



# Mater Dei Catholic High School

## 2010/2011

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## 2010 - 2011 FIRST SEMESTER

<u>AUG</u> 16	faculty mass & meeting	20	Mon	F	25	Mon	A	29	Mon	A
17	book pick-up	21	Tue	G	26	Tue	B	30	Tue	B
18	first day for freshmen	22	Wed	A	27	Wed	C	<u>DEC</u> 1	Wed	C
19	first day for all students	23	Thu	B	28	Thu	D	2	Thu	D
20	Fri A	24	Fri	C	29	Fri	E	3	Fri	E
23	Mon B	27	Mon	D	<u>NOV</u> 1	Mon	F	6	Mon	F
24	Tue C	28	Tue	E	2	Tue	G	7	Tue	G
25	Wed D	29	Wed	F	3	Wed	A	8	Wed	A
26	Thu E	30	Thu	G	4	Thu	B	9	Thu	B
27	Fri F	<u>OCT</u> 1	Institute Day		5	Fri	C	10	Fri	C
30	Mon G	4	Mon	A	8	Mon	D	13	Mon	D
31	Tue A	5	Tue	B	9	Tue	E	14	Tue	E
<u>SEPT</u> 1	Wed B	6	Wed	C	10	Wed	F	15	Wed	F
2	Thu C	7	Thu	D	11	Veterans Day		16	Thu	G
3	Fri D	8	Fri	E	12	Fri	G	17	Fri	A
6	Labor Day	11	Columbus Day		15	Mon	A	20	Exams	
7	Tue E	12	Tue	F	16	Tue	B	21	Exams	
8	Wed F	13	Wed	G	17	Wed	C	22	Exams	
9	Thu G	14	Thu	A	18	Thu	D			
10	Fri X	15	Fri	B	19	Fri	E			
13	Mon A	18	Mon	C	22	Mon	F			
14	Tue B	19	Tue	D	23	Tue	G			
15	Wed C	20	Wed	E	24	Wed	XX			
16	Thu D	21	Thu	F	25	Thanksgiving				
17	Fri E	22	Fri	G	26	No School				

## 2010 - 2011 SECOND SEMESTER

<u>JAN</u> 3	Mon A	14	Mon	A	28	Mon	F	9	Mon	C
4	Tue B	15	Tue	B	29	Tue	G	10	Tue	D
5	Wed C	16	Wed	C	30	Wed	A	11	Wed	E
6	Thu D	17	Thu	D	31	Thu	B	12	Thu	F
7	Fri E	18	Institute Day		<u>APR</u> 1	Fri	C	13	Fri	G
10	Mon F	21	Presidents' Day		4	Mon	D	16	Mon	A
11	Tue G	22	Tue	E	5	Tue	E	17	Tue	B
12	Wed A	23	Wed	F	6	Wed	F	18	Wed	C
13	Thu B	24	Thu	G	7	Thu	G	19	Thu	D
14	Fri X	25	Fri	A	8	Fri	A	20	Fri	E
17	MLK Day	28	Mon	B	11	Mon	B	23	Mon	F
18	Tue C	<u>MAR</u> 1	Tue	C	12	Tue	C	24	Tue	G
19	Wed D	2	Wed	D	13	Wed	D	25	Exams	
20	Thu E	3	Thu	E	14	Thu	E	26	Exams	
21	Fri F	4	Fri	F	15	Fri	F	27	Graduation	
24	Mon G	7	Pulaski Day		18	Mon	G	30	Memorial Day	
25	Tue A	8	Tue	G	19	Tue	A	31	Exams	
26	Wed B	9	Wed	A	20	Wed	XX			
27	Thu C	10	Thu	B	21	Holy Thursday				
28	Fri D	11	Fri	C	22	Good Friday				
31	Mon E	14	Mon	D	25	Easter Monday				
<u>FEB</u> 1	Tue F	15	Tue	E	26	Tue	B			
2	Wed G	16	Wed	F	27	Wed	C			
3	Thu A	17	Thu	G	28	Thu	D			
4	Fri B	18	Fri	X	29	Fri	E			
7	Mon C	21	Mon	A	<u>MAY</u> 2	Mon	F			
8	Tue D	22	Tue	B	3	Tue	G			
9	Wed E	23	Wed	C	4	Wed	A			
10	Thu F	24	Thu	D	5	Thu	B			
11	Fri G	25	Fri	E	6	Fri	X			



## *Students Are . . .*

*Students*

*are the most important people in our business.*

*Students*

*are not dependent on us. We are dependent on them.*

*Students*

*are not an interruption of our work. They are the purpose of it.*

*Students*

*do us a favor when they call. We are not doing them a favor.*

*Students*

*are not cold statistics. They are flesh and blood human beings with feelings and emotions like our own.*

