STUDENT & FAMILY HANDBOOK

QUINCY NOTRE DAME
HIGH SCHOOL

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QUINCY NOTRE DAME HIGH SCHOOL
2026-2027

PRAYERS

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

NICKNAME: RAIDERS
SCHOOL COLORS: NAVY BLUE AND VEGAS GOLD

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

The Student & Parent 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.

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MISSION AND PHILOSOPHY

MISSION STATEMENT

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

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 the Diocese of Springfield.

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.

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.

ADMISSIONS POLICY

"Quincy Notre Dame High School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. It does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture. Our school does reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/."

Gender identity: Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church. Students shall conduct themselves in accord with their biological sex at all times.

The minimum age for admission is 13 years of age for ninth grade. The student must have passed eighth grade. The maximum age of 19 years of age is mandatory for a student seeking admission as a senior.

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

A. Previous academic records
B. Previous attendance records
C. 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 semester = withholding of report card/diploma and possible removal from FACTS
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 QND'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
F. Student(s) will be given non-enrollment status until the balance of outstanding debt is paid in full
G. 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
H. 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/FEES

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

ATTENDANCE

QUINCY NOTRE DAME ABSENTEEISM AND TRUANCY POLICY

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.

Students enrolled in regular classes are expected to be in their first period class before the 7:45am bell, and to each class period before the period bell rings. Students are expected to remain in each class until dismissed. Final dismissal each day is 2:15pm. If students are following an adapted schedule (VO-TEC, early dismissal, college courses), they are expected to follow the given schedule and be on time for all courses. Students enrolled in an on-line course are to remain at QND during the designated time to complete the coursework.

ATTENDANCE INFORMATION

EXCUSED/UNEXCUSED ABSENCES: Quincy Notre Dame's daily schedule and calendar meets State and Diocesan requirements for required minutes of instruction per the Illinois School Code. Communication from the parent/guardian is required in advance if a student needs to leave for a funeral, appointment, or TEC. The length of time to be gone should be specified.

1. EXCUSED ABSENCES: It is recommended that scheduled 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, the student's parent/guardian must contact the Attendance Office. Upon returning, the student must check in at the Attendance Office. Excused absences include:
    a. Illness
    b. Teens Encounter Christ Retreat
    c. funerals
    d. approved college visits
    e. health/medical appointments (**documentation required upon return to school**)*
    f. family emergencies/situations are excused absences
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.
3. VISITS TO COLLEGES: 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 for this purpose. Although excused, these still count as absences on the attendance record. The following procedure is to be followed:
    a. Parent/guardian must contact 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 prior to May 1st.

d. Anything other than those events listed above is an unexcused absence, unless approved by the administration.

*Legitimate appointments will only be "excused" when accompanied by a practitioner's note. The practitioner's note must be received within 48 hours of the student's absence. Failure to comply with this expectation will result in an "unexcused" absence.

4. TRUANCY: Truancy is defined as 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. Academic penalties apply. Truancy is recorded on the student's record. Additional truant situations may warrant more severe disciplinary actions.
5. REPORTING AN ABSENCE: If a student is absent from school, communication to report an absence must be made by a parent or guardian by 8:30am. 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 notify the school in advance about a temporary guardian. Absence from school due to illness should mean absence from after school activities. If a student has been absent for an entire day, that student is not to attend dances, athletic contests or other after school activities that same day.
6. 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.
7. EXCESSIVE ABSENTEEISM: If a student is absent ten (10) or more periods per class per semester, the student could receive an academic penalty. 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 practitioner's note is required for each absence. 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 ten (10) absences the administration reserves the right to determine whether or not a student may attend school-sponsored activities based on his/her attendance record, or if further intervention is needed. School-sponsored activities include, but are not limited to, field trips, fine arts events, athletic events/contests, etc.
8. ATTENDANCE AT VO-TECH: Any QND student who misses a Vo-Tech class without an excused absence is subject to disciplinary action agreed upon by QHS and QND administrators.
9. PERIOD ABSENTEE REPORTING: Attendance is recorded each period by the teacher. If there is a discrepancy between the attendance recorded and the actual classroom attendance, the attendance office should be notified immediately.
10. 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 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 a 25% reduction.

B. 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 to first hour 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.
   a. 1st/2nd Offense: Verbal warning from teacher
   b. 3rd Offense: Communication to parent/guardian from Dean of Students
   c. 4th-9th Offense: Phone call home from Dean of Students/1-hour detention assigned
   d. 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
   e. Additional Offenses could include, but are not limited to, additional detentions, or ISS and will be handled on a case-by-case basis
2. Tardies in 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: Consult Vocational-Technical Policy

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.

The administrative team will meet monthly to review attendance data generated by our FACTS Student Information System with an emphasis on students who have demonstrated attendance deficiencies.

REMEDIATION PLAN

Any absence after the 10 excused absences will be considered unexcused unless a medical statement by a physician is submitted upon the student's return. Any student who has used the 10 absences will be considered unexcused without a practitioner's note, and therefore, truant. Practitioner's note must be received within two working days of absence.

A. When a student reaches this point, a meeting will be convened with the parent(s)/guardian(s) and administration to determine the reason(s) for the excessive absences. Depending on the circumstances, the student may or may not be included in the meeting as deemed appropriate.
B. The administrative team and/or parent(s) and guardian(s) may choose to have other participants in the meeting including teachers, guidance counselor, coach, etc.

At this time, students and their families will be made aware of the resources available to them to ensure timely and consistent school attendance as part of the process to remediate the issue. Those resources include:

A. Conferences with administration and teachers on a weekly basis for a specified period of time
B. Establishing and implementing a daily check-in/check-out system
C. Providing the family with access to counseling services within the community (Catholic Charities)

INCLEMENT WEATHER 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:

A. Canceling school entirely based on current or predicted weather
B. Letting out early based on current or predicted weather
C. Delaying the start of school two hours based on current or predicted weather

Distance Learning protocols may be put into effect.

ACADEMICS

Based on national, state and diocesan standards, the curriculum at Quincy Notre Dame is designed to meet the educational, spiritual, and emotional needs of students. School resources provide for in-depth study in each discipline. Students are counseled in the selection of an overall program as well as in the selection of courses. Details of the curriculum offerings can be found in the Course Catalog.

RELIGIOUS FORMATION

CATHOLIC INSTRUCTION

Quincy Notre Dame Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, Quincy Notre Dame Catholic School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

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 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. 10 hours = A; 9 hours = B; 8 hours = C; 7 hours = D; 6 hours or less = F (no credit). 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.

