

# DUCHESNE HIGH SCHOOL

*educating mind, body and spirit as one*



PARENT - STUDENT HANDBOOK

2009-2010

# **Welcome to Duchesne High School**

## **Our Mission**

**The mission of Duchesne High School is to educate the individual student as a whole person: mind, body and spirit.**

Mind: to provide a broad-based curriculum to enable students to function as mature, thinking, responsible adults in a changing world.

Body: to instill a positive attitude of a physically healthy lifestyle.

Spirit: to support the Roman Catholic influence of the home so that students will develop an internal moral structure to guide decisions.

## **Our Vision**

**We strive to be a Catholic, co-educational, preparatory school community of students, parents, faculty and alumni**

- Where all members feel respected and valued as individuals, and where each has an opportunity to contribute their gifts; and
- Where we pursue excellence – academically, creatively, spiritually, morally and physically; and
- Where our Christ-like attitude will be recognized through a reverence for God and courageous acts of charity.

**We do this in the hope of being the compassionate presence of Jesus in our world.**

Duchesne High School  
2550 Elm Street  
St. Charles, MO 63301

Telephone: (636) 946-6767  
Fax: (636) 946-6267  
[www.duchesne-hs.org](http://www.duchesne-hs.org)

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## PHILOSOPHY AND OBJECTIVES

Duchesne High School is a Catholic community in which education is based on the Gospel of Jesus Christ and the traditions of the Catholic Church. Education is both a humane and spiritual endeavor in which people teach people both through technique and through interpersonal influence and contact. Duchesne, as a school, has a unique spirituality engineered by a staff with a diversity of gifts and a unity of purpose (Decree on the Apostolate of the Laity, 1965). We value the individual, and we encourage both teacher and student to explore opportunities and to develop personal values and resources which allow interaction with a constantly changing world.

Catholic education encourages selflessness as well as personal academic excellence. The Duchesne faculty values the uniqueness of each student. They strive to educate the whole person – mind, body and spirit as one; they strive to bring each student to full potential in a Christian atmosphere that promotes self-expression and the discovery and acknowledgement of strengths and weaknesses; they strive to teach respect for every person; and they strive to develop a concomitant accountability and responsibility to one another, to DHS families and the greater community.

In light of this philosophy, the Duchesne High School community works to achieve the following goals:

We seek to create a Christian community in which each person is acknowledged, shares a sense of belonging, and is accountable to God, self and others. We strive to do this through student and faculty participation in liturgies, retreats, days of recollection, sacraments, social action and co-curricular activities, such as Key Club and Outreach Club.

We seek to promote an atmosphere in which students are stimulated to self-direction and self-discipline through a wide choice of subject matter, the encouragement of personal guidance services and personal relationships between students and faculty.

We seek to encourage each individual to cultivate personal qualities and to share talents in school and community.

We seek to expose students to a variety of teaching methods. Fundamental to Catholic education is the whole person teaching the whole person. Educational methods at Duchesne consciously involve faculty reaching out to one another and to students while using techniques such as individualized instruction, small and large group instruction, lectures, projects, team-teaching, inquiry and problem solving methods, student tutoring and independent work. These methods are supplemented by the use of community resources for field trips, guest speakers, volunteer service and participation in community celebrations.

We seek to provide students with knowledge of both past and contemporary thought, trends and development in all areas: theology, the sciences, the arts and the humanities.

We seek to keep parents informed and to provide opportunity for their active cooperation and participation in the education of their children.

We seek to explore, as part of our parish affiliation and family orientation, programs for parents, which address parenting the adolescent.

## **HISTORY OF DUCHESNE HIGH SCHOOL**

Duchesne High School had its beginnings at St. Peter Parish, when a commercial high school was begun in 1924 with an enrollment of 14 students. The pastor, Msgr. Francis X. Wilmes, had established the school to provide a Catholic secondary educational opportunity for his parishioners and other area Catholics.

In 1929, the change to a four-year high school was effected, and, in 1932, the first diplomas were awarded. The school was accredited by the state of Missouri in 1934. Growth was steady, with students coming from St. Peter and St. Charles Borromeo grade schools, Portage des Sioux, St. Peters, Old Monroe, West Alton, Bridgeton and Overland.

By 1954, the burgeoning enrollment was straining the ability of St. Peter High to provide an education for all who desired it. A campaign was launched in the only two parishes in St. Charles, St. Peter and St. Charles Borromeo, for funds to build a new central high school. By the fall of 1956, the dream had been completed, dedicated, and Duchesne High School opened its doors to 355 young men and women.

Blessed Philippine Duchesne was chosen patron of the new school because of her pioneering educational work in eastern Missouri. This included the establishment of the first free school west of the Mississippi in 1818 in the village of St. Charles.

By 1965, the original structure was found inadequate for the growing student body, and a new wing was constructed. This wing, opened in 1967, was called Strauss Hall to honor Msgr. Anthony T. Strauss, who had worked so many years furthering Catholic education in St. Charles.

On July 3, 1988, a special event occurred in the history of the school. On that day, Duchesne High School's administration, faculty, students and friends celebrated the declaration by Pope John Paul II of Rose Philippine Duchesne as a Saint of the Catholic Church.

Duchesne offers a rigorous college prep curriculum in a faith-based, coeducational environment. Today, the school is a regional Archdiocesan high school serving the parishes of St. Charles County and north St. Louis County. The present enrollment of Duchesne is approximately 580 students.

Duchesne is fully accredited by the North Central Association of Colleges and Schools. It is a member of the National Catholic Educational Association.

## **Saint Rose Philippine Duchesne**

Rose Philippine Duchesne was born August 29, 1769, in Grenoble, France. She was the daughter of Pierre Francois Duchesne, a successful lawyer and a leader of the French Revolution and Rose Perier, an intelligent, practical Christian woman.

When Philippine was twelve, she was sent to boarding school at Ste. Marie d'en Haut. Here she was educated by the Visitation nuns and drawn to their life of contemplation. She entered their congregation at eighteen, but shortly afterwards the Revolution in France forced the nuns to disperse. For eleven years, Philippine nursed prisoners, found shelter for orphans and helped get food to the poor. Finally, she gained title to their old convent and, with several others, opened a boarding school. In December 1804, she joined the Society of the Sacred Heart upon meeting Madeleine Sophie Barat, the foundress of this Society.

Many times during the next eleven years, Philippine shared with Mother Barat her dream of becoming a missionary to the American Indians. The dream was ignited when Bishop DuBourg visited the mother house in Paris to beg for nuns to establish schools for the Indians and French children in his diocese of St. Louis. Mother Barat gave consent to Philippine, who pleaded on her knees for this mission. On March 14, 1818, Philippine left Bordeaux with four other nuns on the sailing vessel Rebecca, which has an immortal place in the story of her life. The Atlantic crossing was a stormy and hazardous journey, which lasted seventy days. Philippine Duchesne compared the noise, confusion and terror to Judgment Day. Finally, on May 29, 1818, they anchored in New Orleans. After spending several months with the Ursulines there, they sailed up the Mississippi River on the steamboat Franklin to St. Louis, a trip which took forty days.

Upon their arrival in St. Louis, they discovered Bishop DuBourg had rented a frontier home for them in St. Charles, which was a settlement of about five hundred families. Here Philippine opened a school in a log cabin, the first free school west of the Mississippi. The school at St. Charles did not meet with much success, as parents were reluctant to send their children to school in this remote village. After a year at St. Charles, the Bishop moved them to Florissant, where he assured them they would obtain students. For three months until their new house was ready for occupancy, the nuns and five children who had accompanied them lived on the Bishop's farm in a log cabin far more miserable than their home in St. Charles.

Progress was made at Florissant. Both a free school and a boarding school, and later a novitiate, were established. Life in these schools was much like that of the schools in France. Although, Philippine realized that life on the American frontier was different from life in Paris, and exceptions had to be made. With an increase in religious community, new schools were established: Grand Coteau, Louisiana in 1821, St. Michael's in Louisiana in 1825, City House in St. Louis in 1827, and in 1828 St. Charles was reopened.

Even though her schools were prospering, Philippine did not forget her desire to work with the Indians. Finally, in June 1841, at the age of seventy-one, she had the opportunity for real mission work with the Indians and went to serve the Potawatomi at Sugar Creek, Kansas. She was old, in poor health and unable to learn the language, but made a deep impression on the Potawatomi who named her "the woman who prays always." Frail health forced her to return to St. Charles, where she spent the last decade of her life.

In her 34 years on the American frontier, Philippine, in addition to teaching and administrative duties, undertook the hardest tasks. She tended livestock, chopped wood, dug potatoes, mended shoes and clothing, nursed the sick, and made soap and candles. She survived loneliness, yellow fever and persistent feelings of failure.

Her biographer, Sister Catherine Mooney, R.S.C.J., suggests it was not her extraordinary accomplishments but the way Philippine dealt with failure and isolation that makes her a model for modern Christians, especially in America, a country that finds difficulty in dealing with failure.

Mindful of the pioneering spirit of Saint Philippine Duchesne, the Duchesne High School Community asks her intercession in meeting the challenge of being "Pioneers."

**St. Rose Philippine Duchesne**  
**We pray through your intercession!**

Philippine Duchesne,  
you were a pioneer woman,  
called to join a pioneer endeavor,  
-to explore  
-to begin,  
- to expand the educational frontiers  
of a new world.

Each of us as a Duchesne Pioneer  
asks that, through your intercession,  
we be able to face our “frontiers”  
and meet the challenge of being “pioneers.”

As boundaries appear before us,  
help us to step gently over despair  
and fashion a resurrection realm,  
a hope-hallowed world.

Help us follow your model, as we  
-strive for a world which we cannot explain,

-risk our lives to find new life,  
-challenge social patterns which give  
false comfort,

-enter the Heart of the One  
who is Beginning and End,  
-share in the restlessness of the spirit,  
-and become instruments of peace.

Amen

**DUCHESNE PIONEERS’**  
**VICTORY SONG**

Let’s give a big hooray for Duchesne  
We are the winningest team in the land.  
Let’s give a big hooray for Duchesne  
We’re going to be #1 if we can.  
We’re going to fight, fight, fight  
You can really rely  
Fight, fight, fight  
For a V-I-C-T-O-R-Y  
A big hooray for Duchesne  
We’re going to win the game tonight.

