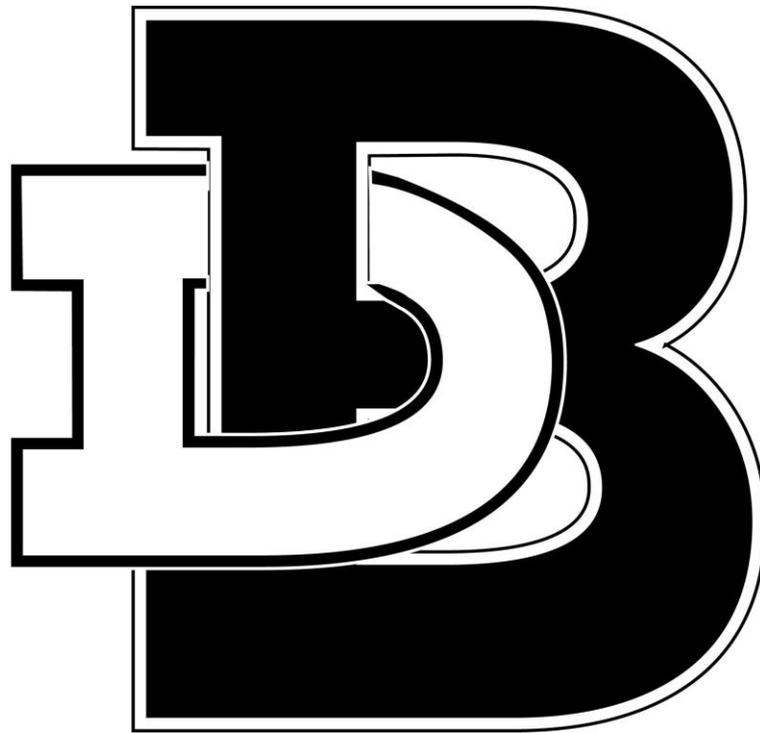


Bishop DuBourg High School



Parent & Student Handbook

2019-20

Faith in Christ...Service to Others

Bishop DuBourg High School

Mission Statement

Inspired by Christ, Bishop DuBourg High School educates a diverse coeducational community, enables young people to reach their full potential, and develops leaders in faith and service, through Catholic values and academic excellence.

Bishop DuBourg High School is a comprehensive school where each student is challenged to succeed in all aspects of education. Our goal is for all Bishop DuBourg High School students to:

1. Live the Gospel message by showing love for God, self, and others through faith and service.
2. Demonstrate knowledge of Catholic beliefs, principles, and practices.
3. Support and model social, mental, physical, and spiritual well-being.
4. Understand, accept, and celebrate the diverse groups in our communities.
5. Demonstrate personal, moral, and social responsibility on a local, national, and global level.
6. Communicate and collaborate in an appropriate manner encompassing all mediums.
7. Apply logical reasoning and critical thinking to gather and evaluate information, solve problems, and determine the validity of results.
8. Research, organize, and analyze information through the use of technology.
9. Apply God-given talents, knowledge, and skills to collaboratively produce original work.
10. Utilize experiences to prepare for a successful transition into a post-secondary world as responsible life-long learners.

Faith in Christ...Service to Others

Parent and Student Handbook Disclaimer

The Bishop DuBourg High School Parent and Student Handbook contains the established policies and procedures for the 2019-20 school year. The **acknowledgement form must be completed online** by each student and a parent/guardian indicating the handbook has been read, and that the student and the parents/guardians agree to support the policies and procedures outlined in the handbook. The Parent and Student Handbook can be changed by administration at any time. Parents and students will receive a notice thirty (30) days before the change takes affect.

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School Leadership

Advisory Board of Education

The Bishop DuBourg High School Advisory Board assists the school administration in formulating policy for the education of its students. Since Catholic education is a legitimate exercise of the Catholic Church's right to teach, the board shall be subject to the authority of the Church under the direction of the Archbishop, as well as subject to the superintendent of schools and the Archdiocesan Board of Education.

Administrators

The role of the administration is that of educational leadership and enablement, both for the faculty and students. More precisely, the administrators serve students by serving the faculty.

The administrative leadership team works collaboratively with parents, faculty and students to provide the direction and organization necessary to remain a Catholic school community of excellence. Each member of the administrative leadership team has specific responsibilities for school leadership; however, each member has shared responsibility for spiritual leadership, management of daily operations, school and community relations, business management, and personnel leadership.

The Administrative Leadership Team is comprised of the President, Principal, Dean of Students, and Athletic Director.

President

Mr. Kevin Regan 783-4430 kregan@bishopdubourg.org

The President is the school's chief executive officer. The President is responsible for the overall welfare and guidance of the school. The President works within the broader community to ensure the school operates both efficiently and effectively. The President is in charge of all issues related to the budget, tuition collection and assistance, school fundraising efforts, and the maintenance of the facility.

Principal

Dr. Bridget Timoney 783-4459 btimoney@bishopdubourg.org

The Principal is the school's chief operating officer. The Principal is responsible for the daily operations of the school. The Principal works with the faculty, parents and students to ensure the school operates effectively. The Principal is in charge of all issues related to classroom instruction, curriculum, and student achievement.

Dean of Students

Mr. Troy Ufert 783-4457 tufert@bishopdubourg.org

The Dean of Students implement school policy, monitor student attendance and behavior, and handle discipline issues. The Dean of Students work with teachers, students, and parents to seek solutions to disciplinary, scholastic, and behavior problems.

Athletic Director

Mr. Steve Bettlach 783-4464 sbettlach@bishopdubourg.org

The Athletic Director is responsible for all issues related to the school's athletic program and student transportation. The Athletic Director is also the school's liaison to Missouri State High School Activities Association (MSHSAA).

Advancement Office

Director of Alumni Relations & Special Events Ms. Angela Calloni 783-4412 acalloni@bishopdubourg.org

The Director of Alumni Relations & Special Events is responsible for coordinating, supervising, and managing any fundraising and special events at Bishop DuBourg, including the DB Raffle, Gala Dinner Auction and Golf Tournament. Additionally, the Director of Alumni Relations & Special Events manages the alumni database and coordinates all alumni programming.

Director of Admissions Ms. Deanne Rodgers 783-4419 drodgers@bishopdubourg.org

The Director of Admissions is responsible for maintaining the recruitment database, creating and developing strategic approaches to attract prospective students, and coordinating all prospective student programming. In addition, the Director of Admissions manages the Student Ambassador Program at Bishop DuBourg.

Director of Marketing Mrs. Laura Kosta 783-4494 lkosta@bishopdubourg.org

The Director of Marketing is responsible for effectively communicating Bishop DuBourg's mission, events, and important information. The Director of Marketing, organizes, and edits all DB Publications, including, the Cavalier Magazine, all press releases, and any other DB publications. The Director of Marketing also manages the DB Website and DB social media accounts.

Advancement Data Coordinator Mrs. Joyce Mard 783-4456 jmard@bishopdubourg.org

The Advancement Data Coordinator is responsible for recording charitable gifts in the database, coordinating solicitation mailings, and sending gift recognitions.

Support Services

Director of Campus Ministry Mrs. Jennifer Duncan 783-4401 jduncan@bishopdubourg.org

Creating and maintaining a Catholic community of excellence at Bishop DuBourg is the responsibility of each member of the school community - the administration, faculty, staff, students and families. The Director of Campus Ministry have the responsibility of coordinating and promoting Bishop DuBourg High School's spiritual growth. Campus Ministry is responsible for providing opportunities to celebrate the Eucharist and Sacrament of Reconciliation, for prayer services, spiritual direction, religious counseling, retreats, vocation activities and opportunities for Christian service. In keeping with the school's mission statement and the gospel message of Jesus Christ, all Bishop DuBourg High School students are required to participate in Christian service activities every year while attending school.

Director of Technology Mr. Michael Berks 783-4444 mberks@bishopdubourg.org

The Director of Technology is responsible for all computer hardware and software in the school building. The Director of Technology is also responsible for maintaining the wireless network, implementing all new computer programs in the school and training the faculty and staff on the latest computer updates.

Registrar & Tuition CoordinatorMr. Jim Campbell 783-4482 jcampbell@bishopdubourg.org

The Registrar is responsible for maintaining academic records for both current and past Bishop DuBourg students. The Registrar is responsible for sending transcripts to colleges and employers. As Tuition Coordinator, he will assist families with tuition plans and financial assistance.

Business ManagerMrs. Joan Provaznik 783-4492 jprovaznik@bishopdubourg.org

The Coordinator of Student Financial Services is responsible for matters regarding tuition collection and tuition assistance. The coordinator can work with both parents and students to help find alternative means of making Bishop DuBourg High School more affordable in times of financial hardship.

Learning ConsultantMs. Marybeth Krull 783-4433 mkrull@bishopdubourg.org

The Learning Consultant addresses students' needs, especially students with learning differences. The Learning Consultant provides specific services to students diagnosed with a learning disability or attention deficit disorder and students who have demonstrated significant learning difficulties.

The Learning Consultant observes the teaching/learning process, recommends intervention techniques and instructional strategies, and monitors the students' progress and their responses to the recommended strategies. The Learning Consultant establishes and maintains communication with teachers, guidance counselors, administrators, and parents/guardians, as well as tutors and other specialized personnel working with the students outside of the school setting. The Learning Consultant may attend evaluations and re-evaluations held by other agencies such as the Special School District of the County and City, and the Archdiocese.

Guidance Counselors

Ms. Amy Rauscher	783-4491	arauscher@bishopdubourg.org	Students with Last Names A - L
Mrs. Samantha Millner	783-4474	smillner@bishopdubourg.org	Students with Last Names M - Z

The Guidance Department works with the total school community, including students, parents/guardians, faculty and administration, in the personal, moral, educational and vocational growth of Bishop DuBourg students. The Guidance Counselors help students select courses, assess students' academic progress and concerns, administer and interpret standardized test scores, organize parent and student workshops, and assist in the college selection, admissions and financial aid processes. The Guidance Counselors will assist students and families to the extent they feel competent and when necessary refer students and/or families to appropriate outside professionals or agencies. Students and parents/guardians may schedule appointments with a guidance counselor any time during the school day.

Academic Advisors

Every student is assigned an academic advisor each school year. Academic advisors meet daily with their advisees during Academic Hour and discuss such matters as academic progress, registration and other student concerns. A student should consult with his/her academic advisor on a regular basis and look upon the advisor as a person who is interested in the student's personal and academic well-being.

Communications Between DB & Parents/Guardians

Clear and efficient communication between the school and our families is of the utmost importance to us. Communication may occur through our website, email, Family Access, Facebook, Twitter, Instagram, and our all-call phone system.

When addressing a concern please follow the procedures outlined below.

Academic Issues— All academic issues should begin with the student's teacher. **Email is the preferred communication tool with teachers as teachers do not have phones in their classrooms.** If, after talking with the teacher, the issue is not resolved, the parents/guardians should contact the guidance counselor. If the issue still is not resolved, the parents/guardians should contact the Principal.

Discipline Issues— All discipline issues should begin with the student's teacher. If, after talking with the teacher, the issue is not resolved, the parents/guardians should contact the Dean of Students. The Principal will address issues only after they have been addressed through the Dean of Students.

Tuition Issues— All issues involving tuition and fees must first be addressed through the Tuition Coordinator. All tuition and fees will be collected in the main office. The President will address financial issues only after they have been addressed through the Tuition Coordinator.

Fine/Fee Issues—Issues involving fines/fees should begin in the main office. The Principal will address issues with fines/fees only after they have been addressed by the main office secretary.

Family Access

Parents/guardians and students can go online to access current student information such as grades, academic history, attendance, test scores, message center, and faculty e-mail addresses. Each parent/guardian and student will be provided with a login name and a password for Family Access. Parents/Guardians can also use Family Access to notify the main office of a student's absence. The main office will contact the parent/guardian to confirm the absence. If you are unable to enter Family Access, please call the main office 832-3030.

All-Calls/All-Emails

Sometimes it is necessary to contact all parents/guardians of Bishop DuBourg students in a timely fashion. If such an occasion arises, administrators can activate an all-call or an all-email. With an all-call, an administrator will record a message and our computer system will automatically call every parent/guardian. If you receive an all-call message, there will be a brief pause after your greeting. Once the computer confirms someone has answered the phone, it will play the message. You can press any button during the call to have the message repeat. With an all-email, an administrator will send an email to all parents and guardians in our system with a current email address. The message will be sent through the Message Center in Family Access. You can choose which phones numbers and emails are used. If you have a question about an all-call or all-email, you may call the main office. **The phone numbers and email addresses in Family Access must be kept current. You can update information directly on Family Access or call the main office.**

Website and Social Media

The DB website, www.bishopdubourg.org, is a wonderful resource for parents and students. Bishop DuBourg's official Facebook page, <http://www.facebook.com/BishopDuBourg>, has up-to-date school information. You can also follow Bishop DuBourg on our official Twitter account, **@BishopDuBourg**.

Publicity Release

The possibility exists that any student enrolled in Bishop DuBourg could have his or her name or picture used for publicity purposes. Publicity includes, but is not limited to, pictures and/or names used in our website, DB social media, newsletters, annual reports, brochures, press releases and newspaper articles. Such publicity usually occurs as a result of awards the student has earned or extracurricular activities in which the student has participated. It is the responsibility of the parent/guardian to notify the school if their child is not to be included in publicity documents. This notification occurs through the *Media & Marketing Materials Student Involvement Permission Form*. This permission is granted when the electronic permission form is completed on Family Access. The school cannot be responsible for any publicity that occurs prior to such notification or is in process at the time of the notification.

Medical Information

The school must be informed of any special medical condition that may require the school to make decisions and implement appropriate school adjustments to help the student.