All QND students are expected to participate in our annual retreat program. Retreats are coordinated by the Director of Christian Formation. Failure to participate in any of the scheduled retreats will result in the need to complete *additional* service hours: six (6) hours for freshmen, sophomores, and juniors; fifteen (15) hours for seniors. Failure to complete these additional service hours will result in a reduction of ten percentage points (example: 85% will become 75%) for Theology class on the student's 2nd semester report card. This additional service hour requirement is separate from any accumulated yearly required Christian service hours. All hours must be approved by the Director of Christian Formation ahead of time. Any hours turned in without prior approval will not be counted. These hours must be Corporal Works of Mercy-related and will be turned into the Director of Christian Formation for tracking. Any hours completed for QND (including athletic teams) will not be counted towards the makeup hours. A fee for each retreat is included in a student's resource bill.

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 result in dismissal from QND.

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 a 25% reduction.

GRADEBOOK CODES

During the course of the school year, teachers post grades in FACTS. The following codes are used when a grade is not entered:

M-missing: the missing grade is calculated as a zero
I-incomplete: the missing grade is calculated as a zero
A-absent: the missing grade is not calculated as a zero
E-excused: the missing grade is not calculated as a zero and the work does not need to be completed
P-pending: the missing grade is not calculated as a zero

If any of these codes appear in a student's gradebook, the student should contact the teacher for clarification. Notes from the teacher may also appear in the gradebook.

STANDARDIZED TESTING

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

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 are required to check in upon their arrival to QND. Late returns to QND will be subject to QND's tardy policy.
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.

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/guardians. (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.

Students and accompanying adults attending field trips or other QND sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

A. Each person will respect his/her individual dignity, self-worth and value
B. Each person will respect the dignity, self-worth and value of other persons
C. Each person will respect the physical property and possessions of other persons and institutions
D. Each person has a duty to report violations of the conduct code

PROGRESS REPORTS, REPORT CARDS AND GRADES

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

Letter Grade	QND scale %	QND GPA
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.60
B+	88-89	3.40
B	83-87	3.00
B-	80-82	2.60

Letter Grade	QND scale %	QND GPA
C+	78-79	2.40
C	73-77	2.00
C-	70-72	1.60
D+	68-69	1.40
D	65-67	1.00
F	Below 65	0.00

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 5 credits, others in 6 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. Weighted grades will determine class rank.

Letter Grade	QND GPA	Weighted
A+	4.00	4.50
A	4.00	4.50
A-	3.60	4.05
B+	3.40	3.825
B	3.00	3.375
B-	2.60	2.925
C+	2.40	2.70
C	2.00	2.25
C-	1.60	1.80
D+	1.40	1.575
D	1.00	1.125
F	0.00	0.0

Dual Enrollment & A.P. Weighting	
A	5.0
B	4.0
C	3.0
D	2.0
F	0.0

CUM LAUDE

Level	GPA*
Summa Cum Laude	4.0+
Magna Cum Laude	3.80-3.99
Cum Laude	3.60-3.79

NOTE: Students that do not earn any cum laude designation after seven semesters but do meet the threshold after eight semesters, the designation will be reflected on transcripts.

*Includes A.P., dual enrollment and weighted courses.

Cum laude is Latin for 'with high honors' or 'with high praise'. This system of honors recognizes students with a GPA of 3.6+ with no failing semester grades or incompletes. Cum laude recognition is based on a student's seventh semester GPA.

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.

GRADUATION REQUIREMENTS

A total of 25 credits will be required to graduate. Specific course requirements are listed in the QND 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.
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.

FINAL SEMESTER FOR SENIORS

A. Any senior who does not complete course work required for graduation by the given deadline will not receive a diploma until work is satisfactorily completed. If the academic deficiencies are so numerous that the student is not able to complete the required work prior to the date of graduation, the student will not be allowed to participate in graduation related activities.
B. A student will not receive a diploma if tuition and fees are not paid in full.
C. A student will not participate in graduation related activities or receive a diploma until all disciplinary actions are completed.
D. All students that meet QND graduation requirements are expected to attend Honors Convocation, Baccalaureate and Commencement ceremonies.
E. The Administration has the right to make exceptions wherever necessary.

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 with parental approval 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:
D. 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.
E. 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.
F. 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.

Requests from Military or Institutions of Higher Learning: Upon their request, military recruiters and institutions of higher learning may be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their names released) should contact the guidance department.

DRESS CODE AND GROOMING

The purpose of the QND dress code is to provide consistency. Attire should be modest and suitable for a school.

A. Appropriate attire for young ladies throughout the school day:
    1. An appropriate-fitting collared polo top or button-down blouse with sleeves, turtleneck; midriff covered
    2. Slacks/pants or capris made of fabric other than denim, fleece, flannel or nylon
    3. Dress shoes, dress boots, tennis shoes, or canvas shoes

B. Appropriate attire for young men throughout the school day:
    1. An appropriate-fitting collared polo top or button-down shirt with sleeves, turtleneck; midriff covered
    2. Slacks/pants made of fabric other than denim, fleece, flannel, or nylon
    3. Dress shoes, dress boots, tennis shoes, canvas shoes

C. The following are appropriate attire for all students and must be worn over a collared shirt:
    1. QND sweatshirts, including hoodies with a visible QND logo
    2. Quarter/half zip pullover
    3. A sweater without a hood
    4. Cover-ups provided by QND teams and/or QND organizations
D. All outerwear should only be worn outdoors and stored in lockers during the school day, including coats, outdoor vests, etc.
E. 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 well-groomed and neat in appearance
F. The following are considered **unacceptable** dress code attire:
    1. Jeans, any color
    2. Hunting/camouflage attire
    3. Crew neck shirts
    4. Long-sleeve t-shirt worn under a short-sleeve collared shirt
    5. Work shirts, bowling shirts, work uniform shirts, athletic jerseys
    6. Sandals/open-toe shoes, Crocs, flip-flops, shallow-heeled shoes (ie: Birkenstock Boston, Ugg Tasman) or slippers
    7. Clothing with images, symbols or writing deemed unacceptable
    8. Hats are not appropriate in the building
    9. Yoga pants or leggings
    10. Transparent/translucent clothing
    11. Skirts or dresses
    12. Shorts
G. Raider Pride Day Dress Code:
    1. Blue jeans (without holes) or dress code pants
    2. QND t-shirt, QND sweatshirt, QND hoodie, or QND quarter zip, House shirt
    3. Dress shoes, dress boots, tennis shoes, canvas shoes
H. Out-of-Dress Code Day (as determined by administration) 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
I. 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 pommers: uniform pants as part of their uniform during the school day
    3. Other uniforms will be discussed with the Administration before permission is granted.
    4. House Community Days: House attire (t-shirts, sweatshirts) and appropriate pants (as directed by Administration) on designated days

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. If the student's attire or appearance is unacceptable, parents may be called to remedy the dress code violation. The Dean of Students/Administration has final authority on matters of dress code.

