

MATER DEI CATHOLIC HIGH SCHOOL



STUDENT HANDBOOK
2026 - 2027

TABLE OF CONTENTS

2	Bill of Rights	14	Daily Schedule
3	Welcome	14	Grading Scales
3	Mission Statement	14	Homework
3	Accreditation Statement	15	Report Cards and Parent-Teacher Conferences
3	Enrollment Policy	15	Incomplete Quarter Grades
3	Goals	15	Academic Integrity
4	Mater Dei Victory March	15	Honor Roll
4	Working with You	15	Academic Honors for Graduates
4	Attendance Policy	15	Transcripts
4	School Day	15	Student Records
4	Absences	16	Testing and Required Exams
5	Definitions of Absences	16	Additional Policies and Information
5	Truancy	16	Tuition and Fees
5	Tardies	16	Financial Aid
5	Leaving School Early	16	Health Issues
6	Perfect Attendance	16	Communicable Diseases
6	Dress Code Policy	17	Medication Distribution
6	Shirts, Sweaters, Sweatshirts, Jackets, and Coats	17	Care Plan for Asthma, Diabetes, and Epilepsy
6	Pants, Capris, and Shorts	17	Emotional Support Animals
6	Footwear	17	Medical Cannabis
6	Grooming	17	Immunizations
7	Conduct and Discipline Policy	17	Concussion Protocol and Return to Play and Learn
7	Philosophy of Discipline	17	Accident Insurance
7	Levels of Discipline	18	Monthly Newsletter
8	Appeal Process	18	Online Services
8	Fines	18	Electronic Learning Days
8	Harassment, Intimidation, and Intolerance	18	Use of the Office Telephone
8	Hazing	18	Lost Items
9	Threats and Acts of Violence	18	Visitors
9	Weapons	18	Cancellation of School Due to Inclement Weather
9	Student Information Reporting System	18	Video Safety Cameras
9	Gang Activity, Possession of Stolen Property, Theft, Vandalism and Other Incidents of Gross Disobedience Or Misconduct	19	Tornado Safety Procedures
9	Search and Seizure	19	Fire Safety Procedures
10	Interrogations or Arrests	19	Child Protection Policy
10	Use of Tobacco and E-Cigarettes (Vapes)	19	Grievance Procedures
10	Lockers and Locks	19	Pest Control and Pesticide Usage
11	Hall Passes	19	Asbestos Compliance
11	Unauthorized Areas	19	Situations Not Listed in Handbook
11	Lunch Period (Lampe Commons & Closed Campus)	20	Student Services
11	Driving and Parking	20	Academic Guidance Department
11	Communication and Electronic Devices	20	Campus Ministry
12	Field Trips	20	Counseling (Mental Health and Wellness)
12	Bus Transportation	20	Peer Tutoring
12	Displays of Affection	20	Becker Learning Center (Library)
12	Students Expecting a Child	20	Computer Labs
12	Students Who Have Children	21	Extracurricular Activities
13	Substance Abuse Policy	21	Activities
13	Implementation	21	Athletics
13	Violations	22	Computer Use Policy
13	Searches for Evidence	22	Unauthorized Use
13	Custody of Evidence	23	Investigations
13	Disciplinary Action	23	Computer & Internet Acceptable Use Agreement
14	Academic Policies	23	Computer & Internet Terms & Conditions
14	Graduation Requirements	25	Mater Dei Catholic High School Athletic Handbook
14	Course Load	28	Artificial Intelligence (AI) Student Use Policy
14	Curriculum Guide	29	Parent/Guardian Code of Conduct
14	Schedule Changes	30	Parent Grievance Process
		31	Student Handbook Acknowledgement & Agreement

MATER DEI CATHOLIC HIGH SCHOOL BILL OF RIGHTS

In keeping with the philosophy of Mater Dei Catholic High School, as stated in her mission statement, we hereby adopt this Bill of Rights on the eighth day of May in the year two thousand two.

In adopting this Bill of Rights, all members of the Mater Dei Catholic High School community, administration, faculty, staff, and student body are granted the rights stated herein.

- The right to be cared for and supported in all endeavors, both academic and non-academic.
- The right to be free from discrimination of any kind.
- The right to be judged as an individual.
- The right to be free from harassment of any kind.
- The right to be respected for individual talents, gifts, and personalities.
- The right to be forgiven for past poor decisions and actions and to be provided with the opportunity to begin anew.
- The right to defend oneself against accusations of alleged wrongdoings.

♦♦ WELCOME

On behalf of the administration, faculty, and staff, welcome to Mater Dei Catholic High School! At Mater Dei, we believe that school is a reflection of life, for what we do here, both in and out of the classroom, reflects the work habits, attitudes, values, and expectations of colleges and employers. Thus, we know that the many experiences you will have as a student will be of great value and will be long remembered. By dedicating yourself to studying, sharing your talents through extracurricular activities, and utilizing the guidance provided by your administrators, teachers, coaches, and moderators, you will achieve much success.

♦♦ MISSION STATEMENT

Mater Dei, a Catholic diocesan regional high school, nurtures the spiritual, moral, intellectual, emotional and social growth of young men and women. In a caring environment, respectful of individual differences, her comprehensive program educates, fosters faith, and develops gospel values.

♦♦ ACCREDITATION STATEMENT

Mater Dei is recognized by the Illinois State Board of Education and NCEA and accredited by the Diocese of Belleville. Mater Dei follows all diocesan policies even if not specifically listed in this handbook. To review diocesan policies, visit www.diobelle.org/education/catholic-schools/policies-regulations-index

♦♦ ENROLLMENT POLICY (DP 5111.1, 5141.3PR, 5131 AND MD 5119, 5119.2)

Mater Dei Catholic High School of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, gender, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Mater Dei does not discriminate on the basis of race, gender, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarships and local programs, and athletic and other school-administered programs. Mater Dei does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Although students of all ability levels are accepted, Mater Dei does not possess the personnel to serve all students with special needs.

Transfer students may be accepted after interviewing with the Administration and providing an essay entitled "Why I Want to Attend Mater Dei Catholic High School." Mater Dei reserves the right to refuse a prospective student according to his/her previous academic, discipline, and/or criminal record.

"Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the student, the school, or the educational purposes of the school." (DP 5131)

In accordance with the laws, rules, and regulations of the Illinois Board of Education, all students, upon entering ninth grade or when transferring, must present a birth certificate and proof of immunizations, a health examination, and a dental examination. Additionally, a parent/guardian must complete a home language survey and a race and ethnicity data collection form.

♦♦ GOALS

- Mater Dei will assure that Catholic thoughts, beliefs, and values will direct and will permeate every facet of the school.
- Mater Dei will accept the responsibility, complementing that of parents and parishes, of clearly presenting Catholic Christian faith, values, teachings, and traditions.
- Mater Dei will encourage a conscious and active Christian faith in both students and faculty that leads to ongoing personal growth and involvement within the life of a faith community.
- Mater Dei will provide a comprehensive academic program and a variety of extracurricular opportunities to enhance the spiritual, moral, intellectual, emotional, social, and physical well-being of each student.

- Mater Dei will educate students to possess a reverence for all life, an awareness of the needs of the global community, an appreciation for the planet itself, and a commitment to peace, justice, and stewardship.
- Mater Dei will continue to place a high priority on respect, collaboration, and graciousness.

♦♦ MATER DEI VICTORY MARCH

Chorus

Cheer, cheer for old Mater Dei. Wake up the echoes cheering her name. Send a volley cheer on high, shake down the thunder from the sky. What though the odds be great or small? Old Mater Dei will win over all while her loyal sons are marching onward to victory.

Refrain

Rally sons of Mater Dei. Sing her glory and sound her fame. Raise her white and blue and cheer with voices true. Rah, rah, for Mater Dei (rah, rah). We will fight in ev-ry game, strong of heart and true to her name. We will ne'er forget her, and we'll cheer her ever, loyal to Mater Dei.

♦♦ WORKING WITH YOU

- | | |
|---|---|
| • academics – accommodations
(including IEP and 504 plans) | Ms. Brandi Borries, Principal |
| • academics – registration and schedules | class advisor (in the summer, contact Mrs. Maria Zurliene, Assistant Principal) |
| | Class of 2030 – Mrs. Jodi Venhaus |
| | Class of 2029 – Mrs. Emily Timmermann |
| | Class of 2028 – Mrs. Christine Gramann |
| | Class of 2027 – Mrs. Donna Goetz |
| • academics – course-specific | teacher or class advisor |
| • attendance – reporting absences | main office |
| • attendance – record | Mrs. Maria Zurliene, Assistant Principal |
| • campus ministry | Ms. Colleen McDermott, Campus Minister |
| • college and career preparation | Mrs. Donna Goetz, Director of College Placement |
| • counseling (mental health/personal) | Mrs. Amy Wobbe, Counselor |
| • discipline | Mrs. Maria Zurliene, Assistant Principal |
| • extracurriculars – activities | moderator |
| • extracurriculars – athletics | coach (Mr. Cory Arentsen, Athletic Director) |
| • Safe Homes Network | Ms. Colleen McDermott, Campus Minister |
| • tuition – financial assistance | Ms. Brandi Borries, Principal |
| • tuition – account | Mrs. Ali Kampwwerth, Business Manager |
| • advancement | Fr. Chuck Tuttle, Director of Advancement |

♦♦ ATTENDANCE POLICY (DP 5113R AND MD 5113)

SCHOOL DAY

Mater Dei's official day begins at 8:10 a.m. and concludes at 2:50 p.m.

ABSENCES (DP 5113.1)

A student is considered absent from a period when he/she is absent for more than ten (10) minutes of the period. For any type of absence, Mater Dei requires **both** of the following forms of verification:

- **a phone call before 9:15 a.m.** from a parent/guardian to the main office (618-526-7216) on each day a student is absent.
- **a note explaining the reason for the absence**, written and signed by a parent/guardian, for the student's file. A student must present this note to the main office when he/she returns to school.

NOTE: When a student is absent for a portion of the school day as a result of arriving after 8:20 a.m. (the first ten (10) minutes of the school day), he/she must first report to the main office to receive an admit slip.

Parents/guardians are advised to communicate with the school, particularly during a prolonged absence. Other than

illness, medical or dental appointments, a death in the family, an emergency, or an absence that has been pre-arranged with the Administration, a student is expected to be in daily attendance.

School officials are responsible for making a reasonable effort to notify a parent/guardian of a student's absence when the reason for the absence is unknown, as any absence not verified by both a telephone call and a note will be recorded as an unexcused absence.

DEFINITIONS OF ABSENCES

Excused Absence Illness, a medical or dental appointment, a death in the family, an emergency, or a pre-arranged absence constitutes an excused absence. Students will have one additional day per absence to make up work.

Pre-Arranged Absence A college visit (seniors only) or a family trip constitutes a pre-arranged absence. To be deemed excused, a pre-arranged absence requires a contemplated absence form and prior approval from the Administration. Primary considerations will be based on a student's academic status, discipline record, and total number of previous absences.

To receive a contemplated absence form, a student must present a note, written and signed by a parent/guardian, that states the date(s) of the college visit or family trip. All notes are presented to the main office except those for a college visit.