## DAILY SCHEDULES

### Regular Schedule - A Day

7:45 - 8:00 Homeroom  
8:05 - 8:50 Period 1  
8:55 - 9:40 Period 2  
9:45 - 10:30 Period 3  
10:35 - 11:20 Period 4  
11:25 - 11:47 Period 5 Lunch 1  
11:50 - 12:13 Period 5 Lunch 2  
12:16 - 12:39 Period 5 Lunch 3  
12:42 - 1:05 Period 5 Lunch 4  
1:10 - 1:55 Period 6  
2:00 - 2:45 Period 7  
Period 8 Drops

### Faculty Meeting Schedule – A-Day

7:45 - 8:00 Homeroom  
8:05 - 8:35 Period 1  
8:40 - 9:10 Period 2  
9:15 - 9:45 Period 3  
9:50 - 10:20 Period 4  
10:25 - 10:55 Period 5  
11:00 - 11:30 Period 6  
11:35 - 12:05 Period 7  
Period 8 Drops

### Late Start/Snow Schedule - A Day

9:30 - 9:45 Homeroom  
9:50 - 10:17 Period 1  
10:22 - 10:49 Period 2  
10:54 - 11:21 Period 3  
11:26 - 11:53 Period 4  
11:58 - 12:21 Period 5 Lunch 1  
12:24 - 12:47 Period 5 Lunch 2  
12:50 - 1:13 Period 5 Lunch 3  
1:16 - 1:39 Period 5 Lunch 4  
1:44 - 2:12 Period 6  
2:17 - 2:45 Period 7  
Period 8 Drops

**DUCHESNE HIGH SCHOOL  
2009 - 2010 CALENDAR**

**August**

17 Faculty Meeting  
 18 Faculty Meeting  
 19 Freshman Orientation 7:45 – 1:45 (Freshman pictures)  
 20 ½ Day for all Students 7:45 – 12:05 (Sophomore Pictures)  
 21 ½ Day for all Students 7:45 – 12:05 (Junior Pictures)

**September**

7 Labor Day (**No Classes**)  
 10 Back-to-School Night 7 p.m.  
 11 Late Start Schedule (HR begins at 9:30)  
 16 Faculty Meeting Schedule (dismissal at 12:05)

**October**

10 Homecoming Dance  
 21 Faculty Meeting Schedule (dismissal at 12:05)  
 27 Parent-Teacher Conferences (5 – 8 p.m.)  
 28 Faculty In-Service (**No Classes**)

**November**

18 Faculty Meeting Schedule (dismissal at 12:05)

25 – 26 – 27

**Thanksgiving Holidays**

**December**

8 Feast of the Immaculate Conception (**No Classes**)  
 17 Advent Mass/Adopt-a-Family (dismissal at 12:05)  
 18 – 21 – 22 Exams (**Christmas Break Begins after last Exam**)

**January**

4 Classes Resume  
 15 Faculty Day of Reflection (**No Classes**)  
 18 Martin Luther King Day (**No Classes**)  
 20 Faculty Meeting Schedule (dismissal at 12:05)

**February**

6 Coronation Dance  
 10 Faculty Meeting Schedule (dismissal at 12:05)  
 15 President's Day (**No Classes**)

**March**

15 Faculty Work Day (**No Classes**)  
 17 Faculty Meeting Schedule (dismissal at 12:05)  
 31 ½ Day for all Students – (dismissal at 12:05 – **Easter Break**)

**April**

7 Classes Resume  
 21 Faculty Meeting Schedule (dismissal at 12:05)  
 30 Prom

**May**

12 – 13 Senior Exams  
 17 Senior Baccalaureate Mass/Dinner  
 20 Graduation  
 25 – 26 – 27 Exams  
 28 Faculty Work Day (**No Classes**)

## CONTACTS

|                                  |  |
|----------------------------------|--|
| ACTIVITIES                       | Mr. Kurt Clodius                         |
| ACADEMICS                        | Mrs. Nancy Repking                       |
| ATHLETICS                        | Mr. Dave Thurmer                         |
| ATTENDANCE                       | Mrs. Pearl Stevens                       |
| CAMPUS MINISTRY                  | Rev. James Gahan<br>Miss Mary Dickherber |
| COUNSELING                       | Ann Barber, Ph.D.                        |
| COUNSELING                       | Mr. Gene Tinsley                         |
| COUNSELING - LEARNING CONSULTANT | Mrs. Mary Pat Muich                      |
| STUDENT AFFAIRS, SCHOOL POLICY   | Mr. Kurt Clodius                         |
| ADVANCEMENT                      | Mrs. Aleece Vogt                         |
| SCHOOL RECORDS                   | Mrs. Sharon Spalding                     |
| TECHNOLOGY COORDINATOR           | Mrs. Kim Choinka                         |
| TRADING POST                     | Mrs. Mary Bucher                         |
| TUITION PAYMENTS                 | Mr. Joe Stevens                          |

### **PHONE NUMBERS:**

|                    |              |
|--------------------|--------------|
| SCHOOL OFFICE      | 636-946-6767 |
| SCHOOL FAX         | 636-946-6267 |
| ADVANCEMENT OFFICE | 636-946-2603 |
| ADVANCEMENT FAX    | 636-940-1059 |

## ACADEMIC PROGRAM

Duchesne High School offers a college preparatory program with emphasis on the liberal arts. This program is based on commitment to educate the whole person according to his or her abilities and needs.

### Credit Requirements

The following requirements for graduation include the minimal requirements of the State of Missouri, those of the Archdiocese of St. Louis, as well as those particular to Duchesne High School:

|                |             |                    |           |
|----------------|-------------|--------------------|-----------|
| Theology       | 4 credits   | *Science           | 3 credits |
| English        | 4 credits   | **Fine Arts        | 1 credit  |
| Social Studies | 3 credits   | ***Practical Arts  | 1 credit  |
| World Language | 2 credits   | Physical Education | 1 credit  |
| Math           | 3 credits   | Health             | .5 credit |
| Electives      | 5.5 credits |                    |           |

\*Two lab courses are required

\*\*The Fine Arts requirement is fulfilled by one credit in the graphic arts, music, or the dramatic arts.

\*\*\*The Practical Arts requirement is fulfilled by one credit in courses in business, computers, yearbook, or newspaper.

### Special Notes regarding credit requirements

1. The state of Missouri requires all students to have completed a course in which the Federal and State Constitution are part of the course material. The following courses fulfill this requirement: American Government/Civics, Honors American Government/Civics, and American Politics.
2. For a student to be classified as a sophomore, he or she must have earned at least 7.0 credits by the beginning of the school term; to be classified as a junior, he or she must have earned at least 14.0 credits by that time; to be classified as a senior, he or she must have earned at least 21.0 credits and have all failed credits made up by that time.
3. Most courses grant credit by the semester. It should be noted that any two F's in a course during a semester (quarter and/or exam) would ordinarily result in a semester failure. However, in a few skill/progressive courses such as math, chemistry, accounting, and world language, a student may make up a first semester failure by earning a satisfactorily high grade for the second semester.

If a student fails a course, he or she must retake and pass the course during summer school or through a correspondence course. (Note: Driver education during summer school does not satisfy as makeup for a failed credit, or portion thereof.) Any other arrangement for making up the credit must be approved by the principal. A make-up course added to the regular school year schedule may require a fee comparable to summer school. This fee is added to the tuition statement. A student who has not made up failed courses will not participate in the graduation ceremony.

4. If a student is to graduate with the class, that student must provide the school office with a **WRITTEN OFFICIAL** record of all credits made up through summer school or correspondence courses. This record must be on file with Duchesne High School one week prior to the date of graduation.

5. The right to waive any credit requirements (except those mandated by the State of Missouri) is reserved by the principal of the school.

### **Credit Earned Outside Duchesne's On-Site Program**

Duchesne High School accepts transfer credits (fulfilling Duchesne's graduation requirements as listed above) earned in another school or program accredited by the North Central Association or by one of the other five regional accrediting associations. MoVip courses must be approved in advance to be applied to graduation requirements.

Duchesne may accept – but is not obligated to accept – credit from a non-accredited institution or for course work from a home-school situation. Duchesne may require student competency assessments.

Home-schooled students must, in addition, provide materials required by the Missouri State Department of Elementary and Secondary Education for credit consideration (e.g. lesson plans, portfolios of work, etc.)

Students from non-accredited schools or home-schooled students will not be accepted into the senior year at Duchesne except under extraordinary circumstances as determined by the administration.

### **Recommended College Prep Curriculum:**

|                                |                               |
|--------------------------------|-------------------------------|
| English                        | 4 credits                     |
| Social Studies                 | 3 credits                     |
| World Language                 | 2 credits                     |
| Science (Lab)                  | 3 credits (more, if possible) |
| Math                           | 4 credits                     |
| Computer or Keyboarding Skills |                               |

See your counselor for more specific information regarding curricula for specific areas of study or colleges; i.e., engineering, nursing, University of Missouri, etc.

### **Adding/Dropping Classes**

Class changes are only allowed in May, for one week after schedules are distributed. Students will only be allowed to transfer into a class if there is room. Once a class is full, no more students will be added. During the next school year, the only changes allowed to a student's schedule would be those initiated by a teacher, counselor, or administrator. **No changes will be made to a schedule to merely change sections of a class.**

To add or drop a course during the last week of May, a student needs to obtain an Add/Drop form from the Counselor. The Counselor will check availability of classes and advise whether the class change can take place. The student will then fill out the Add/Drop form and have it signed by a parent. This form needs to be completed prior to the student changing classes.

### **Homework Assignments**

Students regularly have homework assignments for their classes. The amount and length of these vary with each course. Courses in which note taking is expected require the student to study and review his or her notes DAILY in order to be successful in the course. Some courses have long-range assignments, which may be given one week or one quarter in advance. For these assignments to be completed correctly, students must work on them on a day-to-day basis, not just one or two days before the due date. In many courses, the quality and punctuality of the student's work is a percentage of the student's quarterly grade.

### **Grading Procedures**

Students receive the following academic grades for courses taken:

|                   |                |
|-------------------|----------------|
| A = superior      | P = pass       |
| B = above average | N = none       |
| C = average       | R = credit     |
| D = below average | E = excused    |
| F = failure       | I = incomplete |

### **Grading Scale**

|                   |
|-------------------|
| A = 93 – 100%     |
| B = 85 – 92%      |
| C = 76 – 84%      |
| D = 70 – 75%      |
| F = 69% and below |

Conduct grades are as follows:

|  |
|--|
| S = satisfactory conduct                       |
| P = conduct needs improvement (similar to a D) |
| U = conduct is unsatisfactory (similar to a F) |

Report cards are issued quarterly. Parents are encouraged to review the report card with their sons and daughters and to confer with the teacher or principal if clarification is needed.

In order to facilitate communication among parents, teachers, and students, Duchesne has established the Parent Portal Program. Parents are asked to check their student's academic status, especially if a student is struggling, and communicate with the teacher via e-mail or a phone call. Since most teachers teach approximately 120 students per day, parents are asked to initiate the call to a teacher if there is a question.

### **Academic Probation**

The Duchesne High School administration may place a student on academic probation if that student's credit standing at the end of any school year is such that his or her accumulated credit is below that needed to be classified for advancement to the next class. (See section on credit requirements.) For example:

- 1) A student should accumulate 7.0 credits by the end of freshman year.
- 2) A student should accumulate 14.0 credits by the end of sophomore year.
- 3) A student should accumulate 21.0 credits by the end of junior year.

The goal of academic probation will be to achieve the recovery of credits.

**The Administration reserves the right, at any point, to determine whether a student may recover enough credits to remain at Duchesne.**

### **Exams**

1. Each course has a semester exam. If this happens to take some form other than a test which is to be administrated during the scheduled exam time, the student **NEED NOT BE PRESENT** for the scheduled exam time. If the exam is designed to take longer than the scheduled time, the teacher makes the necessary arrangements for the additional needed time.
2. All students are to be in the classroom during the ENTIRE length of the scheduled exam time.
3. Students who have had a regularly scheduled study period during the semester do not need to be in school during the times scheduled for exams for that period, except when that period falls between two exam periods. If students are in school during those periods, they are to report to their study halls. They are not to be in the corridors, outside, on the parking lot, etc.
4. The following information should be noted regarding the importance of the semester exam grade in the semester average (which becomes part of the cumulative GPA, is recorded on the

student's permanent record and determines credit gained or lost):

- The semester exam grade is recorded in the exam column of the student's report card; this accounts for  $\frac{1}{5}$  of the semester average.
  - Each quarter grade is  $\frac{2}{5}$  of the semester average.
  - It should be noted that any two F's (quarters and/or exam) will ordinarily result in a semester failure; that results in loss of credit.
5. No one is exempt from semester exams. Only seniors may be exempt from the second semester exams, upon the discretion of the teacher and the following conditions:
- To be exempt from an exam, a senior must have a B or better grade in the given subject for both the third and fourth quarters. They **MUST** also have at least an S grade in conduct.
  - Exceptions to this are the ACC courses. Students taking ACC courses **MUST** take the final exam to earn the college credit.
  - Seniors are not to ask the teachers if they are exempt or not. The teachers will inform the student in advance if he is exempt from exams in a particular subject.
  - Seniors who have the required grades and are eligible for exemption but would like to raise a B average to an A by taking the exam may do so. If such a student makes less than a B on the exam, that grade is disregarded. Seniors who choose this option must inform the teacher in advance that they wish to take the exam.

