NOTRE DAME REGIONAL HIGH SCHOOL

2019 – 2020
Student/Parent Handbook
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SAFE ENVIRONMENT POLICY

Notre Dame Regional High School complies with the Diocese of Springfield-Cape Girardeau Safe Environment Policy. Each employee who works in the school building and volunteers who have regular contact with children have undergone a background screening process through the diocese. They have also attended the Virtus Protecting God’s Children © adult awareness training; the students (Grades K-12) receive two lessons each academic year using the Virtus Touching Safety Program ©. Parents may be given the Virtus Teaching Touching Safety © booklet and periodic child safety information. Parents may view the child safety curriculum by contacting the school office.

Please note that only signed or in-person communications will be acted upon. No response will be made to an anonymous message of any type.

No Handbook can anticipate and address every situation that may arise. The Administration of Notre Dame Regional High School reserves the right to make decisions regarding circumstances that this handbook does not address.
The initials J. M. mean "To Jesus through Mary." VIRTUS ET SCIENTIA means "Character and Knowledge." The palm branch is an emblem of obedience and victory. A laurel upholds "Scientia:" academic honor and achievement. The two concentric circles are symbolic of the unending charity that unites all Christians.

MISSION STATEMENT

Notre Dame Regional High School endeavors to foster and build upon the teaching mission of Jesus Christ. Our mission is to challenge and support students in their spiritual, academic, physical, and emotional development. Notre Dame encourages participation in activities that build character, with an emphasis on respect for self and others.

Notre Dame offers a disciplined environment which rewards excellence in scholarship, leadership, and service. Centering on the student, we pledge to promote superior standards of academic excellence in which gospel values and Catholic Church teachings are integrated in the lives and work of all members of the Notre Dame Regional High School community. Incorporating these ideals, our school motto is “Give us your child and we shall return you an apostle.” It is the vision of the school that students will enter to learn and leave to serve.

SCHOOL PRAYER

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 by this confidence, I fly unto 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.
T he tradition of Catholic education within the Church is a vital one. Although academic excellence remains a primary concern of any educational institution, religious or secular, Catholic schools consider other areas equally critical in the development of a truly educated Christian. A Catholic education also emphasizes the moral development of the individual and encourages active participation within the faith community. This same emphasis forms the foundation of all administrative policies and procedures.

Notre Dame has always emphasized academic achievement and will continue to do so. The definition of academic excellence is related to the background and future plans of each student. The road to academic success, therefore, cannot be the same for each student enrolled at Notre Dame. The curriculum affords students a choice of courses to meet collegiate, vocational, practical, and religious needs. A periodic review and update of course offerings aids in the maintenance of an education that is relevant to contemporary needs. Instructional materials and methods complement student needs for success both in the classroom as well as outside the classroom. As stated in the General Directory for Catechesis, Notre Dame seeks to teach students to “look at the world from the standpoint of faith.” Therefore, students are encouraged to echo Jesus in all they do as they see all things through Catholic eyes.

Notre Dame readily accepts its responsibility for the moral education of its youth. The school cannot replace parental influence and should, instead, complement it. Moral development is rooted in religious education, self-discipline, and application of Gospel values in personal relationships. This can be accomplished only in an atmosphere of mutual respect. Since a student learns through observation as well as study, a Christian educator teaches through example as well as words. This positive example, based on love and concern for the individual, creates a Christian environment that reaches far beyond the classroom.

Each person should stand as an individual and as a person within the community. Notre Dame, as a Catholic school, strives to create a lived-experience of human community rooted in Jesus Christ. Every student needs respect, concern, encouragement, praise, and challenge in order to relate positively with others. By fulfilling these needs within the faith context of a Catholic school, Notre Dame hopes to enable students to develop a personal desire for a relationship with God and a commitment to share Gospel values with others. Catholic education provides opportunities for spiritual growth through prayer, study in the faith, and service to others. Participation in the faith community at Notre Dame prepares students for immediate and future involvement in the parish, in the diocese, and in the global church.
GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEOLOGY (4 years and retreats†)</td>
<td>4.0</td>
</tr>
<tr>
<td>COMMUNICATION ARTS</td>
<td>4.0</td>
</tr>
<tr>
<td>SOCIAL STUDIES (Civics, World History, American History)</td>
<td>3.0</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>3.0</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>3.0</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>.5</td>
</tr>
<tr>
<td>*PRACTICAL ARTS</td>
<td>.5</td>
</tr>
<tr>
<td>**FINE ARTS</td>
<td>1.0</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>1.0</td>
</tr>
<tr>
<td>HEALTH EDUCATION</td>
<td>.5</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>9.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>30.0</td>
</tr>
</tbody>
</table>

†Retreats include Junior Emmaus and Senior Kairos


**Fine Arts includes: Courses in the areas of music, art, or drama (Visual & Performing Arts).

GRADING SCALE

Grades appear on report cards in letters, and their grade points and percentages are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
<td>99-100</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>95-98</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>91-92</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>88-90</td>
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<tr>
<td>B-</td>
<td>2.67</td>
<td>86-87</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>84-85</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>80-83</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>78-79</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>76-77</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>72-75</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>70-71</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>69-below</td>
</tr>
</tbody>
</table>

Report cards are distributed quarterly. A quarter is approximately nine school weeks in length. A parent-teacher conference will be held during the year. The parents will be notified of the exact date.

When it is necessary, teachers complete a report of possible failure during the fourth week of each quarter. This is forwarded to the parents. Upon receipt of such a notice, the parents should contact the teacher who sent the report.

QUARTER GRADES, SEMESTER GRADES

The semester grade will be a weighted average of the percentage grades from the two quarters and the exam. Each quarter percentage grade will count 40% and the exam 20% of the final semester average.

Example: First Quarter 85 x 40% = 34.0
         Second Quarter 72 x 40% = 28.8
         Exam Grade 75 x 20% = 15.0
         Total = 77.8 is a C-
ACADEMIC LETTERS
Annually, Notre Dame Regional High School recognizes academic achievement of the students by presenting Academic Letters to those students who have maintained A Honor Roll status for all four quarters of the academic year. To qualify for an Academic Letter as a senior, seniors must be on the A Honor Roll the first three quarters of their senior year.

HONOR ROLL
Honor Roll is compiled quarterly as the weighted average of grades received for that time period:

- **A Honor Roll** – 3.67 or above, and no “C” grades or lower
- **B Honor Roll** – 2.67 or above, and no “D” grades or lower

CLASS RANK
Only the ranks of Valedictorian and Salutatorian are recognized based on the students’ cumulative grade point average (GPA) at the end of the third quarter of the senior year.

VALEDICTORIAN and SALUTATORIAN
These students must attend Notre Dame for at least two years. The top-ranked student at the end of Quarter 3 of his/her senior year will be named Valedictorian. The second-ranked student at the end of Quarter 3 of his/her senior year will be named Salutatorian. Quarter 3 grades will be used as if they were full semester grades. Final Semester grades will not change the award.

HONORS
In order to recognize the hard work of many of our high-achieving students, Notre Dame Regional High School has established the following levels of Academic Honors:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Honor Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00 or better</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

Academic Honors are determined after seven semesters and will be noted on the transcript and diploma.

WEIGHTED CLASSES
Notre Dame weights some elective classes. Classes designated as weighted have been selected based on the rigors of the work involved. Designated classes have a 0.35 grade point added to the amount usually assigned to the letter grade. For example, an A+=4.68 instead of an A+=4.33; B=3.35 instead of B=3.0; and so on, except an F is still assigned no points. The following courses will be weighted: Advanced Physics I, Advanced Physics II, Chemistry, Advanced Chemistry I, Advanced Chemistry II, Advanced Biology, Anatomy and Physiology I, Anatomy and Physiology II, Honors Geometry, Honors Algebra II, Pre-Calculus, Calculus, Honors Spanish II, Spanish III, AP Spanish Language and Culture, Spanish V, French I, French II, French III, AP French Language and Culture, Advanced English I, Advanced English II, Interpersonal Communication, Oral Communication, Critical Thinking, College Composition I, College Composition II, and Music Theory.

DUAL ENROLLMENT
Some Notre Dame courses may be taken for both high school and college credit. Either Southeast Missouri State University or St. Louis University grant college credit for select classes to qualified students. **Students must have at least a 3.0 GPA for Southeast Missouri State University and St. Louis University and meet any test score requirements set by the University, which vary by subject, before they can enroll for dual credit.** Principal approval is required for dual enrollment.* Currently, college credit is available in the Mathematics, Science, Communication Arts, Foreign Language and Fine Arts departments. Additional fees are paid to the appropriate university and are the responsibility of the student. A complete listing of dual credit courses, their college course title and college can be found on the Guidance page of the Notre Dame Regional High School website under “Credit Information.” **Students with less than a 3.0, but at least a 2.75 on a 4.0 scale, are eligible with a letter of recommendation from the principal.**
**Dual Credit Classes**
- Advanced Chemistry I/II
- Advanced Biology
- Calculus
- College Algebra
- College Composition I
- College Composition II
- French III
- AP French Language and Culture
- Interpersonal Communication
- Music: Artistic Expression
- Music Theory
- Oral Communication
- Pre-Calculus
- Spanish III
- AP Spanish Language and Culture
- Spanish V
- Theological Foundations

**COLLEGE PREPARATORY STUDIES CERTIFICATE**
A Notre Dame Regional High School College Preparatory Studies Certificate will be awarded to students upon graduation who have elected and met certain standards of excellence. Please read the following criteria carefully, as changes have been made to reflect Notre Dame’s standards.

