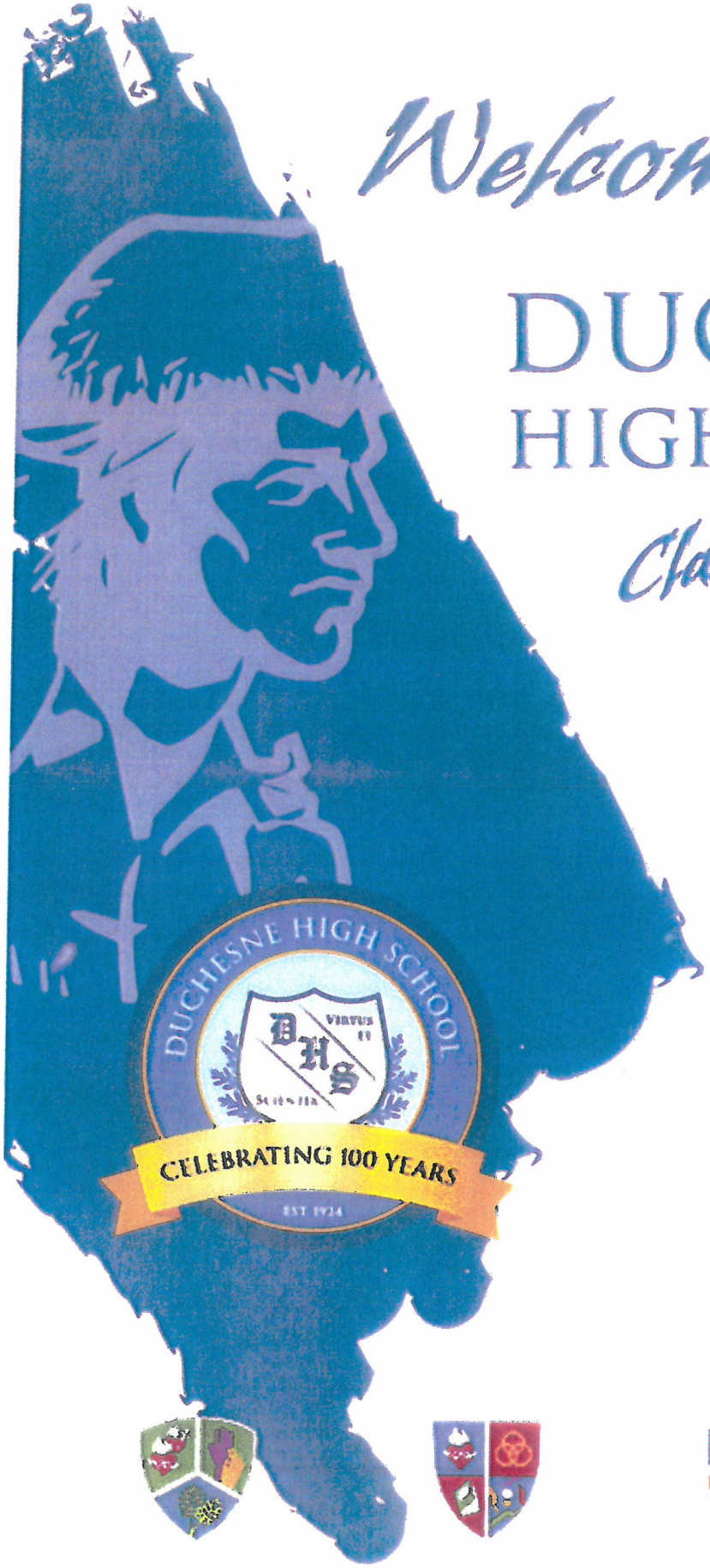


Welcome to

DUCHESNE HIGH SCHOOL

Class of

2028

2024-2025 Year at a Glance

6-Jun	Freshman Family BBQ
4-Jul	RiverFest Parade
15-Jul	DHS Golf Tournament (Bogey Hills)
July 29 & 30	Tech. Orientation
August 7 & 8	Senior Retreat
12-Aug	First Day of Fall Sports
13-Aug	Freshman Family Mass
14-Aug	New Student Orientation
15-Aug	1/2 Day- all classes meet
16-Aug	First Day of School
16-Aug	Grade School Mixer
19-Aug	Picture Day
22-Aug	Fall Sport Parent Meeting & 9th grade Parent info Night
29-Aug	Back to School Night
2-Sep	No School-Labor Day
6-Sep	Duchesne Day at Busch Stadium
22-Sep	Fall Festival
Sept 23-27	Spirit Week
27-Sep	Homecoming Football Game
28-Sep	Homecoming Dance
11-Oct	Career Day
14-Oct	No School
24-Oct	Report Card Night
27-Oct	Open House
28-Oct	No School
30-Oct	Grandparents Day
1-Nov	All School Mass
4-Nov	Winter Sport tryouts begin
Nov 7, 8, 9	Fall Play
11-Nov	Adopt-A-Family Kickoff
23-Nov	Craft Fair
Nov 25-29	Thanksgiving Break- no school
11-Dec	Christmas Concert
17-Dec	All School Mass and Reading Day
December 18, 19, 20	Final Exams
19-Dec	Duchesne Hockey Winter Classic
Dec 23-Jan 3	Christmas Break
Dec 26, 27, 28	Girls Basketball Holiday Hoops

6-Jan	1/2 Day- all classes meet
20-Jan	No school
24-Jan	Coronation Basketball Game
25-Jan	Coronation Dance
1-Feb	Duchesne Gala
14-Feb	Faculty Retreat- no school
17-Feb	No School
Feb 27, 28, Mar 1	Musical
3-Mar	Spring Sport Tryouts begin
5-Mar	Ash Wednesday Mass (no late start)
Mar 10-14	Spring Break
20-Mar	Junior Retreat
Mar 31 - April 4	Mission Week
11-Apr	DHS Golf Tournament (the Falls)
April 17-21	Easter Break
April 23-27	Music Department Trip
29-Apr	Sophomore Retreat
30-Apr	Spring Music Concert
1-May	Field Day (tentative due to weather)
2-May	Prom- Seniors no school
2-May	Half day for Jr, Soph, Fr
6-May	Junior/Senior Reading Day
May 7, 8, 9	Junior/Senior Final Exams
May 12-16	Junior Week of Service
13-May	Baccalaureate
May 15-19	Graduation Ceremony
20-May	All-School Mass and Reading Day
May 21, 22, 23	9th/10th Final Exams

