



**2020-2021 STUDENT HANDBOOK
QUINCY NOTRE DAME
HIGH SCHOOL**



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QUINCY NOTRE DAME HIGH SCHOOL
2020-2021

MISSION STATEMENT:

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

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of Virgins, my Mother. To you I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen

Hail Mary

Hail Mary full of grace, the Lord is with thee, blessed art thou among women and blessed is the fruit of thy womb Jesus, Holy Mary Mother of God pray for us sinners, now and at the hour of our death, Amen.

Our Father

Our Father who art in Heaven, hallowed be thy name, thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen

SCHOOL SONG (NOTRE DAME FIGHT SONG)
CHEER, CHEER FOR OLD 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.

STATEMENTS 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.

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.

ACCREDITATION STATEMENT

QND is recognized by the Illinois State Board of Education and accredited by Cognia (formerly AdvancED).

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.

ADMISSIONS POLICY

QND admits eligible students of any 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. The maximum age of age is mandatory for a student seeking admission as a senior.

For all applicants, the following information will be taken into consideration for possible admittance to QND:

- A. Placement test results
- B. Previous academic records
- C. Previous attendance records
- D. Previous behavior records

Students with disabilities will be accepted on a case-by-case basis in order to evaluate the capacity of the school to meet the needs of the student. Additionally, students from a non-certified private school or from a home school environment will also be accepted on a case-by-case basis. If the information gathered indicates that QND does not have the educational program which best serves the needs of the student, the student will not be accepted.

QND accepts students of other faiths for admission. However, if enrollment is close to capacity, QND will give preference to Catholic students registered in an area-wide Catholic parish. Students will be taught the teachings of the Catholic Church as part of the curriculum. In choosing to attend QND, parents pledge their full cooperation to the school in preparing our students to be disciples of Jesus Christ. It is our collective responsibility to nurture students in their faith journey at QND.

Once admitted to QND, continued enrollment in the school shall be based upon the fulfillment of all academic, financial and other required obligations of both students and parents.

FINANCIAL POLICY

Students whose tuition payments or resource fees are not current may incur the following:

- A. Delinquent at the end of each quarter = removal from FACTS and withholding of report card/diploma
- B. Delinquent at the end of the 1st semester = non-enrollment for 2nd semester
- C. Delinquent as of June 30 = non-enrollment status for the next school year
- D. Students with delinquent accounts will be ineligible to participate in extracurricular events as defined by the school's administration.
- E. Accounts more than six (6) months past due will be turned over to Quincy Notre Dame's designated collection agency or legal representative. Student(s) will be given non-enrollment status until the balance of outstanding debt is paid in full.

- F. 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 Tuition Payment Options below. If one parent fails to fulfill his or her payment obligation the other parent must assume financial responsibility for this debt. All charges must be kept current in order to avoid a delinquent account.
- G. For families that have a delinquent account related to a previous student; no other student will be enrolled from such family until the debt is paid.

TUITION PAYMENT OPTIONS

- A. Pay full cost to educate
- B. Pay current tuition cost
- C. Finance tuition with Quincy Notre Dame's designated bank

TUITION/FEEES

Fees are NON-REFUNDABLE. Students who leave Quincy Notre Dame, for any reason, will be awarded tuition refunds on a graduated scale based upon the date of withdrawal (SEE BELOW). Delinquent accounts will be turned over to Quincy Notre Dame's designated collection agency or legal representative.

- A. Students who transfer within the first academic quarter will be given a 75% tuition refund.
- B. Students who transfer within the second academic quarter will be given a 50% tuition refund.
- C. Students who transfer within the third academic quarter will be given a 25% tuition refund.
- D. Students who transfer within the fourth academic quarter will NOT RECEIVE A TUITION REFUND.

Tuition due to the bank must be current based on above scale at the time of withdrawal. Delinquent accounts of transferring students will be turned over to Quincy Notre Dame's designated collection agency.

Second Student Discount - There is a \$100 reduction in tuition for the second student.

Third Student Tuition Waiver - A parent who is paying tuition for three or more students enrolled at QND at the same time may be eligible for the third student tuition waiver.

Foreign Exchange Tuition Policy - Foreign exchange students are responsible for paying the full cost to educate 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 are not eligible for tuition assistance.*

ADMINISTRATION

The Principal, Academic Dean of Curriculum & Instruction, and Dean of Students / Athletic Director are responsible for the administration of the school. They in turn are responsible to the Board of Directors.

- **Principal** - 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, fellow administrators 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.
- **Academic Dean of Curriculum and Instruction** - The Academic Dean of Curriculum and Instruction promotes academic excellence by providing professional development and support to ensure the continuity of the instructional program. The Academic Dean directs the development, assessment, and revision of curriculum based on state, local and diocesan standards, directs and implements collection and analysis of data to promote student progress and achievement. Additionally, the Academic Dean guides the school through state evaluations and the accreditation process as well as other assessment and evaluation processes.
- **Athletic Director/Dean of Students** - 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 and public relations. This person functions as a member of the Administrative Team and is directly responsible to the Administration. As Dean of Students, the Athletic Director is responsible for discipline for all students.

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/non-for-profit organization/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. A maximum of four (4) hours for any single organization is permitted per year, a maximum of four (4) hours that are sports, music, pom or cheer related are permitted per year. Completion date for service requirements is two weeks prior to final exams. Organizers of the event are the only authorized signatures that will be accepted on the form.

Retreat Program - Religion is not just a formal classroom study of doctrine. It encompasses a person's entire life and relationships. Religious experiences need to extend beyond the classroom. A retreat 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.

A student must complete the retreat program at QND. All of these experiences are coordinated by the Director of Christian Formation. Failure to complete the four-year retreat program may mean that a student, as a senior, may not receive a diploma.

A fee for each retreat is included in a student's resource bill.

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.

ACADEMIC REQUIREMENTS AND PROCEDURES

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.

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.

COURSE REQUIREMENTS AND GRADES

At the beginning of the senior year, each senior who is at risk and his or her parent/guardian 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.

VOCATIONAL-TECHNICAL COURSES

A. Students in Vo-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 (Vo-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 in this Handbook.)

D. Students who are enrolled in Vo-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 Vo-Tech class, the student must consult with the Guidance Counselor to resolve the conflict. The Guidance Counselor will then notify QHS officials.

