

# **QUINCY NOTRE DAME HIGH SCHOOL**

## **2011-2012**

### **SCHOOL SONG (NOTRE DAME FIGHT SONG)**

**CHEER, CHEER FOR OLE NOTRE DAME  
WAKE UP THE ECHOES CHEERING HER NAME,  
SEND OUR LOYAL CHEER ON HIGH,  
SHAKE DOWN THE THUNDER FROM THE SKY.  
LET ALL THE ODDS BE GREAT OR SMALL,  
OLE NOTRE DAME WILL WIN OVER ALL,  
WHILE OUR LOYAL TEAMS ARE MARCHING  
ONWARD TO VICTORY!**

**NICKNAME: RAIDERS**

**SCHOOL COLORS: BLUE AND GOLD**

The Student Handbook contains an outline of general rules, guidelines and expectations for students at QND. The principal of Quincy Notre Dame High School and/or the Board of Directors have the right to amend or change the policies contained in this handbook at any time.

### **STATEMENT OF PHILOSOPHY**

The Board of Directors, the Administration, and the Faculty welcome you. We hope that your secondary education will be successful and memorable, and that you will be conscious of the traditions and requirements of Catholic secondary education in Quincy. Your experience at Quincy Notre Dame ("QND") will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

### **ACCREDITATION STATEMENT**

QND is recognized by the Illinois State Board of Education and accredited by the Advance Ed/North Central Association of Secondary Schools and Colleges.

### **GOALS**

In accordance with the teaching mission of the Church, QND endeavors to promote spiritual strength, academic excellence, social and leisure skills, and responsible citizenship in a Catholic Christian atmosphere.

Religion classes are required of all students in order to reinforce knowledge of Catholic doctrine and worship. Campus Ministry and the QND community provide religious experiences and encourage the development of Christian ideals, attitudes, values, commitment and service.

The competent, dedicated faculty of QND assists students to achieve academic success commensurate with their abilities and challenges them to develop their talents, recognize their limitations, think constructively and reason independently.

QND provides opportunities in class and school activities for interaction between students and adults. A variety of intellectual, physical and aesthetic extra-curricular activities enables students to develop career awareness and to enhance social and leisure skills for current and future life.

This Christian academic environment at QND fosters respect for the American heritage, awareness of the responsibilities and privileges of citizenship, and an understanding of the individual's role in promoting a just society both locally and globally.

## **MISSION STATEMENT**

Founded on Catholic values, Quincy Notre Dame High School educates lifelong learners for lives of service.

## **PHILOSOPHY OF QUINCY NOTRE DAME**

QND, as a Catholic co-educational school, seeks to build a community of learners among its faculty, staff, students and parents. Founded on faith in God and trust among its members, this community strives to make Catholic values an integral part of its existence. QND fosters an environment of consideration and acceptance, while challenging its members to develop their potential through strong educational and extracurricular programs. QND strives to prepare its students to assume vital Christian roles in a constantly changing world.

## **ADMINISTRATION**

The Principal and Assistant Principal are responsible for the administration of the school. They in turn are responsible to the Board of Directors.

- \* Principal/Dean of Men - As educational leader in the school, the Principal assumes a four part role: administrating, supporting, coordinating and initiating. The Principal, with the help of the Board of Directors, Assistant Principal and faculty, establishes all school policy in academic, athletic, extra-curricular and other related areas. The Principal facilitates communication between the school and the public, students, faculty, staff, parents and community. In addition, the Principal supervises instruction, staff, finances, cafeteria and health services. The Principal is responsible for hiring and dismissal of faculty and staff with concurrence of the Board of Directors. As Dean of Men the Principal is responsible for discipline for all male students.
- \* Assistant Principal/Dean of Women - The Assistant Principal assists the Principal as educational leader and helps in the academic administration of the school through supervision of instruction and staff. As Dean of Women the Assistant Principal is responsible for all student activities, including dress code and discipline for all the young ladies. In addition, specific areas of responsibility include: bus driver registration, school safety, staff and faculty supervision schedules, recruitment of students from the parochial grade schools, and retention of present students.
- \* Foundation Director - The QND Foundation Director has the responsibility of sustaining the financial well being of the school and will establish a short and long range finance program. The duties of the Foundation Director also includes those activities necessary to establish a positive image, namely recruitment and relations. In performing these duties the Foundation Director will report to the Principal and coordinate monthly with the QND Foundation Board and the QND Board of Directors.
- \* Athletic Director - The Director of Athletics is responsible for the planning, supervision, and management of activities, committees and projects aimed at building the best all school athletic program possible at QND. Duties include athletic duties, fundraising, public relations, school safety, supervision of school maintenance and transportation, and long range planning duties. This person functions as a member of the Administrative Team and is directly responsible to the Administration.
- \* Director of Christian Formation – The Director of Christian Formation's duties include organizing all liturgical events such as the weekly morning mass, the all school masses and reconciliation services, the Lenten and Advent class masses, the Baccaalaureate Mass, etc., and organizing the retreat program for both underclassmen and senior retreats. Duties also include

organizing the Catholic Heart Workcamp, facilitating the student led group “HAFOC” (Hands and Feet of Christ), creating opportunities for students to celebrate their faith through prayer services, community outreach programs and promoting programs such as TEC and QUEST. The Director of Christian Formation will also be available for counseling if requested. The Director of Christian Formation is directly responsible to the Administration.

## ADMISSIONS POLICY

QND admits eligible students of any race, color, gender, national origin, ethnic origin, and disability, which can be reasonably accommodated, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national origin, ethnic origin and disability, which can be reasonably accommodated, in the administration of its educational policies, admission policies, scholarships and loan programs and athletic and school administered programs.

The minimum age for admission is 13 years of age for ninth grade. The student must have passed eighth grade and earned an eighth grade diploma (if applicable). The maximum age of 19 years of age is mandatory for a student seeking admission as a senior.

QND admits a broad cross-section of students with varying academic, leadership, athletic, and artistic abilities. If the information gathered (Explore academic placement exam and/or grade school academic records) indicates that QND does not have the educational program which best serves the needs of the student, the student will not be accepted.

Therefore, it is and shall continue to be the policy of QND to serve all Catholic students equally. When openings are available, QND does and will continue to consider students of other faiths for admission.

## EDUCATIONAL PROGRAM

The curriculum of QND is structured to provide each student with the opportunity to fulfill educational, spiritual, and emotional needs. Materials and methods are utilized with the welfare of the student in mind. The library and departmental resources provide for in-depth study in all areas. Students are counseled in the selection of an overall program as well as in the selection of courses within a department. Details of the curriculum offerings will be found in the Course Catalog.

## FINANCIAL POLICY

There exists an obligation that families making a commitment for education with QND would meet their financial obligations on time. It is recognized, however, that families may experience problems regarding payment of their financial obligations. When families are unable to meet these obligations on time they must contact the administration immediately.

Students whose tuition/book/fee payments are not current incur the following:

1. Delinquent at the end of each month throughout the school year – any student who has an outstanding balance will be ineligible to participate in extracurricular activity including sporting event, dances (such as Homecoming or Prom), or educational field trips until money is paid based on the following formula, with a \$100 minimum payment or remainder of the balance.

<u>Outstanding Debt</u>	<u>Amount Required Per Month</u>
\$0.00 to \$500	50%
\$501 to \$1,000	25%
\$1,001 to \$2,500	10%
\$2,501 and up	5%

When these payments are made the student will be eligible until the next monthly review.

2. Delinquent at end of each quarter - withholding of report card and removal from RenWeb.
3. Delinquent as of December – **non enrollment status** for the second semester
4. Delinquent as of May – nonparticipation in graduation activities, including Baccalaureate and Graduation Ceremonies and no official transcripts will be forwarded.

5. Delinquent as of July – **non enrollment status** for the next school year
6. Accounts more than six (6) months past due will be turned over to Quincy Notre Dame's designated collection agency and student(s) will be given a **non enrollment status** until the balance of outstanding debt is paid in full.

**Divorced or Separated Parents** – Families with divorced or separated parents, each of whom accepts responsibility for a percentage of tuition and fee payments, must select one of the three payment options listed below. Each parent is responsible for the part of the parent cost as designated by the separation or divorce agreement. All charges must be kept current in order to avoid a delinquent account.

**Tuition Payment Options:** 1) Pay full cost to educate; 2) Pay current tuition cost; 3) Finance tuition with Quincy Notre Dame's designated bank.

**Tuition/Fee Refunds** – Tuition/fees are NON REFUNDABLE. Students transferring for disciplinary or other reasons will not be awarded tuition refunds. Bank loans must be paid in full for any transferring students. Delinquent account of transferring students will be turned over the Quincy Notre Dame's designated collection agency.

**Third Student Tuition Waiver:** The tuition for the first student is the full student tuition. There is a \$100 reduction in tuition for the second student. A parent who is paying full tuition for three or more students enrolled at QND at the same time may be eligible for the third student tuition waiver.

## **ACADEMICS**

### **ACADEMIC REQUIREMENTS AND PROCEDURES**

Academic Probation - For those students who have displayed a serious deficiency in a number of subjects, the counselor may meet with parents and an administrator and construct a formal agreement defining the academic expectations for a specified period of time. Failure to meet the requirements of the contract may mean dismissal from QND.

Promotion and retention of students are directly related to earning the required number of credits each year and the ability, in cases of failure of a class or classes, to pass courses through summer school enrollment, approved correspondence courses through a university program or educational enhancement corporation, or addition(s) to the next semester's student schedule of classes.

### **COMMUNICATION**

Parent/Teacher. Parents are encouraged to communicate with teachers about their child's education at QND through a number of methods: (1) personal call, (2) voice mail, (3) e-mail, (4) letter, or (5) a planned conference at the school.

Teacher/Parent. Teachers may inform parents through deficiency notices, phone calls, e-mails, or memos if the student is experiencing academic difficulties. Teachers may also request a staffing at which a counselor and/or an administrator may be present.

Administration. Parents, guardians, and teachers may contact members of the Administrative Team at any time through the communication devices listed above.

Visits to Classrooms. Parents/Guardians must contact an administrator concerning a visit to any classroom during the school day. There must be a reasonable amount of time to allow for such scheduling.

### **COURSE REQUIREMENTS AND GRADES**

At the beginning of the senior year, each senior who is at risk and his or her parent will receive a listing of graduation requirements which must be completed by the end of the senior year in order for the student to be eligible for graduation. Students failing any course required for graduation or semester will meet with their guidance counselor as necessary and set forth in the school policies.

### **PROGRESS REPORTS AND REPORT CARDS**

A. Progress reports are given to all students at mid-quarter. Parents are notified of the distribu-

tion date of these reports though email. Each semester average stands on its own merits. It is not averaged with the other semester average. If a student fails the first semester in a course, he/she is a half credit short.

- B. A report card will be given every nine weeks and a grade recorded for each course in which a student is enrolled except dual credit classes through Quincy University and John Wood community College. At the end of the first quarter, Parent-Teacher conferences are held for the distribution of report cards. Report cards will be mailed home or given out by homeroom teachers for the other three quarters.

**GRADE SCALE - FINAL GRADES WILL BE MARKED A, B, C, D, F, W, WP, WF.** (Beginning with the class of 2014, weighted grades will determine class rank.)

- A = 93 to 100            Grade Point    P = Passing  
 B = 85 to 92                                        W = Withdrawn  
 C = 78 to 84                                        WP= Withdrawn Passing  
 D = 70 to 77                                        WF = Withdrawn Failing  
 F = below 70

F = An F appears on the transcript and also becomes part of the cumulative average of the student.

I = Incomplete If a student, because of illness or other extenuating circumstance (as determined by the Administration), does not complete a portion of a course in the allotted time (end of quarter), the student may have approximately two weeks to make up the work. After this time, the grade may revert to an F.

**WEIGHTED GRADE SCALE**

For any grade weighted and advance placement course a student takes he/she will receive a weighted grade (see table below) for that course. The weighted grade would only be used for college entrance purposes. These appear on the transcript, but are not part of the cumulative average used for ranking.

Grade Weighted:	Grade Regular	Weighted	Dual Enrollment & A.P. Weighting
A	4.0	4.5	5.0
B	3.0	3.375	3.75
C	2.0	2.25	2.5
D	1.0	1.125	1.25

Each quarter grade equals two-fifths of the semester grade and the semester exam equals one-fifth. For most subjects, grades are to be kept as a percent. The grade marked on the report card is to be a letter grade. Exceptions must be cleared with the Administration. Each semester average stands on its own merit. No yearly average will be determined. (+ and - are not included in calculating GPA, nor will they appear on report cards at the semester.)

**FINAL SEMESTER FOR SENIORS**

- A. Any senior who does not complete course work required for graduation by the given deadline will not receive a diploma until work is satisfactorily completed. If the academic deficiencies are so numerous that the student is not able to complete the required work prior to the date of graduation, the student will not be allowed to participate in graduation related activities.

- B. A student will not receive a diploma if tuition and fees are not paid in full.
- C. A student will not participate in graduation related activities or receive a diploma until all disciplinary actions are completed.
- D. The Administration has the right to make exceptions wherever necessary.