MARK YOUR CALENDAR!

MARCH 19 – MARCH 23, 2024
SCHOOL UNIFORM FITTING FOR
DUCHESNE HIGH SCHOOL

FISCHER'S SCHOOL UNIFORMS
3773 NEW TOWN BLVD, ST. CHARLES, MO 63301

TUESDAY & THURSDAY
10AM – 6PM
WEDNESDAY, FRIDAY & SATURDAY
10AM – 3PM

CLOSED SUNDAY-MONDAY

Receive 10% off your purchases in-store and on-line*

*Discount only valid during the days of the fitting
*Not valid on Dennis plaid items

The spring fitting for uniforms for DUCHESNE HIGH SCHOOL will be held at Fischer's School Uniforms.

If you are familiar with our sizing, ordering online or by phone is both an easy and efficient way that you can take advantage of the 10% discount!

If you are new to the uniform process, we are here to help you! Attending your fitting at Fischer's School Uniforms allows you the opportunity to try on uniform clothing and determine your correct size. You may take home uniform items we have in stock that day. If we need to order an item, we will call when it is available and can be picked up at our store or we can ship via USPS for $5.00 to your home!
$5.00 shipping available only during the fitting week

For pricing or sizing questions, please visit our website at www.fischersuniforms.com or call us at 636-493-0655.

We look forward to seeing you in the Spring!

DUCHESNE HIGH SCHOOL
STUDENT HEALTH RECORD

To be completed by parent or guardian:

Student Name: _____ Birthdate: _____

Parent / Guardian Name(s): _____ Parent Daytime Phone: _____

Allergies: _____ Medical Alerts: _____

Name of Physician or Clinic: _____ Phone: _____

Name of Dentist or Clinic: _____ Phone: _____

To be completed by physician or health care provider:

Height: _____ Weight: _____ BP: _____ Glasses: _____ Contacts: _____

Ear, Nose, Throat: _____ Hematology/Rheumat.: _____

Heart: _____ Neuro: _____

Lungs: _____ G.U.: _____

Abdomen: _____ Orthopedic/Spine: _____

Significant past illness: _____

Allowed to participate in strenuous activity such as in PE class: _____

Notes: _____

Immunization Record

Please submit all pages of immunization records from your doctor.