### **Grade Point Average**

1. A student's Grade Point Average (GPA) is cumulative throughout the student's entire school career and is recalculated at the end of each semester.
2. The GPA is based on the semester average of each course taken, except correspondence courses and those taken in summer school. The semester average for the course is determined as follows:
  - a. Each quarter grade is  $\frac{2}{5}$  of the semester average.
  - b. The semester exam grade is  $\frac{1}{5}$  of the semester average.
  - c. It should be noted that any two F's (quarters and/or exam) will ordinarily result in a semester failure.
3. The GPA is calculated by dividing the student's total grade points earned by his total attempted credits. Grade points are earned in the following manner.
  - a. Most courses are granted grade points as follows: A=4, B=3, C=2, D=1, F=0.
  - b. Duesne uses a system of weighting certain courses. Such courses are more difficult with respect to subject matter, content, and number and kinds of reports required. These weighted courses are marked with an asterisk (\*) and are granted grade points as follows: A=5, B=4, C=3, D=2, F=0.

### **Honor Roll**

**President's List** - recognizes students with a GPA of 4.000 and above with no grade below a B and no U's in conduct.

**Dean's List** - recognizes students with a GPA of 3.600 and above with no grade below a C and no U's in conduct.

**Honor Roll** - recognizes students with a GPA between 3.100 and 3.599 with no grade below a C and no U's in conduct.

### **Special Notes:**

Because it is possible for a student who takes an additional unweighted course and gets an A grade in that course to have a GPA lower than another student who takes no additional courses but otherwise has the same courses or similarly weighted courses, the following adjustment shall be made:

The student affected adversely by this anomaly (i.e., losing GPA standing even though earning an A in an "additional" course that is unweighted) shall have the right to petition the removal of the elective course (beyond the 28.0 required credits) from computation in his or her GPA,

and only if he or she has received an A grade in that course. The credit will stand, the “attempted credit” and the “grade points” will be removed.

Selection of the valedictorian and salutatorian of the graduating class shall be determined by GPA alone. (Of course, the administration reserves the right to withhold these honors and all others in cases where Duchesne’s disciplinary code is violated.)

### **Academic Awards**

Academic letter awards will be given to those students who achieve at least a 3.75 cumulative GPA at the end of the school year. (Cumulative means for the entire length of a student’s academic career. Making a 3.75 grade average for only the senior year would not make a senior eligible for this award.)

Student’s first year achievement: The student receives a chenille school monogram with a “torch of knowledge” insert. This is presented at a special gathering in October following the year of achievement.

Student’s second and third years of achievement: The student receives a chenille chevron with the “torch of knowledge” insert. This is likewise presented at a special gathering in October following the year of achievement.

Duchesne Scholar Award: Student’s fourth-year or senior-year achievement: After 7 semesters with a cumulative of 3.75, the student receives an Olympic-style academic medallion. This is presented at the senior baccalaureate dinner.

### **1818 Program**

College credit courses are offered at Duchesne through St. Louis University to juniors and seniors who excel in various subjects. College credit may be attained in English, social studies, chemistry, and math. Most students capable of this program should be advised to take no more than two advanced college credit courses a semester.

Students are not lightly admitted into the 1818 Program. St. Louis University policy states that no student should be admitted to this program that is judged incapable of at least B work for the course. The student must have a 3.000 unweighted GPA to be eligible. In order to achieve credit for any course in the 1818 Program, a student must achieve a grade of C or above. That C should be a college level/quality C. The university will not grant advanced college credit to a student who receives a grade of D or F. However, it should be noted the student may receive high school credit and a grade for the completed course. Parents pay St. Louis University a fee for these credit hours.

### **UMSL Advanced Credit Program**

Duchesne currently offers college credit in Spanish and French through the UMSL Advanced Credit Program. These courses provide an enrichment experience for university-bound high school students who demonstrate an ability to respond to an increased challenge. Students must demonstrate readiness for college-level work. A’s and B’s in the language course, teacher recommendation, and a cumulative GPA of 3.0 are required for these courses. Sophomores in Honors Spanish 3 or Honors French 3 may enroll in the Advanced Credit Program only if they have a 3.5 average for Spanish 2 or French 2 in addition to a 3.0 cumulative GPA.

Advanced Credit courses are fully accredited, fulfill UMSL general education requirements, and are transferable to other colleges and universities. Courses taken through UMSL count toward the student’s college GPA when enrolling in any of the four University of Missouri campuses. Many universities will accept credits from other institutions if the grade of C or above is earned. Students need to check with universities where they apply, whether they accept the ACC credit. In a few cases, a B is required. The Advanced Credit Program fees are approximately one third of the fee for regular courses on campus. Parents pay UMSL a fee for these credit hours.

### **College Prep Certificate**

The requirements for this certificate as set by the state of Missouri Department of Education are as follows:

| <b>Subjects</b>   | <b>Units</b> |
|---|--------------|
| English   | 4            |
| Math  | 3            |
| Science   | 2            |
| Social Studies  | 3            |
| Fine Arts   | 1            |
| Practical Arts  | 1            |
| Physical Education  | 1            |
| General Electives   | 6            |
| Advanced Electives<br>(from English, math, science, social studies,<br>world languages) | 3            |
| <b>Total Units</b>  | <b>24</b>    |

#### **Additional Requirements**

1. Grade point average of 3.0 (on a 4.0 scale) in math, science, social studies, and English.
2. Score above the national average by having attained at least a 907 (combined) on the SAT or 21 (composite) on the ACT.

#### **Library**

Duchesne High School has one of the finest high school libraries in the St. Louis area with over 10,000 books, periodicals, videos and other vertical file materials, as well as a complete computer lab with internet access. "QUIET PLEASE" is the required standard and provides an excellent work atmosphere. Food and drink are not allowed in the library. Students may get a pass before school or during homeroom to use the library during free time each day. Library hours are 7 a.m. - 3:30 p.m., Monday through Friday.

## **COUNSELING DEPARTMENT**

The philosophy of the Counseling Department flows from the philosophy of the school, which recognizes the uniqueness of each individual and seeks to develop a Christian learning community.

The Counseling Department:

1. Has two full-time counselors and one learning consultant to assist families with students diagnosed with learning disabilities.
2. Affords students and opportunity for personal counseling.
3. Fulfills the role of facilitator between faculty and students.
4. Broadens the student's knowledge of present day careers.
5. Has a testing program composed of both internal and external tests. All freshmen take the Explore test (developed by American College Testing Program – ACT). The Plan Test, which was also developed by the American College Testing Program (ACT), is administered to all sophomores. Juniors take a practice ACT. The PSAT is an optional test available to all juniors and sophomores on the Saturday date established by the College Board. Juniors are encouraged to take the ACT in the spring of their junior year.

6. Offers academic advisement and college placement service to the students.
  - a. Students encountering academic difficulties are sometimes referred to their counselor at deficiency notice time.
  - b. Students not meeting academic standards are seen by their counselor at the end of the semester and assisted in arranging a makeup program.
  - c. College-planning workshops are held yearly for juniors and their parents to begin the college selection process.
  - d. A financial aid workshop is held yearly for juniors and seniors to review the financial aid process.

Parents and students are encouraged to contact counselors with any questions or concerns.

## **CAMPUS MINISTRY**

Campus Ministry seeks to promote a Christian atmosphere and to strengthen the community's faith experience. Under the direction of the campus ministers, faculty members and students are encouraged to work together in a team effort to further the spiritual growth of the school community. The campus ministry team has the responsibility of coordinating the religious activities designed to nourish the sacramental, prayer, and liturgical life at Duchesne. The success of campus ministry depends on all present working together to grow as God's people.

In order to aid the entire Duchesne community in reflecting upon, living out, and celebrating their Christian commitment, the campus ministry program offers an abundance of religious activities.

### **Campus Ministry offers the following retreat experiences:**

1. Each year each class participates in a retreat day.
2. Seniors take a closed, overnight retreat. This is a requirement for graduation.
3. Faculty participate in a day of recollection and a spiritual development program throughout the year.

Since Christianity involves not only reflection but also celebration, the campus ministry office offers a number of all-school liturgies throughout the year. Theology classes also celebrate the Mass together once each semester. In addition to these special liturgies, the Eucharist is celebrated at 7 a.m. each Friday in the student chapel for all who wish to attend.

The Campus Ministry office also provides opportunity for reception of the Sacrament of Reconciliation. Penance services are offered twice a year. Students may make special requests for the sacrament at any time.

Religious counseling is also available for students and faculty throughout the day, and opportunities for daily prayer, prayer groups and spiritual guidance in prayer life are offered.

Duchesne High School considers Campus Ministry to be at the heart of what we are all about.

We are here:

- to serve each other
- to help each other
- to deepen faith life
- to trust in Jesus and one another
- to awaken our hopes for the kingdom here on earth and in heaven
- to free us to love one another as the Father loves us.

## **THE DUCHESNE CHRISTIAN SERVICE PROGRAM**

Duchesne High School is a Catholic community in which education is based on the Gospel of Jesus Christ and the traditions of the Catholic Church. Duchesne High School values the uniqueness of every student and is committed to educating the total student in mind, body and spirit.

As a Catholic educational community, Duchesne High School endeavors to inculcate in the entire faith community a spirit and experience of service, which was taught and exemplified by Jesus and expressed through two thousand years of Christianity.

Service is an individual choice, and opportunities to serve are as varied as the number of students who attend our school. Duchesne does not require a specific number of service hours for graduation. However, service to school, church and community is encouraged through organized activities and individual requests.

The Key Club and Outreach are organized school programs that provide service opportunities for club members, but student service may be given anywhere at any time.

We strongly urge the students to aim for 25 hours of service per year, accumulating a minimum of 100 hours during their high school years. A student's service hours are verified through the school's community service coordinator and kept on record through the summer following graduation.

Besides encouraging the Christian tradition of selfless giving, providing community service has many benefits for students. Some school organizations, such as the National Honor Society, require regular service hours on record at school to qualify for membership. Students interested in applying for NHS must have service hours on record at school to qualify for membership. In addition, colleges and universities are interested in well-rounded students who see and participate in the bigger picture, and service hours may be the deciding factor between students of similar academic caliber.

Completion of 100 service hours earns a bronze certificate or recognition, 150 service hours earn a silver certificate and 200 or more hours earn a gold certificate at graduation.

Duchesne hopes that, through exposure to service in high school, students will be inspired to serve and care for community needs throughout their lives. We would like every student to experience the satisfaction that comes from giving to those who need help.

## **GENERAL GUIDELINES**

### **Chemical Dependency Policy**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. Preventive approaches through counseling and other educative methods should be used to assist students. Duchesne's policy requires intervention, assessment for chemical dependency, and treatment, if professionally indicated for students found in violation of drug and alcohol policies as part of the conditions for readmission.

Under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is illegal. Therefore, the possession, use or transfer of unprescribed or illegal drugs, or being under the influence of illegal drugs or alcohol on the school premises or at school-sponsored functions is not permitted. Only the students for whom the medicine is prescribed shall use prescription drugs. Parents must notify the school if a student is using a prescription; the school will determine which medicines must be stored and administered by the school.

Students violating this policy will be subject to suspension and/or expulsion from school. In addition, civil authorities may be involved. The complete Chemical Dependency Policy is on file in the president's office.

