the shirt.
- Navy Polo Shirt - short or long sleeve, tucked in, no long sleeve undershirts can be worn with the short sleeve polo.
- Neck Tie/ Bow Tie—worn appropriately at the neck no longer than 1/2 inch from the top button of the shirt. No bolo ties (string ties) are permitted.
- Navy/Khaki Pants—pleated or plain front with bar logo, store finished pant legs, pant legs are not to be cut
- Belt—Leather/look alike, Brown, Black, Navy, or Tan
- Sweater—Solid Navy or White V-Neck Sweater or Sleeveless Vest Sweater with ND logo. Sweatshirts are not appropriate
- An official school PND fleece or quarter zip navy pullover may be worn during the school day. Quarter zips and crew neck sweatshirts from school athletic teams and clubs are acceptable if they are the school colors (white, navy or Kelly green). Hooded sweatshirts are not permitted.
  - When wearing the fleece or 1/4 zip or crew neck sweatshirt, **shirt collars and ties must show.** Shirt sleeves may not be cut off. Full shirts must be worn.
- Leather Dress Shoes (Black/ brown/ or gray) or Solid Black Athletic Shoes—that tie, buckle, or use straps to keep the shoe on. Backless shoes or sandals are not acceptable. Work boots and hunting boots are not acceptable. No off-color or contrasting color stripes or designs are acceptable.
- Socks—are to be worn
- Undershirts—a white undershirt must be worn under a white shirt. School colors (blue, green or white) may be worn underneath the blue colored dress code shirt. Shirts with logos and numbers are not acceptable.
- Hair—style should be moderate (maximum length of 3 inches, sideburns no longer than earlobe, and eccentric colors are not acceptable) No pony tails, “man buns”, mo-hawks etc. are permitted.



- Young men are to be clean-shaven daily.
- Appropriate jewelry—medals and necklaces are to be worn inside of a shirt/sweater. They are not to be visible outside the shirt/sweater. Rings and watches may be worn. Earrings and body piercings are not acceptable.
- Cosmetics are not acceptable.
- Tattoos are not permitted. If a tattoo already exists it must be covered.
- Modest attire at all school-related functions is required.
- Students not in dress code will be referred to the Dean of Students. Students may be provided school uniform attire or parents will be called to bring the appropriate PND blouse or shirt to school. Students who fail to return any school uniform attire or habitually are out of uniform will be levied fines starting at \$5.

#### Dress Code Young Women

- Plain Blue/White Oxford Shirt with bar logo—long or short sleeve, tucked into pants, button-down buttons must be buttoned, sleeves must be buttoned and are not to hang loose, only the top and second button from the top button may be unbuttoned. Buttons/ pockets must not be removed from the shirt.
- Navy Polo Shirt - short or long sleeve, tucked in, no long sleeve undershirts can be worn with the short sleeve polo.
- Navy/Khaki Pants—Low Rise or Regular Waist with plain front with bar logo, store finished pant legs, pant legs are not to be cut
- Belt—Leather/look alike, Brown, Black, Navy, or Tan, sashes and ribbons are not acceptable
- Sweater—Solid Navy or White V-Neck Sweater or Sleeveless Vest Sweater with ND logo. Sweatshirts are not appropriate.
- An official school PND fleece or quarter zip navy pullover may be worn during the school day. Quarter zips and crew neck sweatshirts from school athletic teams and clubs are acceptable if they are the school colors (white, navy or Kelly green). Hooded sweatshirts are not permitted.
  - When wearing the fleece or 1/4 zip or crew neck sweatshirt, **shirt collars must show**. Full shirts must be worn.
- Leather Dress Shoes (black or brown)—or Solid Black Athletic Shoes—that tie, buckle, or use straps to keep the shoe on. Backless shoes or sandals or “furry moccasins” are not acceptable. Work boots and hunting boots are not acceptable. No off-color or contrasting color stripes or designs are acceptable.

- Socks—are to be worn.
- Undershirts—a white undershirt must be worn under a white shirt. School colors (blue, green or white) may be worn underneath the blue colored dress code shirt. Shirts with logos and numbers are not acceptable.
- Hair Style should be moderate—unnatural hair colors or bright colors are not acceptable.
- Appropriate jewelry—medals and necklaces are to be worn inside of a shirt/sweater. They are not to be visible outside the shirt/sweater. Rings and watches may be worn. Body piercings, including nose rings/ studs are not acceptable. **Nose rings are not permitted during school hours.**
- Cosmetics are acceptable—eccentric dark colors and/or sparkles in make-up, lipstick, and/or nail polish are not acceptable.
- Tattoos are not permitted. If a tattoo already exists it must be covered.
- Females are not allowed to wear ties of any variety (neckties, bowties, bolo ties, etc)
- Modest attire at all school-related functions are required.
- Students not in dress code will be referred to the Dean of Students. Students may be provided school uniform attire or parents will be called to bring the appropriate PND blouse or shirt to school. Students who fail to return any school uniform attire or habitually are out of uniform will be levied fines starting at \$5.

#### Dance Dress Code

These policies apply to all who attend dances hosted by Peoria Notre Dame High School, including guests and students from other schools. Young men and women bringing dates who do not attend PND will be responsible for sharing these guidelines with their dates.

Young men:

- Shirts must be buttoned to the second button from the collar.
- Slacks should fit properly on the hip and not sag below the waistline.
- No denim, cargo pants, low hanging pants or visible undergarments.
- Dress shoes should be worn. Students may change into comfortable shoes for dancing.

Young women:

- The neckline of the dress must lay flat on the chest and cover the whole bust. A mild sweetheart neckline is allowed while excessive cleavage is not allowed.
- Dresses may be backless as long as it is not cut below the waistline.
- Midriffs may not be exposed. Cutouts on the front and sides, even when covered by sheer fabric, are inappropriate.
- Dresses may not have a slit that exceeds mid-thigh.
- No outfit may be skin tight, hugging the body so that it rides up when walking or dancing, or be made exclusively of sheer material.
- Dresses cut above the knee should be no more than 3 inches above the back crease of the knee.
- Shoes must be worn at all times. Students may change into comfortable shoes (ex: flip flops or ballet flats) for dancing.

Young men and young women:

- No visible tattoos, glow accessories, or backpacks.
- Students must remain dressed appropriately for the entire event, including time used to take photos.
- Students may change into comfortable shoes for dancing.

#### Dress Code for Out-of-Uniform Dress Up Events

Dress Code for Young Women

- The neckline of the dress or top must be modest. Cleavage is not allowed.
- Sleeveless dresses or tops may be worn.
- Strapless dresses/tops and dresses/tops with spaghetti straps are not allowed. One-shoulder dresses/tops and backless dresses/tops are not allowed. If your dress/top is strapless, has spaghetti straps, or is one-shoulder, a light sweater or cover-up must be worn at all times while on campus.
- No outfit may be skin tight, hugging the body so that it rides up when walking or be made exclusively of sheer material.
- Dresses or skirts cut above the knee should be no more than 3 inches above the back crease of the knee.
- Shorts of any kind are not appropriate for dress up events.
- Heel height should not exceed 3 inches.

Dress Code for Young Men

- Appropriate attire includes dress shirts, sweaters, and neck ties.
- Shirts must be buttoned to the second button from the collar.
- Pants should fit properly on the hip and not sag below the waistline. No denim, no cargo pants, no low hanging pants or visible undergarments.
- Undershirts should not be seen through the dress shirt and dress type shoes should be worn.

Only the apparel items listed are to be worn unless special permission is granted for students to be out of Dress Code for a particular day/event/activity. At no time should a student wear clothing items that support or imply the support of alcohol, drugs, sex, violence, or that are demeaning or discriminatory.

If a student has a medical need that requires that the student be out of Dress Code, a physician's statement is required to authorize that the student be exempt from Dress Code requirements for a specified number of days and in accordance with the school nurse.

If a student is requested to get a haircut, the student will be given a reasonable deadline (seven [7] days) to come into compliance with the Dress Code. Parents/guardians will be contacted and informed of the student's need for a haircut to be in compliance with the Dress Code.

Failure to comply with the Dress Code may ultimately lead to the recommendation of removal from school. The Dean of Students has final jurisdiction over any issues regarding the dress code.

#### ELECTRONIC MUSIC DEVICES

Students are not authorized to use electronic music devices during the instructional day. These items may be used with headphones before school in the Commons area. All items must be turned off and put away at 8:00 A. M. The school is not responsible for lost or stolen items and encourages students not to bring outside electronic equipment.

Electronic music devices that are confiscated will be returned only to the parents/guardians of the student from whom the items were taken. Students who fail to comply with these regulations are subject to disciplinary action.

#### GANGS

The term gang is defined as a group of individuals who associate with each other for the purpose of engaging in criminal behavior, disruptive behavior, and/or other activities prohibited by law and/or by

the school's rules and regulations. Students are not authorized to participate in any gang or gang-related activity while on school property or while in attendance at school-sponsored events/activities. Gang or gang-related activity includes but is not limited to the following:

1. Soliciting others for membership in any gangs
1. Requesting any person to pay for protection or otherwise displaying intimidating or threatening behaviors
1. Inciting other students to act with physical violence toward any other person
2. Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item that is commonly associated with membership in or affiliation with a gang
1. Committing any other illegal act or other violation of school policies or regulations.

#### HOUSE SYSTEM/ ADVISORY PERIODS

Each student will be assigned to a House for the duration of their enrollment at Peoria Notre Dame High School. The Houses will be composed of 4 groups of Advisory Periods and will be led by House Leaders (Elected Faculty members). Each House will be responsible for organizing certain school activities during the year (dance, etc.). The House names are the following: Benedict, Carondelet, Marian, Rice, Sheen, and Viator. Each student is also assigned to an Advisory Period each day either before or after lunch. Advisory Periods will consist of students from all grade levels. The purpose of the Advisory program is to provide a structure to address the spiritual, emotional, intellectual, social, and physical needs of students. The advisory teacher serves as a resource person to assist the students in becoming an integral part of the school community. Students will have the same advisory teacher for two years. All students are required to remain in their assigned Advisory unless given permission to go to the Library by an academic teacher. If the student is granted permission to go to the Library during Advisory, the student is to be dismissed from the Library at the designated bell. Students are not to return to their designated Advisory unless necessary.

#### IDENTIFICATION CARDS

Student ID cards are required to be worn throughout the school day. Student ID cards display the student's name and picture. These ID cards will be bar-coded for Library use and to purchase lunch through

Pushcoin. Students are to see the Dean for replacement of their ID card. Replacement ID cards will cost \$30.

Students may be required to show their student ID card at Big 12 Conference school-sponsored events to be able to be admitted for the student activity fee.

## LOCKERS

Hallway Lockers. Students are assigned a hallway locker for use to store their books, coats, and other school-related items. School lockers belong to the school and are provided for student use. School personnel may search student lockers for any reason. Students are expected to use only their assigned locker. Locker combinations are not to be shared. Lockers are to be locked when students are not accessing their lockers. The school is not responsible for lost or stolen items. Damage to school lockers is considered vandalism and is a Level II Discipline Infraction. A restitution fee is charged to the student who damages his/her locker.

Physical Education Lockers. Students are assigned a locker for use in Physical Education Class. The Physical Education Teacher assigns each student a school-issued combination lock. Students may supply their own lock. Students are required to pay a fee for the combination lock supplied by the school. The student is the owner of the lock when payment is made.

Students are expected to keep their locker locked when they are not accessing their locker. Students are expected to use only their assigned locker. Locker combinations are not to be shared. The school is not responsible for lost or stolen articles.

Athletic Lockers. Student Athletes are assigned a locker by their coach. Students are expected to keep their locker locked when they are not accessing their locker. Students are expected to use only their assigned locker. Locker combinations are not to be shared. The school is not responsible for lost or stolen articles.

## PROBATIONARY CONTRACTS

A student will be placed on a probationary contract when the Administration determines that the student has displayed documented deficiencies in one or more (but not limited to) the following areas: Academics, Attendance (Chronic absenteeism with inconsistent documented verification), Discipline, or Drug/Alcohol Policy Violation. This probationary contract is to be signed by the Student,

his/her Parents/Guardians, and designated members of the Peoria Notre Dame High School administration.

A student on any type of probation will receive continuous monitoring and needs to utilize any and/or all of the school's resources available (i.e., Chaplain's Office, Counseling Center Services, Dean's support, etc.) to illustrate progress. A final evaluation at the end of the contract period will determine whether the student will be permitted to continue his/her education at Peoria Notre Dame High School through the Response to Intervention Process.

In some specific Probationary Contractual instances, any stipulation of non-compliance shall be grounds for immediate dismissal from Peoria Notre Dame High School.

#### RIGHT TO LIFE SECONDARY SCHOOLS POLICY

(Catholic Diocese of Peoria Policy Adopted 4/03.)

Diocesan High Schools shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of human life and the right of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

#### ABORTION

Students, who are known to have procured an abortion, or participated directly in such a decision, may be required to withdraw from the Diocesan High School.

#### PREGNANCY POLICY

In keeping with the ancient belief and practice of the Roman Catholic Church, abortion is not an option for pregnant women. Diocesan High Schools believe, support, and emphasize the need to make moral choices in compliance with the doctrines and teachings of the Roman Catholic Church regarding sexual abstinence, pre-marital sex, abortion, and marriage. Diocesan High Schools recognize its moral responsibility toward the pregnant student, the student body, and the general public. .

