MATER DEI CATHOLIC HIGH SCHOOL
STUDENT HANDBOOK 2013 - 2014

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WELCOME

On behalf of the administration, faculty, and staff, welcome to Mater Dei Catholic High School! At Mater Dei, we believe that school is a reflection of life, for what we do here, both in and out of the classroom, reflects the work habits, attitudes, values, and expectations of colleges and employers. Thus, we know that the many experiences you will have as a student will be of great value and will be long remembered. By dedicating yourself to studying; sharing your talents through extracurricular activities; and utilizing the guidance provided by your 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, 5141.3pr 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 both 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 (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 and Peer Tutoring	Teacher or Class Advisor (listed below) Freshmen – Mr. Jim Darr Sophomores – Mr. Marvin Eversgerd Juniors – Mrs. Donna Goetz Seniors – Mrs. Deb Foote
• 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, Mrs. Donna Goetz
• Extracurricular Activities	Coach or Moderator
• Student Assistance Program	Campus Ministry, Mr. Jim Darr
• Safe Homes Program	Campus Ministry, Mr. Jim Darr
• Advancement Issues	Director of Advancement, Fr. Chuck Tuttle
• Alumni Issues	Assistant Director of Advancement, Mr. Ron Schadegg

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

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

- **A 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 from which he/she was absent.

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. NOTE: An absence that is 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 (seniors 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 30, 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, 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 student earns perfect attendance when he/she possesses no full-day absences, no more than eight (8) periods absent from all classes combined, and no more than two (2) college visits (seniors only). A senior who earns perfect attendance for four (4) years will be recognized for this accomplishment at Graduation.

DRESS CODE POLICY

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

NOTE: The Administration reserves the right to revise the dress code when deemed necessary.

SHIRTS, SWEATERS, SWEATSHIRTS, JACKETS, AND COATS

Shirts The following colors of Jerzees brand (adult and youth) or Harriton brand (youth) polo shirts with the Mater Dei logo 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.

NOTE: Shirts may be purchased from the following approved vendors: JJ Essentials (Breese, 210-9657), Logos and More (Breese, 526–8006), Meddows Screen Printing and Signs (Trenton, 224 – 7374), and Mr. Tees (Breese, 526 – 1700).

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 capris may be worn in August and September.) Pants, capris and shorts must be worn on the hips in order to ensure that a student's undergarments are not visible. Shorts must possess a hemmed line and may be no more than three inches above the knee. Denim material, athletic style (nylon or rayon), "grunge" style, "hip hugger" style, oversized style and "skinny" style are not acceptable.

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, 5131.1, 5144pr 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), and serving Saturday detentions (8:00 am to 10:00 am).

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, 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 (i.e internet and texting). 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.

SEARCH AND SEIZURE (DP 5115 and MD 5133)

The Principal or his/her designee is free to enter a student's locker, desk, electronic devices, and school bag at any time to search for questionable items. Students shall not have any exception of privacy as it relates to the aforementioned items. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found (i.e. non-prescription drugs, weapons, stolen property), the items will be given to law enforcement officials. If personal possessions violate school rules, the items will be kept by the Administration and returned to a student's parent/legal guardian.

The Administration also reserves the right to search a student's vehicle when it is on school property or when it is used to attend a school sponsored event off school property.

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

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.

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 kitchen, behind the counter in the Main Office, or in other areas deemed unauthorized by the Administration.

LUNCH PERIOD (LAMPE COMMONS AND CLOSED CAMPUS)

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

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

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

A student who violates this policy will lose possession of the device 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 device only to a parent/legal guardian; and for the third violation, required daily "check in" of the device to the Administration (failure to "check in" the device will result in additional disciplinary action).

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

In order to participate in a field trip, a student must obtain permission from a parent/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. Moreover, during the child's first year, the mother and father need to spend the time normally spent on extracurricular activities with the child.

For these reasons, a student who becomes a mother or a father shall not be permitted to participate in extracurricular 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 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 Administration and the student's parent/legal guardian will complete the actions outlined below.

The Administration will complete the following actions:

a. notify the student's parent/legal 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 successfully complete 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/legal 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

The *Curriculum Guide* 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 SCALES

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

HOMEWORK (DP 6154)

A student will receive homework in order to reinforce the concepts he/she learns in class. 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. Parent–teacher conferences are held after the first quarter and the third quarter.

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 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 after eight (8) semesters of coursework.

TRANSCRIPTS (DP 5119pr 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 5125pr 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 in need of 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 emailed monthly (September through May) to all parents/legal guardians. 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 ParentPlus and StudentPlus, from where they can obtain 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 website, www.materdeiknights.org, and the Diocese of Belleville website, 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 Dei in order to sign in 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 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.

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 KMOX (1120 AM), WCXO (96.7 FM), and WDLT (97.5 FM) radio stations; 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 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 5141.4pr)

All employees, coaches, moderators, and volunteers of Mater Dei are required to complete training in accordance with the Diocese of Belleville Child Protection Policy. A student or a parent may visit the Diocese of Belleville website to review this policy (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.

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 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 the Campus Minister.

CAMPUS MINISTRY

Campus Ministry plays an integral role in the educational process by providing a student with opportunities to grow in his/her faith. Such opportunities include, but are not limited to, morning prayer, school liturgies, a reconciliation service, retreats (attending and facilitating), and service projects. In addition, our Campus Minister provides counseling and coordinates peer assistance.