PROGRESS REPORTS AND REPORT CARDS

A. Progress reports are sent periodically through email. Each semester average stands on its own merits. If a student fails the semester in a course, he/she does not earn credit for that semester of the course.

B. Students will receive a report card at the end of each semester with a grade recorded for each course in which a student is enrolled. Grades for dual credit classes through Quincy University and John Wood community College are communicated on a semester basis. Midway through first semester, parent-teacher conferences will be scheduled.

GRADE SCALE - FINAL GRADES WILL BE MARKED A, B, C, D, F, W, WP, WF.

A = 93 to 100%

B = 85 to 92%

C = 77 to 84%

D = 70 to 76%

F = below 70%

P = Passing

W = Withdrawn

WP= Withdrawn Passing

WF = Withdrawn Failing

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 time given, the student will have a period of time (TBD) to make up the work. After this time, the grade may be recorded as an F.

Twenty percent of each semester grade is the result of the semester exam. The grade marked on the report card is a letter grade.

HONOR ROLL

An Honor Roll is published after each semester. 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 6 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.

WEIGHTED GRADES

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 appears on the transcript and is part of the cumulative average used for ranking. Refer to Course Catalog for weighted courses.

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

Weighted grades will determine class rank.

GRADUATION REQUIREMENTS

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.

FINAL SEMESTER FOR SENIORS

- 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.
- A student will not receive a diploma if tuition and fees are not paid in full.
- A student will not participate in graduation related activities or receive a diploma until all disciplinary actions are completed.
- All students that meet QND graduation requirements are expected to attend Honors Convocation, Baccalaureate and Commencement ceremonies.
- The Administration has the right to make exceptions wherever necessary.

VALEDICTORIAN

Valedictorian and salutatorian status will be based on weighted grades. Transfer students from an accredited school may be eligible for valedictorian or salutatorian status. To qualify for valedictorian or salutatorian, students must have attended Quincy Notre Dame for the six consecutive semesters before graduation (sophomore through senior year).

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.

Missing Assignments During Excused/Unexcused Absences

Students should work to complete missing assignments and assessments as diligently as possible when not in class due to an excused absence. It is the **student's responsibility** to check lesson plans and homework posted in FACTS to get assignments and turn them in as instructed. If extra time is needed due to extenuating circumstances or extended absence, the teacher and the student should collaborate as to when the assignment is due and if modifications are needed. Assessments should be completed as soon as possible per the teacher's instruction. **Any academic work including, but not limited to, homework, quizzes, tests, etc. missed during an unexcused absence may incur an academic penalty, not to exceed 50% credit.**

STANDARDIZED TESTING

Incoming 9th Graders: pre-ACT 8/9
Sophomores: pre-ACT 10
Juniors: Practice ACT, ACT, PSAT/NMSQT, SAT

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 each semester.
 - 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 effect 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.

PARENT COMMUNICATION

Parent/Teacher- Parents are encouraged to communicate with teachers about their child's education at QND using a variety of methods including, but not limited to, phone calls, email and scheduled conference.

Teacher/Parent-Teachers will communicate with parents using a variety of methods including, but not limited to, phone calls, email and scheduled conferences.

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.

ATTENDANCE POLICIES

Attendance Rules - Daily attendance at school by each student is required; it 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 marked absent for each period missed. 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. Defining an absence from class: An absence, different than a tardy, is recorded when a student misses 50% or more of a class period.
- D. Excessive Absenteeism. If a student is absent ten (10) or more periods per class per semester, the student might not receive credit for that class. School sponsored activities which take place during the school day will not count toward the ten 10 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. A doctor's note is required after 10 absences or at the discretion of the school administration. If a student is absent for fewer than ten (10) 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. After seven (7) absences the administration reserves the right to determine whether or not a student may attend school-sponsored activities based on his/her attendance record. School-sponsored activities include, but are not limited to, field trips. Fine arts events, athletic events/contests, etc.
- E. Attendance at Vo-Tech. Consult the Vo-tech policy.
- F. Excused/Unexcused Absences - Teens Encounter Christ Retreat, sickness, funerals, approved college visits, doctor and dentist appointments, family emergencies/situations are excused absences. Anything else is an unexcused absence, unless approved by the administration. 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.
 - 1. 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.
 - 2. 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.

- G. **Tardiness** – Being on time is a lifelong skill that will help students both now and in their future. Students should make every effort to be on time to school. Failure to arrive on time can result in disciplinary action. Tardies are accumulated by semester. 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 upon arrival. A student arriving after 10:15 a.m. would be considered ½ 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 10:15a.m.**
 - * 1st/2nd Offense Verbal warning from teacher
 - * 3rd Offense Letter home from Dean of Students
 - * 4th/5th-6th Offense Phone call home from Dean of Students/1 hour detention assigned
 - * 7th/8th/9th Offense **Phone call home from Dean of Students/1 hour detention assigned and will be served on Friday during the week of the most recent infraction from 2:30-3:30pm.**
 - * 10th Offense Phone call home from Dean of Students/1 day ISS. Student and his/her parent(s) will be required to attend a meeting with the Dean of Students to develop a behavior plan.
 - * Additional Offenses could include, but are not limited to, additional detentions, ISS, or Saturday detention and will be handled on a case-by-case basis.
 2. Classroom Tardies: Tardies to class periods 2 through 8 will be handled by the classroom teacher. The classroom teacher will set up a disciplinary code for tardiness to his/her class.
 3. Vocational-Technical: (Also consult Vocational-Technical Policy)
 - a. Any QND student who is late to a Vo-Tech class three times or more or is late to check-in time at QND after a Vo-Tech class will receive the same penalties as students who are tardy to QND.
 - b. Any QND student who misses a Vo-Tech class without an excused absence will receive a disciplinary action agreed upon by QHS and QND administrators.
- H. **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 readmitted 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.
- I. **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.
- * **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 forwarded to students unless in the event of an emergency.

DRESS CODE AND GROOMING

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. Modesty, neatness, and cleanliness are most important. Attire should be modest, in good taste, and suitable for the classroom situation.