If a student has a medical condition that requires medicine (including inhalers) during the school day, the parent/guardian must submit a written document from the family physician. The school must have the complete medical information from the physician. The document must state the medical condition, what adjustments must be made for the student, how the condition might manifest itself during the school setting, and what medicines, if any, must be given during the school day.

If a student must take medicine during the school day, the medicine must be stored in the main office. The medicine must be stored in the original prescription container issued by the pharmacy. The parent/guardian must complete a form in the main office, which gives permission to the school to administer the medicine. This form holds the school harmless for any side effects of these prescribed medicines.

State law does not allow school officials to dispense medication. Prescribed medication must be kept in the main office in its original container along with a note from the student's physician and parent/guardian.

Immunizations

Missouri State law prohibits any student from attending school unless immunizations are current and filed in the main office. There will be no exceptions to this state law. For the protection of all students, Bishop DuBourg will strictly enforce this law. Students will be sent home if documentation of immunizations is not sent to school. The City Health Department monitors this process.

Request to Leave the Building

Students wishing to go to their car during the school day must obtain permission from the main office. Students who are parked off campus must obtain permission from a parent/guardian before being allowed to go to their car. Students must call their parent/guardian while in the main office.

Technology Acceptable Use Policy

Technology is an essential educational tool. The use of technology must be grounded in the values and mission of Catholic education. For the purpose of this policy, technology is defined as the use of computers, tablets, internet, email, social media, digital cameras, recorders, cell phones, land line phones or other electronic devices. **Prior to being given access to Bishop DuBourg High School's technology, all students and their parents/guardians, must complete online in Family Access, the Technology Acceptable Use Policy Agreement.**

To encourage digital academic growth, all students will be provided, in a lease agreement, with a Microsoft Surface Pro 4, a keyboard, a charger, and a Surface Pen.

Student Agreement

The use of technology to provide educational material is a privilege, not a right. Users are expected to abide by accepted rules of network and computer etiquette. These include (but are not limited to) being polite, responsible, respectful, using appropriate language, properly citing and/or obtaining permission for all information from research sources.

A student's failure to follow this AUP or the student code of conduct as specified in this Handbook may result in the revocation of the privilege and/or other disciplinary action.

Internet Access

While in school, students are required to use the BDHS Wi-Fi. Bishop DuBourg provides an Internet gateway via a wireless network. **Internet access using cell networks, hotspots, or other means that may be available on their Surface Pro 4 is prohibited at school. The use of a VPN (Virtual Private Network) is also forbidden. BDHS Wi-Fi must always be on.** Use of the Bishop DuBourg Internet for social network access is prohibited. Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the school network must notify an administrator.

Students at Bishop DuBourg High School have no right to digital privacy and should have no expectation of privacy in materials sent, received, or stored in school owned or provided computers or on the BDHS network. Our Director of Technology supervises the use of the network and all digital student activities. Computer usage is monitored closely.

Digital Access

The use of the Bishop DuBourg network on campus is limited to instructional purposes that have been approved by a teacher or a member of the administrative staff. Teachers may set additional restrictions on the use or non-use of the Surface tablet within the classroom and may inspect the device physically or with digital software (**LanSchool**) in order to assure students remain on task. Students must stay current with updates including Microsoft Office, Windows, and all related driver and firmware items. Failure to do this may result subpar tablet performance and, possibly, a fine.

Photos, Audio, and Video Recording

Microsoft Surface Pro 4s are not to be used on campus to take photographs or record video or audio of persons unless that use is in connection with approved instructional or co-curricular activities and the consent of the subjects has been obtained. Students may not post audio, video, photographs or other representations of Bishop DuBourg activities or school personnel on any public media site without specific authorization and consent. Audio notifications or speaker functions must be placed in the "silent" mode.

Privacy

Electronic communications and activity on the Bishop DuBourg network are not private. Bishop DuBourg staff will have access to all communications and histories relating to uses of the BDHS network.

Microsoft Surface Pro 4 Accessories

Students are permitted to use headphones, earbuds, etc. only when approved by a teacher. Students are to store headphones, earbuds, etc. in their locker when not in use. It is not acceptable to wear headphones, earbuds, etc. around the neck, ear or through the shirt when not in use.

Security and Damages

The student is responsible for the security of the Microsoft Surface Pro 4. Any use of the tablet during co-curricular events, bus rides, etc. must be approved by the moderator. **Bishop DuBourg is not liable for any Surface stolen or damaged while on or off campus.** Students will be able to purchase a protective case for their Surface which they may customize. The tablet itself may not be altered in any fashion. The Surface screen, keyboard, charger, and pen must be protected at all times from damage, loss, or theft.

Financial Responsibility

The parent, legal guardian or student is financially responsible to ensure each student has a working Surface at school each day. The student is to maintain the Bishop DuBourg issued Surface without damage and keep it in good working condition throughout the school year. If the Surface becomes damaged or is no longer in good operational condition during the school year, the student must immediately notify the IT Director, Mr. Berks. He will evaluate the condition and determine the remedial steps. If the cord, charger, keyboard, or pen malfunctions, for any reason, it is the financial responsibility of the parent, legal guardian, or student to replace the non-working item with an official Microsoft replacement cord, charger, keyboard, or pen. These items will be purchased through school.

The student must turn in the tablet, keyboard, pen, case, cord and charger that was provided to him or her before leaving on summer vacation, graduating from Bishop DuBourg or before transferring, or leaving Bishop DuBourg High School. The Microsoft Surface Pro 4 and all accessories must be fully functional and undamaged when it is returned. An appropriate fine will be issued for missing or damaged items.

Network Security

Bishop DuBourg's network filters must be used to regulate connections to the Internet while in the building. Students may not attempt to bypass the filter system using any means or otherwise attempt to bypass or modify Bishop DuBourg's network security. Bishop DuBourg cannot assure parents that the filters will block all objectionable websites. Any profiles that are installed on the Surface are for the security and protection of the student and are never to be removed. Removal of profiles is a violation of this AUP and will result in disciplinary action. Outside of school, families bear responsibility for the education and monitoring of their students for Internet and computer usage. BDHS may not be held responsible for users' intentional misuse of the Internet or tablet equipment. Bishop DuBourg recommends Qustodio - <https://www.qustodio.com/en/> - parental controls for tablet use outside of school.

Bishop DuBourg has the right to collect and examine any Surface that is suspected to be in violation of this AUP, of Bishop DuBourg's policy regarding the Computer Network and Internet Use, to have been involved in any attack on the BDHS network or to have been involved in the introduction of any virus or malware to the BDHS network. Any refusal to grant such access will be dealt with as a violation of this AUP and appropriate disciplinary action.

Printing from a Surface

Students will be able to print academic materials at several printers located in strategic spots around the building. A limit of three pages is recommended. Any printing in excess of this amount must be approved by a teacher, staff member, or administrator.

Surface Charging

The student must come to school with a fully charged Surface tablet. The Surface is to be charged prior to bringing it to school and should run off its own battery while on campus. There are limited charging locations in classrooms. Students must ask for permission to charge their tablet.

Unacceptable Technology Use

1. Attempting to logon to the school network (including email, Family Access, etc.) or the Internet using a user ID or password other than his/her own.
2. Non-school related social contacts between faculty/staff and students including emails, texts or phone calls. Note: to ensure student safety in an emergency situation, faculty and staff may communicate with students and/or parents using a personal cell phone.
3. Contacting or communication with faculty and staff through personal email accounts and/or social media such as Facebook, Twitter, Instagram, etc.
4. Publishing information, either on or off school premises, on the Internet that brings discredit to Bishop DuBourg High School.
5. Inappropriate use/posting on social networks that damage the school or a community member's reputation or persona, show use of drugs or alcohol, or display inappropriate sexual or degrading behavior.
6. Posting any comment or picture that is malicious or jeopardizes the health and safety of another student or individual. This includes all forms of harassment or any kind (cyber bullying), unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
7. Sending and receiving of any material in violation of any national, state or local regulations. This includes, but is not limited to, copyrighted, threatening, or obscene material.
8. Using the Bishop DuBourg High School name or logo on personal websites. The school discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
9. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content of downloading/installing unapproved software.
10. Downloading copyright material (music, text, or graphics) or the duplication of any copyright material is against federal and state laws.
11. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
12. Using tablets or computers in any way that will limit or disrupt network use or attempting to alter school system settings or data.
13. Access to personal email, chatting, social networks, online gaming, discussion boards, etc. not authorized by the school.
14. Abuse or fraudulent use of tablets, computers, network or Internet not specifically mentioned.
15. Assisting others in violating any of these policies.

Tablet Q & A

Below you will find a Q & A about our **One-to-One Program**. Hopefully, it will answer all of your questions concerning our new tablets. If you have any questions or concerns, please call the main office.

1. What type of tablet will be used at DB?

Microsoft Surface Pro 4. It's a tablet that acts like a laptop.

2. Why this tablet? This tablet is financially feasible for our families and meets the educational needs of our students and teachers. The goal in using the tablets is to reduce the reliance on one textbook and provide endless electronic resources.

3. How much will the tablet cost per school year?

Bishop DuBourg will lease the tablets to each family for a fee of **\$300**. This fee will be added to each families' tuition plan.

4. What does the tablet fee cover?

The fee covers the use of the tablet, keyboard, pen, charger, extended warranty, software (Microsoft Office, antivirus, web filter, etc.), in-school tech support, use of school printers, and wireless network, and student training. The school provided web filter will keep students from going to unapproved (non-educational) websites while at school.

5. Will students have the same tablet each year?

Yes. The quality of the product and the outstanding warranty that comes with it will allow students to use this product for four years. Because of our agreement with Microsoft, we will be keeping the tablets for four years at DB. This ensures that the tablets will all be under warranty

6. Will the students have use of the tablets outside of school?

Yes. Students may use the tablet at home in the evening, on weekends. If a student does not follow DB's Acceptable Use Policy, the student may lose the privilege of using a tablet outside of school.

7. Will there be technical support for the tablet at DB?

Yes. DB will provide technical support during school and loaner tablets will be available if extensive work is needed on the tablet.

8. Do you need to purchase a case and screen cover?

Although Microsoft prides itself in the durability of the Surface Pro 4, we strongly recommend purchasing a protective case for the tablet. The use of a screen protector will help against scratches and breakage. From past experiences, we have seen that storing the tablet in a backpack or purse can cause damage to them.

9. What are the details of the warranty?

There are two types of damages - external and internal. Microsoft will usually cover all internal damages at no cost (i.e. tablet will not start up, touch screen has stopped working, keyboard has stopped working (excluding damaged keyboards), etc. Handling is also free for all internal damages. External damages will be assessed a fine (i.e. cracks in the screen, items jammed or broken off in the ports, spillage, etc.) Handling is \$30 for all external damages. When a student causes external damage to their tablet, we will require that a case be purchased and used at all times.

External Tablet Damage Fees within a school year:

With a case on

First Time \$30
Second Time \$80
Third Time \$110

Without a case

First Time \$85 (purchase of case for \$55 included)
Fees are determined by the IT Department
Fees are determined by the IT Department

10. What hardware is not covered under the warranty?

Keyboards, chargers, and pens are not covered. We replace all items with the correct Microsoft product. Replacement costs are:

Keyboard	\$130	Pen	\$100	Charger	\$80
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11. What happens if the tablet gets broken, lost or stolen?

If the tablet is lost or stolen, the family will be billed the total cost of a new device with warranty. All damage must be reported in a timely manner – within one school day. Depending on the timing of the incident, the replacement cost is estimated to be around \$1000. If the power/charging cord, pen, or keyboard is lost, the student will have to pay to replace it.

12. How can students distinguish their tablets from other tablets?

All tablets will have an identification label on it. This label must not be removed. Students cannot decorate the tablet, keyboard or pen. Students may decorate their cases. Please use only school appropriate materials for decorations.

13. What about care for the tablet during the school day or after school? What if students participate in extra-curricular activities?

When not being carried by the students or used in the classroom, tablets should be locked in the students' locker. Tablets should not be brought to PE classes unless indicated by the teacher. Tablets should be locked in lockers or other secure places during after-school activities.

14. If the student forgets their tablet at home, will there be a loaner tablet available?

It is extremely important that the students bring their tablets on a daily basis. With a limited number of loaner tablets, we do not have enough tablets to loan to students on a regular basis. Loaner tablets and chargers will be available for students to check-out for the day. Students will need to leave a personal item of value (i.e. cell phone) when checking out a loaner tablet.

15. Will the students be allowed to charge their tablets during the school day?

Tablets need to be charged each night at home. Students must come to school with a fully charged tablet each school day. If the student does not have a charged tablet, then the student will be unable to participate in class activities. There are limited electrical outlets in each classroom which the students may use during academic hour and before or after school. Students will need to have their own power/charging cords to charge their tablets at school.

Tablet Appropriate Use Guidelines

1. Students may only use their tablets for educational purposes.
2. Students must comply with their teachers' directions on when and how the tablet should be used in the classroom.
3. Students must practice digital citizenship and web etiquette which is described in the *Technology Acceptable Use Policy* in the Parent & Student Handbook.
4. **Students are responsible for having fully-charged tablets each day.** Students may only use authorized charging cords.
5. Each student is responsible for their own tablet. If a student lends his/her tablet to another student and something happens to the tablet, the student to whom it is assigned is responsible.
6. If a stray tablet is found around the building, it will be taken to the main office. The tablet will be returned to the student as soon as possible. If a student misplaces his/her tablet on a regular basis, then a parent/guardian will be notified.