*Students*

*are not the ones to argue or match wits with.*

*Students*

*are people who bring us their wants. It is our job to fill those wants.*

*Students*

*are deserving of the most courteous and attentive treatment we can give them.*

*Students*

*are the life blood of this and every other institution.*

*Author Unknown*



## ***Mater Dei Catholic High School Bill of Rights***

*In keeping with the philosophy of Mater Dei Catholic High School, as stated in her Mission, we hereby adopt this Bill of Rights, this 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, students, and parents, 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 the opportunity to begin anew.*
- ❖ The right to defend oneself against accusations of alleged wrongdoings.*

## WELCOME

On behalf of the administration, faculty, and staff, we are pleased to say, “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 teachers, coaches, and moderators; you will achieve much success. Again, welcome to Mater Dei Catholic High School!

## 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.**

## ENROLLMENT POLICY

(DP 5111.1, 5141.3p,r and MD 5119, 5119.2)

Mater Dei 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, scholarship and local programs, and athletic and other school-administered programs. Although students of all ability levels are accepted, Mater Dei does not possess the personnel to serve special needs students.

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 does reserve the right to refuse a prospective student according to his/her past school discipline record.

In accordance with the laws, rules, and regulations of the Illinois Department of Public Health, all students, upon entering ninth grade or when transferring, must present a birth certificate, and proof of having immunizations and health examinations.

## ACCREDITATION STATEMENT

Mater Dei is recognized by the Illinois State Board of Education and accredited by the North Central Association of Secondary Schools and Colleges and the Diocese of Belleville.

## 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 (U 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

- |  |   |
|--|---|
| • Academic Concerns<br>and Peer Tutoring       | Teacher or Class Advisor (listed below)<br>Freshmen – Mr. Jim Darr<br>Sophomores – Mr. Fred Rakers<br>Juniors – Mr. Marvin Eversgerd<br>Seniors – Mr. Jim Goetz |
| • Discipline Concerns                          | Assistant Principal, Mrs. Maria Zurliene  |
| • Schedule Concerns                            | Registrar, Mrs. Deb Foote   |
| • Personal Concerns                            | Campus Ministry, Mr. Jim Darr   |
| • Tuition Information                          | Bursar, Mrs. Michelle Pingsterhaus  |
| • Financial Assistance                         | Principal, Mr. Dennis Litteken  |
| • College and Career Preparation               | Director of College Placement,<br>Mr. Jim Goetz   |
| • Extracurricular Activities                   | Coach or Moderator  |
| • Student Assistance Program                   | Campus Ministry, Mr. Jim Darr   |
| • Safe Homes Program                           | Campus Ministry, Mr. Jim Darr   |
| • Alumni Association<br>and Development Issues | Director of Institutional Advancement,<br>Fr. Chuck Tuttle  |

## 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

For any type of absence, Mater Dei requires **both** of the following forms of verification:

- **A telephone call before 9:30 a.m.** from a parent/legal guardian to the Main Office (526 – 7216) on each day a student is absent.
- **A note explaining the reason for the absence**, written and signed by a parent/legal guardian, for the student's file. A student must present this note to the Main Office when he/she returns to school. He/she will then receive a blue admit slip, which he/she must present in each class.

NOTE: When a student is absent for a portion of the school day, as a result of arriving any time after the first ten (10) minutes, he/she must first report to the Main Office to receive a blue admit slip.

Parents 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 attendance.

School officials are responsible for making a reasonable effort to notify a parent/legal guardian of a student's absence when the reason for the absence is unknown, for 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 approved by the Administration, or a pre-arranged absence constitutes an excused absence.

**Pre-Arranged Absence** A college visit by a senior only or a family vacation constitutes a pre-arranged absence. To be deemed excused, a pre-arranged absence requires a contemplated absence form and prior approval from the Principal. To receive a contemplated absence form, a student must present a note, written and signed by a parent/legal guardian, which states the date(s) of the college visit or family vacation. Primary considerations will be based on a student's academic status, discipline record, and total number of previous absences. After receiving the contemplated absence form, the student is responsible for obtaining his/her assignments from his/her teachers, which he/she must complete by the deadlines set by the teachers.

NOTE: For a college visit, a student must obtain approval from the College Placement Office at least one week prior to the visit. (After April 29, a student must obtain approval from the Principal.) Upon his/her return 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.)

NOTE: Excluding an emergency beyond a student's and a parent's/legal 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, arriving to class ten (10) or more minutes late, 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.