The Principal, the School Chaplain and the School's Pastors' Board President shall make every effort to assist and support the pregnant student and the student known to have fathered the child and their parents/guardians in continuing the students' Catholic education program.

##### Administrative Regulation for Pregnancy Female Students

1. Pregnancy is not a condition that constitutes a reason for exclusion or expulsion.

2. When school personnel are informed that a student is pregnant, designated personnel shall meet with the pregnant student and her family to inform them of the information given to them indicating that their daughter is pregnant.
3. School personnel will inform the student and her family of the services that are available within the Catholic community for medical and neonatal care.
4. School personnel will review the student's schedule and discuss what adjustments need to be made to enable the student to continue her educational plan.
5. Pregnant students are expected to exercise appropriate discretion regarding the pregnancy in relationship to members of the student body.
6. Out of concern for the health of the pregnant student and her child, pregnant students are not eligible to participate in any athletic, cheerleading or dance team activities sponsored by the school. Children born of a female student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school-sponsored events.

#### Administrative Regulation for Pregnancy Male Students

1. Fathering a child is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student has fathered a child, designated personnel shall meet with the young man and his family to inform them of the situation.
3. School personnel will inform the student and his family of support services that are available within the Catholic community.
4. Children born to a male student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school-sponsored events.

#### MARRIED STUDENT POLICY

Students enrolled in Diocesan High Schools are expected to be unmarried.

#### Administrative Regulations for Married Students

1. Any marriage contracted by a student attending a Diocesan High School must be considered valid by the Roman Catholic Church.



2. Students who have contracted invalid marriages are no longer eligible for enrollment and will be required to withdraw.
3. Students, who have contracted an invalid marriage and have had the marriage convalidated by the Church, may be re-admitted on a case-by-case basis.

## SCHOOL TRIPS

(Catholic Diocese of Peoria Policy Adopted 7/94; Revised 1/03.)

### Philosophy

All school trips (e.g. field trips, class trips, etc.) shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the school office.

All school trips are to be approved by the Assistant Principal/ Director of Transportation and Principal. Parents/ guardians are required to sign the School Trip Permission Form. Students participating in overnight travel are required to complete Overnight Field Trip Forms provided by the Office of Catholic Schools.

Students who are academically ineligible are not eligible to participate. Students with disciplinary issues may also be excluded from participation.

### School Trip Guidelines for Day Trips

The following are guidelines for school trips:

1. An educational purpose must be stated in writing for a school trip and kept on file in the school office.
2. Proper forms shall be used that include the following components:
  - A. A description of the trip including the place to be visited, the method of transportation, the type of supervision, and the time and place of departure and return.
  - B. The educational purpose including objectives
  - C. Specific materials to be brought including lunch, clothing, money, etc.
  - D. An authorization for emergency medical treatment. This information will be kept in the possession of the school/parish and distributed to the person in charge of each trip on which a student/minor participates, and/or athletic activities.

- E. A permission form, which includes the parent/guardian's signature and date.
3. Permission forms shall be kept on file in the school office for four (4) calendar years provided that, if there is an accident on the trip, forms shall be kept for twenty (20) years.
  4. A medical information sheet shall be obtained and kept on file for each child participating in the trip. The trip supervisor shall bring copies of medical information sheets for all students on the trip, as this information shall be relied upon in making healthcare decisions regarding the student/minor. The medical information shall include:
    - A. Student/minor's name and address
    - B. Emergency contacts (names, addresses, phone numbers, relationship to student)
    - C. Student/minor's regular physician (name, address, phone number)
    - D. A list of any medical conditions affecting student (asthma, diabetes, etc.)
    - E. List of any allergies or allergic reactions to medications
    - F. List of medications the student/minor is taking
    - G. Date of the student/minor's most recent tetanus shot
    - H. Student/minor's health insurance provider (company and contact info)
    - I. Any other pertinent medical information
  5. All individuals transporting students/minors shall be made aware in writing that there is exposure to personal liability. The school/parish shall have a copy of the driver's valid driver's license and proof of insurance on file in the school office before any private vehicles are used.
  6. Since many high school students are of the legal age to drive a vehicle, all secondary schools shall include an attachment to school trip forms outlining the parent's permission for student travel options.
  7. After each trip, a written report shall be submitted by the designated trip supervisor and kept on record. The report shall state the date, time period, and description of the trip, together with a description of whatever injuries or damages occurred or were reported. These reports are to be kept with the permission slips for that trip. If an incident occurs, the report shall be immediately forwarded to the Office of Catholic Schools and the diocesan insurance carrier.

The information to be recorded on the Student/Minor Trip Report is as follows:

- A. Date of trip
  - B. Location of trip
  - C. School supervising employee (designated trip supervisor)
  - D. Educational purpose of trip
  - E. Other adults attending trip
  - F. List of students/minors attending trip
  - G. Hours of trip
  - H. List of those who transported students/minors
  - I. Any unusual incidents (including injuries or damages)
  - J. Trip supervisor's signature/date
8. The student trip forms described above shall be obtained from the Office of Catholic Schools. Parishes and schools may format their own forms, provided that such forms contain the exact wording specified on the diocesan forms and are submitted for review prior to use.

School Trip Guidelines for Overnight Trips

(Catholic Diocese of Peoria Administrative Regulation Issued 3/03.)

The following are guidelines for overnight trips:

1. A full itinerary of the trip, including educational or religious purpose, shall be submitted to the Office of Catholic Schools for review and approval.
2. All participants must have a parent/guardian permission/waiver form signed, which details the trip itinerary and educational purpose for the trip.
3. Transportation verification is important. The Office of Catholic Schools shall be notified how participants will be transported to their destination and once they get there, how they will be transported in the locale.
4. CANTS background checks and Illinois State Police fingerprint background checks and Virtus "Protecting God's Children" training shall be completed on all chaperones prior to chaperoning overnight trips.
5. Each student must have on file with the parish or school a signed and notarized medical authorization form. Copies of these authorizations shall be submitted to the Office of Catholic Schools, with the originals kept with the lead chaperone or supervisor responsible for the trip. Included with the medical authorization should be a detailed list of any

medical problems any of the children have, along with allergies, medications, etc. If traveling out of the United States, issues of insurance coverage in a foreign country should also be addressed.

6. Once the Office of Catholic Schools has received copies of the required trip documents (parent permission forms, emergency medical authorization, etc.), it will forward the documents to Catholic Mutual Group for review and retention.
7. There should be no more than 6-8 students for every adult chaperone. Chaperones for overnight trips must be at least 25 years or older. If both male and female students are participating in an overnight trip, there must be at least two male and two female chaperones at a minimum.
8. A plan for taking numerous daily head counts must be in place to ensure that adults are keeping track of all children. Photo ID's are helpful, and simple to produce with digital cameras and computers.
9. Lodging arrangements must be common sense in nature-boys with boys, girls with girls. It is important that chaperones only room with their own children. Bed checks shall be done periodically throughout the night to ensure that children are in their rooms. This is an important issue, as high school children can be especially notorious for attempting to leave their rooms at night.

Parishes and schools with questions regarding overnight trips can work directly with a representative of Catholic Mutual Group, who can be reached at 309-671-1584.

#### SMOKING POLICY

A student in possession of smoking materials or other tobacco products and/or caught smoking, which includes vaping, on campus is in violation of the Peoria Notre Dame Discipline Code and is subject to Level III Discipline infraction action, which includes an immediate out of school suspension.

A student athlete in possession of smoking materials or other tobacco products and/or caught smoking on campus will also be subject to the consequences specified under Principle 4 of the Athletic Code.

#### SPORTSMANSHIP EXPECTATIONS

Student athletes, student fans and adult fans are expected to display positive sportsmanship and respect for others at all school-sponsored activities/events. Peoria Notre Dame High School supports the Illinois

High School Association (IHSA) “Do What’s Right” program. All student athletes, student fans and adult fans are expected to adhere to these nine (9) principles: (1) Accept and understand the seriousness of their responsibility, and the privilege of representing their school and community, (2) Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students, (3) Treat opponents the way they would like to be treated, as a guest of friend, (4) Never direct remarks at opponents in a taunting manner, (5) Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat, (6) Respect the integrity and judgment of the game officials, (7) Display great effort and hustle on the field or floor, (8) Play unselfishly in such a way as to build up their team, without drawing unnecessary attention to themselves, and (9) Yield to the authority and direction of all floor officials, bench officials, school personnel, and coaches. Students and parents who demonstrate their inability to follow the above guidelines may be banned indefinitely from attending PND athletic events.

#### STUDENT-PARENT/GUARDIAN HANDBOOK

(Catholic Diocese of Peoria Policy 1/03.)

A student-parent/guardian handbook is compiled by the school’s administration and made available to students and parents/guardians at the beginning of each school year. The Principal has the right to amend the Student-Parent/Guardian Handbook as need occurs. Students and parents/guardians shall be notified immediately as amendments to the Student-Parent/Guardian Handbook are implemented. All students and parents/guardians are required to sign a statement that they have received the Student-Parent/Guardian Handbook and agree to be bound by its provisions and regulations.

The Principal shall be the final recourse in all disciplinary situations, and may waive any and all handbook regulations for just cause at his/her discretion. Parents/guardians shall be promptly notified if changes are made. In the event that disagreements about school handbook regulations cannot be resolved at the local level, the Superintendent of School shall be the final recourse at the diocesan level, in consultation with the Vicar General.

#### STUDENT RECORDS

Custodian of Records. The Registrar is designated as the Custodian of School Records. In the absence of the Registrar, the Principal is the Custodian of School Records.

Permanent Student Records. The student's permanent record shall include the following: (1) Basic identifying identification, including the student's name, address, copy of birth certificate, and gender, and the names and addresses of the student's parents/guardians, (2) Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations, (3) Attendance record, (4) Health records, (5) Record of release of permanent record information, and (6) Scores received on all standardized assessments administered at the high school level.

Temporary Student Records. The student's temporary record may include all information not required to be in the student's permanent record and shall include the following: (1) A record of release of temporary student information, (2) Scores received on all standardized assessments administered in the elementary levels of school, (3) Information regarding serious discipline infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of negative sanctions, (4) Information required by the Abused and Neglected Child Reporting Act.

Maintenance of School Records. Student records are reviewed every four (4) years to verify that the contents of the records are in order. Temporary Student Records are maintained for five (5) years after graduation. Permanent Student Records are maintained for sixty (60) years after graduation.

Release of Student Records. The Registrar is authorized to release a student's permanent records upon the receipt of a written request by the parents/guardians of a student currently enrolled. The Registrar is authorized to release a student's permanent record upon the receipt of a written request by the student once the student is a graduate and has turned 18 years of age. The Registrar will also comply with legal requests from authorized persons/ agencies concerning Missing Persons.

Official Transcript of Scholastic Records. The official transcript of scholastic records means the dates of enrollment, courses studied, grades and credits received. The official transcript bears the signature and title of the certifying official, the date of the release of record, and the seal of the school. All school tuition and fees must be paid and all pending disciplinary action completed prior to the release of an official transcript, through the Business Office.

Unofficial Transcript of Scholastic Records. The unofficial transcript of records is issued without the signature of the certifying official and school seal. The unofficial transcript is stamped

“Unofficial Transcript” and is dated. An unofficial transcript may be requested if the student/family is delinquent in paying tuition and fees or the student has pending disciplinary action.

#### USE OF STUDENT INFORMATION/PICTURES

Peoria Notre Dame High School personnel will not use identifying student information and/or pictures without signed student-parent/guardian consent. Local media personnel may, while providing media coverage of school-sponsored activities/ events, take photos and identify students as being enrolled at Peoria Notre Dame High School.

The Peoria Notre Dame Parents Board compiles a school phone directory for use by students, families, and school personnel. The phone directory is made available to persons associated with Peoria Notre Dame High School. All families are provided a copy as part of their enrollment. Other persons associated with Peoria Notre Dame High School may purchase a copy of the phone directory.

#### USE OF SUPPLEMENTS IN ATHLETICS

(Catholic Diocese of Peoria Policy adopted 3/04.)

In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches will never supply, recommend, or permit the use of performance enhancing substances.

#### VANDALISM OF SCHOOL EQUIPMENT OR PROPERTY

Vandalism is defined as any damage to school equipment or school property, as well as, student property at Peoria Notre Dame High School or during any school related activity. Students are subject to disciplinary action if they commit acts of vandalism to school equipment or property. Students will make restitution for damaged school equipment or property. Refusal to make restitution may result in the student being withdrawn from school. Depending on the nature and extent of the vandalism, police reports may be filed.

#### WEAPONS OR LOOK-ALIKE WEAPONS — POSSESSION OR USE IN SCHOOL

(Approved by the Catholic Diocese of Peoria 4/04.)

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for self and others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for

learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance toward weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted, or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air-guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look-alikes, stun guns, toy guns or other toy weapons, and replicas of weapons.
- Any knife or blade including switchblades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including, bats, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices etc.
- Poisons
- Armbands, bracelets, etc. that have spikes points or studs
- Objects which have been modified to act as or resemble a weapon



- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents/guardians and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the principal may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in Grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval of the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

In the event that a student is in possession of and/or uses a weapon or look-alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of events.
4. The student's parents/guardians will be notified of the incident and asked to come to the school to remove their student from the building.