DRESS CODE VIOLATION POLICY

1st, 2nd and 3rd offenses:	detention
4th, 5th and 6th offenses:	detention, phone call to parent
7th offense:	phone call to parent, ISS, parent/guardian meeting with Dean of Students

NOTE: Dress code infractions are cumulative throughout the entire year.

CONDUCT AND DISCIPLINE

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.

ETHICAL AND RESPONSIBLE USE OF GENERATIVE AI TOOLS

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT, Google Gemini, and other chatbots and large language models.

Using generative AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use generative AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use generative AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, student work may be checked by AI content detectors and/or plagiarism recognition software.

The consequence for any violation of academic honesty will result in a 30% academic penalty on the original assignment/assessment, or on an alternate assignment/assessment.

Taking/stealing/copying/distributing the intellectual property of a teacher, which includes exams, tests, quizzes, answer keys, etc., through any means—electronic or otherwise—will result in **an alternate assignment/assessment and a 30%** academic penalty for that assignment/assessment, and will result in an out-of-school suspension. Any work assigned during an OSS will be counted at 75% of the credit earned.

CONDUCT

CLASSROOM

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

A. The students shall demonstrate respect for the teacher, or substitute, at all times.
B. Students shall demonstrate respect for the property of the teacher and should not approach the teacher's desk when he or she is not present.
C. Students shall demonstrate respect for themselves and classmates, conducting themselves appropriately in all circumstances.
D. Rules, guidelines, and expectations set in place by each teacher should be respected and followed in the classroom.

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 moving as they move throughout the building.

GYM

Regardless of the event or time of day, students and their guests are to be respectful.

A. Any student activities (dances, athletics, contests, assemblies) in the gym are an extension of the school. No alcoholic beverages, cigarettes, electronic cigarettes, vaping devices, or drugs of any type are permitted. 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 use gym equipment without permission from the moderator.

BETWEEN CLASSES: GENERAL EXPECTATIONS

A. Students may move from one classroom to another only between class periods, unless permission is given by a 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 five minutes.
B. Students going outside during lunch periods, weather permitting, shall be supervised on the football/soccer field. Students may not be in the parking lot without administrative permission.

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. QND is not responsible for any article lost while the owner is attending a dance.
All dances will be supervised by QND staff members and parent chaperones.

SMOKING, ALCOHOL 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.

THEFT

Students who steal or who possess, sell, or try to sell, stolen material may be suspended and may be recommended for expulsion. If appropriate, law enforcement may be involved.

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 & Parent 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. Behavior that is contradictory to school philosophy will result in disciplinary action taken by school officials.

INAPPROPRIATE CONDUCT

All students are expected to behave in such a manner that supports a safe, respectful, productive learning environment. Violations include, but are 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, profane, or other inappropriate communications
D. threats, pranks, hoaxes, or bullying (which includes cyber-bullying)

Students in violation 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

DETENTION

A. 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.
B. 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.
C. 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. Infraction of dress code policy
    9. Infraction of cell phone policy
D. Documentation:
    1. A violation document will be completed by the staff member;
    2. The violation document will be given to the Dean of Students and a copy will be given to the student; parent/guardian will receive a copy;
    3. The violation document will describe the violation and penalty.

FINE POLICY

QND implements a fine policy for students who violate certain school rules. Common offenses include but are not limited to:

A. Eating, drinking, or being in restricted areas
B. Littering in the building or on the school grounds
C. Parking in restricted areas or in another student's assigned spot
D. Use of profanity (even when not directed toward a staff member)
E. Student in parking lot without permission
F. Unauthorized changes to iPad settings
G. No protective cover on student iPad

Fines Administered as follows:

1. A violation document will be completed by the staff member;
2. The violation document will be given to the Dean of Students and a copy will be given to the student; parent/guardian will receive a copy; the violation document will describe the violation and penalty;
3. The fine money will be collected by the Dean of Students.

H. Collection Policy:
    1. All fines are due to the Dean of Students within two weeks after receiving notice;
    2. Failure to pay fines by the end of the semester will result in withholding of the student's official semester 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.

The Administration may conduct a parent-student conference as needed if repeated violations occur. Administration reserves the right to issue additional consequences accordingly.

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.

SUSPENSION

A. 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.
B. 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.

C. 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)

A. 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.

B. The following violations may result in one day of ISS:
   1. Repeated refusal to comply with school regulations
   2. Blatant disrespect of a staff member
   3. Ten (10) tardies
   4. 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.)
   5. A student who leaves campus without permission will receive two (2) days ISS
   6. Destruction or flagrant misuse of school property
   7. Any serious act of disrespect as determined by the Dean of Students
   8. Stealing
   9. Any other action warranted by the Administration

C. Rules for In-School Suspension:
   1. Students should arrive with all necessary materials to complete assignments given during ISS.
   2. Students are responsible for any and all class work and assignments as directed by each teacher.
   3. Students will meet with a counselor before being dismissed from ISS.
   4. Students currently involved in extracurricular activities may not practice, participate, or dress out in their team uniform the day of an ISS
   5. Students will remain in the assigned room the entire day.
   6. ISS students are not allowed to have visitors.
   7. Students are not allowed to eat, drink, use cell phones, sleep, or listen to music while in ISS.
   8. Failure to attend ISS will result in OSS on the next school day and ISS on the following school day.

STUDENT RESPONSIBILITIES DURING IN-SCHOOL SUSPENSION:

1. While serving an in-school suspension, are responsible for any and all class work and assignments as directed by each teacher.
2. Students that have questions for a teacher during ISS, the student should arrange to meet with the teacher(s) after ISS is completed.
3. Students will meet with their counselor during that school day before being dismissed from ISS.