## **EXCESSIVE ABSENCES**

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/legal guardian, the Principal, the Assistant Principal, and any or all of the following people: the student's teacher(s), the Campus Minister, and the Class Advisor.

When a student is absent without valid cause for 10% or more of the previous 180 regular 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**

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/legal guardian for permission. Failure to follow these procedures will result in an unexcused absence or a truancy.

## PERFECT ATTENDANCE

A senior earns perfect attendance for four (4) years, for which he/she is presented an award at Graduation, when he/she possesses no more than two (2) half-day absences and no more than two (2) college visits. (A half-day absence is defined as four (4) or more periods absent.)

## 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.

### SHIRTS, SWEATERS, SWEATSHIRTS, JACKETS, AND COATS

**Shirts** The following Jerzees brand polo shirts with the Mater Dei logo, that have been approved for purchase from either our school bookstore or our approved vendors, may be worn: gray, green, light blue, navy blue, red, white, or yellow short sleeve polo shirts; and navy, red, and white long sleeve polo shirts. To ensure modesty, students are expected to appropriately button and tuck in their shirts.

**Sweaters** Sweaters that are solid black, solid navy, or solid white, may be worn over a dress code shirt.

**NOTE:** the term "sweater" includes the traditional meaning of "sweater" and a fleece pull-over which may include a zipper at the neck—not a "full" zipper, down the entire front, which is defined as a jacket. Thus, a jacket or a sweatshirt does not meet the definition of a sweater, even if it is solid black, solid navy, or solid white. In addition, the term "solid" is defined as not having a logo, such as a "The North Face" logo. (A Mater Dei logo is acceptable.)

**Sweatshirts** Sweatshirts with a Mater Dei logo, as well as sweatshirts purchased at an IHSA or ICCA event in which the student participated, may be worn over a dress code shirt.

**Jackets and Coats** Jackets and coats with a Mater Dei logo may be worn during the school day.

### PANTS, CAPRIS, AND SHORTS

Pants, capris, and shorts that are black, khaki, navy, or tan may be worn. (Shorts and capri may be worn in August and September.) Pants, capris and shorts must be worn **at 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, or oversized pants, capris and shorts are not acceptable.

### 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. A male student must be clean shaven with sideburns that are no longer than his 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, such as Mohawks, 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, facial piercings, visible body piercings, and visible tattoos are not acceptable. Additionally, earrings for male students are not acceptable.

# CONDUCT AND DISCIPLINE POLICY

## (DP 5131, 5144p,r and MD 5131.6)

### PHILOSOPHY OF DISCIPLINE

A student has the right to a safe, comfortable, and professional environment which is conducive to effective learning. Moreover, a student has the right to receive discipline which 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 which 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, should a student’s conduct be inconsistent with the expectations, principles, and discipline policies of Mater Dei or cause a material or substantial disruption in or interference with the educational process of students or the orderly operation of Mater Dei, 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.

### LEVELS OF DISCIPLINE

In order 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 which 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 which is consistent with both his/her class policies and Mater Dei’s philosophy of discipline. Additionally, the teacher is expected to contact a parent/legal guardian to prevent the behavior from escalating to a level two infraction.

#### Level Two

Level two infractions are inappropriate behaviors of a minor nature which 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/legal guardian, loss of applicable privileges, serving detentions with the teacher, serving Monday detentions (2:55 pm to 3:45 pm), serving Saturday detentions (8:00 am to 10:00 am), 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 in-school suspension infractions.

**Level Four** (Out-of-School Suspension) (DP 5114 and MD 5114)

Out-of-school suspensions will begin immediately after notifying a parent/legal 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/legal guardian, and the student must meet within ten school days to consider reinstatement or expulsion. To be reinstated, the student and a parent/legal guardian must sign a probationary contract designed to meet the needs of both the student and Mater Dei. Should a parent/legal 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 Board of Education.

**Level Five** (Expulsion) (DP 5114 and MD 5114)

Immediately after notifying a parent/legal guardian of an out-of-school suspension, and subsequent to the recommendation of the Administration, the Board of Education, and the Office of Education for the Diocese of Belleville, Mater Dei will consider the recommendation for expulsion.

**FINES**

Mater Dei issues monetary fines for the following infractions:

candy/gum	\$5.00
dress code	\$10.00
locker	\$10.00
parking	\$25.00 (A parent/legal guardian will receive written notification.)
smoking	\$25.00 (A parent/legal guardian will receive written notification.)

A student must pay his/her 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/legal 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 which 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 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.