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 webpages provide 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 ID: materdeihslc

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.

Specific policies related to student use of computers are listed in the "Computer Use Policy" section of this handbook. A student who violates this policy will be subject to disciplinary action, including, but not limited to, loss of his/her computer privileges.

EXTRACURRICULAR ACTIVITIES

(MD 5132)

Mater Dei offers a variety of activities, both athletic and non-athletic, in which a student is encouraged to participate as his/her schedule permits. A student is reminded that although his/her participation in an activity is voluntary, his/her participation is a privilege, not a right. Therefore, a student is expected, as in class, to demonstrate behavior 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* is provided in this handbook. The "Key Provisions Regarding IHSA Rules" is provided on the Mater Dei website, www.materdeiknights.org ("Athletics" menu, "Athletic Policies" page). 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

Art and Photography Club	Mrs. Vicki Moylan
Band (concert, jazz, and marching band; color guard)	Mr. Chris Kaatz
Bass Fishing	Mr. Jim Stiebel
Big Brothers, Big Sisters	Mrs. Maria Zurliene (contact)
Book Club	Miss Emily Renschen
Chess Club	Mr. Doug Denaro
Chorus	Mr. Chris Kaatz
Drama – Fall Play	Mr. David Bodinet
Drama – Spring Musical	Mr. Paul Klostermann
FBLA (Future Business Leaders of America)	Mrs. Jackie Chiarolanza
Liturgical Music Group	Mr. Dan Wescovich
Liturgical Planning Group	Mrs. Judy Kampwerth
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 (*The Lance*)	Mrs. Donna Goetz and Miss Emily Renschen
Operation Safe Kids	Mr. Jim Darr
Peer Assistants	Mr. Jim Darr
St. Vincent De Paul Society	Mrs. KK Schneider
Scholar Bowl	Mr. Scott Timmermann
Science Club	Mr. Dwight Thomas
Spanish Club	
Student Ambassadors	Mr. Jim Stiebel
Student Council	Mrs. Jackie Chiarolanza and Mrs. Christine Gramann

Teens for Life	Mrs. KK Schneider
WYSE (Worldwide Youth in Science and Engineering)	Mr. Scott Timmermann
Yearbook *(Knight*)	Mrs. Melissa Kunkle and Mrs. Pam Zurliene

ATHLETICS

Athletic Director	Mr. Dennis Trame

Fall Sports

Cheerleading	Miss Amber Rankin
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. Chad Rakers

Winter Sports

Basketball – Boys	Mr. Ron Schadegg
Basketball – Girls	Mr. Dave Kohnen
Bowling	Mr. Dennis Litteken
Dance Team	Mrs. Donna Goetz

Spring Sports

Baseball	Mr. Travis Gebke
Soccer – Girls	Mrs. Lindsay Lappe
Softball	Mr. James Arnold
Track	Mr. Dave Kohnen

COMPUTER USE POLICY

(DP 1341pr)

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 school days 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 computer services, suspension or expulsion of the student. 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 computer 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 attempt 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 network 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 computer privileges.

COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

Internet access is available to students and teachers at Mater Dei. We are very pleased to offer this access 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 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.

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 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 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 student chooses to access resources that are objectionable, adult-oriented, or restricted, he/she may be subject to disciplinary action.

COMPUTER AND INTERNET TERMS AND CONDITIONS

Acceptable Use The original purpose of the internet was, and largely still is, to support research and education in and among academic institutions 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. 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 Ettiquette 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 utilize abusive language in 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, including yourself.
4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. 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 (copyrighted).
7. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the computers or network. Therefore, messages should not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate.
8. Student purchases through the Internet are not allowed on Mater Dei accounts.
9. From time to time, Mater Dei 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 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 in the appropriate manner.

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 administrator. 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 computers is prohibited; all downloads must be to to a student's personal flash drive. 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
(revised August 12, 2013)

I. IHSA REGULATIONS

All students involved in interscholastic athletics are required to adhere to all IHSA regulations, including regulations regarding athletic eligibility. The "Key Provisions Regarding IHSA Rules," which details IHSA athletic eligibility rules, is provided on the Mater Dei website, www.materdeiknights.org ("Athletics" menu, "Athletic Policies" page). 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. Therefore, in addition to the policies stated in the *Student Handbook* and the *IHSA Handbook*, a student is subject to the policies stated in this handbook at all times, specifically on campus and off campus when school is in session and out of session.

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

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

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

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

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

school year begins the day after the last day of a school year (including the summer) and ends the last day of the next school year. (example: if the 2012 – 2013 school year ends May 23, 2013, the 2013 – 2014 school year will begin May 24, 2013, and will end on the last day of the 2013 – 2014 school year)

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

violation possessing, consuming, or being under the influence of tobacco, 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).

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.

MATER DEI CATHOLIC HIGH SCHOOL
STUDENT HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT
2013 - 2014

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

NOTE: The *Student Handbook* is provided in its entirety on the Mater Dei website, www.materdeiknights.org ("Future Knights" menu, "Student Handbook" page).

I have read, understand, and agree to adhere to the policies and the procedures stated in the *Student Handbook*.

In regard to violations of the computer policy, I further understand and agree, when applicable, that I will be subject to applicable 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.

_____ _____ grade: 9 10 11 12

Student Printed Name Student Signature

_____ _____

Parent/Legal Guardian Printed Name Parent/Legal Guardian Signature

_____

Date