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 of Students:

A. Fighting: the day of an altercation the student will be sent home for the remainder of the day. (other penalties may be incurred)
B. 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 of OSS
C. Under the influence of alcohol and/or drugs on school grounds or at school-related events
D. Violent physical actions toward any individual
E. Other actions which the administration or Principal or the Principal's designee decides warrants OSS

Any work assigned during an OSS will be counted at 75% of the credit earned on the assignment or assessment.

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.

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:

A. Excessive breaking of school rules;
B. Possession and circulation of indecent literature images or videos;
C. Selling of alcohol and/or drugs on school property/at school related activities;
D. Use and/or possession of alcohol and drugs on school property/at school related activities;
E. Participation in criminal acts;
F. Intentional harm of a staff member;
G. Weapons brought onto school grounds or to a school-related activity/event
H. Serious acts of harassment, bullying, or threats through any means possible, including (but not limited to) verbal, physical, and/or social communication methods.

WEAPONS/THREATENING BEHAVIOR/ATTACKS ON PERSONNEL AND SIRS REPORTING

This policy addresses the use of weapons, threatening behavior, threatening words, or actions or words that threaten the health or safety of the students, staff, volunteers and visitors. All threats against the health or safety of others are not allowed and will be taken literally. Off-handed joking or remarks are inappropriate and will also be taken seriously. The following process will be used to address these serious violations of school policy:

A. A suspension may be appropriate to ensure the health and safety of the students, staff, volunteers and visitors. The student will remain suspended until the violation has been investigated.
B. The violation will be fully investigated to determine the truthfulness of the allegation or action.
C. The principal will interview the person(s) involved in the presence of at least one observer. In the principal's absence, the Dean of Students will fill this role.
D. If deemed appropriate, a conference will be requested with the parent(s) or guardian of the person(s) involved.

Quincy Notre Dame High School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

Any attacks on school personnel will be reported to the local law enforcement immediately and to the SIRS/uniform Crime Reporting Program within 3 days of the occurrence of the incident.

Firearms are prohibited on school premises. Any firearm related incidents will be reported to the local police as well as through the SIRS within 24-hour of occurrence. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. The administrator shall notify the Illinois State Police of such incidents through the SIRS.

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the school administration or pastor on a case-by-case basis.

BULLYING, HARASSMENT, INTIMIDATION, SEXUAL HARASSMENT AND DATING VIOLENCE POLICY

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, investigate and remedy harassment situations.

A. Harassment is prohibited. No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
B. Sexual harassment of any individual, as defined hereinabove, by anyone is strictly prohibited.
C. 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.
    4. 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.
D. Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

PROCESS

A. Any individual who believes that he/she is the victim of sexual harassment/dating violence 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/dating violence, 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.
    5. 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:

a. The date of receipt of the allegation.
b. Identification of the complainant.
c. Identification of the parties and the actions complained of, including all relevant background facts and circumstances.
d. A statement detailing the scope of the review that has been undertaken and the results thereof.
e. Statement of corrective measures pursued, the date such measures were undertaken and the results achieved
f. recommendation to the Board for further action when the principal and the Board President deem that further action is necessary and appropriate.

C. 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 Employee Handbook or the Student & Parent Handbook which pertain to termination and/or expulsion.

D. Other forms of harassment. In cases of harassment or intimidation, 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, gender identity, race, religion, ethnic origin, physical characters, 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.

E. "Bullying," including "cyberbullying," as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property
2. Causing a substantially detrimental effect on the student's or students' physical or mental health
3. Substantially interfering with the student's or students' academic performance
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school

Bullying may take various forms, including but not limited to: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This includes creating or sharing a "digital replica" (AI-generated, fake likeness) of a student or staff member without permission.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

FAITH'S LAW NOTIFICATION

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.
Quincy Notre Dame High School located in the Diocese of Springfield in Illinois will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices, always consistent with their duty of loyalty to Quincy Notre Dame High School and to the Diocese of Springfield in Illinois.
Every employee of the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.
We expect that employees of Quincy Notre Dame High School will not knowingly misrepresent Quincy Notre Dame High School and will not speak on behalf of Quincy Notre Dame High School) unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about Quincy Notre Dame High School or operations, or that of Quincy Notre Dame High School or members of Quincy Notre Dame High School, is to be treated with discretion and only disseminated on a need-to-know basis.
Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.
To better understand the Standards of Conduct, please refer to the Diocese of Springfield in Illinois §Policy 503: Standards of Conduct Book-II-503.Standards-of-Conduct.pdf (dio.org)

Sexual Misconduct

Quincy Notre Dame High School employees must follow the Illinois Code of Ethics for Illinois Educators. This provides a foundation for the responsibilities and commitments of educators within the State of Illinois. The following are the five core principles:

- Responsibility to Students
- Responsibility to Self
- Responsibility to Colleagues and the Profession
- Responsibility to Parents, Families and Communities
- Responsibility to the Illinois State Board of Education

The success of students in school relies on safe learning environments and healthy relationships with school personnel. It is important for staff to maintain a professional relationship with students at all times and to define staff-student boundaries to protect students from sexual misconduct by staff and staff from the appearance of impropriety. As bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need to understand the definition of "sexual misconduct."

Sexual misconduct means any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the Catholic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments that are directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with the student.

"Grooming" as now defined in Section 11-25 of the Criminal Code is "when [a person] knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice a child, a child's guardian, or another person believed to be the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, 'child' means a person under 17 years of age."

All employees at Quincy Notre Dame High School must maintain professional relationships with students at all times and follow the expectations for staff-student boundaries. Employees must also follow the guidelines below:

- Employees are representatives of the Catholic school at all times and will maintain professional relationships with students at all times, recognizing the age and developmental level of the students served. This includes meeting with a student or contacting a student outside of the employee's professional role.
- While the Catholic school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation for students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.
- Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

All employees will receive required employee training that is related to child abuse and educator ethics that are applicable under State and federal law. Mandated reporters must notify DCFS **immediately** when a mandated reporter has reasonable cause to believe a child is an abused or neglected child under the Abused and Neglected Child Reporting Act (325 ILCS 5/3), including reasonable cause to believe that a child was a victim of grooming as defined by 720 ILCS 5/11-25.

The Catholic school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee to disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct policy by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/22-85.5(f).

If the report of sexual abuse involves Church Personnel as described in BK2§100 *Clerical Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Determination of Fitness for Ministry*, the Principal-Minister and/or Teacher-Minister shall also report the incident or suspicion to the Facilitator as described in BK2§107.2 *Reporting Requirements* of the above-mentioned policy.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

WARNING SIGNS OF CHILD SEXUAL ABUSE AND RESOURCES

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention, information about sex offenders, and warning signs of sexual abuse. Please refer to the Appendix at the end of this handbook for more information and resources.