A. Appropriate attire for young ladies throughout the school day:

1. A collared polo top or button-down blouse with sleeves
2. A sweater worn over a polo or button-down blouse
3. Turtleneck sweater
4. Slacks/pants or capris made of fabric other than denim, fleece, flannel or nylon
5. Dress shoes, dress boots, tennis shoes or sandals (with a back strap) made of leather, canvas or similar material

B. Appropriate attire for young men throughout the school:

1. A collared polo top or button-down shirt with sleeves, tucked in at all times
2. A sweater worn over a polo or button down shirt
3. Turtleneck sweater
4. Slacks/pants made of fabric other than denim, fleece or nylon
5. Dress shoes, dress boots, tennis shoes made of leather, canvas or similar material

C. Appropriate attire for all students throughout the school day:

1. Sweatshirts (without hoods) with a visible QND logo, worn over a collared shirt
2. Jackets or quarter/half zip pullover in navy blue, Vegas gold, white, or gray with a visible QND logo, worn over collared shirt
3. All outerwear should only be worn outdoors and stored in lockers during the school day

D. Other important dress code items:

1. Piercings are to be minimal and discreet
2. Haircut, style and natural color (blonde, brown, black, natural red) should be moderate, well-groomed and neat in appearance
3. No visible tattoos

E. The following are considered unacceptable attire:

1. Camouflage clothing
2. Long-sleeve t-shirt worn under a short-sleeve collared shirt
3. Work shirts, bowling shirts, uniform shirts, athletic jerseys
4. Crocs, flip-flops or bedroom slippers
5. Clothing with images, symbols or writing deemed unacceptable
6. Hats are not appropriate in the building
7. Yoga pants or leggings
8. Transparent/translucent clothing
9. Skirts or dresses
10. Shorts

F. Raider Pride Dress Code:

1. Blue jeans (without holes)
2. QND t-shirt or QND sweatshirt

G. Out-of-Dress Code Day attire may include:

1. Jeans (without holes), athletic pants, sweat pants
2. T-shirts, sweatshirts, athletic shirts; other shirts with sleeves, all to be moderate, neat and free of inappropriate images or text

H. Sports Teams Game Day and Club Day Dress Code :

1. Athletic team jerseys, warm-ups, club t-shirts, etc. with a collared shirt underneath
2. Cheerleaders and pom-poms: uniform pants as part of their uniform during the school day
3. Other uniforms will be discussed with the Administration before permission is granted.

If a student's choice of clothing or appearance does not conform to the descriptions listed above, questions for approval should be directed to the Dean of Students. The fine policy is outlined in the student handbook below. If the student's attire or appearance is unacceptable, **parents may be called to remedy the dress code violation.**

DRESS CODE FINE POLICY

1 st , 2 nd and 3 rd offenses:	\$5.00 fine;
4 th , 5 th and 6 th offenses:	\$5.00 fine and detention;
7 th offense:	\$5.00 fine, parent phone call, and ISS

NOTE: Dress code fines are cumulative throughout the entire year. Fines are due two weeks after the infraction. Failure to pay may result in being blocked from FACTS, holding official grades, and/or not being allowed to take final exams.

CONDUCT AND DISCIPLINE CODE

ACADEMIC HONESTY

Students at Quincy Notre Dame are to maintain academic integrity at all times. As it relates to student work, each student's work is required to be authentic and not a reproduction of work or ideas belonging to another. This includes, but is not limited to:

- A. **Plagiarism:** taking credit for another person's work as your own, or using another's ideas without citation
- B. **Duplication:** copying all or part of another person's work and presenting it as your own, or submitting a copy of another's work as your own
- C. **Distribution:** allowing others to replicate all or part of your work to be submitted to a teacher, or providing a copy of your work for others to submit
- D. **Fabrication:** providing false information in citation, copyright infringements, falsifying data or altering documents, dishonesty when representing your actions
- E. **Assessments:** giving or receiving any unauthorized assistance during or prior to an assessment, including written or electronic assistance.

Possible consequences for violations of academic honesty may include:

- A. A failing grade on the assignment or assessment
- B. Parent/guardian notification
- C. Alternate assignment or assessment

CONDUCT

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 classmates, conducting themselves as Christians in all circumstances.

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 move throughout the building.

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. As a general rule, only water is allowed in the gym. During the school day, food may not be taken into the gym. Exceptions can be made 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 gym. The student and the parents will be responsible for replacing the broken piece of equipment.

BETWEEN CLASSES: GENERAL EXPECTATIONS

- A. Students may move from one classroom to another only between class periods, 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.
- 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 in the parking lot without administrative permission.

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 products including electronic cigarettes, vaping devices 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 may be suspended and may be recommended for expulsion. Any student found to be responsible for taking/stealing the intellectual property of a teacher, which includes exams, tests, quizzes, answer keys, etc. through any means—electronic or otherwise—will automatically receive a 0% for the assessment and will also receive an out-of-school suspension. Any work assigned during an OSS will be counted at 50% credit.

STUDY AREAS - In order to maintain an appropriate academic environment, all study areas should be conducive to learning. Accordingly, no food, beverages, or cell phones will be allowed.

TRESPASSING - A student who is found in a school building or on school grounds during off hours without consent of school administration or a supervisor, will be considered trespassing. A student who has been suspended or expelled will be considered trespassing if on school grounds unless asked to come to the school by the school administration. An offender may be subject to additional penalties as determined by local law enforcement.

WEAPONS - Possession, Use or Sale - A student who brings a weapon anywhere on school grounds, 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.

STUDENTS WHO HAVE EARLY DISMISSAL

- A. Students who have early dismissal and must remain for an after school activity, may be in other supervised areas with permission from teachers or administrators.
- 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.

DISCIPLINE

The Dean of students 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. All students, foreign exchange students and student visitors must abide by all rules set forth by the student handbook and administration. The administration reserves the right to terminate the student exchange at any time.

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, or electronic/vaping devices 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 electronic communications
- B. satanic drawings, symbols, references or any other inappropriate images
- C. sexual, racial, or other inappropriate communications
- D. threats, pranks, hoaxes, or bullying (which includes cyber-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. Students will be held accountable for intentional harm they cause others. All such cases will be handled by the Dean of Students/administration 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 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 after school for one hour. 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 penalty.
2. Students in detention must be dressed in proper school attire and may not talk, eat, or sleep during this period of time. Cell phone use and/or personal music devices during detention is **strictly** prohibited. iPads may only be used for academic purposes.

