



**Forming disciples of Jesus Christ in a community of
Catholic faith, knowledge, and service.**

Student-Parent/Guardian Handbook
2024-2025

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***Significant policy changes for the 2024-2025 school year are bolded.**

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Diocesan Statements on Student/Parent Handbook

Right to Amend

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.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child, if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.

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.

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.

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.

Statement of Philosophy

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 for 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.

Mission Statement

The mission of Peoria Notre Dame High School is to form disciples of Jesus Christ in a community of Catholic faith, knowledge, and service.

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Vision Statement

Peoria Notre Dame prepares our students for a successful future – educationally, professionally, vocationally, personally, socially, and eternally in Heaven. By forming their hearts and minds with the Gospel, they will grow in virtue and holiness and be true protagonists of history, bringing the Light of Christ to the world around them.

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, the Chief Operating Officer, and the Principal.

The Chief Operating Officer (COO) is responsible for the financial management of the school, promotion of the school to the public and its alumni, as well as the general operations of the school's facilities. In this role, the Chief Operating Officer directly oversees the departments of Admissions, Facilities, Marketing, and Advancement. Each of these departments assist the COO in specific areas related to their role in supporting the mission of the school, and the director of each of these departments is considered a member of the school's "Leadership Team."

The Principal is responsible for ensuring that the school and its faculty/staff effectively lives its mission of forming disciples of Jesus Christ in a community of Catholic faith, knowledge, and service on a day-to-day basis. In this role, the Principal directly oversees the school's academics, athletics, student life, Catholic identity, and all other domains related to living the mission of the school. The Principal is assisted in these responsibilities by the Administration, which consists of an Assistant Principal, Dean of Students, and Athletic Director. Each member of the administration is considered a member of the school's "Leadership Team."

School Building Information & Hours

Building Hours during School Year

The school's main entrance will be open starting at 6:45 a.m. daily. Any student inside the building prior to 7:30 a.m. must remain in the commons unless going to morning Mass or meeting with a teacher or staff member. The commons area will be supervised by a teacher or staff member before and after school each day. All students are expected to leave the building by 3:30 p.m. unless they are involved in a supervised activity or meeting with a teacher or staff member. Students who are in the building after 3:30 p.m. for a sport or co-curricular activity must be under the direct supervision of the coach/moderator. Students who need to be picked up after 3:30 p.m. may stay in the commons until their ride arrives. All students must be picked up or out of the building by 4:30 p.m. daily unless participating in a supervised, school-related activity. On weeknights and weekends, students are not to be on school property unless they are in a designated activity. The school grounds are private property.

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. Monday-Thursday during the months of June and July. School business should be conducted during these posted time periods. Regular office hours resume the first week of August each year.

Statement Concerning Student-Parent/Guardian Handbook

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 Schools shall be the final recourse at the diocesan level, in consultation with the Vicar General.

Campus Policies

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. – 3:15 P.M. on standard schedule days, 9:00 A.M. on late start days). Students may not leave campus unless school personnel and parents/guardians authorize an early dismissal. If it is necessary for a student to leave school early, the student must have a note, email, or phone call from his/her parent/guardian. The parents/guardians must notify office personnel prior to their student's departure from campus, and students must sign out in the main office prior to leaving. Leaving campus without permission constitutes a discipline code violation. All students are to report directly to their first class each morning. Students who become sick during the day must see the Nurse, who will make a determination about the student's health and inform parent's guardians as necessary.

Students are expected to remain on campus during lunch/advisory periods and are expected to either 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 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.

Visitor Policy

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. Unauthorized visitors may be considered trespassing, prompting Peoria Notre Dame High School officials to contact local law enforcement.

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 or the 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.

Cameras

For the safety of all Peoria Notre Dame High School students and staff, security cameras monitor the building, facilities, 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. Security camera footage can also be reviewed to address student behavior on school property during or outside of school hours.

Vehicle Registration & Parking

For security purposes, Peoria Notre Dame's parking lot is under 24/7 camera surveillance and anyone who parks in the lot on a daily basis, including students and faculty/staff, is required to have a parking permit. **Cars parked on school property are subject to search by school personnel for any reason at any time.** Student parking permits can be purchased by students from the main office at the beginning of the year for \$176, or \$1 per day of school. Funds collected from parking permits are used to maintain the parking lot and other facilities. The cost of a parking permit will be prorated for a student purchasing a permit in the middle of the school year. The parking lot will be routinely checked to ensure that all parked cars have a parking permit displayed in their dashboard. Cars that are improperly parked or that do not have a visible parking permit may be towed. Students who park improperly or who park without a permit could also be subject to a \$25 fine. Permit-carrying students are permitted to park in the lower parking lot outside the gym and against the baseball field fence in the upper parking lot. All blue spots up by the baseball field and spots in the circle drive are reserved for faculty and guests. Repeated failure to conform to the parking regulations will result in loss of parking privileges. 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 an administrator.

All parking incidents/accidents in the parking lot should be reported to an administrator. 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. When exiting the lot after school, all cars leaving the Glen exit must turn right between 3:15pm and 3:30pm.

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 should 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 considered a discipline code violation. A restitution fee is charged to any student who damages his/her locker. Juniors and seniors should use painters tape only when decorating their lockers.

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.

Admissions Policies

Admissions Policy–Incoming Freshmen

Admission to Peoria Notre Dame High School is normally granted at the beginning of ninth grade. 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 student shall be refused admission to Peoria Notre Dame High School on the basis of race, religion, color, biological sex, or national or ethnic origin.

Catholic schools exist to educate students in the Catholic faith. *Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year.* They must also satisfactorily pass all the course requirements of the school's religious education classes.

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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 students who are facing expulsion or who have been expelled.

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

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.

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes.

A student must be enrolled a minimum of four (4) semesters 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 four (4) semesters to be considered for placement in the top ten of the class.

Admissions Policy—Students with Learning Exceptionalities

Requests to enroll students with learning exceptionalities are determined on an individual basis. Transfer requests for students with learning exceptionalities are to be made to the Director of Admissions. Students with learning exceptionalities 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 learning exceptionalities may seek dual enrollment at Peoria Notre Dame High School and their local public school of residence.

The student with learning exceptionalities 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

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

Student Residency Requirements

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.

School Withdrawal Policy

Parents/guardians interested in withdrawing their students from Peoria Notre Dame High School must contact the Director of Admissions to begin the withdrawal process. The official withdrawal form will be completed and signed by the Director of Admissions 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 once the withdrawal process has been completed. 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.

Academic Policies

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 semester. This grade reflects the work for each of the semester grading periods, any assignments/projects required for the course, and the semester 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.*

Student grades are available through FACTS on the school website. The school year consists of 176 days divided into two (2) semesters. New grades should be entered into the gradebook by teachers at least once per week. Teachers should 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.

*Beginning with the Class of 2028, class rank will not be computed or recorded. Instead, cumulative weighted grade point average (GPA) will place students into a Latin honors category at the end of their four years of high school.

Earning Course Credit

Students earn a ½ credit per semester for each course in which they receive a D- or higher.

Graduation Requirements

Department	Credits		Department	Credits
English	4		Health	½
Theology	4		Physical Education*	1
Mathematics	3		Winterim Courses	2
Science	3		Additional Electives	3
Social Studies	3			
Fine Arts or World Language	2			
Driver's Education	¼			

Total: 25.75 hours

* P.E. credit may be earned in the winterim if students wish to take additional electives during the school year. Students graduating from PND will likely earn more credits than is required here.