7. When a student is not using his/her tablet and related devices, it should be stored in a secure place. Tablets should be locked in lockers or other secure places during after-school activities.
8. Students are responsible for the care of their tablets and for any damage that might occur either at school or at home.
9. Tablets must not be stored in places which could reach extreme temperatures (below 41 degrees and above 95 degrees) for long periods of time.
10. Tablets should be stored in a protective case. We strongly recommend purchasing a protective case.
11. In order to tell the tablets apart from one another, each student could customize his/her tablet case with school appropriate materials. Non-permanent ribbons or removable stickers are suggested for the pen and charger.
12. Students must keep sharp objects away from the tablet screen. Students must make sure that objects (i.e. pens, etc.) are not closed between the tablet screen and the keyboard.
13. Students must not put any books or heavy items on the tablets.
14. Students must be careful not to leave their tablet on the edge of their desk. If not in use, tablets should be stored under the student's desk.
15. Students may not bring their tablets into the cafeteria during lunch.
16. Students may not bring their tablets to PE classes unless indicated by the teacher. Students may not leave their tablets in the locker room during class or practices.
17. Students must keep food and/or drinks away from the tablets.
18. Students should only use approved cleaning chemicals or cloths on the tablet screen.
19. If the tablet is lost or stolen, the family is responsible for the replacement of the device and for notifying the IT Director immediately.
20. Students may save documents to Google Drive to insure that work is not lost. Tablet malfunctions are not an acceptable excuse for not submitting work. Students should always save their work to the cloud or a flash drive. Students are responsible for preparing for class and completing all assignments even if they do not have their tablets.
21. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
22. DB has the right to remove non-school related materials from student tablets.
23. Students may not take pictures or record students or teachers without permission from a teacher or administrator.
24. Students should limit the amount of items that are printed at school. Students must print to the nearest printer.
25. The administration reserves the right to search student tablets. Tablets may be confiscated overnight.
26. Students are not allowed to alter or deactivate LanSchool or other content restricting services. Use of proxies is forbidden. Violation is cause for immediate discipline.
27. Taking student tablets off line, connecting to a hotspot, or placed in airplane mode is forbidden.

Academic Affairs

Admissions Policy

Bishop DuBourg High School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students. Bishop DuBourg High School does not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

The Director of Admissions and Principal will register students according to the norms set by the Archdiocesan Board of Education and accepted educational procedure.

The registration process includes:

1. Completion of a student information form
2. Review of official records from previous school(s)
3. Verification of custody arrangements

Acceptance of a student is dependent on the school's official decision that the school has the ability to meet the student's educational needs. Determination of this ability is based upon:

1. A student's standardized test scores
2. A student's academic grades and discipline record
3. A student's successful completion of the previous grade level

The decision to admit a student is made only after a thorough review of the student's previous school records and all records related to the student's special needs has been completed.

Course Selection Process

Students must select eight courses per semester (.5 credits each) for a total of eight credits for the school year. Students should select courses based on their abilities, past performance, placement tests (incoming freshmen), teacher approvals and/or post-high school interests. Students should seek the advice of parents/ guardians, advisor, guidance counselor, learning consultant and teachers so that course selections meet the requirements for future educational plans. Students should contact colleges and universities to determine the necessary admission requirements. Specific course selections should be made with future academic and career goals in mind. Courses must be taken in the proper sequence. Consult each course description for any necessary prerequisites for the course. Course selections should be made carefully!

Steps in the Course Selection Process for 2020-21

Step 1 Wednesday, January 15th

- ❖ Each student receives Course Selection Materials during academic hour. Advisors will demonstrate how to register for courses online through Family Access.

Step 2 January 15th – 28th

- ❖ Students should discuss their registration for next year with their parents/guardians, advisor, guidance counselor, learning consultant and teachers.
- ❖ Teachers of elective courses will be available during academic hour to answer any questions about the courses in their department.
- ❖ Teachers will recommend courses for students in the core subject areas.
- ❖ Students must select their remaining elective courses online through Family Access.
- ❖ Students must speak with teachers about specific courses which require teacher approval.
- ❖ Students must also choose three alternate courses; one year-long course and two semester courses. In the event of a scheduling conflict, these alternates will be used to resolve the conflict.

Step 3 Tuesday, January 28th

- ❖ Students must complete the online Course Selection Process by **January 28th**. The non-refundable **registration fee of \$250** must be turned in to the main office on or before **January 28th**. Registration cannot be processed until the registration fee is paid. If a student is not on schedule with tuition payments for the 2019-20 school year, the student's registration will not be processed.

Course Change Policy

Students should consider courses carefully and should seek advice from parents/guardians, advisor, guidance counselor, learning consultant, and teachers. Students register for courses in January. The number of sections, the teacher assignments, and the schedule are determined after registration. Therefore, it is critical that students choose their courses very carefully. Schedule conflicts can occur because courses may be offered only during one period. When a schedule conflict occurs, alternate courses will be substituted into the student's schedule. Therefore, it is critical that students select alternate courses very carefully.

In the rare occurrence that a student should need to make a schedule change, there is a **\$25 fee for the schedule change**. Changes should only be made for academic reasons. Not all requests for schedule changes will be honored. If the course change is teacher initiated, the \$25 fee will be waived. Unless the change is teacher initiated, **course changes will not be allowed after the first week into the semester. For yearlong courses, changes can only be made during the first week of the first semester.**

Awarding Credit

Credit is given on the basis of ½ unit (.5) for each semester course. If a student fails a semester of a course, no credit is received for that half of the course. The lost credit can be made up in one of several ways, depending on the nature or the extent of the failure. Students **MUST** make arrangements for credit make up with the Guidance Office. Students must make every effort to make up failures from the current year during the school year or over the summer. It is strongly recommended that students have all credit deficiencies made up prior to the beginning of their next school year.

The only approved methods for making up a deficiency are Bishop DuBourg Tutorial or summer school in the student's public school district. A student can only make up two credits outside of Bishop DuBourg High School. Students must obtain approval from their guidance counselor prior to registering for a make up course.

In courses where success in the second semester is directly dependent on skill or knowledge from the first semester, the first semester failure can be made up if the second semester grade is passing. These skilled courses include all full-year math courses, all full-year science courses, and all full-year foreign language courses. If a student successfully passes the second semester, the student's first semester grade will be changed to a D. Students cannot make up credit in honors or enriched classes. The student can make up the deficiency by taking a lower level of the specific course.

Students may not be dually enrolled at a college or university without the approval of the Principal.

If a student transfers into Bishop DuBourg from a North Central Accredited school or a school not accredited by North Central, his/her credits may be accepted. Transfer students must meet the Bishop DuBourg requirements for graduation. If a transfer student has not taken religion courses or completed the necessary service hours, the student does not need to make up those classes nor the service hours missed prior to the transfer. However, the student must still have the necessary total number of credits to graduate.

Any exceptions to the above policies must be pre-approved by the Principal.

Advanced College Credit Program

Bishop DuBourg High School offers the opportunity for students to earn college credit. The program is affiliated with Saint Louis University and the University of Missouri - St. Louis. Students must dually enroll in the Bishop DuBourg course and the university course to earn the college credit. Students must contact SLU or UMSL to obtain official college transcripts. Advanced College Credit Courses are available in English, math, social studies, French and Spanish. A separate fee must be made payable to the university. Students do not have to take the courses for college credit. Most colleges and universities will accept the advanced college credits. However, a few universities do not accept the credits. Students must contact colleges or universities to determine whether the college credits will be accepted. In 2018-19, the fee was \$65-70 per credit hour.

Academy of Advanced Studies

The purpose of the Academy of Advanced Studies is to offer students a rigorous program of academic studies. We want our students to realize that their talents are a gift from God which need to be developed and used for others. Our faculty and staff will challenge their students to achieve the highest possible level of academic excellence.

Students will be accepted into the Academy of Advanced Studies during the incoming freshman admissions process. Students who score 85% or above on standardized tests and/or who have a B+ average will be considered as candidates for the academy. All eligible students will receive an application for the academy. Final approval of all candidates will be determined by the Academy of Advanced Studies Admissions' Committee which is led by the Principal. Space in the program is limited for each grade level. Special circumstances will be evaluated by the administration and the admissions committee. At the end of freshman year, eligible students may receive an application for the academy, if space is available.

Each year the students enroll in an *Academy Seminar Course* in Social Studies or Religion. As freshmen, the students take *Big History* which covers the history of the universe from the Big Bang through today. As sophomores, the students take *Explorations in the Modern Era* which covers the major events in Modern American History. As juniors, the Academy students take an *Academy Religion Course* which focuses on encountering Jesus in the Sacraments and exploring the Catholic moral concepts that govern our lives. As seniors, the Academy students take an *Academy Religion Course* which focuses on examining the universal call to holiness and our response to the major social issues of today.

All Academy of Advanced Studies students must enroll in courses designed as enriched, honors, advanced, or college credit. Our enriched and honors level courses move at a faster pace and require more independent work. Enriched courses are offered freshman and sophomore years in English, Math, Science and Social Studies. The following honors courses are mainly offered junior and senior year and have a weighted grade point average: Honors Chemistry, Honors Physics, Anatomy and Physiology, Honors American History, Honors Western Civilization, College Algebra, Calculus, Honors Statistics, Honors English III and IV, Honors Spanish III, IV, Honors French III and IV, and Advanced Art Studies IV, and Concert Band IV.

Advanced College Credit Courses are offered through Saint Louis University and the University of Missouri - St. Louis. Courses are available in English, math, social studies, French and Spanish. Students must dually enroll in the Bishop DuBourg course and the university course to earn the college credit. A separate fee must be made payable to the universities to earn college credit. In 2018-19, the fee was \$65-70 per credit hour. Students not in the Academy of Advanced Studies may also take Advanced College Courses.

Students enrolled in the program have additional graduation requirements. Students have the opportunity to take 23 enriched, honors, advanced, college credit or seminar courses during their four years. Students in the Academy of Advanced Studies must take at least 19 of these designated courses. Students must also exemplify hard work and responsibility, demonstrate leadership and respect for others, maintain an excellent attendance record, and maintain at least a 3.5 G.P.A. during their freshman and sophomore year and a 4.0 G.P.A. during their junior and senior year.

Optional elective courses, such as Computer Programming, Health, Personal Finance, and ACT Test Prep will be offered over the summer at Bishop DuBourg High School so students can take additional courses during the school year. Enrichment programs and online courses will be provided during the school year and over the summer.

Students who transfer to Bishop DuBourg High School are eligible for the Academy of Advanced Studies. These students must apply for the program and the admissions' committee will evaluate their transcript to determine eligibility.

Graduation Requirements

It is important for students and parents to understand that completing credits and passing classes alone do not fulfill the Bishop DuBourg High School graduation requirements.

Participation in the graduation ceremony and awarding of a diploma are both contingent upon satisfactory completion of credit requirements, senior retreat, Christian service hours, fulfillment of all fiscal responsibilities, attendance at the graduation practice and Baccalaureate and Senior Awards' Ceremony. Furthermore, no final transcript will be sent to any continuing education program until all financial obligations are paid. Bishop DuBourg High School reserves the right to deny participation in the graduation ceremony to any senior who does not exhibit good citizenship and a cooperative spirit. The Administration will make this determination. The graduation ceremony is an honor, not a right.

<u>Department</u>	<u>Minimum Requirements</u>	<u>Colleges & Universities</u>	<u>Academy of Advanced Studies Requirements</u>	<u>Advanced College Credits</u>
Christian Service	.4	0	.4	
Religion	4	0	4	
English	4	4	4	12
Math	3	3-4	4	13
Science	3	2-3	3 or 4	
Social Studies	3	3	4	12
Foreign Language	2	2	3 or 4	9 – French 10 - Spanish
Cavalier Experience	1	0	1	
Practical Arts	.5		--	
Computer Course	.5	1	.5	
Personal Finance	.5		.5	
Visual & Performing Arts	1	1	1	
Physical Education	1	.5	.5	
Health	.5	.5	.5	
Electives	6	5-9	4 - 6	
TOTAL:	30.4	22-28	32.4	56 credits

To graduate from Bishop DuBourg High School, a student must:

- complete 30.4 credits, including the 24 required units and .4 units of Christian Service
- complete 150 service hours over the four years
- maintain a satisfactory attendance record as defined by the school
- complete all financial obligations
- demonstrate Christian conduct
- participate in the retreat program as directed by the school

Recommendations for DB Four-Year Plan

The chart on the next page outlines the recommended courses of study. Specific course selections should be made with future academic and career goals in mind. Acceptance into colleges, universities or technical schools is a major concern for all students. Course selections should be made carefully! Students should seek the advice of parents/guardians, advisor, guidance counselor, learning consultant and teachers so that course selections meet the requirements for future educational plans.

Students must take eight courses per semester (.5 credits each) for a total of eight credits for the school year. Courses must be taken in the proper sequence. Consult each course description for any necessary prerequisites for the course.