The College Preparatory Studies Certificate requirements are:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CREDITS</th>
<th>SUBJECT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>+THEOLOGY (4 years and retreats)</td>
<td>4.0</td>
<td>HEALTH EDUCATION</td>
<td>0.5</td>
</tr>
<tr>
<td>+COMMUNICATION ARTS</td>
<td>4.0</td>
<td>ECONOMICS</td>
<td>0.5</td>
</tr>
<tr>
<td>+SOCIAL STUDIES</td>
<td>3.0</td>
<td>SPECIFIED ELECTIVES</td>
<td>3.0</td>
</tr>
<tr>
<td>+MATHEMATICS</td>
<td>4.0</td>
<td>(in Foreign Language and/or combinations from two or more “+” courses)</td>
<td></td>
</tr>
<tr>
<td>+SCIENCE</td>
<td>3.0</td>
<td>GENERAL ELECTIVES</td>
<td>6.5</td>
</tr>
<tr>
<td>+FINE ARTS</td>
<td>1.0</td>
<td>TOTAL</td>
<td>31.0</td>
</tr>
<tr>
<td>PRACTICAL ARTS</td>
<td>0.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Have at least a 3.0 GPA
- Have an ACT score of at least 24 or an SAT score of at least 1650
- Math credits must be from Algebra I or higher
- Science credits must be from Biology, Chemistry, Physics or higher
- At least two units of the same foreign language are strongly recommended

This certificate should be an incentive to certain students to pursue a curriculum of higher academic standards and college readiness. Students with international courses on their transcript are not eligible. Students are awarded this certificate during senior recognition ceremonies in May.

**SHOW-ME SCHOLARS PROGRAM**
The Show-Me Scholars Program is a course of study that encourages students to take more demanding classes in high school. Any student who completes the Show-Me Scholars Course of Study will be awarded a medal upon graduation. Requirements for the program are:

- 4.0 credits of English (I, II, III, IV)
- 4.0 credits of Math (Algebra, Geometry, Algebra II)
- 3.0 credits of Science (Biology, Chemistry, Physics)
- 3.5 credits of Social Studies (Government, World History, US History, Economics)
- 2.0 credits of Foreign Language (must be the same language)

Students must also complete 50 hours of documented community service, earn at least a “C” average in all Show-Me Scholars classes listed above, and maintain behavior requirements set forth by Notre Dame Regional High School. Students with international courses on their transcript are not eligible. NOTE: Instructions will be sent via email in early second semester of senior year regarding the service documentation deadline; service documentation should be submitted to the Campus Minister.
SHARED TIME – Cape Girardeau Career and Technology Center
Notre Dame juniors and seniors may spend part of the school day on a shared-time basis in the Cape Girardeau Career and Technology Center (Cape Area Vocational/Technical School). Assessments will be made to ensure students are capable of managing a shared time schedule.

CAREER AND TECHNOLOGY CENTER REGULATIONS - CTC students have a responsibility to know and follow the rules and regulations of both Notre Dame and the Career and Technology Center. The following is a partial list of these rules.

1. All CTC students will sign in and out of the Notre Dame Guidance Office when leaving and returning to Notre Dame. Failure to do so will result in disciplinary action for leaving campus without permission. Any student who returns to Notre Dame after the 2:20 p.m. CTC dismissal will wait in the designated area until Notre Dame's dismissal.
2. It is expected that students will attend their classes at Notre Dame and at CTC when in session. If a conflict exists, students will check with the Principal or counselor for clarification of what is expected from them.
3. In the case of absences and/or tardies, parents must notify both Notre Dame and CTC.
4. Not all situations can be covered by the above guidelines. When there is any doubt about what is expected, students are to consult the principal or counselor.

EARLY COLLEGE CREDIT
Qualified students, with the principal’s recommendation, are allowed to take courses at Southeast Missouri State University during non-school hours (i.e., evening, summer). Students must have at least a 3.0 GPA and meet any test score requirements set by the University, which vary by subject, before they can enroll for early college credit. Students must see their counselor to enroll in early college credit courses.

CONTINUANCE OF ENROLLMENT
The following continuance policy has been set in order to help the student keep up with the required number of credits to ensure graduation in four years:

- ACADEMIC REFERRAL: An Academic Referral will be issued to any student after repeated attempts from the classroom teacher to recover missing material have failed. The student will be required to stay after school, under the supervision of a faculty member, from 3:10 – 4:15 p.m. or until all missing work is completed. Failure to report to the referral room may result in a zero for missing assignments. The student’s parents will be notified of the referral.
  o Students who consistently demonstrate inability to turn in assignments on time will remain in referral through the remainder of the quarter, or otherwise approved timeline, in order to provide academic stability and a more proactive response to course work. This extended time in referral can also be used to organize class materials, develop planner usage, and help with study habits.
- ACADEMIC ADVISOR: Any student who is not meeting his/her academic potential will receive an Academic Advisor. The Academic Advisor will meet with the student on a regular basis, check the Academic Portal, and in general help keep the student on task. Parents will be notified of their child’s Academic Advisor.
- ACADEMIC PROBATION: Any student who has two or more F’s, all subjects included, in a semester average report will be placed on academic probation. If two F’s or more appear on his/her next semester average grade report, the student will be asked to withdraw from the school unless the student takes either a similar course in summer school or a correspondence course and receives credit for the course. The satisfactory completion of the course is expected by September 1. The exception is a senior who can still graduate with his/her class.
- ACADEMIC PROMOTION: To be promoted to the next grade level, a student must make satisfactory progress toward graduation.
- SENIORS WHO HAVE NOT MET THE GRADUATION REQUIREMENTS will not participate in the Graduation ceremony, but will be present for the Graduation Mass, Awards Assembly, and class picture. Diplomas will be presented when the required work is completed.
**SEMESTER FAILURE**
A semester grade of an F constitutes a semester failure. Each semester stands on its own merit. A failure for either semester results in a loss of credit for that semester. In the event of a failure, students and parents should contact their class counselor to determine a course of action for credit recovery.

**CREDIT RECOVERY**
Students may recover credit through summer school, correspondence courses, etc. These grades do not affect a student’s GPA.

Students may also recover credit by repeating a course at Notre Dame. Only the higher grade will be included in the calculation of cumulative GPAs. The student may receive credit in a course only one time.

Students may take courses through correspondence for courses not offered at Notre Dame with the approval of the Principal. Students who wish to take classes through correspondence should consult with their counselor.

**INCOMPLETE GRADES**
Incomplete grades must be made up within one week after the end of the quarter in which the work was due, or the student will receive the grade he/she had earned up to that time. Extension of time due to prolonged absence may be made by the Principal.

**SCHEDULE CHANGES**
Students are strongly encouraged to give serious consideration to their class selections in the spring at the time of enrollment. Changes should be kept to a minimum. There is a $5.00 fee for student-initiated changes. Student-initiated schedule changes must be completed by the first day of Freshman Orientation for first-semester courses, and by the last exam day for second-semester courses.

**ACCESS TO RECORDS**
The school abides by the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. In these cases, a copy of this decree must be sent to the school.

**ADMISSION**
The following admissions policy has been set for the benefit of students and is intended to help place students in a program where they can achieve academic success.
1. Notre Dame accepts students who have successfully completed eighth grade.
2. Students who enter as freshman must show their elementary records before admission.
3. Students transferring from another school, a homeschool curriculum, or attending Notre Dame through an intercultural exchange program must submit records before admission. Records will be evaluated by the principal and counselors. When approved, only credits which correspond to course offerings accepted by the Missouri Department of Elementary and Secondary Education and Missouri Nonpublic School Accrediting Association may be accepted toward graduation requirements. Any exchange student transferring into Notre Dame must complete at least two years in order to receive a diploma from Notre Dame Regional High School.
4. Notre Dame reserves the right to deny admission to any student.

**EARLY GRADUATION**
There is no early graduation unless there is a documented emergency approved by the Principal.
**DAILY SCHEDULE INFORMATION**

Notre Dame operates on an eight-day rotating schedule. This schedule consists of eight courses per semester, seven of which have contact time per school day. Students will attend morning homeroom and seven class periods daily.

In an eight-day rotation, each of the eight courses will have contact time on seven days and will rotate out of the schedule, or “drop,” once. Please refer to the schedule diagram and Glossary of Terms for further details.

**Glossary of Terms:**

**Hour**
- Hour indicates the course. Hours rotate throughout the day (*i.e.*, Hour A is Theology I, Hour B is Algebra I).
- Hours A-H
- Example: I have hour C with Mrs. Schaefer.

**Period**
- Period indicates the time slots throughout the day. Each day will consist of homeroom and periods one through seven.
- Periods 1-7
- Example: What hour is during period five today?

**Day**
- Day indicates the schedule rotation for the given school day. It also indicates the course that begins the day during period one.
- Days A-H
- Example: Day B begins with hour B.

**Drop class**
- Drop class indicates the hour that does not meet on a given school day. Each of the eight courses will drop out of the schedule once in an eight-day rotation.
- Hours A-H
- Example: Friday is Day E, so hour D will drop.

**Lunch** — “1st lunch” and “2nd lunch” — 1st and 2nd lunch are during period five, which is a double period designed to allot equal lunch and class time. The time allotment for both 1st and 2nd lunch is approximately the same as the other periods in the school day. Each teacher is assigned either 1st or 2nd lunch for the duration of the semester. The lunch hour the students attend is determined by the teacher they have during period five on a given school day. For example, Brother David is assigned 2nd lunch. If a student has Brother David during period five, he or she will report to class during the 1st lunch time allotment. When the bell rings to signify 2nd lunch, students in Brother David’s class will go to lunch. The opposite scenario would take place for a teacher who is assigned 1st lunch; students would first report to lunch and then go to class when the bell signifies 2nd lunch. Students will not have a specific lunch time on their class schedule as it changes daily based on the instructor.