## **GRADUATION REQUIREMENTS**

The class of 2012 will need a total of 23 credits to graduate. The class of 2013 will need a total of 24 credits for graduation. Beginning with the class of 2014, a total of 25 credits will be required to graduate. Specific course requirements are listed in the Course Catalog. Underclassmen usually carry 6.5 credits. All seniors must carry a sufficient number of semester hours to fulfill all course and/or credit requirements for graduation with a minimum of 6 credits.

## **HOMEWORK**

QND believes that homework is an essential part of the educational process. Homework may take the form of additional guided practice or exercises, reading of material on a specified subject, in-depth follow-up of classroom activities, or independent project work related to the subject. Homework serves as an extension of classroom instruction, not as a substitution, and should benefit the students' academic progress and desire for continued learning.

## **HONOR ROLL**

An Honor Roll is published after each quarter. Students must have a 4.0 average for the "A Honor Roll". To be eligible for the "B Honor Roll" students may have no D's or F's and must have an average of 3.0. An incomplete grade in any subject(s) would disqualify the student for that Honor Roll. Seniors need grades in at least 5 credits, others in 7 credits.

If a student is taking a college course to count toward High School graduation, the grade for this course shall be calculated for GPA and Honor Roll purposes.

## **STANDARDIZED TESTING**

Incoming 9th Graders: EXPLORE Test

Sophomores: PLAN Test

Juniors: Practice ACT, ACT PSAT/NMSQT, SAT

**Valedictorian and Salutatorian** are determined on a 4.0 scale after the final semester of senior year. NOTE: Beginning with the class of 2014, valedictorian and salutatorian status will be based on weighted grades. Transfer students from an accredited school may be eligible for valedictorian or salutatorian status.

## **WITHDRAWAL FROM COURSES**

To meet graduation requirements ninth, tenth, and eleventh grade students must be enrolled in courses earning 6.5 credits; and twelfth graders in courses earning at least 6 credits. Withdrawal from a course implies that the student is responsible for replacing that credit.

- A. Once a course has begun, approval from the teacher, parent, and counselor are needed in writing for withdrawal from any course.
  - 1. Teachers may initiate withdrawal proceedings if the teacher feels that the student will be unable to complete the requirements for the course;
  - 2. Students may initiate withdrawal proceedings if they have legitimate reasons for the change (change in future goals; course is too difficult, etc.)
- B. Procedure for Adding and Dropping Classes
  - 1. Students wishing to delete or add a course must meet with the counselor to discuss the change desired. Course changes are to be completed during the first two weeks of school.
  - 2. The Schedule Add/Drop Form will be completed by the counselor and must be approved by involved teachers and parents.
  - 3. Final change approval does not take place until all forms are returned completed. A Class

Admission Slip will then be issued for new classes added.

- C. Withdrawing from a Course In-Session. Any withdrawal after the first two weeks of a course is indicated on progress reports and on the permanent records as:
  - WP - withdraw/passing, if the student has worked to capacity and is meeting class requirements. This grade appears on a student's transcript, but does not become part of the cumulative average.
  - WF - withdraw/failing, if the student has failed to meet the course requirements. This grade appears on a student's transcript but does not become part of the cumulative average.
- D. Timeline for Withdrawal and Effects on Transcript Weeks 1 – 2: Withdrawal for any reasons with no record on transcript. Weeks 3 – 5: Withdrawal with a "WP" or "WF" with no affect on GPA. Week 6 to end: Any student withdrawing during this time slot will receive for that semester an "F" which will appear on the transcript.

## **ATTENDANCE**

Attendance Rules - Regular attendance at school by each student is essential to the student's ability to learn and the overall quality of education received. School attendance is also important to future employers and college admissions officers who use attendance records as a means of determining an applicant's dependability and good citizenship.

- A. Reporting an Absence. If a student is absent from school, the parents are expected to telephone the office (223-2479) before 9:00 a.m. and explain the reason for absence. Phone calls will not be considered valid if they are made by the student or anyone other than a parent or guardian.

If parents do not call, they will be contacted at home or at their place of business. If a parent should be out of town, he/she should write a note in advance about a temporary guardian. Absence from school due to illness should mean absence from after school activities. We ask parents who excuse their children from school not to allow them to attend dances or athletic contests that afternoon or night.
- B. Absence of Less Than a Full Day. A student who leaves school ill during the school day will be counted as absent for that part of the day. Parent permission is necessary before the student may leave. Also, if a student leaves school because of illness, he/she will not be allowed to participate in extracurricular activities that day or night.
- C. Excessive Absenteeism. If a student is absent fifteen (15) or more periods per class per semester, the student may not receive credit for that class. School sponsored activities which take place during the school day will not count toward the 15 absences per period limit. If the student is absent because of a prolonged illness or extraordinary circumstances, the administration could make a decision regarding the makeup of work for credit. If a student is absent fewer than fifteen (15) periods, it is up to the individual teacher to assess the grade being given according to the method of determining the grade in that class. For example, if class participation is part of the grade and the student is missing from the class, then the grade would reflect this.
- D. Attendance at Vo-Tech. Consult the Vo-tech policy.
- E. Excused Absences - Sickness, Funerals, Teens Encounter Christ Retreat, Approved College Visitations, Doctor and Dentist appointments are excused absences. Anything else is unexcused absence, unless approved by the administration ahead of time. No homework or tests may be made up if absence is unexcused. A written note from the parents or a parent call is required in the morning before school begins if a student needs to leave for a funeral, appointment, or TEC. The length of time to be gone should be specified.

**EXCUSES - It is recommended that medical, dental, business appointments, as well as family vacations or personal trips, be made outside school hours.** In the event that the student is to be excused for an important reason during the school day, he or she must send a written note from the parents to the

Attendance Office. The student must report to the office on returning to the building. Upon returning, the student must check in at the Attendance Office.

FUNERALS - If a funeral takes place during a school day, students must have written permission from their parents or a parent must call the office before school. Students are responsible for making up all work missed during excused absences from school.

- F. Tardiness - Punctuality is important and students should make every effort to be on time to school. Failure to arrive on time can result in disciplinary action. Tardies are cumulative throughout the entire school year. Rules regarding tardiness are as follows:
1. First Period: A student is considered tardy if he or she is not in first period by 7:45 a.m. If a student is late for school, he or she must report to the Attendance Office. A student arriving after 10:00 a.m. would be considered  $\frac{1}{2}$  day absent. NOTE: IN ORDER TO PARTICIPATE IN A SCHOOL RELATED EXTRACURRICULAR ACTIVITY ON A DAY WHEN SCHOOL IS IN SESSION, A STUDENT MUST BE IN SCHOOL BY 10:00 A.M.
    - a. When a student receives three (3) tardies, parents will be notified with a letter.
    - b. When a student reaches six (6) tardies, the student will receive an in-school suspension (ISS).
    - c. When a student reaches nine (9) tardies, the student and his/her parent(s) may be required to attend a parent conference with the Dean of Students. The consequences of further tardiness will be discussed. Two days of ISS will also be assigned.
    - d. When a student receives twelve (12) tardies, a second parent meeting may take place. The student will serve a Saturday morning ISS from 8:00 a.m. to 11:00 a.m. The student must bring three (3) hours of school work, plus a \$10.00 fee to pay for the supervisor. Failure to attend the Saturday morning ISS and/or pay the \$10.00 fee will result in two (2) Saturday morning sessions plus a \$20.00 fee for the supervisor.
    - e. When a student reaches fifteen (15) tardies, the student will be placed on a contract. The contract may include further disciplinary actions, fines, and potential expulsion for repeated offenses.
  2. Classroom: Tardies to class will be handled by the classroom teacher. The classroom teacher will set up a disciplinary code for tardiness to his/her class.
  3. Voc-Tech: (Also consult Voc-Tech Policy)
    - a. Any QND student who is late to a Voc-Tech class three times or more or is late to check-in time at QND after a Voc-Tech class will receive the same penalties as students who are tardy to QND.
    - b. Any QND student who misses a Voc-Tech class without an excused absence will receive a disciplinary action agreed upon by QHS and QND administrators.
- G. Truancy. Truancy is leaving the campus or being absent from class/study hall/lunch without permission. In case of truancy, the student's parents are notified. The parents must communicate with the Dean of Students or administrator before the student will be re-admitted to classes. The student receives no credit for work missed because of truancy. Truancy is recorded on the student's record. Additional truant situations may warrant more severe disciplinary actions. State law requires students to attend school until age 17.
- H. Period Absentee Reporting . Attendance should be entered each period on the computer. Each teacher is responsible for verifying attendance each period. If there is a discrepancy between the information on the computer and the classroom attendance, the teacher should send a note or send the student in question to the main office.

## **CONDUCT AND DISCIPLINE CODE**

## **PLAGIARISM POLICY**

"Pass off ideas or words of another as one's own created productions without crediting the source; to present as new and original, an idea or product derived from an existing source" (Webster's New Collegiate Dictionary, 1981, p870). Plagiarism is theft. It is dishonest and illegal.

This policy applies to anything that a student produces to be graded in any course of study. This includes research papers, term papers, reports, essays, creative works, oral presentations, etc. When using resources to gain information on a topic, whether from a written, spoken, or electronic source, credit must be given to the original sources.

Penalty for plagiarizing may result in doing the assignment over, loss of points, a zero for the assignment, or possibly more severe consequences. Each case will depend on the teacher's discretion, in conference with an administrator.

## **CLASSROOM**

Students are expected to be attentive, courteous, and respectful.

- A. The students shall respect the person and wishes of the teacher, substitute, or one in charge at all times.
- B. Students shall respect the property of the teacher and should not approach the teacher's desk when he or she is not present.
- C. Students shall respect themselves and conduct themselves as Christians in all circumstances.
- D. Cheating is wrong, morally, behaviorally and academically. To reinforce these principles, punishment for cheating may include an F (0%) for the test or assignment. If a student steals a test or exam, he/she will receive an F (0%) for the test or exam (cheating) and will be suspended for stealing.
- E. The students shall not miss any class without the express permission of the teacher and the Principal or the Principal's designee. No student shall be outside the assigned area without permission of the teacher or the Principal or the Principal's designee.

**CORRIDORS** - Running and general horseplay can result in injury of oneself and others; therefore, it will not be permitted. A detention may be given to a student who violates this safety rule. Students should keep to the right and keep moving as they change classes.

## **GYM**

- A. Any student activities (dances, athletics, contests, assemblies) in the gym are an extension of the school. No alcoholic beverages, cigarettes, or drugs of any type are permitted. Our school is often judged by outsiders who visit for assemblies. Students are expected to be courteous and show respect for those taking part in the program and for those participating in athletic events.
- B. Only water is allowed in the gym. During the school day, food may not be taken into the gym. Exceptions to the above can be made only by the administration.
- C. At no time should a student grab or attempt to grab the rim or net on any basket in the QND or CYO gym. Also, dunking or attempted dunking of any ball in either gym is not allowed. If a backboard, rim or net is broken because of any of the above-mentioned acts, the student and the parents will be responsible for replacing the broken piece of equipment.

## **INSIDE/OUTSIDE THE SCHOOL BUILDING**

- A. Students shall not smoke within the building or on school grounds.
- B. Students going outside during lunch periods shall stay in the area of the front (north) walkway of the school or the area designated within the school (cafeteria or library). Students may not be on the parking lot without administrative permission.
- C. Any activities held under the auspices and supervision of the school are an extension of the school and students present are subject to the rules of the school (bus trips, field trips, community services, etc.).

D. Use of School Grounds. Proper permission granted by the QND Administration, proof of insurance, and a ten day advance notice are necessary for any use of the QND school grounds.

**PERIOD CHANGE** - Students may move from one classroom to another only during period change, unless they have a pass signed by the appropriate teacher. The bell rings to signal the end of the class, but the students are dismissed only when the teacher dismisses them. Time between classes is four minutes.

**SMOKING, DRINKING OR USE OF ILLEGAL DRUGS** - No student shall have possession of drug paraphernalia and/or drugs, or be using, or be under the influence of drugs (unless prescribed by a physician), marijuana, tobacco (chewing also), or alcoholic beverages. This applies to every situation, with the exception of an alcoholic beverage being served at religious functions, e.g. consecrated wine at Communion.

**STEALING** - Students who steal or who possess, sell or try to sell stolen material or who break into lockers, will be suspended from one to ten days and may be recommended for expulsion.

### **STUDENTS WHO HAVE EARLY DISMISSAL**

- A. Students who have early dismissal are to leave the building. If they must remain for an after school activity, they may work in the library or remain in the front hall. They may not be in the classroom areas.
- B. Any student who is failing one or more subjects may be required by the administration to attend a study hall instead of having early dismissal.

**STUDY AREAS** - In order to maintain a study atmosphere, all study halls are quiet. No food, beverages, or cell phones will be allowed. There is to be no roaming about or disturbing others. There should be seating charts for each day of study hall.

**TRESPASSING** - Students who trespass on private property near QND may be considered for suspension. A student who is found in a school building or on school grounds other than the one to which assigned or after hours without consent of school administration, will be considered trespassing. A student who has been suspended or expelled will be considered a trespasser unless asked to come to the school by the school administration. Any offender will be subject to an additional suspension period and may be recommended for expulsion and may be issued a ticket for criminal trespass.