5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The Principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, dean of students, student and parents/guardians. If the principal's investigation verifies that the student possessed and/or used a weapon or look-alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the principal may elect a disciplinary action other than expulsion, especially for students in Grades K-3. The principal may consider circumstances such as:
  - Is the violation merely technical in nature (e.g. squirt guns)?
  - Was the weapon displayed or used in a threatening manner?
  - Has the weapon caused any harm, injury, destruction or damage?
  - Is the weapon commonly used by the people for purposes other than use as a weapon (e.g. table knife)?
  - Did verbal threats precede the possession of the weapon?
  - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
1. The decision of the principal shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
2. Parents/guardians may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer shall indicate that the student is not in good standing due to a pending disciplinary action.
3. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counselor prior to reinstatement.
4. Upon the advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:

- Possession and/or use is required as part of an authorized class or course
- Possession is part of an authorized school and/or class display or presentation
- Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
- Possession is authorized as a stage prop
- Possession and/or use is part of an authorized interscholastic sports activity.

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Any student found to use or be in possession of a weapon or look-alike shall be immediately suspended from school. The weapon or look-alike will be confiscated and police officials contacted. Upon notification of the student's parents/guardians and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the principal may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools.

#### WELLNESS

Peoria Notre Dame High School possesses a student wellness plan in compliance with Diocesan policy.

Students and instructional staff are provided a designated time to eat each day as indicated in each specified Time/Bell Schedule followed when school is in session all day. Cafeteria staff eat prior to the serving of the regularly scheduled lunch periods. All other staff are expected to eat during the regularly scheduled meal serving time periods.

Students are not authorized to be in the food serving area. Students are not assigned work duties in lieu of eating lunch.

Withholding of food/beverages or participation in Physical Education activities will not be authorized by the Principal. Each school year, parents/guardians are to inform the School Nurse or the Principal, in writing, of any food limitations or physical activity/exercise limitations that an individual student may have. This information is expected to be provided by parents when enrolling their students online.

If a student has a specific medical condition that limits a student's opportunity to participate in required physical activities the parent/guardian is to provide the Principal with a written medical

statement signed by the attending physician. If a student has a specific food limitation that limits the student from participating in the regular school lunch menu, the parent/ guardian is to meet with the Nurse and Cafeteria Manager to determine how the school and family can collaboratively work together to meet the students food needs during the school day.

The Athletic Director will work with the coaches, moderators, and sponsors to review with them health, nutrition, and safety factors to be monitored during conditioning and seasonal play activities.

## DISCIPLINE INFORMATION

### Student Discipline

Students are expected to demonstrate appropriate behavior that imitates respect for self, peers, and authority figures. Student behavior is expected to be Christ-like, ethical, moral, and legal. Peoria Notre Dame High School personnel partner with parents/guardians, their students' first teachers, in creating a safe, Christ-centered learning environment where students are able to work to achieve their God-given potential.

Students are expected to adhere to a teacher's rules as the teacher outlines his/her classroom rules. Students who engage in behavior that is contrary to the school's mission outside of school will be subject to investigation by the proper authorities. After an investigation by the authorities, the school will determine if any further discipline is necessary at the school based on the results of that investigation. Peoria Notre Dame High School does not authorize the use of corporal punishment.

Infractions to the Peoria Notre Dame High School Discipline Code may occur at three levels. Level I Discipline Infractions are considered minor disciplinary infractions. Level II Discipline Infractions are considered more serious disciplinary infractions. Level III Discipline Infractions are considered the most serious disciplinary infractions.

Level I Discipline Infractions. Level I Discipline Infractions are considered minor disciplinary infractions. Teachers and administrators report student infractions to the Dean. The Dean is authorized to routinely handle Level I Discipline Infractions. Each disciplinary infraction may result in one or a combination of these actions: (1) Detention, (2) Multiple Detentions, (3) In-School Suspension, (4) Out-of-School Suspension, and/or (5) Probationary Contract. Typical Level I Discipline Infractions include, but are not limited to, the following behaviors:

- Failure to follow proper attendance procedures
- Failure to report to Detention Period
- Food/drink outside of the Commons Area
- Hallway presence without valid pass
- Specified improper behavior
- Profanity
- Tardy to class (2<sup>nd</sup> Period through 5<sup>th</sup> Period)
- Other

Level II Discipline Infractions. Level II Discipline Infractions are considered more serious disciplinary infractions. Only the Dean, or other administrator, can determine a Level II discipline infraction. The Dean is authorized to routinely handle Level II Discipline Infractions. The Dean is to consult with and inform the Principal and Chaplain of any student who repeatedly is in violation of the Level II Discipline Infractions. Each disciplinary infraction may result in one or a combination of these actions: (1) Multiple Detentions, (2) Conference with Dean, Teacher, and Principal, (3) In-School Suspension, (4) Out-of-School Suspension, and/or (5) Probationary Contract. Typical Level II Discipline Infractions include, but are not limited to, the following behaviors:

- Disruptive behavior at an assembly or Mass (Automatic 1 hour Detention or indefinite ban from PND social and athletic events).
- Dismissal from class
- Repeated Dress Code violations
- Failure to report to Class/ Advisory
- Forgery of notes or signatures of school personnel and/or parents/guardians
- Lying
- Flagrant disrespect, disobedience, dishonesty, or abusive behavior
- Vulgar or offensive behavior
- Misconduct while riding school transportation
- Off campus violation
- Other

An accumulation of six (6) Detentions by a student will result in a conference with the Dean. Depending on the nature of the disciplinary infractions others including the Parents/Guardians, Counselor, Assistant Principals, Chaplain, or the Principal may be included in the Dean's conference with the student.

Level III Discipline Infractions. Level III Discipline Infractions are considered the most serious disciplinary infractions. Only the Dean, or other administrator, can determine a Level III discipline infraction. The Dean is authorized to routinely handle Level III Discipline Infractions. The Dean is to consult with and inform the Principal and Chaplain of any student who is in violation of the Level III Discipline Infractions. Each disciplinary infraction may result in one or a combination of these actions: (1) Multiple Detentions, (2) Conference with Dean, Teacher, and Principal, (3) In-School Suspension, (4) Out-of-School Suspension, (5) Probationary Contract and/or (6) Recommendation for Expulsion of the Student by the Discipline Committee. Typical Level III Discipline Infractions include, but are not limited to, the following behaviors:

- Vandalism/defacing school equipment and/or property
- Theft
- Fighting/Assault
- Reckless driving on school property or at school-related event sites
- Verbal, physical, visual or sexual intimidation, bullying, or harassment of another person
- Repeated Forgery of notes or signatures of school personnel and/or parents/guardians
- Repeated use of Cell Phones during school hours
- Setting off fireworks or smoke bombs or similar items on school property or school-related events
- Causing a false fire alarm
- Refusal to conform to school rules and authority figure directives
- Smoking or possession of smoking materials on school property
- Gambling
- Truancy
- Cheating and/or plagiarizing
- Other

#### Disciplinary Guidelines Serving Detention

School personnel are to provide students with a copy of the Detention Notice indicating the Level of the behavior infraction and the type of behavior infraction. This notice must be provided to the student within a reasonable amount of time. Two copies of the Detention Notice are forwarded to the Dean the same day that notice is given to the student. The Dean will notify the teacher of the date the Detention is served. Students serving a Detention are expected to:

- Serve within 48 hour time period of receiving notice
- Report to the Dean's Office at the time designated by the Dean

- Remain seated until dismissed by the supervisor
- Passes to lockers/restrooms are not granted during the Detention Period
- Students are expected to follow the Detention Supervisor's directions to work on homework or read
- Detentions are expected to be served on the date designated unless authorized by the Dean to be served at an alternative time
- Students may be assigned to work in the building during their Detention Period as authorized by the Dean
- Students are to be in Dress Code while serving Detention
- Any student who is asked to leave the Detention Period must meet with the Dean to review further disciplinary action

Detentions can be appealed by a student, if they consider it to be unjust. The student would present their case to a panel (student, teacher, and administrator chosen randomly). The teacher who gave the Detention also would present their side. The panel would ask any necessary questions and would vote on whether the Detention should remain in place. If a student loses the appeal, they will have to serve double the penalty. If the student wins, the Detention is revoked.

#### ACADEMIC INTEGRITY REFERRAL

If a teacher observes a student cheating, he/she will complete an Academic Integrity Referral Form. The teacher shall: (1) Specify reason for referral, (2) Identify circumstances surrounding the referral and attach the evidence that verifies the student was cheating, (3) Recommend consequences for student behavior, and (4) Contact the parent/guardian to report that the student was observed cheating in the classroom.

The teacher needs to secure the student's signature on the Form. The student's signature indicates that the student is aware that an Academic Integrity Referral was made. The student's signature does not indicate that the student agrees/disagrees with the referral. The form is then forwarded to the Dean, Assistant Principal, and student's counselor.

The Dean will meet with the student's counselor and the Assistant Principal to review the behavior consequences recommended by the teacher and what, if any, further discipline should be considered. The Dean, Assistant Principal, teacher, and the student will meet to resolve the discipline matter. The classroom teacher will contact the student's parents/guardians and counselor to inform them of the resolution of the discipline matter.

## BULLYING

(Catholic Diocese of Peoria Policy Adopted 1/03.)

All secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, negative use of text messages/internet, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities.

### Procedures

All secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. An anti-bullying program will be conducted with each class annually. This will be supported by school-wide messages on the issue and, when appropriate, a parent information evening.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the Dean and/or principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This investigation may include interviews with students, parents/guardians, and staff members as well as a review of school records. The victim/s, accused student/s, and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.



8. Emphasis must be placed on changing the behavior of the bullying student/s, while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the Principal or his/her designee shall give advice to the student/s who have been bullied on how to deal with any repeat incidents of bullying that may occur.
10. The Principal or his/her designee shall arrange follow-up discussion with the student/s at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the Dean shall contact the parents/guardians of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be disciplined in accordance with the school's Discipline Code.

#### CELL PHONES

Student cell phones are permitted inside the building. Students may have a cell phone on their person but it must be stored out of sight and be in the off position. Students are allowed to use their phone in the building before and after school as well as during their designated lunch period. Students who violate this rule face the following consequences:

First offense: phone given to Dean and returned at end of day.

Second offense: phone given to Dean and returned at end of day.

Third offense: phone turned into Dean of students daily for five school days.

Fourth offense: phone stored with the Dean of students until parents/guardians pick up the phone, etc.

#### CHEATING/PLAGIARIZING

Both cheating and plagiarism demonstrate a lack of integrity and character that is inconsistent with the goals and values of Peoria Notre Dame High School.

##### Plagiarism

Plagiarism is defined as “the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own” (Gibaldi 66). A writer who fails to give appropriate acknowledgement when repeating another's wording or

paraphrasing another's idea, or when presenting another person's idea (whether inadvertent or intentional) is guilty of plagiarism (Gibaldi 66).

Plagiarism includes (but is not limited to) the following situations:

1. Unintentional (accidental) or intentional intellectual theft. (Yes, plagiarism may be unintentional or accidental, but it is still considered an offense.)
1. Copying another's words verbatim without proper citation and appropriate punctuation.
2. Re-wording or paraphrasing another's ideas without proper citation.
3. Taking ideas from another person even if the ideas are rephrased or used in a different way without proper attribution.
4. Copying homework from peers (in which case all parties involved are at fault).
5. Failing to cite materials appropriately within the text or on the works cited, with the correct formatting.

### Cheating

“Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means” (“Cheating and Plagiarism”).

Assignments should be considered individual unless the instructor states otherwise.

Cheating includes (but is not limited to) the following situations:

1. copying, faxing, emailing, or in any way duplicating assignments using various technologies (cell phones, computers, or similar technologies) that are turned in, wholly or in part, as original work
2. exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
3. using any form of memory aid during tests or quizzes without the expressed permission of the instructor
4. using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
5. giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other

students will not have the opportunity or the temptation to copy

6. taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
7. accessing a test or quiz for the purpose of determining the questions in advance of its administration.
8. using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
9. using electronic means to copy and distribute assignments, quizzes, or tests to other students.

Note: Both plagiarism and cheating are Level III infractions. The student/ students involved are subject to both academic consequences and disciplinary consequences, including losing partial credit for the assignment, receiving no credit, being placed on academic probation, and/or being suspended or expelled from school.

#### DISMISSAL FROM CLASS

When an instructor sends a student to the Dean's office due to a disciplinary infraction, the Dean will: (1) Discuss the circumstances of the dismissal from class with the student, (2) Supervise the student for the remainder of the class period, (2) Determine if the student is eligible to return to class for the next class period, (3) Meet with the teacher to discuss the circumstances of the dismissal from class, (4) Contact the parents/guardians to inform them that the student was removed from class and that the teacher will call the parents/guardians to inform them of what happened in the class, and (5) Meet with the student and teacher after school to resolve discipline matter.

#### DRESS CODE VIOLATIONS

Students who violate the dress code face the following consequences. Students will correct the deficiency immediately and face the following consequences:

First- Third Offense: \$1 fine to be paid by the end of the week.

Fourth Offense- Sixth Offense: \$2 fine to be paid by the end of the week.

All subsequent offenses: \$3 per fine.

Students who chronically abuse the dress code will face at the Dean's discretion other consequences.

Students with unpaid fines will not be able to attend school social functions. Unpaid fines at the end of the trimester will result in students not receiving report cards.