A student may receive detention for the reasons listed, which includes but is not limited to the following:

1. Any violation of acceptable behavior such as misbehavior in resource areas, cafeteria, classrooms, library, halls, or at assemblies
2. Defacing or damaging of school property
3. Driving in an unsafe manner on school grounds
4. Disrespect for staff and/or students
5. Multiple tardies
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.

1. Common offenses include but are not limited to:
 - a. Dress code violations;
 - b. Unauthorized use of cellphones and/or headphones/earbuds;
 - c. Eating, drinking, or being 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;
 - h. Unauthorized changes to iPad settings
 - i. No protective cover on student iPad
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 money 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. Administration reserves the right to issue additional consequences for continued repeat offenses.
4. Collection Policy:
 - a. All fines are due to the Dean of Students within two weeks after receiving notice;
 - b. Failure to pay fines within two weeks from notification may result in the student being blocked from FACTS;
 - 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 may not be allowed to take semester exams, and/or final report cards may be withheld.
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 Athletic Director will notify the appropriate coach or moderator of that decision. 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.

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.**

1. The following violations may result in one day of ISS:
 - a. Repeated refusal to comply with school regulations
 - b. Blatant disrespect of a staff member
 - c. Ten (10) tardies
 - 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 or teacher is truant.); **A student who leaves campus without permission will receive two (2) days ISS.**
 - e. Destruction or flagrant misuse of school property
 - f. Any serious act of disrespect as determined by the Dean of Students
 - g. Stealing
 - h. Any other action warranted by the Administration

2. Rules for In-School Suspension:
 - a. Students should arrive with all necessary materials to complete
 - b. Each Student in ISS will: complete the assignment for that day in each subject. and complete the ISS assignment
 - c. Students currently involved in extracurricular activities 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;
 - e. ISS students are not allowed to have visitors;
 - f. Students are not allowed to eat, drink, use cell phones, sleep, or listen to music while in ISS;
 - g. 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 may 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.

OUT-OF-SCHOOL SUSPENSION (OSS). The following infractions will result in an automatic OSS, with the number of days to be determined by the Dean:

1. Failure to comply with the rules of ISS;
2. Fighting - the day of an altercation the student will be sent home for the remainder of the day. (other penalties may be incurred);
3. Possession, consumption, or any other use of tobacco products, electronic cigarettes, vaping devices, drug paraphernalia, alcohol or drugs on school grounds or at school related events may result in multiple days OSS;
4. Under the influence of alcohol and/or drugs on school grounds or at school-related events;
5. Violent physical actions toward any individual;
6. Other actions which the administration or Principal or the Principal's designee decides warrants OSS; NOTE: There will be a significant academic penalty for coursework missed during any OSS.

D. DISCIPLINARY PROBATION: Students who display inappropriate behaviors or who have violated a serious school policy may be placed on disciplinary probation. Disciplinary probation may be assigned in addition to other school consequences as determined by the Dean of Students. The Dean of Students will set the conditions and length of the probation period. During the probation period, students will be expected to attend school, but may not attend or participate in extracurricular activities that include, but are not limited to, clubs, dances, events, sporting events/activities, music events/activities, etc. Other areas that may be affected are leadership positions and/or any other honors that might be given during that time. The parents will be notified when a student is placed on disciplinary probation. Disciplinary probation is a contract between the student/parents and school officials. Failure to abide by the terms of the contract will result in additional punitive measures.

E. SATURDAY ISS: The Administration may levy a Saturday morning ISS to any student who has earned multiple fines, detentions, and in-school suspensions. When negative behavior does not change, the Saturday morning ISS may become necessary.

F. 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 is an out-of-school suspension. A student may be expelled for the following reasons:

1. Excessive breaking of school rules;
2. Possession and circulation of indecent literature images or videos;
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. Intentional harm of a staff member;
7. Weapons brought onto school grounds or to a school-related activity/event
8. Serious acts of harassment, bullying, or threats through any means possible, including (but not limited to) verbal, physical, and/or social communication methods.

G. 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.

1. In any attempt to contact a student at QND, upon arrival at the QND campus the officer shall immediately make contact with the Principal or his/her designee and identify him/herself.

2. Except as a last resort, and with approval of a police supervisor, QND students are not to be contacted or interviewed at the school regarding incidents that occurred off campus and/or do not relate to the school.
3. In giving such approval, police supervisors shall ensure that all other reasonable attempts to make contact with the student away from the school have been attempted without success.
4. A parent or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
5. A Student's parent or guardian has a right to be present if the conference is held at school.
6. If the student's parent or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant or the matter is of a *serious nature* and demands immediate attention. Examples include—but are not limited to—when a delay in locating/contacting the student may result in flight of the student, loss of evidence, the commission of further serious offenses or would in some way jeopardize the safety of any person.
7. If there is a warrant or if it is impossible for the parent or guardian to be present and they request it, a school administrator should be a witness to the conference held at school.

H. THREATS OR ACTS OF VIOLENCE

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

I. CONFLICT RESOLUTION, APPEAL PROCESSES, AND STUDENT GRIEVANCE PROCEDURES

QND has a chain of command procedure to resolve any conflicts. If there is a conflict involving a student and a teacher, the student should:

1. First discuss the issue with the instructor
2. The student should contact his or her school counselor if that meeting does not eliminate the problem
3. If not resolved the administration should be informed
4. 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.

GUIDELINES FOR EXTRACURRICULAR AND SCHOOL RELATED 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 that 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 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.

A. Application (School Related Activities)

1. Student Council, 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. Teachers and administrators track academic eligibility. Academic eligibility will be reported on a weekly basis. During periods of ineligibility, students are not allowed to participate in extracurricular activities.

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 humiliation 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.

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 coach.
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 or parents will be recognized.

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 10:15 a.m. the day of an extracurricular event or sporting 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 10:15 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 10:15 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.

CONDUCT AND DISCIPLINE POLICY FOR EXTRACURRICULAR ACTIVITIES

Students are expected to conform their 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 and/or activities related to school, athletics, cheerleading, 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. If ever a student is confronted with the illegal use of drugs, marijuana, alcohol or tobacco products, electronic cigarettes, vaping devices.

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.

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), tobacco products, electronic cigarettes, vaping devices or alcoholic beverages or have been arrested and found guilty for any of the above.