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.

A. 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.
B. 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.
C. 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.
D. A parent or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
E. A student's parent or guardian has a right to be present if the conference is held at school.
F. 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.
G. 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.

CONFLICT RESOLUTION, APPEAL PROCESSES, AND STUDENTPROCEDURES

Complaints from students, parents, and other legitimate sources about the operation of the Catholic school will be treated courteously Anonymous complaints will not be addressed. In order to help a parent or student resolve a grievance with a Teacher-Minister, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought:

1. The Teacher-Minister involved;
2. The Catholic school Principal-Minister;

In fairness to both parties, the Principal-Minister will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties.

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.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

ISOLATION AND PHYSICAL RESTRAINT

Isolation and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. QND may not use isolation and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

PARENT/TEACHER 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 conferences.
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.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

EXPECTATIONS OF VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and diocese policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.
- Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

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.

FLAGGING RECORDS OF MISSING CHILDREN

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information, as well as a description of any individual making the request in person.

BUILDING OPERATIONS

ACCESS

Quincy Notre Dame High School's campus is designated for educational, spiritual, athletic, and social endeavors. When arriving or leaving the main building, students should enter through the front doors or through the pass gate. Any person who visits QND during normal school hours must be admitted by the Attendance Office personnel at the front entrance of the building and sign in. Authorized visitors will be required to wear a visitor pass which is to be returned to the Attendance Office upon departure. When arriving or leaving athletic events in the gym or on the field, follow the instructed or posted procedures.

STUDY/CLASSROOM AREAS

In order to maintain an appropriate academic environment, all study areas should be conducive to learning. Rules set in place by teachers and/or moderators are to be respected.

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.

PARKING LOT

When entering the QND parking lot at any time, follow the directional arrows. Numbered parking spaces are assigned to students. 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.
E. Students requiring temporary or handicapped parking passes are to notify administration to receive permission.

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.

Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school may request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

Animals on School Property: In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that

A. The animal is appropriately housed, humanely cared for, and properly handled, and
B. Students will not be exposed to a dangerous animal or an unhealthy environment

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. In order to maintain order, safety and security in schools, Catholic school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

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LOCKERS

A. Student’s school locker is the property of QND and must be used for the purposes intended; that of a storage area for books, school supplies, and garments. Students should be advised that lockers may be searched by school officials at any time, with or without the students’ knowledge and consent. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.
B. Each student is assigned one or two lockers. It is the student’s responsibility to see that the lockers are 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. 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.
E. 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.
F. Book-bags should be kept in a student's locker at all times during the school day.
G. Lockers 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 for anything stored in lockers. When appropriate, law enforcement may be involved.
H. 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.

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. When appropriate, law enforcement may be involved.

STUDENT SEARCHES

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the QND's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public area of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is recorded, it may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

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.
D. If you have a question regarding the cost of textbooks, contact an administrator

POSTERS, SIGNS

Permission for putting up any and 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.

STUDENT SERVICES

CAFETERIA

Each student must use the barcode scan on the digital or physical student ID card daily 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 small fee, payment may be made online through FACTS.
B. Families with a negative balance of $10.00 are unable to make purchases from The Cage.
C. 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 all cafeteria supervisors and employees. 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 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.

VENDING MACHINES

Several vending machines are available for use. However, because of our participation in the National 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.

WELLNESS POLICY

Quincy Notre Dame High School follows the Student Wellness Policy of the Diocese of Springfield in Illinois since the school participates in the National School Lunch Program. A copy of the policy may be requested from the school office.

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. For general information regarding access to FACTS, contact the director of technology.

SCHOOL COUNSELING/GUIDANCE 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)

I. Provide information related to scheduling driver education and vocational/technical courses in collaboration with Quincy Public Schools

LIBRARY/MEDIA CENTER

General Library/Media Center Information: Hours; 7:30 a.m. to 2:30 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. Students will be required to have a pass from a classroom teacher to enter the library during the regular school day. The signed pass must be given to the moderator of the Library/Media Center at that time. Students must check in with their classroom teachers before coming to the library/media center with a pass.

General rules and guidelines:

A. Cell phones are NOT TO BE USED AT ANY TIME in the Library/Media Center.
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 return all borrowed books/materials directly to the Librarian/Media moderator on or before the due date.
G. 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/Median moderator 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, and those enrolled in approved. 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 and back issues of magazines are not checked out of the Library/Media Center.
E. Overdue books are the responsibility of the student to whom the books were checked out. Overdue notices will be sent.
F. Fines may be given for books not returned by due date.
G. Library books, including interlibrary loans, which are lost or damaged are to be paid for by the student to whom the book was checked out. The cost of lost materials is as follows:
    1. In-print books: Cost of the book as listed in Books in Print or an available vendor's catalog, plus a $5.00 processing fee.
    2. Out-of-print books: at least $20.00 per book or replacement equivalent.
    3. Periodicals: $5.00 per issue.
    4. Cost of interlibrary loan books are set by the lending libraries.

PUBLICITY/ PHOTOS

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

TECHNOLOGY GUIDELINES

CELL PHONE USE

A. **The use of cell phones by students during academic periods, study hall, or House period is prohibited*.** Students are encouraged to store cell phones in their lockers.
B. Cell phones will be collected at the beginning of each class period and stored in a location as determined by the classroom teacher. Cell phones may be retrieved at the end of each class period.
C. Students may use cell phones during their lunch and transition periods.
D. Cell Phone Infractions/Consequences:
    1. 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 assigns a detention.
    2. 2nd 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 assigns a detention. Dean calls parent/guardian.
    3. 3rd 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 assigns a detention. Dean calls parent/guardian. For one week, the student's cell phone will remain with the Dean of Students throughout the school day.
    4. 4th Infraction: Cell phone is confiscated and given to the Dean of Students. Dean assigns a detention. Dean calls parent/guardian. A parent/guardian must pick up the cell phone from the Dean of Students. Cell phone privileges are lost for the remainder of the school year.
E. Students may be asked to remove (Smart)watches during an assessment—exam, test, quiz, etc.
F. Personal Laser Pointers: The use of laser pointers or other similar items is prohibited.
G. The use of personal earbuds/headphones is prohibited during any class periods unless specifically designated as acceptable by the classroom teacher for academic purposes. The use of personal earbuds/headphones is permitted during the student's lunch period.