- a. Two (2) semesters 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 one half-credit of a financial literacy course must be passed.
- d. Required number of Christian Service Hours are to be completed by May 1st 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.

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. Christian Service projects may be completed during the school year and/or through the summer months. 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. If a student has fewer than the required number of service hours to graduate at the time of graduation, the administration shall determine if the student is eligible to participate in the graduation ceremony and activities.

Classification of Students

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 watch or probation with the student, and parents/guardians are 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 determined as follows:

<u>Grade Level Status</u>	<u>Credits Required</u>
Freshman Status	0.00 — 5.5 Credits
Sophomore Status	6.00 — 11.5 Credits
Junior Status	12.00 — 17.5 Credits
Senior Status	18.00 — 25.75 Credits

Students who do not meet the number of credits to be classified at grade level have the option to participate in credit recovery courses.

All students must earn a passing grade on a citizenship test covering the Federal and State Constitution, the Declaration of Independence, voting procedures, and flag etiquette. This test is administered during the time that the students are enrolled in their United States History course.

Course Differentiation

Course Type	Course Description
College Prep	College Prep courses include standard units of study at a moderate pace while preparing students for college-level work. These courses are suggested for students who already have foundational skills and knowledge of concepts within a given discipline.
Honors	Honors courses include accelerated units of study that prepare students for college-level work while moving at a rigorous pace. These courses are suggested for students who can successfully manage increased workloads and who work well independently.
Advanced Placement	Advanced Placement courses offer students college-level work and preparation for AP exams each May. These courses are suggested for students who want to earn college credit while in high school, as well as those students who want to place out of introductory courses at the college level.
Project Lead the Way	Project Lead the Way courses offer students college-level work in specific fields (engineering, computer science, and biomedics). These courses are suggested for students who want to major in engineering, computer science, or biomedics (or a related field) in college, who want to obtain college credit while in high school, and who want to challenge themselves with rigorous projects while in high school.
Dual Credit	Dual Credit courses offer students the ability to earn college credit through ICC courses taught by Peoria Notre Dame teachers. These courses are suggested for students who want to enter college with credits in general education courses, especially those students attending in-state colleges and universities.

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.

Student Grade Report

Students earn a cumulative grade in each course each semester. At the end of each semester, each student receives a report card that reports his/her semester progress grade, an exam grade, and his/her final grade for each course. To determine the final grade, the semester 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. Grades are posted on the FACTS platform. It is encouraged that parents and students visit FACTS on a frequent basis.

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. Students should stay in their classrooms for the entirety of the final exam period. Students are not allowed to leave the classroom earlier, even if they finish a final exam before the end of class. If teachers assign a final exam that is completed prior to the day of the final exam, students who are taking the final exam must be present during the final exam period and must engage in academic activities, such as peer review, peer critique, discussion, and/or reflection.

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.

Final Exam Waivers

Students may, but are not required to, waive up to three finals per semester if they meet each of the following requirements. Students **may not** waive any final exams in a theology class, nor can they waive two final exams in the same discipline in a single school year.

Criteria	Requirements
Absences	Five or fewer absences in the classes in which you'd like to waive finals + no more than five total accumulated days absent
Attendance	Must be present for all but one of the following events (in total): All School Mass, class day of recollection, and all-school speaker or assembly
Tardies	Five or fewer tardies in any class, including first period
Detentions	Three or fewer detentions, including detentions related to dress code
Suspensions	None
Academic integrity referral	No academic integrity referrals, including violations for plagiarism, AI-usage, or cheating
Winterim absences <i>second trimester only</i>	One or no absences during the previous winterim session
Grades	C- or higher
Christian Service Program	See requirements in chart below

Year in School	Total Hours Required by Week 15 of Semester 1	Total Hours Required by Week 15 of Semester 2 (May 1 for seniors)
Freshmen	10	20
Sophomores	35	45
Juniors	60	70
Seniors	85	100

Example of Allowed Waiver Usage

First Semester	Second Semester
World Studies	PE
Intro to Literature	Biology
French I	Geometry (H)

Example of Prohibited Waiver Usage

(cannot waive final exam in same discipline in one school year)

First Semester	Second Semester
American Literature Honors	American Literature Honors
Physical Science	French II
Algebra II	Human Geography

Students will receive waiver passes from the administration the Friday before final exams begin to be presented to their teachers two days before the final exam. Additionally, students must fill out the Final Exam Waiver Google Form sent to them via the registrar each semester. Failure to submit waivers to teachers and to complete the Google Form will render a student unable to waive any final exams. Once a waiver is submitted, it cannot be re-used or returned to the student for any reason.

Final Grades

Teachers administer the approved grading system in evaluating student progress. Student grades are cumulative throughout the semester. 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.

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.

Grading Disputes

Complaints or grievances regarding grades received are to be first taken to the teacher. Students and parents/guardians must contact the teacher before bringing a complaint/grievance to an administrator. If the complaint/grievance is not resolved, a conference with an administrator and designated others may be held. Please see the Diocesan grievance under the heading "Complaints and Grievances" for information on Diocesan oversight of grievances.

Peoria Notre Dame High School Grading System Equivalency Table

Grade	Percentage	College Prep, & Dual Credit Courses	Honors/AP Courses
A+	100 - 98	4.33	4.67
A	97 - 95	4.00	4.33
A-	94 - 93	3.67	4.00
B+	92 - 90	3.33	3.67
B	89 - 87	3.00	3.33
B-	86 - 85	2.67	3.00
C+	84 - 82	2.33	2.67
C	81 - 79	2.00	2.33
C-	78 - 77	1.67	2.00
D+	76 - 75	1.33	1.67
D	74 - 72	1.00	1.33
D-	71 - 70	0.67	1.00
F	69 - 0	0.00	0.67

Please note: Dual Credit courses will follow Illinois Central College's grading scale of 90-80-70-60, where a 90 equates to an A, an 80 to a B, etc., unless otherwise specified by the academic dean at ICC.

Other Grade Notations

Grade	Definition

AU	Audit
I	Incomplete
M	Medically Excused
P	Passed with Credit
WP	Withdrawn Passed
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.

Honor Roll

Each semester, students earn an overall grade in each course, which is used to determine a weighted GPA for that specific academic term (not cumulative). Two distinct Honor Roll categories are then recognized:

- High Honors: Achieving a 3.8 or higher weighted GPA for the semester
- Honors: Achieving between a 3.35-3.79 weighted GPA for the semester

Latin Honors

Beginning with the Class of 2028, based on their semester letter grades, students accumulate grade points throughout high school (weighted using the chart above). The cumulative weighted grade point average (GPA) places students into an Honors category at the end of their four years of high school, comparing them against a standard rather than ranking them against their peers:

Summa Cum Laude: 4.25 and above

Magna Cum Laude: 3.8-4.24

Cum Laude: 3.35-3.79

Report cards will include semester and cumulative GPA only. Class rank will not be published or sent anywhere, including colleges and universities. Our academic summary will let colleges know we don't report class rank and will ensure colleges and universities know the rigor of our Latin honors ranking. The Latin designations will be the only honor publicized by Peoria Notre Dame. Any student honored with Summa Cum Laude may apply to be a graduation speaker. Peoria Notre Dame's graduation will feature two class speakers, chosen via selection committee based on application, essay, and speech.

The following courses are *not* included in students' GPA: choir, driver's education, pass/fail winterim courses (other than PE), international students' grades, and virtual credit recovery courses. Incoming transfer students' grades earned prior to enrollment at Peoria Notre Dame High School are included in their PND cumulative GPA using the Peoria Notre Dame Grading System Equivalency Table.