**Duration of the school day** — Notre Dame’s school day begins at 7:57 a.m. and ends at 3:00 p.m. Students in A.M. Classes should report to class by 7:30 a.m.

**Class Schedule Template** — Following is a template for the class schedule. The days (A-H) will rotate through every eight days. The name of the day corresponds to the Hour that is first that day (*e.g.*, Day B has Hour B during Period 1, Day D has Hour D first, etc.).

Additionally, one of the eight (8) Hours each day will drop for the day. For example, during Day A, Hour H will drop. The next day, (Day B) Hour A will drop. The following day, (Day C) Hour B will drop, etc.
During the school year, the days will be sequential. For example, if Monday is Day E and Tuesday there are no classes (planned or unplanned), Wednesday would be Day F. The only time that the schedule resets is at the beginning of a semester.

Each teacher is assigned 1st or 2nd Lunch. The students' lunch periods would correspond with his/her teacher's lunch that is scheduled for Period 5 that day.

<table>
<thead>
<tr>
<th>Period</th>
<th>Day A</th>
<th>Day B</th>
<th>Day C</th>
<th>Day D</th>
<th>Day E</th>
<th>Day F</th>
<th>Day G</th>
<th>Day H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
</tr>
<tr>
<td><strong>Period 1</strong></td>
<td>Hour A</td>
<td>Hour B</td>
<td>Hour C</td>
<td>Hour D</td>
<td>Hour E</td>
<td>Hour F</td>
<td>Hour G</td>
<td>Hour H</td>
</tr>
<tr>
<td></td>
<td>Algebra I</td>
<td>Theology I</td>
<td>Spanish I</td>
<td>English I</td>
<td>Economics</td>
<td>P.E. I</td>
<td>Mixed Chorus</td>
<td>Physics</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Theology I</td>
<td>Spanish I</td>
<td>English I</td>
<td>Economics</td>
<td>P.E. I</td>
<td>Mixed Chorus</td>
<td>Physics</td>
<td>Algebra I</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Spanish I</td>
<td>English I</td>
<td>Economics</td>
<td>P.E. I</td>
<td>Mixed Chorus</td>
<td>Physics</td>
<td>Algebra I</td>
<td>Theology I</td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>A</td>
<td>B</td>
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ATTENDANCE DIRECTIVES

Good attendance is essential for success in school and beyond. Each absence from class is an opportunity lost. Research shows that attendance patterns established in school tend to be carried on to college and the job. The guidelines given here have been established in order to promote positive attendance. It is assumed that the parents have an even stronger desire to help their children grow to be responsible adults.

STUDENT RESIDENCE

Students who attend Notre Dame must live at the home of the parents, legal guardian, or a person who has been given power of attorney by a natural parent.

DAILY SCHEDULE

When students arrive in the morning, they are to go to their lockers, then to their homerooms. If a student has any business to settle in the general office, he/she may take care of it before the first bell. At the bell, all students report to their homerooms. Students may not loiter in parked cars after they arrive on campus, nor leave campus once they have arrived.

ABSENCES

- The parents are asked to call the office before 7:57 a.m. to report the absence of their son or daughter. Parents of CTC students must notify the CTC office as well as the Notre Dame office. Upon returning to school, the student first reports to the office, presents a written note from his/her parent, and receives an admit slip which is to be presented for signature to the homeroom teacher and each class teacher. The last teacher of the day will keep the slip.
- ATTENDANCE AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES - Students are expected to attend classes at least 1/2 day if they intend to participate in an extra-curricular activity that evening. Students must arrive at school by the end of fourth period. Exceptions are college visits and funerals.
- SICK ROOM POLICY - A room is available on a limited basis for students who are not feeling well. Students are limited to one hour in the sick room, and then they must either return to class or be sent home. Repeated use of the sick room is discouraged. Class time missed while in the sick room is counted as an absence by the classroom teacher.

EXCUSED ABSENCE

Students will be excused for absences due to illness, an emergency, a death and/or funeral in the family, and for a college visit. A written request by parents is necessary before a student is excused for funerals, college visits, and for family trips or educational family activities. Class work and tests may be made up for excused absences within one week after the student returns, or as directed by class teachers. Tests and other work missed may need to be made up after school.

FAMILY TRIPS / VACATION

Families should avoid elective absences for trips whenever possible. School attendance is a significant factor to academic success. If a trip is necessary, we ask that the parents notify the school office as soon as possible. It is the student’s responsibility to communicate with teachers regarding missed work. Students may not take semester exams early.
UNEXCUSED ABSENCES AND TRUANCY
The school reserves the right to declare an absence unexcused, e.g., seniors will not be excused from school to have their senior pictures taken, or for senior skip day. Students who are absent from class without permission of parents and/or school are considered truant. When an absence is unexcused by the school, or when a student is truant, the student loses all credit for tests and class work for days or periods missed. For all school time missed, the student will spend comparable time at school on a non-school day (Saturday or holiday). The student will pay the supervisor $10.00 per hour. This time is devoted to service around school. If the student fails to report, the time and fee are doubled. If this is ignored, the student will be suspended until the parents bring him/her back. The time and fee will still have to be paid before readmission.

EXCESSIVE ABSENCES
Regular attendance in class is necessary if students are to receive adequate guidance through their course work and benefit from the group dynamics generated within the class.

Up to five absences per semester due to ordinary reasons (illness, funerals, etc.) will be considered excused with a note from home, provided that the parent or guardian has called the school by 7:57 a.m. Absences beyond the five are excused by a doctor’s note. Parents and students are asked to schedule appointments so that the same course is not missed repeatedly. Students who have missed five or more days may not attend field trips without the permission of the principal. This includes Senior Week, certain retreats, and other extracurricular activities.

Credit will not be received for courses from which a student is absent more than ten days in a semester. Before credit is withheld, the student will be afforded an appeal. The appeal will be scheduled by the principal and presented to the attendance committee. For courses that have credit withheld, a grade of “NC” (“no credit”) will be recorded, no grade points will be awarded, and the course will not count in the calculation of grade point average.

TARDINESS

- **MORNING TARDINESS:** Tardiness is recorded on the permanent record. Students arriving late for school will report to the office for a tardy slip. If a student comes in late during homeroom or periods 1, 2 or 3, tardiness is recorded. If a student is absent from 3 or 4 periods during the day, a half-day absence is recorded. Missing more than four periods at any time during the day will be recorded as a full day absent. Late arrival at school for any reason other than a medical appointment will be recorded as tardiness. In order for a student not to be counted as tardy, he or she must bring a written, signed excuse from their physician, orthodontist, or dentist. A student who is tardy for school four times in any quarter will serve an after-school detention. Persistent tardiness may result in a Service Detention and a supervisor’s fee of $10.00 per hour.

- **CLASS-PERIOD TARDINESS:** The fourth and each subsequent tardy to a class or study hall during the school day will result in a detention.
**DISMISSAL PROCEDURES AND OFF-CAMPUS PERMITS**

No student is permitted to leave the school campus during the school day, from the time of his/her arrival in the morning until school is dismissed, without obtaining an off-campus permit from the school office. Parents are urged to limit requests to the absolute minimum. **Parental requests must state the reason for the off-campus permit.** It is the right of the parents to request that their son/daughter be allowed to leave the school premises. It is the right of the school to declare whether such dismissals are excused or unexcused. (See preceding section regarding "UNEXCUSED ABSENCES AND TRUANCY").

Procedures regarding students’ absences or early dismissals from school are as follows:

- **If you know in advance that your student will miss a day or days of class,** please send a completed Dismissal Request form (available on our website at www.notredamehighschool.org > Parent Resources > Forms & Documents > Dismissal Request) or a note written by the parent/guardian, stating the date(s) that the student will be absent and the reason for the absence. **The student should present this request to the office on the day before the absence or earlier.** It is the STUDENT’S responsibility to inform each teacher, who will give your student the assignments he/she will miss ahead of time, so that some work might be done before the student’s return to school.

- **If your student is unable to attend school without advance notice, such as in the event of illness,** please call the school’s Attendance Hotline – the first option of the messaging system – as soon as you know your student will not attend or will be late that day. Attendance is taken during 7:57 a.m. Homeroom. You may call **at any time before 7:57 a.m.** and leave a message on our voice mail. **If you do not call to report your student’s unexpected absence, we will contact you to inquire as to the whereabouts of your student.**

- **Following an absence in which a Dismissal Request form or note was not received in advance,** a parent’s note must be presented at the school office when the student returns. **Your follow-up note is necessary even though a phone call was made to report the absence.** The note must state the date(s) of absence, the reason for the absence, and be signed by a parent/legal guardian. This also applies to students who leave school early because of illness or other reasons.

- **If your student needs to leave campus during the school day for an appointment,** please send a completed Dismissal Request form or a note written by the parent/guardian stating the date and time that the student should be dismissed from the classroom, the time of the appointment, with whom the appointment is scheduled (doctor, dentist, etc.), and when/whether the student is expected to return to school. **The student should present this request to the office before 7:57 a.m. Homeroom to receive an Off-Campus Permit.**

- **Upon return from an appointment,** the student should check back into the office with the Off-Campus Permit.

- **Requests for dismissal should be done by telephone only if the appointment has been made after the student has arrived at school.** Otherwise a Dismissal Request or explanatory note should be sent the morning of the appointment or earlier.

**SICKNESS**

The principal has the right and duty to send home any student with symptoms of a communicable disease. Before sending the student home, the principal must make contact with the parent or guardian.