**WEAPONS - Possession, Use or Sale** - A student who brings a weapon to school, possesses a weapon of any kind at school, or represents any item as a weapon, will have his/her parents/guardians notified, be subject to suspension of up to ten days, may be expelled, and may be arrested. This includes weapons in student vehicles. Toy "look-alike" weapons used as real weapons to intimidate or frighten faculty, staff or students will be considered "real" weapons. Weapons or toy weapons used for a class presentation must be approved by an administrator and stored in an administrator's office. The use of a weapon or any device treated as a weapon, to threaten or attack another person will result in a suspension of ten days and the student will be recommended for expulsion.

## **CONDUCT AND DISCIPLINE POLICY FOR EXTRACURRICULAR ACTIVITIES**

**Introduction** - Extracurricular activities do not fall within the scope of the regular curriculum, and carry no academic credit. These activities are a vital part of the total program of a school. Participation in these extracurricular activities is an educational experience for all students who participate.

Goals for the student activities program support the expressed objectives and general philosophy of QND. The goals of the program are

- A. That students develop a sense of personal discipline and pride (of self, of activity, of school);
- B. That students learn the elements of and benefits of teamwork, cooperation, and group loyalty;

- C. That students earn a sense of accomplishment through involvement in learning activities outside the formal classroom;
- D. That students learn skills that will contribute to their ability to be lifelong learners.

**Statement of Purpose** - The aim of QND is to provide an orderly setting in which the benefits of education are provided for each student in the school. Student conduct which interferes with the work of the school or impinges upon the rights of other students is not allowed. This guide is designed for the purpose of maximizing the educational experience for each student and eliminating student conduct which is not conducive to that goal.

**Philosophy** - QND believes extracurricular activities are a vital part of the total program of a school. We believe that participation in these extracurricular activities is an educational experience and should be offered for all youths who attend QND. Therefore, the behavior of students involved in extracurricular activities on and off the school properties is very important. Participants in all extracurricular activities must maintain standards which cause all students and parents to be proud of their representatives.

The four years in which each student represents his/her high school in interscholastic and intramural extracurricular competition and those activities conducted under the auspices of the Illinois High School Association (IHSA) may be four of the most enjoyable years in his/her young life. As students compete, the school has local rules and regulations each must follow in order that extracurricular participation and competition is a profitable educational experience. The IHSA also has rules and regulations incorporated into the Association's constitution and By-laws to which students, as well as school personnel and fans, must adhere.

The Principal of the school is responsible to certify the eligibility of all students representing the school in any interscholastic events. Any question concerning eligibility must be answered by the Principal, who has available a complete copy of all IHSA eligibility rules. This copy includes the Association's due process procedure.

Extracurricular activities at QND are voluntary. Any and all students are encouraged to participate in any activity in which they are interested. Because of various requirements, some activities can only accommodate a specific number of participants. Such members may be determined by IHSA, nature of the activity, equipment available, and/or the judgment of the moderator or administration.

In such instances tryouts will be held for the number of positions available. Therefore, some students may not be chosen to participate in that particular activity.

One goal of the QND is to build success in each activity, but we also try to instill in the students a sense of personal discipline and pride. We must learn to have pride not only in ourselves, but in our activity and in our school. We attempt to build team spirit and club or organization spirit that encourages effort, self sacrifice, dedication, preparation, and self-discipline for the good of the activity. Learning to work hard is perhaps the outstanding feature of the educational components. In extracurricular activities, the development of young people so they will become successful, productive, and positive adults is an outstanding feature.

We also believe that those students who are participating in extracurricular activities are not only representing themselves, but our high school and community as well. Therefore, QND students must present a good image by appearance and behavior. Each coach or moderator should discuss with his/her participants (on the first day that extracurricular activity begins) the rules and regulations and any other requirements of the organization.

**Athletic Goal Statement** - The athletic program will be conducted in an atmosphere which demonstrates respect for self and others, which sponsors good sportsmanship, and which values the fun and enjoyment of sport participation. QND adopts the Illinois High School Association (IHSA) Athletic Eligibility Rules.

The goal of the QND Athletic Program is to help participants achieve their athletic potential through development of the following: a healthy competitive attitude, good sportsmanship, knowledge of fundamental skills and strategies, teamwork, good work habits, self-worth, confidence, esteem, strong sense of one's own values, and personal values for good health.

In striving to accomplish these goals, one will have an opportunity to become a team member who can develop his/her athletic skills and potential and find joy and achievement in sport participation.

## **CIRCUMSTANCES IN WHICH THIS GUIDE TO STUDENT CONDUCT APPLIES**

A student is expected to conform his/her behavior to the school rules of conduct in the following situations:

- A. While in the school, on school grounds, and in the proximity of the school
- B. While on school buses or school-chartered buses, or other transportation.
- C. While engaged in school-sponsored activities, including extracurricular activities, whether at school or away from school and whether during the calendar year. These activities include student council, yearbook, newspaper, all clubs or activities related to school, athletics, cheer-leading, and pom pon.
- D. Whenever the student's activity directly relates to and affects the efficiency, good order, and welfare of the school or another student.
- E. Whenever a student is confronted with the illegal use of drugs, alcohol or tobacco.

## **GUIDELINES FOR EXTRACURRICULAR ACTIVITIES AND SCHOOL RELATED ACTIVITIES**

- A. Application (School Related Activities)
  - 1. Student Council, yearbook, newspaper, quiz bowl, cheerleading, pom pon, all clubs and any other group or organization that have school or faculty sponsorship under QND.
  - 2. All athletic teams.
- B. Participants

Students may not appear at a contest or function in their school uniform nor participate at the contest while ineligible.
- C. Misbehavior During Contests
  - 1. Students found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred from inter-scholastic extracurricular contests, either as a participant or spectator or both.
  - 2. Any other person(s) who is found to be in gross violation of the ethics of competition or principles of good sportsmanship also may be barred from interscholastic extracurricular contests.
  - 3. Whenever a member of a school team or organization is not living up to the highest standards of personal conduct or sportsmanship, (such as any illegal or immoral act committed by a participant which causes embarrassment to the school, team, coach, or moderator) or is regarded as a detriment to the best interest of his/her squad or organization, he/she will be suspended from further participation.

## **EXTRACURRICULAR CURFEW**

- A. All participants are governed by the Quincy city curfew ordinances.
- B. Exception: Each moderator or coach may set different hours for special occasions as long as the hours do not violate local curfew laws and with the knowledge and approval of the administration.
- C. Exception: Students in job related situations or students coming home late from a contest.
- D. Penalty: Penalty for curfew infractions is determined by the moderator or coach. Each moderator and coach (all levels) will post or give written guidelines for his/her activity prior to the beginning of the activity or when participants first become involved in the activity.

## **MEETINGS, PRACTICE SESSIONS, AND ATTENDANCE IN SCHOOL**

- A. Participants should attend each scheduled meeting and practice session.
- B. Exceptions:
  - 1. Pre-arranged events approved by the particular coach or
  - 2. Illness:
    - a. If in school all day, the participant should contact the coach or moderator personally for an excused absence before going home.
    - b. Excuses from doctors, school nurse, or parents will be recognized if 1. above is not possible.
- C. Penalty: For infractions of attendance at meetings or practice sessions, the coach or moderator will post or give written guidelines for his/her activity prior to the beginning of his/her activity or as participants first become involved in his/her activity.
- D. Attendance in school:
  - 1. The participant is expected to be in school by 10:00 a.m. the day of a contest.
  - 2. If a student is absent from school because of illness the day of a contest or practice, he/she may not participate that day.
  - 3. If a participant leaves school because of illness during the day of a contest or practice, he/she will not be eligible to participate in the activity that day.
  - 4. A student arriving at school late because of illness must be checked in by 10:00 a.m. in order to be eligible to participate that day. Doctor appointments, funerals, and similar circumstances may allow students to participate if they arrive after 10:00 a.m.
  - 5. If a participant is absent from school, for reasons other than illness, the decision of eligibility will be left up to the discretion of the administration.

## **SMOKING, DRINKING OR USE OF ILLEGAL DRUGS**

- A. No student participating in extracurricular activities at QND shall have possession of, or be using, or be under the influence of drugs (unless prescribed by a physician), marijuana, tobacco (chewing also), or alcoholic beverages or have been arrested and found guilty for any of the above. This applies to every situation, with the exception of an alcoholic beverage being served at religious functions, e.g. consecrated wine at Communion.
  - 1. First Offense:
    - a. The student will be suspended from 25% of the scheduled regular season contests. In addition, the student must undergo an evaluation by a licensed drug/alcohol counselor, and adhere to post-evaluation therapy strategies (meetings, additional counseling sessions, etc.). The student and parents are responsible for the cost of the evaluation and follow up sessions. A copy of the evaluation and schedule of follow up sessions must be given to the principal. If the student and his/her parents do not agree to the evaluation and subsequent sessions, the student will not be allowed to participate in any extracurricular activities at Quincy Notre Dame High School. If the season ends prior to the completion of the suspension time, the suspension will carry to the next activity and will be based on twenty-five percent (25%) of that activity's matches, games, or dates minus the contests already missed from the previous activity. If the student under suspension is a sophomore, junior, or senior, he/she may not serve the suspension by signing up for an activity in which he/she did not participate the year before. If the suspended student is a ninth grader, and the student decides to become involved in that activity, the student must remain involved in that activity the entire season in order to complete the suspension penalty.
    - b. Reinstatement: At the end of the suspension period, the participant must write a letter requesting to be reinstated by the coach or moderator. The student should write this letter formally, asking for reinstatement, explaining why he/she wishes to return and

describing what he/she intends to do to rectify the violation.

- c. Receipt of awards is subject to review by the moderator or coach, the Athletic Director, or the Principal.
2. Second Offense:
  - a. A second offense will automatically bring a seventy-five percent (75%) suspension from matches, games, or dates.
  - b. Reinstatement: Same as for the first offense.
3. Third Offense and all succeeding offenses:
  - a. Suspension from all extracurricular activities for a period of one (1) calendar year from the date upon which the infraction is ruled.
  - b. Reinstatement: Same as for the first and second offense.
4. If the student participant who acquires a violation has no new violations for a period of one (1) calendar year, the student will be considered to have a clean record.
5. A student in violation on a school-sponsored trip in a school sponsored vehicle will receive the following penalties (suspension from games/activities)
  - a. 1st offense - 3 months from date infraction is ruled upon.
  - b. 2nd offense - 6 months from date infraction is ruled upon.
  - c. 3rd offense and all succeeding offenses - indefinite, to be reviewed by the ad-hoc extracurricular council one (1) year from the date the infraction is ruled upon.
  - d. Reinstatement - same as above.
- B. All alleged violations should be reported to the Principal or the Athletic Director within a reasonable time after the violation was witnessed or reported. The written statement should include all alleged violations, witnesses and appropriate dates. If a violation occurs during a vacation time, it should be reported as soon as possible after the occurrence.
- C. Appeal Procedure:
  1. A student has the right to appeal an accusation of violation, or a suspension, by a written appeal to the Principal or Athletic Director. This must be done within forty-eight (48) hours after the decision has been made.
  2. Upon receiving a written appeal, the Principal will form an ad-hoc extracurricular council. The council will be made up of the Principal, Assistant Principal, the Athletic Director, the extracurricular moderator or coach, two faculty members appointed by the Principal, and the president of the Student Council. The council will then hear and review both parties' cases and rule on the matter.
  3. The accused will be allowed to ask the Principal for one or two replacements for faculty members on the council.
- D. All students and parents of students participating in activities at QND will be expected to know the policy before actual participation and practices. This policy is in effect for any student attending QND as soon as he/she represents QND or commences any activity (practice, fund-raising, camp, etc.) that is part of the QND extracurricular program, or the first official day of school, whichever comes first.
- E. Any participant who has been suspended for a breach of the rules of this guide and who has eligibility left, shall observe all training rules set forth in this guide during the period of suspension.

## **SCHOLASTIC ELIGIBILITY IN EXTRACURRICULAR ACTIVITIES**

- A. Minimum standards for QND students will be the following:
  1. Student may not be failing in two (2) subjects;
  2. Student may not have more than two (2) D's;

3. Student may not have more than one (1) failure and (1) D.
- B. The Principal has the responsibility to rule on eligibility of a specific student in a case perceived by the Principal to be unusual or exceptional such as a student with special learning needs, or a teacher judged to not be grading under typical school parameters.
- C. Teachers will report weekly any student doing D or F work in their class by 8:30 a.m. on Monday of each week. On Monday or, in the case of a Monday holiday, the next school day, the Athletic Director will then check the eligibility list by 8:45 a.m. and will inform coaches and moderators of those students who are academically ineligible.
- D. Eligibility is week to week and runs from Monday through Sunday (midnight). The suspension lasts seven days even if the student's average is raised during that time period.

## **UNEXCUSED ABSENCE AT SCHEDULED EVENTS**

- A. Absence from scheduled events shall be pre-arranged and approved by the moderator or coach. Extenuating circumstances will be reviewed by the Principal or Athletic Director.
- B. Penalty: First offense and Additional Offenses - the moderator or coach will determine the penalty. Each moderator or coach will post or give written guidelines for his/her activity at the first organizational meeting of his/her organization or the first time of attendance by a participant.