Recommendations for DB Four-Year Plan

Requirements	Freshman	Sophomore	Junior	Senior
Religion (4 credits)	*Religion 1	*Religion 2	*Religion 3	*Religion 4
English (4 credits)	*English 1 Enriched English 1	*English 2 Enriched English 2	*American Literature **Honors American Literature/Composition	*English 4 **Honors English 4
Math (3 credits)	Pre-Algebra Algebra I Enriched Algebra I	Algebra I Geometry Enriched Geometry	Geometry Algebra II Enriched Algebra II **College Algebra	Algebra II Statistics **College Algebra **Calculus **Honors Statistics
Science (3 credits)	Physical Science Enriched Biology	Biology Honors Chemistry	Chemistry Environmental Science (.5) Human Systems (.5) Physics Honors Physics Anatomy/Physiology	Environmental Science (.5) Human Systems (.5) Physics Honors Physics Anatomy/Physiology
Social Studies (3 credits)	World History I Big History (AAS)	World History II S1 & American History S2 Explorations of the Modern Era (AAS)	*American History **Honors American History Criminal Law (.5) Current Events (.5) Psychology	Criminal Law (.5) Current Events (.5) Psychology **Honors Western Civilization
Foreign Language (2 credits)	Learning Strategies Spanish 1 French 1	Learning Strategies Foreign Cultures Spanish 2 French 2	Learning Strategies **Honors Spanish 3 **Honors French 3	Learning Strategies **Honors Spanish 4 **Honors French 4
Cavalier Experience (1 credit)	*Cavalier Experience			
Electives -Practical Arts (1.5 credits – Computer App. & Personal Finance) -Fine Arts (1 credit) -PE (1 credit plus .5 credit of Health)	* Computer Science Band Chorus Theatre PE (1 credit)	* Health Computers Business Family & Consumer Science Band Chorus Art Theatre PE (2 credits)	* Personal Finance Computers Business Family & Consumer Science Communication Arts Mechanical Arts Band Chorus Art Theatre PE (2-3 credits)	Computers Business Family & Consumer Science Communication Arts Mechanical Arts Band Chorus Art Theatre PE (3-4 credits)
	8 credits	8 credits	8 credits	8 credits

*Required Course for Graduation

**Advanced College Credit

Each student is required to pass the Federal and Missouri Constitution tests.

Christian Service Project

With a school motto of ***“Faith in Christ...Service to Others”***, Bishop DuBourg High School accepts the challenge to build a Christian community that lives its beliefs. To this end, all students are required to participate in Christian service. This requirement helps to improve our society. It also serves as a learning experience for each of our students. Christian service answers the call of Jesus Christ in the Gospels to help one another.

In fulfillment of this mission, Bishop DuBourg High School students must perform a mandatory number of Christian service hours each year. The completion of these hours is required for promotion and graduation. Our students benefit from performing Christian service in a number of ways. It provides them with practical experience helping others, develops their sensitivity to the needs of others and gives them a greater appreciation for diversity among people. Students must perform service beyond family members and students may not be compensated for the service.

The hours may be performed at Bishop DuBourg High School, another school, a charity or any other non-profit agency. Volunteering at a DB sponsored sports camp may be counted towards the service hour requirement if it is not a requirement for team members. Students may not count working with athletic teams and/or clubs at parking garages if this is a requirement for their team/club. If a student is not a member of the team/club, the student may count volunteer hours at the parking garage.

The Christian service program requires direct service to and contact with an individual or group. Underclassmen must complete service hours on their own time either during the school year or in the summer. Freshmen are expected to spend 20 hours in service. Sophomores must complete 25 hours, and juniors are required to spend 35 hours in service to others.

Seniors must perform 70 hours of service. The senior service project is completed during the first two (2) weeks in January of the senior year. Seniors must keep a daily journal of activities and reflections on their service. After completing the service project, seniors are required to write a reflection paper as part of their religion class. The service project will receive a grade and be included as part of the senior's final religion grade.

Students must keep track of their service hours and submit the hours electronically on the DB website (under the Faith & Service tab). Incoming freshman can begin working on service hours before entering Bishop DuBourg High School. The yearly deadline for all underclassmen completing service hours is April 30th. Service hours completed after May 1st will be counted for the next school year.

If a student has questions regarding Christian service hours, he/she should call the main office at (314) 832-3030.

Standardized Testing

Standardized testing for academic achievement and intellectual ability is an integral part of the guidance program. Students are tested to assess achievement and ability as compared to national norms and to indicate the student's relative academic strengths and areas for improvement. These tests help the counselors to monitor student progress over their four years at Bishop DuBourg.

All freshmen and sophomores will take a PreACT and all juniors take a practice ACT (American College Test). Juniors may also take an Interest Inventory in the fall to help them begin the career exploration and planning process. Juniors are strongly encouraged to take the national ACT in the spring semester.

Sophomores and juniors in the Academy of Advanced Studies will also take the PSAT, which serves as a practice test for the SAT (Scholastic Aptitude Test) and as a qualifying test for a National Merit Scholarship competition.

Other tests are available, but they must be paid for by the individual.

A+ Schools Program

Missouri's Outstanding Schools Act of 1993 established provisions for the implementation of a program to institute A+ Schools and improve the education of high school students within the State of Missouri. Beginning in 1994, the A+ Schools Program has provided an opportunity to Missouri's public school districts that demonstrate a commitment to ensure that the program's goals are met in their high schools. The goals of an A+ School are to ensure that:

1. All students graduate from high school.
2. All students complete a selection of high school studies that is challenging and has identified learning expectations.
3. All students proceed from high school graduation to a college, post-secondary vocational or technical school, or a high wage job with workplace skill development opportunities.

In 2016, students enrolled in private high schools became eligible for the A+ Program. High schools that choose to become an A+ School must outline a plan that includes innovation activities to make progress toward achieving these three goals. If Bishop DuBourg High School maintains designation, the students who complete all A+ requirements and graduate from Bishop DuBourg High School may be eligible to participate in the A+ School Financial Incentive Program. The funding for the financial incentives is dependent upon Bishop DuBourg High School maintaining its A+ Schools status and the availability of state appropriations from the Missouri General Assembly.

The student financial incentive of the A+ Schools Program will provide applicants who meet the A+ requirements the cost of tuition and general fees (subject to legislative approval) while attending any A+ approved Missouri public community college or post-secondary vocational or technical school as a full-time student (dhe.mo.gov/ppc/grants/aplusscholarship.php). These costs may be reimbursable only after secured federal financial assistance funds (FAFSA) that do not require repayment have been applied and all requirements are fulfilled. The incentive may be available for up to two years of attendance during the 4-year period following high school graduation. Many 4-year colleges and universities also offer scholarships or grants to students who have been certified as an A+ student.

Student Eligibility

To be eligible for the financial incentives of the A+ Schools Program, a student must be certified as an A+ student by Bishop DuBourg High School. As the official representative of the A+ Schools Program with the Department of Education of the State of Missouri, the A+ School Coordinator has the responsibility to certify that a graduate of Bishop DuBourg High School has met the criteria of certification. To be certified as an A+ School student, an individual must:

1. Sign an A+ Schools Agreement form (included in this handbook).
2. Attend Bishop DuBourg High School, or an A+ school for three consecutive years prior to graduation.
3. Maintain at least a **2.5 cumulative grade point average** over four years of high school.
4. Maintain at least a **95% cumulative attendance record** over four years of high school.
5. Achieve a qualifying score on the **Math** section of the ACT test.
GPA 2.5 = 17 on ACT GPA 2.8 = 16 on ACT GPA 3.0 = 15 on ACT
6. Perform a total of **50 hours of unpaid tutoring/mentoring** during 4 years of high school.
7. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
8. Make a good faith effort to first secure all available federal postsecondary student financial assistance. (Families must complete a FAFSA).
9. Register with Selective Services within 30 days of any male student's 18th birthday.
10. Be a U.S. Citizen or permanent resident.

Any questions about this manual or the A+ Schools Program should be directed to the A+ School Coordinator at Bishop DuBourg High School (314) at 832-3030.

Reports Of Student Progress And Grading System

Report Cards

Parents/guardians and students can view all grade reports, as well as grades for individual assignments in a specific course, through the Family Access link on our website. Each parent/guardian and student will receive a specific password to access the site. We encourage all parents/guardians and students to view Family Access on a weekly basis. If grades are not updated on a regular basis, we ask parents to contact the teachers, guidance counselor, and then the Principal.

Report cards will NOT be mailed home. Parents/Guardians are asked to review the report card with their son/daughter on Family Access and to consult with the teachers if they wish.

A running gradebook is used for the entire semester. Grades do not stop at the end of the first quarter and start over for the second quarter. Instead, a student's final grade will be determined by their mastery of the material at the end of a continuous semester of work. The grade on their final assessment (exam) will be a part of the semester grade. This grading system allows the students to earn a more authentic grade at the end of the semester.

All students receive a mid-term progress report online for all of their courses. Progress reports are meant to be a snapshot of a student's progress. In addition to an academic grade, teachers will issue comments about a student's performance, progress and/or behavior in class. In some cases, progress reports are meant to be a forewarning to parents/guardians that their child is in danger of failing. Progress reports are a courtesy to parents to enable them to praise and/or encourage their students to put forth more effort if needed.

Teachers will also issue comments at the end of the first and third quarter. We will no longer issue Behavior grades on quarter report cards. Parents/guardians can discuss grades with individual teachers during our first quarter Parent – Teacher Conferences in October.

Honor Roll

Students earning honor roll status must meet the following criteria.

First Honors	3.5 or above grade point average. Behavior grades of "C" or above.
Second Honors	3.0 to 3.5 grade point average. Behavior grades of "C" or above.
Student of Distinction	.5 or more GPA increase from the last semester

Attendance & Tardiness

The Importance of Attendance

Bishop DuBourg High School considers attendance very important to a student's educational development. Student appointments should be scheduled before or after school to minimize the loss of academic time. It is critical that students attend Academic Hour. During that time, students receive important information about school and upcoming events. It also gives students the time to meet with teachers, make up work and retake tests. Academic Hour is essential for student success at Bishop DuBourg High School, and students are to treat it as they would any other class.

Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned extra-curricular activities (i.e. field trips, enrichment programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are still considered absent.

Absences

After **5** absences per class, a student's parent/guardian may be contacted to clarify absenteeism and to establish a plan for immediate improvement. Students who are absent **10** class periods per semester/course may lose credit for the course(s). The administration will meet to determine whether the student will lose credit. A record of all absences will appear on a student's report cards, progress reports and transcript. A student with excessive absences may lose extra-curricular privileges, may face additional disciplinary actions, or may be asked to withdraw from Bishop DuBourg High School.

Reporting an Absence

If a student must be absent because of ill health or an equally unavoidable reason, a parent/guardian is to notify school of an absence by telephone (314) 783-4400 or through Family Access. When you leave a message, please speak clearly and spell the last name, give your child's graduation year, and identify who you are. Calls are to be made no later than 9:00 a.m. If the main office does not receive a phone call by the designated time, then an automated call will be made to the student's parents/guardians to confirm that the student is absent. A student may not call him/herself in absent. In cases of planned absences, a parent/guardian must send a note or email to the main office in advance.

If a student arrives after 10:30, the student will be marked absent for half of the day. If a student leaves before 11:30 am, the student will be marked for half of the day. In either situation, the student may not participate or attend in extra-curricular activities for that day. If a student leaves school before dismissal time at 2:30, the student will not be allowed to participate in extra-curricular activities that day.

No "skip" days are permitted. Absences are "excused" only with parent/guardian permission and school approval.

Tardiness

Each student is expected to arrive at school and in the classroom on time. The school day begins with the 7:45 a.m. bell or the 8:45 a.m. bell on Wednesdays. When the bell rings, the student must be in the scheduled classroom, prepared for the school day. Coats, book bags, etc., must be in the assigned locker, prior to the tardy bell. **Any student who is tardy must report to the main office for a pass in order to be admitted into class. Students are considered tardy if they arrive between 7:46-10:29.**

Students with a doctor's note will have an excused tardy/absence. If the main office does not receive a parent phone call regarding the tardy, then an automated call will be made to the student's parents/guardians to confirm the tardy.

Students will receive a demerit for each unexcused tardy. **When a student has earned a total of five demerits, the student must serve a JUG (detention).** JUG is scheduled by the Dean of Students on Saturdays mornings or after school. If a student skips an assigned JUG, the student will receive a \$20 fine. After serving two (2) JUGS, a parent/guardian may be contacted by the Dean of Students.

Parents/guardians may be contacted to clarify reasons for a student's tardiness. In cases in which the Dean of Students deems a student to have excessive tardies, the parent/guardian may be asked to attend a conference to establish a plan for immediate improvement. A student who has excessive tardies may lose extra-curricular privileges, may face additional disciplinary actions, or may be asked to withdraw from Bishop DuBourg High School.

Senior Exam Exemptions

For the second semester, seniors may be exempt from exams if they have maintained a "B" academic average, as well as having no behavior or attendance concerns. **Seniors with more than 10 class absences or 10 tardies to school during the year will NOT be exempt.**

Individual Class Tardiness

Students are expected to be in their scheduled classroom, in their assigned place, before the bell rings. Students who are tardy to class will receive a demerit. Students are permitted five (5) minutes for class exchange. Students should use bathrooms during this time. In order to facilitate orderly movement from one area to another, students are asked to keep to the right in the corridors and stairways and to use the stairway nearest them.

Make-up Work

The student has full responsibility for making up all course assignments and work done in class missed as the result of an absence or tardy. Students who miss class must consult **Message Center** and see their teachers during Academic Hour in an effort to catch up on missed material. All assignments and work done in class must be completed within the same number of days the student was absent. Students who miss class for reasons other than illness must turn in all of their missed work on the day they return to school.

Extended Absences for Medical Problems

In the event a child is under doctor's care for a medical problem requiring prolonged treatment, the parents/guardians are required to submit to the Dean of Students a letter from the medical doctor explaining the problem and the need for school absence.

Appointments

Appointments with dentists, doctors and similar commitments should not be made during school hours. Unavoidable absence for doctor appointments must be explained in a note from the student's parents/guardians along with a note from the doctor verifying the visit. If the student needs an early dismissal to leave school for an appointment, a note of explanation from the parent/guardian should be presented to the main office before 7:45 a.m. on the morning of the appointment. At this time, an absentee permit will be issued and the student is required to sign out in the main office. If the student returns from the appointment while school is still in session, he/she must report to the main office to obtain an admission permit to class. The student must provide verification. ***Under no circumstances will a student be allowed to leave school without parent/guardian permission.***

College Visits

Seniors are permitted to take two school days to visit college campuses. College visit absences must be pre-arranged through the Guidance Counselors. Pre-arranged visits are not counted as school absences. Students must complete a permission form and obtain signatures from all of their teachers. Forms must be signed by a college representative and returned to the main office when the student returns to school or the college visit will be counted as an unexcused absence.