**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 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 Principal will take immediate action, which will include a non-disciplinary suspension of the student into the custody of a parent/legal guardian until a satisfactory psychological evaluation is completed by a licensed mental health professional and the Principal 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 Board of Education 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 which are not normally considered weapons, but are threatened to be used as such, will be considered weapons.

### **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, the local police 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.

### **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 (MD 1430)**

Because the safety and welfare of all students is of the highest priority and both tobacco and second-hand smoke are acknowledged health risks, the Board of Education 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 is in a closed area where tobacco smoke is present.

For the first violation of this policy during a school year, a student will receive a \$25.00 fine and a parent/legal guardian will receive written notification. For additional violations of this policy during a school year, a student will receive a \$25.00 fine, serve an in-school suspension, and a parent/legal guardian will receive written notification.

## **LOCKERS AND LOCKS**

A student is permitted to go to his/her locker between all periods, but **not** after first lunch or after split lunch. A student who goes to his/her locker after first lunch, after split lunch, or without a pass during a class period will receive a \$10.00 fine.

A student will be assigned a locker, from which he/she may not move without approval from the Administration, and will receive a combination lock. (All students pay an annual locker fee.) 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. Thus, 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 Book Store, behind the counter in the Main Office, or in other areas deemed unauthorized by the Administration.

## **LUNCH PERIOD (CAFETERIA AND CLOSED CAMPUS)**

A student must proceed directly to the cafeteria 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 cafeteria, on the patio, in the hallway between the gym and the library, or in the library. (All other areas are unauthorized during the lunch periods.) In addition, a student must keep his/her food and beverages in the cafeteria. Finally, 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/legal guardian will receive written notification.

## **DRIVING AND PARKING**

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

After leaving his/her vehicle, a student must obtain written permission 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/legal guardian will receive written notification.

### **COMMUNICATION DEVICES, ELECTRONIC DEVICES, AND PLAYING CARDS**

Due to the possibility of theft, for which Mater Dei is not responsible, it is recommended that a student not bring to Mater Dei communication devices (i.e. cellular phones and PDAs), electronic devices (i.e. cd players, ipods, and games), and playing cards. Should he/she choose to bring such an item to Mater Dei, a student must keep the item off (when applicable) and in his/her bag during school hours. (In the case of an emergency, a student may utilize the phone in the Main Office to contact a parent/legal guardian.)

A student who violates this policy will lose possession of the item for the remainder of the school day. In addition, he/she will be subject to the following disciplinary action: for the first violation, written notification to a parent/legal guardian; for the second violation, release of the item only to a parent/legal guardian; and for the third violation, required daily “check in” of the item to the Administration (failure to “check in” the item will result in additional disciplinary action).

### **FIELD TRIPS (DP 6153 P,R; 6153.1 AND MD 5130)**

In order to participate in a field trip, a student must obtain permission from a parent/legal 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 which reflects the expectations, principles, and discipline policies of Mater Dei. 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 which 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.

A student or his/her parent/legal guardian may contact the Principal with questions regarding bus transportation, which is provided by Mater Dei.

### **DISPLAYS OF AFFECTION**

Because inappropriate displays of affection are unacceptable on Mater Dei property at all times, a student who engages in such behavior will be referred to Campus Ministry.

### **STUDENTS EXPECTING A CHILD (DP 5138 AND MD 5138.1)**

According to the teachings of the Catholic Church and Mater Dei, pre-marital sex is morally wrong. In addition, an expectant mother and father’s first responsibility is to their unborn child, in regard to care, love, and financial support.

Therefore, in order to provide support to the expectant mother and/or father, counseling shall be required for the duration of the pregnancy.

The Administration may approve a program which enables the expectant mother to complete the graduation requirements. Thus, an expectant mother may have the opportunity to receive a diploma from Mater Dei.

## **STUDENTS WHO HAVE CHILDREN (MD 5138)**

According to the teachings of the Catholic Church and Mater Dei, pre-marital sex is morally wrong. In addition, a young mother and father's first responsibility is their newborn child, in regard to care, love, and financial support.

For these reasons, a student who becomes a mother or a father shall not be permitted to participate in extracurricular or co-curricular activities until, at minimum, the child's first birthday. Additionally, counseling for the student shall be required until, at minimum, the child's first birthday. After the child's first birthday, a counselor through Campus Ministry shall recommend to the Administration if the student shall be permitted to participate in extracurricular or co-curricular activities.

A student who has a child in his/her care shall be permitted to attend Mater Dei on a regular basis, participating in regular school activities such as classes, the day of recollection, banquets, and graduation.

## **SUBSTANCE ABUSE POLICY**

**(DP 5114.1 and MD 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 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**

A school official 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, a 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 a student's parent/legal 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. A witness is required when items are destroyed.