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.
- c. Receipt of awards will no longer be permitted.

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 Dean of Students/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, Dean of Students/Athletic Director and Academic Dean, 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 Administration has the responsibility to rule on eligibility of a specific student in a case perceived by the Administration 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 they deem ineligible by 10:00am on Monday of each week. On Monday or, in the case of a Monday holiday, the next school day, the Athletic Director will then inform coaches and moderators of those students who are academically ineligible in a timely fashion.

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 go 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.

SERVICES

CAFETERIA

Each student has the option of using the barcode scan or keypad method to process their foodservice purchases. All parents have access to FACTS to monitor family accounts.

A. Money must be put into a student's account prior to student partaking of the school's lunch program or cage services.

1. Payment may be sent to school using check or cash. Make sure to include your family name.

2. For a slight fee, payment may be made online with a credit card through FACTS.

B. A notification will be sent via email to those who have delinquent accounts.

C. Families with a negative balance of \$10.00 are unable to make purchases from the Cage.

D. Families with a negative balance of \$20.00 or more may be unable to partake in the cafeteria services.

CAFETERIA RULES

A. Food and beverages must be consumed in the cafeteria or other designated areas. No tray lunches will be allowed outside.

B. Students are responsible for 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 commercial food delivery services brought to them during school hours.

D. Students may not leave school grounds without permission from administration during lunch hour.

E. Students must obey and respect the cafeteria supervisors and cage 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. Students are allowed to bring a transparent container to class for water only.

H. Students are to be in designated areas during the lunch period.

LUNCH PERIODS

During lunch periods, students are only allowed in designated areas. Students are not permitted to congregate in the hallways, main lobby, or go to their lockers during their lunch period.

STUDENT INFORMATION SERVICE - FACTS

Students and parents have access to student information (grades, attendance) through FACTS. Access to FACTS may be blocked for failure to pay tuition, fees, and/or fines.

SCHOOL COUNSELING SERVICES

Counselors support students' academic, social-emotional and college/career needs.

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 juniors and seniors 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.

H. Provide opportunities or information for standardized testing (ACT, SAT)

LIBRARY/MEDIA CENTER

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

The Quincy Notre Dame Library/Media Center is for 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/Media Center will be allowed. With the exception of lunch periods, students will be required to have a pass to enter and will further be required to sign in and out with the librarian/media specialist or moderator of the Library/Media Center. Students must check in with their classroom teachers before coming to the library/media center with a pass.

A. Cell phones are NOT TO BE USED in the library/media center during the lunch periods.

- B. Students who cannot maintain an appropriate tone of voice and demeanor in the Library/Media Center 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/Media Center as a resource. This includes use of the Library/Media Center's computers, copy machine, magazines, periodicals, reference guides and books.
- C. Students are not allowed to eat or drink in the Library/Media Center, unless approved by the Administration. This includes candy, snacks, or drinks of any kind.
- D. Students should practice good citizenship and manners while in the Library/Media Center. They should throw away any trash and push in chairs when leaving so that classmates and community will find the Library/Media Center in good condition. At no time should writing or marking on tables, chairs, or computer devices take place.
- E. Students should respect all items in the Library/Media Center and not deface magazines, periodicals, and/or books.
- F. Students should turn in all books directly to the Librarian/Media Specialist. **Overdue books** are charged \$.10 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/Media Specialist before school begins the following morning. Students are charged **\$1.00 per school day** until the reserve item is returned.

COMPUTER USE IN THE LIBRARY/MEDIA CENTER: 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.

CIRCULATION POLICY

The QND Library/Media Specialist 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 statewide resources.

- A. Library materials may be checked out for the following time periods:
 - 1. Books - 2 weeks
 - 2. 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/Media Specialist for checkout. No materials are to be removed from the Library/Media Center without being checked out. 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 to avoid a fine.
- D. Current copies of magazines are not checked out of the Library/Media Center. 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 - 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:
- G. 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.
- H. Out-of-print books: at least \$20.00 per book or replacement equivalent.
- I. Periodicals: \$5.00 per issue.
- J. Cost of interlibrary loan books are set by the lending libraries.

Report cards and official transcripts may be held for non-payment of library fines or lost fees.

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 a 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 ensure adequate placement of a student, is to be released within 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.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, lockers, supplies and furniture supplied by the school. Students who damage 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 <https://edpuzzle.com/media/5ea624b7e29ccc3f096bb465> may be searched by school officials at any time, with or without the students' knowledge and consent.
- B. 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.
- C. Students may go to lockers before or after school and during the exchange periods between classes. Students should refrain from going to their lockers during their lunch period.
- D. 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.
- E. Students are required to maintain their lockers in excellent shape. Trash should not be kept in lockers. 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, students will be assessed a fee.
- F. Thefts should be reported to the Dean of Students 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.
- G. Book-bags should be kept in a student's locker at all times during the school day.

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 normal wear caused by careful use.
- B. If a book is lost or seriously damaged, students will pay QND the actual value of the book.
- C. Students assume full responsibility for the care and condition of loan/rental textbooks and agree to pay QND a reasonable cost for any careless misuse of the book.

If you have any questions regarding the cost of textbooks please see an administrator..

POSTERS, SIGNS

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.

PARKING LOT

Numbered parking spaces will be assigned. Any student failing to park in an assigned spot will be subject to the school fine policy. Other penalties may apply. 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. When parking on streets, do not block private driveways. Street parking is subject to city ordinances.
- C. Visitor and handicapped parking spaces, which are marked, are not to be used by students. Students who fail to comply will be fined.
- D. 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 on 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.

VENDING MACHINES

Several vending machines are available for use. However, because of our participation in the Student Lunch Program, no student may use the machines during the school day; this includes study hall and lunch periods. Drinks may not be taken into the gym and the cans should be disposed of in the containers provided.

TECHNOLOGY GUIDELINES: IPADS AND INTERNET

iPads are intended for use at school or for remote learning each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPads to all classes fully charged and in a case, unless specifically instructed not to do so by the teacher. For more information, refer to the **iPad Policy, Procedures and Information Manual**.

All computer systems, iPads, networks, school telephone equipment or other electronic communication systems and all electronically stored or transmitted information, including but not limited to emails sent or received on the school system, are property of Quincy Notre Dame and must be used consistent with the guidelines set forth hereinafter. Quincy Notre Dame may monitor such use on a random basis. This includes access to emails, electronic communications on the iPads, as well as other electronic files created by the students.