Field Trips

Some classes schedule field trips to enrich students' learning experiences. Students who miss class in order to participate in a field trip must get approval from their parent/guardian and the teachers of the missed classes. The teacher can refuse to approve the student's absence if he/she is concerned about the student's academic performance in the class. The student has full responsibility for making up all course assignments and work done in class missed due to a field trip.

Illness or Injury During School

Students who become too ill to remain in class must obtain permission from the subject teacher before reporting to the Main Office. The students should call parents/guardians in the main office. Students should know their parents'/guardians' work and/or cell phone numbers and they should also be on file in the school office. Students who are too ill to remain in class will not be allowed to stay at school. ***State law does not allow school officials to dispense any medication. Prescribed medication must be kept in the main office in its original container along with a note from the student's physician and parent.***

School Day Schedules

Classes are in session from 7:45 a.m. (8:45 a.m. on Wednesdays) until 2:30 p.m. Students should arrive by 7:35 a.m. (8:35 a.m. on Wednesdays). Please consider the time it takes to visit a locker and report to Advisory. **Students arriving before 7:35 a.m. (8:35 on Wednesdays) must report to the school cafeteria.** At 7:35 a.m., the students will be dismissed from the cafeteria and allowed to go to their advisory room.

After dismissal, **students may wait for a ride in the Main Lobby until 3:00 p.m.** (or 30 minutes after dismissal). If a student's ride is coming after 3:00 p.m., the student must wait for a ride in Room 305 and work under teacher supervision until the student's ride arrives. Students are not to be walking the halls after 3:00 p.m. (unless the student is involved in a school activity). Students are allowed and may be asked to work with teachers for academic support after school. **At 3:00 p.m., all students who are not working with a teacher or who are not involved in a school activity will be sent to Room 305 to wait for a ride.** Each day a teacher will supervise our **Homework Club** from 2:45 p.m.–5:00 p.m. in Room 305. On noon dismissal days, Homework Club will be available from 12:30 – 5:00.

No student may remain in the school building unsupervised after 5:00 p.m. At that time, students must leave the school building. Parents must make arrangements for their student to be picked up by 5:00 p.m. in order to maintain the student's safety. At 5:00 p.m., students may move to the gym or the field on days when our teams have home games. Otherwise, students must leave the campus if they are not involved in a school activity.

We recommend that students who remain after school get involved in a school activity, go to Homework Club in Room 305, find a carpool, or study with friends off campus. Students involved in school activities should report to the appropriate location.

The school building will be locked during the school day. Visitors must press the bell and enter the main door and proceed to the main office.

Daily Rotating Schedule

<u>Period</u>	<u>Time</u>	A1	B5	A2	B6
Academic Hour	7:45-8:45	AH	AH	AH	AH
First Hour	8:50-10:00	1	5	2	6
Second Hour	10:05-11:15	2	6	1	5
Third Hour / Lunch	11:20-1:15	3	7	4	8
1st Lunch	11:20-11:55	3	7	4	8
2nd Lunch	12:05-12:40	3	7	4	8
Fourth Hour	1:20- 2:30	4	8	3	7

Late Start Wednesday Schedule

On Wednesdays, school will begin at 8:45 a.m. Each Wednesday the teachers use the late start for professional development time. The school day schedule will follow the Late Start Wednesday schedule.

Severe Weather -- School Closing or Late Starts

In case of severe weather - snow, ice, etc. - the official announcement for school closings may be heard/seen on the television channels 2, 4 and 5. Please watch these stations or go to their websites. Text notifications are also available from these news channels. The announcement will also be posted on the Bishop DuBourg website, Facebook page, and Twitter. Depending on the time of the announcement, an all-call and/or all-email will be sent to our families. In severe weather, school may be cancelled, follow a Wednesday (one-hour) Late Start Schedule, or a Snow (two-hour) Late Start Schedule.

*****The various school day schedules are located towards the back cover of this handbook.*****

Disciplinary Procedures

Guidelines for Student Behavior

A goal of Bishop DuBourg's educational program is to encourage independence and responsibility, characteristics of the mature person. Since an orderly atmosphere is essential for student learning, these guidelines are for the personal welfare of students as well as for the common good of the school.

A basic focus for this orderly atmosphere is respect: respect for self, persons and property. It is hoped that each student learns he/she is a gift from God and is responsible for his/her well-being and growth. Students are to learn that all people must be treated with common respect in order for a Christian community to exist. Furthermore, students will learn they must respect not only their property, but also school property and the property of other students.

Students are representatives of Bishop DuBourg High School 24 hours a day. Conduct detrimental to the school's reputation, whether it occurs inside or outside of school, may result in a disciplinary action.

Students learn best in an atmosphere where appropriate behavior is demonstrated by all. All students have the potential for behaving appropriately; they can be guided and taught to make appropriate choices. All school personnel have the responsibility to instruct, guide and supervise students during school and school sponsored activities with the objective of promoting positive learning experiences and responding effectively to unacceptable student behavior.

Minor misbehavior, which impedes orderly classroom or school procedure, will be addressed by the individual teacher with/without other school support personnel. Responses to misbehavior may involve informal discussions, referral to the Dean of Students, demerit, parent/guardian communication, and/or lowering of conduct grade.

Demerits

A teacher or staff member may give a demerit for the following offenses:

- A. Misconduct in the cafeteria, classroom, hallway, advisory, mass, assemblies, parking lot, or adjacent properties.
- B. Dress code violation
- C. Inappropriate language
- D. Administrator's discretion
- E. Tardiness to school or class

When a teacher issues a demerit, the teacher will first discuss the demerit with the student and then send an electronic demerit to both of the Dean of Students. The demerit will be put into the student's disciplinary record.

JUG (Detention)

When a student accumulates five demerits, he/she must spend three (3) hours in JUG. Repeated JUG attendance may result in school suspension. More serious behavioral problems or repeated JUGs may lead to detention, behavior contracts, lost extra-curricular privileges, suspensions, or removal from school. JUG is scheduled by the Dean of Students on Saturday mornings or after school. If a student skips an assigned JUG, the student will receive a \$20 fine. After serving two (2) JUGS, a parent/guardian may be contacted by the Dean of Students.

Behavior Contracts

Students with serious or repeated discipline problems may be placed on a behavior contract. The behavior contract is issued by the Dean of Students during a conference with the student and parent/guardian. The behavior contract is meant to clarify Bishop DuBourg's expectations for the student and to assist the student and family in meeting these expectations. Behavior contracts must be signed by the student and the student's parents/guardians. Failure to meet the conditions of the behavior contract may result in suspension or withdrawal for cause. If a parent or student refuses to sign a contract for academic, attendance or behavioral reasons, the student may be asked to withdraw.

Suspensions

Students receive suspensions for inappropriate behavior. The student's parents/guardians will be contacted and notified in writing. Work which should have been done during the missed class(es) due to suspension should be completed, but credit may not be given. Suspended students are allowed to make up tests. Students are expected to consult *Message Center* and have completed homework and take tests on the day of return. Students are encouraged to contact a classmate to discuss the missed class work. Deadlines for projects/papers will not be extended due to suspension. Students and their parents/guardians will be required to meet with the Dean of Students. Suspension may be incurred for harassment, fighting, gross insubordination, violation of Bishop DuBourg's drug and alcohol policy, weapon possession, or any serious misconduct the administration feels warrants a student suspension. During suspensions, the student is prohibited from attending or participating in all extra-curricular activities or from being on school property. Suspensions are of varying lengths. Students who are suspended may be placed on behavior contracts.

Withdrawal for Cause

When a student's disciplinary situation is so serious that school officials consider asking the student to withdraw from Bishop DuBourg High School, Archdiocesan policy outlines the following required procedures:

1. The student will be placed on indefinite suspension and a disciplinary board will conduct a hearing. The disciplinary board is comprised of the Dean of Students, a guidance counselor, and the Principal.
2. The student and his/her parents/guardians are called to the school for a hearing.
3. When indicated, the school administration will consult with the appropriate staff members and obtain information about the student's overall behavior in the school. The disciplinary board will review the student's situation. When a decision is reached, administrators will inform the family of the decision.
4. The board's decision may include withdrawal from school or placement on a stringent behavior contract.
5. The parents/guardians may appeal the board's decision to the President.
6. Upon appeal, the President may schedule a meeting with the parents and the student; no third parties (i.e., attorney) may be present at the meeting. The student's guidance counselor or some other faculty or staff member whom the student knows well or whom the President chooses, may also be present at the meeting.

Once a student is asked to withdraw from Bishop DuBourg, the former student is not allowed to return to the school campus or to participate in any of the school sponsored extra-curricular events.

NOTE: Before a transcript or grades will be released, all financial obligations must be fulfilled.

In accordance with Archdiocesan policy, students may be asked to withdraw for the following reasons:

1. An individual infraction of a major school rule
2. In or out of school conduct which seriously detracts from the reputation of the school
3. Repeated disrespect of authority
4. Repeated truancy
5. Repeated infractions of school rules
6. Repeated disruption of the learning environment

Disciplinary Policy: Violations and Actions

Behavior at Out-of-School Activities

Students are representatives of Bishop DuBourg High School and have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. The school has the right to discipline a student whose out-of-school conduct brings scandal to the school and church community or which seriously detracts from the reputation of the school.

When participating in an off-campus, extra-curricular activity or class-related activity, students are not to be disruptive or disrespectful to others. Failure to act in an appropriate manner may result in disciplinary procedures including but not limited to prohibition from attending off-campus, extracurricular or class-related functions, parent/guardian contact, suspension, placement on a behavior contract, and/or being asked to withdraw.

Academic Integrity

A student's work must be his/her own work. Copying, sharing, cheating, and/or plagiarism of an assignment, assessment or academic activity will result in a failing grade for the particular assignment/activity. The student must redo the assignment/activity or retake the assessment. The teacher will notify the student's parent/guardian and Dean of Students of the incident. Once a student has violated his/her personal integrity, he/she can expect an intense period of academic supervision. Multiple offenses may result in student suspension and/or being asked to withdraw from class or school.

Electronic Devices

An atmosphere of quiet will be maintained to create a situation conducive to learning and teaching. **Students are not to use cell phones, Smart watches, cameras, or other recreational electronic devices during the academic day. These devices must not be visible or audible. This includes earbuds or headphones which are connected to the device.** Use before or after school and during lunch is permissible. The disciplinary action for students violating this rule is confiscation of the device. The confiscated device will be returned to the student from the Dean of Students at the end of day. There is a \$25 fine which must be paid in the main office. Multiple violations may result in a parent being required to pick up the phone and/or a conference with the parent/guardians. This does not apply to the DB issued tablets, calculators or equipment authorized for educational purposes. Bishop DuBourg High School is not responsible for any lost or stolen electronic devices, even if the device was confiscated.

When students bring their cell phones into a classroom, the teacher will ask the students to place the phones in a designated area away from their individual desks. If a student does not cooperate with the teacher's request, then the student will be considered insubordinate and face disciplinary actions. If a student places a "fake" phone in the designated area, the student will face disciplinary actions for dishonesty.

Students must not use electronic devices to send or post inappropriate messages or images (such as text messaging, emails, social media posts etc.) about other members of the DB community. If the administration discovers that a student has violated this policy, the student will be subject to disciplinary actions. Possible disciplinary actions include parent/guardian contact, JUG(s), detention, suspension, behavior contract, and possibly being asked to withdraw from school.

Insubordination

Insubordination is defined as a refusal to comply with directives of school personnel. Repeated infraction of rules is also considered insubordination. If a student is insubordinate, the staff member involved will write a disciplinary referral and submit the referral to the Dean of Students. Possible disciplinary actions for insubordination are demerits, parent/guardian contact, JUG(s), detention, suspension, behavior contract, and possibly being asked to withdraw from class or school.

Backpacks, Purses, Etc.

Students are not allowed to carry backpacks to class. Students may use a small drawstring bag. Ladies are not allowed to carry purses which are bigger than the size of a small drawstring bag. The Dean of Students will address concerns with individual students.

Truancy

A student is truant if he/she is absent from school without the parent's/guardian's permission and/or the school's approval. A student who is not in his/her assigned place is also considered truant. Depending on the severity of the situation, disciplinary actions may include a demerit, parent/guardian contact, JUG(s), detention, suspension, behavior contract, and possibly being asked to withdraw from school.

Forgery of a School Document

Students are not to present any document to school officials with a forged signature nor are they to create any document with the intention of deceiving others. The possible disciplinary actions for students violating this rule are parent/guardian contact, loss of school privileges, JUG(s), detention, suspension, behavior contract, and possibly being asked to withdraw from school.

Public Displays of Affection

Inappropriate displays of affections, such as embracing, physical contact, and similar conduct, are not acceptable at school. All students are expected to refrain from these behaviors. Violations may result in verbal reprimand or demerit.

Consumption of Candy, Food, or Beverages

Candy, food, or beverages are prohibited in the school building except for times such as lunch periods, dances, games, etc. **Chewing gum is not permitted at any time or place in the school building.** Food, soda, and snacks may be purchased and consumed in the cafeteria or the breezeway before 7:35 a.m. and again after 2:30 p.m. Students are reminded to clean their area and put trash in the proper receptacle. The disciplinary action for students who fail to comply with these rules may be a \$10.00 fine for each offense. This fine must be paid in the main office. Students are allowed to carry water in clear containers with a sealed lid. Water should not be near the tablets/computers.

Vandalism

Vandalism is considered the defacing or destruction of the school's property or another person's property. Disciplinary actions for a student who violates this policy may include notification of parents/guardians, notification of police, restitution, JUG(s), detention, suspension, behavior contract, being asked to withdraw and/or legal action.