Student immunization policy is set by the Diocese of Springfield-Cape Girardeau.
DISCIPLINARY POLICIES

No Handbook can anticipate and address every situation that may arise. The Administration of Notre Dame Regional High School reserves the right to make decisions regarding circumstances that this handbook does not address.

Discipline is crucial in creating an environment for learning. Discipline is the atmosphere we create: respect for the teacher, respect for other students, and most of all, the students’ respect for themselves.

RESPECT FOR OTHERS IS A CHRISTIAN VALUE OF HIGH PRIORITY AT NOTRE DAME. Respect and courtesy for students should be expressed by being friendly and considerate of the rights of others, by not monopolizing a class, and by refraining from boisterous conduct.

Bullying, cyberbullying, hazing, or anything that attacks the moral character of a student is never acceptable as a Notre Dame student.

Respect and courtesy for teachers should be expressed by greeting all teachers, yielding teachers the right of way, helping a teacher carry a load when necessary, not inspecting the things on teachers' desks, and not eavesdropping or interrupting conversations.

STUDENT BEHAVIOR

SCANDAL
Any behavior, inside or outside of school, which causes scandal or embarrassment to the school may be reason for expulsion.

LOCKERS & PERSONAL ITEMS
Each student will be assigned a locker. Lockers are to be kept locked at all times. If not, a detention may be issued. Tampering with lockers to prevent them from locking may result in detention and/or a monetary fine. The school administration reserves the right to check student lockers at any time. The school is not responsible for items missing from lockers. The school reserves the right to search anything brought on the property.

FOOD AND DRINKS
Food and drinks are prohibited except during the lunch periods and are never to be in the classroom section of the building. No drinks may be kept in lockers. Detentions may be assigned for repeated violations.

PARKING
Students may not park in spaces designated as "reserved," "faculty," or "handicapped parking." Students may not park in areas marked as "no parking" or in areas outside of the marked parking spaces. Student vehicles may each occupy only one parking space. Violation of this parking policy will result in the student being ordered to move the vehicle, and a $5.00 parking fine will be assessed. Students who drive must have registered their vehicle (make, model, license plate number) with the school office. Students must come inside the building upon arrival at school, and are not to linger in cars or loiter on the parking lot. Students may not go to their cars during the school day without permission.

LANGUAGE
Name calling, gossip, and vulgar or abusive language or gestures are not acceptable. They are considered to be a form of abuse. The usage of such will result in a detention or other more severe disciplinary action, depending upon the seriousness of the offense.
CHEATING
Cheating is immoral and is not tolerated. Cheating has academic and disciplinary consequences determined by the teacher and the school administration.

PLAGIARISM
Plagiarism is, in essence, stealing another’s words or ideas without giving credit to that person. It can be intentional or unintentional, but the result is the same: portraying another author’s work as your own. When using sources, regardless of how you use them (quote, paraphrase, summary), be sure to acknowledge your sources. (See succeeding pages for explanation and examples.)

GUM CHEWING
The permission to chew gum in the classroom is the decision of the classroom teacher. Gum chewing is not allowed at school liturgies, prayer services, and other such occasions.

CANDY
Candy is prohibited except during the lunch periods and is never to be in the classroom section of the building.

STEALING AND VANDALISM
Any damage caused by students should be reported immediately to the office. Students vandalizing or stealing property of others (other students, teachers, school building and furnishings) are required to pay for or repair damages. Depending upon the seriousness of the act, suspension or expulsion may be imposed.

GAMBLING
Gambling is not permitted.

FIGHTING
Students who are seen fighting in school or on school premises will be suspended and placed on disciplinary probation.

WEAPONS
Possession or use of a WEAPON or anything that would threaten the welfare of anyone present in the school or at a school-related function will be a cause for expulsion.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT
A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings – cyberbullying of any type – whether they occur through the school’s equipment or connectivity resources or through private communications, which: 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or 3) in the principal’s discretion, cause harm to the school, or the school community (collectively referred to as “Inappropriate Electronic Conduct”). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences. See the previous section entitled Scandal.

ELECTRONIC DEVICES
DUE TO THE PACE OF TECHNOLOGICAL ADVANCES, NO HANDBOOK CAN ANTICIPATE AND ADDRESS EVERY SITUATION THAT MAY ARISE. THE ADMINISTRATION OF NOTRE DAME REGIONAL
HIGH SCHOOL RESERVES THE RIGHT TO MAKE DECISIONS REGARDING CIRCUMSTANCES THAT THIS HANDBOOK DOES NOT ADDRESS. ELECTRONIC DEVICES, (CELL PHONES, SMART WATCHES, ETC.), CAN DISRUPT THE INSTRUCTIONAL PROCESS. THEREFORE, THEY ARE NOT TO BE VISIBLE OR USED DURING THE SCHOOL DAY WITHOUT PERMISSION. CELL PHONES MAY NEVER BE USED IN LOCKER ROOMS OR RESTROOMS, OR AT ANYTIME TO RECORD STUDENTS OR TEACHERS WITHOUT PRIOR PERMISSION.


INAPPROPRIATE DISPLAYS OF AFFECTION
Inappropriate displays of affection are not permitted on the premises.

SMOKING
Notre Dame Regional High School is a Tobacco/Nicotine-Free Campus. No tobacco/nicotine products, vape products, or other smoking products are permitted on the student’s person. The use of tobacco/smoking products is not permitted on school property or at school-related functions at any time. If a violation of the above occurs, the first offense is a $15.00 fine, a detention, and a letter sent to parents. Additional violations will result in the same, but the fines are increased to $30.00 each. Visitors to Notre Dame should be aware that it is a totally tobacco/nicotine-free campus.

ALCOHOLIC AND CONTROLLED SUBSTANCES
The use of alcohol and drugs (regardless of quantity) will not be tolerated if you are a NDHS student. "Use" is defined as possession or use of any alcoholic beverage or controlled substance, including possession of drug paraphernalia.

This policy is in effect year round, 24/7. Participants in athletic and other extra-curricular activities will be governed by additional policies and contracts approved by the administration.

Students who use or possess alcohol and/or controlled substances outside the school are treated in this manner:

1. A conference will be held with the parents and the student.
2. For a first offense, any student who uses alcohol and/or a controlled substance will be suspended from all school-related activities (prom, senior week, activity week, graduation, etc.) for a period of 14 calendar days. This suspension will occur during the school year and, if necessary, carry over to the following school year.
3. A student who is involved in a drug-related offense will undergo mandatory drug counseling. He or she will also be subject to drug testing for the remainder of his or her time at Notre Dame.
4. The student will perform 30 hours of community service and provide documentation of such to the principal.
5. A second offense, dishonesty or scandal in regard to the above policy, may result in additional penalties including, but not limited to, expulsion.

In addition, a student who uses or possesses alcohol and/or drugs at school or a school-related function or comes to school or a school related function under the influence of alcohol or drugs may be expelled and will be subject to the following:

1. The student will be placed on a 5-day suspension. It may be an in-school suspension, depending upon the judgment of the principal and the assistant principal.
2. The student and parents are expected to make an appointment with a professional counseling service. The parent and student will give consent for the exchange of information between the counselor and administration. The student will participate in any recommended program.

3. The student will be suspended from school activities until the required evaluation has been completed, and the recommended follow-up has been pursued. A report confirming completion of the evaluation and the follow-up must be sent to the Principal. Parents and students must consent to allow the counselor to share information with the administration.

To maintain a drug-free environment at Notre Dame, the police dogs may be invited in to the school to detect any drugs anywhere in the building or in cars on the parking lot. Students who are caught in possession of controlled substances on school premises will be subject to the legal authorities in addition to the school's disciplinary actions.

**DISCIPLINARY ACTIONS**

**DETENTIONS**

- **AFTER-SCHOOL DETENTION:** Detentions are cumulative starting the first day of the school year through year-end exams. Students receiving a detention must report to the designated room by 3:10 p.m. and remain until 4:00 p.m. Service jobs or written work may be assigned by the supervisor. The detention period is not to be looked upon as only a time to do homework.

  Detentions are held each Tuesday and Thursday afternoon and are scheduled by the Dean of Students. Missing the assigned detention day may result in a SERVICE DETENTION for three hours and a supervisor's fee of $10.00 per hour. Failure to meet this requirement may result in student suspension. The time and fee still have to be paid before being readmitted.

  When a student is issued a
  - 5th detention, parents are notified;
  - 8th detention, an in-school suspension is given;
  - 10th detention, a second in-school suspension is given;
  - 12th detention, student is placed on DISCIPLINARY PROBATION and is subject to expulsion

- **SERVICE DETENTION** is a disciplinary action used at the discretion of the Dean of Students. The parents and the student will be notified of the Service Detention. The student will report to school for three hours and pay a supervisor's fee of $10.00 per hour.

**IN-SCHOOL SUSPENSION**

A student will be suspended from attending class and extracurricular activities, but will be in school during those days. A supervisor's fee of $60.00 per day will be paid by the student at the time of the suspension. Credit for class work, quizzes or tests will be given if completed during the suspension days. No extra time will be allowed for completion of missed work. Parents will be notified of this action.

**OUT-OF-SCHOOL SUSPENSION**

If an out-of-school suspension is warranted, parents are to be personally notified of the suspension of their child.
EXPULSION
The expulsion of a student by the principal from a Catholic school is very serious and this action should be evoked only as a last resort. Moral delinquency is a sufficient reason for expulsion if the delinquency is persistent or has a bad influence on the other students in the school. The following are additional causes for expulsion:

1. Civil marriage
2. Selling a controlled substance at school or a school-related function
3. Possession or consumption of an alcoholic beverage at school or school-related functions.
4. A second offense during the school year for either possession or use of a controlled substance outside the school.
5. A violation for which there were two disciplinary suspensions during the school year.
6. Any other conduct or activity of a serious nature that is considered harmful to the school's reputation, or is contradictory to Catholic moral teachings and principles.
7. Failure to make academic progress.
8. Excessive disciplinary violations.
Parents will be notified.