- A. Under no circumstances should a student be in the computer lab without a faculty supervisor.
- B. The QND network is to be used for education purposes.
- C. No food or drink is allowed in the computer lab.
- D. Students are responsible for their own login IDs and passwords. Do not share passwords with other students.
- E. All students must adhere to the QND High School iPad Policy and Procedure manual.
- F. 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' 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 that information 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 a Catholic education
 14. Visiting outside e-mail services is prohibited.
 15. Making on-line purchases.
 16. Accessing social networks.
 17. Unauthorized changes to iPad settings.
 18. Purposeful damage done to iPads, including, but not limited to: throwing, guessing passwords, deleting, adding or altering profiles, etc. may result in disciplinary action and may include a substantial fine or replacement cost, and may include full replacement value for an iPad device.

*The repercussions for breaking any of the above-mentioned rules and expectations will be handled by the school's administration on a case-by-case basis in accordance with the severity of the infraction.

- G. Internet Etiquette and Privacy: The internet 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. Cyber-bullying is unacceptable.
 2. Use appropriate language. The internet user is a representative of Quincy Notre Dame.
 3. Respect privacy. Internet 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 and administration.
 5. Internet users must not disrupt the computer network in any way
- H. 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.

I. Sanctions:

1. Students will not be restricted from the computer or iPad due to fines/past due payments, but may be blocked from FACTS.
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.** QND has the right to inspect any content that is on or accessed through any school-owned device, which includes, but is not limited to, iPads and computers.
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.

SCHOOL HEALTH, WELLNESS AND SAFETY

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 or epinephrine auto-injector 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 pain relievers.**

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 that student from school.

A student in this situation, or the family of this student, should inform the school. Meetings will be scheduled with the student(s), parents, school's administration, 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.

ILLNESS/INJURIES

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 unable to attend school 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 or the Main Office. A parent/guardian will be contacted. 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. All bills related to the injury are the responsibility of the family through its own insurance coverage or school insurance, if it has been purchased by a parent. 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. 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.

If any injury is deemed serious, an ambulance will be called and parents/guardians 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.

Insurance - Student insurance is offered during the first week of school. The necessary forms are provided by the school. 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.

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, TORNADO SAFETY PROCEDURES:

Directions for each evacuation/safety procedure are posted in the classrooms.

DISASTER 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 and staff will direct students in their care to designated areas of safety. Silence should be maintained so that vocal directions can be heard.

DISASTER PLAN FOR TORNADO OR SEVERE WEATHER: ADVANCED WARNING

After hearing the announcement over the PA regarding severe weather, students will be directed to the most structurally sound areas of the building where they will remain until it is safe to return to class.

QND EARTHQUAKE PROCEDURES

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. School administrators may order an evacuation if the situation warrants and it is safe to do so.

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 sometimes 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, in (igate 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:
 - 1. submission to such conduct is either expressed or suggested.
 - 2. 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,
 - 3. 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, Dean of Students/Athletic Director, the Academic Dean and 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, Dean of Students/Athletic Director, the Academic Dean and 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:
 - 1. Date of allegation.
 - 2. Identity of the complainant.
 - 3. Identity of all parties involved including purported victim as well as purported respondent.
 - 4. A brief summary of the allegation.
- C. Thereafter, a confidential investigation (review) shall occur. The Principal, (in his or her absence, the Dean of Students/Athletic Director, or the Academic Dean), 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:
 - 1. The date of receipt of the allegation.
 - 2. Identification of the complainant.
 - 3. Identification of the parties and the actions complained of, including all relevant background facts and circumstances.

4. A statement detailing the scope of the review that has been undertaken and the results thereof.
 5. Statement of corrective measures pursued, the date such measures were undertaken and the results achieved
 6. 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

PUBLICITY/ PHOTOS

Enrollment in the school assumes a photo can be used for publicity, unless a family indicates otherwise.

FIELD TRIP AND OFF CAMPUS ACTIVITY

Field trips are a privilege. Students may be denied participation due to lack of academic effort, improper behavior, and/or delinquent tuition. Field trips should be educational or service oriented 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. As a general rule, work and tests must be turned in ahead of time or at the discretion of the teacher.
- C. Permission, in writing, must be secured from a parent 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.

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/or for possession of or being under the influence of alcohol 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.

Quincy Notre Dame's administration will enter into all signed contracts with individuals to provide music for school dances. 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. The band or music machine operator(s) must obey school official requests for appropriate songs, language, and lyrics.

All dances will be supervised by QND staff members and parent chaperones.

ELECTRONIC DEVICES

- A. The use of cell phones by students during and between class periods is prohibited. Cell phones must be stored in lockers during the school day if brought into the school building.
- B. Students may use cell phones during their lunch periods.
- C. Cell Phone Infractions/Consequences:
 - 1st Infraction: Cell phone is confiscated and given to the Dean of Students. The cell phone will be returned at the end of the School day. Dean calls parent/guardian.
 - 2nd Infraction: Cell phone is confiscated and given to the Dean of Students. Dean calls parent/guardian. A parent/guardian must pick up the phone from the Dean of Students. Student incurs a \$10 fine.
 - 3rd Infraction: Cell phone is confiscated and given to the Dean of Students. Dean calls parent/guardian. For one week, the student's cell phone will remain with the Dean of Students throughout the school day. Student incurs a \$10 fine.
 - 4th Infraction: Cell phone is confiscated and given to the Dean of Students. Dean calls parent/guardian. A parent/guardian must pick up the phone from the Dean of Students. Cell phone privileges are lost for the remainder of the school year. Student incurs a \$10 fine.
- D. Students may be asked to remove (Smart)watches during an assessment—exam, test, quiz, etc.
- E. Personal Laser Pointers: The use of laser pointers or other similar items is prohibited.

F. The use of personal earbuds/headphones is prohibited during class periods unless specifically designated as acceptable by the classroom teacher for academic purposes. Earbuds/headphones should not be used or visible during transition times. The use of personal earbuds/headphones is permitted during the student's lunch period.

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 Athletic Director'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 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 through the activity should benefit the organization, support a charitable recipient, 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 can be submitted anytime. 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 Athletic Director.