Important!

Students cannot attend school if these records are not on file
in the main office the first day of school!

Fax: 636-946-6267
Mail: Duchesne High School
2550 Elm Street
St. Charles MO 63301

Physician Signature: _____ Date: _____

Welcome Days
July 29 & 30

Duchesne High School faculty and staff look forward to seeing you and your parents on Monday, July 29 or Tuesday, July 30. These Welcome Days are the same days of Tech Orientation. Stop in before or after your class to connect with us.

The following people/departments will be here all day (you can meet us before or after the technology orientation):

- Principal
- Asst. Principal of Student Life
- Advancement Office - learn about parent volunteer opportunities
- Athletic Director and Athletic Boosters
- Guidance Counselors - schedule questions
- Business office - financial matters
- Trading Post - get your uniform polos & spiritwear
- Main Office - turn in forms

Preregistration is required for tech orientation. Register today (duchesne-hs.org/empoweren78001.html) to secure your first choice spot! One parent must attend with each student! Your confirmation and further directions will be emailed to you.

Tech orientation sessions are offered each day.

Monday, July 29	Tuesday, July 30
8:00 am	8:00 am
10:00 am	2:00 pm
12:00 pm	4:00 pm

NAME	TITLE	EMAIL
Dominic D'Urso	Principal	ddurso@duchesne-hs.org
Debi Turner	Asst. Principal of Student Life	dturner@duchesne-hs.org
Paul Boschert	Athletic Director	pboschert@duchesne-hs.org
Gene Tinsley	Guidance Office	gtinsley@duchesne-hs.org
Bernice Snyder	Foodservice	bsnyder@duchesne-hs.org
Bill Kuhn	Business Office	bkuhn@duchesne-hs.org
Becky Williamson	Trading Post	bwilliamson@duchesne-hs.org
Patricia Fink	Registrar	pfink@duchesne-hs.org

WELCOME DAYS

iPad Program

Families and students own the iPad they use for school. Duchesne does not charge for rentals or have a technology fee. We ask that students bring their iPad every day, fully charged and ready for school.

Based on our experience we recommend the following specifications:

- iPad 2022or Newer
- Apple Pencil (required)
- Minimum 256GB of storage
- Protective case
- Keyboard (could be integrated with the case)
- No need for a cellular data package

Below is a list of apps that are recommended to be installed on the iPad prior to the Technology Orientation.

Some of these app may have changed or are no longer in the App Store. If you have questions, they will be addressed during computer orientation.

Canva	Free	Graphic Design Platform	
Desmos	Free	Graphing Calculator	
Duolingo	Free	Foreign Language app	
Garage Band	Free	Play, record and share music	
Google Drive	Free	Email, cloud storage and productivity programs	
iCloud	Free 5 gb	Cloud storage	
Keynote	Free or online	Presentation app	
Laudate	Free	Bible app	
MobilServ	Free	Service hours	
Notability	$	Note taking - required	
Pages	Free or online	Word Processor app	
PowerSchool	Free	Grade Portal	
Quizlet	Free	Note-card study app	
Schoology	Free	Classroom Portal	

DIRECTOR OF TECHNOLOGY	EMAIL	PHONE
Kim Choinka	kchoinka@duchesne-hs.org	636.946.6767 ext 6912

iPad PROGRAM

Test Out of Algebra I or Spanish I

In an effort to place students in the best classes for their success, Duchesne offers optional placement tests for students who wish to test out of Algebra I or Spanish I.

In order to be successful on these tests, students should have had actual classroom instruction in the subject area. Students who speak mostly Spanish with their families are also encouraged to take the Spanish placement test. These tests are designed to assess a student's ability to see if they should be moved up into a higher level class. The testing is not required for students taking Honors Algebra I or Honors Spanish I.

- From Algebra I to Honors Geometry
- From Spanish I to Honors Spanish II

Interested students must register for the test by April 4, 2024. Please register online at duchesne-hs.org/placement. The test will take place in the Guidance Office at Duchesne. A reminder email will be sent to you before the test.