For a college visit, a student must present a note (as described above) to the Director of College Placement. (After April 30, a student must obtain approval from the Principal.) Upon returning from a college visit, a student must present a verification form to the main office. (Should a student not present a verification form to the main office, he/she will be deemed absent for the purpose of determining perfect attendance.)

NOTE: Excluding an emergency beyond the control of a student or his/her parent/guardian's control, exams are only given on scheduled exam days. Thus, a pre-arranged absence is not permitted on scheduled exam days.

Unexcused Absence An unverified absence, truancy, or leaving school early without signing out in the main office constitutes an unexcused absence. Additional examples of an unexcused absence include, but are not limited to, oversleeping, shopping, senior pictures, and hair appointments.

NOTE: An unexcused absence is a level two disciplinary infraction. In addition, teachers possess the option of recording a grade of zero for work assigned the day of an unexcused absence.

TRUANCY (DP 5113.1)

When a student is absent from a class seven (7) periods or more in a semester, a meeting may be required with the student, his/her parent/guardian, the Assistant Principal, the Principal, and any or all the following people: the student's teacher(s), the student's Class Advisor, and the Counselor.

When a student is absent without valid cause for 10% or more of the previous 176 regular daily attendance days, he/she may be deemed a "chronic truant" and referred to the Office of the Regional Superintendent of Schools for truancy intervention services (705 ILCS 405/3 – 33.5).

TARDIES (DP 5113.1)

A student is tardy when he/she arrives in the classroom after the bell, but within the first ten (10) minutes. An accumulation of tardies will result in the following disciplinary action: a Monday detention for five (5) tardies in a quarter, a Saturday detention for ten (10) tardies in a quarter, and an in-school suspension for fifteen (15) tardies in a quarter.

LEAVING SCHOOL EARLY

When a student must leave school before dismissal, he/she must sign out in the main office. In addition, before a student is permitted to leave school before dismissal due to illness, he/she must call a parent/guardian for permission. Failure to follow these procedures will result in an unexcused absence or a truancy.

PERFECT ATTENDANCE

A student earns perfect attendance when he/she possesses no full-day absences, no more than eight (8) periods absent from all classes combined, and no more than two (2) college visits (seniors only). A senior who earns perfect attendance for four (4) years will be recognized for this accomplishment at graduation.

♦♦ DRESS CODE POLICY

The purpose of the dress code is to provide a sense of equality, school identity, and school unity among our students; to develop our students' ability to recognize the value of modesty and neatness in their appearance; and to reduce clothing costs. As such, the dress code contributes to the academic atmosphere of our school. Therefore, students who misuse the dress code will receive a dress code fine and be required to call home and to change in order to attend classes. **The Administration reserves the right to revise the dress code when deemed necessary.**

SHIRTS, SWEATERS, SWEATSHIRTS, JACKETS, AND COATS

Shirts The following colors of Jerzees-brand short-sleeve polo shirts (adult and youth) with the designated Mater Dei logo may be worn: gray, green, Columbia blue, navy, red, white, or yellow. To ensure modesty, students are expected to appropriately button their shirts.

NOTE: Shirts may be purchased from the following approved vendors: Mr. Tees (Breese, 618-526-1700) and AVH Ink & Vinyl (Breese, 618-526-9266).

Sweatshirts Long-sleeve sweatshirts that are solid navy, Columbia blue, gray, or white and have a Mater Dei logo may be worn. Crew-neck sweatshirts meeting the same style, color and logo requirements must be worn over a dress code polo. Hooded sweatshirts meeting the same style, color, and logo requirements must be worn with hoods down.

Sweaters, Jackets and Coats Sweaters, jackets, and coats may not be worn during the school day and must be stored in the student's locker.

PANTS, CAPRIS, AND SHORTS

Pants, capris, and shorts that are black, khaki, navy, or tan may be worn. (Shorts and capris may be worn in August, September, April, and May.) Pants, capris and shorts must be worn on the hips in order to ensure that a student's undergarments are not visible. Shorts must possess a hemmed line and may be no more than three inches above the knee. Denim material, athletic style (nylon or rayon), "grunge" style, "hip hugger" style, oversized style and "skinny" style are not acceptable. Jeggings and "skinny" style (fitted to the leg) are not acceptable, even if made of the correct material and in the correct color at any time. Belts are required for all male students.

FOOTWEAR

Closed-toe dress shoes or athletic shoes with visible socks or nylons must be worn at all times. Sandals, including crocs, are not acceptable.

GROOMING

A male student's hair must be groomed in a manner such that his bangs fall above his eyebrows, at least ¼ inch of his ears are visible, his hair does not touch his shirt collar, and his hair is not in a ponytail. Facial hair such as beards, mustaches, and goatees are not permitted for students during the school year. Sideburns may not be longer than the student's earlobes. **The Administration reserves the right to require a male student to shave when deemed necessary.**

For both male and female students, extremes in both hair color and hair style are not acceptable. The Administration reserves the right to determine if a hair color or a hair style is extreme.

For both male and female students, visible body piercings, and visible tattoos are not acceptable. For female students, a single nose stud and earrings are the only piercings allowed during the school day.

♦♦ CONDUCT AND DISCIPLINE POLICY (DP 5131, 5144PR AND MD 5131.6)

PHILOSOPHY OF DISCIPLINE

A student has the right to a safe, comfortable, and professional environment that is conducive to effective learning. Moreover, a student has the right to receive discipline that is consistent with the mission, philosophy, and purpose of Mater Dei and will assist him/her in developing self-discipline and achieving success. Therefore, Mater Dei has established a conduct and discipline policy that is based on respect – a student's respect for himself/herself; respect for his/her peers and their individuality; respect for the administration, teachers, and staff; and respect for Mater Dei. At all times, specifically on campus and off campus when school is in and out of session, a student is expected to demonstrate behavior which reflects the expectations, principles, and discipline policies of Mater Dei. Therefore, if a student's conduct is inconsistent with the expectations, principles, and discipline policies of Mater Dei or causes a material or substantial disruption in or interference with the educational process of students or the orderly operation of Mater Dei, then he/she will be subject to disciplinary action. Should a student choose to independently report his/her misconduct (self-report), the Administration will consider this fact when determining disciplinary action. All final decisions concerning discipline, including those that may not be listed in this handbook, will be the responsibility of the Assistant Principal.

LEVELS OF DISCIPLINE

To maintain consistency and fairness when responding to disciplinary infractions, Mater Dei has established the following levels of discipline:

Level One Level-one infractions are inappropriate behaviors of a minor nature that occur infrequently. Examples include, but are not limited to, eating or drinking in the academic building, failing to bring appropriate materials to class, failing to do homework, talking excessively in class, and displaying inappropriate behavior in class.

Level-one infractions are documented and addressed by the teacher in a manner that is consistent with both his/her class policies and Mater Dei's philosophy of discipline. Additionally, the teacher is expected to contact a parent/guardian to prevent the behavior from escalating to a level-two infraction.

Level Two Level-two infractions are inappropriate behaviors of a minor nature that occur with greater frequency. (Level two infractions are not specific to a single class.) Examples include, but are not limited to, repeatedly displaying inappropriate behavior in classes, the cafeteria, or the hallways; repeatedly defying class policies; failing to adhere to the dress code policy; accumulating five or more tardies in a quarter; obtaining an unexcused absence or truancy; and leaving the building without permission.

Level-two consequences include, but are not limited to, notifying a parent/guardian, loss of applicable privileges, serving detentions with the teacher, serving Monday detentions (2:55 p.m. to 3:45 p.m.), serving Saturday detentions (8:15 a.m. to 10:00 a.m.), or serving in-school suspensions.

NOTE: After serving two Monday detentions for a level-two infraction, a student will serve a minimum of a Saturday detention for additional level-two infractions.

Level Three: In-School Suspension (DP 5114 and MD 5114) In-school suspensions will be served from 8:10 a.m. to 2:50 p.m. on school days and in an assigned area designated by the Administration. On the day(s) of his/her in-school suspension, a student will receive credit for attendance, but will lose the privilege of attending or participating in any activity related to Mater Dei. During the in-school suspension, a student will complete activities designed by the Administration to aid him/her in modifying his/her behavior. In addition, a student will complete his/her assignments, which the teachers will provide, with due dates, at the request of the Administration.

NOTE: After serving three in-school suspensions in a school year, a student will serve an out-of-school suspension, with possible recommendation for expulsion, for additional level-three infractions.

Level Four: Out-of-School Suspension (DP 5114, 5114.1 and MD 5114) Out-of-school suspensions will begin immediately after notifying a parent/guardian. On the day(s) of his/her out-of-school suspension, a student will not receive credit for attendance and will lose the privilege of attending or participating in any activity related to Mater Dei.

Additionally, the Administration reserves the right to withhold credit for academic work assigned during the out-of-school suspension. The Administration, a parent/guardian, and the student must meet within ten school days to consider reinstatement or expulsion. To be reinstated, the student and a parent/guardian must sign a probationary contract designed to meet the needs of both the student and Mater Dei. Should a parent/guardian be dissatisfied with the action taken by the Administration or the probationary contract written by the Administration, he/she shall have recourse to the Mater Dei School Advisory Council.

Level Five: Expulsion (DP 5114, 5114.1 and MD 5114) Immediately after notifying a parent/guardian of an out-of-school suspension, and subsequent to the recommendation of the Administration, the Mater Dei School Advisory Council, and the Diocese of Belleville Office of Education, Mater Dei will consider the recommendation for expulsion.

APPEAL PROCESS

It is the policy of Mater Dei to afford every student the full benefit of appeal. To that purpose, the procedures for disciplinary action described above have been designed. During all meetings with the Administration during the appeals process, the student and his/her parent/guardian may request the presence of their school advisory council representative. If the student and his/her parent/guardian are dissatisfied with the action of the Administration, they may appeal for an appearance before the school advisory council. Permission to be on the agenda of a school advisory council meeting may only be obtained by contacting the president of the school advisory council. The school advisory council may only review the process and procedure of a particular issue. Administrative decisions can only be overturned by the school advisory council if Mater Dei's policies and procedures were not followed by the Administration. If satisfaction is not reached with the school advisory council, then an appeal may be made to the Diocese of Belleville Office of Education.

FINES

Mater Dei issues monetary fines for the following infractions:

drink/candy/gum	\$5.00
dress code	\$10.00 (The student will be required to change into proper dress code attire.)
parking	\$25.00 (A parent/guardian will receive written notification.)
phone usage	\$10.00
shaving	\$10.00
smoking/vaping	\$25.00 (A parent/guardian will receive written notification.)

A student must pay the fine within one (1) week of its receipt. After one (1) week, the fine will be doubled and a student may receive a Saturday detention. In addition, after a student receives three (3) fines in a quarter, a parent/guardian will receive written notification.

HARASSMENT, INTIMIDATION, AND INTOLERANCE (DP 4116.2 and 5142.2)

Because the safety and welfare of all students is of the highest priority, Mater Dei expressly prohibits any form of harassment, intimidation, and intolerance, including cyber bullying, of an individual student, a group of students, or an employee that is racial or sexual in nature; motivated by a desire to exercise power; or motivated by an actual or a perceived characteristic, including, but not limited to race, nationality, ethnic origin, religious affiliation, gender, sexual orientation, disabilities, and handicaps.