All monies collected will go towards scholarship or other school funds.

Students with no dress code violations during a trimester can be eligible to be out of uniform for their final exams.

#### HALLWAY WITHOUT A PASS

Students who are in a hallway or unassigned area without a valid pass can receive a Detention.

Further violations will result in the student being placed on the no pass list for an amount of time determined appropriate by the Dean of Students.

#### HARASSMENT POLICY

Harassment, including sexual harassment, of any student by another student is unethical, illegal and prohibited. It is the responsibility of the complainant or any witnesses to report incidents of harassment.

Harassment is considered a Level III Discipline Code infraction and may be cause for expulsion.

The term "harassment" includes but is not limited to "slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect seriously and adversely on a person's race, color, sex, religion, national origin, citizenship, or physical or mental condition." Harassment under this policy includes sexual harassment that means any unwelcome sexual advance or any conduct of a sexual nature when such conduct has the effect of substantially interfering with a student's school performance or creating an intimidating, hostile or offensive school environment even if the actions take place off school property or outside of school hours. The term shall also include any other conduct or actions as defined as harassment under the Illinois Human Rights Act as it is amended from time to time. Further, cases of retaliation against a complainant or witness who initiates a case under this policy and included within the term "harassment" as used herein shall be handled under this policy.

Instances identified as name-calling and teasing do not constitute harassment under this policy.

#### Procedures

Diocesan policy outlines the reporting of harassment by the person harassed or by the parent/guardian of the person harassed (the

complainant) or any witness to harassment. For the school to take action, the parties identified as being involved must be identified as enrolled students in the school.

If the complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, whether a complainant follows that path or not, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that such an informal resolution is not feasible for any reason, the harassment should be reported by the complainant or witness to the Classroom Teacher or Co-Curricular Coach/ Moderator or directly to the Dean.

A notice of harassment should be given within a reasonable time of the alleged harassment in order to promote a fair, prompt and appropriate response. For the purpose of this policy, reasonable time shall mean within five school days.

Except when the report is given to the Dean, whoever receives the notice of alleged harassment from a complainant or a witness should report this to the Dean who shall have the responsibility to follow-up. The Dean shall make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. The Principal should receive a copy of this report. The Principal shall inform the Chaplain.

If it is determined that harassment, as defined in this policy, has occurred then the Principal shall take appropriate action to ensure the harassment ceases immediately and that appropriate and meaningful follow-up takes place. Harassment is considered a Level III Discipline Code infraction and may be cause for expulsion.

#### Interaction with Other Agencies

The Principal in conjunction with the President, Chaplain and the Chair of the Pastors' Board shall determine if the school must notify any other agencies regarding the incident of harassment as defined herein.

If a Parent/Guardian, for any reason, contacts an agency such as the police with a complaint of student-to-student harassment, the school will not investigate the incident except as the law requires or unless the harassment complaint reverts to the school by the outside agency.

#### FOOD/ VENDING MACHINES

Students are NOT permitted to purchase and bring to class any beverages or other food items. These items are not allowed outside the Commons area. This is a level I discipline infraction.

DISMISSAL FROM PEORIA NOTRE DAME HIGH SCHOOL DUE TO EXPULSION OR WITHDRAWAL PENDING DISCIPLINARY ACTION

(Approved by PND Education Commission 5/3/99, 8/00; 8/02.)

In order to be consistent with our mission to provide a quality and morally-based educational program grounded according to the doctrines of the Roman Catholic Church, students who have been expelled or who withdraw pending disciplinary action are not eligible to attend school-sponsored activities/events without the expressed permission of the Principal. This policy includes events where the former student or graduate would be accompanied by a currently enrolled student and applies to all school-sponsored events, whether held on-campus or off-campus.

The Official Student Transfer Form will indicate that the student is not in good standing pending discipline if the parents/ guardians withdraw the student prior to formal expulsion. The Official Student Transfer Form will indicate that the student was expelled if that is the action taken by the school.

CATHOLIC DIOCESE OF PEORIA DRUG POLICY – STUDENTS  
(Catholic Diocese of Peoria Policy, Adopted 3/00; Revised 2/02 and 1/03.)

Philosophy

The Catechism of the Catholic Church states that:

The political community has a duty to honor the family, to assist it, and to ensure especially ...the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. ...The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practice gravely contrary to the moral law.

Catechism of the Catholic Church §2211, §2291

The Catholic Diocese of Peoria is committed to providing the most optimal educational environment possible for all students attending the schools of the diocese. In order to assist parents, the primary educators of their children, and to work toward the establishment of a safe and drug-free environment, students enrolled in any of the Catholic high schools of the diocese will be screened for drug usage in accordance

with the procedures outlined in the accompanying administrative regulation.

The church community recognizes its duty to honor the family and to assist it. This same community wishes to ensure the protection of security and health in all matters, but in a special way with regard to dangers such as drug usage. The program of screening for drug usage is intended to:

1. Deter young adults from beginning or continuing drug use, and
2. Identify young adults who are harmfully involved in drug use so that they can be steered into appropriate drug education and treatment.

We wish to empower our students with knowledge and skills in order to make responsible decisions about their behaviors. We believe that the most effective deterrent to drug usage is openness and communication among students, parents, and the school community. This collaborative effort serves to enhance all aspects of school life in order to produce healthy, positive and productive citizens.

Attendance at a Catholic high school is not a right, but it is a privilege. With the privilege, come certain responsibilities. We hold students and their parents, or guardians, to a high code of behavior in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at a Catholic high school in the Diocese of Peoria.

## SCREENING FOR DRUG USAGE - STUDENTS

### SECTION I

#### PROHIBITIONS

Students will be screened for drug usage utilizing diocesan approved drug testing services employing radioimmunoassay technology in the analysis of hair (RIAH) and post-positive GC/MS, LC/MS or MS/MS confirmation testing. Specifically, samples will be submitted to a diocesan approved drug testing company for RIAH detection of the presence of Cocaine, Opiates, Phencyclidine (PCP), Marijuana, and Methamphetamine. Post-positive testing includes GC/MS, LC/MS or MS/MS confirmation for Benzoyllecgonine (Cocaine Metabolite), Opiates (Heroin/Morphine/Codeine), PCP, Carboxy THC (Marijuana Metabolite), Methamphetamine, and Ecstasy. The use of such drugs by students without legitimate medical

authorization is prohibited. The Catholic Diocese of Peoria reserves the right to test for additional drug substances as such screening becomes available.

## SECTION II SCREENING FOR DRUG USAGE

Students enrolled in any of the Catholic high schools of the Diocese of Peoria will be screened for drug usage as follows:

1. Annual Screening: All students will be screened for drugs at least once per year.
2. Random Screening: Any student enrolled in any of the Catholic high schools of the Diocese of Peoria is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year.
3. Screening Based Upon Behavior: Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy and administrative regulation, will be required to submit to screening. If the observed conduct could possibly endanger the student or others, the student may be removed from the school immediately and placed in the care of the student's parents or guardians. A student may be directed to submit to screening based upon their behavior before, during or after the school day or a school-sponsored activity.
4. Follow-Up Screening: Any student found to be in violation of this policy and administrative regulation will be subject to follow-up screening. Such follow-up screening will take place 100 days following the original results notification.
5. Transfer Students: All transfer students shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission is not complete until the screening has taken place and results showing the absence of drug usage are obtained.

## SECTION III DRUG SCREENING METHOD

The Catholic high schools of the Diocese of Peoria will use hair-sampling procedures for the purposes of policy implementation. Normally, a small sample of head hair will be collected from the student by trained personnel. However, if a sample of head hair cannot



be obtained, body hair collected from the arm or leg will be used for the drug screening method. Therefore, it is expected (except in certain situations) that students will wear a hairstyle that allows for a sample of head hair to be collected.

#### SECTION IV NOTIFICATION OF TEST RESULTS

Notification of test results will be given to the Principal or Drug Screening Coordinator (Dean of Students) of the program in each school by the drug testing company. The Drug Screening Coordinator (Dean of Students) will also notify the chaplain. Parents, guardians, and students shall be notified of a positive test result, as soon as possible by the Principal or Drug Screening Coordinator (Dean of Students). It is left to the discretion of each local high school as to whether or not they will notify parents and guardians in regard to a negative test result.

If a student tests positive for prohibited substances, that student and his/her parents or guardians shall be required to meet with the Principal and Drug Screening Coordinator (Dean of Students) to determine the necessary follow-up steps. Such a student will be required to receive an immediate assessment by a substance abuse professional approved by the Principal and Drug Screening Coordinator (Dean of Students). This student and their family must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding a plan of treatment. The assessment of any student engaged in extracurricular activities must consider whether this student will be allowed to continue to engage in extracurricular activities or what limitations will be placed upon such activities.

Furthermore, each local high school with the approval of the Office of Catholic Schools may adopt further punitive or disciplinary policies to be implemented if the student tests positive for prohibited substances. Such local policies will be noted in the Parent/Student Handbook. The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be subject to school discipline, including the possibility of expulsion.

Upon completion of necessary treatment, the student must submit to follow-up testing as set forth in Section II above or such other method as proposed by the substance abuse professional and agreed to by the high school. All costs associated with assessment, treatment and follow-up testing shall be borne by the student or the student's parents or guardians.

In the case of students who test positively for prohibited substances on a second or more occasions during their high school career, the Principal of the high school in consultation with diocesan officials may determine to exercise discipline, including the possibility of recommending expulsion. The high school will make reasonable attempts to keep information respecting positive drug tests and the follow-up procedures of the school confidential. However, the school cannot be responsible for information that must be shared (for example, with the coach that the student must limit participation in an extra-curricular activity) or as required by law or for information that is shared with others by the student or the parents or guardians of the student.

#### SECTION V APPEAL OF TEST RESULTS

If the student or his or her family feels the test results are erroneous, the student or family has the right to request that a second test be taken. This test must be requested and taken within three (3) days of the positive result. The cost shall be borne by the student, parents or guardians. Furthermore, all requests for a second test will be submitted to the same company that provided the initial test results for hair analysis, and the student may not alter their hairstyle prior to the second test. If the second test results vary from the first test results, the school and the parents or guardians will discuss the further action to be taken; however, the school's decision shall be final.

#### SECTION VI RETENTION OF RECORDS

No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Drug Screening Coordinator (Dean of Students) and will be destroyed upon three (3) years of the student's graduation from high school.

#### SECTION VII ANNUAL NOTIFICATION

Each secondary school shall submit a report to the Office of the Catholic Schools by June 15th of each year. This report shall include data on the number of students tested (but not their names), the dates of the tests and the number of positive and the number of negative results obtained. A short descriptive analysis of the program for that year shall also be included.

## PEORIA NOTRE DAME HIGH SCHOOL DRUG/ALCOHOL POLICY AND ADMINISTRATIVE REGULATIONS

### Philosophy

Peoria Notre Dame High School is a Catholic community whose primary concern is the value of the 'human person' in the eyes of God. The high school staff challenges our students to grow as Catholic Christians and to live as positive, active members of a larger community bigger than themselves, while encouraging them to live out the consequences of faith with a moral conscience.

Peoria Notre Dame High School recognizes that student use of alcohol and other controlled substances/drugs are illegal and have a damaging effect on the normal development, well being and performance of students. Peoria Notre Dame High School staff recognizes that the use of chemical substances often leads to the disease of chemical dependency. The school staff takes seriously our role to assist the student by prevention, intervention, and aftercare. However, the school staff will not compromise the safety and well being of the student body at Peoria Notre Dame High School in this effort. The Peoria Notre Dame High School staff believes that the use of alcohol and other drugs cannot be condoned as responsible, mature or healthful to the student.

The consumption/use, possession (including paraphernalia), distribution or sale of alcohol and/or drugs/narcotics on school property or at school-related functions is prohibited and is considered a Level III Discipline Code infraction, which may include suspension or expulsion. Alcohol, drugs/narcotics shall include unlawful drugs and controlled substances as defined by the laws of the United States/the State of Illinois and includes prescription and non-prescription drugs which are taken or distributed or sold in an unauthorized manner as well as "look-alike" drugs or any substance sold as a drug. Law enforcement officials will be contacted if deemed appropriate.

Peoria Notre Dame High School personnel reserve the right to search the locker, coat, personal belongings or vehicle of a student on school grounds or school-related functions. Student cooperation is mandatory.

Peoria Notre Dame High School staff does not condone the use, possession (including paraphernalia), distribution or sale of alcohol or illegal drugs by students. Peoria Notre Dame High School has an advisory committee that is responsible for advising the principal in matters of abuse, prevention education, screening, discipline and identification of students suspected of using, possessing, distributing, or selling alcohol or drugs. The Principal reserves the right to make the final determination in any matter affected by this policy. Members of the Drug and Alcohol Advisory Committee consist of the Principal, Chaplain, and Dean.

#### Drug Screening

Peoria Notre Dame High School is mandated to follow all provisions of the Diocesan Policy on Screening for Drug Usage. The Diocesan Policy is included in this Parent/Guardian-Student Handbook in its entirety. According to the Diocesan Policy on Screening for Drug Usage, this policy is in effect for the entire high school career of any student enrolled at Peoria Notre Dame High School. Peoria Notre Dame High School has also promulgated its own additional policies in regard to drug screening including disciplinary action. The main goal of Peoria Notre Dame High School's drug screening program is to ensure that the school is a safe learning environment.