Observable behaviors, which may indicate drug use or abuse, include the following:

Grades

|                              |                            |
|------------------------------|----------------------------|
| declining grades/achievement | academic failure           |
| falls behind in class work   | lack of motivation, apathy |

School attendance

|  |           |
|--|-----------|
| absenteeism  | tardiness |
| frequent counselor visits or supposed counselor visits |           |
| suspension   |           |

Extracurricular activities

|                     |                        |
|---------------------|------------------------|
| Loss of eligibility | decreasing involvement |
|---------------------|------------------------|

Home problems

|                 |                  |
|-----------------|------------------|
| Family problems | runaway problems |
|-----------------|------------------|

Physical and behavioral problems

|  |                                     |
|--|-------------------------------------|
| staggering and stumbling               | smelling of alcohol or pot          |
| glassy, bloodshot eyes/dark glasses    | irresponsibility, blaming, denying  |
| involvement in thefts                  | incidents with police               |
| defiance of rules; discipline problems | throwing objects                    |
| verbal/physical abuse                  | crying                              |
| obscene language/gestures              | extreme negativism                  |
| constantly in the wrong area           | coordination problems               |
| hyperactivity, nervousness             | bad hygiene                         |
| slurred speech                         | physical complaints                 |
| sleeping in class                      | time disoriented                    |
| older social group                     | withdrawn, loner                    |
| depression                             | change in peer group                |
| talks freely about drug use            | erratic behavior changes day to day |

**Closed Campus Policy**

Once students arrive, they are to go directly into the building and not loiter outside. **Students are to stay on campus during the school day.** Students who leave campus without the permission of parents **AND** the school office are truant.

**Communicable Diseases**

Catholic schools of the St. Louis Archdiocese follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

The prospect of a school age child or faculty member attending school with a chronic infectious disease raises concern among school administrators, teachers and parents. Chronic infectious diseases are such diseases as Herpes, AIDS, Hepatitis or Cytomegalovirus.

Catholic schools are institutions providing an environment where the life and teachings of Christ can be experienced and modeled by those in attendance. It is especially true, therefore, that in Catholic schools compassion for the sick be evident as well as concern for the psychological and physical well being.

In addition, the school has an obligation to seek balance between its obligation to the welfare of the infected individual and its obligation to the welfare of the larger school community of students and staff. This policy in its entirety is on file in the administrator's office.

### **Crosswalk**

To cross the street between the 310 building and main campus, students should use only the designated crosswalk. For safety, the pedestrian needs to stop and look for traffic clearance before proceeding into the crosswalk.

The City of St. Charles regulations for crosswalk include the following from Article VIII of Chapter 18 of the City Code: "a driver shall yield the right-of-way to a pedestrian crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection. However, the pedestrian is required to use due care for his or her own safety. **No pedestrian shall suddenly leave the curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.**" Remember for safety, students must use care and cooperation when moving between the two campuses.

### **Earthquake**

Students will follow directions from their instructor/supervisor.

- a. If inside, students will take cover under tables, desks or counters. If such is not available, move to an inside wall away from windows, bookshelves, etc. Kneel alongside wall with head close to knees, cover side of head with elbows, use notebooks or jackets to shield the head from flying glass and debris; in science labs, turn off any burners before taking cover; in science, move away from lab stations to minimize danger from chemicals, gas lines, etc.
- b. If outside, move to an open space away from buildings, trees, power lines, etc. Lie down or crouch close to the ground.
- c. If in a bus or car, stop away from bridges, overpasses, power lines, or tall buildings. Remain seated in the vehicle.
- d. If on the way to school or home, after taking cover and waiting for the ground to stop shaking, continue on to school or home, whichever was the destination at the time of the quake.

### **Events and Activities During Inclement Weather**

If school is closed early, all after-school practices and activities are canceled. In the event that school is closed all day because of the severe weather, all activities and practices are likewise canceled. However, if it happens that weather conditions would improve greatly during the day, no practice or activities may begin until after usual school hours; i.e., after 2:45 p.m. This procedure applies to all activities.

### **Fire Drills**

Every room has a chart indicating what route to take in case of fire. The signal for a fire drill is the sounding of the fire alarm which, once heard, is unmistakable and means only one thing: VACATE THE BUILDING. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. A student is to report his presence to a teacher if he or she is not with a class when the drill begins. The student should be with his or her subject teacher during a fire drill.

### **Food and Drink**

Food or drink is never to be brought into the classrooms, study halls, gym, or to be consumed in the halls.

### **Health Records**

A record of a physical exam immediately preceding a student's entering 9<sup>th</sup> grade and an official immunization record showing compliance with Missouri law MUST be on file at Duchesne at the

time the student begins attendance. The State of Missouri mandates this requirement. For students intending to participate in athletics while at Duchesne, they will need to refer to section titled, "Physical exam requirement – athletics" in the Athletic Program Guidelines of this handbook.

### **Internet and Electronic Communications Conduct Policy/Agreement**

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

This policy/agreement applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the administration's discretion cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

This policy/agreement is sent home to each incoming freshman or new student when they begin attendance at Duchesne High School. It must be read and signed by both the parents/guardian and the student. The system administrator then keeps a copy on file.

The purpose of this policy/agreement is to ensure that use of Internet resources is consistent with the stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided in the agreement so that you are aware of the responsibilities facing you while using the Internet. If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

### **Lockers**

Students are provided a locker for their personal use during the school year. They are responsible to keep their lockers clean and locked. **Locker changes are not to be made unless approved by the Dean of Students. Students may not share lockers in any building.** Students taking Physical Education will be assigned another locker for their personal use. Students may receive detention or suspension for tampering with or damaging lockers. Duchesne High School cannot be responsible for lost or stolen items. Since all lockers are the property of Duchesne, the Duchesne High School Administration reserves the right to search lockers upon reasonable suspicion that the locker may contain dangerous or illegal items or substances. Searches will be conducted by school administration or by law enforcement officers acting at the request of Duchesne High School.

### **Locks**

Students are asked to purchase a lock from Duchesne for their personal use during the school year. These locks must be used on hallway lockers as well as lockers issued for Physical Education meaning some students may have two school locks. Students are strongly encouraged to keep the combination private for their own protection. Replacement locks are available in the Dean's office or in the Trading Post. Students may be assigned detention or suspended for not having a lock, or tampering with other student's locks.

### **Lost and Found**

There is a lost and found in the main office. Students may also check with the Dean of Students and in the athletic office for lost or misplaced items.

### **Parking Lot Procedures Regarding Drop-Off and Pick-Up of Students**

Students driving to school are asked to park on the school lot and must register their vehicles with the Dean of Students. Parking on the Duchesne lot is by issued permit only. Students driving a car to school may use only their parking space. Cars parked on the lot must display a Duchesne parking permit on the rear view mirror. **Parking passes are sold at the end of each school year for the following school year at a cost of \$45.** Seniors are given priority for parking, then juniors, etc. **Any violation of the assigned spaces or careless and imprudent driving on the parking lots or while entering or exiting will result in a \$25.00 fine and possible loss of parking privileges. When all spaces are sold, students may then, and only then, park on adjoining streets.** We ask that students be considerate of the neighbors when parking on the street and be aware of parking restrictions.

When picking up or dropping off students we ask everyone not to park or wait in the circle drive at the front entrance or along the front sidewalk. Parents are asked to use any vacant lined parking space on the lot to wait for students or form a single line heading west along the front of the main building. Please do not block traffic as you are waiting. It is dangerous when picking up or dropping off students to stop or wait along Duchesne Drive between the campuses. Students should only be picked up or dropped off in the parking lots; please do not stop or wait along Duchesne Drive.

**Students are not allowed on the parking lot during the school day. Should a student find it necessary to go to his/her car during the school day, including lunch shifts, he/she is to obtain permission from the office. The school parking lot is off limits to students whenever school is not in session, day or night, unless there is some school-sponsored activity which involves the students.**

### **Report Cards of Students Who Owe Tuition or Fines**

Report cards of students who owe tuition, fees, or fines of any kind will not be sent home at the end of a grading period until the money has been paid. Parents will continue to receive all other necessary information.

### **Senior Early Dismissal**

Any senior whose study period occurs during the last period of the day, and whose name is on the approved list (parents permission, passing all courses, etc.) may leave school during that last period. Students who use this privilege are asked to leave campus. Seniors wishing to apply for this privilege receive a special form to be signed by his or her parents and returned to the study hall moderator within a designated time. The permission applies for a full year.

### **Severe Weather School Closing**

In case of severe weather, snow, ice, etc., the official announcement for school closings may be heard over KMOX radio and KMOV and KSDK television stations. We usually make the decision in the morning to get on first broadcast at 5:30 a.m. When it is announced that Duchesne will follow the snow schedule, that means school will begin at 9:30 a.m. instead of 7:45 a.m. This means you should leave early enough to allow yourself extra time in order to arrive by 9:30 a.m. When due to severe weather, snow, ice, etc. the need arises to dismiss early, we will announce it over KMOX. **PLEASE DO NOT CALL THE SCHOOL.**

### **Sportsmanship**

Students and parents attending Duchesne sporting events, both home and away, should conduct themselves in a manner consistent with the Christian philosophy of the school. Regardless of the conduct of the opposing team, students and parents should limit their activity within the boundaries of good sportsmanship. All cheers and activities must reflect an attitude of “pro Duchesne” and cheer for our team, and not against or contrary to our opponents. Those not doing so will be asked to leave the sporting event. *See more about this important topic in the **Athletic Program Guidelines** section of this handbook.*

### **Telephones in the Offices are for Emergencies Only**

A student may use phone in the Main office, Guidance office, or Mr. Clodius' office with permission. Students should not use the phone during class. Telephone calls may be made to the school's office, 636-946-6767, between the hours of 7:15 a.m. and 3:30 p.m. (8:30 a.m. to 2:30 p.m. in the summer). The office is closed on Saturdays, Sundays, and school holidays (also Fridays in the summer). Students will be called to the phone in extreme emergencies; only messages of an urgent nature will be delivered to students. **Please go through the office to contact your students when necessary. Do not contact them on their cell phone.**

### **Textbooks**

The teachers will distribute textbooks during the first full week of school. The student is responsible for each textbook assigned to him or her. If it is damaged, lost, or stolen, the student in whose name the book was issued will be fined the replacement cost of the book. The student should write his or her name in the book in the space provided. At the completion of the course, the books must be returned to Duchesne in the same condition as they were received. The textbook rental charge is part of the general fees.

### **Tornado**

When the announcement is made concerning a tornado, the student is to listen carefully to directions given over the PA and/or by his teacher. The usual procedure is to go out into the corridor and crouch down on the floor and cover your head. If there is no room in the corridor or time does not permit, then you are to go as far away from the windows in the room as you can. Turn a desk or chair on its side to serve as some protection and crouch down and cover your head.

### **Unauthorized Activities**

At times, some Duchesne students participate in activities which may appear to be school related but in reality are neither sponsored nor authorized by the school. Because of the unpredictability of such activities, the school does not always issue a statement concerning them. The absence of such a statement does not imply that the school sponsors, authorizes, or approves of the activity. Therefore, the school does not assume responsibility for the students at such an activity even if a Duchesne teacher is present. Such activities include out-of-school parties, picnics, pre and postprom parties, etc. This list is not all-inclusive. However, if participation by Duchesne students in such an activity is detrimental to the school in any way, it may be necessary for Duchesne High School to take disciplinary action, even to the extent of criminal prosecution, against such students.

### **Visitors and Student Guests**

Visitors should report to the main office upon entering the building. Student visitors are welcome provided arrangements have been made with school officials at least two days before the day of the visit. Students may not have friends from other schools meet them in the building at dismissal, or any other time, without permission from the office.