**TRAVEL** - The means of travel will be on school vehicles when possible. vehicles will leave school on schedule (which will be posted or given in advance). the entire group will travel to and from out-of-town events by school-sponsored means. all participants will come home on the school-sponsored means unless a parent informs the coach or moderator ahead of time. penalties are to be determined by the moderator or coach of the organization involved.

**AWARDS** - Policy regarding awards will be determined by the moderator or coach and the principal or athletic director.

## **INJURIES**

- A. Any school-related injury shall be reported immediately to the moderator or coach so that an accident report is filed with the main office.
- B. If an individual has any special medical problem, the parent must inform the moderator or coach in writing. This is essential to safeguard each student's health.
- C. Should an injury be discovered after the participant has returned home, he/she should go to the doctor and report the injury as stated above.

## **DISCIPLINE**

The Dean of Students ("Dean") is responsible for administering and maintaining the rules of discipline at QND. The Administration is responsible for reviewing the codes of conduct and dress for QND students on a yearly basis.

**Philosophy of Discipline** - QND expects its students to abide by a code of conduct that reflects the Christian principles of the school and respect for the laws of the city, state, and country. Every QND student is expected to be courteous to all people. Adults must be addressed by their proper title at all times. Also, students and parents must realize that QND will not accept use or possession of alcohol, drugs and/or tobacco by any QND student. This would include look alike drugs and drug paraphernalia. Nor will QND condone any activity that is illegal, immoral, or unethical. The consequences for such activities are contained in this Handbook and emphasized and augmented by school announcements and bulletins. Although it is not the policy of QND to administer corporal punishment, behavior that is contradictory to school philosophy will result in disciplinary action taken by school officials.

**Inappropriate Conduct** - Any conduct that causes a disruption within the school environment is prohibited. Such conduct includes, but is not limited to:

- A. false and malicious oral or written statements, inappropriate texting, or inappropriate facebook

comments

- B. satanic drawings, symbols, references
- C. sexual, racial, or other disruptive behaviors
- D. threats, pranks, hoaxes, or bullying

Violators will be subject to reasonable disciplinary action and may be referred to the appropriate law enforcement agency.

**Action for Misconduct Out of School or at Non-School Activities** - QND reserves the right to take disciplinary action when the conduct by any student, out of school or non-school related, brings disfavor upon himself/herself and/or the school. QND likewise reserves the right to take disciplinary action when a student's conduct is a serious violation of the teachings of the Catholic Church, such as deliberate defamation of others. Students will be held accountable for intentional harm they cause others. All such cases will be handled by the Dean of Students who will notify the parents as well as the student.

Any QND student who becomes involved with the police in connection with a violation of State liquor laws, or Federal or State narcotics' statutes, since such misconduct engenders discredit of the QND community, may be taken before the administration. Also included is any serious involvement with police (example - felony conviction). This does not include minor traffic citations. It is the belief of QND that rehabilitation and treatment may be necessary for students involved with the abuse of drugs and alcohol. Rehabilitation and treatment for other conditions (depression, suicidal tendencies, eating disorders, etc.) may also be necessary to help the student. The school administration does have the prerogative to insist upon treatment for readmission to and continued attendance at school.

## **DISCIPLINARY ACTIONS**

### **A. DETENTION**

1. Detention will be held Monday, Tuesday, and Thursday afternoon starting at 2:30 p.m. and ending at 3:30 p.m. It must be served at the time assigned by the Dean of Students. Failure to report without permission of the Dean of Students may result in an additional detention.
2. Students in detention must be dressed in proper school attire and may not talk, eat, or sleep during this period of time.

A student will receive detention for the following reasons:

1. Any violation of acceptable behavior such as misbehavior in resource areas, cafeteria, classrooms, library, halls, or at assemblies
  2. Defacing of school property
  3. Driving in an unsafe manner on school grounds
  4. Disrespect for teachers and students
  5. Any action harmful to the common good
  6. Disruption of class
  7. Insubordination
  8. Repeated infraction of dress code
- B. **FINE POLICY:** QND implements a fine policy for students who violate certain school rules. These are violations of school rules which are easily avoidable - "foolish" offenses. The student handbook is well delineated and failure to comply is simply irresponsible.
1. Offenses: The following situations will be considered "fineworthy" offenses:
    - a. Dress code violations - including untucked shirts;
    - b. Tobacco related products - working in conjunction with the City of Quincy ordinance concerning the possession or usage of tobacco products for minors, QND will fine

students \$25 for tobacco related offenses. Names of students who violate the ordinance will be forwarded to the City so they may enroll the students in its counseling program;

- c. Eating or drinking in restricted areas;
  - d. Littering in the building or on the school grounds;
  - e. Parking in restricted areas or in another student's assigned spot;
  - f. Use of profanity (even when not directed toward a staff member);
  - g. Student in parking lot without permission.
2. Fines Administered as follows:
- a. A fine slip will be completed by the staff member;
  - b. The fine slip will be given to the Dean of Students and recorded on the student's record;
  - c. The fine and slip will be collected by the Dean of Students.
3. It would be safe to assume the fine system will deter students from repeated violations. The Administration may conduct a parent-student conference as needed if repeated violations occur. The Administration reserves the right to issue additional consequences for continued repeat offenses.
4. Collection Policy:
- a. All fines must be paid to the Dean of Students within two weeks after receiving notice;
  - b. Failure to pay fines within two weeks from notification will result in student's removal from RenWeb;
  - c. Failure to pay fines by the end of the quarter will result in withholding of the student's official quarter grades until the fines are paid; if a student fails to pay fines by the end of the semester he/she will not be allowed to take semester exams.
5. Fine Monies Usage: The Administration will determine an appropriate usage for the collected fine monies. It shall be used in a manner which benefits the school population.
- C. **SUSPENSION:** The Dean of Students will inform the parents of the disciplinary action and will hold a conference with the student. Suspension shall cause a student to be barred from classes and extracurricular activities for that day and evening. The suspended student is responsible for subject matter covered in class and for tests. Indefinite suspension or out-of-school suspension may be imposed by the Administration. If an in-school suspension is levied, the student is required to do all assigned work during the suspension time. What is not completed must be done at home.
1. In-School Suspension (ISS): ISS will be held as needed. If a student is tardy, he or she will serve additional ISS time in the room the following day. ISS is a more severe punishment than detention or a fine. It is levied for repeated violation of school rules or more serious acts of wrongdoing. The Dean or Administration will assign the date of the ISS assignment. **Students may not rearrange their ISS simply to avoid missing an extracurricular activity.**

The following handbook violations will result in one day of ISS:

- a. Repeated refusal to comply with school regulations;
- b. Blatant disrespect of a staff member;
- c. six (6) tardies – one day ISS; nine (9) tardies - two days ISS
- d. Truancy (A student absent from any part of a class or from school without the consent of parents and the approval of the school is truant.);
- e. Destruction or flagrant misuse of school property (See "Care of School Property");
- f. Any serious act of disrespect as determined by the Dean of Students.

- g. Any other action judged by the Administration to be disruptive to the common good of the school;
- h. Stealing;
- i. Fighting - the day following the altercation (See OSS).

Rules for In-School Suspension:

- a. Students shall show up for ISS with all the books, paper, pens, pencils, etc. needed for the day;
- b. Each Student in ISS will be required to do three things: (1) complete a behavioral plan (form will be provided) related to the reason for the ISS. A copy of the completed form will be sent to the parents. (2) complete a supplemental/enrichment assignment for each class. This will not be related to the day's regular assignment. Failure to complete this supplemental/enrichment assignment will mean a loss of points for that particular day. (3) complete the assignment for that day in each subject. Any class assignment not completed during the ISS time must be completed that evening and turned into the teacher before school the next morning.
- c. Students currently involved in extracurriculars may not practice, participate, or dress out in their team uniform the day of an ISS;
- d. Students will remain in the assigned room the entire day. Leaving the room without permission will result in a day of OSS;
- e. ISS students are not allowed to have visitors;
- f. Students are not allowed to eat, drink soda or water, use cell phones, sleep, or listen to music while in ISS;
- g. Students may not talk to other ISS students. Failure to comply will result in a day of OSS.
- h. Failure to attend ISS will result in OSS on the next school day and ISS on the following school day.

If a student fails to comply with any rules of ISS, the moderator will contact the Dean of Students. The parents of the student will be contacted by phone, and the student will be sent home for the remainder of the ISS day. The student and Dean of Students will meet the next school day and the student will be issued an OSS to be served on the next school day.

- 2. Out-of-School Suspension OSS. The following infractions will result in an automatic OSS:
  - a. Fighting - the day of an altercation the student will be sent home for the remainder of the day (See ISS);
  - b. Possession, consumption, or any other use of alcohol or drugs on school grounds may result in a minimum of 3 days OSS;
  - c. Violent physical actions toward any staff member;
  - d. Failure to comply with the rules of ISS;
  - e. Other actions which the administration or Principal or the Principal's designee decides warrants OSS; NOTE: There will be no credit for coursework missed during any OSS.

D. **DISCIPLINARY PROBATION:** Disciplinary probation is a contract between the student/parents and school officials. Behavioral expectations are listed and serious consequences are included for failure to abide by the rules of the contract.

E. **EXPULSION:** The ultimate decision to expel a student shall be made by the Board of Directors through the appropriate committee of the Board. The decision shall be made after an informal hearing consisting of the student presenting his/her petition with response by the administration.

There shall not be a right of counsel for the student and only the student, the Principal's designee, parents and appropriate witnesses may be present in addition to the committee and

the Board's legal counsel, who shall act as legal advisor for the committee and the Principal's designee.

Expulsion is reserved for the most serious offense and/or repeated disregard of school rules. The student will be suspended from school until the final decision is reached by the Board of Directors. The suspension will be an out of school suspension.

A student may be expelled for the following reasons:

1. Excessive breaking of school rules;
  2. Immoral conduct; possession and circulation of indecent literature; repeated immoral speech;
  3. Selling of alcohol and/or drugs on school property/at school related activities;
  4. Use and/or possession of alcohol and drugs on school property/at school related activities;
  5. Participation in criminal acts;
  6. Attack of a teacher;
  7. Accumulation of three (3) out-of-school suspensions (27 detentions).
  8. Weapons
  9. Serious acts of harassment, bullying, or threats through any means possible, including but not limited to verbal, physical, and/or social communication methods
- F. **POLICE QUESTION AND APPREHENSION:** When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the school if this can be arranged. The following steps shall be taken to cooperate with the authorities:
1. police officer shall properly identify him/herself
  2. a parent or guardian shall be notified immediately and informed of the intent of the law enforcement authorities
  3. a student's parent or guardian has a right to be present if the conference is held at school
  4. if the student's parent or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant
  5. if there is a warrant or if it is impossible for the parent or guardian to be present and they request it, the administrator should be a witness to the conference held at school
- G. **VIOLENCE-THREATENED OR ACTED**

Physical assaults are forbidden. All threats of violence will be taken seriously and students making threats will be disciplined in an appropriate manner.

## **CONFLICT RESOLUTION, APPEAL PROCESSES, AND STUDENT GRIEVANCE PROCEDURES**

QND requires a chain of command procedure to resolve any conflicts. If there is a conflict involving a student and a teacher, the student should first discuss the issue with the instructor. If that meeting does not eliminate the problem, the student should contact his or her school counselor. From that point the administration should be informed. The final level of communication is the Board of Directors.

Any problems related to extracurricular areas should mirror the procedure above. The student should first discuss the problem with the coach/moderator. If the conflict continues, the student may contact the QND Athletic Director. From that point the student may contact the administration, first, and then the Board of Directors.

All appeal processes and student grievance procedures are based on the concept of fairness. Final decisions on all matters are made by the administration and/or the Board of Directors. Any appeals must be made to the administration within three school days of the school's action.

## RELIGIOUS FORMATION

**Campus Ministry** - Religious experiences beyond the classroom are integral to QND. These experiences are coordinated by the Administration, the Director of Christian Formation, and the religion teachers. These experiences include, but are not limited to, all school and class masses, prayer services and paraliturgical services, opportunities for reconciliation, speakers, religious counseling, vocation days, Catholic Heart Work Camp, HAFOC (Hands and Feet of Christ) and other community based service projects, etc. The all-encompassing goal is to prepare our young Catholic men and women to assume roles of service and leadership within the Catholic Church of the twenty-first century.

**Christian Service** - Students attending Quincy Notre Dame are expected to provide a minimum of ten (10) hours of approved school/community service per year of attendance. Students will be issued a grade and .25 credit at the end of the school year for satisfactory completion of the Christian Service component. A=10 hours; B=9 hours; C=8 hours; D=7 hours; F=6 or less. Completion date for service requirements is the day prior to final exams.

**Retreat Program** - Religion is not just a formal classroom study of doctrine. It encompasses a person's entire life and relationships. Because of this, religious experiences provided need to extend beyond the classroom. One of these experiences is a retreat, which allows a person to focus upon his/her faith life removed from the scheduled responsibilities of school/work, etc. At QND, a time is set aside for each class to participate in a QND sponsored retreat experience.