Stealing

A student who is caught stealing or in the possession of stolen materials is subject to disciplinary actions.

In the cafeteria, food that is eaten before it is paid for is considered stolen. A student who is caught stealing will be required to reimburse the cafeteria for the stolen merchandise. He/She will also lose one week of cafeteria privileges (he/she must bring lunch and sit by themselves). If the student is caught stealing from the cafeteria, the Dean of Students will contact the student's parents/guardians. Possible disciplinary actions for students who are caught stealing may include notification of police, JUG(s), detention, suspension, behavior contract, being asked to withdraw and/or legal action.

Harassment, Intimidation & Bullying

Students are not to act in ways which could be perceived as threatening or harassing. This includes such threatening and harassing actions on social media. Possible disciplinary actions for students who violate this rule may include, but are not limited to parent contact, suspension, behavior contract, and/or expulsion. Students are expected to seek assistance immediately from a teacher, counselor, or Dean of Students when they feel threatened or harassed.

Sexual harassment is defined as instances of words (oral or written), gestures, and/or touching directed toward an individual or person in their presence, which are sexual in content or connotation and which are uninvited and offensive. Such instances will be addressed using appropriate disciplinary consequences, including, but not limited to, counseling at the expense of the student and/or student's family, parent/guardian contact, JUG(s), detention, suspension, behavior contract, and possibly being asked to withdraw from class or school.

Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

Fighting is defined as physical and/or verbal abuse in which both parties have contributed to a conflict. Fighting will not be tolerated. Verbal hostile exchanges are not appropriate and will not be allowed since they may lead to physical violence.

All reported or observed instances of violence and threats of violence, whether they occur on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

The student and parents/guardians should immediately report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly. All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, behavior contract, mandatory counseling at the expense of the family, JUG(s), detention, suspension, being asked to withdraw, and/or legal action depending on the severity of the incident.

Possession of Firearms and Weapons

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school premises (including in vehicles) or at school sponsored events is not permitted. In dealing with these actions, the safety of students and staff is the prime consideration. Bishop DuBourg High School will handle such incidents in accordance with the requirements of state and local laws and accepted educational practices. The police may be notified in the event of an assault or threats being issued with a weapon. Students violating weapons rules are subject to suspension and/or expulsion and possible legal action. Before a student is readmitted to school, the administration may require professional verification, at the expense of the student and/or student's family, that the student poses no further threat to school safety. Upon receipt of this verification, the administration will determine any additional disciplinary actions, including but not limited to, suspension, behavior contract, being asked to withdraw and/or legal action depending on the severity of the incident.

Substance Use and Abuse

Philosophy

Bishop DuBourg High School believes that the use and abuse of alcohol, tobacco and drugs poses a threat to the health of young people. The use and abuse of alcohol, tobacco and drugs inhibit attainment of potential and create an obstacle to full development as Christian persons. Bishop DuBourg High School is committed to providing a safe and friendly atmosphere conducive to developing academic growth, building self-esteem, and showing respect for one's self and others. To that end, Bishop DuBourg High School strives to provide a safe, tobacco-free and drug-free school environment. We believe the use and abuse of alcohol, tobacco and drugs are destructive to not only students and their families but also to the entire Bishop DuBourg community. Students have the right to study and socialize in a tobacco-free and drug-free environment and to associate with students free from the effects of drugs and alcohol.

As educators, we attempt to provide our families with vital information regarding the use and abuse of alcohol, tobacco and drugs. Certain courses and co-curricular activities address these issues. It is our hope that students and/or their parents/guardians who sense a problem with alcohol, tobacco or drugs will confide in school officials. The students and the family have the right to expect confidentiality in these matters. The goal of Bishop DuBourg High School is to provide students and their family with the necessary resources to become alcohol, tobacco and drug-free. The administration will provide information about community resources such as testing, assessment centers, counselors, and treatment facilities.

Tobacco

Bishop DuBourg High School is a "tobacco-free campus." ***No one is permitted to use tobacco at any time on the school grounds.*** Infractions of tobacco related policies are considered serious offenses.

Students are not to use tobacco (including Juul and e-cigarettes) at any time while on school property, at school sponsored events, while wearing school uniform, or wearing clothing bearing the Bishop DuBourg name or insignia. Students may not use tobacco on the city streets and parking lots immediately adjacent to school property.

In addition, students are not to be in possession of any type of tobacco or smoking paraphernalia (tobacco, e-cigarettes, matches, lighters, etc.) while at school. Disciplinary action for students violating this rule is confiscation, parent/guardian contact, and a \$50.00 fine for each offense. The fine must be paid in the main office. Repeat offenses may result in additional disciplinary action.

Substance Abuse Policy Statement

Under present federal and state laws, the possession and use of alcohol and certain drugs, including narcotics, depressants, stimulants, inhalants, marijuana, and hallucinogenic drugs are illegal. Bishop DuBourg High School prohibits the possession, use, sale, or transfer of any of these substances. Bishop DuBourg also prohibits the possession, use, sale, or transfer of any counterfeit controlled substances or any person's prescribed medication. All prescribed medications must be kept in the main office. This policy will be enforced on school property, within the close proximity of the school, at all school-sponsored activities, and in the transportation of students to and from any school-sponsored activities. Random locker checks and searches of the school property and parking areas may be used to help assure that Bishop DuBourg High School remains a safe and drug-free school. Breathalyzers and K-9 dogs may be used at school or at school sponsored events to determine the presence of alcohol or drugs.

If a student or a parent/guardian refuses to cooperate with the administration, disciplinary actions will be taken based on that refusal. Parents/Guardians will be contacted if a student's behavior suggests alcohol or drug involvement.

Substance Abuse Testing Policy

The administration of Bishop DuBourg High School in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs establishes a program of reasonable suspicion drug testing for its students. The objective of this testing policy is to provide consistent, fair and manageable procedures for drug screening of students for the presence of drugs or alcohol. The purpose of this testing policy is to assist in the identification of those students who may have substance abuse problems. Students will be subject to drug testing under the following circumstances:

Reasonable Suspicion Testing:

Students will be subject to a drug and alcohol test based on reasonable and articulated belief that a student is using or has recently abused drugs, alcohol or substances prohibited by this policy. A decision to test will be based on specific physical, behavioral (conduct grades, teacher comments/observations, attendance, tardies, etc.) or performance indicators (academic progress) and documented by an administrator who has received training in the detection of possible symptoms of drugs and alcohol. If it appears that a student is violating the substance abuse policy on social networking sites, photos, cell phones, etc., the administration may conduct reasonable suspicion testing.

Substance Abuse Testing Protocols

All students subject to this testing policy will be required to undergo substance abuse testing as a condition of their continued enrollment. A family's expectation of privacy and confidentiality is a top priority of this policy. Accordingly, all test results will be considered a confidential record and will not be disclosed except as authorized by the student's parent/guardian, as legally required or on a need to-know basis. A parent/guardian will make transportation arrangements and accompany their child to the test within 24 hours. All testing costs will be paid by the student's parent/guardian.

Policy Violations

Failure to comply with any provisions of this policy or the refusal to provide consent when requested shall be grounds for disciplinary action based on school policy.

Any of the following actions will constitute a violation of this policy:

- A confirmed positive test for drugs or alcohol.
- Failure or refusal to sign notice of policy and consent to substance abuse testing.
- Failure to report as directed for reasonable suspicion testing or random testing.
- Switching, adulterating or attempting to tamper with any sample submitted for drug testing or otherwise interfering or attempting to interfere with the testing process.
- Refusal to submit a specimen for testing will be viewed as a positive test and will carry with it the same consequences as specimens tested and reported as positive.
- The use of a controlled substance by a student other than the individual for whom it was prescribed or the abuse of a controlled substance by the student for whom it was prescribed is prohibited.
- The consumption, manufacture, distribution, possession, use, sale or storage of any drugs or alcoholic beverages while in school, on school property, on property adjacent to the school, attending school functions, wearing a school uniform or clothing bearing the Bishop DuBourg High School name or insignia is prohibited.

Discipline Procedures

Disciplinary actions for students violating this policy may include, but are not limited to suspension for an indefinite period of time, and/or withdrawal for cause. Civil authorities may be contacted. In order to verify the results of the testing, a release form must be signed which allows consultation between the testing agency and the administration. A student may be suspended until a drug test can be administered. Once the school has received the reports from the testing agency, a disciplinary board will meet with the student and the parent(s)/guardian(s). The board will determine if the student is to be readmitted to Bishop DuBourg High School or asked to withdraw for cause. If readmitted to Bishop DuBourg High School, the student will be placed on a stringent behavioral contract, which could include treatment at the expense of the student and/or student's family. A contract between the student and parent/guardian and Bishop DuBourg High School must be signed. In order to verify the treatment, a release form must be signed which allows consultation between the counselor/therapist and the administration. The terms of required treatment and drug-free school attendance are the essential parts of this agreement. If this agreement is broken, the student may be asked to withdraw from Bishop DuBourg High School. Students who have previously tested positive for drugs will be subject to additional follow-up testing on a monthly basis until the student provides two consecutive negative tests. At this time the student may discontinue monthly testing, unless requested by the parent/guardian. However, the student will still be subject to random testing. Scheduling for these tests will be determined by the administration.

Use of School Facilities and Services

Textbooks

With the introduction of the tablets, many teachers are simply using electronic textbooks and resources. If a course requires that individual students have a paper textbook, the students will check the book out at the start of the semester. Students will be issued a textbook that has a unique barcode number and students must return that textbook with the same barcode. Textbooks are necessary learning tools; care for them as you would any expensive items.

Students are responsible for paying the replacement costs (**\$25 - \$120 per textbook**) for lost or stolen textbooks and for textbook damage. Be sure to review each textbook when it is checked out to you and report any previous damage. Students must return/pay for all their previous year's textbooks before they are allowed to participate in graduation or participate in extra curricular activities, before the next school year begins, and before grades and/or transcripts will be sent to their next school.

Media Center/Library

The Media Center is a center for research and reading for pleasure and/or for the classroom. The Media Center may be used by all classes. The following outlines rules for using the Media Center.

1. Silence is to be observed at all times.
2. All materials borrowed from the Media Center must be checked in or out at the desk.
3. Students are responsible for the good care of all Media Center materials. Any material that appears damaged should be reported to the Media Center supervisor before it is checked out. Media Center materials damaged or lost must be paid for by the student.
4. Students may access the Bishop DuBourg High School online Media Center through the Bishop DuBourg website at www.bishopdubourg.org. The online Media Center is available 24 hours a day, seven days a week. Students will receive their online Media Center IDs and passwords at the start of each school year.

Parking Lot and Permits

Parking Permits for the 2019-20 school year will be \$25. Students may park in assigned numbered spots. Preference will be given to seniors and then juniors. A \$50.00 fine will be imposed for parking in another space or in a fire lane.

Students are expected to drive their cars in a safe and controlled manner while on Bishop DuBourg property and while driving to and from co-curricular activities. Students who do not drive properly will be subject to disciplinary actions.

Loitering and trespassing are not permitted on the parking lots after school hours.

The school is not responsible for damages or theft sustained on our lots. Students and guests assume personal responsibility for their vehicle. **Students are advised to lock cars and hide all valuables.**

Cafeteria

Students eat their lunches in the cafeteria and may purchase lunch or bring it from home. **No food is to be ordered from outside sources for delivery to school.** Visitors may not bring food to students. If lunch is brought from home, it is to be kept in the student's locker until the designated lunchtime. In the cafeteria, students should practice the general rules of good table manners. Failure to practice good table manners may result in loss of the privilege to use the cafeteria, meaning a student may not purchase or have another student purchase food from the cafeteria. Instead, the student must bring his/her own lunch and eat in a location designated by school officials. **Students may NOT bring their tablets to the cafeteria during lunch periods.**

After eating, students are expected to leave the table and surrounding area clean and orderly. Students are expected to put trash in the proper containers and return trays to the proper place. To provide a clean area for the later classes, students are to clean their tables. Students will be dismissed once their area is properly cleaned.

Students who arrive to school before 7:35 a.m. must report to the cafeteria. The cafeteria supervisor will send students to advisory at 7:35 a.m. Students are not permitted to wait in the cafeteria after school.

Spirit Shop

The spirit shop is open during various events during the school year and occasionally during the school day. School supplies, PE t-shirts and shorts, some uniform items, sweatshirts, t-shirts, spirit clothing items, locks, etc. may be purchased during those times.

Lockers

1. Each student is assigned one locker for personal use. The locker is for the student's convenience and the school assumes no responsibility for loss or damage to its contents.
2. Each student must purchase a lock from the Spirit Shop. Other locks are unacceptable and will be removed.
3. The locker is the property of the school and the administration reserves the right to open any locker at any time.
4. Students may only use the locker that has been assigned to them.
5. Lockers should be kept orderly and must always be properly locked. Students are advised not to give lock combinations to anyone and to be sure locks are securely fastened.
6. No pictures, magazine clippings, or schedules may be taped or pasted in the lockers. Students are encouraged to use magnets. Students may be fined or required to pay for replacement of damaged lockers resulting from misuse or abuse.
7. A staff or faculty member may remove materials from any locker found unlocked or without a lock on it. Students will be charged \$5.00 to get the missing materials back.
8. Lockers are available for student use during designated physical education classes. We strongly encourage students to lock valuables in a PE locker. Students must use locks purchased through the Spirit Shop for PE lockers. These locks must be removed at the end of the class.

Any damage done to lockers may result in the student paying for the painting and/or replacement of an entire bank of lockers.