Out of concern for all the students and the larger community, Peoria Notre Dame High School will seek to deter any serious drug problem by helping to ensure that no student at the school is using illegal drugs. Peoria Notre Dame High School uses the diocesan approved drug testing facility for its hair analysis drug test. During the school year, all students will be screened for drug usage at least one (1) time. Ten percent (10%) of the students will also be selected during the school year for an additional random drug-screening test. Consequently, some students may be tested more than once a year. The reason for random screening is to provide an ongoing deterrent from drug usage on the part of our students.

Peoria Notre Dame High School reserves the right to require drug-screening tests of those students whom the Chaplain, Dean, or Principal believes exhibit behavior/s ordinarily associated with drug usage. If the parents/guardians of a student refuse to give permission for their student to be tested, the Principal will notify the President of the School and action will be taken to formally expel the student. If a student tests positive for drug usage, the student

and parents/guardians will be contacted by the Dean to schedule a conference to be attended by the Parents/Guardians and student. The meeting will include the following:

1. Explanation of the student's test result
2. Explanation of the contract to be established
3. Requirement that the student seek an assessment at an outside agency approved by the Administration.
4. Explanation of the reporting procedure for co-curricular activities in which the student may be involved
5. Explanation of the appeal process
6. The Principal informs the Chaplain of the student's status
7. The student's Pastor/Minister may be notified as the Principal in conjunction with the Chaplain deem necessary

If a student decides to appeal a positive test result, he/she must follow the steps referenced in the Student-Parent/Guardian Handbook in the Diocesan Policy on Screening for Drug Usage. During the appeal process, the student is prohibited from participating in the school-sponsored athletics/activities program.

Additionally, students must be aware that a positive drug test will result in disciplinary action being enacted by the Peoria Notre Dame High School Principal. Such disciplinary procedures are outlined under the section of this handbook entitled "Disciplinary Action for Violation of the Drug/Alcohol Abuse Policy".

Additional concerns: Parents are not allowed to provide any medication to their child that has not been prescribed for the student directly. Proof of prescription from the providing doctor will be needed to verify that the student is allowed to take a certain substance.

#### Alcohol Screening

Peoria Notre Dame High School has promulgated its own policies in regard to alcohol screening including disciplinary action. The main goal of Peoria Notre Dame High School's alcohol screening program is to ensure that the school is a safe learning environment.

Out of concern for all the students and the larger community, Peoria Notre Dame High School personnel seek to deter any serious alcohol problems by helping to ensure that no student at the school is using alcohol. Peoria Notre Dame High School uses a breathalyzer, which detects the presence of alcohol.

If the student refuses to give permission to be tested for alcohol, the Principal will notify the Superintendent of Schools and action will be taken to formally expel the student. If a student tests positive for alcohol usage, the student and parents/guardians will be contacted by the Dean to schedule a conference to be attended by the Parents/Guardians, Student, Principal, and Dean. The conference will include:

1. Explanation of the student's test result
2. Explanation of the contract to be established
3. Requirement that the student is to be assessed by the Administrator to determine if an outside agency assessment is necessary
4. Explanation of the reporting procedure for co-curricular activities in which the student may be involved
5. Explanation of the appeal process
6. The Principal informs the Chaplain of the student's status
7. The student's Pastor/Minister may be notified as the Principal in conjunction with the Chaplain deem necessary

Additionally, students must be aware that a positive test is considered a Level III Discipline Code infraction and will result in disciplinary action being enacted by the Peoria Notre Dame High School staff. Such disciplinary procedures are outlined under the section of this handbook entitled "Disciplinary Action for Violation of the Drug/Alcohol Abuse Policy".

#### On-Campus/School Related Jurisdiction

The use, possession (including paraphernalia), distribution or sale of alcohol or illegal substances on school property or at school-related functions, or the presence of the student on campus after consuming alcohol/drugs off-campus is prohibited and considered a Level III Discipline Code infraction and shall result in disciplinary action.

Presently enrolled students and their guests will be subject to random alcohol testing at selected school functions during the school year.

#### Off-Campus Jurisdiction

Peoria Notre Dame High School students are expected to conduct themselves in a Catholic Christian manner at all times. A student and his/her family's voluntary choice of attending Peoria Notre Dame High School is accompanied by a greater responsibility than that of the public sector. Peoria Notre Dame High School staff expects students to reflect strong moral standards at all times and not just during the school day or even the school year. Peoria Notre

Dame High School students are held accountable to Discipline Code standards during their entire enrollment whether it is in session or not in session.

In the school's commitment to support students and their families and in accordance with our Mission Statement, any Peoria Notre Dame High School student who engages in behavior which could be described as civil or criminal misconduct will automatically have such behavior reviewed by the Disciplinary Committee for possible disciplinary action.

Any Peoria Notre Dame High School student who engages in any drug/alcohol incident off campus will be subject to school disciplinary sanctions as a Level III Discipline Code infraction when any of the following criteria has been met and verified:

1. A credible complaint is received by a school employee and the principal and his/her designee investigates the complaint to determine whether the school's drug/alcohol policies have been violated. Rumor, innuendo, and anonymous complaints are not grounds for an investigation.
2. A police incident report is obtained.
3. A published newspaper article indicating civil or criminal misconduct is obtained.

#### Disciplinary Action for Violation of the Drug/Alcohol Abuse Policy

A violation of the Drug/Alcohol Abuse Policy (on-campus/off-campus) is considered a Level III Discipline Infraction requiring a probationary contract with the high school.

Choosing to knowingly attend a party where underage drinking is taking place and remaining present violates the drug and alcohol policy. Students who find themselves in a situation where underage drinking is taking place should immediately notify their parent(s)/guardian(s) of the situation and leave the premise.

A student placed on a probationary contract is subject to the following:

#### First Offense

The following stipulations are minimally a part of a Drug/Alcohol Probationary Contract. Additional stipulations may be added to the student's probationary contract.

1. Twenty-eight (28) calendar day suspension from the athletics/activities program, commencing on the date that the school makes an initial determination that a violation occurred. The student may be allowed to practice in some

situations, but the student may not participate in any actual event(s).

2. Social probation for a period of twenty-eight (28) calendar days. During this time, the student is not allowed to attend school-sponsored social functions. The student will have to leave campus following the final period of the instructional day and can remain on school grounds only for academic, spiritual and/or counseling activities.
3. Participation in alcohol/drug abuse assessment is required to provide an opportunity for the student to examine the consequences of his/her choice to use chemicals and to explore the problems caused by his/her decision. The Student and Parents/Guardians are required to sign a release of information form to allow the assessment results to be shared with the Dean.
  - a. In the case of drug usage, students must receive an assessment from an outside agency approved by the Administration. The Student and Parents/Guardians are required to sign a release of information form to allow the assessment results to be shared with the Dean.
  - b. In the case of alcohol usage, students are to participate in an assessment provided and completed by the Administration.

Second Offense – The Drug and Alcohol Advisory Committee will be advised if a student is subject to disciplinary procedures due to a second Level III Discipline Code infraction due to the use of and/or possession of drugs and/or alcohol during his/her enrollment at Peoria Notre Dame High School. A student who is placed on a second probationary contract for a Level III Discipline Code infraction due to the use of and/or possession of drugs and/or alcohol will be subject to the following minimal stipulations as part of his/her probationary contract. Additional stipulations may be added to the student's probationary contract.

1. If the student is a student athlete or is a member of a club in a school-sponsored club/activity, a one (1) calendar year (365 calendar days) suspension from athletics and/or holding an office with a club/activity program.
2. Social probation for forty (40) calendar days. During this time, the student is not allowed to attend school-sponsored activities/events on-campus or off-campus. The student is to leave campus following the final period of the



instructional day and may remain on campus only for academic, spiritual and/or counseling activities.

3. The student must participate in a more intensive Substance Abuse Assessment Program. This assessment must be completed through an outside agency approved by the Administration. The student and parents/guardians are required to sign a release of information form to allow the assessment results to be shared with the Dean.
4. The student and his / her parents or guardians will complete a minimum of four hours of family counseling with the Peoria Notre Dame Chaplain, another approved priest, or approved licensed counselor.

Third Offense – The Drug and Alcohol Advisory Committee will be advised if a student is subject to disciplinary procedures due to a third Level III Discipline Code infraction due to the use of and/or possession of drugs and/or alcohol during his/her enrollment at Peoria Notre Dame High School. The Drug and Alcohol Advisory Committee will make recommendations to the Principal regarding whether or not expulsion procedures should be initiated.

The Principal will determine what conditions are to be outlined in a probationary contract if the student is permitted to continue his/her enrollment at Peoria Notre Dame High School. If the student is an athlete or is a member of a club, the student is to be immediately removed from the athletic program or club office. The student athlete is ineligible for further competition representing Peoria Notre Dame High School. The club officer may continue membership in the club but may not hold office during his/her enrollment.

Failure to comply with the specified conditions stated in the probationary contract will be cause to immediately dismiss the student from enrollment at Peoria Notre Dame High School.

## ACTIVITIES

Students have ample opportunity to develop their co-curricular interests through participation in the school-sponsored clubs, activities, and Illinois High School Association (IHSA) sanctioned activities and competitive athletic teams and events.

Assigned Teacher Moderators/Sponsors and Coaches are responsible for the organization and supervision of all school-sponsored activities. All event dates must be submitted to the Principal or

Athletic Director. Once the event dates are approved, they are placed on the approved school calendar.

In order to participate in school-sponsored activities, students are required to meet eligibility standards. Any student wishing to participate, practice or compete in school sponsored activities/ events that are held on a school day must be in attendance by 9:15 AM. The only exceptions for arriving after 9:15 AM are medical appointments, judicial appointments or attending a funeral. The Principal and Dean will determine on an individual basis circumstances beyond the control of the student. Students must return to school with a medical note, a judicial note, or note from parent/guardian if the student has attended a funeral to be eligible to participate, practice, compete or work in a career development program placement. The student is required to present the note even though the parents/guardians have called to verify the absence each day of the student's absence from school.

In addition to this school attendance requirement, students must meet academic standing eligibility requirements and behavioral requirements on a weekly basis. If a student is failing more than one class during the week, the student is declared ineligible for the following week. Teachers report grades for eligibility purposes each Friday and the student eligibility week is specified as Monday through Sunday. If a student is declared ineligible, the following restrictions are invoked:

1. First Time—May practice but not participate
2. Second Time—May practice but not participate
3. Third Time—May not practice, may not participate

School Clubs/Activities available for students during the 2021-2022

School Year include the following:

- Anchor Club—membership to this community service club by invitation only and sophomore, junior, or senior status.
- Art Club- membership open to students with art interest.
- Cheerleading—membership open to students by audition.
- Chess Club—membership open to all students interested in Chess.
- Dance Team—membership open to students by audition.
- Drama Club—membership open to all students interested in assisting in the production of the fall play and spring musical.
- Earth Club—membership open to students interested in promoting environmental practices.
- French Club—membership open to students interested in the French language.

- The Gael—membership open to students who enter their original literary and artistic work and are judged as participants in the annual publication.
- German Club—membership open to students interested in the German language.
- Hockey
- Irish Guard (Flag Corps)—membership open to students by audition.
- Key Club—membership in this service organization open to all students
- Lacrosse
- Latin Club—membership open to students interested in the Latin language.
- Liturgy Singers—membership is open to Concert Choir members and others with music teacher’s approval.
- Pontifical Servers—membership is open to students interested in serving at Pontifical Liturgies for the Bishop of Peoria and for school masses at PND.
- Robotics—membership open to students interested in robotics.
- Scholastic Team—membership is open to students at two (2) levels, freshmen/sophomores and junior/seniors interested in interscholastic competition.
- Spanish Club—membership open to students interested in the Spanish language.
- Speech Team—membership is open to students interested in interscholastic speech competition.
- St. Jude Club—membership is open to students interested in raising money to support St. Jude’s Children’s Hospital
- Student Ambassadors—membership is open to students who meet eligibility criteria to represent PND at both on-campus and off-campus activities/events. Freshmen are eligible for membership during their second semester of enrollment and who meet eligibility criteria.
- Student Government—membership is by student election. Freshmen elections are held during the second trimester. Sophomore, junior and senior elections are held in May of the school year for the next school year.
- Table Tennis—membership open to students participating in after school intramural table tennis competition.
- Teens for Life—membership is open to students interested in pro-life activities and chastity education.

- Yearbook—membership is open to students interested in publishing the student yearbook.

Where membership is by audition, not all students who try-out may be accepted for team membership. The school is committed to providing everyone a fair chance to participate. Unfortunately, if team numbers must be limited, not everyone who tries out can be accepted. The decision of the moderator/ sponsor or coach is final upon consultation with the Principal or the Athletic Director.

Ordinarily, the Principal does not intervene in selection decisions, unless the decision is arbitrary and capricious. Parents/guardians are encouraged to help their students understand that in some activities not everyone interested in participating will be able to participate.

Illinois High School Association (IHSA) Athletic Events available for students during the 2020-2021 School Year include the following:

	Fall Season	
<u>Men</u>		<u>Women</u>
Cross-Country		Cross-Country
Football		Golf
Golf		Swimming
Soccer		Tennis
		Volleyball
	Winter Season	
Basketball		Basketball
Swimming		
Wrestling		
	Spring Season	
Baseball		Soccer
Tennis		Softball
Track and Field		Track and Field
Bass Fishing		Bass Fishing

Where membership is by audition, not all students who try-out may be accepted for team membership. The school is committed to providing everyone a fair chance to participate. Unfortunately, if team numbers must be limited, not everyone who tries out can be accepted. The decision of the coach or moderator/sponsor is final upon consultation with the Athletic Director.