The goals of this program are to develop in the students an attitude of self-worth, an appreciation for fellow human beings, awareness and understanding of the presence and action of God in their lives, and a sense of responsibility for and participation in the Catholic Church.

These goals are achieved through structured experiences providing a blend of formal input, varied prayer forms, personal reflection and individual as well as group sharing. A bonding is created among participants because of the sharing of faith life with classmates.

Participation in the QND retreat program is mandatory for all students. TEC and QUEST retreats are encouraged but do not replace the QND retreat program.

Only for a serious reason, as determined by the Administration, may a student not attend the QND sponsored retreat. A student who is unable to attend must complete a service project totaling the same number of hours missed at the retreat. This project must be approved and accepted by the religion department chairperson and the Director of Christian Formation.

A student must complete the four-year retreat program at QND. The intensity of the retreats increases with year. All these experiences are coordinated through the Religion Department. Failure to complete the four-year retreat program may mean that a student, as a senior, will not receive a diploma.

A separate fee will be charged for each class retreat. This fee is to be paid with the book bill in August.

## SERVICES

### CAFETERIA

Each student has the option of using the finger scan or keypad method to process their foodservice purchase. All parents have access to RenWeb to monitor family accounts.

1. Money must be put into student's account prior to student partaking of the school's lunch program or cage services.
  - a. Payment may be sent to school using check or cash. Make sure to include family name.
  - b. For a slight fee, payment may be made online with a credit card though RenWeb
2. A notification will be sent via email to those who have delinquent accounts.

3. Students with a negative balance of \$15.00 will be unable to use the canteen.
4. Students with a negative balance of \$20.00 or more will be unable to partake in the cafeteria services.

NOTE: A student whose account is delinquent will be able to purchase a sack lunch for a small fee. However, if the account is not current after using this option a second time the student will be unable to use any of the cafeteria services until the balance is paid.

### **Cafeteria Rules**

- A. Food and beverages must be consumed in the cafeteria or other designated areas (outside or student lounge). No tray lunches will be allowed outside.
- B. Students are responsible for cleaning the table, depositing all paper and scraps of food in the waste cans and returning dishes, trays, and silverware to the designated areas.
- C. Students may not have food delivered to them during school hours.
- D. Students may not leave the grounds during the lunch period without an off campus permit.
- E. Students must obey and respect the cafeteria supervisor and snack counter supervisor. The supervisors may issue detentions, suspend privileges, or refer disciplinary matters to the Dean of Students.
- F. Students are not permitted to bring food OR drinks into the academic areas of the school unless approved by the Administration.
- G. Breakfast materials must be eaten in the cafeteria before school.
- H. Students are not allowed to bring beverage containers to class. This includes water bottles. Those who must have water for medical reasons, must receive written permission from an administrator.
- I. No student is allowed to be on the east side of the school grounds during the lunch periods.

### **Lunch Periods**

During lunch periods, students may stay in the student lounge or cafeteria, go to the library, or go outside to the front of the school building. Students are not permitted to congregate in the hallways, main lobby, or go to their locker.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, lockers, supplies and furniture supplied by the school. Students who ruin school property or equipment in any way will be required to repair the damage done, pay for the damage, or replace an item. The student is also subject to disciplinary action, depending on the seriousness of the matter. Misuse of property shows a lack of respect which is contrary to the mission of the school.

### **LOCKERS**

A student's school locker is the property of the school and must be used for the purposes intended; that of a storage area for books, school supplies, and garments. Students should be advised that lockers may be searched by school officials at any time, with or without the students' knowledge and consent.

- A. Each student is assigned a locker. It is the student's responsibility to see that the locker is kept locked by an internal locking system. Students should not share lock combinations with other students, nor should they preset locks or fail to secure the lock tightly. The responsibility for protecting books, clothing, and other personal possessions rests on each student and adherence to the lock system.
- B. Students may go to lockers before, after school and during the four minute exchange of class time.
- C. A pass key makes it possible for the administration to search for and seize any contraband, stolen items, or items that may incur a safety violation. The pass key also makes it possible to gather

- books and materials for absent students. Students should have absolutely no expectation of privacy for student lockers.
- D. Students are required to maintain their lockers in excellent shape. They should report any damages or mechanical problems to an administrator. Lockers are checked at the end of the year and if damage is found, student will be assessed a fee.
  - E. Thefts should be reported to the Principal's office as soon as possible. Students are responsible for all items kept in the lockers. The school cannot assume responsibility for lost or stolen books and personal items.
  - F. Bookbags must be kept in or on top of locker and may not be transported to the classroom, cafeteria, or gym.

## **TEXTBOOKS**

The following rules apply to loan/rental textbooks:

- A. The book is to be returned to QND at the end of the course, or the day the student withdraws from the course, in as good condition as when received, allowance being made for wear caused by careful use.
- B. If a book is lost or seriously damaged, student will pay QND the actual value of the book as coded when received by student.
- C. Student assumes full responsibility for the care and condition of loan/rental textbooks and agrees to pay QND a reasonable fine for any careless misuse of the book. A failure to comply with these regulations will warrant the retention of student's official transcript.

If you have any questions regarding the cost of textbooks please see the Business Manager.

## **POSTERS, SIGNS, ETC.**

Permission for putting up all posters and signs must be obtained from an Administrator. Nothing may be taped to a painted or varnished surface. A class or organization will be held responsible for damage that occurs when this regulation is not followed.

## **COMPUTER LAB**

- A. Under no circumstances should a student be in any of the computer labs without a faculty supervisor.
- B. This is a network to be used for education purposes.
- C. No food or drink is allowed in the labs.
- D. Students are responsible for their own login IDs and passwords. Any requests for changes of login ID should be made in writing to the technology supervisor.
- E. INTERNET: E-mail, the World Wide Web, and other applications offer great educational opportunities for our students. As with all technology, however, despite what protections we are able to set up, students are required to use the system responsibly. The following are things we deem unacceptable use at Quincy Notre Dame:
  - 1. Using the network for any illegal activity
  - 2. Unauthorized uploading or downloading of software or installing personal software
  - 3. Using the network for private financial or commercial gain
  - 4. Wastefully using resources, such as file space, chain letters, mass e-mails, paper, etc.
  - 5. Gaining unauthorized access to resources and sites
  - 6. Trespassing in others' folder, work, files, or changing computer files not belonging to the user
  - 7. Invading the privacy of individuals
  - 8. Using another user's account or password or sharing with others
  - 9. Posting material authored or created by another without his/her permission

10. Posting anonymous messages
  11. Accessing, submitting, posting, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal; messages, pictures, and other material.
  12. Using the network while access privileges are suspended or revoked
  13. Anything deemed by the school to be inconsistent with the goals of Catholic education (e.g. games, on-line shopping, etc.)
  14. Visiting outside e-mail services is prohibited.
  15. Making on-line purchases.
  16. Accessing social networks.
- F. Internet Etiquette and Privacy: The user is expected to follow the generally accepted rules of Internet etiquette. These rules include, but are not limited to, the following:
1. Be polite. Never send or encourage others to send abusive messages
  2. Use appropriate language. The user is a representative of Quincy Notre Dame.
  3. Privacy. Users should never reveal their names, home addresses, and personal phone number nor the names, addresses, and phone numbers of any other person
  4. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of illegal activities must be reported to the Technology Coordinator
  5. Users must not disrupt the computer network in any way
- G. Vandalism includes any attempt to harm or destroy the computer system, the hardware, the software, equipment, or the data of another user or any other agencies or network that are connected through the Internet. This includes, but is not limited to the uploading or creation of computer viruses. Any vandalism will result in the immediate loss of the computer privileges, school disciplinary action, and a referral to the appropriate law enforcement agencies.
- H. Sanctions:
1. Students will not be removed from the computer due to fines/past due payments, but may be removed from RenWeb (see below)
  2. **QND has the sole right at any time for any reason to terminate any user's access to and the use of the Computer Network and/or the Internet.**
  3. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
  4. When applicable, law enforcement agencies may be involved.

## **STUDENT INFORMATION SERVICE - RENWEB**

- A. Students and parents have access to student information (grades, attendance) through RenWeb.
- B. Access to RenWeb may be denied for disciplinary reasons or failure to pay tuition, fees, and/or fines.

## **GUIDANCE SERVICES**

Counselors are available throughout the school year to provide assistance to students, parents, and teachers. While counselors will make time available for emergency situations, most access will be by appointment for the most efficient use of time. Appointments may be made by contacting counselors. (A counselor will be available on Wednesdays during the summer.)

All students are expected to meet with a counselor at least once each year to review and develop career and academic plans. This meeting with the student is important and necessary to monitor growth and to recommend course options and career paths.

### **Counselors' Roles:**

- A. Serve as consultants to the administration and faculty in planning and evaluating the school's

total program.

- B. Provide opportunities for individual and group counseling, academic counseling, graduation requirement checkup and follow through.
- C. Provide information on post high school education, scholarships available, and career opportunities to both students and parents. Assist students with planning.
- D. Provide a testing program for the students and interpret the test results to students, parents and teachers.
- E. Register new students and evaluate transcripts.
- F. Make referrals when necessary and serve as case manager when necessary.
- G. Develop the master schedule of courses and meet with students to plan their schedules to reach that goal.

## **STUDENT RECORDS**

Names and addresses of students and their parents/guardian and other information in school records are confidential data in the sense that they are not to be released to unauthorized persons, e.g., business firms, insurance companies, fund-raising organizations, photographers, etc. The parent/guardian has the right of access to the student's school record. Parent/guardian who wishes to view his or her child's records is required to provide one day advance notice request for record review. The request must be granted within a reasonable time and not more than 10 days after the request is received.

In the event that QND closes as a secondary school, all records would transfer to one of the Quincy Catholic grade schools/parishes for permanent retention.

There shall not be release of personally identifiable school records without the prior written consent of the parent/guardian, except in the following cases:

- A. to other school officials, including teachers and counselors within the school or school system who have a legitimate interest
- B. to officials of other schools in which the student intends to enroll, provided that the parents/guardian are notified of the release of the records, are provided a copy of the record if they desire it, and are given an opportunity to challenge the record if necessary
- C. to federal auditors who are auditing a performance of federally funded programs
- D. a court order

Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written permission of the parents/guardians or a court order. Official school records do not have to be released until all fees and other obligations are satisfied. Information, sufficient to insure adequate placement of a student, is to be released with ten (10) days of a transfer to another school.

QND abides by the provisions of the Buckley Amendment with the respect to the rights of non-custodial parents. In the absence of a court order to the contrary, QND will provide the non-custodial parent with the access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **LIBRARY**

General Library Information: Library Hours; 7:15 a.m. to 2:45 p.m. On days of early dismissal, the library will be open for 15 minutes after school is dismissed.

The Quincy Notre Dame Library is for quiet study and research. In order to maintain a proper study environment, only students with homework or having an academic reason to be in the Library will be allowed. To facilitate this, students will be required to have a pass to enter and will further be required to sign in and out with the librarian or moderator of the Library. Students must check in

with their classroom teachers before coming to the library with a pass. **Cell phones are not permitted at any time.**

There will be no more than four students to a table without specific requested permission from the librarian or moderator. Students who cannot maintain an appropriate tone of voice and demeanor in the Library will be asked to leave for the duration of the day unless accompanied by a teacher and under supervision. Continued misbehavior will result in detention and suspension from the Library as a resource. This includes use of the Library's computers, copy machine, magazines, periodicals, vertical files, reference guides and books.

Students are not allowed to eat food in the Library, unless approved by the Administration. This includes candy, snacks, or drinks of any kind.

Students should practice good citizenship and manners while in the library. They should throw away any trash and push in chairs when leaving so that classmates and community will find the Library in good condition. At no time should writing or marking on tables, chairs, or study cubicles take place.

Students should respect all items in the library and not deface magazines, periodicals, and/or books.

Students should turn in all books directly to the librarian. Overdue books are charged **\$1.00 per school day** until they are returned. Reserve books/folders are special materials used by classes that may be checked out the last period of the day for overnight usage. They are due back to the librarian before school begins the following morning. Students are charged **\$1.00 per school day** until the reserve item is returned. **Report cards and official transcripts will be held as a result of non-payment of library fines.**

## **COMPUTER USE IN THE LIBRARY**

Computer use will be limited to faculty and to students with assignments from classes or work requested by a faculty member. Only one (1) student per computer will be permitted, unless by teacher request. No other students will be allowed in the computer area.

## **CIRCULATION POLICY**

The QND Library is a member of the Alliance Library System, a partnership of nearly 300 academic, public, school district and special/corporate libraries, through which QND has access to state-wide resources.

A. Library materials may be checked out for the following time periods:

Books - 2 weeks

Magazines - 1 week (except current issues)

- B. To check out a book the student should present his/her student ID and the requested materials to the Librarian for scanning. No materials are to be removed from the library without being scanned. Students are responsible for their own library accounts and for any materials checked out through these accounts.
- C. Reserve books (those with a blue reserve book card) are reserved for the use of special classes where many students are required to use the same book. They may be used during the school day and may be checked out for overnight use only. Reserve books may be checked out after school and **must** be returned before school the following morning or a fine will be levied.
- D. Current copies of magazines are not checked out of the library. Back issues of magazines may be checked out.
- E. Overdue books are the responsibility of the student to whom the books were checked out. Overdue notices will be sent. Fines will be assessed as follows:
1. Books, magazines, vertical files - 10 cents per school day per item
  2. Reserve books - \$1.00 per school day.
- F. Library books, including interlibrary loans, which are lost or damaged are to be paid for by the

student to whom the book was checked out. The cost of lost materials is as follows:

1. In-print books: Cost of the book as listed in Books in Print or an available vendor's catalog, plus a \$5.00 processing fee.
2. Out-of-print books: at least \$20.00 per book.
3. Periodicals: \$5.00 per issue.