## **ATTENDANCE GUIDELINES**

### **Attendance**

Being at school is an intrinsic part of the learning process. Good attendance and punctuality is an important life skill, one valued by the Duchesne High School, and is necessary to ensure a quality education. Accordingly, in order to receive credit for any course at Duchesne, a student may not be absent from school more than **ten (10)** times per semester. Field trips and other school activities do not count toward this ten. Extensions to the attendance policy are granted on an individual basis by the Dean of Students and may include illness, family emergency, court appearances, or trips. Supporting documentation is required.

### **Absences**

If a student is absent from school, **the parents are required to call the school office (636-946-6767) before 9 a.m. to explain the reason for the student's absence that day.**

### **Eligibility for Extracurricular Activities When Absent**

A student **will be ineligible** for any co-curricular activity on the day when he/she does not attend classes. A student may not leave school early to go home ill and then participate in an activity. **To be eligible, a student must be in school for a minimum of the two full afternoon class periods.** This non-participation policy includes practices, rehearsals, dances, plays, games, etc.

### **Excused Absence**

A student who has an excused absence is personally responsible to inquire about and make up the work missed in each class. The inquiry should be done immediately upon returning, and the completion is to be done in the time agreed by the individual teacher. Unnecessary delays in taking care of this matter could result in a lower grade or possible failure.

### **Extended Absence**

Because daily attendance is so crucial to a student's academic success, we **STRONGLY DISCOURAGE** students' absences for vacations, hunting/fishing trips, etc. However, when it becomes **absolutely necessary** for a parent to request a student's extended absence (three days or more) from school for reasons other than illness, please contact the Dean of Students.

### **Tardy to School**

**The school day begins at 7:45 a.m. Students who are not present in homeroom at 7:45 a.m. are considered tardy to school.** They must first report to the attendance office to check in and receive an admit pass. **(There will be no excused tardy to school except when a student is late due to a doctor or dental appointment.)** In those instances, students need to present a signed note from the doctor or dentist indicating the date and time of the appointment.

All tardies will be recorded on report cards and permanent records. **NOTE: After six tardies in a semester, each additional tardy will be subject to penalty, normally detention at 7 a.m. until 7:40 a.m. the next school day or on Saturday mornings at the discretion of the Dean of Students. When the student reaches his/her ninth tardy, they will serve an in-school suspension for one day. They will receive no credit for work missed while suspended. (For consequences see in-school suspension, page 37)**

### **Early Dismissal**

When it is **absolutely necessary** for a student to leave early he or she **must** follow the procedure outlined below:

- A. For appointments: a student should bring a note from parents stating the reason and time of dismissal to the main office before the start of homeroom to receive a checkout pass.
- B. When a student is ill at school and feels they need to leave, they must report to the **main office**, contact a parent, and have a parent speak with one of the office personnel.

**(No student may leave school for any part of a school day without first receiving permission from the parent and the main office. Students not following this policy will be considered truant, will receive no credit for work missed and must make-up the time missed at the discretion of the Dean of Students.)**

## STUDENT BEHAVIOR GUIDELINES

**THE ADMINISTRATION RESERVES THE RIGHT TO WAIVE AND/OR DEVIATE FROM ANY AND ALL DISCIPLINARY REGULATIONS FOR JUST CAUSE AT THEIR DISCRETION.**

### **Philosophy and Purpose of Discipline**

There are basically two reasons for discipline in the high school.

1. It is necessary to preserve order and protect the common good.
2. It is also necessary to instill values and ideals as well as responsible habits of behavior in the students.

These reasons ensure that the student is growing into a mature and responsible individual. The development of the following guidelines is based on this philosophy.

A student's enrollment at Duchesne High School is an expressed agreement on his or her part and the part of his or her parents or guardians to observe the student guidelines. Both parents/guardians and students commit to the goals and ideas of Catholic education, as well as the philosophy and mission of Duchesne High School.

The school reserves the right to review a student's individual performance in accordance with these expectations. The purpose of this review is to determine if the student and the school can continue to benefit one another by allowing the student to continue at Duchesne.

Acceptance as a student at Duchesne is a privilege. Continuation as a student is considered automatic, PROVIDED the student maintains acceptable academic standards, strives to live the philosophy and mission of the school, and follows the policies and regulations of Duchesne High School. In all disciplinary cases, both the welfare of the student and welfare of the school are of paramount concern.

### **Alcohol, Drug and Tobacco Use**

The use and abuse of alcohol, tobacco and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. Counseling and other preventive approaches are available at school to assist students in coping with the problem of chemical dependency. The use of prescribed drugs must be consistent with school policy.

Any student who illegally possess, distributes, or is under the influence of narcotics, marijuana, barbiturates, amphetamines, hallucinatory drugs, or alcoholic beverages on school property during the school day or at ANY TIME is subject to a suspension from school for up to ten (10) school days. This student will be put on disciplinary probation, and **WILL BE** required to undergo a chemical dependency evaluation by professionals including a urine or hair sample and interview and results forwarded to the Dean of Students before returning to school. As a condition of continuing at Duchesne, parents and the student will be required to follow through with the recommendations in the report. **If any alcoholic beverage and/or controlled substance is discovered in an automobile on school property, each occupant of such automobile shall be considered to be in possession of the beverage and/or controlled substance and in violation of this policy.** Any controlled substance and/or alcohol found in a student's locker will be considered possession. **Drug or alcohol violations may also result in more severe action, including expulsion from school and the involvement of civil authorities.** Tobacco product use will result in a \$25 dollar fine. Students would also forfeit eligibility for participation in sports and other extracurricular activities.

**Cell Phones, Electronic Equipment, Pagers, etc.**

CELL PHONES, I-pods, radios, personal stereos, head phones, pagers, laserpens, electronic games, etc. are not conducive to an educational environment and are not to be carried on the person or used during the school day. Items used during the school day will be confiscated, turned over to the Dean of Students, and will be returned upon payment of a \$25.00 fine. **Simply, all those who drive to school should leave phones and other items in their car. Any students who do not drive should put their phones, turned off, in their lockers.**

**Note:** Repeat offenders **must have their parents come to school** and get their phones back from the Dean of Students.

**Cheating**

Cheating (submitting for a grade or accepting credit as one’s own, work that was done by someone else) is a violation of personal integrity, is an injustice to others, and is contrary to the Christian principles of Duchesne High School. Each student is responsible for his or her own work. Consequences of cheating will result in loss of credit for the test assignment and may result in a lower conduct grade for that class. A discipline referral to the Dean of Students and notification to parents of the incident will also result.

**Classroom Attendance and Being Late to Class**

ALL STUDENTS ARE EXPECTED TO BE IN CLASS AND READY TO WORK WHEN THE BELL RINGS. The names of students who are absent from a particular class during the day and are not listed on the attendance sheet will be reported to the office.

**Fighting**

Any student fighting with another student and/or provoking a fight may be subject to detention, suspension, or expulsion.

**Fines**

|  |                            |
|--|----------------------------|
| <b>Tobacco</b> – Smoking or smokeless tobacco:     | \$25.00 fine and detention |
| <b>Parking/driving violation</b>                   | \$25.00 fine               |
| <b>Cell phones, I-pods, etc.</b> – first violation | \$25.00 fine               |

**Harassment**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harrassment is defined as any unwanted and unwelcome behavior that interferes with a student’s performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have the need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

**Legal Issue Administrative Procedures**

Child Abuse: Duchesne follows the policies and procedures regarding child abuse, as set down by

the Archdiocese of St. Louis. This policy in its entirety is on file in the administrator's office.

**Police Contact:** The administration of Duchesne High School will make every reasonable effort to cooperate with the civil authorities, while protecting both the rights of the student and the school's privacy.

The administration of Duchesne will do all it can in an effort to have police officers question students at their residence. However, if an officer asks to question a student at school, the following guidelines will apply.

Before the administrator permits the questioning of a student by a law enforcement officer the administrator will obtain;

The officer's name and title.

The reasoning for the questioning.

Proof that a juvenile authority will be present during questioning, if the student is less than 17 years of age.

The administration will make every reasonable effort possible to contact the student's parents. If a student is subject to arrest or apprehension by a law enforcement officer, the administrator will request to see the summons or warrant and will deliver the student into the officer's custody.

### **Profanity**

The use of profanity is disrespectful, offensive, and contrary to Christian values. Students are expected to refrain from the use of abusive language. Serious violations should be referred to the Dean of Students.

### **Public Displays of Affection/Sexual Misconduct**

Christian standards of morality and appropriate public conduct are a must at Duchesne High School. Actual or simulated conduct that violates the standards of Christian sexual morality or any inappropriate displays of public affection between students are not tolerated on the school campus or at any school sponsored activity/event.

### **Senior Skip Day**

There is no senior skip day.

### **Skipping Classes/Truancy**

The parents of a student who skips class will be notified. Students who skip classes are considered truant and will be subject to disciplinary action.

### **Students Who Become Parents**

As an Archdiocesan high school, Duchesne High School follows the Archdiocesan directives regarding student pregnancy. The complete policy is on file in the president's office. The school recognizes that the pregnant student or student father has made a mistake that cannot be undone and seeks to offer support to carry the pregnancy to term. There is no attempt to discipline the student(s) for the purpose of punishing a moral offense. This is an issue between the students, their priest-confessors, and God. Care should be taken that there is no discrimination in the manner in which young men and young women are considered in this issue.

There is no encouragement for students involved with a pregnancy to get married or to terminate their education because of pregnancy. They are expected to assume responsibilities concomitant with the act of bringing a new human life into the world. This implies a change in their priorities. The pregnant girl must care for herself as a mother-to-be. The father should respond in a stance of support for the mother and child. This involvement in the procreative process may require dropping

out of some extracurricular activities.

Arrangements to plan for the student's health and educational needs are to be made with the administration, counselors, and campus ministry as early as possible. Because of the sanctity and dignity of all human life, the situation of a contemplated abortion requires special intervention. The complete policy is on file in the president's office.

### **Unscheduled Time Expectations**

Restrooms are not study, eating or recreation areas. Students who loiter in the restrooms or corridors will be subject to detention.

### **Violence Policy**

It is the policy of Duchesne High School to maintain a learning environment that is safe for all members of the school community. The school strictly prohibits any form of harassment, bullying, or violence. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. This may include sexual harassment, threats of injury or violence, possession and/or use of a weapon, theft, or vandalism of personal or school property. 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 is not permitted. When an allegation is reported and found reliable, the school will take the appropriate disciplinary steps that may include a warning, suspension, or dismissal. The complete policy is on file in the president's office.

### **Conduct**

#### **Assembly Conduct**

Assemblies are planned for the students. Proper behavior and a respectful attitude is expected. This means attentive listening and having no disrespectful attitudes toward anyone involved.

#### **Cafeteria Conduct**

Students using the cafeteria before or after school or during lunch periods are asked to follow these common courtesies:

- Follow rules of good manners.
- No breaking into line.
- Have money ready.
- Ask permission from the supervisor to use the restrooms closest to the doors. Do not return to class before the bell rings.
- It is common courtesy to clean off your table and pick up items on the floor around your chairs.
- Put trash into the trash receptacles located around the cafeteria and put soda cans into recycling containers.
- No backpacks are permitted in the food serving lines.
- **DO NOT TAKE FOOD OUT OF THE CAFETERIA.**
- Arrive in the cafeteria within five minutes of the start of the lunch period.
- Stay in the cafeteria until the bell rings to move to class.
- Do not move chairs or gather around other tables due to safety reasons.
- **Ordering food and having it delivered or brought to campus by family or friends (i.e., pizza, Taco Bell) is prohibited.**
- **Leaving campus for lunch at any time is not permitted.**

**NOTE: Students are not allowed in the halls, gyms, parking lot, etc. during their lunch periods.**

#### **Classroom Conduct**

Students are to be courteous, cooperative and attentive in class. Consistent disruption, disrespect, or

lack of cooperation could result in the student being reported to the Dean of Students. The student may also be asked to leave the class. At that time, the student should report immediately to the Dean of Students. Failure to do so will result in additional disciplinary action. At the discretion of the administration, taking into account the recommendation of the teacher, the student may be permitted to return to the class. Any further instance of removal from that class could result in a failing grade for that marking period and, at the discretion of the administration, the student could be removed permanently from the class and face further penalty.