A student who feels he/she has experienced harassment, intimidation, or intolerance by a student or an employee should immediately report the incident to a teacher, administrator, or other employee he/she is confident will provide him/her with assistance and will inform the Administration.

A student who engages in harassment, intimidation, or intolerance will be subject to disciplinary action (level two to level five), including possible recommendation for expulsion. Due to the confidentiality rights of all students, the Administration will discuss the disciplinary action with only a parent/guardian of the student to whom the disciplinary action applies. For additional information, students and parents/guardians may request to review the "Mater Dei High School Bullying and Harassment Prevention, Intervention, and Response Plan."

HAZING

Mater Dei does not tolerate any form of hazing by any student, groups of students, or organizations associated with Mater Dei. Any hazing of a student or a group of students will result in level three disciplinary action.

THREATS AND ACTS OF VIOLENCE (DP 5142.1)

Because the safety and welfare of all students is of the highest priority, Mater Dei will take seriously any written or verbal threat of violence toward a student or an employee, including those made via cyberbullying. A student who has been threatened, is aware of a threat, or feels a conflict may escalate to an act of violence should immediately inform a teacher, administrator, or other employee he/she is confident will provide him/her with assistance to peacefully resolve the conflict and/or will inform the Administration.

Because threats and acts of violence are unacceptable under all circumstances, a student who engages in such conduct will be subject to disciplinary action (level two to level five), including possible recommendation for expulsion. Upon learning of a threat of violence, the Administration will take immediate action, which will include a non-disciplinary suspension of the student into custody of a parent/guardian until a satisfactory psychological evaluation is completed by a licensed mental health professional and the Administration agrees that the student may return to school. Additionally, the local police will be promptly notified of the threat of violence.

WEAPONS (DP 5142)

Because the safety and welfare of all students is of the highest priority, a student, of any age, who is in possession of a weapon on Mater Dei property or at a Mater Dei-related activity will be subject to disciplinary action (level four or level five), including an automatic and immediate ten-day suspension, possible recommendation to the school advisory council for permanent expulsion, possible arrest, and possible prosecution as an adult. A student is deemed in possession of a weapon when he/she carries any type of weapon to, on, or from Mater Dei property; or to, at, or from a Mater Dei-related activity; regardless of if the weapon is on his/her person or if he/she intends to use the weapon in a harmful manner. Items that are not normally considered weapons, but are threatened to be used as such, will be considered weapons. If a student knows of a student who might be a threat or in possession of a weapon on campus, they are expected to report the situation immediately to a teacher, administrator, or other employee. His/her name will be withheld and privacy protected.

STUDENT INFORMATION REPORTING SYSTEM - BATTERY, FIREARMS, DRUGS

In a timely manner, the Administration will report a qualifying incident to the appropriate authorities.

Battery: The Administration will immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. The Administration will also report these incidents to the Illinois State Board of Education through existing reporting systems in IWAS as they occur during the year and no later than August 1 for the preceding school year.

Firearms: The Administration will immediately notify local law enforcement officials of firearm incidents on Mater Dei property. If a student is in possession of a firearm, then the Administration will immediately notify the student's parent/guardian. The Administration will also report these incidents to the Illinois State Police through the School Incident Reporting System (SIRS).

Drugs: The Administration will immediately notify a local law enforcement agency of verified incidents involving drugs that occur on school grounds. The Administration will also report these incidents to the Illinois State Police through the School Incident Reporting System (SIRS).

GANG ACTIVITY, POSSESSION OF STOLEN PROPERTY, THEFT, VANDALISM AND OTHER INCIDENTS OF GROSS DISOBEDIENCE OR MISCONDUCT (DP 5142)

Because the safety and welfare of all students is of the highest priority, Mater Dei expressly prohibits gang-related activities. When a student is suspected of participating in gang-related activities, local law enforcement officials will be promptly notified.

In addition, a student who is in possession of stolen property or who engages in theft, vandalism, or other incidents of gross disobedience or misconduct, as determined by the Administration, on Mater Dei property or at a Mater Dei related activity will be subject to disciplinary action.

SEARCH AND SEIZURE (DP 5115 and MD 5133)

The Administration may search a student's locker, electronic devices, and school bag at any time to search for questionable items. The Administration also reserves the right to search a student's vehicle when it is on school

property or when it is used to attend a school-sponsored event off Mater Dei property.

Students will not have any exception of privacy as it relates to the aforementioned items. Moreover, Mater Dei is the owner of all lockers and shall retain full control of their use and content. Therefore, the Principal reserves the right to search lockers at any time without notice. Searches may also be selective and conducted even if there are no reports of wrongdoing.

If illegal or improper items are found (i.e. non-prescription drugs, weapons, stolen property), the items will be given to local law enforcement officials. If personal possessions violate school rules, the items will be kept by the Administration and returned to a student's parent/guardian.

When a search of a student is required, the student will be asked to empty his/her pockets, school bag, and/or purse. (Body searches will not be conducted.) If a student voluntarily complies, such action will not be considered an invasion of the person. If a student does not voluntarily comply, his/her parent/guardian will be contacted and expected to come to school and conduct the search in the presence of the Administration. A parent's/guardian's refusal to comply with the request will be grounds for immediate expulsion.

The Administration will never require a student to provide a password or other related account information in order to gain access to a student's social network account or profile without having a credible concern for or suspicion of an unacceptable post.

INTERROGATIONS OR ARRESTS

Should law enforcement officials arrive at Mater Dei to interrogate or to arrest a student, the Administration will implement the procedures set forth by the Office of Education for the Diocese of Belleville. In part, "... [if] a law enforcement representative comes to the school during school hours to question a student, ... [t]he Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of Children and Family Services. If [these] conditions are not present and a law enforcement representative still wants to proceed, ... [t]he Principal shall attempt to ... [notify] ... the parent/guardian and if the parent/guardian desires, the Principal should not allow the interview to commence without the parent/guardian." A student or a parent/guardian may contact the main office to review the complete "Procedure on Law Enforcement Interrogation of Students" policy.

USE OF TOBACCO AND E-CIGARETTES (VAPES) (MD 1430)

Because the safety and welfare of all students is of the highest priority and tobacco, second-hand smoke, and nicotine are acknowledged health risks, the School Advisory Council has declared Mater Dei a smoke-free zone. A student is in violation of this policy when he/she uses or is in possession of any form of tobacco or e-cigarettes (vapes).

For the first violation of this policy during a school year, a student will receive a \$25.00 fine and serve an in-school suspension, and a parent/guardian will receive written notification. For additional violations of this policy during a school year, a student will receive a \$25.00 fine and serve a two-day in-school suspension, and a parent/guardian will receive written notification. Students may also be required to participate in a vaping/smoking session course if deemed appropriate by the Administration.

LOCKERS AND LOCKS

A student is permitted to visit his/her locker between all periods, but **not** after first lunch or after split lunch. Each student will be assigned a locker, from which he/she may not move without approval from the Administration, and will receive a combination lock. A student is responsible for all items kept in the locker, specifically books or other Mater Dei property and his/her personal property. In addition, a student is responsible for maintaining the condition of the locker by preventing damage to the locker. Therefore, he/she must exercise care when opening and closing the locker, may not attach items to or write on the locker, and may not store food or beverages in the locker (with the exception of a lunch brought from home). Finally, because all lockers are the property of Mater Dei, Mater Dei serves as the co-tenant of all lockers and may inspect a locker at any time.

A student who tampers with a lock or a locker, attempts to open a lock or locker, or enters a locker without permission will be subject to disciplinary action.

HALL PASSES

To leave a class, a student must possess a hall pass. (Only one student may be named on a hall pass.) Upon his/her return to class, a student must return the hall pass to the teacher. (Should a student not return to class, the teacher with whom the student is working will return the hall pass to the student's teacher.)

A student who misuses, forges or alters a hall pass, or knowingly utilizes a forged or altered hall pass will be subject to disciplinary action.

UNAUTHORIZED AREAS

A student who is unsupervised is not permitted, under any circumstances, in the teachers' workroom or lunchroom, in the kitchen, behind the counter in the main office, or in other areas deemed unauthorized by the Administration.

LUNCH PERIOD (LAMPE COMMONS AND CLOSED CAMPUS)

A student must proceed directly to the Lampe Commons at the start of his/her lunch period and must return directly to his/her class after his/her lunch period. During his/her lunch period, a student must remain in the Lampe Commons, in the hallway between the Lampe Commons and the library, or in the hallway between the Lampe Commons and the band room. (All other areas are unauthorized during the lunch periods, including locker rooms, gym areas, and the band room.) A student must keep his/her food and beverages in the Lampe Commons.

A student may not leave Mater Dei during his/her lunch period or have food or beverages delivered to Mater Dei during school hours. A student who leaves Mater Dei during his/her lunch period will be deemed truant. Should he/she utilize his/her vehicle, a student will lose his/her privilege to drive on Mater Dei property for the following lengths of time: two weeks for the first violation, four weeks for the second violation, and the remainder of the school year for the third violation. In addition, a parent/guardian will receive written notification.

DRIVING AND PARKING

A student who drives to Mater Dei must park his/her vehicle in the south parking lot. A student who parks in the west parking lot, north parking lot, or circle drive; or parks in a manner that blocks a vehicle, blocks a lane, or is deemed inappropriate by the Administration will receive a \$25.00 fine and a parent/guardian will receive written notification.

After leaving his/her vehicle, a student must obtain written permission (a hall pass) from a teacher or an administrator to return to his/her vehicle, for any reason, during school hours, which includes the lunch periods.

A student who leaves Mater Dei in his/her vehicle without permission during school hours, drives in a manner which is deemed reckless by the Administration, or demonstrates behavior in the parking lot deemed inappropriate by the Administration will lose his/her privilege to drive on Mater Dei property for the following lengths of time: two weeks for the first violation, four weeks for the second violation, and the remainder of the school year for the third violation. In addition, a parent/guardian will receive written notification.

COMMUNICATION AND ELECTRONIC DEVICES

Students are permitted to utilize communication and electronic devices (i.e. e-book readers, laptop computers, tablets) during school hours only for academic purposes approved by a teacher or an administrator. When a student is not utilizing a device for an approved academic purpose, he/she must keep the device off and in his/her bag during school hours. (Should a student need to contact a parent/guardian during school hours, he/she must utilize the phone in the main office.)

Students are not permitted to have a cell phone in their possession during class periods. Therefore, students must store their cell phone, for the entire class period, in the storage location provided by the teacher. Should a student be in possession of or utilize his/her cell phone during a class period, including Mass, he/she will be subject to the following disciplinary action:

- first violation The student will receive a fine, and his/her phone will be submitted to the Assistant Principal, from whom the student will pick up his/her phone after school.
- second violation The student will receive a fine, and his/her phone will be submitted to the Assistant Principal, from whom the student's parent/guardian will pick up his/her phone.
- third violation In addition to the second-violation consequences listed above, the student will lose his/her cell

phone privileges for a length of time designated by the Assistant Principal (the cell phone will remain in the main office for the duration of the school day). Should the student not submit his/her phone to the main office, he/she will be subject to additional disciplinary action.