Ordinarily, the Principal does not intervene in selection decisions, unless the decision is arbitrary and capricious. Parents/guardians are encouraged to help their students understand that in some activities not

everyone interested in participating will be able to participate. (Refer to the IHSA website for any adjustments regarding COVID 19)

#### ASSEMBLIES

Assemblies are held for a variety of reasons. The integrity of the academic program must be considered when requesting that a specific assembly be held for a specific class or for the whole school. Typically, grade level assemblies are held in the Auditorium. If the whole school assembles, the Gym is designated at the assembly site.

The Parent/Guardian-Student Handbook provides a number of schedules that are used in special instances in addition to the daily regular schedule. Oftentimes the Advisory Period is used for school assemblies. Students are provided specific instructions on how to proceed to the assembly site for each designated assembly.

Students are assigned designated seating areas in the Auditorium and in the Gym. Students are expected to be in attendance at all school assemblies respectful at all times during these events.

#### VOLUNTEERS/CHAPERONES

(Catholic Diocese of Peoria Policy Adopted 3/04.)

To ensure the safety and well being of students, all volunteers/chaperones must complete the following Diocesan requirements to work with youth:

- Illinois State Police Background Check—fingerprinting
- Department of Children and Family Services Child Abuse and Neglect Tracking System Check—CANTS
- Catholic Diocese of Peoria video presentation and training

#### PEORIA NOTRE DAME HIGH SCHOOL ATHLETIC CODE

\*\* NOTE: All student athletes must have their own insurance policy to participate in high school athletics.

#### Philosophy

The purpose of interscholastic athletics is to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, school fans, and communities where events are held. A person who participates on a team no longer acts only as an individual but assumes the obligations of being a member of a team and a representative of the school. People will judge the athlete, his/her Catholic Christian faith,

and the school by the manner in which he/she performs. Many of the groups represented by the athletes have contributed extensive time, money, and energy to provide support and to encourage the team's activities. These groups are entitled to be represented by student athletes who demonstrate personal integrity and who do not violate prescribed rules of conduct.

In order to foster the ideas of good sportsmanship and respect for rules and authority; in order to establish leadership, team pride, teamwork, and team discipline; in order to eliminate disruptive influences in the locker room, on the training field, on the playing field, and on trips on and off the school grounds; and in order to provide conditions which promote health and safety for the individual team unit and opponents, the following principles are established:

Principle 1. – Citizenship. An athlete representing Peoria Notre Dame High School must exemplify the highest standards of moral integrity and good citizenship within school and within the community. Behavior that violates this principle is unacceptable. This principle adds to the IHSA position which is expressed in their by-laws: "If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests either as a participant or spectator or both." An athlete who violates Principle 1 may be subject to a temporary suspension or complete loss of athletic eligibility.

Principle 2. – Grooming. Athletes are to be well groomed and clean shaven. Beards, goatees, or mustaches may not be worn. Hairstyles are to be approved by the coach. Personal hygiene is to be appropriate for participation in public events. Further participation in athletics is forfeited until the athlete is compliant with this principle.

Principle 3. – Clothing. Athletes not attired in team uniform are to dress as directed by the coach while traveling to scheduled team events. Ordinarily, students are to wear clothing as defined in the Peoria Notre Dame High School Dress Code. However, an individual team coach may select specific clothing as that team's attire for travel. Further participation is forfeited until the athlete is compliant with this principle.

Principle 4. – Training Rules. The consumption and/or possession of alcohol, tobacco, or drugs by a Peoria Notre Dame athlete are prohibited. Since the use of tobacco, alcohol, and drugs is illegal, the training rules prohibiting the possession and/or consumption of tobacco, alcohol, and drugs are to be in effect in-season and out-of-season, twelve months a year. To protect confidentiality the Administration will notify the Athletic Director who will notify the

coach of a drug and alcohol violation. Penalty for violation of the training rules will be as follows:

First Offense: The athlete is suspended from participating for a period of four weeks (28 days calendar days).

Second Offense: The athlete found in violation of the training rules a second time is suspended from all athletics for one calendar year (365 calendar days).

Third Offense: The athlete is ineligible for further competition representing Peoria Notre Dame High School.

Principle 5. – Right of Appeal. An athlete who wishes to appeal the penalty for violation of the Peoria Notre Dame Athletic Code may do so if he/she submits such appeal in writing within ten (10) days of the alleged violation to the Principal. The athlete should follow procedures outlined under the Disciplinary Committee.

Principle 6. – Academic Eligibility. Although the Illinois High School Association (IHSA) standard states that a student athlete must pass twenty credit hours of work per week in order to be eligible, Peoria Notre Dame High School further defines its eligibility standard that a student may not fail more than one class per week. Teachers turn in eligibility forms on Friday. The student's eligibility week runs the following Monday through Sunday.

Principle 7. – Attendance. A student athlete must be in attendance by 9:15 A.M. on a school day. The only exceptions for arriving after 9:15 AM are medical appointments, judicial appointments or attending a funeral. The Principal and Dean will determine on an individual basis circumstances beyond the control of the student. Students must return to school with a medical note, a judicial note, or note from parent/guardian if the student has attended a funeral to be eligible to participate, practice, or compete in an athletic event. The student is required to present the note even though the parents/guardians have called to verify the absence each day of the student's absence from school. A student who is absent on Friday may participate on Saturday or Sunday at the discretion of the Athletic Director or Coach.

Principle 8. – Independent Team. A student athlete of Peoria Notre Dame High School may not participate on an independent team while participating in the same sport at Peoria Notre Dame High School.

Principle 9. – Health Physicals. A student athlete of Peoria Notre Dame High School must have an annual physical examination on file prior to participation in any sport or activity including conditioning and practice drills. The physical exam must have the student's signature, the parent/guardian's signature, licensed physicians, physician's assistant or nurse practitioner's signature. If a student incurs an injury,

he/she must have a written medical release from a qualified physician in order to return to athletic participation.

Principle 10. – Completion of Season. A student athlete is expected to complete the sport season in which he/she has chosen to compete. In the event that the student selects to participate in sports with overlapping seasons, the student athlete must consult with the Coaches involved in each sport and with the Athletic Director prior to dropping one sport in order to participate in another sport.

ILLINOIS HIGH SCHOOL ASSOCIATION  
(For the 2020-2021 Term)

Athletic Eligibility Rules

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools, which are members of IHSA as part of the Association's Constitution and By-Laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The Principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your Principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the Principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA By-Laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major By-Law provisions and does not contain the statement of the By-Laws in their entirety.

You may lose eligibility for interscholastic athletics if you violate IHSA By-Laws. Therefore, it is extremely important that you review this material with your Parents/Guardians, your Coaches, your Athletic Director and your Principal to thoroughly understand the IHSA Eligibility By-Laws and how they relate to you.

Attendance



1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters (12 trimesters) of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is “lapse in school connection” or not.

#### Scholastic Standing

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five 0.5 credits in a trimester or all of a student’s course load.
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous trimester to be eligible at all during the ensuing trimester.

#### Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian, or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed legal guardian; or

4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your parents attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

Transfer

1. In all transfer cases, both the Principal of the school from which you transfer and the Principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - a. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - b. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the Principals

- of both your former and the new school approve your transfer;
- c. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer;
  - d. Your parents/guardians are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents/guardians by action of a judge; and required court documents are on file at the school into which you transfer;
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the IHSA By-Laws.
  6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the Principal of the school into which you transfer before you participate in an interscholastic athletic contest.

#### Participation Limitations

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters (12 trimesters) you attend school. If you attend school for ten (10) or more days in a trimester, that counts as a trimester of attendance. You are not guaranteed eight semesters (12 trimesters) of eligibility, but that is the maximum number of semesters of high school attendance during which you may possibly have eligibility.
2. Your 7th and 8th semesters (11<sup>th</sup> and 12<sup>th</sup> trimesters) of high school attendance must be consecutive.

3. After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

#### Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sports season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### Use of Players

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench in uniform if you are not eligible to play. Also, you may not compete as an “exhibition” contestant if you are not eligible.

#### Participating Under a False Name

If you compete under a name other than your own, your Principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

#### Physical Examination

You must annually have on file with your Principal a certificate of physical fitness, signed by a licensed physician, physician’s assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician’s report must be on file with your high school Principal.

#### Amateur Status

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid’s league, etc. It only applies to your own competition in an athletic contest.

4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the IHSA Executive Director before you may compete again.

#### Recruiting of Athletes

1. The IHSA By-Laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are in need of finding out more information about a school, contact the Principal or an Administrator at the school, not a member of the coaching staff.

#### School Team Sports Seasons

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - a. During the school year, you may not participate on a non-school team coached by any member of your

school's coaching staff unless it meets specific criteria established by the IHSA By-Laws.

- b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season IHSA By-Laws will result in a penalty to you and/or to your school's coaching personnel.

#### Playing in Non-School Competition

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
2. If you participate in non-school competition during a sports season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your Principal must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
5. You will become ineligible if you play on any junior college, college or university team during your high school career.

#### All-Star Participation

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided the:
  - High school season in that sport has been completed;
  - All-star contest has been approved by the IHSA.You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

### Coaching Schools

1. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  - You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar.

### Misbehavior During Contests

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

\*\* Note: Due to periodic updates of IHSA bylaws, Peoria Notre Dame High School will abide by the most current IHSA bylaws.

## GENERAL INFORMATION

### ASBESTOS

Asbestos-containing building materials (ACBM) are present in Peoria Notre Dame High School. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner has completed a review of the locations, quantities, and friability of asbestos-containing building materials in Peoria Notre Dame High School and has prepared an assessment and response action plan to reduce exposure to asbestos fibers.

Copies of the Asbestos Management for Peoria Notre Dame High School, which includes the Inspection Report, are located in the administrative office. The plan is available for inspection without cost

or restriction within five working days after receiving the written request for inspection.

A copy of the Request for Inspection of Management Plan Form and hours of availability will be provided upon request. Should a request be made for a copy of the report, the school is allowed to charge a reasonable fee to make copies.

#### BOOSTERS CLUB

The Peoria Notre Dame High School Boosters Club is organized to support the school-sanctioned co-curricular clubs and athletics that operate and abide by both the Big 12 Conference and the Illinois High School Association (IHSA) rules and regulations. The Booster Club members volunteer and assist at all of our athletic events as well as assist in the care of our facilities and grounds. Membership is available by calling the school office, 691-8741.

#### BUILDING SECURITY

To ensure the safety of the Peoria Notre Dame High School students and staff, video cameras have been installed in the parking lots, at the entrances and inside the building.

All visitors are asked to report to the Main entrance door and check in the Main office to get a Visitor's pass.

#### COMMUNICATION

Parents/guardians are encouraged to communicate directly with their student's teachers. Teachers have voicemail and email at Peoria Notre Dame High School. Teachers can be easily accessed through the telephone system school directory. Parents/guardians are encouraged to communicate with the school staff using either the teacher's email address or using the voicemail system.

#### CONFIDENTIALITY

Employees of Peoria Notre Dame High School are expected to maintain trust and to be respectful in their interactions with students and families. School employees will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents/guardians will be notified promptly of school employee concerns.

#### DAYS OF RECOLLECTION

The full student body will participate in a day of recollection on a yearly basis. The purpose of participating in a Class Retreat is to



provide students with the opportunity to learn/experience more fully their Catholic identity and to challenge the students to make a deeper faith commitment to live more fully as a disciple of Jesus Christ.

These days of recollection may be held either on-campus or off-campus. If the days of recollection are to be held off-campus, parent/guardian permission forms are to be completed.

The days of recollection count as an attendance day. Absences are recorded and the regular reporting procedures are followed. If a student misses the day of recollection, they will lose their ability to waive their final exams. The school retreat schedule will be announced on the master calendar as early as possible.

#### EARTHQUAKE SAFETY PLAN

The following information is included in the Earthquake Safety Plan:

##### Signs of an Earthquake:

1. Gentle shaking, swaying of light fixtures, sound of objects wobbling
2. Low rumbling, like thunder, or a violent jolt, or a noise like a sonic boom
3. Difficulty in standing, objects may slide and crash together or even fly across the room
4. Tremors usually last one to two minutes.

##### Safety Procedures:

1. Classroom: DROP and crawl beneath desks or tables. Cover head with both arms, face away from glass.
2. Hallways: Move to an interior wall, DROP, and cover head with both arms.
3. Gymnasium: Move to weight room, wrestling room, east west hallways (lower level), crawl beneath tables, and cover head with both arms.
4. Commons/  
Library: DROP and crawl beneath tables, and cover head with both arms.
5. Chapel: DROP and crawl beneath pews, and cover head with both arms
6. Bus or Car: STOP the vehicle, DROP to the floor until tremor stops, exit the vehicle, and move to an open space.
7. Outdoors: MOVE AWAY from buildings, trees, and utilities. Lie down or sit covering head with both arms. Stay together in an open space until further directions are given.