### **Extracurricular Activities Conduct**

Students at Duchesne High School are expected to conduct themselves in a Christian manner in all their activities, scholastic and otherwise, during school hours. These same requirements are the obligation of Duchesne students at all Duchesne-sponsored extracurricular events on Duchesne property or at any other location. If a student is asked to leave any extra-curricular activity for inappropriate behavior, the parents of that student will be called and the student will be sent home. Other consequences, as outlined in the handbook, will follow. To act in a non-Christian and selfish manner, disregarding the rights, health, and safety of others can result in expulsion from Duchesne High School.

**NOTE: Alcoholic beverages/drugs/tobacco are not allowed at school or any Duchesne functions or dances.**

If a student comes to school, a dance, extracurricular activity, or event under the apparent influence of drugs or alcohol, the parents of that student will be called to take the student home. Consequences as listed in the Alcohol, Drug, and Tobacco Policy would follow.

## **DRESS CODE EXPECTATIONS**

The purpose of a dress code, as with all school policies, is to create a learning climate in the school, which will foster self-esteem, self-discipline, and a sense of responsibility in each student. A dress code also gives a school a sense of identity and thereby promotes school pride as well as personal pride. Dressing appropriately for specific occasions is a life-long lesson that we try to instill in our students. Proper school attire is not the same as evening wear, party wear, recreational, or play wear.

Studies show, and Duchesne High School believes, there is a direct correlation between appearance and an individual's overall behavior and attitude towards self and others. Reasonable care and neatness in regard to dress and appearance are required of Duchesne students to reflect this basic respect at school.

**It is the student's and parents' responsibility to insure proper attire before arrival at school. If in doubt about acceptability, do not wear it. All students are to be completely dressed and in dress code upon entering the building in the morning and continue to remain in dress code till 2:45 p.m.**

### **General Points**

1. No dress code can possibly cover all eventualities or possibilities. **It should be understood that the Dean of Students will ultimately decide what is acceptable and what is unacceptable apparel.**
2. Students not complying with the dress code will be asked to notify parents to bring proper clothing to school or receive other penalties such as detention or in extreme cases suspension.
3. All clothing should be of proper fit and should be clean and neat at all times. The Grunge look/style of oversized, sloppy clothes is not permitted.
4. Clothing that advertise drugs, alcohol, tobacco, or other contraband is not permitted.

5. Regardless of style or fashion, immodest dress will not be tolerated at any school function.
6. The dress code applies to arrival and departure from school, unless the student is engaged in special school activities which demand a change of clothes that is authorized by the school administration.
7. If any student must be out of uniform for any reason, a note from the parents must be presented to the Dean's office before school on that day to obtain a uniform pass for the day. The substitute dress should be as close as possible to the dress code.
8. On days designated as "dress-up-days", no clothing less casual than the regular school dress should be worn. Clothing worn should be appropriate for a special occasion.

#### Accessories (Jewelry)

All jewelry must be modest and contain no inappropriate symbols. Only ears may be pierced: **NO OTHER BODY PIERCINGS ARE ALLOWED (TONGUES, EYEBROWS, NOSES, ETC.)** Chains around the neck, wallet chains, spiked collars, etc. are not allowed. No caps or hats or head coverings of any kind are allowed.

#### Coats/Jackets/Sweatshirts

**Coats/jackets may not be worn in school at any time.** Only Duchesne over-gear (hoodies, zip-up jackets, sweatshirts, fleeces, etc.) purchase through the Duchesne Trading Post may be worn over school shirts.

#### Dress Down Day – Dress Code

When Duchesne allows students to "dress down", the clothing should be in good condition, clean, as well as having no advertising of any contraband, alcohol, drugs, or rude innuendo, etc.

#### Dress Pants

Traditional cut or pleated khaki or navy **DRESS** pants of the "Dockers style" must be worn. They must be neat and clean at all times. Pants seams must not be **slit** or **torn** at the bottom. **No "hip hugger" or "low rise" pants may be worn. No pants or shorts of any kind may be worn with patch (outside) or cargo pockets. The following may not be worn; jeans of any color (jeans are usually of a style and cut made of heavy strong twilled cotton or denim; jeans are frequently characterized by reinforced double external seams and similarly by external pockets often reinforced with metal rivets), any style work pants, overalls, sweatpants, stretch pants, cargo pants, corduroy, pants with pockets on the legs, or Capri pants are not permitted.**

#### Gym Uniform

All students in gym classes must wear the Duchesne gym uniform, which consists of blue mesh gym shorts and a gray t-shirt with the Duchesne Pioneers logo on the left chest. Duchesne PE uniforms and locks for PE lockers are available through the Duchesne Trading Post.

#### Hair

All hair must be neatly trimmed, clean and combed. Hairstyles which draw excessive attention to oneself (e.g., unusual color or style) are not allowed. Boys must be **clean-shaven**, and sideburns must be neatly trimmed and styled and not to extend below the earlobe. Hair should not exceed the bottom of the shirt collar. **Anyone not clean-shaven will be asked to shave at school.**

#### Shirts

**Only** Duchesne Pioneer polos purchased from the Duchesne Trading Post are to be worn. (**Shirts are to be tucked in at all times.**) Club or activity polos, choir, band, Key Club, etc. may not be worn unless the group's moderator receives approval from the Dean of Students. (This is only for special occasions).

#### Shoes

Dress shoes of brown, black, navy, gray, or white, with laces tied and/or athletic shoes may be worn.

Shoes must be tied. **Combat style boots, hiking boots, sandals, casual slip shoes or flips are not permitted.**

#### Skirts

The regulation plaid (navy blue for seniors) skirt of modest length, no more than 2 inches above the back of the knee, must be worn. Skirts may be purchased through Fischer Parochial Fashions in St. Peters or Florissant. **Skirts are not to be rolled or worn unzipped. They must fit or you will not be allowed to wear them.**

#### Socks/tights

Socks that cover the entire length of the foot must be worn at all times. Ladies knee socks must be white, navy blue, or gray. Likewise, white, navy blue, or gray nylons or tights for girls are also acceptable.

#### Special Liturgical Celebration Dress Code

This code applies when we have a dress-up day for a special school liturgical celebration.

Boys must wear dress shirts, ties, dress slacks and **dress shoes** for the entire school day. Sports jackets are optional.

Girls must wear modest dress clothes, **the type of clothes you would wear to a solemn religious occasion, not clothes that are worn out with friends or to parties. Dress shoes must be worn.** Skirts and dresses should be of modest length, not slit any higher than the knee. Pants and skirts should not be overly tight as current fashion trends dictate. **Bare midriffs, spaghetti straps, plunging necklines, or deep open backs are not allowed.**

#### Tattoos

**Tattoos are not permitted.**

#### Warm Weather Dress Code

Beginning the start of school until October 1 and again May 1 until the last day of school:

1. **If students choose to wear shorts, the shorts must be a DRESS WALKING short; khaki or navy in color with no external pockets or cargo pockets. They should be again of the pleated or flat “Dockers style” and SHOULD NOT EXTEND BELOW THE KNEE. No large cargo pockets are allowed on the legs.**
2. **YOUNG LADIES may wear khaki or navy Capri style pants. These must be of the dress variety with no ties anywhere, or cargo pockets allowed. Capri’s must be hemmed not fringed or cuffed. They may not be rolled up.**
3. A regulation Duchesne polo must be worn. T-shirts or sleeveless shirts are not acceptable.
4. Dress shoes, athletic shoes, or leather sandals **with socks** must be worn. No flips, thong sandals, slip on shoes, etc. are allowed.

## **PROCEDURES FOR DETENTION, PROBATION, SUSPENSION, AND WITHDRAWAL**

#### **Personal Detention Period**

Personal school detentions will be utilized for class disruptions, misbehavior, not following proper procedures, tardiness, misuse of a pass, or any violation of a faculty member’s classroom or activity rules or regulations. Detention will be served within two days from when the detention is issued and may be served before or after school and will supersede any co-curricular activity. The teacher issuing the detention will schedule and supervise the personal detention period at their convenience.

An unexcused absence from a personal detention will result in the student's name being given to the Dean of Students. **Parents or guardians must be phoned and informed of any personal detention period issued.**

### **School Detention Period**

For more serious offenses, a school detention period will operate at the discretion of the Dean of Students either on Saturday morning or before school. The student will be notified of the time of his or her school detention and should report to Room 3 unless told otherwise. Students may be given a work detail for the time. However, students should bring study materials in the event that a work detail is not available. An absence from a school detention period may result in additional detentions or suspension. Excessive school detentions may result in suspension(s) and/or being placed on disciplinary probation.

### **Dismissal**

A student is subject to dismissal from Duchesne High School for the most serious of reasons. The student may also be dismissed for any action that jeopardizes the well-being of the school community. The Dean of Students will recommend dismissal to the President. Offenses warranting dismissal include but are not limited to: violating the terms of disciplinary probation; harassment; theft; possession, sale, or use of drugs or alcohol; possession of any instrument which can be considered a weapon; habitual truancy or tardiness; habitual disrespectful behavior; vandalism, or the tampering with fire equipment. A student does not have to be on disciplinary probation to be dismissed.

### **Suspension and Dismissal**

For a grave infraction or for frequent infractions of discipline, students may be suspended or asked to withdraw. In the case of suspension, a student may be readmitted to Duchesne only after the Administration has interviewed the parents of the suspended student. Ordinarily, the following infractions would result in suspension and/or being asked to withdraw:

- A second violation of the smoking policy
- Acts which endanger the safety of others at Duchesne (possession of a lethal weapon, rendering fire extinguishers inoperative, reckless driving)
- Excessive tardiness
- Fighting at school or at school-sponsored activities, both on and off campus
- Flagrant disrespect
- Harassment of others; physical, verbal, written, etc.
- Missing detention
- Out-of-school conduct that seriously damages the school's reputation
- Possession, distribution, or being under the influence of controlled substances such as alcohol or drugs at school or at school-sponsored activities held on or off the Duchesne campus. See policy for further information.
- Repeated cheating on quizzes, tests or exams, or copying of homework
- Stealing of any kind
- Use of fireworks on school property
- Vandalism/destruction of property requires restitution, and may result in possible suspension, or being asked to withdraw from Duchesne.

Suspension: Type and length to be determined by the administration.

1. In-school suspension:

The student will remain in school during school hours but will not attend classes. They will be responsible for the completion of designated assignments for that day. Students will not be allowed to make up any test given during this time and will receive a grade of F (69%) for the day for each class they miss.

2. Out of school suspension:  
The student may not return to school until a mutual agreement has been made between the Dean of Students and the student and parents. The same academic consequences apply as for in-school suspensions.

**NOTE: The administration of Duchesne High school reserves the right to review any student's behavior it believes is detrimental to the good name of the school, or the well being of the school community, and to act upon it in a manner it deems appropriate and consistent with the philosophy and objectives of the school.**

## **ATHLETIC PROGRAM GUIDELINES**

### **Philosophy and Objectives**

The purpose of interscholastic athletics at Duchesne High School is to provide opportunities in athletics for all young men and women who attend Duchesne. We strive to further develop their Christian values, increase their athletic skills, provide a well-supervised program, and provide learning situations that can best be experienced on the athletic fields. Participation in the Duchesne athletic program is a privilege not a right.