- additional violations In addition to the third-violation consequences listed above, the student will serve, at minimum, one Saturday detention.

FIELD TRIPS (DP 6153pr, 6153.1 and MD 5130)

In order to participate in a field trip, a student must obtain permission from a parent/guardian and the applicable teacher/moderator. The Administration reserves the right to deny a student's participation in a field trip based on his/her academic record or discipline record.

Because a field trip replaces class activities, a student is expected, as in class, to demonstrate behavior that reflects the expectations, principles, and discipline policies of Mater Dei while participating in a field trip. In addition, a student must adhere to the dress code policy, unless the Administration approves otherwise. A student who violates this policy will be subject to disciplinary action.

BUS TRANSPORTATION

Because inappropriate behavior may result in an accident or serious injury, a student is expected, as in class, to demonstrate behavior that reflects the expectations, principles, and discipline policies of Mater Dei when he/she is riding a bus. A student who violates this policy will be subject to disciplinary action.

For questions related to bus transportation, a student or his/her parent/guardian may contact the Administration.

DISPLAYS OF AFFECTION

Because inappropriate displays of affection are unacceptable, at all times, on Mater Dei property or during Mater Dei related activities, a student who engages in such behavior will be referred to Campus Ministry and his/her parents will be notified.

STUDENTS EXPECTING A CHILD (DP 5138 and MD 5138.1)

The first responsibility of an expectant mother and father is to love, care for, and financially support their unborn child. Therefore, in order to provide support to the expectant mother and/or father, counseling will be required for the duration of the pregnancy.

In addition, the Administration may approve a program that enables the expectant mother to complete graduation requirements and have the opportunity to receive a diploma from Mater Dei.

STUDENTS WHO HAVE CHILDREN (MD 5138)

The first responsibility of a mother and father is to love, care for, and financially support their child. Moreover, in their first year, children form bonds of love and trust with their parents and achieve multiple developmental milestones (cognitive, emotional, physical, social).

For these reasons, a student with a child will not be permitted to participate in extracurricular activities until the child's first birthday. Additionally, the student will be required to receive counseling until, at minimum, the child's first birthday. After the child's first birthday, in consultation with the counselor, the Administration will determine if the student will be permitted to participate in extracurricular activities.

A student with a child will be permitted to attend Mater Dei on a regular basis and participate in regular school activities such as classes, retreats, banquets, and graduation.

♦♦ SUBSTANCE ABUSE POLICY (DP 5114.1 and DP 5141.4)

IMPLEMENTATION

This policy applies to all students **except** a student who voluntarily seeks assistance from a competent medical authority or a school official before law enforcement or school officials become aware of the student's violation of this policy. In this case, a student would not be subject to disciplinary action provided that he/she actively participates in a medically-approved substance abuse rehabilitation program. If, however, a student violates this policy while enrolled in the rehabilitation program, he/she will then be subject to disciplinary action.

VIOLATIONS

A student who engages in one or more of the following actions will be deemed in violation of this policy and will be subject to disciplinary action:

- a. possessing or consuming illegal drugs
- b. possessing drug-related paraphernalia
- c. possessing or consuming unauthorized prescription drugs
- d. being under the influence of illegal drugs or unauthorized prescription drugs
- e. selling, distributing, or attempting to sell or distribute any of the items listed above
- f. attempting to influence others to violate this policy

SEARCHES FOR EVIDENCE

The Principal or his/her designee is authorized to conduct a search of a student's possessions while he/she is on Mater Dei property or at a Mater Dei-related activity when there is reasonable suspicion that illegal drugs, drug-related paraphernalia, or unauthorized prescription drugs are present. Before conducting a search, the school official, when possible, must obtain the assistance of a second school official for the search. If illegal drugs, drug-related paraphernalia, or unauthorized prescription drugs are found during the search, the school official(s) will inform the student's parent/guardian of the item(s) found and request an immediate meeting.

CUSTODY OF EVIDENCE

If prosecution is warranted, illegal drugs, drug-related paraphernalia, or unauthorized prescription drugs found during a search will be given to a law enforcement official as evidence. If prosecution is not warranted, illegal drugs, drug-related paraphernalia, or unauthorized prescription drugs found during a search will be destroyed by the Administration in the presence of a witness. If a student is aware of or suspects another student of possessing or consuming illegal drugs, including alcohol, or unauthorized prescription drugs on Mater Dei property or during a Mater Dei-related activity, he/she encouraged to report the incident to an administrator or teacher as soon as possible.

DISCIPLINARY ACTION

When a student violates this policy, the Administration and the student's parent/guardian will complete the actions outlined below.

The Administration will complete the following actions:

- a. notify the student's parent/guardian immediately after learning of a violation and request that a meeting be held no later than the next school day
- b. notify law enforcement officials, as appropriate
- c. determine appropriate disciplinary action, which, at minimum, will include an in-school suspension
- d. report the violation to the School Advisory Council at the next scheduled monthly meeting

A parent/guardian of the student will complete the following actions:

- a. obtain counseling or medical assistance for the student, as appropriate
- b. report to the Administration the actions initiated and/or taken to treat the student's substance abuse. This report, in person and in writing, must be completed within ten (10) days of the violation. If possible, both parents/guardians will meet with the Administration.
- c. cooperate with the Administration to ensure that the requirements of the assigned disciplinary action are fulfilled. Lack of cooperation from the student or his/her parent/guardian may result in stricter disciplinary action.

♦♦ ACADEMIC POLICIES

GRADUATION REQUIREMENTS

In order to graduate, a student must earn twenty-four (24) units of credit that include the following:

- 4.0 credits Theology (*Transfer students are only required to earn credit for each semester they are enrolled at Mater Dei.*)
- 4.0 credits English
- 3.0 credits Mathematics
- 2.0 credits Science
- 2.0 credits Social Studies (including American History)
- 0.5 credit Speech
- 0.5 credit Consumer Economics
- 1.5 credits Physical Education
- 0.5 credit Health
- successful completion (pass) of the United States Constitution Test
- successful completion of the Senior Service Project

In addition, a student must submit a "Senior Contract" signed by a parent/guardian, participate in the senior breakfast and graduation practice, and participate in the graduation ceremony.

COURSE LOAD

Students enroll in seven courses per semester.

CURRICULUM GUIDE

The *Mater Dei Catholic High School Curriculum Guide* provides descriptions of all courses (including prerequisites) and additional academic policies. The curriculum guide may be viewed on and/or printed from the Mater Dei website (www.materdeiknights.org). A student or parent/guardian may also contact the main office to request a printed curriculum guide.

SCHEDULE CHANGES

To request a schedule change, a student must contact his/her class advisor, who will discuss the request with the student and, when deemed necessary, the applicable teacher(s) and the student's parent/guardian. (In the summer, a student must contact the Assistant Principal.) Before a schedule change is finalized, the student's parent/guardian must provide written approval.

For schedule changes made after the deadline set by the Administration, a student will be assessed a \$20 fee, except when the Administration deems the change necessary in order to meet the educational needs of the student.

To ensure that he/she selects courses that meet his/her academic needs and goals, thereby minimizing the need for a schedule change, a student is strongly encouraged to involve a parent/guardian, his/her class advisor, and his/her teachers when registering for courses.

DAILY SCHEDULE

The schedule is based on a seven-day rotation, which includes a daily school-wide study hall. Students are provided with four (4) minute exchange periods between classes and a lunch period.

GRADING SCALES

A student will receive a letter grade for each course except Driver Education (pass/fail). The standard scale is as follows: A = 100 - 93, B = 92 - 85, C = 84 - 77, D = 76 - 70, F = 69 - 0. The honors scale, utilized for courses the Faculty Council has deemed accelerated, is as follows: A = 100 - 91, B = 90 - 83, C = 82 - 75, D = 74 - 68, F = 67 - 0.

HOMEWORK (DP 6154)

A student will receive homework in order to reinforce the concepts he/she learns in class. Each teacher will develop his/her own homework policy.

REPORT CARDS, PARENT-TEACHER CONFERENCES, AND PLUSPORTALS (DP 5124 and 5125)

Mater Dei issues report cards after each quarter and hosts Parent-Teacher Conferences after the first quarter and third quarter. Students and parents/guardians may view all individual grades via their PlusPortals account.

INCOMPLETE QUARTER GRADE

A student may receive an incomplete grade (to be completed), at the discretion of the teacher, at the end of the first quarter and third quarter. The teacher will set the deadline by which the student must complete his/her work.

ACADEMIC INTEGRITY

Because academic dishonesty of any kind, including plagiarism, is unacceptable under all circumstances, a student who engages in academic dishonesty will be subject to disciplinary action in accordance, but not limited to, the class policies of his/her teacher and the Mater Dei academic integrity policy. Any work submitted by a student that is not his/her original work, including AI-generated material based on his/her prompts, or does not include proper citations will be considered academic dishonesty.

HONOR ROLL

Honor roll recognition is determined after each quarter and each semester based on a student's grade point average for the specific grading period. To attain "High Honors," a student must earn a minimum grade point average of 3.8 on a 4.0 scale. To attain "Honors," a student must earn a minimum grade point average of 3.5 on a 4.0 scale. To be eligible for honor roll recognition, a student must be enrolled in a minimum of five (5) courses, including theology, that receive full credit for the semester.

ACADEMIC HONORS FOR GRADUATES

A senior will be recognized at graduation for achieving academic excellence at Mater Dei. The honors are as follows:

- **Summa Cum Laude - "With Highest Honor"** "With Highest Honor" is conferred upon those graduates who have demonstrated remarkable scholastic ability by attaining a grade point average of 3.9 to 4.0 and is represented by a Columbia blue cord.
- **Magna Cum Laude - "With High Honor"** "With High Honor" is conferred upon those graduates who have demonstrated superior scholastic ability by attaining a grade point average of 3.8 to 3.899 and is represented by a red cord.
- **Cum Laude - "With Honor"** "With Honor" is conferred upon those graduates who have demonstrated distinguished scholastic ability by attaining a grade point average of 3.7 to 3.799 and is represented by a white cord.
- **Gold Stole** A gold stole is worn by those graduates who are members of the Mater Dei chapter of National Honor Society.
- **Valedictorian** The honor of valedictorian is awarded to the graduate(s) possessing the highest grade point average after eight (8) semesters of coursework.

TRANSCRIPTS (DP 5119pr and MD 3240)

A student must request a transcript (a copy of his/her permanent record, including his/her attendance record), by completing a "Transcript Request Form" in the main office. If a student is under the age of 16, a parent/guardian must provide authorization for Mater Dei to release the transcript. An official transcript must be sent directly from Mater Dei to the agency requesting the transcript.

For a student transferring from Mater Dei, an official transcript will not be sent until his/her books and other Mater Dei property are returned and his/her accounts have been paid in full or arrangements for payment have been made with the Principal.

STUDENT RECORDS (DP 5125 and MD 5125)

A student's official records are maintained at Mater Dei. In compliance with federal law, including but not limited to the "Family Education Rights and Privacy Act of 1974," a student and his/her parent/guardian have the right to inspect and review all official school records directly related to the student, and must, with certain exceptions, namely the Buckley Amendment, give written consent if any information is released by Mater Dei.