*Teachers and administrators may give permission for students to use cell phones in rare and extenuating circumstances.

SMART GLASSES

AI-enabled glasses (including smart glasses capable of recording, photographing, live streaming, analyzing, or transmitting data) are prohibited on school property and at all school-sponsored activities.

IPADS, COMPUTERS, INTERNET

iPads are intended for use at school, at home for school-assigned work, and/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 protective 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 when warranted. 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's permission.
B. The QND network is to be used for education purposes.
C. Students are to use school-issued devices while at school. Personal laptops, and tablets are prohibited.
D. No food or drink is allowed in the computer lab.
E. Students are responsible for their own login ID's and passwords. Do not share passwords with other students.
F. All students must adhere to the QND High School iPad Policy and Procedure manual.
G. 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.
H. 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/storage space, chain letters, mass e-mails, paper, etc.
5. Gaining unauthorized access to resources and sites
6. Trespassing in others' files or changing digital files not belonging to the user
7. Invading the privacy of individuals which includes taking unauthorized photos or videos
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

I. 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
    6. 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.

The consequences 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, which may include:

A. Students may be subject to restrictions to computer or iPad functions.
B. 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.
C. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
D. When applicable, law enforcement agencies may be involved.

NO WARRANTIES

QND makes no warranties of any kind, whether expressed or implied, for the service it is providing. QND will not be responsible for any damages the user suffers. This includes loss off data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's own risk. QND specifically denies any responsibility for the accuracy or quality of information obtained through its services.

By using the school's electronic networks, the user agrees to indemnify QND for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

COPYRIGHT WEB PUBLISHING RULES

Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

A. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
B. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
D. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
E. Student work may only be published if there is written permission from both the parent or guardian and student.

SOCIAL MEDIA PRIVACY

QND may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. QND may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. QND may require the student to share content in the course of such an investigation.

TECHNOLOGY VENDORS: ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

A. Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
B. Demographic information
C. Enrollment information
D. Assessment data, grades, and transcripts
E. Attendance and class schedule
F. Academic or extracurricular activities
G. Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
H. Conduct and behavioral data
I. Health information
J. Food purchases
K. Transportation information
L. In-application performance data
M. Student-generated work
N. Online communications
O. Application metadata and application use statistics
P. Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

A. Instruction in the classroom or at home (including remote learning)
B. Administrative activities

C. Collaboration between students, school personnel, and/or parents or guardians
D. Other activities that are for the use and benefit of QND

HEALTH AND SAFETY

REQUIRED EXAMINATIONS AND SCREENINGS

Any student entering an Illinois school for the first time will be required to have an eye exam. 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 practitioner.

All 9th grade students are required to have a school physical and dental exam. Those students not current with these requirements by October 15 of the current school year will be unable to attend school until these requirements are met. All students entering 12th grade are required to have a meningitis vaccine prior to the beginning of 12th grade.

EXEMPTIONS

A student will be exempted from the above requirements for:

A. Medical grounds: If the student's parent or guardian presents to the building principal a signed statement explaining the objection;
B. Religious grounds: If the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
C. Health examination or immunization requirements on medical grounds if a physician provides written verification;
D. Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a lack of access to a dentist;
E. Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

MEDICATION

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

ANAPHYLAXIS PREVENTION

While it is not possible for QND to completely eliminate the risks of an anaphylactic emergency, QND maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information may contact the school.

ADMINISTRATION OF MEDICAL CANNABIS-INFUSED PRODUCT

Quincy Notre Dame has established a procedure for fulfilling its responsibility under Ashley's Law (105ILCS 5/22-33) and the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1) as advised by the Illinois State Board of Education for a student (as a registered qualifying patient) requiring a medical cannabis infused product during school.

A student requiring the administration of a medical cannabis infused product during the school day or at a school-sponsored activity, must:

A. Be a "registered qualifying patient" under the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1) with a valid registry identification card issued by the Illinois Department of Public Health
B. Have on file at school prior to such administration of the medical cannabis infused product, written authorization in the form of the Request/Permission to Administer Medical Cannabis Infused Product in School completed by and signed by their medical

provider and parent/guardian, AND a copy of the student's valid registry identification card (as a registered designated caregiver) issued by the Illinois Department of Public Health

C. Parent/guardian will be permitted to provide, administer/supervise medical cannabis infused product under direct supervision of a school administer or designated school representative.
D. Medical cannabis infused product cannot be stored on school grounds.

The Request/Permission to Administer Medical Cannabis Infused Product in School authorization form is effective/valid for the school year in which it was granted and must be renewed at the beginning of each school year.

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.

ILLNESS/INJURIES

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 practitioner and report the injury as stated above.

If any illness/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 business office.

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

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.

QND 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.

DIABETES CARE FOR STUDENTS

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the principal. Parents or guardians are responsible for and must:

A. Inform QND in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with QND for their child.

B. Inform QND in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
C. Sign the Diabetes Care Plan.
D. Grant consent for and authorize designated School representatives to communicate directly with the health-care provider whose instructions are included in the Diabetes Care Plan.

TOXIC ART SUPPLIES AND REQUIRED EYE PROTECTION

Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or other procedures that could cause injury to the eyes.

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 PROCEDURES

EMERGENCY SITUATIONS – CODE RED, EARTHQUAKE, FIRE, TORNADO SAFETY PROCEDURES:

Directions for each evacuation/safety procedure is posted in the classrooms. All procedures are practiced with staff and students annually.

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.

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.

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.

EVACUATION PROCEDURES

In the event of an emergency that requires evacuation of the school building, students will follow procedures posted in each room or as directed by teachers and/or administrators.

LOCK DOWN PROCEDURES

In the event of an emergency that requires students and staff to follow lock down procedures, students and staff will follow procedures designated by teachers and/or administrators.

PARENT NOTIFICATION: In the event of an actual emergency, parents will be notified when the administration deems it safe to do so. Parents are to comply with directives given in the communication.

EXTRACURRICULAR, ATHLETIC, AND SCHOOL RELATED ACTIVITIES

HOUSE SYSTEM

Quincy Notre Dame has adopted the House System beginning with the 2021-22 school year to build closer community relationships within the school. This student-based leadership program has two student House Captains that help guide 32 student House Leaders. Each House is comprised of two House Leaders, approximately 25 students in grades 9 through 12, as well as an adult mentor. Students are placed in a House when they arrive at QND and stay in that House until they graduate.