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 during their junior year. Students who qualify for membership are inducted into the Peoria Notre Dame High School Chapter following an All-School Mass on an annual basis.

A second opportunity to apply for membership is offered to students at the beginning of their senior year. Requirements for membership are published at the beginning of the application period in early January.

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.

Academic Support Program

All students enrolled at Peoria Notre Dame High School are expected to meet defined academic course requirements and graduation requirements. The goal of Student Support Services 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. Individual Service Plans (ISPs) are developed for those students who meet Individual Service Plan criteria and who are in need of specific accommodations in particular subject matter areas. The purpose of the Individual Service Plan is to assist the student in meeting the student learner outcomes within the defined school curriculum. The Director of Student Support Services will coordinate the development of Individual Service Plans. Parents/guardians and students must request Individual Service Plan services and provide the necessary documentation to support their student's need for accommodations in the educational environment.

Course Selection Information

Beginning with course selection for the 2024-25 school year, Peoria Notre Dame will schedule courses using FACTS. The process for selecting courses will occur as follows:

1. Students, in consultation with counseling staff and parents/guardians, will fill out a course request in the FACTS portal. Students will choose required and (if applicable) elective courses. Students should select alternative courses should their desired elective courses not be available.
2. Using the course requests, Peoria Notre Dame will generate a master schedule in FACTS.
3. Student schedules will be available in the FACTS portal prior to the beginning of the school year.
4. Students will receive registration priority based on a combination of the following components:
 - class credit status (seniors first, juniors second, sophomores third, freshmen fourth)
 - total number of credits earned
 - completed Christian Service Program hours (students with the most service hours in their respective class will register first)

No course request changes will be allowed after March 1.

Schedule Changes

To initiate a schedule change, students should meet with their counselor no more than 5 days after the start of the semester. Due to scheduling constraints and course capacities, students may not be able to switch into their desired classes after the master schedule is complete. Students' parents/guardians/caretakers must sign off on the schedule change after the student has met with his/her counselor. Schedule changes can occur only under the following circumstances:

- an error was made in scheduling — please contact your counselor immediately
- failure to pass a course required for graduation
- failure to meet a prerequisite, necessitating a change
- passing (or failing) a summer school course, warranting a schedule change
- to meet the requirements for a specific college, scholarship, career, or academic program
- an appropriate change in placement

Please note: Students cannot change their schedules for the following reasons:

- wanting to be in a class with particular friends
- preferring to move the same class from one period to another
- requesting to have a different teacher

School personnel may unilaterally initiate a change in a student's schedule if the student fails a course and the school policy requires that the student be dropped; if a student does not meet the course prerequisites; if an instructor and/or counselor recommends a different course level; if it is necessary to balance class rosters; if a doctor and/or nurse certifies that a physical condition warrants a change; or if an error has been made in a student's schedule.

Students must be enrolled in six (6) courses per semester. Students have the option to take a seventh course or a study hall/math lab.

Course Withdrawal Policy

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. If the student is approved to withdraw from a course, the administration will determine if the course will appear as "Withdrawn Passed" or "Withdrawn Failed" on the student's 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.

Summer 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.

Attendance Policies

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:

- All types of absences, including college visits, doctor appointments, sick days, and family emergencies are accumulated on the student's attendance record and may affect the ability of students to waive final exams.
- Students with multiple accumulated absences may be placed on Attendance Probation with consequences for further absences determined by the administration.
- Students must be present for over half a class period to receive credit for attendance on a particular day.
- Students are provided one day to make up missed assignments and quizzes/tests for each day they are absent.
- If a student knows that he/she will be missing class on a specific day, that student 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 must complete assignments and turn them in prior to any planned extended absence. The taking of family vacations during scheduled instructional time/final exams is strongly discouraged, and may affect student grades if assignments are not completed ahead of time.

- Parents, guardians, and caretakers should notify PND when their student will be absent for more than five days prior to the absence occurring when possible or as soon as possible once the absences begin. Notifying PND prior to the absence or as soon as possible will ensure coordination among administration, faculty, counselors, students, and families, allowing all stakeholders to develop a plan for student success and allowing students to receive their work ahead of time. The process for notifying PND is as follows:
 - 1) At least two weeks prior to the absence, a parent, guardian, or caretaker should notify the administration about the extended absence.
 - 2) The administration will set up a meeting among teachers, a counselor, an administrator, parents/guardians, and the student to develop a plan for the student's work during the absence. Each plan will depend on the circumstances surrounding the student's absence.
 - 3) Students will be responsible for completing work as stipulated in the plan. If circumstances change and the student is unable to complete work, the parent, guardian, or caretaker should reach out to the administration as soon as possible for a plan adjustment.
- If a student experiences an extended illness, the student's parents/guardians are to contact the administration, who will work with the student's counselor to create a plan for the student. The administration and counselor will contact teachers and gather student assignments—parents/guardians are expected to make arrangements 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. For extended illnesses, the school will require verification from a physician.
- Final exams must be taken at the time scheduled. Only the administration is allowed to make an exception to this rule in unique circumstances.

Additional Attendance Expectations

All students are also required to attend any all-school assemblies, Masses, days of recollection, or events/activities that occur during the school day. Catholic schools exist to educate students in the Catholic faith. *Therefore, even non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year.* Repeated absence from such services/events will impact a student's ability to waive final exams.

Excused Absences

An excused absence is an absence that is with the consent of both the parent/guardian and the school. Parents/guardians are expected to email (absent@pndhs.org) or call (309-691-8741) the school office between 7:30 A.M. – 8:25 A.M. each day their student is absent. If a student is not present and the parents/guardians do not inform the school office, students are considered truant without parents/guardians consent. Excused absences include (but are not limited to) the following:

- Illness verified by the parent/guardian or by a doctor with a written note
- College visit
- Attendance at a family funeral
- Court appearance
- Emergency verified and accepted by the administration

If a student misses school because he/she is representing Peoria Notre Dame High School in some event/activity, the absence is excused. Students participating in approved events/activities must inform their teachers of their anticipated absence in order to complete all missing assignments/tests prior to their absence.

Student-athletes must be absent for no more than ninety (90) minutes of the school day to be eligible to participate, practice, or compete that same day. The only exceptions to this policy are judicial appointments, attendance at a funeral, DMV appointments, academic placement tests, or family emergencies, at the discretion of the administration. The administration will determine on an individual basis if there are circumstances beyond the control of the student that caused the absence. Students must return to school with a judicial note or note from parent/guardian to be eligible to participate, practice, and/or compete on that school day.

Early Dismissal

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, email, or 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 administration for approval. Valid reasons for early dismissal include (but are not limited to) the following: medical appointment, college visit, family funeral, court appointment, or family emergency.

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.

If a student needs to be dismissed from school prior to the regularly scheduled dismissal time in order to represent Peoria Notre Dame High School in an event/activity, the coach/sponsor/moderator must seek the approval of the administration, who will approve a listing of all students to be dismissed as designated, and provide office personnel with a listing of students authorized for early dismissal.

Truancy – Unexcused 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 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.

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

1. Individual class truancy – Loss of credit for class, administrative referral
2. Half-day truancy – One detention, administrative referral, loss of credit for class
3. Full day of truancy – Two detentions, administrative referral, loss of credit for class
4. More than one full day of truancy – Conference with the student, parents/guardians, and two administrators will be scheduled. 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 could result in expulsion from Peoria Notre Dame High School. In addition to this, the student may be given an in-school or out-of-school suspension.