### **DISCIPLINARY ACTION**

When a student violates this policy, the following procedures will be implemented:

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 agencies, as appropriate;
- c. determine appropriate disciplinary action, which at minimum will be an in-school suspension;
- d. report the violation to the Board of Education at the next scheduled monthly meeting.

A parent/legal 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/legal 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/legal guardian may result in stricter disciplinary action.

## **ACADEMIC POLICIES**

### **GRADUATION REQUIREMENTS**

In order to graduate, a student must have successfully completed twenty-four (24) units of credit which include the following:

• Religion	4 credits
• English	4 credits
• Science	2 credits
• Mathematics	3 credits
• Social Studies (including American History)	2 credits
• Public Speaking	½ credit
• Consumer Issues	½ credit
• Physical Education	1½ credits
• Health	½ credit
• United States Constitution Test	successful completion (pass)
• Senior Service Project	successful completion

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**

A student's normal course load is seven courses and a lunch period.

### **CURRICULUM GUIDE**

At the time of registration, a student is provided with the *Curriculum Guide*, which provides descriptions of all offered courses, including prerequisites, and additional academic policies. A student or a parent/guardian may contact the Main Office to request a *Curriculum Guide* or print a *Curriculum Guide* from the Mater Dei website.

### **SCHEDULE CHANGES**

A student may request a change to his/her schedule after discussing his/her request with his/her class advisor and the teacher of the course in which he/she is currently enrolled. Should a student request a change to his/her schedule after the deadline set by the Registrar, he/she will be assessed a \$20 fee.

To ensure that he/she selects courses which meet his/her academic needs, thereby minimizing the need for a schedule change, a student is strongly encouraged to involve a parent/legal 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.

## GRADING SCALE

A student will receive a letter grade for each academic course. Use of the following grading scale is recommended, although a teacher may develop his/her own grading system:

A = 100 – 93, B = 92 – 85, C = 84 – 77, D = 76 – 70, F = 69 – 0

## HOMEWORK (DP 6154)

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

## REPORT CARDS AND PARENT – TEACHER CONFERENCES (DP 5124)

Mater Dei issues report cards after each quarter (four times) in the school year. Report cards for the first quarter and third quarter are issued at the parent – teacher conferences, while report cards for the second quarter and fourth quarter are mailed home.

## INCOMPLETES

A teacher may only give a student an incomplete at the end of the first quarter and third quarter. The deadline for a student to complete his/her work will be set by the teacher.

## ACADEMIC DISHONESTY

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.

## HONOR ROLL

Honor roll recognition is determined after both 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.

NOTE: A student must be enrolled in a minimum of five (5) academic courses, including religion, in order to attain honor roll recognition.

## ACADEMIC HONORS FOR GRADUATES

A senior will be recognized at Graduation for achieving academic excellence during his/her four years 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 National Honor Society.

**Valedictorian** The honor of valedictorian is awarded to the graduates possessing the highest grade point average who have earned both first and second semester grades for both their junior and senior years from Mater Dei. (The calculation of a graduate's grade point average will include all eight (8) semesters of coursework.)

## **TRANSCRIPTS (DP 5119P, R AND MD 3240)**

A student must apply for a transcript, which is 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/legal 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.

An official transcript for a transferring student 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 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/legal 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 academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide Mater Dei with an official copy of the court order.

## **TESTING**

A student is required to complete the following series of academic testing: the EXPLORE test as an incoming freshman, the PLAN test as a sophomore, and the ACT test as a junior and/or senior.

# **ADDITIONAL POLICIES AND INFORMATION**

## **TUITION AND FEES (MD 3240)**

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

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 have been made with the Principal.

An official transcript for a transferring student 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 have been made with the Principal.

## **FINANCIAL AID (MD 3240)**

A parent/legal guardian who needs tuition assistance is strongly encouraged to apply for financial aid from Mater Dei. Applications for financial aid are available in the Main Office.

## **MONTHLY NEWSLETTER**

To maintain communication between Mater Dei and home, the *Knight Life* parent newsletter will be sent monthly (September through May) to all parents/legal guardians via Edline. A parent/legal guardian may contact the Main Office to request a paper copy.

## **ONLINE SERVICES**

All students and parents/legal guardians are provided with an account for Edline ([www.edline.net](http://www.edline.net)), from where they can obtain weekly progress reports, attendance reports, discipline reports, schedules, and teacher email addresses.

In addition, all students and parents/guardians are invited to visit the Mater Dei Catholic High School website, [www.materdeiknights.org](http://www.materdeiknights.org), and the Diocese of Belleville website, [www.diobelle.org](http://www.diobelle.org).