Report cards and official transcripts will be held as a result of non-payment of library fines or lost fees.

## **PARKING LOT**

Students who drive vehicles to and from QND must fill out an information card from the Administration. **Students are not allowed to park in the faculty lot.** Parking spaces will be assigned. Any student failing to park in an assigned spot will be subject to the school fine policy.

The following rules apply to QND student parking:

- A. Student vehicles are to be parked on the north side parking area and on the street. Parking spaces on the school lot are numbered. Spaces are assigned.
- B. Do not block private driveways.
- C. No vehicles are to be parked on the curved driveway which leads to the west side of the building.
- D. The parking area on the West side of 11th Street is for administration and secretaries.
- E. Visitor and handicapped parking spaces, which are marked, are not to be used by students.
- F. Students are not to park on the driveway in front of the band room.
- G. Students are not to park on the sidewalks in front of the school.
- H. Students are not to park on the south edge of the parking lot near the grass. This creates a safety hazard for emergency vehicles and busses exiting the faculty lot/athletic complex.

Cars illegally parked on QND property may be ticketed and towed. Continued abuses may result in loss of parking privileges on QND grounds.

## **VEHICLE SEARCHES**

Motor vehicles parked upon school property are subject to search by school authorities without notice or consent of the student and without a search warrant. Students should have absolutely no expectation of privacy of motor vehicles parked on school property.

## **SODA MACHINES**

Several soda machines and a juice machine outside the southwest entrance are available for use. However, because of our participation in the Student Lunch Program, no student may use the machines between 7:45 a.m. and 2:17 p.m., this includes study hall and lunch periods. Drinks may not be taken into the gym and the cans should be disposed in the containers provided. At no time should the machines be tipped, moved, or tampered with. If the machines themselves are abused and/or there is trash that has not been disposed of properly, the machines will be locked up or removed.

## **MISCELLANEOUS STUDENT RULES**

**Messages** - Students will not be called from classes for phone calls unless an emergency exists. Only messages from parents will be accepted. No messages from employers, friends, or siblings will be promulgated unless an emergency. Students with messages will have their name posted on a message board on the office window. It is the responsibility of the student to check the board for messages between class periods.

**Foreign Exchange Student Policy** - Foreign exchange students are responsible for paying tuition, all book fees, student activity fees and registration costs. QND reserves the right to limit the number of foreign exchange students.

Foreign exchange students must abide by all rules set forth by the student handbook and adminis-

tration. The administration reserves the right to terminate the student exchange at any time.

**Insurance** - Student insurance is offered during the first week of school. The necessary forms are given out in 1<sup>st</sup> period. This program is voluntary. All athletes and members of Pom Pon and Cheerleading squads must have school insurance or proof of family insurance. See Certification of Medical Insurance and Indemnity Agreement.

**Calendar** - All activities sponsored by a class, club, or organization should be on the school calendar. The Principal is responsible for scheduling the activities with the help of the Assistant Principal and the Athletic Director. It is recommended that two weeks' notice be given for any activity not on the school calendar. Priorities on dates for fund-raising events (dances, sock hops, concerts, etc.) will be decided by the Fundraising Committee. All fund-raising events must be cleared through the Fundraising Committee.

## **SCHOOL HEALTH**

**MEDICINE:** The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her education. The administration of medication to students should be discouraged unless absolutely necessary for the student's health. A health care plan shall be developed for any student who requires a long-term medication to be administered in school. Parents will be required to fill out a form, available in the main office, to permit a student to self-administer asthma medication prescribed by the student's physician. Because of their "in loco parentis" status as set forth in 105 ILCS 5/24-24, school employees are afforded liability protection from negligence in the administration of medication and treatment in a school setting. **No internal medicine, other than what is approved through the Administration, will be given to any student. This includes aspirin.**

**MATERNITY/PATERNITY:** QND affirms the moral teachings of the Roman Catholic Church including the teaching of the holiness and gift of life. QND takes a pro-life stance and upholds the sacredness of God's life in all of us, beginning at conception. When a student becomes pregnant, QND does not arbitrarily dismiss a student from school.

At the time a student becomes aware of parental responsibilities, he/she or the family must notify the school. Meetings will be scheduled with the student(s), parents, principal or assistant principal, and possibly the counselor. Regular classroom attendance will be based on the health, safety, and well-being of the student and the child as well as the best interests of the school community. In such a situation, involvement in extracurricular activities will be decided by the Administration of QND.

**AIDS:** Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend QND. Students who are known to have AIDS will be individually evaluated by the administration, physician, and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

The school will respect the right of privacy of the individual. Knowledge that a student has AIDS will be confined to those persons with a direct need to know. Those persons will be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons will also be made aware of confidentiality requirements.

**COMMUNICABLE DISEASES:** The Principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

**VISION AND HEARING SCREENINGS:** Vision and Hearing Screenings are conducted each school year by the Adams County Health Department Certified Technicians. Grades tested are Pre-K, Kindergarten, 1st, 2nd, 3rd, 5th, 8th, and special education students from all grades. Referrals from teachers and parents in grades not normally screened are tested as well. Children who

wear glasses or children who are under care of an eye doctor are the only students that are not tested. Vision and hearing screenings are not diagnostic tests, but are done to identify children who may have a vision or a hearing problem. Those children are then referred to the appropriate doctor.

**HEALTH/INJURY**

All 9th grade students are required to have a physical. Students entering school for the first time from out of state are required to have both a physical and an eye examination. Those students not current with these requirements by October 15 of the current school year will be excluded from school until these requirements are met.

If a student becomes ill during the school day, he or she is to report to the Attendance Secretary in the Main Office. She will contact the parent/guardian. If the student is too ill to remain in school, he/she will be sent home.

Any student who is injured during the school day while on school property should report such injury to the Attendance Secretary as soon as possible. If injury is covered by school insurance, the student should obtain an insurance form from the main office, complete it, and return it to the main office. If the student does not have a school insurance policy, all bills related to the injury are the responsibility of the family through its own insurance coverage. It is mandatory that the student have school or private insurance.

Injuries sustained while participating in athletics either at practice or in competition should be reported immediately to the coach of the team. In case of injury, no student is to leave the campus without first checking out through the office or through the coach.

If any injury is deemed serious, an ambulance will be called and parents/guardian will be contacted. A log is kept in the office which includes names, dates, circumstances of injury and action taken. The faculty/staff person apprised of the accident is responsible for giving this information to the secretaries using the form found in the main office.

**SCHOOL SAFETY**

**ASBESTOS MANAGEMENT POLICY**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District, this notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours at QND. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building. QND will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

**EMERGENCY SITUATIONS – CODE RED, EARTHQUAKE, FIRE DRILL, TORNADO INSTRUCTIONS** Note: Directions for each drill are posted in the classrooms.

**CODE RED EMERGENCY PROCEDURE**

A “Code Red Evacuate” is declared when, in the opinion of the Administrator-In-Charge, a situation exists that threatens the safety of students and staff and requires that they evacuate the building. This means the situation is unstable and the risks are too great to have anyone remain in the school until police arrive and assist in the assessment of the incident. All students and staff are to evacuate the building via the fire drill exit for the room they are in. Evacuate to the following locations:

Football/Soccer Field

Line up approximately every 5 yards. If this is an actual emergency, have the students sit if possible. The classes are arranged in order if the lines aren’t visible. This should allow for a point of reference. Begin at the SOUTH goal line.

ROOM #    LOCATION    ROOM #    LOCATION    ROOM #    LOCATION

1	So.Goal Line	12	North	45	Band Room	North Goal Line	
2		5		13	Cafeteria	South End Zone	
3		10		14	Faculty Room	Second Base	
4		15		15	Gym	Third Base	
5		20		16	Kitchen	West Team Sideline	
6		25	16A	20	Locker Rooms	Third Base	
7		30	17	15	Main Office	Under Score Board	
8		35	20	10	Maintenance	East Team Sideline	
9		40	21 – Tutor's Office		5	Multi Purpose	North Goal Line
10		45	A. D. Office		5	19	Pitcher's Mound
11		50	Asst. Principal's Office		5	23	First Base
			Spare Teachers' Room		5	25	Second Base
			Dean of Students		5	W1	Left Field BB Foul Line
			Development Office		5	W2	Along Left Field Fence
			Guidance Offices		5	W3-Conference Room	North Goal Line
			Library		5	Weight Room	North Goal Line
			Principal's Office		5		

A "Code Red Lock Down" is declared when, in the opinion of the Administrator-In-Charge, a situation exists that threatens the safety of students and staff and requires that they remain in their classroom. This means the situation is unstable and the risks are too great to have anyone moving about the school until police arrive and assist in the assessment of the incident.

**EARTHQUAKE PROCEDURES:** Drop, cover, and hold are used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather, or earthquake.

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff, who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Teachers will instruct all gym students and students outside the building to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to the administration if possible.
- School Administrator may order an evacuation if the situation warrants and it is safe to do so.

## **FIRE DRILLS - DISASTER DRILLS**

Fire drills are required by law. Orderly procedure is as important as speed. All students and teachers are required to observe **SILENCE** during every fire drill. The signal for a fire drill is a long continuous loud ringing bell. At this sound everyone must immediately stop what they are doing and leave as quickly as possible. Leave everything in the room. All windows and doors should be closed before leaving. Students will move to a designated place, far enough from the building and out of the way of fire equipment. The class is to stay together so that roll can be checked. **REMEMBER: SILENCE MUST BE MAINTAINED.**

## EXIT PROCEDURE

Art Room (Room 23)	Back Door to Parking Lot
Assistant Principal's Office	Guidance Exit
Athletic Office	Main Lobby Exit: Two East Doors
Boys' Locker Room	Southwest Gym Exit
Cafeteria	Main Lobby Exit: Two West Doors
Dean of Students' Office	Main Lobby Exit: Two West Doors
Development Office	Guidance Exit
Faculty Room	West Door in Faculty Room
Girls' Locker Room	Northwest Gym Exit
Guidance Assistant's Office	Guidance Exit
Guidance Counselors' Offices	Guidance Exit
Gym classes Door	Either Northwest or Southwest
Kitchen	Down Stairs to Back Exit
Library, Rooms 1, 2, & 5	South Library Exits
Main Office	Main Lobby Exit: Two East Doors
Maintenance	Exit West Door
Principal's Office	Main Lobby Exit: Two West Doors
Rooms 3, 4	Exit Room 3
Rooms 6, 7, & 8	East Exit - Two North Doors
Rooms 9, 10 & 11	East Exit - Two South Doors
Rooms 12, 13	Greenhouse Exit
Rooms 14, 16	Main Lobby Exit: Two East Doors
Rooms 15, 17, 18 & Music Rooms	Exit Room 18
Room 16A	Main Lobby Exit: Two West Doors
Room 19	Faculty Room Exit
Rooms 20, 21	Guidance Exit
Room 25	Exit West door
Spare Teachers' Room	West Door in Faculty Room
Weight Room, W1, W2	West Door (outside) Exit
Multi Purpose, W3 Conference Room	West Door (outside) Exit

## RE-ENTERING PROCEDURE

Generally students are to re-enter the building using the same entrance-exit which they used in leaving the building. **SILENCE SHOULD BE MAINTAINED.**

## PLAN FOR TORNADO OR SEVERE WEATHER – NO ADVANCE WARNING

Students and staff should move away from open doorways and windows and take a protected position. Faculty members should familiarize themselves with the directions for each area in which they conduct classes or supervise. Silence should be maintained so vocal directions can be heard. After hearing the announcement over the PA regarding severe weather, the following directions should be followed:

Art Room, Assistant Principal's Office – Corridor nearest the room and girls' bathroom

Athletic Office – Sloping Corridor Near Side by Room 18  
Band Room (Room 18) – Sloping Corridor Near Side by Room 18  
Cafeteria – Chapel Near Chapel Walls or Under Tables Away From Windows  
Dean of Students' Office – Sloping Corridor Near Side by Room 18  
Development Office – Stay in Room - Under Desks, Tables  
Faculty Room – Far East Corner of Maintenance Room  
Guidance Suite – Corridor Nearest the Room and Girls' Bathroom  
Gym – East Hallway Towards Multi-Purpose Room  
Kitchen – Corridor Near Kitchen or Chapel  
Library – Back Work Area (Overflow to go to Corridor Outside the Copy Room)  
Locker Rooms – In Locker Rooms Away from Windows  
Main Office – Closet in Office  
Maintenance Room – Far East Corner of Maintenance Room  
Multi-Purpose Room – Go to Weight Room  
Music Offices – Sloping Corridor Near Side by Room 18  
Principal's Office – Sloping Corridor Near Side by Room 18  
Spare Teachers' Room – Corridor Near Room  
Rooms, 1, 2, 10, 11 – Corridor of Square Area, Spilling into Corridor by Library  
Rooms 3, 4, 5, 6, 7, 8, 9 – Go Into Corridors of Square Area  
Room 12, 13 – Corridor Near Rooms  
Room 14 – to Room 15  
Room 15 – Stay in Room  
Room 16 – Sloping Corridor Near Room 15 Side  
Room 16A – Sloping Corridor Near Room 17 Side  
Room 17 – to Room 15  
Room 19, 20, 21 – Move to Corridor Outside of Room  
Room 25 – Move to Corridor Outside of Room  
W1, W2 – Go to W3 Conference Room  
W3 Conference Room – Stay in Room  
Weight Room – Stay in Room

## **PLAN FOR TORNADO OR SEVERE WEATHER – ADVANCE WARNING**

After hearing the announcement over the PA regarding severe weather, the following directions should be followed:

Cafeteria, Kitchen, Library, W1, W2, W3 Conference Room, Rooms 4, 5, 6, 7, 8, 9, 10, 11: Proceed to the far west stairwell (down the long hallway) to enter the lower level of the Willer Wing. Go through the Multi-Purpose Room to the Weight Room. Enter through the double doors. Go to the center of the room, filling from the inner area to the outer edges. Overflow can be in hallway outside room.