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 administration 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. If a student is dismissed from school prior to 10:00 A.M. on a school day, that day will count toward the student’s out-of-school suspension. If a student is dismissed from school after 10:00 A.M. on a school day, that day will not count toward the student’s out-of-school suspension day tally, despite the student being required to leave the school immediately. 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 out-of-school suspension is not authorized to participate/attend athletic or co-curricular events/activities. Any student who is serving an in-school suspension is not authorized to participate/attend athletic or co-curricular events/activities, unless otherwise specified by the administration. If a 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 excused absences. Although absences due to suspensions are excused, no extra days are granted for work completion upon return to regular classes.

Tardiness

Tardiness is defined as being late to a designated space. This includes being late to school at the start of the school day, being late to class, or being late to any other scheduled event during the school day, including advisory and House Time.

Students must be present in the classroom or designated space for their first class of the day by 8:00 A.M. If a student arrives at school after 8:00 A.M. and prior to 8:25 A.M. (9:00 A.M. and 9:25 A.M. on late start days, respectively), the student is considered “tardy”, and must report to the main office for an admit slip. Any student who arrives at school after 8:00 A.M. and prior to 8:25 A.M. (9:00 A.M. and 9:25 A.M. on late start days, respectively) is considered tardy, regardless of the reason. If a student arrives between these times due to a documented medical appointment, court appointment, or DMV appointment, the absence will be considered an excused absence rather than a tardy.

If a student is tardy multiple times in a semester, the following disciplines are followed based on the number of tardies that have been accrued:

1. Third Tardy – contact with the student and parents/guardians via email or phone call
2. Sixth Tardy – loss of final exam waiver eligibility, contact with the student and parents/guardians via email or phone call
3. Ninth Tardy – one detention, contact with the student and parents/guardians via email or phone call
4. Twelfth Tardy – two detentions, contact with the student and parents/guardians via phone call
5. Fifteenth Tardy – conference between the student, parents/guardians, and administration, resulting in behavior contract being implemented
6. Subsequent tardies will be handled according to the behavior contract in place

If a student is delayed by a faculty/staff member who causes him/her to be late to his/her next class, that student should secure a hall pass from that faculty/staff member. 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 administration if he/she does not have a signed pass.

Bell Schedules for 2024-2025 School Year

White

Time	Period
7:25-7:45	Mass (Mon/Fri)
8:00-8:52	1
8:56-9:46	2
9:50-10:40	3
10:44-11:34	4
11:38-12:05	A Advisory (Mass Tues)
12:05-12:30	B Advisory
12:35-1:25	5
1:29-2:19	6
2:23-3:15	7

Navy

Time	Period
8:00-9:32	7
9:36-11:06	6
11:10-11:40	A Advisory (Mass)
11:40-12:05	B Advisory (Confession)
12:10-1:40	5
1:44-3:15	4

Green — Late Start

Time	Period
9:00-10:31	3
10:35-11:10	House Time
11:10-11:40	A Advisory (Mass)
11:40-12:05	B Advisory (Confession)
12:10-1:40	2
1:44-3:15	1

Gold

Time	Period
8:00-9:32	3
9:40-10:30	All-School Mass
10:35-11:10	Community Time
11:10-11:40	A Advisory (Club Time)
11:40-12:05	B Advisory (Club Time)
12:10-1:40	2
1:44-3:15	1

House System

Each student will be assigned to a house for the duration of their enrollment at Peoria Notre Dame High School. Students cannot choose which house they are a part of unless they want to be in the same house as a sibling. Once enrolled in a house, students may not transfer houses except in rare, serious circumstances at the discretion of the Dean of Students. The house names are the following: Benedict, Carondelet, Marian, Rice, Sheen, and Viator—each of which honor a person or group who has historic significance to Peoria Notre Dame High School.

The houses will be composed of 4 groups of advisory rooms separated by grade level, and will be led by teachers who serve as House Leaders. Each house will also have 2-3 nominated student leaders who serve as House Captains. These students are responsible for planning community-building activities for their house to participate in during House Time, signing up participants for house competitions, help coordinate house-related events, and serve as a mentor/model for other students within their house.

Advisory/Flex

Each student is assigned to an advisory room that they will report to each day before or after lunch. 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 mentor and resource person to assist the students in becoming an integral part of the school community. All students are required to remain in their assigned advisory unless given a pass to go elsewhere by a faculty/staff member. Houses will go to lunch at a designated time as a group on most school days.

On flex days, which are determined by the administration, students are allowed to move freely within approved locations throughout the building during advisory, and they may eat lunch at any point in time during the advisory period. The following locations are not approved locations for students to go during this time:

- Outside
- Locker rooms
- Any room in which there is not a faculty/staff member present

Students who go to unapproved locations or who improperly follow procedures may receive disciplinary consequences, including restricted access during flex time.

Student Policies

Dress Code

Peoria Notre Dame High School has a structured dress code that students are required to comply with on a daily basis. On rare occasions, the administration may modify the dress code for a specific time period, in which case changes will be communicated to both students and parents/guardians.

In-School Dress Code for Young Men

- **Shirt:** Long or short sleeve navy men's PND uniform polo (available at [Fully Promoted](#) or Sam Harris Uniforms).
 - Plain long or short sleeve white, gray, navy blue, or kelly green undershirts may be worn underneath polo.
- **Pants:** Khaki or navy men's pants—pleated or plain front with bar logo (available at [Fully Promoted](#) or Sam Harris Uniforms). Pant legs must be store finished. Pant legs may not be cut.
- **Belt:** Leather/look alike, brown, black, navy, or tan belt must be worn.
- **Outerwear:** An official PND white, gray, navy blue, or kelly green quarter or half zip men's pullover may be worn over a student's polo shirt during the school day. Approved, school-colored (white, gray, navy blue, or kelly green) quarter or half zip pullovers for PND athletic teams and clubs may also be worn over a student's polo shirt. Crewneck and hooded sweatshirts, sweaters, and full-zip fleeces are not permitted on standard uniform days.
 - When wearing a quarter or half zip pullover, shirt collars must be visible. Full shirts must be worn at all times.
- **Footwear:** Dress, casual, or athletic shoes that cover the whole foot must be worn with socks (backless shoes, sandals, and slippers are prohibited). Eccentric shoe colors/styles are prohibited (crocs, boots, and high-heels are prohibited).
- **Hair:** Color and style must be moderate—eccentric colors/styles are prohibited. Hair may not fall below the brow in the front nor below the collar of the shirt in the back. Sideburns may not come down below the earlobe. Pony tails, “man buns,” and mohawks are prohibited. Young men must be clean-shaven daily.
- **Jewelry:** Appropriate medals and necklaces may be worn inside of shirts—they may not be visible outside the shirt/outerwear. Rings and watches may be worn. Earrings and body piercings are prohibited.
- **Cosmetics, including nail polish and makeup, are prohibited.**
- **Tattoos are prohibited. If a tattoo already exists, it must be covered.**