## **USE OF THE OFFICE TELEPHONE**

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

## **MEDICATION DISTRIBUTION**

Mater Dei employees are not permitted to distribute medication to a student. A student may, however, request that his/her medication be stored in the Main Office during the school day.

## **LOST ITEMS**

A student who finds items which have been lost should deliver the items to the Main Office. A student who has lost items should check 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 lock his/her locker and write his/her name in his/her books and 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 in order to sign in on the "Visitor Log Book" and 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 on the "Visitor Log Book" and 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 which may cause a disruption in or interference with the educational process of students or the orderly operation of Mater Dei.

## **BOOKSTORE**

A student may purchase lunch cards, Mater Dei apparel, and additional items at the bookstore, which is open from 10:45 a.m. to 12:30 p.m. each school day.

## **CANCELLATION OF SCHOOL DUE TO INCLEMENT WEATHER**

Families will receive notification of the cancellation of school due to inclement weather through the School Reach telephone message system. In addition, cancellations will be reported to the following radio stations, KMOX (1120 AM), WCXO (96.7 FM), and WDLT (97.5 FM); and to the local ABC, CBS, FOX, and NBC television stations.

## **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 which is quick, yet safe. Upon arriving at a designated safety area, a student must kneel in a position which faces the wall or lockers, but is not in front of windows or in the path of doors. In addition, a student should 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 which is quick, yet safe. Once evacuated, a student must report to his/her teacher for attendance.

## **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/legal guardian may contact the Main Office to review the asbestos management plan.

## **ACCIDENT INSURANCE**

In September, Mater Dei provides all parents/legal guardians with the opportunity to purchase accident insurance.

## **CHILD PROTECTION POLICY (DP 5141.4 P, R)**

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 may visit the Diocese of Belleville website to review this policy ([www.diobelle.org/resource/policy.html](http://www.diobelle.org/resource/policy.html)).

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.

## **VIDEO SAFETY CAMERAS**

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

## **DUE - PROCESS**

Mater Dei recognizes that a student or a parent/legal guardian may believe that the policies and procedures stated in this handbook do not adequately address a situation or were applied in a manner which was inappropriate or unfair. Therefore, the following due process policy will be utilized:

To ensure that the rights of a student are protected, a student must possess the following:

- a. personal knowledge of any charges against them that would harm their freedom, their status, or their property;
- b. an opportunity to be heard and prove false the evidence or witnesses against them;
- c. an opportunity to show that the rules or laws being applied to them are unreasonable, or in some way should not be applied.

To appeal disciplinary action, a student or a parent/legal guardian must respond to the Principal within two (2) days of being informed of the disciplinary action. The “chain of command” is as follows: teacher, Assistant Principal, Principal, Board of Education Chairperson, and Office of Education for the Diocese of Belleville.

## **SITUATIONS NOT LISTED IN THIS 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 Board of Education and the Diocese of Belleville Board of Education are applicable to all students. A student or a parent/guardian may contact the Main Office to review these policies, regulations, and procedures.

Furthermore, because the safety and welfare of all students is of the highest priority, the Administration reserves the right to address a situation which may or which 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 Board of Education and the Diocese of Belleville Board of Education.

# **STUDENT SERVICES**

## **GUIDANCE DEPARTMENT**

The Mater Dei 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. Thus, a student and his/her parent/legal guardian are encouraged to utilize the services of the Guidance Department. To ensure that the diverse needs of all students are met, the

Guidance Department is uniquely structured. Specifically, the following four distinct personnel create the Guidance Department: the Registrar, the Class Advisors, the Director of College Placement, and Campus Ministry.

## **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, morning prayer, school liturgies, a reconciliation service, retreats (attending and facilitating), and service projects. In addition, Campus Ministry provides counseling and coordinates peer mediation.

## **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.

## **LIBRARY**

The library plays an integral role in the educational process by providing students with a variety of resources which support the curriculum and promote reading as a leisure activity.

To utilize the library, a student must obtain a hall pass from the teacher for whom he/she is completing an assignment requiring use of the library. (A hall pass is not required before school, during a student's lunch period, or after school.) In addition to displaying behavior which is conducive to studying, a student must carefully utilize and promptly return all library resources.

A student who violates this policy will be subject to disciplinary action, including, but not limited to, loss of his/her library privileges.

NOTE: The library webpage provides access to multiple online resources (library catalogs, databases, and directories) and links to educational websites (curriculum, college, and career).