PARENT BEHAVIOR
According to Diocesan Policy #5635, the Catholic Church and Notre Dame Regional High School recognize parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school.
STUDENT DIRECTIVES

SCHOOL SAFETY

The safety and well-being of each and every child is most important at Notre Dame Regional High School. Fire, earthquake, tornado, and intruder drills are held regularly during the school year. All faculty and staff are trained, certified, and updated yearly in each of these procedures. In the event of such a tragedy, all students will be transported to Eagle Ridge School (4210 State Highway K, across from Notre Dame). All parents and guardians should report to Eagle Ridge School - NOT Notre Dame Regional High School – to pick up your child.

DRESS CODE

Rationale: Learning to dress appropriately for specific occasions is a life-long lesson that we try to instill in the students at Notre Dame. Proper school attire is not the same as eveningwear, party wear, recreational or "play clothes." All attire must be neat, clean, and modest. Dress and other accessories must not draw undue attention to the student or detract from course work.

Appearance that is in keeping with School Spirit is encouraged. Appearance that detracts from School Spirit is unacceptable and will not be tolerated.

ALL STUDENTS ARE TO BE COMPLETELY DRESSED AND IN DRESS CODE UPON ENTERING THE BUILDING IN THE MORNING, AND CONTINUING UNTIL 3:00 P.M. A.M. Weight Training is the only exception. The school administration reserves the right to deem clothing inappropriate or immodest at its discretion.

Pants: Solid-colored black, navy, or khaki (in the tan color spectrum) pants, capri pants, or shorts may be worn. No low-rise or “hip-hugger” pants may be worn. No pants or shorts of any kind may have patch pockets. Shorts must be no shorter than two inches above the knee. NO TIGHT-FITTING, STRETCHY, SHINY, CORDUROY, LEATHER, OR LEATHER-LIKE MATERIAL MAY BE WORN. Belts must be worn with pants that have belt loops. Ankle slits may be no longer than two inches. Pants hems, seams, and trim may not be excessively frayed or sloppy in appearance. Pants may be purchased from any source.

Shirts: Solid-colored Notre Dame long- and short-sleeved polo shirts, long- and short-sleeved Oxford shirts, turtleneck sweaters, and mock-turtleneck sweaters in a variety of colors may be worn. All shirts and sweaters must bear a Notre Dame logo and must be purchased from one of the area suppliers (Notre Dame online vendors, C. S. Printing, Guy's Uniforms, and Horizon Screen Printing). All shirts purchased from these suppliers will be long enough to be tucked in, and will remain tucked in at all times. Notre Dame sweatshirts may be worn over collared Notre Dame shirts. Long-sleeved shirts may not be worn under short-sleeved shirts. On Fridays, a Notre Dame T-shirt may be worn with a dress-code bottom (i.e. pants or appropriate-length shorts or skirt).

Skirts: Solid-colored black, navy, or khaki (in the tan family) skirts and skorts may be worn, but must be no shorter than two inches above the knee. The official Notre Dame plaid skirt may also be worn (purchased from authorized supplier). Notre Dame shirts will be worn with all skirts and skorts, and will be tucked in. No leather, leather-like, or shiny material may be worn. No tight-fitting skirts or skorts may be worn. Modest slits are acceptable. No denim/jeans skirts are permitted.

Warm-ups: No warm-ups will be worn in the classroom.

Coats: No coats will be worn in the classroom. Notre Dame hooded sweatshirts may be worn during the school day. Notre Dame fleece jackets without hoods may be worn in place of sweatshirts over Notre Dame collared shirts. Notre Dame team or organizational blazers, sweaters, or vests may be worn over Notre Dame collared shirts.
Hair: Hair must be neat and well-groomed. Facial hair is prohibited – faces must be clean-shaven. Razors will be provided by the office for students who violate this rule, and a fine of $5.00 per offense will be imposed. For boys, hair can be no longer than one inch below the collar. No hairstyle that causes undue attention will be allowed. This includes unnaturally black (“Goth” look) or other unnatural colors. Hair color changes for Spirit Days, etc. must have the approval of the principal. Shaved head or shaved-in designs are not allowed.

Shoes: Sensible shoes or sandals must be worn at all times. For safety reasons, no flip-flops may be worn. Shoes must have backs, straps, or other means of staying in place. Shoes with laces must be laced up and tied.

Attire for school-sponsored activities on and off-campus must be appropriate and modest. This includes athletic events, dances, etc.

Dress Down Days: Dress-down days are a privilege, not a right to dress any way one chooses. Attire for dress-down days must be neat, clean and modest. Only Notre Dame T-shirts (for example, from musicals, Notre Dame sports teams, lock-in, organizations, etc.) are allowed. A T-shirt purchased from a non-Notre Dame tournament is not an approved Notre Dame T-shirt and therefore is not allowed. NO flip-flops may be worn. Short or tight-fitting athletic shorts or pants are forbidden.

Game Days: Competition days do not constitute an exception to the dress code for student athletes. T-shirts and athletic jerseys are not allowed to be worn on athletic competition days unless the competition day falls on a Friday. See Shirts section.

Dress Up Days: All dress must be modest and in compliance with school dress code. “Dress up” indicates school dress code or better.

Mass Day Attire: BOYS will wear a tie and long pants. GIRLS will wear business-casual style clothing including an appropriate blouse with dressy slacks or a skirt, jumper, or dress no shorter than two inches above the knee; or a maxi dress or skirt. School administration reserves the right to determine what clothing is considered appropriate.

General:
- No headwear is permitted in the building.
- Only ears may be pierced. Only modest earrings may be worn.
- Tattoos – both permanent and temporary – are not appropriate.
- Wallet chains and such paraphernalia will not be permitted.
- Gang-related colors, symbols, or dress are prohibited.
- Tank tops, tube tops, see-through tops, and tops which show bare midriffs are not to be worn to any school function. This includes class trips, field trips, dress up days, dress down days, etc.
- Baggy or sagging pants are not permitted.

PENALTIES FOR DRESS CODE VIOLATIONS
Violations of the dress code, or the spirit thereof, will result in any or all of the following:
- Student may be sent home to change into proper attire, or wait in the office until proper attire can be brought to school. Dress-code shirts will be kept in the school office and a $1.00 fine will be assessed for their use.
- Class time missed will be treated as an unexcused absence with no makeup work allowed.
- Items in question will be removed or confiscated.
- Detention will be issued to the student.

Other disciplinary actions may be decided at the discretion of the teacher involved and the principal. It is the students’ and parents’ responsibility to supply proper attire before admission to classes.
CLOTHING FOR PHYSICAL EDUCATION CLASSES
In Physical Education, it is necessary for all students to be properly dressed or "dressed out" in order for the student and the class as a whole to reach a maximum level of participation. Therefore, the following rules of dress are established:

- Each student in P. E. will wear proper attire daily. Proper attire will consist of the following:
  - Tennis or court shoes clean enough for use in the gym
  - Socks
  - Shorts of a reasonable length or sweat pants
  - Any Notre Dame approved T-shirt
- The teachers reserve the right to determine if a gym suit is inappropriate. If it is determined that attire is improper, the student will be warned to get proper clothing for the next gym class. Gym clothing will be kept clean and in good repair. Torn or tattered clothing will not be permitted.

ACTIVITY WEEK AND CHRISTMAS DANCE DRESS CODE

Ladies
- Students must not wear apparel that reveals visible cleavage or undergarments.
- Apparel should be no shorter than mid-thigh in the front and the back.
- A dress or blouse should be no lower in the back than where a normal bra would be.
- No apparel should have cut-outs or appearance of cut-outs, and no two-piece garments that expose the midriff.
- No apparel should have nude-colored fabric mimicking the appearance of skin or sheer colored fabric or lace in the midriff area; sheer material also should not be used toward length requirement.
- Nothing may be worn that is skin tight or spandex.
- Strapless and spaghetti straps are acceptable if they meet the above guidelines.
- Apparel must be approved without a jacket, shrug, sweater, etc. if you intend to remove the "cover up" during the dance.
- When in doubt, get the apparel approved before the dance.

Gentlemen – Activity Week (Dressy)
- Men should wear dress pants equivalent to school slacks or better. No shorts. No jeans.
- Students should wear a belt.
- Wear nicer-than-school polo, i.e. button-down shirt, sweater, or dress shirt and tie.

Gentlemen – Christmas Dance (Moderately Formal)
- Men should wear dress pants (better than school slacks) and dress shoes. No shorts. No jeans.
- Students should wear a belt.
- Wear dress shirt and tie or better.

HOMECOMING DANCE DRESS CODE
- Apparel for the Homecoming Dance is casual.
- Students must not wear apparel that reveals visible cleavage or undergarments.
- Apparel should be no shorter than mid-thigh in the front and the back.
- A dress or blouse should be no lower in the back than where a normal bra would be.
- No apparel should have cut-outs.
- Nothing may be worn that is skin tight or spandex.
- Jeans must not have holes.
- Strapless and spaghetti straps are acceptable if they meet the above guidelines.
- Apparel must be approved without a jacket, shrug, sweater, etc. if you intend to remove the “cover up” during the dance.
- When in doubt, get the apparel approved before the dance.