In-School Dress Code for Young Women

- **Shirt:** Long or short sleeve navy women's PND uniform polo (available at [Fully Promoted](#) or Sam Harris Uniforms).
 - Plain long or short sleeve white, gray, navy blue, or kelly green undershirts may be worn underneath polo.
- **Pants:** Khaki or navy women's pants—pleated or plain front with bar logo (available at [Fully Promoted](#) or Sam Harris Uniforms). Pant legs must be store finished. Pant legs may not be cut.
- **Belt:** Leather/look alike, brown, black, navy, or tan belt must be worn.
- **Outerwear:** An official PND white, gray, navy blue, or kelly green quarter or half zip men's pullover may be worn over a student's polo shirt during the school day. Approved, school-colored (white, gray, navy blue, or kelly green) quarter or half zip pullovers for PND athletic teams and clubs may also be worn over a student's polo shirt. Crewneck and hooded sweatshirts, sweaters, and full-zip fleeces are not permitted on standard uniform days.
 - When wearing a quarter or half zip pullover, shirt collars must be visible. Full shirts must be worn at all times.
- **Footwear:** Dress, casual, or athletic shoes that cover the whole foot must be worn with socks (backless shoes, sandals, and slippers are prohibited). Eccentric shoe colors/styles are prohibited (crocs, boots, and high-heels are prohibited).
- **Hair:** Color and style must be moderate—eccentric colors/styles are prohibited.
- **Jewelry:** Appropriate medals and necklaces may be worn inside of shirts. They may not be visible outside the shirt/outerwear. Rings and watches may be worn. Body piercings, including nose rings/studs are prohibited. All jewelry must be free of any spikes or sharp edging.
- **Cosmetics are allowed—eccentric, bright/dark colors and sparkles in make-up, lipstick, and nail polish are prohibited.**
- **Tattoos are prohibited. If a tattoo already exists, it must be covered.**

Other Notes Concerning Dress Code

- Students may not alter/change the fit of their school-approved uniform using clips, ties, string, or other materials.
- In accordance with Illinois Public Act 102-0360 (SB817), no diocesan school shall prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety will be asked to modify their appearance.
- A student athlete may modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences (including, but not limited to, an undershirt or leggings). Any modification of the athletic or team uniform must not interfere with the movement of the student or pose a safety hazard to the student or to other athletes or players.
- At no time may a student wear clothing items that imply the support of a message that opposes the teachings of the Catholic Church or mocks/criticizes the Church and its teachings.
- Modest attire is always required on campus and at all school-related functions. See separate section for details.
- In keeping with a spirit of modesty and respect for each other, both men and women are required to wear a shirt at all times when on campus or at school-related functions except when changing in locker rooms or restrooms, or as permitted in the training room. At all other times/places during and outside of the school day, full shirts must be worn.
- Fridays are considered “Spirit Fridays” unless otherwise specified by the administration. On these days, students may wear white, gray, navy blue, or kelly green PND spirit shirts or jersey tops for in-season athletic teams instead of a uniform polo. Students may also wear approved crewneck/hooded sweatshirts for PND athletic teams/clubs over their spirit shirt or plain white, gray, navy blue, or kelly green undershirt. Uniform pants must be worn on Spirit Fridays.
- Students not in dress code will be referred to the administration. Students may be provided school uniform attire to be returned at the end of the day or parents/guardians will be called to bring the appropriate PND uniform clothing to school. Students will receive a detention with their second dress code violation. Continued dress code violations will result in further disciplinary action.
- 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 contact the administration to explain the reason that his/her student is unable to comply with the dress code on that given day. 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 administration and school nurse. The student is to present the note to an administrator prior to the start of the school day. The administrator will provide the student with a form authorizing the student’s dress for the day. Any teacher may ask the student to show them this form during the day.

All faculty/staff are expected to assist with the implementation of the dress code by sending students out of dress code to the main office. Faculty/staff may also tell students to remove piercings/jewelry that is not permitted by the dress code, tell students to remove outerwear that is not permitted by the dress code, document incidents in which students are out of dress code, and give detentions to students repeatedly out of dress code. However, only an administrator may determine when a student is to be sent home due to dress code violations, or if a student must shave or alter their physical appearance in order to be in compliance with the dress code.

Dress Code for Out-of Uniform Days and School-related Events

- At no time may a student wear clothing items that imply the support of a message that opposes the teachings of the Catholic Church or mocks/criticizes the Church and its teachings.
- When on campus or attending a school-related event, all students must wear clothing that completely covers the torso from the armpit to the waist (crop tops are prohibited). There should be no skin visible between the armpits and the bottom of the inseam/legwear.
- No skin-tight clothing is permitted (including yoga pants, leggings, and running tights).
- On days/at events in which shorts are allowed, no student may wear shorts with less than a 5” inseam.

- Rings and watches may be worn. Body piercings, including nose rings/ studs are not acceptable. All jewelry should be free from any spikes or sharp edging.
- Tattoos are not permitted. If a tattoo already exists it must be covered.

Dress Code for Out-of-Uniform Dress Up Events

Such events include, but are not limited to, Homecoming, Homecoming Court presentations, Vice Versa, Prom, Ring Day, Senior Awards Day, and Graduation/Commencement. 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.

Dress Code for Young Men

- Appropriate attire includes dress shirts, sweaters, neck ties, and slacks.
- Shirts must be buttoned to the second button from the collar and undershirts should not be seen through the dress shirt.
- Pants should fit properly on the hip and may not sag below the waistline. No denim, no cargo pants, no low hanging pants or visible undergarments.
- Dress/formal shoes should be worn.
- Shorts should not be worn for dress up events.
- Appropriate medals and necklaces may be worn inside of shirts—they may not be visible outside the shirt/outerwear. Rings and watches may be worn. Earrings and body piercings are prohibited.
- Cosmetics, including nail polish and makeup, are prohibited.
- Tattoos are prohibited. If a tattoo already exists, it must be covered.
- For more details, please refer to our [Formal Dress Guidelines](#).

Dress Code for Young Women

- The following dress styles are allowed: strapless, sleeveless, one-shoulder, and spaghetti strap. Students must wear dresses that are secure, as dresses that fall down while dancing to reveal cleavage are also not allowed.
- The neckline of the dress or top must be modest. Necklines that reveal any cleavage are not allowed, and cleavage must be covered by non-sheer material.
- The following dress styles are not allowed: dresses with cutouts anywhere other than the back, whether covered by sheer material or not; skin-tight dresses; dresses made exclusively of sheer material; dresses or skirts whose hemline in any part of the dress falls more than 3 inches above the back crease of the knee; and/or dresses whose back cutouts fall below the navel line. Dresses that ride up while dancing are not allowed if, when they move, they are more than 3 inches above the back crease of the knee.
- Shorts should not be worn for dress up events.
- Rings and watches may be worn. Body piercings, including nose rings/studs are prohibited. All jewelry must be free of any spikes or sharp edging.
- Tattoos are prohibited. If a tattoo already exists, it must be covered.
- Females are not allowed to wear ties of any variety (neckties, bowties, bolo ties, etc).
- For more details, please refer to our [Formal Dress Guidelines](#).

Identification Badges

Student ID badges are required to be worn throughout the school day. Student ID badges display the student's name and picture. These ID badges will be bar-coded for Library use and to purchase lunch through Pushcoin. Students are to see the Dean for replacement of their ID badge. Replacement ID badges will cost \$20.

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

Technology Policies

At Peoria Notre Dame High School, technological devices are intended to be used at times during the school day primarily to supplement the process of teaching and learning. Any use of technological devices that interrupts or distracts from this process will be addressed as a behavioral incident, and could result in confiscation of a device and/or additional disciplinary action. Peoria Notre Dame High School reserves the right to confiscate devices from students if they are using the devices at an unauthorized time or in an unauthorized way. Continued misuse of technological devices can result in a behavioral plan that includes restriction of devices or discontinued access to them.