The objectives of the Duchesne athletic program are to:

1. Develop each participant's knowledge and use of the fundamental skills needed to participate in his or her chosen sport.
2. Aid in the development of the participant's moral, social, and spiritual values.
3. Provide an opportunity to learn what it is to extend oneself beyond physical and psychological limits that the participants at first thought were impossible.
4. Stress and encourage the importance of following the rules of the game, accepting the decisions of the game officials, and treating the opponent in a Christian manner.
5. Develop positive community relationships and attitudes toward Duchesne High School.
6. Promote the idea that athletics is but one facet of the total school program.
7. Work cooperatively with parents, teachers, students, and other community representatives for improvements in the Duchesne athletic program.
8. Stress the importance of the interaction among individuals within a group and thereby emphasize teamwork as a means of accomplishing goals.
9. Teach humility in victory and acceptance of defeat without recrimination or loss of motivation.

### **Athletic Drug and Alcohol Policy – Duchesne High School**

The Duchesne Athletic Department believes that participation in athletics is a privilege. When a student chooses to participate in athletics at Duchesne, they must also accept the responsibility of representing Duchesne High School. One of these responsibilities is to refrain from use, illegal possession, or sale of drugs, alcohol, and tobacco, and to refrain from being present where students are using drugs or alcohol.

The Athletic Department also believes that participation in high school athletics develops a close relationship between students and their coaches. These relationships offer valuable opportunities for coaches to aid in the growth of the student athlete.

Therefore, based on the input of parents, coaches, Athletic Director, and our administrative team, the following steps will be taken to implement our policy: *What is an Offense?* An offense shall constitute the illegal use, consumption of, sale, or the individual being under the influence of alcohol, tobacco, or drugs; or being present at a student gathering where fellow students are using drugs or

alcohol.

**FIRST OFFENSE: In Season:** Suspension for the remainder of the season or at least 1/3 of the sports season.

**Out of Season:** (Out of season refers to that time period during MSHSAA authorized sports season an athlete is not involved in athletics.) Suspension from at least 1/3 of the interscholastic competition. This would be applied to the next full sports season in which they (normally) participate.

**SECOND OFFENSE:** Suspension of the athlete from all sports competition for at least one calendar year from the date of notification. **Appeals for a second offense are not permitted.**

**THIRD OFFENSE:** Student will not be allowed to further participate in athletics or activities, and may be asked to withdraw from Duchesne.

Concerns regarding the implementation and execution of the DHS Drug and Alcohol Policy.

1. Suspension for the first offense applies to games. It does not apply to practices, nor does it impede an athlete's ability to be a member of an athletic team during the season in question or future seasons.
2. Suspension for the first offense shall carry an intake interview in conjunction with the specified penalty. This interview is necessary prior to an athlete's return to the sports program.
3. Although tobacco use carries with it the penalties under the "Drug" provision, it shall not require an intake interview.
4. The reporting of violations of the DHS Athletic Drug and Alcohol Policy will be as follows:
  - A. All violations shall be reported directly to the administration and the Athletic Director.
  - B. Reporting agents must identify themselves to be considered a reliable source.
  - C. It will be the responsibility of the Dean of Students to make a judgement concerning the alleged violation in conjunction with input from the Athletic Director and an interview with the athlete.
  - D. If it is determined that a violation of the policy has occurred, the Athletic Director shall notify in writing the coach of the sport in question, the athlete, his parents, and the administration of the punishment.
5. Process for the athlete should he/she appeal the first offense:
  - A. The athlete may appeal the decision under the following conditions:
    - a. The appeal must be in writing and signed by both the athlete and his parents or guardians.
    - b. The request must contain specific reasons for the appeal.
    - c. A four-member committee including the President, Dean of Students, Athletic Director, and a member of the coaching staff of the athlete's choosing shall review the appeal.
    - d. The meeting of the committee shall give the athlete the opportunity to state his case; furthermore, his parents or guardians may request to address this meeting as well. This meeting shall take place as soon as possible after the written appeal is presented.
    - e. The committee shall inform the parents of their decision concerning the DHS Athletic Drug and Alcohol Policy.

### **Athletic Eligibility Standards**

We follow the standards outlined for all student activities at Duchesne for students to be eligible to participate in interscholastic athletics. The following information is for those students who plan to participate in athletics at Duchesne High School. The Missouri State High School Activities Association and the coaching staff of Duchesne High School set these standards.

Duchesne High School

- You must attend all practices and contests unless excused by the coach.
- You must not smoke or use any other tobacco products (chewing tobacco).

- You must not use alcoholic beverages.
- You must not use illegal drugs.
- You must not be present at a student gathering where fellow students are using drugs or alcohol.
- You must have a pink MSHSAA physical form on file with the athletic department.\*
- You must not wear school equipment at any time except while participating in practice or school contests or activities.

\* Also required under MSHSAA by-laws

**Missouri State High School Activities Association (MSHSAA)**

- You must be a creditable school citizen.
- You cannot be 19 years old before July 1 preceding the opening of school.
- You cannot have graduated from a four-year high school.
- You cannot have attended eight semesters of high school.
- You cannot have competed in more than four seasons of a particular sport.
- You must attend school the first 11 days of the semester.
- You must be enrolled in courses offering 3.0 units of credit.
- You must have earned 3.0 units of credit the preceding semester.
- You cannot have played under a false name.
- You cannot commit an unsportsmanlike act while participating in an interscholastic contest. You will be suspended for the next contest.
- You cannot compete for a non-school team during the same sport season.

These are the standards most often applicable. The entire MSHSAA handbook is on file in the athletic office. For questions contact the Athletic Director.

**Athletic Teams and Levels of Competition**

|                                |                                   |
|--------------------------------|-----------------------------------|
| Baseball                       | Varsity, Junior Varsity, Freshmen |
| Basketball (Boys and Girls)    | Varsity, Junior Varsity, Freshmen |
| Cheerleaders                   | Varsity, Junior Varsity           |
| Cross Country (Boys and Girls) | Varsity, Junior Varsity           |
| Dance Line                     | Varsity                           |
| Football                       | Varsity, Junior Varsity, Freshmen |
| Golf (Boys and Girls)          | Varsity, Junior Varsity           |
| Soccer (Boys and Girls)        | Varsity, Junior Varsity, Freshmen |
| Softball                       | Varsity, Junior Varsity, Freshmen |
| Swimming (Girls)               | Varsity, Junior Varsity           |
| Tennis (Boys and Girls)        | Varsity, Junior Varsity           |
| Track (Boys and Girls)         | Varsity, Junior Varsity           |
| Volleyball (Boys)              | Varsity, Junior Varsity           |
| Volleyball (Girls)             | Varsity, Junior Varsity, Freshmen |

**Inclement Weather Procedure - Athletics**

If school is closed early, all after school practices are canceled. In the event that school is closed all day because of the severe weather, all activities and practices are likewise canceled. However, if it happens that weather conditions would improve greatly during the day, no practice or activities may begin until after usual school hours, i.e. after 2:45 p.m.

**Physical Exam Requirement - Athletics**

The following form is required:

1. A pink MSHSAA physical form needs to be filled out for the fall of 2009. A physical examination after February 1, 2009 will be valid for the 2009 - 2010 school year.
2. This MSHSAA form must be turned in to the Athletic Director's office prior to the first day of practice for the sport in which the student intends to participate.

### **Scholar Athlete**

Each year the *St. Louis Post-Dispatch* asks each school to choose a senior who is both a scholar and an athlete to be honored by the Post and by the school. This honor is given to an athlete who has maintained a high scholastic average for four years.

- As an athlete, the student should have lettered in at least two sports.
- As a scholar, the student should be at least in the top fourth of the class.
- Varsity coaches will nominate the person they feel deserves to be the school's scholar/athlete and indicate how many years the athlete has lettered in a sport.
- A committee composed of the principal, the athletic director, and coaches will evaluate the nominees in light of the criteria determined by the *Post-Dispatch* and the school, then make a selection.
- If there is no student who meets both the scholar and athlete qualifications, no one will be chosen for that particular year.

### **Sportsmanship**

Sportsmanship plays a major role in the development of our students and athletes through interscholastic athletics. All spectators at Duchesne athletic contests, both home and away, have a responsibility to support this philosophy by their actions. Therefore, we publish the following guidelines for Duchesne spectators.

#### **PLEASE DO:**

- Cheer positively in support of our teams - not against anyone (teams, coaches, officials, or other spectators).
- Appreciate good play by either team.
- Support the cheerleaders.
- Remember the positive things the team has done.

**PLEASE DO NOT:** (The following examples are actions which are not consistent with the goals and philosophies of Duchesne High School and have been cited by the MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION as unsportsmanlike.)

- Boo officials, opposing players, coaches, or fans.
- Stomp on bleachers (MSHSAA rule)
- Attempt to disconcert a person shooting free throws, e.g., screaming, counting dribbles, etc.
- Use signs or cheers which are designed to antagonize players or fans from opposing teams.
- Make derogatory remarks toward players, coaches, officials, or other fans.
- Cheer opposition errors or injuries.
- Smoke, eat, or drink in the gymnasium.

### **Varsity Letters and Other Awards**

1. No awards other than those designated in this publication will be awarded to any team member.
2. Head coaches will be held responsible for seeing that no athletic department equipment of any nature becomes the permanent property of any player, either as an award or for personal use.
3. Only one letter will be awarded to each athlete in interscholastic athletics. Succeeding awards will be gold bars.

#### **Other Sports Chenille Awards**

|            |              |                    |
|------------|--------------|--------------------|
| Freshmen   | first sport  | year of graduation |
| Freshmen   | second sport | pioneer (mascot)   |
| Sophomores | sport patch  |                    |
| Seniors    | letter       |                    |

#### **Requirements for all Sports Chenille Awards**

1. Each athlete must have a good practice attendance record.
2. Each athlete must have shown a positive attitude toward the coaches, fellow players, opponents

- and school.
3. Each athlete must practice the principles of good sportsmanship.
  4. Coaches will use their discretion in presenting an award to an athlete. For example, if an athlete has met all the requirements for an award except for No. 1 and he feels that person has made an important contribution to the team, the coach may give an award to that athlete.
  5. If an athlete quits the team or is removed for any purpose, he forfeits all award privileges.

With the letter, the athlete receives the metal insert representing that sport in which he or she lettered. If the athlete letters in a different sport, a gold bar is awarded. Each time the athlete letters in a sport that he or she previously lettered in, a metal bar insert is awarded. Managers and statisticians should receive the same awards. In addition, they receive a “MGR” or “STAT” metal insert when they letter.

Since it is possible for freshmen and sophomores to letter in a varsity sport, they would receive a varsity letter in addition to their grade level award.

## **STUDENT ACTIVITIES PROGRAM**

### **Philosophy**

Duchesne provides a broad spectrum of student activities beyond the classroom as one means of implementing these statements from its philosophy:

“We value the individual and we encourage both the teacher and student to explore opportunities and to develop personal values and resources which allow interaction with a constantly changing world...”

“Duchesne values the uniqueness of each student and makes a commitment to educate mind, body, and spirit as one. It strives to bring each student to full potential in a Christian atmosphere that promotes self-expression and the discovery and acknowledgment of strengths and weaknesses.”

Likewise, the activities program is designed to fulfill this particular Duchesne objective: “We encourage each person to cultivate personal qualities and to share talents in school and community.” The classroom environment alone cannot accomplish all of the above goals and objectives. Therefore, Duchesne offers a wide range of cocurricular activities to enable each student to have the opportunity for development in all of the above mentioned areas.