8. Auditorium: DROP and crawl beneath chairs, and cover head with both arms.

Safety Precautions and Instructions:

1. When signs of an earthquake are felt or heard, the teacher should shout "DROP."
2. Crawl under desks or tables, cover head with both arms, and face away from windows and glass
3. Do not strike a match due to the potential of gas leaks.
4. Do not move out of the building until directed by the teacher to do so. ALL BUILDINGS SHOULD BE EVACUATED AFTER THE FIRST TREMOR. Remain under cover until the shaking stops.
5. To evacuate, use the fire escape routes to escape the building, if possible. Proceed to open field areas.
6. Be cautious of avoiding injury from falling objects, debris, and fire.
7. Teachers should take attendance after class has arrived at open field.

After the Earthquake:

1. Student and staff attendance is to be taken.
2. First aid may be needed.
3. Appropriate emergency help will be requested as soon as possible.
4. Structural damage to buildings is to be determined. Gas and water mains and electrical lines are to be checked and shut off if damaged.
5. Students are to remain under the direction of teachers until united with parent/guardians
6. School is to be closed until the building is determined to be safe.
7. Staff, students, and parents/guardians are to listen for emergency instructions on radio.
8. Staff, students, and parents/guardians are to prepare for aftershocks.

**EMERGENCY CLOSING**

When an emergency situation arises, such as a sudden snowstorm, school staff, students and parents/guardians should watch TV stations, WEEK, WHOI, and WMBD for announcements. Parents/guardians are asked not to call the school for confirmation of the school's closing.

Peoria Notre Dame will also utilize the school's rapid notification system.

If the regular school day is canceled, students will be expected to participate in on-line learning for their classes and complete any subsequent assignments.

#### FINES

Fines are mentioned in various places throughout this Handbook. All fines must be paid in the Business Office payable to Peoria Notre Dame High School. Fines not paid as prescribed will be added to the next tuition statement. Official report cards, health records, diplomas, and transcripts will be withheld until all fines, fees, and tuition are paid in full.

#### FIRE DRILL RULES

Fire drills are conducted periodically to instruct students and staff how to get out of the building as quickly as possible in the event of fire. Directions for the fire drill are posted in each classroom and at other places accessible to all persons in the building. School staff are expected to inform students on how to evacuate the school prior to a fire drill.

The following routine will be used for drills as well as in the event of an actual fire. The siren will continue to sound until everyone is out of the building:

1. Students should proceed from their classrooms out of the building to the designated areas in a quiet and orderly manner so that further instructions may be given as necessary.
2. The last person to leave the classroom should close the door.
3. The teacher is to go with the students to the designated area.
4. Staff and students are to wait for instructions before returning to the classroom.

#### FIRST AID AND MEDICATIONS

Any student who is injured in school must be sent to the school office. Teachers generally do not handle injuries nor are they to dispense medication. The school nurse is to administer first aid to students and to notify parents/guardians. No office personnel are authorized to dispense any medications.

If a student must take medication during the school day, the following guidelines are to be observed:

1. Written orders must be provided to the school from the doctor giving the name of the medication, the dosage, and the times the medication is to be taken.
2. A written request from the parent/guardian authorizing the administering of any prescribed medication at school must be on file in the Main office.
3. Medication shall be brought to the school office in a container appropriately labeled by the druggist or pharmacy stating the student's name, name of medication, and directions for taking the medication.
4. The student is responsible to come to the office at the appropriate times to take his/her medication.
5. Aspirin, Tylenol, etc. and other over-the-counter medication cannot be distributed by the school office personnel, teachers, or other school employees unless given permission by the student's parents/guardians.

#### HEALTH RECORDS

All incoming freshman students are required by Illinois State Law to present a physician physical and immunization records and dental exam. Transfer students must submit physician physical, immunization records and dental exams, plus an eye exam if they were homeschooled or coming from a state other than Illinois. Illinois State Law provides the local school the permission to set a date to exclude students whose health records are not in compliance with Illinois Law.

Peoria Notre Dame High School will exclude students from school whose health records are not in compliance by October 15<sup>th</sup>. Parents will receive advance notice concerning any missing records. An excluded student may not return to school until the student can verify that he/she is compliant.

All students participating in interscholastic athletics must obtain a new physician's physical each year prior to participation. This health certification is good for one calendar year.

#### INSURANCE--SCHOOL

Peoria Notre Dame High School provides student accident insurance through Scholastic First School Insurance Program. All full-time students are automatically covered for Excess Accident Medical Expense Benefits and Accidental Death & Dismemberment Benefits as described in the brochure available by request. The plan provides coverage for students participating in school sponsored and supervised activities effective from August 1, 2020 to August 1, 2021.

## LIBRARY

Peoria Notre Dame High School Library provides students and staff with library services and materials for classroom work and for personal information. The library is open for study and reference use from 7:30 A.M. to 3:30 P.M unless otherwise posted.

Regular Loan. Books (except reference and reserve materials) and periodicals may be borrowed for two weeks with renewals for materials not in demand. A fine of 10 cents per day is charged for overdue materials on regular loan materials.

Overnight Loan. Reserve and reference materials may be borrowed for overnight loans. These materials are checked out after school and are due back in the library before the first hour of the following school day. A fine of 25 cents per day per item is charged for overdue overnight loan materials.

Students assigned to an advisory period may use the library during their advisory period by obtaining a pass from an academic teacher/ the Librarian. Students reporting to the library are expected to be in the library to complete academic assignments. Students who come to the library are expected to stay for the entire period.

1. The library is considered a quiet study area. All persons are to respect the academic environment.
2. All materials must be checked out before leaving the library.
3. Students are expected to keep the library neat, dispose of waste paper, and treat the library materials with respect.
4. Students may not bring food or drinks into the library.
5. Bathroom or locker passes are not issued from the library.

## LOCKER ROOMS/P.E. AREA

Students are not allowed in the Locker Rooms or the P.E. area during school without the direct supervision of a staff member.

Students are expected to use their school-issued locks on their lockers at all times. Peoria Notre Dame High School assumes no liability for students' possessions in the Locker Rooms/P.E. area.

Students are expected to keep the Locker Rooms/P.E. area clean and safe at all times. Lockers are not to be decorated. Students are expected to report immediately any damages to the supervising teacher. Unattended bags left outside the locker room will be collected and held by the Athletic Director during the day.

## LOST AND FOUND

Students are expected to mark all of their personal belongings with their name. Lost and found articles are taken to the Main office. If a student finds an item during the day, he/she should bring the found item to the Main office.

#### PARENT BOARD

Peoria Notre Dame High School's parent's organization is known as the Peoria Notre Dame High School Parent Board. All parents/guardians are eligible to become members of the Parent Board through a nominal membership fee. For the 2020-2021 School Year the membership fee is \$15. The annual family membership assists the Parent Board in supporting our school, recognizing teachers and their efforts, dispensing a complimentary student phone directory, assisting with refreshments at special school events, and assisting at dances and post graduation parties. Membership is available by calling the school office, 691-8741.

#### PHYSICAL EDUCATION AND LOCKER FEES

Students are required to dress for P.E. Students are expected to wear the Peoria Notre Dame High School physical education uniform consisting of the Peoria Notre Dame High School t-shirt, shorts, white socks, and tennis shoes with laces tied.

Students are expected to purchase their uniforms and locks from the Physical Education Department. P.E. uniforms are \$18.00. P.E. locks are \$7.00.

#### SELECTIVE SERVICE

Male students must register with the Selective Service within 30 days of their 18<sup>th</sup> birthday. Students may register on-line [www.sss.gov](http://www.sss.gov) or pick-up a Selective Service Registration Card at any U.S. Post Office.

#### SEX OFFENDER REGISTRATION

Recent legislation in Illinois requires that principals and/or teachers of public or private elementary or secondary schools notify parents/guardians that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

#### TORNADO DRILL

Tornado drills are conducted periodically to instruct students and staff on how to move to a designated safe area. Directions for the

tornado drill are posted in each classroom and at other places accessible to all persons in the building. School staff are expected to inform students on how to move within the school to a safe area prior to a tornado drill.

The following routine will be used for drills as well as in the event of an actual tornado:

1. Students should proceed from their classrooms to the designated safe area in a quiet and orderly manner so that further instructions may be given as necessary.
2. The last person to leave the classroom should leave the door open.
3. The teacher is to go with the students to the designated area.
4. Students are to remain with their assigned class.
5. Students are to follow staff directives regarding position and safety matters.
6. Staff and students are to wait for instructions before returning to the classroom.

Safety Procedures:

1. Library: All occupants of the library are to go to the two conference room areas off the Library.
2. Commons and Gym Area All occupants of these areas are to take the south stairs nearest their position and move to the locker room halls in the lower level of the building.
3. Auditorium and Offices All occupants of these areas are to split in the center of the areas and descend the stairs to the lower level nearest their locations. The east half of the auditorium/ office areas are to take the east stairs down, and the west half of the auditorium/ office areas are to take the west stairs.
4. Classrooms W-01 to W-15 Persons in these areas are to move quickly down the locker room steps and move into the Music Room/ Locker Room
5. Classrooms W-16- W-36 Persons in these areas are to descend the west stairs into the locker room/ hall outside the Music Room.
6. Classrooms W-41 to W-46 Persons in these areas are to move to the Library and into one of the library office spaces.
7. Classrooms E-01, E-02 Persons in these areas are to move quickly down the locker room steps into the Music

- |               |  |
|---------------|--|
| E-13          | Room.                                      |
| 6. Classrooms | Persons in these areas are to descend      |
| E-04 to E- 07 | the east stairs into the locker room/ hall |
| E-14 to E- 36 | outside Music Room.                        |

Safety Precautions and Instructions:

1. All room doors are to remain open
1. West Wing Fire Doors are to be closed
2. East Wing Fire Doors are to remain open
3. Directions to move will be provided either over the P.A. System or by verbal directions given in the hallways
4. Proper safety position includes being seated on the floor, facing the wall nearest to the person with knees bent and extended to the sides. Shoulders are to be bent forward with head hunched down. Arms are to be crossed behind the neck protecting the head as much as possible.

If the school receives a severe weather warning within the last fifteen minutes of school, students will be held until the school receives an all clear from Civil Defense or Peoria area safety personnel. Parents/guardians waiting in the parking lot will be notified accordingly.

**TRANSPORTATION GUIDELINES**

Students riding Peoria Notre Dame High School vehicles are to abide by all Peoria Notre Dame High School rules and regulations and school policies. All student riders and parents/ guardians are expected to become thoroughly familiar with the following regulations governing school bus riders:

1. Students are expected to be on time at the designated school bus stop.
1. Students are expected to remain off the road at all times while waiting for the bus.
2. Students are expected to remain in place until the bus comes to a complete stop.
4. Students are expected to remain in their seats while the bus is in motion.
5. Students are expected to listen to the bus driver at all times.
6. Students are expected to remain on the bus in the event of a road emergency until the driver gives instructions.
7. Students are expected to keep hands and heads inside the bus at all times while inside the bus.



8. Students are expected to maintain their seating area and to refrain from throwing any items out the windows.
9. Students are expected to maintain normal conversation tones while riding on the bus.
10. Students are expected to be silent when the school vehicle approaches a railroad-crossing stop.
11. Students are expected to demonstrate respect for school equipment.
12. Students are expected to report any/all damages of school equipment to the bus driver.
13. Students are expected to keep all of their possessions out of the aisles of the school vehicles.
14. Students are expected to remove all of their possessions when departing the school vehicle.
15. Students are expected to be courteous to fellow students and the bus driver.
16. Students are expected to look after the safety and comfort of younger students.
17. Students are expected to board and depart the school vehicles only at their designated regular stop.
18. Students are expected to provide a written note from parents/guardians if the students are requesting to board or depart the school vehicle from an alternative stop. The Principal must approve all special requests.
19. Students are expected to observe safety precautions at discharge points. Where it is necessary to cross the highway, students are expected to proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed from both directions. Students are expected to wait for a signal from the driver prior to moving to cross the highway.
20. Students are expected to observe the same rules, regulations, and school policies while traveling on school vehicles for school-sponsored activities.

Discipline sanctions will result if students choose not to follow these stated guidelines and/or directions provided by the driver of any school vehicle. Discipline sanctions may result in removal from school-sponsored transportation.

#### TRANSPORTATION FEES

Peoria Notre Dame High School provides limited bus transportation on a fee basis. The current fee schedule includes the following:

Two-way = \$90.00/Month      One-way = \$45.00/Month

Bus routes typically include pick-ups and drop-offs in these areas:  
Morton/Tremont/Pekin/Bartonville  
Washington/East Peoria/ Peoria

#### TUITION—2021-2022 SCHOOL YEAR

The cost to educate a student at Peoria Notre Dame High School for the 2021-2022 school year is projected to be approximately \$12,300.

Tuition and fees are projected to support approximately 70% of the total cost to educate a student. Funds received through Parish Assessments are projected to support approximately 10% of the total cost to educate a student. Third source funding including donations, distributions from the PND Foundation and fund raisers are projected to support the remaining cost to educate a student.

2021-2022 Tuition	1st Student	2nd Student	3rd Student
Affiliated Rate	\$7,676	\$6,676	5,676
Non-Affiliated Rate	\$11,464	\$11,464	\$11,464

#### TUITION—BOOK/LAB FEE

Peoria Notre Dame High School's Book/Lab Fee charge includes books, lab fees, workbooks, and other consumable items. The Book/Lab Fee for the 2021-2022 School Year is \$435. The Book/Lab fee is prorated by trimester periods only. Thus, if a student enrolls during the first trimester, the student pays the full fee. If the student enrolls for the second trimester or during the second trimester, the student pays only the second and third trimester Book/Lab fee.