Cell Phone Policy

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 silent. Students are allowed to use their phone in the building before and after school, during passing periods, and during their designated lunch period, except on Phone-Free Fridays. Phones must be stored away or in a specific location determined by teachers/administration during class time, House Time, Community Time, All-School Mass, assemblies, and Phone-Free Friday advisory unless specifically told otherwise by a teacher or administrator. Students must always leave their cell phone in the classroom when leaving class to use the restroom. Students who violate this rule risk their phone being confiscated by a teacher or administrator for the day, as well as other possible consequences, including detentions or suspensions.

Students at Peoria Notre Dame High School are prohibited from using cell phones, cameras, and any other recording or electronic device to record videos or audio files or take pictures of individual students, faculty, staff, or visitors without the knowledge and consent of those being recorded, filmed, or photographed while on school property or while at school events. This policy applies to (but is not limited to) classrooms, hallways, the commons, locker rooms, bathrooms, and the gym. Per Illinois law, a person cannot videotape, photograph, film or transmit live video of "another person without that person's consent in a restroom, tanning bed, tanning salon, locker room, changing room, or hotel bedroom," or in their residence without their consent. 720 Ill. Compiled Stat. 5/26-4. If a student films, records, or photographs another person on school premises without their knowledge and consent, it will be considered no less than a Level II discipline infraction. If a student films, records, or photographs another person in a locker room or restroom on school premises, it will be considered a Level III discipline infraction.

Social Media Policy

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. Administration may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence (including but not limited to screenshots, digital media on a device, student testimony) to suggest a student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

Computer Usage Policies

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 administration, 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.

Peoria Notre Dame Replacement MacBook Charging Unit Policy

Students incur any costs associated with the replacement of a computer charger.

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.

Electronic Music Devices

Students are not authorized to use electronic music devices during the instructional day without expressed permission from a member of the faculty/administration. These items may be used with headphones before school in the Commons area. The school is not responsible for lost or stolen items and encourages students not to bring outside electronic equipment. Headphones and air pods are not permitted to be used during the passing periods. Students who fail to comply with these regulations are subject to confiscation of their device(s) and disciplinary action.

Distribution of Materials Policy

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.

Dismissal from Class

Any teacher has the right to dismiss a student from class if that student is interrupting or disrupting the process of teaching and learning in the classroom. Any student who is dismissed from class is to report directly to the Dean of Students. 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, (3) Determine if the student is eligible to return to class for the next class period, (4) Meet with the teacher to discuss the circumstances of the dismissal from class, (5) 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 (6) Meet with the student and teacher after school to resolve discipline matter.

Cheating/Plagiarism Policies

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.)
2. Copying another's words verbatim without proper citation and appropriate punctuation.
3. Re-wording or paraphrasing another's ideas without proper citation.
4. Taking ideas from another person even if the ideas are rephrased or used in a different way without proper attribution.
5. Copying homework from peers (in which case all parties involved are at fault).
6. 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.
10. using AI (including ChatGPT) to generate responses or writing assignments for classwork

Note: Both plagiarism and cheating are Level II 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 in the case of repeated offenses.

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 of Students, who will contact the student and his/her parents/guardians to inform them of the resolution of the discipline matter.

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. Violation of this rule can result in disciplinary action and/or parent/guardian conference.

Dance Regulations

Students are expected to arrive at dances as designated for each dance. For dances in which students attend with a "date", students may only come with a person of the opposite biological sex. 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 Dance Visitor Request Form from the Dean. The completed 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. Students who are bringing a visitor to a school dance are expected to inform him/her of the dress/behavior expectations included in this handbook, as they will be equally subject to them. Students and visitors who cause behavior problems can be dismissed from the dance by an administrator, in which case they will need to be picked up by a parent/guardian.

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.

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.

Bullying

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.

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.

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 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.

Faith's Law –School Employee Code of Professional Conduct

Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's C-411 P-CDOP website and to publish this document in the school's parent/family/student handbook, if the school has one.

I. Educator Code of Conduct

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the

profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the

Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee- student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

II. Sexual misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

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 a Level III Discipline infraction.

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.

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 Policy

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 be subject to an immediate review of enrollment by the administration and potential expulsion. Violation of this policy is considered a Level III Discipline Infraction.

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, as necessary. The student will then be subject to an immediate review of enrollment by the administration and potential expulsion.

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.

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 any time 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. 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.

Gangs Policy

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
2. Requesting any person to pay for protection or otherwise displaying intimidating or threatening behaviors
3. Inciting other students to act with physical violence toward any other person
4. 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
5. Committing any other illegal act or other violation of school policies or regulations

Violation of this policy is considered a Level III Discipline Infraction.

Right to Life Policy

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 and the School Chaplain 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.

Student 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.

Student Discipline Policies

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/policies. 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 report student infractions to the Dean of Students or another member of the administration. The Dean of Students is authorized to routinely handle Level I Discipline Infractions. Each disciplinary infraction may result in one or a combination of these actions: (1) Dismissal from class, (2) Remediation, (3) Confiscation/restriction of devices (4) Detention, (5) Multiple detentions, and/or (6) Probationary Contract. Typical Level I Discipline Infractions include, but are not limited to, the following behaviors:

- Disobedience
- Disrespect/insubordination
- Disruptive behavior
- Dress code violation
- Failure to follow proper attendance procedures
- Failure to report to detention
- Food/drink in unauthorized location
- Hallway presence without valid pass
- Inappropriate language/behavior
- Late to class
- Misuse of technology
- Other

Level II Discipline Infractions

Level II Discipline Infractions are considered more serious disciplinary infractions. Only the Dean, or another 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 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) Dismissal from class, (2) Remediation, (3) Confiscation/restriction of devices (4) Detention, (5) Multiple detentions, (6)

In-school Suspension, (7) Out-of-School Suspension and/or (8) Probationary Contract. Typical Level II Discipline Infractions include, but are not limited to, the following behaviors:

- Cheating and/or plagiarizing
- Flagrant disrespect, disobedience, dishonesty, or abusive behavior
- Filming, recording, or taking photo(s) of another person without their knowledge and consent on school premises
- Forgery of notes or signatures of school personnel and/or parents/guardians
- Lying
- Off-campus violation
- Repeated Level I discipline infractions
- Vulgar or offensive behavior
- Other

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 of any student who is in violation of a Level III Discipline Infraction. Each disciplinary infraction may result in one or a combination of these actions: (1) Dismissal from class, (2) Remediation, (3) Confiscation/restriction of devices (4) Detention, (5) Multiple detentions, (6) In-school Suspension, (7) Out-of-School Suspension, (8) Probationary Contract and/or (9) Review of enrollment and potential expulsion at the discretion of the administration. Typical Level III Discipline Infractions include, but are not limited to, the following behaviors:

- Causing a false fire alarm
- Fighting/Assault
- Filming, recording, or taking photo(s) of another person in a school bathroom or locker room
- Gambling
- Reckless driving on school property or at school-related event sites
- Repeated refusal to conform to school rules and authority figure directives
- Repeated Level II discipline infractions
- Setting off fireworks or smoke bombs or similar items on school property or school-related events
- Smoking or possession of smoking/tobacco materials on school property
- Theft
- Truancy
- Vandalism/defacing school equipment and/or property
- Vaping or possession of vaping materials on school property
- Verbal, physical, visual or sexual intimidation, bullying, or harassment of another person
- Other

Disciplinary Guidelines Serving Detention

School personnel are to inform students to whom they are giving a detention, as well as the Dean. The Dean of Students will contact students who receive a detention, as well as their parents/guardians. The Dean will oversee the implementation of detentions, with supervision assistance from teachers who monitor the commons on a daily basis before and after school. Detention periods are 45 minutes long, and are from 6:45am-7:30am when served before school and 3:30pm-4:15pm when served after school. Students serving a detention are expected to:

- Serve within a 48 hour time period of receiving notice.
- Report to the Commons or Dean's office at the time designated by the Dean.
- Turn in their phone to the detention supervisor until the end of the detention period.