To access the Gale database → library #: materdeihsle

To access the First Search database → authorization: 100-106-958, password: GUXF#MEAN

## **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. (A hall pass is not required before school or after school.) A student is not permitted, under any circumstances, to utilize a computer lab which is unsupervised, even if that computer lab is indicated on his/her hall pass. A student must sign in upon his/her arrival to the computer lab and both log off and sign out before leaving the computer lab.

A student who violates this policy will be subject to disciplinary action, including, but not limited to, loss of his/her computer privileges.

NOTE: For policies on a student use of computers, refer to the "Computer Use Policy."

# **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 which 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" and "Key Provisions Regarding IHSA Rules" are provided after the handbook.)

Mater Dei 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 am will not be permitted to participate in extracurricular or co-curricular activities held at any time during that school day, unless he/she has received prior permission from the Administration.

## **ACTIVITIES**

Band (concert, jazz and marching)	Mr. Tim Linsenbardt
Big Brothers, Big Sisters	Mrs. Maria Zurliene (contact)
Book Club	Mrs. Carol Bandre
Chess Club	Mr. Doug Denaro
Chorus	Mr. Tim Linsenbardt
Dance Team	Mrs. Donna Goetz
Drama (fall play, spring musical)	
FBLA (Future Business Leaders of America)	Mrs. Jackie Chiarolanza
Liturgical Planning Group	Mrs. Judy Kampwerth
Liturgical Music Group	Mr. Dan Wescovich
Mass Set-Up Crew	Mr. Jim Darr
Model United Nations	Mr. Jim Goetz
Murray Center Volunteers	Mr. Dan Wescovich
National Honor Society	Mrs. Deb Foote
Newspaper ( <u>The Lance</u> )	Miss Elizabeth Callahan
Operation Safe Kids	Mr. Jim Darr
Peer Mediators	Mr. Jim Darr
Pro-Life	Mrs. KK Schneider
St. Vincent De Paul Society	Mrs. Judy Kampwerth
Scholar Bowl	Mr. Scott Timmermann
Science Club	Mr. Dwight Thomas
Spanish Club	Mrs. Andrea Bodinet
Student Ambassadors	Mr. Jim Stiebel
Student Council	Mrs. Christine Gramann
	Mrs. Karen Humphrey
WYSE (Worldwide Youth in Science and Engineering)	Mr. Scott Timmermann
Yearbook ( <u>Knight</u> )	Mrs. Melissa Kunkle
	Mrs. Pam Zurliene

## **ATHLETICS**

Athletic Director	Mr. Dennis Trame
<b><u>Fall Sports</u></b>	
Cheerleading	Mrs. Sandy Bonvie
Cross Country – Boys	Mr. Marvin Eversgerd
Cross Country – Girls	Mr. Dave Kohnen
Football	Mr. Jim Stiebel
Golf	Mr. Dennis Trame
Soccer – Boys	Mr. James Arnold
Volleyball	Mr. Fred Rakers
<b><u>Winter Sports</u></b>	
Basketball – Boys	Mr. Brian Perkes
Basketball – Girls	Mr. Dave Kohnen
Bowling	Mr. Dennis Litteken

## **Spring Sports**

Baseball

Soccer – Girls

Softball

Track

Mr. Jason Rakers

Mrs. Elena Ahlvin

Mrs. Deb Foote

Mr. Dave Kohnen

## **COMPUTER USE POLICY**

**(DP 1341 p,r)**

Computers play an integral role in the educational process by providing students with access to resources which supplement and enrich the curriculum. All Mater Dei students will receive introductory training on a school-wide computer network and are assigned an account. The use of a network provides greater flexibility in scheduling, eliminates the need for student data disks, 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 files with passwords and are discouraged from allowing others to use their personal accounts. A student who accesses, attempts to access, damages, or attempts to damage accounts and/or files which 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 10 and maximum of 30 school days.

### **UNAUTHORIZED USE**

Unauthorized use of Mater Dei's computer network by a student may result in the denial of the use of computing services, suspension or expulsion of the student. The unauthorized use of Mater Dei's computer facilities in violation of any copyright or license, or the unauthorized disclosure of confidential information obtained through the use of Mater Dei's computer facilities may, in addition, result in legal action. Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to:

1. the use of computer accounts, access codes, or network identification numbers assigned to others without the written permission of a teacher;
2. the use of the Mater Dei computer facilities for personal gain or commercial activities unrelated to the high school;
3. the violation of copyrights and software license agreements;
4. the use or development of programs that harass other users or infiltrate, damage or alter the computing system or its software;
5. the inspection, distribution, reproduction, modification or destruction of school or other students' files, tapes, records, programs, passwords, mail, or data, without proper authorization, or attempting to do so;
6. the use of computer facilities for recreational purposes (i.e., computer games) which is unrelated to an instructional program or training;
7. the destruction of or damage to equipment, software, or data belonging to Mater Dei or other computer and networking users;
8. the violations of computer system security, including but not limited to obtaining, possessing, using, or attempting to use passwords or other information about someone else's account;
9. the use of computer and/or network facilities, resources, or services in ways that impede the computing activities of others;
10. the violation of the usage policies and regulations of the networks of which the school is a member or which at least has authority to use;
11. the violation of another user's privacy;
12. the academic dishonesty such as plagiarism or cheating.