Mater Dei abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Mater Dei will provide the non-custodial parent with access to the student's academic records and other school-related information. If a court order restricts the release of information, it is the responsibility of the custodial parent to provide Mater Dei with an official copy of the court order. For record requests for a current or former student who has been reported as a missing person by the Illinois State Police, Mater Dei will place a red mark on the records request.

REQUIRED TESTING AND EXAMS (DP 6162.5)

A student is required to complete the following series of academic testing: the PreACT 8/9 test as an incoming freshman, the PreACT test as a sophomore, and the ACT test as a junior and/or senior. For each semester, students complete an exam for each class.

♦♦ ADDITIONAL POLICIES AND INFORMATION

TUITION AND FEES (MD 3240)

By registering his/her child at Mater Dei, a parent/guardian agrees to pay all applicable tuition and fees. Tuition may be paid annually, semi-annually, quarterly, or monthly.

FINANCIAL AID (MEMORIAL GRANTS) (MD 3240)

A parent/guardian in need of financial aid (tuition assistance) is strongly encouraged to apply for a Mater Dei Catholic High School Memorial Grant. The application, which is available in the main office and on PlusPortals, may be submitted on an annual basis.

A student will not be permitted to enroll for the next year or to receive his/her diploma until his/her books and other school property have been returned and his/her accounts have been paid in full or arrangements for payment have been made with the Principal. If a student transfers, his/her tuition will be prorated, but fee payments will not be refunded.

For a student transferring from Mater Dei, an official transcript will not be sent until his/her books and other school property have been returned and his/her accounts have been paid in full or arrangements for payment have been made with the Principal.

HEALTH ISSUES (DP 5141.3 p,r)

Students with health issues are expected to disclose their health issues to the Administration at the time of enrollment or at the time of diagnosis. Health issues include, but are not limited to, asthma, diabetes, seizures, ADD/ADHD, and allergies. On an annual basis, by the first day of school, all families must submit the "Student Health Conditions" form, which includes the disclosure of medication information. All health records are confidential and secured in the main office.

Students with HIV-AIDS who are enrolled or seeking enrollment are permitted to attend Mater Dei. A student with HIV-AIDS will be individually evaluated by the Administration and a licensed physician or other professional personnel to determine if his/her behavior or physical condition poses a high risk or potential spread of the disease. An additional purpose of the evaluation is to prepare a specific plan for the education and care of the student. The school will respect the student's right to privacy. Therefore, knowledge of the condition of a student with HIV-AIDS will be kept at the minimum necessary to assure proper care of the student and to detect situations where potential for transmission may increase. The Administration will provide those with a direct need to know with appropriate information, including proper procedures and precautions, as well as an explanation of confidentiality requirements. Per the Diocese of Belleville, Mater Dei will not accept students who are transferring from another school to avoid a student with HIV-AIDS.

COMMUNICABLE DISEASES

The Principal shall notify the Department of Public Health when a student is sent home due to suspicion of a communicable disease. When a student is absent due to a communicable disease, upon his/her return to school, he/she must present a release card from the Department of Public Health or a letter from a licensed physician that verifies that the Department of Public Health regulations have been fulfilled.

MEDICATION DISTRIBUTION

Per the Diocese of Belleville, Mater Dei employees are not permitted to distribute medication to a student, including pain relievers. In addition, as a general principle, students may not have medications in their possession at Mater Dei or while attending a school-sponsored activity. However, exemptions for special medical circumstances may be approved by the Administration to help a student maintain an optimal state of health for the benefit of his/her physical well-being and educational success.

Specifically, students are permitted to possess and to self-administer medications, including those dispensed from an auto-injector, that are prescribed for chronic medical conditions including, but not limited to, asthma, diabetes, seizures, ADD/ADHD, and allergies. On an annual basis, by the first day of school, all families must submit the "Student Health Conditions" form, which includes the disclosure of medication information: the name of the prescribed medication(s), the prescribed dosage(s), and the time(s) or circumstance(s) of administration. A parent/guardian must also provide the administration with written orders from licensed personnel. (Based on the written orders from licensed personnel, the administration will define "possess" as on the student's person or secured in the office.) In conjunction with the student and his/her parent/guardian, the Administration will develop a healthcare plan related to the long-term administration of medication.

Because of their "in loco parentis" status as set forth in 105 ILCS 5/24-24, school employees are afforded liability protection from negligence in the administration of medication and treatment in a school setting.

CARE PLAN FOR ASTHMA, DIABETES, AND EPILEPSY

For students diagnosed with asthma, diabetes, and epilepsy, in addition to providing medication information as described in the "Medication Distribution" section, the Administration will meet with a parent/guardian to develop a care plan, which the parent/guardian will sign. To protect the student's right to privacy, the Administration will share the care plan, as well as an explanation of confidentiality requirements, with those with a direct need to know in order to provide proper care for the student. Those with a direct need to know will include employees who transport the student to and/or from school and/or school-sponsored activities.

EMOTIONAL SUPPORT ANIMALS

Emotional support animals will not be permitted at Mater Dei except when the need for such an extraordinary accommodation is specifically stated in a student's Individual Education Program (IEP). A parent/guardian must also provide written orders from a licensed medical/health care provider when requesting the Administration's approval of this accommodation.

MEDICAL CANNABIS (DP 5141.2 and DR 5142)

IMMUNIZATIONS (DP 5141.3)

All students are expected to be immunized according to the ISBE and IDPH guidelines. Upon entering grade 9, students must also possess a valid physical and proof of a dental examination. Immunization records, physicals, and proof of dental examination forms are kept on file in the main office.

CONCUSSION PROTOCOL AND RETURN TO PLAY AND LEARN

Mater Dei utilizes a concussion protocol plan that has been developed and approved with the advice and recommendation of Athletes Advantage, a division of HSHS St. Joseph Hospital in Breese, Illinois. The plan includes a concussion oversight team consisting of a certified athletic trainer, a sports medicine physician, the Athletic Director, and the Principal. A student or a parent/guardian may request to review this plan by contacting the Principal.

ACCIDENT INSURANCE (DP 5143)

Per the Diocese of Belleville, all students must be enrolled in an accident and/or health insurance plan. Mater Dei does not provide accident or health insurance for students. However, as a service to families, Mater Dei offers the option for parents/guardians to purchase student accident insurance through an approved company.

On an annual basis, by the first day of school, all parents/guardians must submit the "Student Insurance Verification" form for each of their children enrolled at Mater Dei, on which they will provide information verifying the accident and/or health insurance plan in which the student is enrolled (including a policy through the approved company).

MONTHLY NEWSLETTER (DP 5124)

To maintain communication between Mater Dei and parent/guardians, the *Knight Life* parent newsletter is emailed monthly (September through May). To request a printed newsletter, a parent/guardian may contact the main office.

ONLINE SERVICES (DP 5124)

All students and parents/guardians are provided with a PlusPortals account, from where they can obtain progress reports, attendance reports, discipline reports, schedules, the daily announcements, and teacher email addresses.

In addition, students and parents/guardians are invited to visit the Mater Dei website (www.materdeiknights.org), and the Diocese of Belleville website (www.diobelle.org).

ELECTRONIC LEARNING DAYS

When students are unable to attend school due to inclement weather or other emergency, the Administration may choose to utilize an electronic learning day. Students and parents/guardians will be notified via AP Notify when an electronic learning day will be utilized.

On electronic learning days, students are expected to “attend” each class via Microsoft Teams per the x-schedule (11:15 a.m. dismissal). Teachers will submit attendance for each class. For students who are physically unable to attend class and complete assignments for reasons within the definition of an excused absence, a parent/guardian must follow the standard procedure of calling the main office to report his/her child’s absence.

USE OF THE OFFICE TELEPHONE

To ensure that office personnel have the ability to conduct necessary business, a student or a parent/guardian (requesting delivery of a message) may utilize the Main Office telephone **only in case of any emergency**. Messages that are personal in nature, such as reminders of appointments and after-school schedules, are **not** considered emergencies.

LOST ITEMS

A student who finds items that have been lost should deliver the items to the main office. A student who has lost items should check for those items in the main office and in the athletic director’s office.

In order to avoid the loss of items, it is recommended that a student locks his/her locker and write his/her name in his/her books and on other supplies. In addition, due to the possibility of theft, for which Mater Dei is not responsible, it is recommended that a student **not** bring to Mater Dei large amounts of money or other valuable items.

VISITORS

A visitor must report to the main office immediately upon arriving at Mater Dei in order to sign in and to obtain a visitor pass, which he/she must wear while at Mater Dei. Before leaving Mater Dei, a visitor must return to the main office in order to sign out and to return the visitor pass.

A student may **not** invite a visitor to Mater Dei without obtaining permission from the Administration. The Administration may prohibit visitations that may cause a disruption in or interference with the educational process of students or the orderly operation of Mater Dei.

CANCELLATION OF SCHOOL DUE TO INCLEMENT WEATHER

Families will receive notification of the cancellation of school due to inclement weather through the AP Notify message system. In addition, cancellations will be reported KMOX Radio (1120 AM) to the local ABC, CBS, FOX, and NBC television stations. For the purpose of the cancellation of school due to inclement weather, Mater Dei is a member of the Clinton County consortium.

VIDEO SAFETY CAMERAS

Mater Dei utilizes video surveillance cameras to monitor the activities of individuals both in Mater Dei’s building and on Mater Dei property, with the exception of restrooms and locker rooms.

TORNADO SAFETY PROCEDURES

The Administration will alert students of a tornado with intermittent blasts from a boat horn. A student must immediately travel to a designated safety area in a manner that is quick, yet safe. Upon arriving at a designated safety area, a student must kneel in a position such that he/she faces the wall or lockers but is not in front of windows or in the path of doors. In addition, a student must kneel with his/her left arm across the back of his/her neck (to provide protection from debris) and his/her right arm across his/her waist (to provide stability). All windows and doors should be left as they are at the time of the alert.

FIRE SAFETY PROCEDURES

The Administration will alert students of a fire with an alarm. A student must immediately evacuate to a designated safety area in a manner that is quick, yet safe. Once evacuated, a student must report to his/her teacher for attendance.

CHILD PROTECTION POLICY (DP 5141.4pr)

All employees, coaches, moderators, and volunteers of Mater Dei are required to complete training in accordance with the Diocese of Belleville Child Protection Policy. A student or a parent/guardian may visit the Diocese of Belleville website to review this policy (<https://www.diobelle.org/education/child-protection>).

In addition, all employees, coaches, moderators, and volunteers of Mater Dei are mandated reporters in accordance with the "Illinois Abused and Neglected Child Reporting Act." Should an employee, coach, moderator, or volunteer suspect or possess knowledge of the abuse or neglect of a student, he/she will implement the procedures set forth by the Office of Education for the Diocese of Belleville.

GRIEVANCE PROCEDURES (DP 5144 and DR 5144)

Mater Dei recognizes that a student and/or a parent/guardian may believe that the policies and procedures stated in the student handbook do not adequately address a situation or were applied in a manner that was inappropriate or unfair. Therefore, a student and/or a parent/guardian will follow the procedures outlined below when appealing disciplinary action:

- a student and/or a parent/guardian must respond to the Principal within two (2) days of being informed of the disciplinary action.
- a student and/or a parent/guardian must follow the established chain of command: teacher, Principal, School Advisory Council President, and Office of Education for the Diocese of Belleville.
- a student and/or parent/guardian must recognize that the Mater Dei School Advisory Council is only consultative in nature, and the Mater Dei Administration will have the final word on all actions taken.