PROM DRESS CODE
- Students must not wear apparel that reveals visible cleavage or undergarments.
- Apparel should be no shorter than mid-thigh in the front and the back.
• Slits should not be higher than mid-thigh.
• A dress should be no lower in the back than your natural waist. (Natural waist is the level of your belly button.)
• No apparel should have nude-colored fabric mimicking the appearance of skin or sheer colored fabric or lace in the midriff area; sheer material also should not be used toward length requirement.
• No side cut-outs and no part of the midriff should be exposed.
• No two-piece garments that expose the front, side, or entire midriff of the torso.
• Nothing may be worn that is skin tight or spandex.
• Strapless and spaghetti straps are acceptable if they meet the above guidelines.
• Apparel must be approved without a jacket, shrug, sweater, etc. if you intend to remove the “cover up” during the dance.
• Gentlemen should wear a suit or tuxedo.
• When in doubt, get the apparel approved before the dance.
• Freshmen cannot attend Prom.

BOOK BAGS
Each student is provided a locker for books and other needed materials. If a book bag is used to transport books to and from school, the book bag is emptied when the student comes to school, and the bag remains in the locker until dismissal. Only books and needed materials are carried to the classrooms. Students are encouraged to get into a habit of going to the lockers before homeroom, after 2nd or 3rd hour, before and after lunch, and after school to pick up needed materials. In the classroom, book bags full of books hinder the teacher’s and students’ movement around the room. Such full book bags do not fit into the lockers and therefore clutter up the corridors. These book bags are very heavy for students to carry throughout the day. Book bags could become ways for students to carry undesirable and unnecessary items to school.

STUDENT PLANNERS
Each student will purchase a Student Planner for assignments and as a hall pass. Student planners will be used to go to the library, computer lab, guidance office, etc.

STUDY PERIODS
To establish an atmosphere conducive to study, the following regulations are to be enforced:
• All students must bring the necessary books and supplies to study hall. No one may go to lockers.
• Respectful silence is to be maintained in the study hall.
• Group study is allowed only with permission of the supervisor.
• The hall pass inside the Student Planner will be used if the student leaves study hall to go to the media center, computer lab, guidance office, etc. All students must return to study hall with a signed student planner before the end of the period.
• If a student is asked to leave the media center because of disturbance, the media center privilege will be forfeited for the next five times in study hall.
• Permission from teachers for a student to take tests or work with the teachers must be secured and shown to the study hall supervisor before the student may leave study hall. A written note must be presented.
• Students not studying are expected to volunteer for special projects as needed.

LUNCH PERIODS
No student is permitted to leave the campus during lunch periods. Students on their lunch breaks are not permitted in the classroom area of the building without faculty approval.

SCHOOL VISITORS
Requests for visitors must be submitted at least two school days prior to the proposed date of the visit and must be approved by the principal. Visitors are required to check in upon arrival, display a visitor’s pass while on the campus, and check out as directed.
**TEXTBOOKS**

Textbooks are barcoded and checked out to each student thus linking them to a particular textbook. Textbooks are the property of ND. **Students are responsible for the textbooks checked out to them.** If there is a problem with a textbook, the student should notify the Library staff immediately. Students must have their book with them at the final exam for that class or they will not be allowed to take the exam. Books that are lost, stolen or damaged are the obligation of the student to whom they are checked out. The student will be assessed the replacement value of the book as determined by the library and/or textbook coordinator. Books must be returned in good, usable condition. Seniors final transcript and underclassman grade reports will be withheld until all books and fees have been returned or paid.

Some classes will require a workbook or other consumable. Those will be billed from the school office after the start of the school year. Students will be directed by the instructor concerning consumable needs for the class.

**LIBRARY TECHNOLOGY CHECKOUT POLICY**

All technology, media, and equipment are property of Notre Dame Regional High School and must be treated with care.

In addition, the procedures to check out any equipment, laptops, or Chromebook for use during the school day are:

- You must check out the laptop or Chromebook.
- Chromebooks and laptops may not be taken into either the gym or Drury Hall to protect the device from accidental damage.
- Chromebooks and laptops may not be taken home overnight barring special circumstance.
- You may only check out a laptop or Chromebook for one class period. Special permission may be given under certain circumstances.
- You must ask your teacher permission to check out a laptop or Chromebook during class.
- You may not check out a laptop or Chromebook between classes.
- The laptop or Chromebook must be returned 5 minutes before the end of the class hour for which you checked it out.
- If you see anything wrong or damaged with a laptop or Chromebook, you must report it to the Media Center supervisor.

**FACULTY ROOMS**

The faculty rooms are for the exclusive use of the faculty members. No students are permitted in these rooms.
STUDENT SERVICES

TELEPHONE
A telephone is provided in the office for students' use to make necessary calls of a business nature. Students are not allowed to leave class to make or receive telephone calls, unless requested by the office. Parents should contact the school office to reach students for emergency reasons only.

LUNCH
The Notre Dame cafeteria is an independently-run department of the high school. Cafeteria employee salaries, benefits, food expenses, and equipment replacement costs are all funded by the lunches purchased throughout the year. Generated revenue of the cafeteria must cover these expenses.

- Students and parents will use the PayForIt.net payment system to maintain their lunch account. Lunch items will be charged against the student account using a PIN code.
- Standard lunch price is $2.75 per meal. An extra entrée or a variety of a la carte items are available for additional purchase.
- Any student who eats a school lunch meal must have a tray; students may not obtain additional food to give or share with other students.
- **ALL** student lunches, including those brought from home, must be eaten in the cafeteria or at the picnic tables on the cafeteria patio. Food and drink may not be taken into the classroom section of the building.
- Microwave ovens are available to heat lunches brought from home. Refrigeration is not available.
- **NO OUTSIDE LUNCHES FROM RESTAURANTS may be brought into school.**
- Students whose balance is in the negative may charge only a cafeteria lunch; students whose balance is in the negative may not charge a la carte items.

- End-of-year policy for cafeteria balances:
  - **If a student has a negative balance:**
    - A notification will be sent by email/text to parent and student the week before Senior Exams.
    - Exam Permits will be withheld if a student has a negative balance.
  - **For seniors:**
    - A positive balance will be transferred to siblings or another student on request.
    - Accounts that will not transfer
      - If the balance is under $20, students may request a cash refund.
      - For balances over $20, the cafeteria will mail a refund check home.
  - **For students returning to ND,** balances will carry over to the next school year.

Students may apply for the NDRHS Free and Reduced Price Lunch Program each year by completing the application provided by the school. Income level qualifications are similar to current qualifications set by the federal lunch program. The cost of a reduced-price meal is $0.50.

MEDICINE
Over-the-counter medications will not be dispensed by the office. Prescription medications are to be brought to the office in the original packaging; they will be distributed from there according to label instructions.

MEDIA CENTER
The Media Center is the reference and resource center in the school. A quiet study atmosphere must prevail there at all times.

ACCEPTABLE USER POLICY
In order to be allowed to access the Internet from the computers in school, each student and his/her parents must sign and return a copy of the acceptable user agreement issued by the school's Media Center. Students who do not have this signed agreement on file will not be allowed to access the Internet at school. Students who violate the agreement will forfeit the privilege of Internet use at Notre Dame.
STUDENT ACTIVITIES

RELIGIOUS OPPORTUNITIES
Religious growth is an important objective at Notre Dame High School. Through formal Theology classes students deepen their knowledge of the Christian message and the Catholic Church.

The Campus Ministry office provides opportunities for the celebration of the Eucharist, the Sacrament of Reconciliation, retreats, TEC, Emmaus, Kairos, religious counseling, vocation activities and service opportunities. All students will participate in a class day of reflection. Juniors and seniors are responsible for scheduling themselves for a retreat experience during the junior and senior year. Participating in Emmaus and Kairos is a graduation requirement.

Volunteer service opportunities coordinated by the Campus Ministry Office may also lead to student recognition through the Christian Service Letter. Students completing 80 hours of supervised service will receive a Junior Varsity letter. Bars are available at 160 and 200 hours. Christian Service Timesheets may be obtained from and returned to the Theology Department teachers on a quarterly basis.

STUDENT VOLUNTEERS
Students at Notre Dame can volunteer an unscheduled period for service in the library, as a tutor for other students, or as an assistant for the Math or Foreign Language Learning Centers. This time also qualifies as Christian Service.

HIGH SCHOOL ENTERTAINMENTS AND SOCIAL EVENTS
Adult supervision is to be provided for social events sponsored by the high school. Student behavior at these events should be in accord with the goals and objectives of Catholic school education.

Freshmen cannot attend Prom.

EQUIPMENT USE
A variety of recreational equipment is provided for student use during lunch periods. Disrespect of equipment will result in appropriate action for the offense committed. For example, if a student breaks a ping-pong paddle, he/she will pay for a replacement. The use of all recreational equipment must be supervised by a faculty member. No student may use equipment without the approval and presence of a faculty member.

SCHOOL COMMUNICATION
The following resources are available to parents/students in order to access calendars, forms, schedules, general school information, etc.:

- Notre Dame Academic Portal
- School Website - www.notredamehighschool.org
- Blackboard Connect - text/email service
- PaySchoolsCentral.com - school lunch account management
STUDENT ACTIVITIES

Notre Dame offers a variety of curricular and extracurricular activities. The rules of the Missouri State High School Activities Association are followed where applicable. Please refer to the school website, www.notredamehighschool.org, for more information about individual activities and clubs.