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 Athletic Director.
- B. Consult with the Athletic Director in regard to your request.

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 student is granted no more than two (2) excused absences per year during their junior and senior year 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 attendance 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

Any person who visits QND during normal school hours must first stop at the Attendance Office at the entrance of the building and sign in.

STUDENT ORGANIZATIONS AND EXTRACURRICULARS

EXTRACURRICULAR CLUBS/ORGANIZATIONS

Catholic Athletes for Christ	Key Club	SADD (Students Against Destructive Decisions)
English Club	Kindness Club	Secret Club
German Club	Madrigal Choir	Spanish Club
God Squad	National Honor Society	St. Joseph of Arimathea Society
HAFOC (Hands and Feet of Christ)	Quiz Bowl (IHSA)	Student Government
Jazz Band	Raiders for Life	Tabletop Gaming Club
		Writers Guild

CATHOLIC ATHLETES FOR CHRIST

Catholic Athletes for Christ (CAC) serves Catholic athletes in the practice of their faith and shares the Gospel in and through sports. We work with athletes at all levels of sport in an effort to promote a Catholic sports culture. All student athletes are welcome to join.

ENGLISH CLUB

The English Club of Quincy Notre Dame is composed of students interested in reading and writing. A meeting is held each month, with the organizational meeting taking place during the first few weeks of school. Every year the club creates the school's "Buzz Book," which is the fund-raiser for the organization. It also hosts the annual literary contest and Poetry Slam, which are open to all QND students. The members attend area and community stage performances. English Club members plan other events as their creativity, interest, and time allows.

GERMAN CLUB

German Club is open to all students interested in the German language or the German culture. You do not have to be in a certain grade nor do you have to be a student of German to be a member. German Club is involved in many activities. At Christmas time, club members decorate Gingerbread houses for the residents of St. Vincent's home. The members of German club also help set up and participate in activities for our annual German guests participating in the German American Partnership Program (GAPP) exchange. It's a great way to make the most of the German experience QND has to offer.

GOD SQUAD

Promoted as a hardcore Lenten experience, a group of dedicated QND students meet before every school day throughout Lent. Each day begins with Liturgy of the Hours morning prayer. Following morning prayer, students participate in Mass, Stations of the Cross, the Rosary, the Divine Mercy Chaplet, and study of Scripture, depending on the day of the week. They also fast the first whole week of Lent and participate in the Triduum during Holy Week. It is for those wanting to go beyond giving up chocolate for Lent and truly grow in holiness.

HAFOC (HANDS AND FEET OF CHRIST)

Hands and Feet of Christ (HAFOC) is our youth group at QND that meets on Wednesday nights at 7:30p.m. in the QND chapel. Open to all students, HAFOC is a time for us to grow together and share our faith through worship, faith sharing, in small groups. The small groups are divided by gender and grade level and have two adult group leaders who walk side by side with our students and families to help them grow in their relationship with Jesus Christ.

JAZZ BAND

Reeds, Brass, Drums, Piano, Guitar and Bass players are provided the opportunity to learn various popular music styles including Dixieland, Big Band Swing, Jazz and Jazz-Rock. Lessons in music theory and improvisation are included. This extracurricular ensemble meets outside of school time and does not receive credit. Students must audition.

KEY CLUB

Key Club is the oldest and largest service program for high school students. It's a student-led organization that teaches leadership through serving others. Members of the Kiwanis International family, Key Club members build themselves as they build their schools and communities.

Today, key club exists on more than 5,000 high school campuses, primarily in the United States and Canada. Key Clubs also exist in many Caribbean nations, Central and South America, Asian and Australia.

The QND Key Club was chartered with Kiwanis International in 1959. It is one of the oldest continuously operating Key Clubs in the country. Under the sponsorship of the Quincy Noon and Breakfast Kiwanis Clubs, the QND Key Club gives high school students the opportunity to participate in the oldest student service organization in existence.

The QND Key Club has volunteered its services to the Adams County Red Cross, the Salvation Army, and their school. Key Club members are invited to co-sponsor projects with Quincy Noon Kiwanis, Breakfast Kiwanis and Circle K. In conjunction with adults, they learn the need to return service to the community that supports them. Members work together to provide services for their school and community.

KINDNESS CLUB

The Quincy Notre Dame Kindness Club is a service organization that is open to all students currently enrolled at QND. To be an active member, a student is asked to pay \$10 for dues at the beginning of each new school year. Some of our activities include: visits to the Early Childhood Center, nursing home visits, raising money for various charities and hosting coffee and donut days at QND. The QND Kindness Club is also in charge of the Sadie Hawkins Dance.

MADRIGAL CHOIR

This ensemble is a non-credit auditioned chamber choir that rehearses one day a week after school. It is intended for the serious student well-trained in the choral arts. Primarily a cappella, Madrigal Choir emphasizes excellence in vocal performance and will perform a wide range of repertoire from early chamber music to jazz.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) recognizes students who have achieved a high degree of excellence during their years at QND. Students who have a 3.5 cumulative grade point average after the fifth semester during junior year are eligible for membership. Scholarship alone, however, does not guarantee membership into the organization. Additional criteria for membership include character, leadership, and service.

Eligible students are asked to complete an application that contains pertinent information including a list of their school and community activities. When completed, the application is given to the moderator. The moderator, in conjunction with the school's administration, determines membership based on a student's application. Students who become NHS members are required to complete service hours beyond the 10 required annually of all QND students. 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.

QUIZ BOWL

The Quiz Bowl Team is open to all QND students. Practice is held once a week after school, and the team participates in several local matches and state-wide tournaments annually.

RAIDERS FOR LIFE

Raiders for Life is the school's group to promote the pro-life message throughout the school, community, and world. Raiders For Life is a high school chapter of the national Students For Life organization. This group is student-led and participates in a combination of pro-life training, advocacy and service. Students are given an opportunity to use their voice to stand up for the sanctity of life. Naturally flowing from our bi-yearly March For Life trip, these students are able to live out and promote the pro-life message in their daily life. Any student who is passionate about the pro-life message is welcome to join.