Ultimately, we believe the House System will build a stronger school community across all grade levels, foster leadership skills, expand mentorship, and focus on team building opportunities, and encourage positive peer pressure, healthy competition and contribute to increased school spirit. During House time, activities are led by two student leaders focusing on team building, faith formation and other group activities.

EXTRACURRICULARS, ATHLETICS

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 who participate. Goals for the student activities program support the expressed objectives and general philosophy of QND. The goals of the program are for students to:

A. develop a sense of personal discipline and pride (of self, of activity, of school);
B. learn the elements of and benefits of teamwork, cooperation, and group loyalty;
C. earn a sense of accomplishment through involvement in learning activities outside the formal classroom;
D. 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 as 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.

MEETINGS, PRACTICE SESSIONS, AND ATTENDANCE IN SCHOOL

A. Participants should attend each scheduled meeting and/or 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 practitioners 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. Practitioner 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 ACTIVIITIES

Students are expected to conform their behavior to QND's 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.
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.
B. All alleged violations should be reported to 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. 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, camps, etc.) that is part of the QND extracurricular program, or the first official day of school, whichever comes first.
D. 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.
E. First Offense:
    1. The student will be suspended from 25% of the scheduled regular season contests.
    2. 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.
    3. 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.
    4. 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.
    5. 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.
    6. 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.
    7. Second Offense:
        a. A second offense will automatically bring a seventy-five percent (75%) suspension from matches, games, or dates.
        b. Receipt of awards will no longer be permitted.
    8. 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. 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.
F. Reinstatement:
    1. At the end of the third offense suspension period, the participant may be required write a letter requesting to be reinstated by the coach or moderator.
    2. 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.
    3. Receipt of awards is subject to review by the moderator or coach, the Athletic Director, or the Principal.

APPEAL PROCEDURE

A. A student has the right to appeal an accusation of violation, or a suspension, by a written appeal to the Dean of Students/Athletic Director. This must be done within forty-eight (48) hours after the decision has been made.
B. Upon receiving a written appeal, an ad-hoc extracurricular council by administration. 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, one appointed by the administration, the other requested by the accused, and a representative from Student Leadership. The council will then hear and review both parties' cases and rule on the matter.
C. The accused will be allowed to ask the Principal for one replacement for faculty members on the council.

SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN I.H.S.A. ACTIVITIES

Students must be doing passing work in all subjects to be eligible to participate in athletics or in any other extra-curricular activity that pertains to interscholastic competition. This means, students must be passing all of the courses currently enrolled in to be eligible to participate in sports/IHSA activities.

A. The ineligibility period is one week in length. Athletes that are declared ineligible must sit out the entire week even if their grades come up during that week.
B. Eligibility is determined by calculating a student's cumulative performance based on the beginning of the semester through the date on which the check is made.
C. All athletes must be passing all classes to remain eligible from week to week during the season.

D. 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.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with the Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and QND's return-to-play and return-to-learn protocols. If the school has high school athletes, it reports instances of concussions to the appropriate organization that governs the school's interscholastic athletic participation.

QND has an approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

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 by 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/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.

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 Leadership, quiz bowl, cheerleading, pom pon, all clubs and any other group or organization that have school or faculty sponsorship associated with 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.

ATHLETICS 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.
D. Prior to practice or competition, all student athletes must have had an annual sports physical within the last 395 days.
E. Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with

PARENT/GUARDIAN CODE OF CONDUCT FOR QUINCY NOTRE DAME ATHLETIC EVENTS

At QND, we strive to teach good sportsmanship and self-discipline to our athletes during all competitive events. We expect the same level of respect and self-control from parents/guardians during QND competitions. The actions of parents/guardians attending QND athletic events reflect not only on the adults, but also on their children, their team, and the QND community. The student's involvement in sports is for their enjoyment, personal development and education.

1. Respect for Athletes and Coaches
   - Show respect and consideration towards all.
   - Trust the coaching staff and avoid questioning their strategies during and immediately after an athletic event.
2. Respect for Officials
   - Respect the officials, understanding that they are an integral part of the athletic event.
   - Respect the judgment of officials and understand that mistakes/missed calls will happen.
   - Avoid verbally or physically harassing officials at any time.
3. Sportsmanship
   - Demonstrate Raider pride by conducting yourself in a positive manner.
   - Display good sportsmanship by being respectful towards all players, coaches, officials, and other spectators.
   - Support our student athletes and avoid negative comments directed at our opponents.
   - Parents/Guardians should refrain from posting on any social media site with the intent to hurt, intimate or humiliate any student athlete, coach, official, opponent or spectator.
4. Safety and Well-being
   - Ensure the safety and well-being of all athletes by promoting a safe and supportive environment.
   - Adhere to health and safety guidelines set by the school and the IHSA (Illinois High School Association).
5. Support School Policies
   - Follow all school policies and guidelines related to athletic events.
   - Be respectful of the rules and policies of athletic venues – home and away.
6. Boundaries
   - Only players and coaches should be in locker rooms, weight room, or on playing surfaces unless there is a medical emergency that warrants a parent's/guardian's presence.
7. 24-Hour Rule:
   - The 24-Hour Rule states that a parent/guardian should not contact a coach to make remarks, complaints, or observations about an athletic competition until after a period of 24 hours.
8. Communication
   - Address concerns with coaches privately and in an appropriate and timely manner.
   - Engage in respectful communication when discussing concerns.
   - Address concerns or issues through the proper channels:
     - Schedule a meeting with the head coach.
     - If needed, schedule a meeting with the athletic director
9. Consequences for Violations
   - Any violation of this code of conduct may result in removal from the event, or further disciplinary action by the school:
     a. Suspension from athletic contests for 25% of their child's season, which could include post season events.
     b. The parent/guardian must attend a mandatory meeting with school administration before being reinstated to attend future events.

c. Subsequent violations could lead to:
    - extended suspension from athletic events
    - being banned from attending any further athletic events

By adhering to this code of conduct, parents/guardians and spectators can help create a positive, respectful, and encouraging environment for high school athletes.