Academic Letter (“A” Honor Roll all 4 quarters)
American Sign Language Club
Athletes Give Back
Backstage Blue
Blue Crew
Christian Service Letter – Varsity, JV
Encore
Fall Play – Cast, Crew (annual production)
FBLA (Future Business Leaders of America)
FCCLA
(Family, Career, and Community Leaders of America)
First Friday Fellowship Men’s Club
French Club
Friends of the Library
Friends of Mercy
Gaming Club
Habitat for Humanity
Harry Potter Club
International Club
International Thespian Society
Intramural Committee
Math Club
Music Festival – District, State, Quad State
Musical – Cast, Crew, Orchestra
(annual spring production)
National Art Honor Society
National Honor Society
Peer Helpers
Pep Band
Pro-Life Club
Quill & Scroll
Robotics Team
SADD (Students Against Destructive Decisions)
Scholar Bowl Team – Varsity, JV
Science Club
Seasons of Giving
Select Singers
Sociedad Honoraria Hispánica
(Spanish language National Honor Society)
Société Honoraire de Français
(French language National Honor Society)
Spanish Club
Sportscasting Club
Student Council
Tri-M (Modern Music Masters) Honor Society
United We Geek
WinGS (Women in God’s Service)
Baseball – Boys – Varsity, JV, Freshmen
Basketball – Boys – Varsity, JV, Freshmen
Basketball – Girls – Varsity, JV, Freshmen
Cheerleading – Girls – Varsity, JV
Cross Country – Boys – Varsity, JV
Cross Country – Girls – Varsity, JV
Dance Team – Girls – Varsity, JV
Golf – Boys – Varsity, JV
Golf – Girls – Varsity, JV
Soccer – Boys – Varsity, JV
Soccer – Girls – Varsity, JV
Softball – Girls – Varsity, JV
Swimming – Boys – Varsity, JV
Swimming – Girls – Varsity, JV
Tennis – Boys – Varsity, JV
Tennis – Girls – Varsity, JV
Track and Field – Boys – Varsity, JV
Track and Field – Girls – Varsity, JV
Volleyball – Boys – Varsity, JV (Non MSHSAA)
Volleyball – Girls – Varsity, JV, Freshmen
Wrestling – Boys
FINANCIAL INFORMATION

TUITION
Tuition may be mailed to the school or paid at the office before school. Tuition is payable by the semester, quarterly, or monthly. First semester tuition must be paid before first semester examinations are taken in December. Second semester tuition must be paid in full by May 1. Tuition payments must be up-to-date BEFORE graduation and before any transcripts will be sent for the purpose of college entrance and/or scholarships, or for school transfer purposes. Delinquent tuition from a previous year puts a student at risk for denial of readmission. Payment for consumable books and graduation fees are due at the opening of school. Report cards, diplomas, and final transcripts will be held until all tuition and fees are paid in full.

FINANCIAL OBLIGATIONS REGARDING TRAVEL WITH NOTRE DAME
In order to participate in and attend trips such as foreign travel, mission trips, the Pro-Life March, etc., all tuition and fees must be paid and up-to-date. Students with these outstanding debts will NOT be permitted to participate in such Notre Dame travels.

CLASS RINGS
The purchase of class rings is in no way obligatory.

SCHOOL PUBLICATIONS
The school newspaper, The Hi-Lites, subscription is included in school fees. The purchase of the school yearbook, The Silhouette, is optional.

ACCIDENT INSURANCE
Accident insurance is available for all students at the beginning of the school year at a nominal fee. Purchase is optional, but all students taking part in interscholastic athletics must purchase insurance if not properly covered by a family medical insurance policy.

FINANCIAL REFUND POLICY FOR STUDENTS WITHDRAWING FROM NOTRE DAME
- REGISTRATION FEE IS NON-REFUNDABLE.
- Students must return ALL non-consumable textbooks.
- Refunds for students withdrawing BEFORE attending classes: If a student withdraws before attending classes, the tuition payments made previously will be refunded in full.
- Refunds for students withdrawing AFTER attending classes: Tuition is pro-rated monthly based on a ten (10) month school year (August through May). If a student withdraws after attending class, refunds will be determined based on monthly increments. For each month or portion of month attended, the refund will be reduced by the pertinent monthly tuition rate.
- For the purpose of this policy, the term “attendance” is defined as the time period during which a student is enrolled and continues until the books are returned and a formal withdrawal is made by a parent.
ATHLETIC POLICY

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in conjunction with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

MANDATORY MEETING

A meeting will be required for all athletes and at least one parent prior to the first game of the athlete’s first sport of the school year.

SUBSTANCE ABUSE

The use/possession of tobacco/nicotine, alcohol, and drugs (regardless of quantity) will not be tolerated if you are an NDHS athlete. "Use" is defined as possession or use of any tobacco/nicotine, alcoholic beverage, or controlled substance, including possession of drug paraphernalia.

TOBACCO/NICOTINE - If an athlete is found guilty of tobacco/nicotine use/possession, he/she will serve a four-game suspension. (This includes smokeless tobacco.) This suspension will carry over from one sport to another.

ALCOHOL AND DRUGS - If an athlete is found guilty of alcohol or drug use/possession, the school policy on substance abuse will be enforced. In addition:

I. SCHOOL OR SCHOOL-RELATED FUNCTIONS - Any use/possession of alcohol or drugs at school or school-related functions will result in immediate suspension from athletic participation for 365 days.

II. USE OR POSSESSION OUTSIDE OF SCHOOL

In addition to general school policies, an athlete in violation will:

A. 1st Offense
   1. Serve an eight-game suspension. The suspension will carry over from one season to the next and from one year to the next, until the suspension is served. Tournaments, Cross Country, and Track and Field will be adjusted proportionately. A written contract explaining the suspension will be presented and signed at the disciplinary meeting.
   2. Schedule and complete an appropriate professional evaluation and any recommended follow-up program. The payment of such services will be the responsibility of the athlete’s family.
   3. Complete 30 hours of community service prior to being allowed to participate in any games. The service must be approved by the Dean of Students before being performed, and the service will then be monitored by the head coach.

B. 2nd Offense
   Serve a 365-day suspension from athletic participation.

NOTE - Conviction by any judicial authority for such offense, a plea of guilty to such charged offense, or plea of guilty to any negotiated charge will be conclusive proof that use/possession occurred. In situations when legal proceedings are pending, a panel consisting of the school administration, Athletic Director, team Coach and a faculty member selected by the student whose conduct is in question, shall make a determination of the likelihood that use/possession occurred. In the absence of legal charges, the administration will review any accusations of violations.

PHYSICAL EXAMS

All participants must have a physical exam by a physician or nurse practitioner, recorded on an official MSHSAA Physical Form. This form will be kept on file in the Athletic Director’s office. In order for the physical to be valid, it must be administered in or after February of the previous year, and signed by the parent or guardian.
**ACADEMICS**

1. A beginning 9th-grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
2. Second semester Freshmen through Seniors must have earned, during the preceding semester of attendance, a minimum of 3.5 units of credit. This means a student taking a study hall must pass all classes in order to be eligible the following semester. Therefore, students should be careful when electing to take study hall.
3. A student must be making satisfactory progress toward graduation.
4. For a student to be eligible, he/she must have passing grades for 3.5 units of credit throughout the current semester. At any point that the student does not have passing grades for 3.5 credits, he/she will be suspended from the team until written confirmation of a passing grade is given from the teachers of the applicable courses to the athletic director.
5. Credits earned in summer school that meet the standards set forth by the MSHSAA may count toward fall semester eligibility with prior approval of the principal.

**NON-SCHOOL COMPETITION**

Students may not practice for or participate with a non-school team in a DIFFERENT SPORT on the same day that they practice or participate for the school team unless they have the approval of the athletic director and coach.

**SCHOOL ABSENCE**

Students are expected to attend school for at least 1/2 day in order to be eligible to participate in practice or games that day. The student must check in at the office before the end of 4th period. EXCEPTIONS: funerals, college visits, family emergencies, and medical treatment.

**SCHOOL PROPERTY**

Grades, diplomas or records may be withheld if uniforms, equipment, etc. are not returned at the end of the season, or if damage assessment and/or fines are not paid.

**LEGAL VIOLATIONS**

If an athlete is arrested for a misdemeanor or a felony, the athlete will be allowed to represent the school pending legal outcome of the case, unless there is an admission of guilt by the athlete, or unless the Principal believes there is strong evidence which indicates probable guilt. At this point, the Principal may impose up to a year-long suspension for a misdemeanor (excluding minor traffic violations) and up to a lifetime suspension for a felony.

**CONDUCT AND BEHAVIOR**

Participation in athletics at Notre Dame is a privilege. Participants are identifiable representatives of NDHS and as such, conduct and behavior in this representative capacity will be exemplary. The standard of conduct and behavior expected of each athlete is that which is exemplary by any measure and which does not compromise the image or reputation of NDHS, the morale of the student body or faculty, or the safety or well-being of any student or faculty member and which does not give rise to public scandal. This conduct and behavior includes conduct at or away from school, in or out of season. An athlete who is involved in misconduct will be dealt with at the Coach’s or Principal’s discretion. If a student is suspended from school, the student will not be eligible to participate until he/she has fulfilled the disciplinary requirements. If an athlete is expelled from school, he/she will be dismissed from the team.

*Student Responsibility:* Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by MSHSAA.
TRANSPORTATION

If the school provides transportation to and/or from a game, the student must ride that school transportation unless other arrangements are made with the coach by the parents. A written note must be given to the coach by the parents. If the school does not provide transportation to games or practices, the parents are responsible for arranging transportation. Seat belts must be worn by each student in every vehicle during the entire time transportation is in progress.
PLAGIARISM

Plagiarism is, in essence, stealing another’s words or ideas without giving credit to that person. It can be intentional or unintentional, but the result is the same: portraying another author’s work as your own. When using sources, regardless of how you use them (quote, paraphrase, summary), be sure to acknowledge your sources.