PEST CONTROL AND PESTICIDE USAGE (DP 2502)

Mater Dei has a contract with a local pest control company to apply general pest control applications to Mater Dei's facilities throughout the school year. The applications will be completed once a month between 6:00 a.m. and 7:00 a.m. The following chemicals are applied: Difethialone .0025% (mouse control) and Cyfluthrin .05% spot application.

ASBESTOS COMPLIANCE

In accordance with United States Environmental Agency regulations, an inspection was performed to identify the presence of asbestos in the building. As a result, an asbestos management plan, which describes how asbestos exposure will be minimized, was developed and implemented. A student or a parent/guardian may contact the main office to review the asbestos management plan.

Note that it is assumed that asbestos is present in all material that has not been tested by a certified inspector. It is forbidden to penetrate any wall at Mater Dei without verification that it is free from asbestos.

SITUATIONS NOT LISTED IN HANDBOOK

In addition to the policies, regulations, and procedures stated in this handbook, all policies, regulations, and procedures adopted by the Mater Dei Catholic High School School Advisory Council and the Diocese of Belleville Board of Education are applicable to all students. A student or a parent/guardian may review these policies, regulations, and procedures by contacting the main office or visiting the Diocese of Belleville website (www.diobelle.org/education/catholic-schools/policies-regulations-index).

Furthermore, because the safety and welfare of all students is of the highest priority, the Administration reserves the right to address a situation that may cause or has caused a material or substantial disruption in or interference with the educational process of students or the orderly operation of Mater Dei, even if the situation is not specifically addressed in the policies, regulations, and procedures stated in this handbook or the policies, regulations, and procedures adopted by the Mater Dei Catholic High School School Advisory Council and the Diocese of Belleville Board of Education. Therefore, the Administration reserves the right to amend this handbook as deemed necessary and will provide students and parent/guardians with appropriate notification of amendments.

♦♦ STUDENT SERVICES

ACADEMIC GUIDANCE DEPARTMENT

The Academic Guidance Department plays an integral role in the educational process by providing a student with assistance in achieving academic success and preparing for his/her future. Therefore, students and parents/guardians are encouraged to utilize the services of the Academic Guidance Department. To ensure that the diverse needs of all students are met, the Academic Guidance Department is uniquely structured and comprised of the following distinct personnel: Director of Academic Advisement, the class advisors, the Director of College Placement, the Counselor, and the Campus Minister.

CAMPUS MINISTRY

Campus Ministry plays an integral role in the educational process by providing a student with opportunities to grow in his/her faith. Such opportunities include, but are not limited to, weekly liturgies, a reconciliation service, retreats (attending and facilitating), and service, including the Senior Service Project.

COUNSELING (MENTAL HEALTH AND WELLNESS)

The Counselor plays an integral role in the educational process by providing a student with the opportunity to discuss and to develop strategies for addressing emotional stressors that may occur at or outside of school. The counselor will evaluate a student's needs and make recommendations for additional professional services when deemed necessary.

PEER TUTORING

A student who needs additional academic assistance may request that his/her teacher or class advisor arrange peer tutoring, which is provided during school-wide study halls by members of National Honor Society.

BECKER LEARNING CENTER (LIBRARY)

The Becker Learning Center plays an integral role in the educational process by providing students with a variety of resources that support the curriculum and promote reading as a leisure activity. In addition, the library webpage provide access to multiple online resources (library catalogs, databases, and directories) and links to educational websites (curriculum, college, and career).

To utilize the Becker Learning Center, a student must obtain a hall pass from the teacher for whom he/she is completing an assignment requiring use of the Becker Learning Center. (A hall pass is not required before school or after school.) In addition, a student must display behavior that is conducive to studying and must carefully utilize and promptly return all library resources. A student who violates these policies will be subject to disciplinary action, including, but not limited to, the loss of his/her library privileges.

COMPUTER LABS

To utilize a supervised computer lab, a student must obtain a hall pass from the teacher for whom he/she is completing an assignment requiring use of a computer lab. (A hall pass is not required before school or after school.) A student is not permitted, under any circumstances, to utilize a computer lab that is unsupervised, even if that computer lab is indicated on his/her hall pass. A student must sign in upon his/her arrival at the computer lab and both log off the computer and sign out before leaving the computer lab. Specific policies related to student use of computers are listed in the "Computer Use Policy" section of this handbook. A student who violates these policies will be subject to disciplinary action, including, but not limited to, the loss of his/her computer privileges.

♦♦ **EXTRACURRICULAR ACTIVITIES** (MD 5132)

Mater Dei offers a variety of activities, both athletic and non-athletic, in which a student is encouraged to participate as his/her schedule permits. A student is reminded that although his/her participation in an activity is voluntary, his/her participation is a privilege, not a right. Therefore, a student is expected, as in class, to demonstrate behavior that reflects the expectations, principles, discipline policies, and substance abuse policy of Mater Dei.

In addition, by choosing to participate in an activity, a student agrees to abide by all additional policies, including, but not limited to, the policies of the moderator or coach of the specific activity; the athletic department, when applicable; and the Illinois High School Association (IHSA), when applicable. The *Mater Dei Catholic High School Athletic Handbook* is provided in this handbook. The Administration will ensure that all additional policies are consistent with the philosophy of Mater Dei. A student may obtain additional information by contacting the moderator or coach listed below.

NOTE: A student who is not in attendance by 11:30 a.m. will not be permitted to participate in extracurricular activities held at any time during that school day, unless he/she has received prior permission from the Administration.

ACTIVITIES

ACES (Academic Challenge in Engineering and Science)	Mr. Scott Timmermann
Art Club	Mrs. Jodi Venhaus
Band (concert, jazz, pep and marching band; color guard)	Mr. Doug Schaffer
Bass Fishing	Mr. Jay Staser
Book Club	Mrs. Emily Timmermann
Chess Club	Mrs. Beth Grapperhaus
Chorus	Mr. Doug Schaffer
Drama – Fall Play	Mr. Cale Loddeke
Drama – Spring Musical	Mr. Cale Loddeke
FBLA (Future Business Leaders of America)	Mr. Dave Venhaus
FFA	Mr. Doug Lueking
Liturgical Music Group	Mrs. Celia Kannall
Marketing Club	Mrs. Anna Venhaus
National Honor Society	Mrs. Emily Timmermann
St. Vincent De Paul Society	Ms. Elizabeth Overmann
Scholar Bowl	Mr. Scott Timmermann
Spanish Club	Mrs. Amparo Wolden
Student Ambassadors	Mrs. Maria Zurliene
Student Council	Mr. Scott Timmermann and Mrs. Emily Timmermann
Teens for Life	Mr. Mason Schrage
Yearbook (<i>Knight</i>)	Mrs. Melissa Kunkle and Mrs. Pam Zurliene

Students are encouraged to discuss with their theology teacher the opportunities to volunteer for the liturgical roles that are available during our weekly Masses.

ATHLETICS

Athletic Director	Mr. Cory Arentsen
-------------------	-------------------

Fall Athletics

Cheerleading	Mrs. Jamie Jung
Cross Country – Boys	Mr. Colten Strotheide
Cross Country – Girls	Mr. Colten Strotheide
Football	Mr. Conner McLaughlin
Golf – Boys	Mr. Brad Kampwerth
Golf – Girls	Mr. Kevin Kellermann
Soccer – Boys	Mr. Max Etter
Volleyball	Mrs. Cortney Walker

Winter Athletics

Basketball – Boys
Basketball – Girls
Bowling – Boys
Bowling – Girls

Mr. Cory Arentsen
Mr. Eric Johnson
Mr. Jeff Johnson
Mr. Jeff Johnson

Spring Athletics

Baseball
Soccer – Girls
Softball
Track & Field – Boys
Track & Field – Girls

Mr. Tom Robben
Ms. Lindsey Lappe

Mr. Colten Strotheide
Mr. Colten Strotheide

♦♦ COMPUTER USE POLICY (DP 1341PR)

Computers play an integral role in the educational process by providing students with access to resources that supplement and enrich the curriculum. All students will receive a Microsoft 365 account, which includes a Mater Dei email account. Upon enrollment and through specific classes, students will receive introductory training on use of these accounts and the Mater Dei computer network. The use of a network provides greater flexibility in scheduling, eliminates the need for personal data storage, and protects against unauthorized and/or intrusive software. These advantages, however, are offset by the potential for abuse by users of the network. Students are taught to protect their accounts with passwords and are discouraged from allowing others to use their accounts. A student who accesses, attempts to access, damages, or attempts to damage accounts and/or files that are not his/her accounts and/or files will be subject to disciplinary action including, but not limited to, loss of his/her computer privileges for a minimum of ten (10) school days and maximum of thirty (30) school days.

UNAUTHORIZED USE

Unauthorized use of Mater Dei's computer network or services, including Wi-Fi, will result in disciplinary action including, but not limited to, revocation of the student's access to the computer network and/or services, suspension, or expulsion. Unauthorized use of the computer network or services that is in violation of any copyrights or license agreements, or unauthorized disclosure of confidential information obtained through the use of the computer network or services may also result in legal action. Examples of inappropriate and unauthorized use of the computer network or services include, but are not limited to, the following actions:

- the use of accounts, access codes, or network identification numbers assigned to other users without written permission of a teacher;
- the use of the computer network or services for personal gain or commercial activities unrelated to the educational purposes of Mater Dei;
- the violation of any copyrights or license agreements;
- the use or development of programs that harass other users or infiltrate, damage, or alter the computer network or services;
- the inspection, distribution, reproduction, modification, or destruction (or the attempt to complete such actions) of files, records, programs, passwords, emails, or other data belonging to Mater Dei or other users without written permission of a teacher;
- the use of the computer network or services for recreational purposes or purchases (i.e., games, apps, and videos) that are unrelated to the educational purposes of Mater Dei;
- the destruction of or damage to equipment, software, or data belonging to Mater Dei or other users;
- the violation of security related to the computer network or services including, but not limited to, obtaining, possessing, using, or attempting to use passwords or other information related to another user's account;
- the use of the computer network or services in a manner that impedes the activities of other users;
- the violation of the usage policies and regulations of networks or educational platforms for which Mater Dei provides access for use by students;
- the violation of another user's privacy;
- the use of the computer network or services in the commission of academic dishonesty including, but not limited to, the act of or facilitation of plagiarism, fabrication, or cheating.

INVESTIGATIONS

Whenever there is an allegation of unauthorized use, the Administration may authorize an investigation. In the event of an investigation, the Administration will have the authority to examine all files, passwords, printouts, accounting information, or other materials that may aid in the investigation. The failure of a student to cooperate with an investigation may, in addition to disciplinary action, result in the revocation of his/her computer privileges.

COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

Mater Dei provides internet access for students based on the belief that the internet offers vast, diverse, and unique resources and promotes educational excellence by facilitating resource sharing, innovation, and communication. With the internet, students have access to the following:

- email communication with people all over the world;
- information and news from government sources, research institutions, and other sources;
- multiple types of public domain software and shareware;
- discussion groups on a wide range of topics;
- multiple public and private libraries, the Library of Congress, and the Education Resources Information Center (ERIC) Clearinghouse (an online library of education research and information sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education).

With access to the internet and people across the globe also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. The Administration firmly believes that the valuable information and interaction available on this global network far outweighs the possibility that users may procure material that is not consistent with the educational purposes of Mater Dei.

Life is a series of choices and consequences. Mater Dei has chosen to make internet resources available to students, and the consequence is that they will have access to far more information than if they had to rely on the library alone. If a student chooses to use the internet resources for information that will be of assistance in learning, then the consequence will be continued access to the internet. However, if a student chooses to access internet resources that are objectionable, adult-oriented, or restricted, then he/she will be subject to disciplinary action.

COMPUTER AND INTERNET TERMS AND CONDITIONS

Acceptable Use The original purpose of the internet was, and largely still is, to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of Mater Dei's computer network and services, including the internet, must support education and research that is consistent with the learning outcomes of Mater Dei. Use of another organization's network of computer resources must also comply with the policies of that network. Transmission of any material in violation of any U.S. or state regulation is prohibited and includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

The Administration reserves the right to revise the acceptable use policies as deemed necessary.

Computer and Network Etiquette Students are expected to abide by the generally accepted rules of computer and network etiquette including, but not limited to, the following actions:

- utilizing language that is appropriate and respectful and avoiding language that is inappropriate or abusive in nature, including, but not limited to, profanity and vulgarity;
- avoiding participation in inappropriate or illegal activities, both of which are strictly forbidden;
- avoiding the revelation of personal information, such as addresses, phone numbers, and passwords, for themselves or Mater Dei students, employees, or volunteers;
- recognizing that activities, including emails, are not guaranteed to be private, as the computer network and services are monitored;
- recognizing that activities, including emails, related to or in support of illegal activities may be reported to law enforcement officials;
- avoiding use of the computer network or services in a manner that disrupts use by others;
- presuming that all communications and information accessible via the internet is private property (copyrighted);

- avoiding the use of hate speech, harassment, discriminatory remarks, and other antisocial behaviors including, but not limited to, the use of profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate, which are strictly forbidden;

Accuracy of Information Use of any information obtained via the Mater Dei computer network or services, including the internet, is at a student's own risk. Mater Dei specifically denies any responsibility for the accuracy or quality of information a student obtains via the computer network or services, including the internet. When using information (including text, graphics, and videos) from internet sources for assignments and assessments, students must properly cited the source(s).

Security Security on any computer network or services is a high priority, especially when the network or services involve numerous users. A student who is identified as a security risk or as having a history of misconduct, including on non-Mater Dei computer networks or services, may be denied access to Mater Dei's computer network or services. If a student believes he/she can identify a security problem on the computer network or with services, including internet access, then he/she must notify a teacher or administrator. The student must not describe or demonstrate the problem to other users. Students will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the computer network or services. Attempts to gain unauthorized access to computer equipment or the computer network or services and downloading unauthorized information or files to the computer network or hard drives of Mater Dei computers is prohibited and will result in disciplinary action.

I. IHSA REGULATIONS

All students involved in interscholastic athletics are required to adhere to all IHSA regulations, including regulations regarding athletic eligibility. Questions regarding a student's eligibility must be directed to the Principal or Athletic Director, who possess the complete *IHSA Handbook*.

II. ATHLETIC HANDBOOK AND PERMIT AGREEMENT

A student participating in athletics will receive this athletic handbook. Both a student and his/her parent(s) must sign an agreement card indicating that they are aware of the policies and agree to abide by the policies.

III. PHYSICAL EXAMINATION

A student must have a physical examination card, properly signed by the attending physician, on file with his/her coach.

IV. ABSENTEEISM AND TRUANCY

While athletics play an integral role in the education program, the phrase "student – athlete" indicates that a student's academic responsibilities have priority over his/her athletic responsibilities. Moreover, an athlete must serve as a model student. Thus, regular attendance to both school and practice is mandatory.

- A. **ABSENTEEISM** A student who is not in attendance by 11:30 a.m. will not be permitted to participate in athletic activities held at any time during that school day, unless he/she has received prior permission from the Administration.
- B. **TRUANCY** Because truancy reflects not only on an individual student, but also on his/her team and the entire athletic program, a student deemed truant by the Administration will be reported to his/her coach.

V. UNIFORMS, EQUIPMENT, AND LOCKS

After receiving his/her uniform, equipment, and lock, a student is responsible for those items. If an item is lost or damaged, the student will reimburse Mater Dei for the cost of replacing the item.

VI. TRAINING REGULATIONS, MISCONDUCT, AND PENALTIES

As an athlete, a student is observed by both his/her fellow students and the community, regardless of his/her desire for such recognition. Moreover, observations of a student's conduct extend to his/her private life. Finally, a student's conduct reflects not only on him/her, but also on his/her team and the entire athletic program. Therefore, a student is expected to demonstrate high caliber behavior at all times. Therefore, in addition to the policies stated in the *Student Handbook* and the *IHSA Handbook*, a student is subject to the policies stated in this handbook at all times, specifically on campus and off campus when school is in session and out of session.

In the event that a student is accused of violating a policy stated in this handbook, he/she will meet with the Assistant Principal, Athletic Director, and coach to discuss the alleged violation, after which the Assistant Principal, Athletic Director, and coach will determine appropriate disciplinary action. When applicable, such disciplinary action will be consistent with the policies established by the coach and the policies stated in this handbook, the *Student Handbook* and the *IHSA Handbook*.

- A. **SUBSTANCE ABUSE** The terms utilized in this substance abuse policy are defined as follows:

athletic contests **official** team events scheduled by the Athletic Director. Additional events scheduled by a coach (such as a "blue and white" game or public performance) or events involving individual team members (such as the IHSA three-point contest) do **not** meet the definition of athletic contests. An athletic contest which is canceled or for which a student is ineligible, due to academic, attendance, or disciplinary policies, will **not** fulfill a suspension.

in-season after the IHSA sanctioned start date, when a student is a potential member (during try-outs) or an official member of an athletic team.

out-of-season before the IHSA sanctioned start date, when a student is not a potential member (during try-outs) or an official member of an athletic team.

school year begins the day after the last day of the school year (including the summer) and ends the last day of the next school year. (example: if the 2018 – 2019 school year ends May 23, 2019, the 2019 – 2020 school year will begin May 24, 2019, and will end on the last day of the 2019 – 2020 school year)

suspension period during which a student is not permitted to participate in athletic contests. At the discretion of the coach, a student is permitted to practice, unless he/she is ineligible due to academic, attendance, or disciplinary policies. In addition, before the end of the season, should a student remove himself/herself or be removed by the coach from the athletic team of which he/she was an official member at the time he/she served a first or second violation suspension, the suspension will be considered unfilled and reinstated for the next athletic team of which he/she is an official member, regardless of school year.

violation possessing, consuming, or being under the influence of tobacco, vaping, e-cigarettes, illegal drugs, or unauthorized prescription drugs; possessing drug-related paraphernalia; selling, distributing, or attempting to sell or distribute tobacco, illegal drugs, unauthorized prescription drugs, or drug-related paraphernalia. A violation of this substance abuse policy is not based on legal action.

1. First Violation (in a school year)

For the first violation in a school year, when occurring in-season or out-of-season, a student will be suspended from the next two athletic contests (one contest for football) in which he/she is an official member of an athletic team.

NOTE: Until fulfilled, the first violation suspension will continue to the next athletic team of which a student is an official member, regardless of school year.

2. Second Violation (in a school year)

NOTE: When a student and/or his/her parent(s) are forthcoming to the Administration regarding his/her second violation, either voluntarily or when initially questioned by the Administration, the second violation will be classified as in-season or out-of-season based on the date of the second violation.

However, when a student and/or his parent(s) are not forthcoming to the Administration, either voluntarily or when initially questioned by the Administration, and the Administration later verifies the second violation, the second violation will be automatically classified as in-season. In this case, if a student is not a potential member (during try-outs) or an official member of an athletic team at the time of the second violation, he/she will be suspended from all athletic contests for the next athletic team of which he/she is an official member, regardless of school year.

- a. out-of-season: For the second violation in a school year, when occurring out-of-season, a student will be suspended from 50% of the athletic contests for the next athletic team of which he/she is an official member, regardless of school year.

NOTE: After the Athletic Director determines that the schedule is complete, a set number of athletic contests will be calculated. If a student must fulfill a first violation suspension, this calculation will not include those athletic contests. In addition, schedule changes occurring after this calculation will not be considered.

- b. in-season: For the second violation in a school year, when occurring in-season, a student will be suspended from the remainder of athletic contests for the athletic team of which he/she is a potential member (during try-outs) or an official member.

NOTE: If a student has not fulfilled his/her first violation suspension at the time he/she is removed from the athletic team, the first violation suspension will continue to the next athletic team of which he/she is an official member, regardless of school year.

3. Third Violation (in a school year)

For the third violation in a school year, in-season or out-of-season, a student will be suspended from all athletic contests for a period of 365 days from the date on which the Administration verifies the third violation.

4. Fourth Violation (cumulative)

For the fourth cumulative violation, regardless of school year, a student will not be permitted to participate on an athletic team for the remainder of his/her high school career.

- B. MISCONDUCT Should a student conduct himself/herself in a manner which is deemed unacceptable by the Principal, Assistant Principal, Athletic Director, or coach, he/she will be subject to disciplinary action deemed appropriate by the Assistant Principal, Athletic Director, and coach. When applicable, such disciplinary action will be consistent with the policies established by the coach and the policies stated in this handbook, the *Student Handbook* and the *IHSA Handbook*.

VII. ATHLETIC AWARDS

- A. ATHLETIC LETTERS In order to receive a letter, a student must meet the following requirements:

1. General Requirements

- a. A student must adhere to both the letter and the spirit of all policies established by the coach and the policies stated in this handbook.
- b. A student must complete the sport season. Under special circumstances, such as an accident, an injury, or an illness, a coach may recommend waiving this requirement.
- c. A student must not violate the policies stated in this handbook for a second time in a school year. More specifically, after violating the policies stated in this handbook for a second time in a school year, a student will be ineligible to receive a letter in the sport in which he/she was participating at the time of the second violation. (After violating the policies stated in this handbook for the first time in a school year, a student will be eligible to receive a letter in the sport in which he/she was participating at the time of the first violation.)

2. Specific Requirements

- a. A student must meet the requirements for earning a letter which are established by the coach. The coach will inform a student of these requirements at the start of the sport season. Under special circumstances, a coach may recommend waiving this requirement.
- b. A freshman student will receive the numerals of his/her graduation year.
- c. A freshman or sophomore student who successfully completes a sports season as a member of a junior varsity team will receive a junior varsity letter.
- d. A student who serves as a manager or a statistician will be eligible to earn a letter.
- e. After receiving his/her first letter, a student will receive a bar for each additional letter he/she earns (i.e. a student will receive only one letter during his/her career at Mater Dei).