Front Offices, Room 3, 12, 13, 14, 15, 16, 16A, 17, 18: Enter through the main gym doors (outside the Bookstore Office). Proceed down the nearest stairwell to the left to enter the lower level of the Willer Wing. Go to the Weight Room door on the left. Go to the center of the room, filling from the inner area to the outer edges. Overflow can be in hallway outside room.

Gym: Go through the Multi Purpose Room to the Weight Room. Enter through the double doors.

Go to the center of the room, filling from the inner area to the outer edges. Overflow can be in hallway outside room.

Study Hall/ISS, Faculty Room, Guidance Suite, Development Area, Art Room, Room 20, 21 (Tutor's Office), Assistant Principal's Office, Rooms 1, 2 – Go to the Maintenance Office.

NOTE: Do **NOT** go to the boys' or girls' locker rooms. These areas are not structurally sound and are not safe in a tornado emergency.

## **SEXUAL HARASSMENT POLICY RELATING TO PERSONNEL, FACULTY AND STUDENTS**

### **INTRODUCTION**

The Board of Directors of QND firmly resolves to provide for all employees, faculty, administrators, volunteers and students (all collectively referred to hereinafter as "individuals") an environment free from sexual harassment as defined hereinafter. This policy applies to all employees, faculty, administrators, volunteers and students; and clearly prohibits all forms of sexual harassment as well as establishes a mechanism to identify, investigate and remedy harassment situations.

### **IMPLEMENTATION**

- A. Sexual harassment of any individual, as defined hereinabove, by anyone is strictly prohibited.
- B. Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when:
  - submission to such conduct is either expressed or suggested.
  - submission or rejection of the conduct by an individual is used as a basis for an employment and/or educational decision, educational aid, any benefit, service or treatment affecting that individual or,
  - such conduct interferes with the individual's performance as an employee, administrator, volunteer or student, or creates an intimidating, hostile or offensive work and/or study environment.
- C. Any individual who believes that he/she is the victim of sexual harassment is encouraged to discuss the matter with the Principal, Assistant Principal, the President of the Board of Directors of QND, or any member of said Board.

### **PROCEDURES**

- A. Any individual who believes that he/she is the victim of sexual harassment is encouraged to discuss the matter with the Principal, Assistant Principal, the President of the Board of Directors of Q.N.D., or any member of said Board.
- B. Once an allegation has been lodged claiming sexual harassment, the Principal and the President of the Board of Directors must be notified in writing of the allegation within 48 hours of the allegation being made. However, failure to notify within 48 hours does not prevent an investigation. The purpose behind the 48-hour notification is to place the administration and the Board on notice of the problem and facilitate a quick and fair disposition. The notice shall specify the following:
  - Date of allegation.
  - Identity of the complainant.
  - Identity of all parties involved including purported victim as well as purported respondent.
  - A brief summary of the allegation.
- C. Thereafter, a confidential investigation (review) shall occur. The Principal, (in his or her absence, the Assistant Principal), shall be in charge of the review unless he or she is required to excuse himself/herself because of special knowledge and/or involvement with the matters under review. The Principal, along with the Board President, shall report to the full Board within 21 days of the

date the allegation was first filed with the Principal and/or President of the Board, and the report shall contain the following:

- The date of receipt of the allegation.
  - Identification of the complainant.
  - Identification of the parties and the actions complained of, including all relevant background facts and circumstances.
  - A statement detailing the scope of the review that has been undertaken and the results thereof.
  - Statement of corrective measures pursued, the date such measures were undertaken and the results achieved
  - A recommendation to the Board for further action when the principal and the Board President deem that further action is necessary and appropriate.
- D. All allegations must be taken seriously. All review and proceedings surrounding the review must be kept confidential. The complainant, parties involved, including the respondent, must be given reasonable access to information that would facilitate the fact-finding nature of the review. Rights of privacy and due process must be afforded to all parties, and no presumption of responsibility should attach to anyone by virtue of the making an allegation being reviewed. The review shall be non adversary in nature and principally calculated to remedy the situation. Violation of the POLICY may result in discipline of the respondent, including termination of employment and/or expulsion for a student. In the case of termination and/or expulsion, the respondent shall have procedural rights as set forth in either the faculty handbook or the student handbook which pertain to termination and/or expulsion.
- E. Other forms of harassment. In cases of harassment the underlying problem is a failure to respect the dignity of a fellow human being. Bullying is a type of harassment that involves some sort of force, whether overt or subtle. Verbal harassment involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characters, sexual preference, or family. Physical harassment involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement. Visual harassment involves derogatory, demeaning, or inflammatory material, such as posters, cartoons, writing, artwork, and gestures. In all such cases, the administration will take the proper disciplinary actions to correct such behavior.

## **CONCLUSION**

The Board of Directors implements this policy consistent with the overall Catholic mission of QND and will enforce it consistently with the same spirit and purpose.

# **STUDENT LIFE**

## **CLASS ACTIVITIES**

A class activity is one in which a majority of the class is participating. For any class activity, in or out of school, Principal or Assistant Principal must place the activity on the school calendar. At least one faculty moderator must be present at all times with other chaperones as needed.

Class funds may be used for class activities only as directed by a majority of class members and approved by the class moderator and administration.

It is recommended that one or more of the class activities are service activities. Educational activities are also recommended.

## **PUBLICITY/ PHOTOS**

Enrolling your child in the school assumes a photo can be used for publicity. (Please see the form at the end of this booklet.) If you do not wish your child's photo used in this manner, please notify the main office in writing of this decision.

## FIELD TRIP AND OFF CAMPUS ACTIVITY

Field trips are a privilege. Students can be denied participation due to lack of academic effort, improper behavior, or delinquent tuition. Field trips should be educational in nature.

Required of students going on field trips:

- A. Field trip-form signed by parents. (A copy of the Field Trip Permission form can be found on QND's website.)
- B. Students are responsible for all work and tests missed. Students must contact their teachers for any make-up work prior to going on the field trip. Work and tests must be turned in ahead of time or the next day as determined by the teacher.
- C. Permission, in writing, must be secured from parent(s) or guardian of students who go on scheduled trips. Information to the parent(s) or guardian will include the date, purpose, destination, expected student behavior and time of return.

## DRESS AND GROOMING

Education must teach students how to present themselves favorably to the public. The rationale for the QND dress code is twofold: (1) to produce a more consistent and focused learning environment and (2) to prepare students for future situations where formal dress is expected and necessary.

All dress code questions or violations will be referred to the Dean of Men or Dean of Women for a final decision.

- A. Neatness, cleanliness, and modesty are most important.
- B. Attire should be modest, in good taste, and suitable for the classroom situation. Attire for extracurricular activities, including practices, must also be modest, in good taste, and suitable.
- C. Young ladies will have three (3) options for their tops:
  1. A polo top (if unbuttoned more than two (2) buttons, a crew neck t-shirt must be worn underneath).
  2. A crew neck t-shirt (with no writing) worn under a cardigan type sweater.
  3. A button down blouse (if unbuttoned more than two (2) buttons, a crew neck t-shirt must be worn underneath).
  - A crew neck t-shirt falls at the base of the neck. No camisoles will be allowed. No v-neck or scoop neck tops will be allowed unless a crew neck shirt is worn underneath. All shirts must be modest and cover the midsection at all times. A t-shirt alone will not be allowed.
- D. Young men will be required to have shirts tucked in at all times. Young ladies and young men will not be allowed to wear bowling/work/uniform style shirts, athletic sport shirts with writing during the school day.
- E. Pants should be of a "dress material". Denim pants (jeans), camouflage pants, leggings with a long top, pants made of lycra/spandex material, and bib overalls are not acceptable. Shorts of any kind are not allowed during the school day. If a student has an athletic brace, light weight long pants must be worn with the brace. Pants may not be rolled up.
- F. Girls may wear skirts, jumpers, or dresses that are **modest** in length. It is up to the discretion of the staff/teacher/administrator to determine if the length is proper. Ideally, the hem should be slightly above the knee. Skirts, jumpers, or dresses may not be of denim or sweatshirt material. Collars are not required on dresses. Blouses or shirts may not be worn over dresses. There is to be no writing on the back of the skirt. Our focus is on modesty. If the top of the dress is too low, or the dress is too short, the young lady will be fined, and may be asked to bring a change of clothing during the school day.
- G. Students may wear tennis shoes, dress shoes, boots, or dress sandals. Athletic type sandals or beach shoes with rubber soles may not be worn to school. Boys must wear socks.
- H. Hats, coats (fleece), sleeveless coats/outdoor vest like jackets, and sweatshirts are not to be worn

during the school day. They should be stored in lockers. QND athletic, light weight jackets will be permitted.

- I. Raider Pride Days: During the school year, students will be informed of special Raider Pride Days. These days are held to increase school spirit and to exhibit pride in the school. If a student chooses to participate he/she dresses in good blue jeans (no patches or rips) with a gold shirt or Quincy Notre Dame attire. QND club and organization shirts may be worn on Raider Pride days.
- J. If a student chooses not to participate, the normal school dress code is in force. Exceptions to the dress code for special days and special occasions will be announced in advance after approval has been obtained from the administration. Students or parents who are in doubt about an outfit should get it approved before it is worn to school.
- K. Hair color, cut, and appearance should not be a distraction. The Dean of Students will make any final decisions regarding the appropriateness. Students may be asked to immediately correct any hair style or appearance.
- L. Visible body piercing other than traditional earrings is prohibited. Nose, eye, or multiple ear piercing or other body piercing, which could cause a distraction to the learning environment, is prohibited.
- M. While attending school and/or representing QND, visible tattoos are prohibited.
- N. **Sports teams must have permission from the Administration before wearing their uniform to school. This decision will be made on an individual basis. T-shirts representing sports teams will only be allowed on Raider Pride days.**
  - a. Football shirts must have a collar underneath.
  - b. Cheerleaders will be allowed to wear their uniform/uniform pants/jacket as part of their uniform. No sweatpants will be allowed.
  - c. Other uniforms will be discussed with Administration before permission is granted.
- O. Mass Days – Young ladies will wear either school pants or nice pants outfits for Mass. Dresses and skirts that were too short have presented problems in the past. Walking up and down the bleachers (as Mass is held in the gym) is difficult while wearing a short dress or skirt. Our goal is to attend the school liturgy with an attitude of modesty, respect, and adoration for the Eucharist.

The fine system outlined in the student handbook will be used to enforce the dress code. If the student's attire is unacceptable regarding modesty, he/she will be expected to comply with the dress code that same day. **Parents may be called to bring in appropriate clothing items.**

### **DRESS CODE FINE POLICY**

- A. First offense: \$5.00 fine;
- B. Second offense: \$5.00 fine;
- C. Third offense: \$5.00 fine;
- D. Fourth offense: \$5.00 fine and detention;
- E. Fifth offense: \$5.00 fine and detention;
- F. Sixth offense: \$5.00 fine and detention;
- G. Seventh offense: \$5.00 fine, parent phone call, and ISS

### **DANCE POLICIES**

QND students and their guests will be admitted to dances. Only what is deemed appropriate dancing will be allowed at all QND school dances. If a student continues to dance inappropriately after being warned, the student may be asked to leave. Also, students and/or guests may be removed from the dance for disorderly conduct, fighting, refusal to comply with the requests of the faculty moderator, chaperone or policeman; and for possession of or being under the influence of liquor or drugs. Once a

student leaves a dance, he or she may not return to that dance. If an emergency exists, the student must check out with the faculty moderator before leaving the dance and upon returning to the dance. The school is not responsible for any article lost while the owner is attending a dance.