## INVESTIGATIONS

Whenever there is an allegation of unauthorized use, the Administration may authorize an investigation. In the event of any investigation, the Administration shall have the authority to examine all files, passwords, printouts, tapes, accounting information or such other material that may aid in the investigation. The failure of a student to cooperate with any investigation may, in addition to disciplinary action, result in the cancellation of computing privileges.

## COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

Internet access is now available to students and teachers at Mater Dei High School. We are very pleased to bring this access to Mater Dei High School and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers world-wide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries, the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With access to computers and people all over the world 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. We (Mater Dei High School) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the learning outcomes of the district. Life is a series of choices and consequences. Mater Dei High School 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 their school's library. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the Internet. If a Mater Dei High School student chooses to access resources that are objectionable, adult-oriented, or restricted, disciplinary action may be taken.

## 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 in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the learning outcomes of Mater Dei High School. Use of another organization's network of computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

**Computer and Network Etiquette** Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of Mater Dei High School, including yourself.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

5. Do not use the computers or the network in such a way that you would disrupt the use of the network by others.
6. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
7. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the computers or network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry or hate.
8. Student purchases through the Internet are not allowed on Mater Dei High School accounts.
9. From time to time, Mater Dei High School system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

**Accuracy of Information** Use of any information obtained via the Mater Dei computer systems is at your own risk. Mater Dei High School specifically denies any responsibility for the accuracy or quality of information obtained through school accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed materials.

**Security** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or principal. Do not demonstrate the problem to other users. Users shall 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 network. Attempts to gain unauthorized access to system programs or computer equipment will result in appropriate disciplinary action. Downloading of information onto the network hard drives of Mater Dei High School computers is prohibited; all downloads must be to floppy disk. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers and face other disciplinary action.

## **MATER DEI CATHOLIC HIGH SCHOOL ATHLETIC HANDBOOK**

### **I. IHSA REGULATIONS**

All students involved in interscholastic athletics are required to adhere to all IHSA regulations, including regulations regarding athletic eligibility. Thus, all students will receive a *Student Handbook* which includes “Key Provisions Regarding IHSA Rules.” Questions regarding a student’s eligibility must be directed to the Principal, who possesses 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.

Thus, 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 a school year (including the summer) and ends the last day of the next school year. (example: if the 2008 – 2009 school year ends May 29, 2009, the 2009 – 2010 school year begins May 29, 2009, and will end on the last day of the 2009 – 2010 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 unfulfilled 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, 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 as 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 a 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 to waive 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 to waive 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).
- f. At the end of his/her sports career, a senior student earning a varsity letter will receive a plaque inscribed with the sports in which he/she earned letters and the years in which he/she earned those letters.

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.



## Illinois High School Association

(For 2010-11 School Term)

(Revised 3/12/10)

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not

in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

## Athletic Eligibility Rules—Page 2

- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
  - D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
  - E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
  - F. You attend the private/parochial high school which one or both of your parents attended; or
  - G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.
- 4. Transfer**
- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
  - B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
  - C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
    - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
    - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
    - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
    - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
    - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
  - D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  - E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

## Athletic Eligibility Rules—Page 3

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

### 6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### 7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### 8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### 9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in

## Athletic Eligibility Rules—Page 4

contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

### 12. Coaching Schools

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

### 13. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The complete set of IHSA By-laws and Policies  
is available at [www.ihsa.org](http://www.ihsa.org).**

**STUDENT HANDBOOK**  
**ACKNOWLEDGEMENT AND AGREEMENT**  
**2010 - 2011**

**A student and his/her parent/legal guardian must sign and return this form.**

I have read, understand, and agree to adhere to the policies and procedures stated in this handbook.

In regard to violations of the computer policy, I further understand and agree, when applicable, that I will be subject to appropriate legal action and will be financially responsible for all costs and damages associated with or resulting from the violation. In addition, I hereby release Mater Dei and its Board of Education members, employees, and agents from all claims and damages resulting from my use, or inability to use, the computer network.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Legal Guardian Printed Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