### **Eligibility Requirements for Student Participation**

Rationale: We maintain that academic pursuits must be the first pragmatic priority for students attending Duchesne High School. Yet, in order to achieve a total education, students are encouraged to participate in activities beyond the classroom, according to their talents and time. To assist the student in achieving the desired priority in his education, we abide by certain requirements for a student to be eligible to participate in activities.

Application: Following are the student eligibility standards for all student activity organizations unless the moderator, with the approval of the administration, has set different standards for a particular organization. Such standards are written, approved and published prior to the semester in which they become effective.

Academic Standards:

1. You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 70 percent of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater.

2. Credits earned or completed after the close of the semester will not fulfill this requirement. Summer school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility.
3. Also, a student must be making satisfactory progress toward graduation, as determined by Duchesne policy. (See academic probation)

Conduct Standards:

**Though a student's behavior problem might not automatically restrict his or her activity participation, it must be kept in mind that participation in student activities is a privilege not a right. It is possible that a disciplinary process would affect a student's participation in student activities. For example, involvement with alcohol and/or other controlled substances could result in a period of probation, suspension or dismissal from an organization or activity.**

Since participation in high school activities is a valuable educational experience, it is not the usual channel through which student behavior problems are addressed. A student whose behavior is problematic will be dealt with through other appropriate channels in the school.

Determination of Eligibility:

Student eligibility is determined immediately preceding each semester. Each moderator verifies that each participant in his activity meets the eligibility requirements by checking students' records in the office prior to the beginning of each semester.

### **Student Clubs and Organizations**

Following is a list and brief description of activities offered to students.

Art Club – Duchesne offers students the opportunity to express their creativity through the Art Club.

Band Program – Duchesne offers a pep band, which plays at events during the school year.

Debate- Debate offers students the opportunity to compete locally with other high schools in debate contests. Membership is open to all students.

Key Club - A nationally recognized, award-winning, service organization affiliated with the Kiwanis Club of St. Charles. The primary goal of the Key Club is to serve and provide support to the school and community. Membership is open to all students.

Lectio and Oremus – Students are encouraged to participate in a variety of prayer groups offered at Duchesne, including Lectio and Oremus.

National Honor Society - The Pioneer chapter of The National Honor Society of Duchesne does tutoring, helps with college night and sponsors many other activities during the school year. Membership is limited to those students who qualify with a 3.75 GPA and who submit a survey, which provides information regarding their service and leadership activities. **Selection is made by the Faculty Council on the basis of students' LEADERSHIP, CHARACTER, SERVICE, and SCHOLARSHIP, and upon the appraisals and recommendations of the members of the Duchesne Faculty.** Transfer students must have attended Duchesne for one year prior to applying to NHS.

- Membership is never considered on the basis of grades alone.
- The moderator of the NHS and the principal will not share with parents and/or students information concerning specific students not selected for membership in the Society.
- A more detailed explanation of the selection procedures is available on request from the school, as is a copy of the chapter constitution.

Outreach - A combination of the former Mission Club and Pro-Life Club. Activities center around service to the community, pro-life activity in the form of educating the community, and various projects to raise money for missions or other worthy causes. Membership is open to all students.

Publications - Student produced publications include a school newspaper, The Pioneer, and the school yearbook, Cor Duchesne. These are produced in the yearbook and newspaper classes.

Red Cross - Two times each year students are provided with the opportunity to give blood. Volunteers are needed to advertise, schedule donors, and set up and clean up. All students are invited to help.

Royal Impressions - An advanced vocal ensemble allowing students the opportunity to perform and compete throughout the year. Open through audition only through the choir program.

Speech and Drama Club - The Speech and Drama Club offers students the opportunity to compete locally with other high schools in speech meets. Membership is open to all students.

Student Council - The Student Council offers students the opportunity to participate in student government. Members consist of elected officers and representatives, as well as officers of other clubs and organizations. Student Council is responsible for basketball coronation, assemblies, dances, and many other activities which take place at Duchesne High School. Freshman, sophomore, junior, and senior classes are responsible for various activities during the school year as directed by their elected class officers and class moderators.

## **PARENT ORGANIZATIONS AND ACTIVITIES**

One of the primary ways we advance the Duchesne mission and vision is by cultivating a parent-school partnership. Duchesne High School values our supportive parent community, because we know that parent involvement directly benefits our students. All volunteers at the Archdiocese working with or near minors are required to follow the archdiocesan policy on child abuse.

A thriving parent-school partnership assists our school financially, brings families closer to the Duchesne community, and allows all to share in our school's success. We depend on the parents, students, faculty, alumni and alumni parents who give their time, talent and treasure so generously to Duchesne—and there are a wide variety of ways to provide support!

Below are some of the ways that parents can become involved at Duchesne. For more information, please visit the Duchesne Web site at [www.duchesne-hs.org](http://www.duchesne-hs.org).

### **Duchesne Athletic Boosters Club (DAB)**

The Duchesne Athletic Boosters (DAB) is a group of parents and friends who support Duchesne athletes, from all sports, for all seasons. DHS friends, parents, alums and alumni parents are invited to join us in the challenge of raising half of the Duchesne athletic budget on an annual basis.

Nominal membership dues are charged each year per member. General meetings are held throughout the year and feature guest speakers, coaches' reviews of their teams' seasons, refreshments and the opportunity to visit with fellow Pioneer supporters.

### **Pioneer Band Boosters**

The Pioneer Band Boosters promote camaraderie within the Pioneer Band, actively advocate for the

band program, supplement the band budget with fund-raising efforts, and foster communication among band students, parents and the director.

#### Fine Arts Ambassadors

The Fine Arts Ambassadors provide support for the Performing Arts Department events throughout the year by providing refreshments, greeting and ushering audience members, and assisting with set construction and costumes.

#### Hospitality Committee

The Hospitality Committee fosters a positive image for the school by providing refreshments and assisting with decoration and set-up at various Duchesne events throughout the school year. Some of these events include Back-to-School Night, the Grandparents' Mass, Open House, the Faculty Appreciation Luncheon, Freshman Registration Night, and the *Foresight* dinner/auction.

#### Parents' Club

The Parents' Club organizes events that support the mission of Duchesne High School by bringing parents and students together. These events include the senior Baccalaureate Dinner, Parent/Student Recreation Night, and the Parent/Student Mass.

#### Advisory Board Committees

The Duchesne Advisory Board seeks parents to lend their expertise and advice by serving on several committees, including Marketing and Recruitment, Advancement and Development, Technology, and Building and Grounds. Each of these committees has at least one board member and one faculty/staff member.

#### *Foresight* Dinner/Auction

The *Foresight* dinner/auction is an annual fund-raising gala that supports Duchesne's operating budget and helps keep tuition low. The dinner/auction gives parents a chance to become involved in their child's school and also provides a venue for fellowship with other Duchesne parents. Parent volunteers serve on many *Foresight* committees, including gift acquisitions, decorations, advertising, invitations and reservations, dinner service, banking and set-up/clean-up. Please call the Office of Advancement to get involved in this exciting event!

#### Dream Home Sweepstakes

Held in conjunction with *Foresight*, the annual Dream Home Sweepstakes is Duchesne's most profitable fundraiser. Each ticket provides the buyer with 20 chances to win a fabulous cash prize – or more than \$100,000 in credit toward a new home! The Dream Home Sweepstakes also boasts great incentives for ticket sellers, including cash, gift certificates, and the chance to win free DHS tuition. Please call the Office of Advancement for more information about becoming a Dream Home volunteer or buying and selling tickets.

## FINANCIAL SUPPORT OF DUCHESNE

Advancement is a process which identifies, coordinates and expands on all the positive factors – people, events, programs and activities – at work within Duchesne High School for the purpose of meeting the needs of our families and advancing the mission of the school.

The participation of parents, students, faculty, alumni and friends in the community – as volunteers, as donors, as ambassadors – is critical to the advancement process.

The Office of Advancement staff concentrates efforts on student recruitment, communications, community relations, alumni relations and fund developments. Last year, special events and fund-raising projects affected a total of \$300,000+ in revenue, much of which helped to bridge the “tuition gap,” that difference between the real cost of educating each student and tuition income. The *Foresight* dinner/auction, the Pioneer Fund annual appeal, and the Dream Home Sweepstakes are among the special projects that generate vital funds.

### **Endowment**

Tuition assistance and scholarships for students are funded almost entirely with income generated by the \$1,300,000 Duchesne High School endowment. Currently, the growth of this critical resource comes from tributes, memorials and special fund-raising events.

### **Building Awareness**

Recognizing that strong enrollment spells stronger programs, Duchesne parents have established a tradition of sharing their experiences with prospective parents. Whether on the telephone, at special events or at open house, word-of-mouth is powerful. You, as a parent, are an especially credible source of information.

Every day you have opportunities to boost Duchesne High School. Lean across the backyard fence or take a moment after Mass to let family, friends and associates know what pleases you about the school.

If we ask you to help spread the good word, it’s important that we keep you up-to-date: *The Parent Newsletter* is mailed to your home the first week of every month (except January, June and July). It keeps your Duchesne calendar current, and contains important information and deadlines.

*The Duchesne Leaves*, published three times a year, reports on what’s happening at Duchesne High School with stories and photos. Its 7,000 readers include parents, alumni, alumni parents and friends. The winter issue of *Leaves* contains the *Annual Report*, which chronicles the generosity and thoughtfulness of those who invest in Duchesne’s growth.

The school’s Web site, found at [www.duchesne-hs.org](http://www.duchesne-hs.org), provides comprehensive information about our school, events, curriculum, publications and more.

## TUITION

Tuition and fees for students attending Duchesne cover approximately two-thirds of the total cost to educate the student. The following information provides amounts to be paid, deadlines, and policies adopted by the Advisory Board of Duchesne High School

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TUITION: (Tuition covers salaries and benefits of teachers and staff, upkeep of the physical plant, educational supplies, utilities, computer and office supplies, printing, and postage.)

|              |            |
|--------------|------------|
| First Child  | \$7,145.00 |
| Second Child | \$6,645.00 |
| Third Child  | \$ 0.00    |

**FEES:**

General (all students) \$250.00 (Covers registration, textbooks, lab courses, grade recording, central office assessment, and days of recollection - paid at preregistration, Spring of 2008.)

Graduation: (Seniors only)       \$ 50.00

Non-Catholic:                       \$500.00

1. All tuition and fees are due by August 31, 2009.
2. **PAYMENT PLAN:** Duchesne families have two options for payment of tuition and fees:
  - Full tuition and fees paid in advance by August 31, 2009.
  - Participation in FACTS payment plan.
3. **DOCUMENTS WITHHELD:** Even with the FACTS payment schedule, report cards, diplomas and transcripts will be withheld if payments are late. Documents also are withheld for any outstanding fine or fee (library fines, band fees, missing athletic uniforms, etc.)
4. **TUITION and FEES:** Tuition and fees must be current in order to attend prom, take final exams and participate in graduation.
5. **FOR A STUDENT TO CONTINUE AT DUCHESNE:** Tuition must be paid in advance or be up-to-date for students to continue at Duchesne. This policy applies to each quarter of the school year.
6. **FINANCE COMMITTEE APPOINTMENT:** If a family finds they are having temporary difficulty in meeting payment deadlines, they are encouraged to meet with the Finance Committee of the Advisory Board. Appointments can be made by calling the school office (946-6767).
7. **TUITION AID:** A modest amount of tuition aid money is available. Along with these grants, Duchesne offers a work study program to help offset tuition costs. Application forms are available in Duchesne's front office. Application deadline is April 1 of the preceding school year.