- Remain seated until dismissed by the supervisor.
- Students may be allowed to work on homework or read, at the discretion of the Dean of Students.
- 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.

An accumulation of three (3) detentions by a student will result in a conference with the Dean of Students. Depending on the nature of the disciplinary infractions, others, including the parents/guardians, counselors, or other administrators may be included in the Dean's conference with the student.

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 administration.

A student on any type of probation will receive continuous monitoring/support 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.

Dismissal from Peoria Notre Dame High School due to Expulsion or Withdrawal Pending Disciplinary Action

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

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.

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. 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 Committee consist of the Principal, Chief Operating Officer, and Dean of Students.

Drug Screening

Peoria Notre Dame High School is mandated to follow all provisions of the Diocesan Policy on Screening for Drug Usage. 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, nor legal drugs underage. 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 school's administration or counselors believe 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, 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 of Students 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

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 school's administration. 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 of Students 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 administration 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

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 school's administration 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/Alcohol Abuse 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 premises.

The Drug and Alcohol Committee 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. Failure to comply with the specified conditions stated in the probationary contract will be cause to immediately expel the student from enrollment at Peoria Notre Dame High School.

A student who violates the drug/alcohol abuse policy is subject to the following consequences:

First Offense

The following stipulations are minimally a part of a Drug/Alcohol Probationary Contract after the first violation of the Drug/Alcohol Abuse Policy. Additional stipulations may be added to the student's probationary contract at the discretion of the Drug and Alcohol Committee.

1. Twenty-eight (28) calendar day suspension from participation in athletic competitions, 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 events.
2. Social probation for a period of seven (7) 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. 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 following stipulations are minimally a part of a Drug/Alcohol Probationary Contract after the second violation of the Drug/Alcohol Abuse Policy. Additional stipulations may be added to the student's probationary contract at the discretion of the Drug and Alcohol Committee.

1. Forty (40) calendar day suspension from participation in athletic competitions, 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 fourteen (14) 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/guardians will complete a minimum of four hours of family counseling with an approved, licensed counselor.

Third Offense

The following stipulations are minimally a part of a Drug/Alcohol Probationary Contract after the third violation of the Drug/Alcohol Abuse Policy. Additional stipulations may be added to the student's probationary contract at the discretion of the Drug and Alcohol Committee.

1. One (1) year suspension from participation in athletic competitions, 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. The violating student's enrollment status at Peoria Notre Dame High School will be reviewed by the Drug and Alcohol Committee and the student may be subject to expulsion.
3. If allowed to remain enrolled at Peoria Notre Dame High School, the violating student will submit to monthly testing for the duration of their enrollment. Students who fail monthly testing will be unenrolled from the school.
4. If allowed to remain enrolled at Peoria Notre Dame High School, the violating student must be enrolled in an intensive substance abuse program for the remainder of their enrollment at Peoria Notre Dame High School.

Use of Supplements in Athletics

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.

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.

School Trips

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

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.

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.

Athletics and Extracurricular 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 or athletic website.

Student-athletes must be absent for no more than ninety (90) minutes of the school day to be eligible to participate, practice, or compete that same day. The only exceptions to this policy are judicial appointments, attendance at a funeral, DMV appointments, academic placement tests, or family emergencies, at the discretion of the administration. The administration will determine on an individual basis if there are circumstances beyond the control of the student that caused the absence. Students must return to school with a judicial note or note from parent/guardian to be eligible to participate, practice, and/or compete on that school day.

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 2022-2023 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.
- Boys Volleyball-membership open to all students interested in volleyball
- 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.
- 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
- 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.
- 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 semester. Sophomore, junior and senior elections are held in May of the school year for the next school year.
- 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 2022-2023 School Year include the following:

Fall Season

<u>Men</u>	<u>Women</u>
Cross-Country	Cross-Country
Football	Cheer
Golf	Dance
Soccer	Golf
	Swimming
	Tennis
	Volleyball

Winter Season

Basketball	Basketball
Swimming	Cheer
Wrestling	Dance

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

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 in conjunction with administration. 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 in conjunction with administration 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 (40 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 update 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 2022-2023 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 semesters) 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 semester 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 semester to be eligible at all during the ensuing semester.

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 semesters) you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters (12 semesters) 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 (11th and 12th semesters) 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.

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.

Emergency Procedures

Earthquake Safety Plan

Signs of an Earthquake:

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

Safety Procedures

- When signs of an earthquake are felt or heard, the teacher should immediately have students move under desks and cover their heads and faces should shout "DROP."
- Crawl under desks or tables, cover head with both arms and face away from windows and glass
- Do not strike a match.
- Do not move out of the building until directed by the teacher to do so.
- All buildings should be evacuated after the first tremor.
- Fire escape routes should be used to evacuate.
- Take roll in an open field when it is safe to do so.

After the Earthquake:

- Student and staff roll is to be taken outside the school when it is safe to do so.
- First aid may be needed.

- Appropriate emergency help will be requested as soon as possible.
- Structural damage to buildings is to be determined. Gas and water mains and electrical lines are to be checked and shut off if damaged.
- Students are to remain under the direction of teachers until united with parent/guardians School is to be closed until the building is determined to be safe.
- Staff, students, and parents/guardians are to listen for emergency instructions on radio. Staff, students, and parents/guardians are to prepare for aftershocks.

Fire Drills Rules & Evacuation Procedures

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 within the first week of school. 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:

- 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.
- The last person to leave the classroom should close the door.
- The teacher is to go with the students to the designated area and take roll.
- Staff and students are to wait for instructions before returning to the classroom.

Safety Procedures During a Fire/Fire Drill

- All room doors are to remain open.
- West Wing Fire Doors are to be closed
- East Wing Fire Doors are to remain open
- In the event of an actual fire, any changes to normal evacuation procedures will be provided either over the P.A. System or by verbal directions given in the hallway
- Normal Evacuation Routes:
 - Administrative Offices: All occupants of this area are to exit through the east Commons doors (#1)
 - Business Offices: All occupants of this area are to exit through business parking lot door (#13)
 - Library Area: All occupants of this area are to exit out the library patio doors (#14)
 - Boy's Locker Room: All occupanants of this area are to exit out the exterior stairwell doors (#6)
 - Commons: All occupants of this area are to exit through the west Commons doores (#7)
 - Kitchen: All occupants of this area are to exit through the east Commons doors (#1)
 - Girl's Locker Room Area & Band Room Area: All occupanants of this area are to exit out the exterior stairwell doors (#2)
 - Gym Area: All occupants of these areas are to exit through the gym entrance doors (#3 and #4)
 - Auditorium: All occupants of this area should split and exit through the east and west auditorium doors, then the east and west Commons doors (#)
 - Classrooms W-01 to W-16: Persons in these rooms are to exit through the door at the end of sophomore hall (#8)
 - Classrooms W-21- W-36: Persons in these rooms are to exit through the door at the end of freshman hall (#9)
 - Classrooms W-41 to W-46: Persons in these areas are to exit through the door at the end of the science hall (#10)

- Classrooms E-01 to E-16: Persons in these areas are to exit through the door at the end of senior hall (#17)
- Classrooms E-21 to E-36: Persons in these areas are to exit through the door at the end of junior hall (#16)

Tornado Drill

Tornado drills are conducted periodically to instruct students and staff 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 about how to move within the school to a safe area prior to a tornado drill within the first week of school.