- B. SPECIAL TROPHIES AND AWARDS In addition to earning letters, a student may earn outstanding achievement awards, which his/her coach will award at the Athletic Awards Banquet. Moreover, the following awards are presented at the end of the school year: the Steve Becker Award, the *St. Louis Post-Dispatch* Scholar - Athlete Award, and the Army Reserve Scholar- Athlete Award.

- C. ATHLETIC AWARDS BANQUET All students earning a varsity letter will be honored at an Athletic Awards Banquet. These banquets will be held at the close of the Fall, Spring, and Winter sports seasons.

VIII. ATHLETIC EMERGENCY ACTION PLAN

Mater Dei Catholic High School has adopted an official Emergency Action Plan in regards to Athletics and Extracurricular Activities. This plan is shared with all coaches and official personnel who might be engaged in the welfare of our students. Copies are available in the main office.

♦♦ ARTIFICIAL INTELLIGENCE (AI) STUDENT USE POLICY (DP 5151)

Purpose

The Diocese of Belleville recognizes that Artificial Intelligence (AI) can enhance learning, creativity, and productivity when used responsibly. Consistent with the mission of Catholic education, AI must support the formation of the whole person spiritually, intellectually, morally, and socially. AI is a tool that can assist learning, but it cannot replace human relationships, critical thinking, personal responsibility, or authentic student work.

This policy applies to all AI tools used in connection with school activities, whether on or off campus and whether accessed through school-owned or personal devices.

Guiding Principles

The use of AI in diocesan and parish schools shall:

- Uphold the dignity of every human person.
- Reflect Catholic values and serve the common good
- Promote honesty, integrity, and responsible digital citizenship.
- Support learning, creativity, and critical thinking.
- Protect privacy, confidentiality, and student safety.

Student Expectations

Students may use AI tools only as permitted by their teacher and for educational purposes consistent with assignment expectations. Students are expected to:

- Use AI to support, not replace, their own learning and intellectual effort.
- Disclose and acknowledge AI use when required by the teacher.
- Verify the accuracy and appropriateness of AI-generated content.
- Protect personal, confidential, and school-related information.
- Use AI in a manner consistent with Catholic values and respect for others.

Prohibited Uses

Students may not use AI to:

- Cheat, plagiarize, or misrepresent AI-generated work as their own.
- Complete assessments or assignments when AI use has been prohibited.
- Create, access, or distribute harmful, offensive, discriminatory, deceptive, or inappropriate content.
- Harass, bully, impersonate, or threaten others.
- Share confidential, personal, or protected information.
- Violate school policies, diocesan expectations, or applicable laws.

AI companion, role-play, or relationship-based chatbot platforms are prohibited on school devices, networks, and during school-sponsored activities unless expressly approved by school administration or teachers.

Teacher Authority

Teachers will determine when and how AI may be used in their classrooms and may require students to explain, document, or demonstrate the authenticity of their work. AI-detection tools will not be used as the sole basis for determining academic misconduct.

Parent Partnership

Parents and guardians are encouraged to support responsible AI use by promoting academic honesty, transparency, and appropriate digital citizenship.

Consequences of Misuse

Violations of this policy will be addressed in accordance with school and diocesan disciplinary procedures and may result in academic consequences, loss of technology privileges, or other disciplinary action as appropriate.

Statement of Commitment

Artificial Intelligence offers valuable opportunities for learning and innovation. As Catholic school communities, we are committed to using these technologies in ways that honor human dignity, strengthen authentic learning, foster wisdom and critical thinking, and advance the mission of Catholic education.

♦♦ PARENT/GUARDIAN CODE OF CONDUCT (DP 2610)

Parent/Guardian Code of Conduct Policy

Rooted in the Gospel and the teachings of the Catholic Church, our school calls all members of our community, including students, parents, staff, and clergy, to live and act in accordance with the Gospel values of charity, respect, humility, and truth. As such, the cooperation of parents and guardians is essential to the integrity of our mission and the success of each child's Christian formation. Parents and guardians are the primary educators of their children and enter into a partnership with the school in the spiritual, moral, intellectual, and social formation of their child.

Condition of Enrollment

It is an express condition of enrollment that parents, guardians, and students conduct themselves, both on and off campus, in a manner consistent with the mission, policies, and teachings of the Catholic Church, as reasonably interpreted by the school administration. These principles include, but are not limited to, the teachings of the Church and any expectations set forth in the Student and Parent Handbook, Code of Conduct, or other school and diocesan policies. Enrollment at the school is a privilege, not a right, and requires a cooperative and supportive partnership between the family and the school in pursuit of the school's Catholic mission.

Core Expectations

Parents/guardians are expected to:

- Model Christian behavior by speaking and acting with charity, honesty, patience, and respect, even during times of disagreement or conflict;
- Seek to resolve concerns and disputes in a spirit of reconciliation, recognizing the dignity of every person and the importance of preserving the unity of the school community;
- Collaborate courteously and constructively with school personnel to support the spiritual, academic, moral, and behavioral development of their child(ren);
- Address concerns regarding their child or the school directly, respectfully, and through appropriate channels of communication, recognizing the importance of resolving concerns at the lowest appropriate level whenever possible;
- Respect the authority, dignity, and God-given worth of all school employees, volunteers, coaches, clergy, parents, and students;
- Refrain from conduct, whether verbal, written, digital, or physical, that is disruptive, hostile, divisive, or contrary to the mission, teachings, and values of the Catholic Church and the school;
- Avoid gossip, detraction, calumny, rumor-spreading, or other communications that may damage the reputation, dignity, or well-being of members of the school community;
- Avoid confrontational communications with other parents or students regarding disciplinary, personnel, or school-related matters, recognizing that such concerns should be addressed through appropriate school channels;
- Support the school's mission as a partner in forming students as disciples of Jesus Christ and faithful members of the Catholic community.

These expectations apply during school hours, at all school-sponsored events including athletics, field trips, co-curricular activities, and extended care, and in any setting, including electronic and social media communications, that may reasonably be associated with or impact the school community.

Unacceptable Conduct

Although the following list is not exhaustive, the following are examples of conduct that will not be tolerated:

- Harassing, threatening, intimidating, or inappropriate electronic communications, including emails, text messages, social media posts, or other digital communications directed toward or concerning members of the school community;
- Disrespect toward any school staff member, student, volunteer, or fellow parent;
- Raising voices, name-calling, profanity, or verbal abuse directed at any member of the school community;
- Threats, physical intimidation, or any form of violence;
- Gossip, detraction, calumny, defamatory statements, rumor-spreading, or social media activity that harms the reputation, dignity, or well-being of members of the school community.
- Any action determined by the school administration to be inconsistent with the mission, teachings, and values of the Catholic Church, or that materially disrupts the operations or well-being of the school community.

The school administration reserves the right to determine whether conduct violates this policy and to assess the appropriate response in light of the school's mission and the circumstances involved.

Disciplinary Consequences

The school's preference is always to restore positive relationships and maintain the partnership between the family and the school whenever possible. In keeping with the Gospel values of reconciliation, charity, and mutual respect, the school seeks to resolve concerns constructively and preserve the unity of the school community. Families are encouraged to approach disagreements in a spirit of prayer, mutual understanding, and Christian charity. However, when conduct significantly undermines the school's mission, threatens the safety or well-being of others, or renders a productive partnership impossible, more serious consequences, including required withdrawal, may be imposed.

Failure to meet these standards may result in corrective action, including but not limited to:

- Verbal or written warning;
- Required meeting with administration-including principal and pastor;
- Temporary or permanent exclusion of the parent/guardian from school grounds or events;
- Suspension of volunteer privileges;
- Requirement to withdraw the student from the school.

While the school will make reasonable efforts to issue a warning before more serious action is taken, **advance notice is not guaranteed**. Particularly severe or repeated misconduct may warrant immediate exclusion or withdrawal without prior warning. Aggravating factors, such as prior incidents, severity of the behavior, presence of children during the conduct, or a pattern of inappropriate behavior, will be considered in determining the appropriate response.

Appeals

Any disciplinary decision under this policy may be appealed through the diocesan grievance process as outlined in the diocesan Parent Grievance Policy.

The school seeks to foster a community that reflects the love of Christ, respects the dignity of every person, promotes safety, unity, charity, and mutual accountability among all members of the school family. We thank all parents and guardians for partnering with us in fostering a respectful, faith-filled, and Christ-centered school community.

♦♦ PARENT GRIEVANCE PROCESS (DP 2611)

Rooted in the Gospel and the teachings of the Catholic Church, the school encourages concerns to be addressed promptly, respectfully, and through the appropriate channels of communication. Guided by the values of charity, respect, reconciliation, and the dignity of every person, all parties are called to work toward understanding and resolution in a spirit of Christian discipleship.

Parents and school personnel share a common responsibility for supporting the spiritual, academic, and personal growth of students. This process seeks to preserve the unity of the school community, promote mutual understanding, preserve relationships, and foster resolutions that support the well-being and Christian formation of students while advancing the mission of Catholic education.

There are times when disagreements occur between parents and school personnel, or when clarification is needed regarding a procedure, decision, or policy. In such situations, all parties are expected to communicate in good faith, demonstrate Christian charity, and work collaboratively toward a resolution that reflects the values of the Gospel and the shared mission of Catholic education.

All parties are expected to respect the confidentiality of the process to the extent possible and refrain from actions or communications that may unnecessarily harm the reputation or dignity of others while a concern is being addressed.

1. Parent-teacher meeting: If the concern involves a teacher or other school personnel, parents should first arrange a meeting with the individual most directly involved in the matter. All parties are expected to engage in respectful dialogue, listen with openness, and seek resolution in a spirit of Christian charity and mutual understanding.

If the results of the meeting are disputed, a written summary of the discussion and any agreed-upon actions should be prepared and signed by all parties. If communication takes place by telephone, school personnel should document the date, time, and substance of the conversation and provide a copy to the parents. Parents may amend the document if necessary, sign it, and return it to the school.

2. Parent-principal meeting: If the parent-teacher meeting does not resolve the concern, parents should contact the Principal to arrange a meeting. Parents should provide copies of any documentation from the previous meeting. The purpose of this meeting is to seek resolution through collaboration and a shared commitment to the student's well-being, Christian formation, and educational success. Written notes of the meeting should be maintained, signed by all parties present, and distributed to those involved.

3. Parent-superintendent meeting: If the concern remains unresolved following the parent-principal meeting, parents may submit a written letter to the Superintendent of Catholic Schools. The letter should briefly describe the concern and include copies of all documentation from the prior meetings.

The Superintendent will review all documentation, consult with the Principal as appropriate, and determine the most appropriate next steps in light of diocesan policy, the mission of Catholic education, and the well-being of those involved.

Throughout this process, all parties are expected to treat one another with respect, courtesy, and Christian charity. The goal of the grievance process is not merely the resolution of disputes, but the preservation of relationships, the pursuit of truth and justice, the promotion of the common good, and the advancement of a safe, faith-filled, and Christ-centered learning environment for all students.

♦♦ STUDENT HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT

On an annual basis, all students and parents/guardians must provide acknowledgement of and agreement to the policies and procedures outlined in the student handbook via the "Student Handbook Acknowledgement" form. This form will be provided to families prior to the start of the school year.