SADD (STUDENTS AGAINST DESTRUCTIVE DECISIONS)

S.A.D.D. stands for Students Against Destructive Decisions. This organization's purpose is for students to become informed about and then encourage other students to choose healthy alternatives to dangerous decisions, particularly concerning drinking, drinking and driving, using drugs, and engaging in other harmful activities. Toward these ends, meetings are held once a month (after school on the second and fourth Tuesdays of each month) to discuss ideas and organize activities. A two-tiered membership is in effect—Active members attend meetings, plan events, and take leadership roles; Associate members stand for the ideals of S.A.D.D. and participate as their other activities permit. They do not attend meetings because they have other commitments. In effect, every student in the school can be involved in S.A.D.D.

SECRET CLUB

The Secret Club is an organization for juniors and seniors who like to perform works of service for others. It is based on two scripture readings the first being Isaiah 58: 10- "Feed the hungry, and help those in trouble. Then your light will shine out from the darkness, and the darkness around you will be as bright as noon." The other scripture verse is taken from the Gospel of Matthew 6:1-4 "But take care not to perform righteous deeds in order that people may see them; otherwise, you will have no recompense from your heavenly Father. When you give alms, do not blow a trumpet before you, as the hypocrites do in the synagogues and in the streets to win the praise of others. Amen, I say to you, they have received their reward. But when you give alms, do not let your left hand know what your right is doing, so that your almsgiving may be secret. And your Father who sees in secret will repay you." This is the nature of the secret club what we stand on and for.

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

SPANISH CLUB

Spanish Club is made up of juniors and seniors taking Spanish III and IV. We explore and experience Hispanic culture through foods, fiestas, games, movies, conversation, and trips. We have fun with the culture, as well as learning more.

ST. JOSEPH OF ARIMATHEA SOCIETY

The St. Joseph of Arimathea Society is a group of QND students who provide pallbearer service to those in the community who pass away with little or no family. The school is notified by a local funeral home when they have a client who needs pallbearers. On the day of the burial, the students attend a short prayer service at the school, attend the funeral services, and assist with the burial. A Mass card is also presented to any friends or family present as the soul of the departed is offered up in prayer through the Holy Mass.

STUDENT GOVERNMENT

The Quincy Notre Dame Student Council, whose motto is "Improving Student Life", is the governing organization of the student body. The Council consists of five executive board members (president, vice-president, recording secretary, corresponding secretary and treasurer), in addition to the officers of each class, and six representatives from each class.

The major fund-raiser for the Student Council is the Fall Magazine Drive. This provides money for the Council to run all Homecoming events, and join the Illinois Association of Student Councils and the Illinois Valley Division of Student Councils, which provide leadership workshops and conventions for their member schools. In addition, the Council provides services such as Teacher Appreciation Day, Raider Pride Week, and sports assemblies. The Council sponsors dances, raises food for the community food drives, helps the Knights of Columbus with their Mass for the shut-ins, and helps with Catholic Schools Week.

TABLETOP GAMING

Tabletop Gaming Club is a club in which we primarily play Dungeons & Dragons (fifth edition). Preferred group size is 5-10 players per campaign, so it's first-come-first-serve on group placements, and campaigns are played most Fridays in the art room with food and snacks. Come on down to the art room, make a character, roll your dice, and see what your chances are in a world that you create!

WRITERS GUILD

Writers Guild provides an opportunity to explore creative writing. Students can work independently and cooperatively to hone skills and investigate new techniques of writing. All are welcome.

Scheduling Events - All activities sponsored by a class, club, or organization should be communicated to the main office secretary. The Administration is responsible for scheduling the activities. 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, concerts, etc.) will be decided by the Dean of Students.

ATHLETIC TEAMS/ORGANIZATIONS

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

Girls: Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Volleyball, Pom Pon, Cheer, Swimming*

*Postseason opportunity.

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.

PARENT ORGANIZATIONS

Fall Extravaganza Committee
Athletic Booster Club

DAILY BELL SCHEDULES

REGULAR SCHEDULE

Schedule A

Band	7:00	-	7:40	40 Min
EB Algebra	7:25	-	8:05	40 Min
Period 1	7:45	-	8:32	47 Min
Period 2	8:36	-	9:32	47 Min
Period 3	9:27	-	10:14	47 Min
Period 4	10:18	-	11:05	47 Min
LUNCH	11:05	-	11:45	40 Min
Period 6	11:49	-	12:36	47 Min
Period 7	12:40	-	1:27	47 Min
Period 8	1:31	-	2:18	47 Min

Schedule B

Band	7:00	-	7:40	40 Min
EB Algebra	7:25	-	8:05	40 Min
Period 1	7:45	-	8:32	47 Min
Period 2	8:36	-	9:32	47 Min
Period 3	9:27	-	10:14	47 Min
Period 4	10:18	-	11:05	47 Min
Period 5	11:09	-	11:56	47 Min
LUNCH	11:56	-	12:36	40 Min
Period 7	12:40	-	1:27	47 Min
Period 8	1:31	-	2:18	47 Min

WEDNESDAY SCHEDULE

Schedule A

Band	7:00	-	7:40	40 Min
EB Algebra	7:25	-	8:05	40 Min
Period 1	7:45	-	8:27	42 Min
Homeroom	8:31	-	8:41	10 Min
Period 2	8:45	-	9:25	40 Min
Period 3	9:29	-	10:09	40 Min
Period 4	10:13	-	10:53	40 Min
LUNCH	10:53	-	11:33	40 Min
Period 6	11:37	-	12:17	40 Min
Period 7	12:21	-	1:01	40 Min
Period 8	1:05	-	1:48	43 Min

Schedule B

Band	7:00	-	7:40	40 Min
EB Algebra	7:25	-	8:05	40 Min
Period 1	7:45	-	8:27	42 Min
Homeroom	8:31	-	8:41	10 Min
Period 2	8:45	-	9:25	40 Min
Period 3	9:29	-	10:09	40 Min
Period 4	10:13	-	10:53	40 Min
Period 5	10:57	-	11:37	40 Min
LUNCH	11:37	-	12:17	40 Min
Period 7	12:21	-	1:01	40 Min
Period 8	1:05	-	1:48	43 Min

SNOW DAYS

When the weather necessitates a change in the school day, you will be informed through the local media and FACTS. There are three possible scenarios:

- Canceling school entirely based on current or predicted weather
- Letting out early based on current or predicted weather
- Delaying the start of school two hours based on current or predicted weather

Distance Learning protocols may be put into effect.