Here are four acts that are considered plagiarism:
1. Copying an entire paper or a portion of a paper from a source: Internet, book, magazine, classmate
2. Failing to cite quotations and borrowed ideas**
3. Failing to enclose borrowed language in quotation marks**
4. Failing to put summaries and paraphrases in your own words**

**2-4 taken from A Pocket Style Manual by Diana Hacker, page 115.

To avoid plagiarism, you must cite all direct quotes and all other material (paraphrased and summarized in your own words) taken from sources. The English department suggests MLA style of parenthetical citations and works cited page.

The following are examples of plagiarism. These examples are taken from A Pocket Style Manual by Diana Hacker, pages 116-117.

**Failing to enclose borrowed language in quotation marks:**

**Original Source:**
Future cars will provide drivers with concierge services, web-based information, online e-mail capabilities, CD-ROM access, on-screen and audio navigation technology, and a variety of other information and entertainment services.


**Plagiarism:** not putting borrowed language in quotes (Plagiarized portions are underlined).

Matt Sundeen points out that in cars of the future drivers will have concierge services, web-based information, online e-mail capabilities, CD-ROM access, on-screen and audio navigation technology, and a variety of other information and entertainment services (1).

***Even though this information is cited, the writer fails to put quotation marks around the information directly copied from the source. The words are not his/her own.

**Corrected:**
Matt Sundeen points out that in cars of the future drivers will have “concierge services, web-based information, online e-mail capabilities, CD-ROM access, on-screen and audio navigation technology, and a variety of other information and entertainment services” (1).

**Failing to put summaries and paraphrases in your own words:**

**Original Source:**
The automotive industry has not shown good judgment in designing automotive features that distract drivers. A classic example is the use of a touch-sensitive screen to replace all the controls for radios, tape/CD players, and heating/cooling. Although an interesting technology, such devices require that the driver take his eyes off the road.

--Tom Magliozzi and Ray Magliozzi, Letter to a Massachusetts state Senator, p. 3

**Plagiarism:** unacceptable borrowing

Radio show hosts Tom and Ray Magliozzi argue that the automotive industry has not demonstrated good judgment in devising car features that distract drivers. One feature is a touch-sensitive screen that replaces
controls for radios, tape/CD players, and heating/cooling. Although the technology is interesting, such devices require that a driver look away from the road (3).

***Even though the author cites this passage, the wording and writing style are too close to the original. When you paraphrase and summarize, you must use your own words and writing style. A rule of thumb is that using three or more words in a row from a source without quoting is considered plagiarism.

**Corrected Paraphrase:**
Radio show hosts Tom and Ray Magliozzi claim that motor vehicle manufacturers do not always design features with safety in mind. For example, when designers replaced radio, CD player, and temperature control knobs with touch-sensitive panels, they were forgetting one thing: to use the panels, drivers would need to look away from the road (3).

**SOURCES FOR RESEARCH CITATION METHODS**
Research for any class requires using an acceptable form of documentation. The following are resources that will guide you in documenting your research:

1. *MLA Handbook for Writers of Research Papers* (MLA only)
2. Diana Hacker’s *A Pocket Style Manual* (MLA, APA, Chicago style)
3. Purdue’s Online Writing Lab (OWL) (MLA and APA) at
   [http://owl.english.purdue.edu/owl/resource/577/01/](http://owl.english.purdue.edu/owl/resource/577/01/)

**HELPFUL HINTS (taken from Elements of Writing by James L Kinneavy and John E. Warriner, p. 960-961)**
A paraphrase is a restatement of someone else’s ideas in your own words. It is usually about the same length as the original source.

**How to paraphrase:**
1. Read or listen carefully before you begin.
2. Be sure you understand what the material means. Look up any unfamiliar words.
3. Identify the main idea of the selection. Keep it in mind while you write your paraphrase.
4. Identify the speaker in fictional material. (Is the poet or author speaking, or is it a narrator or a character?)
5. Cover or put away the original source. Write your paraphrase in your own words.
6. Check to be sure that your paraphrase expresses the same ideas as the original.
7. Check to be sure you haven’t copied from the original source.
8. A summary is a restatement of the main points of a passage. It generally contains the main idea and major details and is shorter than the original passage.

**How to summarize:**
1. Review the material and identify the main idea.
2. Reread the passage and look for supporting details.
3. Write a sentence in your own words about each main idea. Try to write one sentence for each major point in the original source.
4. Use your numbered list of sentences to write your summary in paragraph form. Use transitional words between the ideas to show how the ideas are related.
5. Evaluate and revise your summary, checking to see if your summary covers the most important points. Make sure that the information is clearly expressed and that your readers can follow your ideas.
6. Check to be sure you haven’t copied from the original source.
## SCHEDULE PATTERNS

### Homeroom Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:54</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:57 - 8:08</td>
<td>Homeroom (11')</td>
</tr>
<tr>
<td>8:11 - 9:00</td>
<td>1st Period (49')</td>
</tr>
<tr>
<td>9:03 - 9:51</td>
<td>2nd Period (48')</td>
</tr>
<tr>
<td>9:54 - 10:42</td>
<td>3rd Period (48')</td>
</tr>
<tr>
<td>10:45 - 11:33</td>
<td>4th Period (48')</td>
</tr>
<tr>
<td>11:36 - 12:25</td>
<td>5th Per. 1st Lunch (49')</td>
</tr>
<tr>
<td>12:28 - 1:17</td>
<td>5th Per. 2nd Lunch (49')</td>
</tr>
<tr>
<td>1:20 - 2:08</td>
<td>6th Period (49')</td>
</tr>
<tr>
<td>2:11 - 3:00</td>
<td>7th Period (49')</td>
</tr>
</tbody>
</table>

### Mass Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:54</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:57 - 8:08</td>
<td>Homeroom (11')</td>
</tr>
<tr>
<td>8:11 - 8:47</td>
<td>1st Period (36')</td>
</tr>
<tr>
<td>8:50 - 9:26</td>
<td>2nd Period (36')</td>
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<tr>
<td>9:29 - 10:05</td>
<td>3rd Period (36')</td>
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<tr>
<td>10:08 - 11:33</td>
<td>Assembly (85')</td>
</tr>
<tr>
<td>11:36 - 12:13</td>
<td>4th Period (37')</td>
</tr>
<tr>
<td>12:16 - 12:57</td>
<td>5th Per. 1st Lunch (41')</td>
</tr>
<tr>
<td>1:00 - 1:41</td>
<td>5th Per. 2nd Lunch (41')</td>
</tr>
<tr>
<td>1:44 - 2:20</td>
<td>6th Period (36')</td>
</tr>
<tr>
<td>2:23 - 3:00</td>
<td>7th Period (37')</td>
</tr>
</tbody>
</table>

### Assembly Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:54</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:57 - 8:08</td>
<td>Homeroom (11')</td>
</tr>
<tr>
<td>8:11 - 8:52</td>
<td>1st Period (41')</td>
</tr>
<tr>
<td>8:55 - 9:36</td>
<td>2nd Period (41')</td>
</tr>
<tr>
<td>9:39 - 10:20</td>
<td>3rd Period (41')</td>
</tr>
<tr>
<td>10:23 - 11:04</td>
<td>4th Period (41')</td>
</tr>
<tr>
<td>11:08 - 11:49</td>
<td>5th Per. 1st Lunch (41')</td>
</tr>
<tr>
<td>11:52 - 12:33</td>
<td>5th Per. 2nd Lunch (41')</td>
</tr>
<tr>
<td>12:36 - 1:17</td>
<td>6th Period (41')</td>
</tr>
<tr>
<td>1:20 - 2:01</td>
<td>7th Period (41')</td>
</tr>
<tr>
<td>2:01 - 3:00</td>
<td>Assembly</td>
</tr>
</tbody>
</table>
The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. This School complies with diocesan safe environment policies and procedures.

In accordance with the U.S. Bishop’s Charter for the Protection of Children and Young People, the program *Protecting God’s Children – Teaching Touching Safety* (commonly referred to as “Virtus”) is used in the diocese. Students in grades Kindergarten through 12th grade participate in two different safety lessons each school year; one in the fall and one in the spring. An overview of the children’s training is available on the diocesan website. You may view the children’s lessons at the office.

All employees, and volunteers who regularly work with minors, receive training in how to recognize, prevent and report abuse, as well as ongoing training and background screening. They also agree to comply with the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors*.

**To report child abuse call the Missouri Child Abuse Hotline:**
1-800-392-3738 or call the police.

Report violations of the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* to the Chancellor, Fr. Tom Reidy at 417-866-0841 or treidy@dioscg.org; or a Victim Assistance Coordinator: Judy St. John, LPC, NCC at 573-587-3139 or vac1@dioscg.org; or William J. Holtmeyer, Jr., MS, NCC, LPC, CEAP, Q-SAP at 417-860-3858 or vac2@dioscg.org. Concerns may be discussed with your supervisor; a Victim Assistance Coordinator; Karen Pesek, Director, Office of Child and Youth Protection at 417-866-0841 or kpesek@dioscg.org; or the Chancellor. The TIPS reporting system may be used to report violations or concerns about the safety and security of children and youth, volunteers, employees or diocesan property. The TIPS link is found at [www.dioscg.org](http://www.dioscg.org).

Go to [www.dioscg.org](http://www.dioscg.org) to view the *Code of Conduct* and for other important information, including a link to the United States Conference of Catholic Bishops’ document, *Charter for the Protection of Children and Young People*. If you are unable to access the website or desire printed information, contact the diocesan office at 417-866-0841.

We are happy to partner with you in working to keep your child safe. Children are truly God’s gifts to all of us!