Telephones

Students may use the phone in the main office to make necessary phone calls during school hours. Cell phones may not be used during the school day. **We ask parents not to call or text their child on their cell phones during the school day. If a parent needs to speak to a student, we ask the parent to call the main office and leave a message.**

Messages for Students

In the event a parent/guardian must contact a student, parents/guardians should call the main office. During the morning and afternoon announcements, students will be asked to go to the main office to pick up any messages. We cannot guarantee a student will receive a message. Cell phones should not be used by the students during school hours. **Parents are asked not to call or text the student during the school day.**

Announcements

Daily information pertaining to students and school activities is broadcasted during Academic Hour and the final hour of the day. Additional announcements are made over the public address system. Students are asked to listen attentively during announcements. Any announcements submitted by students must be signed by a teacher, moderator, or administrator.

Elevator

The elevator is for restricted use. City and state safety rules prevent unauthorized use of or tampering with the elevator. A \$50.00 fine will be assessed for unauthorized use or tampering with the elevator. When necessary, students may arrange for an elevator key in the main office. Students must leave something of value (e.g. wallet or keys) in the office in exchange for the key. The elevator key must be returned at the end of each school day.

Lost and Found

Lost and found articles are held in the main office. Students need to check for lost items. After a reasonable period of time, unclaimed items are donated to charity.

Safety Procedures

Entrances to School

External doors will be locked at all times. Doors should never be propped open. Students will be allowed to enter the building through the main entrance. All visitors must report to the main entrance and use the intercom system to enter the building. All visitors must obtain a visitor pass in the main office. Students should never open a door for anyone else, including other students. The DB Administration, faculty and staff are the only ones who can allow visitors into the building.

Fire, Tornado, Earthquake and Intruder Drills

Fire, tornado, earthquake and intruder drills are held throughout the school year. Evacuation procedures and maps are posted in each classroom. Specific instructions are given over the public address system. Students must cooperate with instructions given by the teachers and the public address announcements.

Emergency Procedures

In the event of an emergency involving the school, parents are asked to adhere to the following guidelines.

1. Please make sure that Family Access has accurate phone numbers and emergency contact information. If your contact information changes throughout the school year, it is critical that you call the main office to update the information.
2. Make sure your student understands the safest and most direct route to and from school.
3. Make sure your student understands where to go when an emergency arises in route to and from school.
4. Be aware, support and reinforce the emergency procedures your child receives at school.
5. Do not call the school. If phones are operating, all available phone lines will be necessary to call emergency resources.
6. Remind your student that he/she must remain at school after an emergency until the administration deems it safe to leave the building. No matter if a student has a car or walks home, he/she will not be released until school authorities have determined the conditions are safe.
7. If we must evacuate the building, we will use St. Gabriel church and/or school as our reunification site for parents to pick up students.
8. Listen to channels 2, 4, or 5 or consult their websites and/or DB website and social media accounts for information about the school.

Loitering/Trespassing

There is to be no loitering on the way to and from school. Areas such as the parking lots of the surrounding business establishments, the front steps, lawns, garages, and alleys of the neighbors are off limits to students. In the morning, students may wait in the cafeteria or breezeway before 7:35 a.m. Students may not wait in parked cars on the parking lot or on the adjacent streets.

Dress Code

Dress Code Philosophy

Research reveals that the learning environment and student achievement are positively impacted by strict student dress standards. For this reason, Bishop DuBourg High School has high standards for student dress. Each student is expected to be neat, clean and dressed according to the school's dress code. Parents are requested to ensure their child follows the dress code. Bishop DuBourg High School Administration reserves the right to modify the dress code with a thirty-day written notice to parents. If you have questions, please do not hesitate to contact the school.

Dress Code Violations

Each day, before entering advisory, students must be in dress code attire. Violations of the dress code will result in a demerit. Continual dress code violations indicate a lack of cooperation and insubordination and can lead to JUG(s), suspension and/or conference with parents/guardians. In the final analysis, the school administration reserves the right to decide what is appropriate dress and attire. If the violation is obviously and seriously inappropriate, the administration may decide to send the student home to change into the proper uniform.

Out-of-Uniform Dress Code

On out-of-uniform days, students must wear school appropriate shirts, pants and shoes. Shorts must be school appropriate length. Students may not wear sandals, slides, flip flops, pajama pants, low-rise pants, or tops with bare midribs, bare shoulders, or low-cut necklines. If girls choose to wear leggings or yoga pants, the girls must wear pants made of thicker material (not see-thru) and also wear a longer top which covers their rear ends. Jeans and sweat pants may not have tears or holes. **Students may not alter their uniform clothing (i.e. put names on the back of shirts, cut off sleeves, staples or pins in skirts or pants etc.)**

Uniform Purchasing Information

Bishop DuBourg High School uses Lands' End and Catholic Supply for uniform polos with the DB logo and other school uniform items. Catholic Supply carries the uniform skirt for the girls (not Lands' End). You can find links to both companies on our website under the Student & Family tab. You may also purchase items from Catholic Supply on Chippewa.

Casual Friday

If the students have earned the privilege by dressing appropriately during the week, Fridays will be a casual day. Students may wear any Bishop DuBourg t-shirt and any approved uniform pants, skirts, or shorts. Bishop DuBourg shirts of any style are not required to be tucked in on Fridays. Casual Fridays are a privilege. If the administration feels that a casual day is not warranted, the students will be required to be in the usual dress code.

PE Uniform

All PE students are required to wear a Bishop DuBourg t-shirt, any color shorts and tennis shoes.

Jewelry

Jewelry is to be classroom appropriate. Pierced earrings may be worn; other pierced body jewelry may be worn if the jewelry is small and clear in color. No other body adornments are to be visible (i.e. tattoos). All jewelry seen as inappropriate by the administration must be removed. Any jewelry that calls undue attention to itself is not permitted.

Shoes

Appropriate dress or athletic shoes may be worn. Shoes are to be neat, clean, and in good condition. Shoes that are not allowed include sandals, slides, flip-flops, open-back shoes, and boots. Shoes with high heels are not allowed. Shoes for gym use should not be street shoes.

Pants

Pants must be solid khaki or navy blue. Pants must fit properly, be hemmed, and in good condition. Pants must be worn at the waistline and **may not** sag. If pants sag, then a belt **must** be worn. Girls may not wear jeggings or low-rise pants. No denim (regardless of color) or athletic pants are allowed. Capris that adhere to the above standards are acceptable for ladies.

Shorts

Solid khaki or navy blue shorts may be worn. Shorts must fit properly and be in good condition. Shorts need to be an **appropriate** length. Waistbands and hems may not be rolled. Students may not wear denim, jean, low-rise or athletic style shorts. Cargo shorts are allowed. Shorts must be worn at the waistline and **may not** sag. If the shorts sag, then a belt **must** be worn. Shorts may be worn at any time during the school year.

Uniform Skirts

Ladies may wear the official red plaid school skirt. The uniform skirts are to be kept neat and clean, and be of appropriate length. Shorts worn under the skirt are not to extend below the hemline. Girls may purchase uniform skirts from Catholic Supply on Chippewa.

- ***Skirts may not be rolled at the waistband.*** Skirts must be zipped and buttoned. If a skirt is too short, too small, or too large the skirt must be altered. If a skirt is deemed by the administration to be too small or too large, the student will be required to either alter, purchase a new uniform skirt or wear only approved uniform pants.
- Neutral, white, black or gray full-length tights or leggings may be worn. These should not be see-thru.
- In cold weather, ladies are permitted to wear pants under their skirt as they walk into the building. After entering the building, the students must remove the pants before advisory begins.

Uniform Shirts

- White or black, collared long-sleeved or short-sleeved button down shirts or blouses may be worn.
- White and black polo shirts may be purchased anywhere and are not required to have the DB logo. Red and gray, polo shirts must have the DB logo and must be purchased through Lands' End. Black and white polo shirts are also available through Lands' End.
- Shirts determined by the administration to be too large or too small are not allowed.
- T-shirts worn under a uniform shirt must be tucked in. Sleeves and undershirts may not show below the uniform shirt. A white, black, red and gray long-sleeve shirt may be worn under a polo shirt. The t-shirts cannot have any visible advertising.

Sweaters, Sweatshirts, Fleece and Jackets

Sweaters must be solid colored black, white, red, or gray. Sweaters may be purchased through Lands' End or Catholic Supply. Zip-up jackets or fleeces may not be worn. **ONLY** Bishop DuBourg sweatshirts, jackets and fleeces may be worn. The sweatshirt must contain the Bishop DuBourg High School name or DB/Cavalier logo.

Hair

Hair is to be clean, neatly groomed, and of a "natural" color. Any hairstyle that calls undue attention to itself is not permitted. This includes stripes or designs of any kind. Hair that falls in a student's face and inhibits proper vision is not permitted. Gentlemen must be clean-shaven. If the student is not clean-shaven, he will be instructed to shave by the next day. Repeated violations will be viewed as insubordination.

Accessories

Hat, bandanas, do-rags, sunglasses, etc. are not to be worn during the academic day. These items should be left in lockers. Ladies are permitted to wear hair scarves.

Clubs and Activities

Athletic Teams

Boys		Girls	
Cross Country – Fall	Spirit Squad – Fall/Winter	Cross Country – Fall	Basketball – Winter
Football – Fall	Baseball – Spring	Softball – Fall	Swimming – Winter
Soccer – Fall	Tennis – Spring	Tennis – Fall	
Basketball – Winter	Track – Spring	Volleyball – Fall	Soccer – Spring
Wrestling - Winter	Volleyball - Spring	Spirit Squad – Fall/Winter	Track – Spring

Student Council

Bishop DuBourg High School’s greatest unifying force is the Student Council. The student council supports the policies of the school, promotes school spirit, and represents the student body to the administration. **All students are welcome to join the Student Council.**

Student Council officers coordinate student body activities and function as class representatives and liaisons to class sponsored activities. Representatives from each grade level have an important voice at regular Student Council meetings. Their representation provides a link between the student body and the administration.

All clubs are chartered by and subject to Student Council regulations.

Clubs

A new activity or club will be considered if sufficient interest warrants and if a moderator volunteers to sponsor it. All clubs are chartered through the Student Council. The following is a list of chartered clubs and activities

Art Club	French National Honor Society (must apply for acceptance)	Robotics
Art National Honor Society (must apply for acceptance)	Foodie Club	Scholar Bowl
Bocce Team	Guild Players	Spanish Club
Bowling	Liturgical Music	Student Ambassadors (must apply for acceptance)
Campus Ministry	National Honor Society (must apply for acceptance)	Student Council
Diversity Club	Pep Band	Swing Dancers
French Club	Pro Life	Video Gamers

School Publications

The yearbook is published annually by students enrolled in the Media Publication course. Subscriptions to the book are sold at the beginning of the school year. Students who purchase a yearbook will receive their book the following August.

Students produce a live television show each morning on **DBC Live**. Students enrolled in the Radio & TV Broadcasting and Advanced TV Lab courses are responsible for all aspects of the production including computer technicians, camera operators, anchors, and other special assignments. Students also design and produce their own commercials and short television excerpts.

General Information

Non-Discrimination

All Catholic schools of the Archdiocese of St. Louis admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools do not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. Additionally, no one enrolled in a coeducational school is, on the basis of sex, excluded from participation in, denied the benefits of, or subject to discrimination under any educational programs or activity provided by the school.

The vocation of a young person attending a secondary school is that of student. If students choose to change that vocation to marriage, they forfeit the right to attend a Catholic high school. No public or formal announcements to marry shall be made while the student is enrolled in high school.

Even with the care and guidance of the Catholic family and school community, it may happen that a student becomes a parent. At such time, the school has a dual responsibility toward both the good of the student and the common good of the school. In considering the good of the student involved, we follow the leadership and directives of the Catholic Bishops of Missouri who urge us, as an educational and faith community, to provide an environment where the student can find support and compassion. We further hope to offer teenagers who have already experienced an abortion, a spirit of reconciliation. This is an issue between the student(s), their priest-confessors, and God. Care should be taken that there is not discrimination in the manner in which young men and young women are considered in this issue. Therefore, we will not expel such teenagers from the school community.

Stolen Property

Bishop DuBourg High School may not be held financially responsible for any stolen property or damaged property that belongs to the student. The students are reminded to protect their own property and to refrain from bringing large sums of money and valuables to school.

Visitors

Students may not have visitors during the academic day. Students wishing to bring a prospective student as a visitor into the building must obtain permission from one of the administrators at least 24 hours before the time of the visit. Elementary school principals must approve visits of elementary students before any request for the visit is made at Bishop DuBourg. Unauthorized people on school property are subject to arrest and consequences of city law. **All visitors must check-in at the main office and receive a visitor's pass.**

Transcripts

To have transcripts and test scores sent to colleges, universities or scholarship programs, students must see their counselor to obtain the necessary *Parent Permission Form* and *Transcript Request Form*. It is recommended that the student give all necessary pieces of the application to the counselor for review before mailing. Once the application is complete, it is given to the Registrar and everything is mailed together with the official transcript and test scores. Colleges and universities usually require transcripts to be mailed directly from the high school and not released to the student or parents. For seniors, there is no fee for transcripts sent to colleges and universities and no fee for transcripts sent for scholarship applications. There is a fee of \$5.00 charged for any transcript requested after September of their graduation year. All financial responsibilities must be paid before final records will be sent. Requests for transcripts should be done in advance so that deadlines can be met. Please plan ahead.

Withdrawal Procedure

The school requires certain procedures to be followed in the event a student needs to withdraw from Bishop DuBourg High School. All inquiries/phone calls should be directed to the principal.

The student withdrawal process includes the following:

- a. Exit interview with a school official.
- b. Resolution of all financial matters--tuition, fees, fines, etc. All financial responsibilities must be paid before credits are transferred to another school.
- c. All textbooks and tablet must be returned to the main office
- d. Completion of the official Student Withdrawal/Discipline forms.

When the process is complete, the student will be officially withdrawn, tuition charges will cease, and official transcripts will be sent.