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

- 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.
- The last person to leave the classroom should leave the door open.
- The teacher is to go with the students to the designated area.
- Students are to remain with their assigned class.
- Students are to follow staff directives regarding position and safety matters.
- 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.
- Staff and students are to wait for instructions before returning to the classroom.

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.

Safety Procedures during a Tornado/Tornado Drill:

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/ offices areas are to take the east stairs down, and the west half of the auditorium/ offices areas are to take the west stairs.
4. Classrooms W-01 to W-15: Persons in these areas are to move quickly through the Commons area and descend the west stairs by the gym 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 descend the east stairs into the locker room/hall outside Music Room.
7. Classrooms E-01 to E-16: Persons in these areas are to move quickly through the Commons area to the east stairs by the gym and move into the Music Room/ Locker Room
8. Classrooms E-21 to E-36: Persons in these areas are to descend the east stairs into the locker room/ hall outside Music Room.
9. Teachers should close and lock their classroom doors after all students and teachers have exited.

Lock-Down Procedures

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

Principal or other employee will issue lock-down procedures by announcing warning over PA system, by sending a messenger to each classroom, or by sounding bells. The Business office needs to be notified through school phone/ cell phone/ or messenger.

If an intruder enters through the Business office, the first person to notice the threat should call the main office, so the announcement can be made school-wide.

If no access is available for an announcement, staff members should vocally communicate “lockdown” through the hallway(s) and pass the announcement to other colleagues.

Lockdown with Warning – The threat is outside of the school building. The school may have been notified of a potential threat near the campus.

General Procedures During Lockdown with Warning:

- Building administrator will order and announce that a “lockdown with warning” is occurring.
- Administrators will bring in any students that are outside of the building.
- Exterior doors will be locked.
- Hallways, restrooms, and other unsecure rooms will be cleared by the administration and janitorial staff.
- Teachers should pull classroom shades, if applicable, and move students away from windows.
- Teachers should control all movement within a class, but continue to teach.
- Bells will be disabled and movement will only occur on announcement only.
- Building administrator will announce “all clear.”

Lockdown with Intruder – The threat/ intruder is in the building.

General Procedures During Lockdown with Intruder:

- Building administrator will order and announce “lockdown with intruder.” This will repeated numerous times.
- Immediately direct all students, staff, and other visitors into the nearest classroom or secure space.
- Lock classroom doors.
- Cover windows and move everyone away from windows and doors.
- Turn off any lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear

Bus Safety Guidelines

School Bus Safety Guidelines

- Boarding the bus
 - Be on-time. Don't run toward a moving bus.
 - Form a single-file line to board
 - Wait for the bus to come to a complete stop
 - Wait for the driver to open the door and signal you to board
 - Don't crowd, rush, or push while boarding
- Stay out of the "danger zone"- 10 ft. in all directions around a stopped bus
- Do not distract the driver
 - Stay seated, face forward, avoid being too loud or fighting, keep the aisles clear
- Disembarking the bus
 - Stay seated until the bus comes to a complete stop
 - Don't cross the street until waiting for the driver to signal that it is safe to cross
 - If you have to cross the street, cross in front of the bus and at least 10 ft. in front of the bus

Safety Procedures During a Bus Evacuation

- If the bus driver is injured and can't communicate, students should evacuate and call for help
- Stay calm and leave all belongings on the bus
- Locate the emergency exits in the back, roof, and/or sides of the bus
 - The entrance door can also be used to evacuate
- Use the closest and safest exit
 - The roof exits may be safest if the bus has rolled on its side
 - Exit single-file and help each other, if needed
- Move to a safe place away from the bus (at least 30 ft.)

Note: During school bus drills, students will practice evacuating the bus via the back emergency exit.

In the event of a Bus Accident:

- Principal or designee will attempt to ascertain the names of any injured students and the nearest location of any medical treatment facility.
- Parents/guardians of all students on the bus will be notified as soon as accurate information is available.
- School staff at the scene of a school bus accident will move all uninjured students to a safe place.
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school using the bus radio or any other available equipment.
- As soon as the injured are cared for, a complete roster of students will be taken to ensure that no students are missing.
- Designated school staff will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate.
- As soon as reasonably possible, the Principal shall notify the Pastor and the Superintendent/Office of Catholic Schools.

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.

First Aid & 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 15th. 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, 2022 to August 1, 2023.

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 or coach.

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.

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, 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.

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. 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.

Selective Service

Male students must register with the Selective Service within 30 days of their 18th birthday. Students may register on-line 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.

Title IX Compliance

Peoria Notre Dame High School complies with the directives in Title IX of the Educational Amendments of 1972. A self-study of our policies and procedures has been completed to assure this compliance and any subsequent area of non-compliance will be immediately remedied.

Transportation Fees

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

Two-way = \$100.00/Month One-way = \$53.00/Month

Bus routes typically include pick-ups and drop-offs in these areas:

Morton/Tremont/Pekin/Bartonville

Washington/East Peoria/ Peoria

Tuition Information

Tuition — 2024-2025 School Year

The cost to educate a student at Peoria Notre Dame High School for the 2024-2025 school year is projected to be approximately \$13,500. Tuition and fees are projected to support approximately 55% of the total cost to educate a student. Funds received through Parish Assessments are projected to support approximately 12% 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.

2024-2025 Tuition	1st Student	2nd Student	3rd Student
Affiliated Rate	\$8,250	\$7,250	\$6,250
Non-Affiliated Rate	\$12,000	\$12,000	\$12,000

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 2024-25 School Year is \$440. The Book/Lab fee is prorated by semester periods only. Thus, if a student enrolls during the first semester, the student pays the full fee. If the student enrolls for the second semester or during the second semester, the student pays only the second and third semester Book/Lab fee.

Tuition – Registration Fee

The Registration Fee for the 2024-25 School year is \$160. This registration fee is non-refundable.

Graduation Fee

Senior students will have a one-time Graduation Fee of \$100 that is due by January 2025.

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 15th. 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 complete all the required work days.

Notification of PND financial assistance awards 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 need 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.

Tuition – Payment Policies

Peoria Notre Dame uses FACTS tuition services for processing tuition and fee payments. Parents/guardians can 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). Any plans greater than 2 payments are charged an annual fee of \$30.

Parents/guardians can view all 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 can 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

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 can view all their payment activity online, change their payment method from month to month, make additional payments, and view previous/upcoming payments.

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 semester may be released from Peoria Notre Dame High School. 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 semester rates. No partial semester charges are available.
2. Book/Lab Fees—based on full semesters only. No prorated for partial semesters.
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 semester only. No prorated for partial semesters.
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.

CATHOLIC DIOCESE OF PEORIA POLICIES

Appeal and Review Policy of the Catholic Diocese of Peoria

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 Federal Copyright Law

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. You may also request a copy of the Administrative Regulations through the Principal's Office.

Harassment

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. 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

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. You may also request a copy of the Administrative Regulations through the Principal's Office.

Student Wellness Plan

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 be found and reviewed at the Catholic Diocese of Peoria Website, www.cdop.org. You may also request a copy of the Administrative Regulations through the Principal's Office