#### TUITION—REGISTRATION FEE

The Registration Fee for the 2021-2022 School year is \$150. This registration fee is non-refundable.

#### GRADUATION FEE

Senior students will have a one time Graduation Fee of \$100 that is due by January 2021.

#### TUITION TAX CREDIT

Parents/guardians will access their report with the full amount of tuition and fees paid during the calendar year account, to be used in preparation of their State of Illinois Tax Return, by logging into their FACTS. The following steps will allow you to obtain your FACTS payment summary:

(1) Log into your FACTS account. Sign in at:

<https://online.factsmgt.com/signin/42H9P>

(2) Select 'View Details'

(3) Select 'View Payment Summary'

You will be able to print the summary directly from FACTS. Please contact FACTS at (866)441-4637 if you are having issues obtaining your report.

#### TUITION—FINANCIAL ASSISTANCE

The process for financial assistance begins as follows:

##### January - March

Filing of a FACTS application at <https://online.factsmgt.com/signin/42H9P>. This submission of FACTS is required to be considered for any financial assistance. FACTS is a company that provides an independent evaluation of a family's information to establish financial need based on a school's tuition rate and the family's individual circumstances. It does not provide funding for any assistance.

The John Lancaster Spalding (JLS) awards are made by the Catholic Diocese of Peoria. The deadline for filing FACTS to be considered for the JLS award is March 15<sup>th</sup>. This scholarship requires a letter of good standing from your student's principal and your parish priest as well as the completion of the FACTS application.

##### April - May

Once the Diocese has determined the distribution of the John Lancaster Spalding funds, the families and schools are notified. If you

do not receive a JLS award from the Diocese, you will still be considered for an award at PND.

PND distributes initial assistance awards based on a percentage of family's need as determined by the FACTS calculations. Non-Affiliated families are eligible to apply for financial assistance.

June – August

The PND Summer Work Program is a voluntary program for any student whose family applied to FACTS for financial assistance. After a family completes the FACTS application for financial assistance, they will receive an email from SignUpGenius inviting them to sign up for days in the summer work schedule. A \$350 credit towards tuition is awarded and requires the student to work eight (8) days Monday through Thursday 8am-Noon during any given week in the summer as stated on the summer schedule. If all eight (8) days are not completed in full, no credit will be given.

Notification of PND financial assistance awards, if any, will be sent to parents in May. The notification will be sent via email to the parent/guardian email address provided on the FACTS application.

Families can address the need for additional assistance with their parish priest. Some parishes have an application process of their own that needs to be completed. It is suggested that you contact your pastor in person.

If you find you are in need of additional financial assistance, we will work with you. Letters can be submitted requesting additional financial assistance, but you must maintain consistent payments to be considered. If available, additional assistance is issued in the Spring of the current school year. All requests for financial assistance should be made in writing, via letter or email, and submitted to the PND Business Office.

A FACTS application must be completed and submitted to be considered for any financial assistance awards at PND including the Summer Work Program.

#### TUITION—PAYMENT POLICIES

Peoria Notre Dame uses FACTS tuition services for processing tuition and fee payments. Parents/guardians are able to select from several tuition/fee payment plans including:

1. Payment in full due in June, July, or August
2. Semi-annual payments in July/December or August/January
3. Quarterly payments beginning in August - includes \$20 yearly FACTS payment plan fee
4. 10 monthly payments beginning in August - includes \$20 yearly FACTS payment plan fee
5. 12 monthly payments beginning in June - includes \$20 yearly FACTS payment plan fee
6. Other payment arrangements i.e., weekly, bi-weekly, etc, can be requested. Contact the business office.

Parents/guardians are required to pay through FACTS by Automatic Withdrawal from a bank account or by debit/credit card (Visa, MasterCard, Discover, or American Express will be accepted. There will be a 2.85% “service fee” for payments made by debit/credit card.)

Parents/guardians are able to view all of their payment activity online, change their payment method from month to month, make additional payments, and view previous/upcoming payments. Parents/guardians will also view and print tax credit statements from FACTS.

#### COMPUTER LEASE – PAYMENT POLICIES

Peoria Notre Dame uses FACTS tuition services for processing computer lease payments. Parents/guardians are able to select from several computer lease payment plans including:

1. Payment in full upfront in April, May, or June
2. Three (3) annual payments beginning in May, June or July
3. Thirty-six (36) monthly payments beginning in June
4. Forty-eight (48) monthly payments beginning in June

Parents/guardians are required to pay through FACTS by Automatic Withdrawal from a bank account or by debit/credit card (Visa,

MasterCard, Discover, or American Express will be accepted. There will be a 2.85% “service fee” for payments made by debit/credit card.)

Parents/guardians are able to view all of their payment activity online, change their payment method from month to month, make additional payments, and view previous/upcoming payments.

For senior parents/guardians only – computer lease payments will continue to be billed/processed through the Blackbaud student billing system. Parents/guardians making annual payments will be billed or processed electronically according to your original computer lease agreement.

#### DELINQUENT PAYMENT POLICIES

Parents/guardians will receive notification from FACTS if a payment does not process. If the payment becomes delinquent, a hold will be placed on the student’s account. Students with delinquent accounts at the end of the first or second trimester may be released from Peoria Notre Dame High School and the amount owed will be turned over for collection.

Senior students with a delinquent account may forfeit participation in the graduation ceremony. Peoria Notre Dame High School will not issue report cards, official transcripts, or a diploma until all financial obligations are met.

Peoria Notre Dame High School reserves the right to refuse admission to any student with a history of delinquent tuition payments.

Delinquent payment for a school related item or a school related participation fee will be added to the student account.

#### TUITION/FEE POLICY FOR LATE ENROLLMENT OR WITHDRAWAL

##### Late Enrollments

1. Tuition – based on full trimester rates. No partial trimester charges are available.

2. Book/Lab Fees—based on full trimesters only. No prorated for partial trimesters.
3. Registration Fee—full fee payable regardless of enrollment date.
4. All past due balances for any family members must be paid prior to the enrollment of family members for the next school year.

#### Withdrawals

1. Tuition—based on actual number of days of enrollment in attendance, but not less than \$100.
2. Book/Lab Fees—prorated based on full trimester only. No prorated for partial trimesters.
3. Registration Fee—not refundable.
4. Refunds never exceed payments received from family. Financial Assistance is never refunded to a recipient for those scholarships administered by PND.
5. Financial Assistance is pro-rated the same as tuition.
6. Computer balances are paid in full or the break-lease fee is paid.
7. Unpaid balances are due at the time of withdrawal. Arrangements to pay unpaid balances must be made at the time of withdrawal. Failure to make arrangements and completing the plan of payment will result in the account being turned over to a collections agency at the end of the school year.

#### VISITORS/GUESTS

Peoria Notre Dame High School has a closed campus policy. Visitors are required to report to the Main office and obtain a "Visitor's Pass." Visitors, unless they are shadowing another student, are only permitted in the Commons during lunch (11:35- 12:47)

Students who wish to have a guest shadow them from class to class must seek permission from the Director of Admissions in advance of the planned visitation day. The visiting student and the Peoria Notre Dame High School student must complete the necessary Student Visitor Form prior to the visitor coming to Peoria Notre Dame High School.

Parents/guardians are to contact their student's teacher/administration to make arrangements to meet before, during, or after the regular instructional day. All parents/guardians are to register at the Main office prior to proceeding to their designated meeting.

Visitors who are not parents/guardians of currently enrolled students, college representatives, or individuals representing a company/organization are to report to the office of the Dean of Students after receiving their "Visitor Pass."

Visitors are not permitted to visit classrooms during the designated instructional day. Unauthorized visitors may be considered trespassing prompting Peoria Notre Dame High School officials to contact local law enforcement.

### CATHOLIC DIOCESE OF PEORIA POLICIES

#### APPEAL and REVIEW POLICY OF THE CATHOLIC DIOCESE OF PEORIA

(Catholic Diocese of Peoria Policy Adopted 08/15)

A review or appeal of any decision concerning policies, procedures, other serious matters made by the competent authority of any of the Secondary and Pre-K through 12 Schools of the Catholic Diocese of Peoria may be requested by any member of the Diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

#### Statement of Process

The individual or group desiring the appeal or the review of a decision must make that request known to the Superintendent of Schools in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the Vicar General of the Catholic Diocese of Peoria.



This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it,
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution.  
The Superintendent of Schools, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the Vicar General. In most cases, the decision of the Superintendent of Schools is final. However, those who have requested the appeal and review may further appeal the decision of the Superintendent of Schools to the Vicar General within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal or they may forward the appeal to the Vicar General. The Vicar General shall make a final decision on the appeal in such cases. If the Superintendent of Schools decides to dismiss the case, they must, as a matter of record, forward a copy of such decision to the Vicar General.

#### COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

(Catholic Diocese of Peoria Policy Adopted 4/95; Revised 1/03.)

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy of archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese

who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

This policy can found and reviewed at the Catholic Diocese of Peoria Website, [www.cdop.org](http://www.cdop.org). You may also request a copy of the Administrative Regulations through the Principal's Office.

## HARASSMENT

(Catholic Diocese of Peoria Policy Adopted 5/94; Revised 1/03.)

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims.

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

This policy can found and reviewed at the Catholic Diocese of Peoria Website, [www.cdop.org](http://www.cdop.org). You may also request a copy of the Administrative Regulations through the Principal's Office.

POLICIES AND PROCEDURES RELATING TO ALLEGATIONS  
OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS,  
OR BY LAY EMPLOYEES OR VOLUNTEERS

(Catholic Diocese of Peoria Policy Adopted 6/95; Revised 1/03 and 8/03.)

This policy and its accompanying administrative regulation set forth procedural guidelines which apply to priests, deacons, lay employees, or volunteers, employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct. This policy can be found and reviewed at the Catholic Diocese of Peoria Website, [www.cdop.org](http://www.cdop.org). You may also request a copy of the Administrative Regulations through the Principal's Office.

STUDENT WELLNESS PLAN

(Catholic Diocese of Peoria Policy Adopted 5/06)

All elementary and secondary schools of the Diocese of Peoria shall be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Diocese of Peoria that:

1. Each school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in early childhood programs and grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.

4. To the extent practical, the schools in the Diocese will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
6. Each school will engage students, parents, teachers, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan.

This policy can found and reviewed at the Catholic Diocese of Peoria Website, [www.cdop.org](http://www.cdop.org). You may also request a copy of the Administrative Regulations through the Principal's Office

#### TIME/BELL SCHEDULE

##### A – Regular Schedule

Period 1	8:00- 9:10
Period 2	9:15-10:20
Period 3	10:25-11:28
Report to Advisory	11:28-11:33
<u>Lunch / Advisory</u>	
--Lunch A:	11:33-11:59
--Lunch B:	11:59-12:23
--Lunch C:	12:23-12:47
Period 4	12:52- 1:56
Period 5	2:01- 3:05

##### B – Mid-morning Mass/Assembly Schedule

Period 1	8:00- 8:49
Period 2	8:54- 9:43
Report to Advisory	9:48- 9:53
Dismiss to Mass/Assembly	9:53-10:00
MASS/ASSEMBLY	10:00-11:00
Report to Period 3	11:00-11:10
Period 4	11:10-11:57
<u>Lunch / Advisory</u>	
--Lunch A:	12:02-12:28
--Lunch B:	12:28-12:52
--Lunch C:	12:52- 1:16
Period 4	1:21- 2:11

Period 5	2:16- 3:05
C – AM Assembly (Long)	
Dismiss to Assembly	8:00- 8:10
ASSEMBLY	8:10- 9:10
Report to Period 1	9:10- 9:20
Period 1	9:20-10:09
Period 2	10:14-11:03
Period 3	11:08-11:55
<u>Lunch / Advisory</u>	
--Lunch A:	12:00-12:26
--Lunch B:	12:26-12:50
--Lunch C:	12:50- 1:14
Period 4	1:20- 2:10
Period 5	2:15- 3:05
D—Afternoon Assembly (Long)	
Period 1	8:00- 8:51
Period 2	8:56- 9:47
Period 3	
9:52-10:43	
Period 4	10:48-11:37
Report to Advisory	11:37-11:42
<u>Lunch / Advisory</u>	
--Lunch A:	11:42-12:08
--Lunch B:	12:08-12:32
--Lunch C:	12:32-12:56
Period 5	1:01- 1:52
Report to Advisory	1:52- 1:57
Dismiss to Assembly	1:57- 2:05
ASSEMBLY	2:05- 3:05
E—Afternoon Assembly (Short)	
Period 1	8:00- 8:52
Period 2	8:57- 9:49
Period 3	
9:54-10:46	
Period 4	10:51-11:41
Report to Advisory	11:41-11:46
<u>Lunch / Advisory</u>	
--Lunch A:	11:46-12:12

--Lunch B:	12:12-12:36
--Lunch C:	12:36- 1:00
Period 5	1:05- 1:57
Report to Advisory	2:02- 2:07
Dismiss to Assembly	2:07- 2:15
ASSEMBLY	2:15- 3:05