Tuition and Fees

Tuition and fees are established every year in the spring. Parents/Guardians receive a letter outlining the next year's rates. Tuition payments begin in July preceding the beginning of next school year.

A family has four ways to pay tuition.

Option 1—Single payment on or before July 1st with a 3% discount.

Option 2—F.A.C.T.S. Two payments due in July and November

Option 3—F.A.C.T.S. Four payments due in July, October, January and April

Option 4—F.A.C.T.S. Eleven monthly payments withdrawn on the 5th or 20th of each month. (July through May). Seniors have a 10 month payment plan. Payments are withdrawn from your savings or checking account.

A family must choose a payment plan and return the signed contract before the student registers for the following school year. Only students with current tuition and a paid registration fee will be allowed to register for the following year's courses.

Bishop DuBourg High School has a limited number of fees. There is a \$150 Raffle Fundraising Fee and \$300 Tablet Leasing Fee for the 2019-20 school year. All juniors must pay a Kairos Retreat fee of \$150. All seniors must pay a Graduation fee of \$150. All other fees, except course fees indicated in the course description book and athletic fees, are calculated into tuition.

The \$250.00 registration fee is **NON-REFUNDABLE**. The registration process begins in late January and the fee will be collected with the registration forms. A charge of \$50.00 will be assessed for late payments. Dates for registration are published in the school calendar.

The sports fee is assessed when a student participates in a Bishop DuBourg sport. The yearly fee covers all sports in which the student participates throughout the year. The sports fee for the 2019-20 school year is \$100.

Tuition must be paid in full by April 20 for seniors and by May 20 for underclassmen. Failure to meet this commitment will require a meeting with the President. Seniors who owe tuition may not be allowed to attend prom, Baccalaureate mass, and graduation and will not receive a diploma or transcripts.

By signing your F.A.C.T.S. or payment contract, you are agreeing to pay this current year's tuition by the dates listed above in exchange for an opportunity to receive a Bishop DuBourg education. Failure to pay tuition as agreed upon can result in withholding of credit for classes taken, withholding of transcripts, loss of graduation privileges, and possible withdrawal from Bishop DuBourg High School. Any tuition still owed at the end of the school year is a legal debt, and is subject to any and all methods of collection.

Tuition Assistance

Tuition assistance is available for Bishop DuBourg families who have a verified financial need. Any parent requesting financial aid must complete the Today and Tomorrow Educational Fund (TTEF) Financial Need Application. This application is used for all financial aid and scholarships available throughout the school year. No assistance will be given unless an application is completed.

Bishop DuBourg High School History

In 1949, Reverend James T. Curtain, then the newly-appointed superintendent of St. Louis Archdiocesan Schools, formulated a plan to create Bishop DuBourg High School. The plan called for a new high school to be built on a seventeen-acre tract of land at Clifton and Eichelberger, which had been purchased by the late Cardinal Glennon. In June of 1950, Cardinal Ritter, then Archbishop, announced the plans for the eighth archdiocesan high school, the largest in the system, to have an enrollment capacity of 1,600. Archbishop Ritter officiated at the groundbreaking ceremonies on May 18, 1952. Reverend Mother Borgia, then Superior General of the Sisters of the Most Precious Blood, who had been asked to take responsibility for the operation of the school, assisted him.

The new school, designed by architects, Joseph D. Murphy and Eugene J. Mackey, was designed as a "layer cake" building with the lowest floor hidden behind a fifteen-foot slope. The huge, three million-dollar structure was designed to be as aesthetic as possible within the limits of practicality and purpose. Classrooms were smaller in size to prevent over-crowdedness; glass bricks and overhead windows provided the brightness of natural lighting; "noise" areas were separated from classroom areas by buffer zones. The building was designed to accommodate a grade on each floor, with principals or coordinators in charge of each grade. The school would function as four schools within one building, thus allowing for a more personal relationship between the 1600 students and the floor director. Bishop DuBourg High School was an architectural marvel, highlighted in *Architectural Digest* as the example for a new generation of educational facilities. Bishop DuBourg High School provided the standard for many high schools built across the United States during the late 1950s through the 1970s.

Until the completion of the new school facility, classes were conducted in temporary quarters at Jefferson Barracks in Lemay. The school opened at Jefferson Barracks in September 1950, with ninety-six freshmen. Reverend John A. Shocklee and Sister M. Praxedes Schnitzmeyer, C.P.P.S., began as co-principals and continued as such for the first five years. For three and a half years, the sisters, diocesan priests, and lay teachers conducted classes in the barracks.

The following year the school accepted 145 freshmen. Over the first four years the freshman class grew from 96 students to 550 students in 1953. During the 1953 Christmas holidays, students and teachers moved to the top two floors of the new building. Instruction continued in the top two floors while construction was being completed on the first two floors. In May 1954, Bishop DuBourg High School celebrated its first graduation ceremony in the new school's lobby.

The building was completed shortly after the beginning of the 1953-1954 school year. On September 12, 1954, Archbishop Ritter dedicated the new school. At the time of the dedication ceremony, it was already evident that the newly dedicated school would have to be enlarged. In October of 1955, work began on a twenty room annex that would increase the school's capacity to 2,000 students.

Through the years many changes have been experienced in the student enrollment and faculty and administrative make-up. When the school opened in 1950, the entire staff consisted of one priest, three sisters, and one lay person. Among the charter members of the staff was Mr. Floyd Hacker, a coach and social studies and physical education teacher. Mr. Hacker, Bishop DuBourg's first lay teacher, also served as Bishop DuBourg High School's first lay administrator from 1967 - 1992.

Student enrollment reached its peak in 1967 with a student enrollment of approximately 2,300. As the school grew, archdiocesan priests served as full-time teachers and parish priests served as part-time religion teachers. During this time period, the Bishop DuBourg faculty consisted of approximately forty priests, and fifty Sisters of the Most Precious Blood community located in O'Fallon, Missouri. A Sister of the Most Precious Blood held an administrative position from the founding of the school until the end of the 1982-1983 school year. The shortage of religious vocations resulted in more and more lay teachers replacing the sisters and priests. The sisters assumed responsibility for the school and through their hard work and dedication, Bishop DuBourg High School became one of St. Louis's premier high schools.

As an archdiocesan, comprehensive, coeducational high school, Bishop DuBourg serves students of all abilities. Bishop DuBourg High School students have moved into all possible occupations including medicine, law, politics, business, education, public service, and several have given their lives in service to our country. The mission of Bishop DuBourg remains strong and continues to faithfully serve the Catholic educational mission of the Church.

The Life of Bishop DuBourg

"Bishop DuBourg was in almost every regard an ideal Shepherd of Souls, of stately figure and manners, endowed with a voice clear as a bell, a frank open countenance, not without a touch of languor, as befitting his southern birth, at ease among the highest as well as the lowest, yet shrinking from intentional rudeness, because himself so perfect a gentleman, not strong-willed when he met opposition, but irresistible with those whom he knew to bear him good will, and above all a priest and bishop with the full realization of his high calling, such was the man who was sent to preside over the rising Church in the Mississippi Valley." (Rothensteiner, *History of the Archdiocese of St. Louis*, p. 268.)

Louis William Valentine DuBourg was born on February 4, 1766, on the island of Santo Domingo, the site of America's first Holy Mass. At the age of two, he was placed under the guardianship of his grandparents in Bordeaux, France. After completing his classical studies at the College of Guyenne in 1784, he studied theology in Paris. On October 12, 1786 he entered the Seminary of St. Sulpice. Because of the troublesome times the records of the seminary were lost, so the date of Father DuBourg's ordination is not known; however, other historical documents indicate that his ordination occurred during the fall of 1788.

On December 14, 1794, Father DuBourg sailed for Baltimore where he joined the American Sulpicians at St. Mary's. Records of the time show the young priest brought a tireless zeal for the spread of the Church into all his work. In Baltimore, he provided instructions to the African-Americans, was appointed president to Georgetown College, and in 1803 opened a school for boys, which later became St. Mary's College for American Boys. Father DuBourg gave his energy to finance the Baltimore Cathedral and was instrumental in selecting its imposing site. He served as advisor to Mother Seton and encouraged her in the founding of the Order of the Sisters of Charity.

In 1812, Louis DuBourg was appointed Bishop of New Orleans, but because of the captivity of Pius VII, the Pontifical letters of appointment were never issued. While in Rome during September 1815, he was consecrated as Bishop. At the time of his appointment, his assigned diocese stretched from the Mississippi to the Rocky Mountains, from Canada to the Gulf of Mexico, and included Florida. Bishop DuBourg faced a gigantic task. For fifty thousand Catholics he had only fourteen loyal priests, many crippled by old age and worn with mission life. His challenges were compounded by the fact that many priests refused to accept his appointment as new Bishop of New Orleans.

Bishop DuBourg traveled to Europe to secure aid for his diocese. He gathered missionaries and funds. Upon returning to the United States, in order to avoid open rebellion in New Orleans, he established St. Louis as the diocesan seat. In the eleven years that Bishop DuBourg served the vast Midwest as Bishop, he accomplished much for the good of the Church. He proved himself a powerful and effective speaker. He worked to bring priests to settlers scattered in villages throughout the Valley. Bishop DuBourg brought to Florissant Jesuit missionaries, including Father DeSmet, to attend to the conversion of the Indians. One of his first projects was to bring to the diocese the Vincentian fathers to establish a seminary in Perryville. Through his efforts, Mother Phillipine Duchesne and the Sacred Heart Sisters settled in the St. Louis Diocese. Bishop DuBourg also began a college which today is St. Louis University and established the first cathedral west of the Mississippi.

With the steady growth of the diocese, it became necessary to divide the area. Accordingly, Bishop Rosati was appointed co-adjutor, assuming care of the more developed St. Louis Diocese. Bishop DuBourg took his seat in New Orleans. By this time, Bishop DuBourg was worn with much mission travel and found horseback riding difficult and the problems he faced in New Orleans were bewildering. The priests of the diocese were stationed in a great circle around St. Louis; leaving the New Orleans' missions practically without priests. After several attempts to transfer priests to lower Louisiana and to establish a seminary there, Bishop DuBourg met with opposition so strong that he found it impossible to continue work in the diocese. Feeling he had not long to live, he resigned his post and returned to France where he spent seven years as Bishop of Besancon. Bishop DuBourg died as the Bishop of Besancon on December 12, 1833.



Bishop DuBourg High School



Faculty & Staff Phone Numbers

School Phone (314) 832-3030

School Fax (314) 832-0529

To Report an Absence, Call (314) 783-4400

To Reach One of the Individuals Listed Below

Dial (314) 783 – Extension

To Email an Individual, Use the First Letter of Their First Name Plus Their Last Name

Example for John Smith – jsmith@bishopdubourg.org

Extension	Last Name	First Name
4402	Aubuchon	Mary
4421	Barger	Savannah
4444	Berks	Mike
4464	Bettlach	Steve
4475	Callahan	Paddy
4412	Calloni	Angie
4482	Campbell	Jim
4428	Champagnie	LaDon
4432	Czuppon	Rick
4401	Duncan	Jennifer
4450	Fister	Laura
4418	Fister	Lisa
4462	Gill	Laurie
4425	Guilfoy	Dan
4431	Hoeing	Betty
4494	Kosta	Laura
4433	Krull	Marybeth
4420	Leahy	Colleen
4465	Luth	Erin
4443	Manning	Tom
4456	Mard	Joyce

Extension	Last Name	First Name
4495	Martin	Ty
4474	Millner	Sam
4447	Moeller	Beth
4455	Murphy	Karen
4416	Newcomer	Ryan
4448	O'Donoghue	Mary Beth
4478	Pastor	Joe
4467	Peterson	Charlie
4492	Provaznik	Joan
4491	Rauscher	Amy
4430	Regan	Kevin
4453	Riemann	Rosalie
4419	Rodgers	Deanne
4414	Schnable	Denise
4404	Siemer	Katharine
4459	Timoney	Bridget
4449	Turner	Tom
4457	Ufert	Troy
4476	Walsh	Kristi
4466	Weber	Ken
4446	Wenger	Jacob
4423	Williams-Heese	Kathryn



School Schedules



Regular Schedule

7:45 – 8:45	Advisory - Academic Hour
8:50 – 10:00	First Hour
10:05 – 11:15	Second Hour
11:20 – 1:15	Third Hour/Lunch
11:20 – 11:55	First Lunch
12:05 – 12:40	Second Lunch
1:20 – 2:30	Fourth Hour

Wednesday Schedule – Late Start (one-hour late start)

8:45 – 9:10	Advisory - Academic Hour
9:15 – 10:20	First Hour
10:25 – 11:30	Second Hour
11:35 – 1:20	Third Hour/Lunch
11:35 – 12:05	First Lunch
12:15 – 12:45	Second Lunch
1:25 – 2:30	Fourth Hour

Liturgy Schedule

7:45 – 8:05	Advisory - Academic Hour
8:10 – 9:10	First Hour
9:15 – 10:35	Liturgy
10:40 – 11:40	Second Hour
11:45 – 1:25	Third Hour/Lunch
11:45 – 12:15	First Lunch
12:25 – 12:55	Second Lunch
1:30 – 2:30	Fourth Hour

Noon Dismissal

7:45 – 8:00	Advisory - Academic Hour
8:05 – 9:00	First Hour
9:05 – 10:00	Second Hour
10:05 – 11:00	Third Hour
11:05 – 12:00	Fourth Hour

Snow Schedule (two-hour late start)

***Students report directly to first hour – not advisory.**

9:45 – 10:45	First Hour (with Announcements)
10:50 – 11:45	Second Hour
11:50 – 1:25	Third Hour / Lunch
11:50 – 12:20	First Lunch
12:30 – 1:00	Second Lunch
1:30 – 2:30	Fourth Hour