All music machine contracts must be signed by an adult, the moderator of the organization. The music machine manager must sign a contract with Quincy Notre Dame. This contract stipulates that only band members or music machine operators (as stated in the contract) will be in the band area and that there will be no alcoholic beverages or drugs on the premises. A band or music machine owner who breaks this contract will be sent a letter stating how the contract was broken and informing the manager that his band or music machine will not be allowed to play at Quincy Notre Dame for at least one year. A receipt will be issued at the time of payment. The band or music machine operator(s) must obey school official requests for appropriate songs, language, and lyrics. Failure to abide by such requests may mean a stoppage of the music and nonpayment for remaining time of the dance.

At least three (3) faculty moderators must be present at the dance at all times. In addition, three or four adult couples are needed as chaperones for each dance.

A police officer should be hired to watch the parking lot the entire length of the dance. If an officer is not available, a chaperone must be in the parking lot at all times.

The gym must be cleaned, all doors secured, and all lights turned off at the end of the dance.

## **ELECTRONIC DEVICES**

A. Cell Phones: The use of cell phones by students during school hours is prohibited. No cell phone is to be visible and/or used during the school day. If a student needs to contact a parent, he/she may use the main office to do so. A form, which will be filled out by staff/teacher/administrator will be sent to the parents notifying them of the following:

First Offense: Confiscated, given to Dean of Students, and returned at end of the day.

Second Offense: Confiscated, given to Dean of Students, returned at the end of the day, and a \$5.00 fine.

Third Offense: Confiscated, given to Dean of Students, returned at the end of the day, a \$5.00 fine, and a parent call.

Fourth Offense: Confiscated, given to Dean of Students, a \$5.00 fine, and a parent called to pick up cell phone.

B. Telephone: A phone is available across from the main office for necessary calls. Please limit use to three minutes. Office and Faculty Room phones are not for student use. If a student athlete needs to call after practice, he/she should get permission from the coach to use the phone in the coaches' office.

C. Laser Pointers: The use of laser pointers or other similar items is prohibited. The use of headphones is also prohibited during class time.

D. iPods may be used before school, during lunch, and after school.

## **GYM USE**

Requests for use of the gym should come to the Athletic Director who will schedule all usage of the school's gymnasium. Any non-school use must meet guidelines as determined by the School Board. A moderator must be present at all times during any activity in the gym.

## **STUDENT AUXILIARY FUNDRAISING ACTIVITIES**

Fundraising activities must be applied for through the Assistant Principal's office. Each organization is allowed a maximum of two approved fundraising activities. Additional fundraising activities that are service-oriented as deemed by the Administrative Team (examples: working at the Knights of Columbus Barbeque or the Gus Macker Tournament) may be permitted. A form is still required for service-oriented activity. Penalties (including forfeiture of 50% of income earned) may be levied against any organization that does not comply with the following rules:

- A. Request forms must be submitted a minimum of 30 days before activity is to occur.
- B. The funds raised by the activity must be used to benefit the majority of the members of the organization or must be used to benefit the school.
- C. Funds are kept in an account with the Business Manager.
- D. All fundraising activities will have a beginning and finishing date.
- E. Any organization related to athletics must follow the guidelines set by the Athletic Director, the Athletic Committee, and Administrative Team.
- F. Fundraising requests forms will be submitted twice a year. No fundraising requests may be submitted after May 1st for the summer months. Requests will be accepted again beginning August 15th. Blackout periods, such as during the Annual Fund Drive Kick Off Breakfast through Commitment Sunday, will be enforced. No organization may proceed without written permission from the Administrative Team.

Publicity - Extracurricular activities should be published whenever possible. All information about all activities should be given to an administrator.

Procedure to be followed for auxiliary fund-raising

- A. Fill out Basic information on Special Fund Raising Request Form which may be obtained in the main office. For those groups under the auspices of the Athletic Department, all requests must be approved by the Administrative Team.
- B. Consult with the Assistant Principal in regard to your request.
- C. The Assistant Principal will present the request to the Director of Development, the Principal, and the Administrative Team for approval.

## **STUDENT GOVERNMENT**

### **CLASS MEETINGS**

The class president, after consultation with the moderator, must request a class meeting from the Assistant Principal seven (7) days before the meeting is to be held, unless an emergency arises.

The class president prepares the agenda for the meeting. The class secretary turns in a brief description of the activities decided on at the class meeting to the Assistant Principal within two days of the meeting. Meetings of the Student Council are held once a month during the school day with a rotating schedule.

### **EXECUTIVE BOARD**

The Executive Board consists of president, vice president, recording secretary, corresponding secretary and treasurer.

### **CLASS OFFICERS**

#### **The President**

- A. keeps the class moderator and the class informed of all parts of any class activity or proposal;
- B. requests class meetings through the Assistant Principal at least seven days before the proposed meeting date;
- C. is responsible for the class float at homecoming.

#### **The Vice-President**

- A. assists the president;
- B. conducts class meetings when the president is absent.

#### **The Secretary**

- A. keeps the minutes of each class meeting in a bound book;
- B. turns into the Assistant Principal a short description of all things decided at the class meeting within two days of the meeting;

- C. is responsible for all class correspondence, including thank you notes to the chaperones for the class activities. All correspondence should be shown to the class moderator before mailing.

### **The Treasurer**

- A. keeps a careful record of all class finances and verifies that with QND Business Manager,
- B. coordinates fundraising activities with Moderator.

### **Elections**

Voting for Student Council officers and homecoming royalty must be done the day after the particular assembly. Elections must be held by secret ballot. Voting takes place during school. A moderator must be present at the tallying of the ballots. The results are turned into the principal who will make the announcements.

## **VISITS TO COLLEGES**

Seniors, juniors and parents are encouraged to be aware of the numerous college-visitation weekends as posted on bulletin boards. If it is necessary to visit a college on a QND school day, a senior is granted no more than three (3) excused absences for this purpose. Although excused, these still count as absences on the attendance record. The following procedure is to be followed:

- A. Students need to contact teachers and the main office prior to each college visit.
- B. To maximize getting the most information possible, contact the college for an appointment.
- C. Students are responsible for all work missed. College visits by seniors should be scheduled before April 15 or end of Easter vacation, whichever comes last.

## **VISITORS**

Class visitors are discouraged. Unless given a private tour by the Administration, any person who visits QND during normal school hours must first stop by the office at the entrance of the building, sign in, and obtain a visitor's pass.

# **STUDENT ORGANIZATIONS**

## **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is an honor organization of members who have achieved a high degree of excellence during their years at QND. Students who have a 3.5 cumulative grade point average after their junior year are eligible for membership. Scholarship alone, however, does not guarantee membership into the organization.

The eligible students are asked to list their school and community activities and these forms are made available to the teachers. Each teacher is asked to rate each student they have had in class or an extracurricular activity in three areas: leadership, character and service. These ratings are then tabulated by a faculty committee and selection of members into NHS is made using predetermined criteria.

The students selected are required to do school and community service projects. Failure to maintain the standards required for selection and/or failure to complete the service requirements may mean supervision and/or dismissal from the NHS.

## **SOCIETY FOR ACADEMIC ACHIEVEMENT (SAA)**

The Quincy Chapter of SAA, an international secondary school honor society, was founded in 1959 by civic and medical organizations. The main purposes of the society are to motivate youth to achieve excellence and to honor them for this achievement.

In order for students to receive a scholarship letter, they must obtain a minimum grade point average of 3.5 for the previous two (2) semesters or for the seventh semester their senior year.

Students may receive one scholarship letter and certificate - then a special seal will be provided to be placed on the certificate for each additional year up to three seals. In order to be eligible for the SAA award membership and to receive an invitation to the Senior Banquet, students must have a cumulative average of 3.5 for the first seven semesters of the high school course. Students be-

come a cum laude member if they have a cumulative average of 3.80.

**ATHLETIC TEAMS**

**Boys:** Baseball, Basketball, Cross Country, Football, Golf, Soccer, Tennis, Wrestling

**Girls:** Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Volleyball

**ATHLETIC POLICY**

- A. Goal - To reach a high level of personal acceptable achievement. To do this, an athlete will be required to maintain a high degree of self-discipline. As a QND athlete, the individual's example should be a showcase to the Christian Community.
- B. Dress - Any individual or team representing QND will be required appropriate dress. Appropriate dress will be determined by the coaches of a particular sport prior to the beginning of the season.
- C. General Policies - Use of illegal drugs, alcohol or tobacco is not allowed. Violators face possible suspension, expulsion or disciplinary action as deemed appropriate by the administration or disciplinary review council. All coaches will install specific regulations for their individual sport regarding: curfew, appropriate dress, scholastic achievement, school behavior, etc.

**OTHER ORGANIZATIONS**

Art Club	Key Club
School Yearbook	Cheerleaders
Magic Club	Spanish Club
Students against Destructive Decisions	English Club
Pom Pon Squad	Student Council
German Club	Quiz Bowl
Academic Challenge Team	Environmental Concerns Committee

**PARENT ORGANIZATIONS**

Fall Extravaganza Committee and the Athletic Booster Club

**VOC-TECH**

- A. Students in Voc-Tech are required to follow the dress code while in school at QND.
- B. QND students who take classes at the Quincy Vocational Technical Center (Voc-Tech) must return to QND by the designated time for classes, and/or study hall.
- C. All students will be required to check in at a designated place and time upon their return to QND. This check-in time is mandatory no matter what schedule QND is following. Late returns to QND will be unexcused absences. (Please refer to the policy regarding tardies found in the beginning of this Handbook.)
- D. Students who are enrolled in Voc-Tech classes at QHS are responsible for attending those classes if QND is not in session. If there is a conflict between a QND class and a Voc-Tech class, the student must consult with the Guidance Counselor to resolve the conflict. The Guidance Counselor will then notify QHS officials.
- E. Students need to finish uncompleted projects for Voc-Tech on their free time. (e.g. Autobody)

SCHEDULE A

BAND		7:00	-	7:40	40	MIN
EARLY BIRD ALGEBRA		7:25	-	8:05	40	"
PERIOD	1	7:45	-	8:36	51	"
	2	8:40	-	9:27	47	"
	3	9:31	-	10:18	47	"

LUNCH	4	10:18	-	10:52	34	"
	5	10:56	-	11:43	47	"
	6	11:47	-	12:34	47	"
	7	12:38	-	1:26	47	"
	8	1:30	-	2:17	47	"

SCHEDULE B

BAND		7:00	-	7:40	40	MIN
EARLY BIRD ALGEBRA		7:25	-	8:05	40	"
PERIOD	1	7:45	-	8:36	51	"
	2	8:40	-	9:27	47	"
	3	9:31	-	10:18	47	"
	4	10:22	-	11:09	47	"
LUNCH	5	11:09	-	11:43	34	"
	5	11:47	-	12:34	47	"
	6	12:38	-	1:26	47	"
	7	1:30	-	2:17	47	"

SCHEDULE C

BAND		7:00	-	7:40	40	MIN
EARLY BIRD ALGEBRA		7:25	-	8:05	40	"
PERIOD	1	7:45	-	8:36	51	"
	2	8:40	-	9:27	47	"
	3	9:31	-	10:18	47	"
	4	10:22	-	11:09	47	"
	5	11:13	-	12:00	47	"
LUNCH	6	12:00	-	12:34	34	"
	7	12:38	-	1:26	47	"
	8	1:30	-	2:17	47	"

**CERTIFICATION OF MEDICAL INSURANCE AND  
INDEMNITY AGREEMENT**

**THIS IS A MANDATORY FORM REQUIRED TO BE  
COMPLETED AND RETURNED.**

The undersigned, as parent(s) or legal guardian(s) of ("Child"), do hereby certify to Quincy Notre Dame High School ("School") and the Catholic Diocese of Springfield in Illinois ("Diocese") the following: (Complete the Section below that applies)

**SECTION 1**

The Child is covered under a medical insurance policy or health care plan, specifically:

---

(name of insurer or plan)

---

(policy or group number)

**OR**

**SECTION 2**

I/We agree to obtain Student Accident Insurance which is offered through the School.

I/We further understand that the School does not provide any medical insurance coverage for the Child, and that I/We assume all responsibility for payment of any medical expenses (including, but not limited to, doctors' fees, hospital charges, or any other medical or related charges) incurred by the Child due to any injury or illness that occurs while the Child is in attendance at the School, or participating in any School-sponsored activity, including athletic events.

I/We hereby agree to hold harmless and indemnify that School and diocese, including their employees, volunteers, clergy and religious, from any claims for medical expenses described above.

I/We have read the above Agreement and fully understand the terms contained herein, and agree to abide by these terms.

---

Date

---

Parent/Guardian

---

Date

---

Parent/Guardian

NOTE: Please read and sign **both** sides of the page. Detach this page and return to your 1st period teacher by the first Friday in September of the current year.

**QUINCY NOTRE DAME HIGH SCHOOL PARENT  
AND STUDENT VALIDATION FORM FOR STUDENT HANDBOOK**

I have read the Quincy Notre Dame High School Student Handbook and I understand the contents of the publication. I agree to abide by and follow the guidelines outlined in the handbook.

---

Student's Full Name (Please Print)

---

Student's Signature

Year in School (Circle One) Freshman Sophomore Junior Senior

---

Parent/Guardian Signature

Date: \_\_\_\_\_

NOTE: Please read and sign **both** sides of the page. Detach this page and return to your 1<sup>st</sup> period teacher by the first Friday in September of the current year.