"Do What's Right!" *The IHSA Do What's Right! Sportsmanship program encourages and promotes positive behaviors for interscholastic sports and activities. For more information concerning expectations and responsibilities, refer to this document on IHSA.org: https://www.ihsa.org/Portals/0/Contest%20Best%20Practices.pdf*

EXTRACURRICULAR CLUBS/ORGANIZATIONS

Book Club
Glee Club
God Squad
HAFOC
Jazz Band
Kindness Club
Key Club
Madrigal Ensemble
National Honor Society
Quiz Bowl (IHSA)
Raiders for Life
SAA
Spanish Club
St. Joseph of Arimathea Society
Student Leadership (Campus Ministry)
Trap Club
Writing Club

BOOK CLUB

Book club meets once a month. Each month student members pick one book that all of the members will read and then discuss at the next meeting. Book choices are a range of fiction, non-fiction, and poetry as well as classics to contemporary. Discussion about each pick tends to include a range of questions from what they liked, how the characters interacted and how it relates to the reader or other books they've read.

GLEE (MEN'S AND WOMEN'S)

Men's and Women's Glee are vocal ensembles open to any QND student. Students will perform a varied choral repertoire on the Fall, Christmas, and Spring Choir Concerts along with Spring Show. Women's Glee rehearses on Tuesdays from 2:30-3:15 pm. Men's Glee rehearses on Wednesdays from 2:30-3:15 pm. These extracurricular ensembles do not receive academic credit.

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, an 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

Jazz Band is open to any QND student who plays a woodwind or brass instrument, percussion, piano, guitar or bass. Students will perform music in the styles of Dixieland, Big Band Swing, Jazz and Jazz Rock. This ensemble performs on the Christmas and Spring Concerts, Spring Show, and various community events. This extracurricular ensemble meets after school twice a week and does not receive academic credit.

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.

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.

MADRIGAL ENSEMBLE

Madrigal ensemble is a select group of students who audition that are currently Mixed Chorus or Concert Chorale members. Students will perform a varied choral repertoire on the Fall, Christmas, and Spring Choir Concerts along with Spring Show. This ensemble meets on Thursdays from 2:30-3:30 pm. This extracurricular ensemble does not receive academic credit.

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 3.6 cumulative grade point average after the sixth 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.

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 QND'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.

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, students must have a cumulative average of 3.5 for the first seven semesters of the high school course. Students become an SAA 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 about the language.

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 LEADERSHIP

Falling under the Ministries of Community Life, Leadership Development, and Pastoral The QND Campus Ministry Student Leadership Team (SLT) is a select group of upperclassmen wanting to be leaders in faith throughout school. Students undergo an application and interview process in the spring in order to be invited to be on the team. The students sign a covenant agreeing to make the SLT a priority in their life. Students are given training in leadership and are encouraged to lead their classmates, schoolmates, teachers, and families to Christ. Members of the team understand that in order to lead others to grow in their faith, they must be constantly growing in their own faith. In order to encourage the team members in their own faith, monthly one on one meetings are scheduled with an adult leader for accountability and encouragement.

TRAP CLUB

The QND Clay Target Team offers co-ed Trap program under the administration of the USA High School Clay Target League, a 501(c)(3) non-profit organization, and is an independent provider of shooting sports as an extracurricular co-ed and adaptive activity for high schools and students in grades 9 through 12. The organization's priorities are safety, fun, and marksmanship – in that order.

WRITING CLUB

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.

CLUB RESPONSIBILITIES

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

GYM USE

Requests for use of the gym should come to the Athletic Director who will schedule all usage of QND'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 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 Fund Drive 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 Athletic Director. 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.

FOR ADDITIONAL INFORMATION ABOUT QUINCY NOTRE DAME, VISIT THE QND WEBSITE: www.quincynotredame.org or download the app from the Apple App Store or from Google Play.

Updated July, 2026

APPENDIX A: SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

Information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police (ISP) department website. The ISP website contains the following:

A. Illinois Sex Offender Registry, https://isp.illinois.gov/Sor
B. Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY
C. Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

WARNING SIGNS OF CHILD SEXUAL ABUSE

Warning signs of child sexual abuse include the following.

Physical signs:

A. Sexually transmitted infections (STIs) or other genital infections
B. Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
C. Unusual weight gain or loss

Behavioral signs:

A. Excessive talk about or knowledge of sexual topics
B. Keeping secrets
C. Not talking as much as usual
D. Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
E. Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
F. Overly compliant behavior
G. Sexual behavior that is inappropriate for the child's age
H. Spending an unusual amount of time alone
I. Trying to avoid removing clothing to change or bathe

Emotional signs:

A. Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
B. Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
C. Change in mood or personality, such as increased aggression
D. Decrease in confidence or self-image
E. Anxiety, excessive worry, or fearfulness
F. Increase in unexplained health problems such as stomach aches and headaches
G. Loss or decrease in interest in school, activities, and friends
H. Nightmares or fear of being alone at night
I. Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
J. Failing grades
K. Drug or alcohol use

WARNING SIGNS OF GROOMING BEHAVIORS

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

A. Sexual or romantic invitations to a student
B. Dating or soliciting a date from a student

C. Engaging in sexualized or romantic dialog with a student
D. Making sexually suggestive comments that are directed toward or with a student
E. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
F. Sexual, indecent, romantic, or erotic contact with a student
G. Failing to respect boundaries or listening when a student says "no"
H. Engaging in touching that a student or student's parents or guardians have indicated as unwanted
I. Trying to be a student's friend rather than filling an adult role in the student's life
J. Failing to maintain age-appropriate relationships with students
K. Talking with students about personal problems or relationships
L. Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
M. Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
N. Giving a student gifts without occasion or reason
O. Spending a lot of time with a student
P. Restricting a student's access to other adults

WARNING SIGNS OF BOUNDARY VIOLATIONS

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

A. Favoring a certain student by inviting the student to "hang out" or by granting special privileges
B. Engaging in peer-like behavior with a student
C. Discussing personal issues with a student
D. Meeting with a student off-campus without parent or guardian knowledge or permission
E. Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
F. Transporting a student in a school or private vehicle without administrative authorization
G. Giving gifts, money, or treats to an individual student
H. Sending a student on personal errands
I. Intervening in a serious student problem instead of referring the student to an appropriately trained professional
J. Sexual or romantic invitations toward or from a student
K. Taking and using photos and videos of students for non-educational purposes
L. Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
M. Inviting a student to an employee's home
N. Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
O. Privately messaging a student
P. Maintaining intense eye contact with a student
Q. Making comments about a student's physical attributes, including excessively flattering comments
R. Engaging in sexualized or romantic dialog
S. Making sexually suggestive comments directed toward or with a student
T. Disclosing confidential information
U. Self-disclosure of a sexual, romantic, or erotic nature
V. Full frontal hugs
W. Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)