- Test Dates: April 11 at 3:30 p.m.
- Each test takes about 45 minutes and you can take both on the same day.

If you have any questions, please contact:

- Algebra - Mrs. Owen - dowen@duchesne-hs.org
- Spanish - Mrs. Velazquez - tvelazquez@duchesne-hs.org

NAME	TITLE	EMAIL
Donna Owen	Math Teacher	dowen@duchesne-hs.org
Theresa Velazquez	World Language Teacher	tvelazquez@duchesne-hs.org

ADVANCED PLACEMENT TEST

Freshman Summer Reading List

Each student should read as much as possible during the summer. However, All Incoming Freshmen need to complete the following class specific assignment.

Freshmen English Classes:

- **English Composition:** Read and compile 10 multi-page articles that reflect who you are and the things you care about most. At least two articles must come from the St. Louis Post Dispatch.
- **Literature and Composition:** Read to chapter "Nudging Again" in Feed by M.T. Anderson (roughly half the book).
- **Honors Literature and Composition:** Read all of Feed by M.T. Anderson.

We will start with assignments/projects and discussions related to summer reading at the beginning of the quarter. Those reading M.T. Anderson's Feed, look at the "Questions to Consider."

Description:
Set in the near future, Feed focuses on the issues of corporate power, consumerism, information technology, data mining, and environmental and societal decay. American culture is completely dominated by advertising and corporate exploitation, and the people are manipulated easily through brain implants called feeds.

The Duchesne English department acknowledges the use of some vulgar language in M.T. Anderson's Feed. We are not encouraging the use of the vulgar language. Its presence in the novel does speak thematically to the decay of society and language. We will address the use of common vernacular at the start of year, along with the questions below.

Questions to Consider:
Technology and media: How does the feed affect peoples' abilities to read, write, or even talk to each other? How might their dependence on the feed reflect our own relationships with our phones and other "smart" technologies?
Politics/social awareness: How does the feed affect peoples' awareness of what's happening in the world around them/the world outside the United States? Do you think the technology we use has the same effect?
Data mining: How do people find privacy with the feed? Is it even possible? How does the technology we carry in our own pockets affect our sense of privacy?

NAME	TITLE	EMAIL
Julie Renaud	English Teacher	jrenaud@duchesne-hs.org

SUMMER READING

Christian Service Program

As a Catholic educational community, Duchesne not only educates students to high secular standards, but we also educate students to live the Gospel of Jesus Christ and participate in the traditions of the Catholic Church. This spiritual education includes an education in service, which was taught and exemplified by Jesus Christ.

Duchesne requires that each student perform a minimum of 100 hours of service for graduation. We suggest that you work at a pace of at least 25 hours per year to reach the requirement. Seniors will need to follow minimums to participate in co-curricular activities.

What is Service?

At Duchesne, we define Christian Service as any activity done without payment that assists another human being to fulfill a basic human need. A basic human need is one of the Corporal or Spiritual Works of Mercy (CCC 2447): life, health, food, shelter, clothing, and education. Please note that life, health, food, and education can be interpreted on both a physical and spiritual level.

What is not Service?

While we cannot come up with a comprehensive list of activities that do not count as service, some common ones that we often receive questions about that we do not accept are:

- Any work (babysitting, yard work, etc) done for a family member or relative (grand-parent, aunt, uncle, cousin) is not service. The reason for this is because family obligation coincides too closely with the service work for us to assess the activity as service.
- Babysitting, dog-sitting, or house-sitting is typically not service unless it is a response to a medical emergency or an extreme situation.
- Yard work or shoveling snow is not service unless the person for whom you are working cannot shovel or mow the yard themselves due to old age or disability.
- Any activity that earns money for an organization that is not a service organization such as a club sports team is not service. If you are participating in a fundraiser and you want to apply for service hours, please state explicitly on the form where the money is going.

Common Examples of Service

Hours accepted: Working at a fundraising event for a charity or non-profit organization
Hours declined: Working at a fundraising event to pay for your soccer team's tournament

Hours accepted: Working after school in the office of a charity or non-profit organization
Hours declined: Working for free instead of taking a paycheck at your after-school job

Hours accepted: Mowing the lawn for your handicapped neighbor
Hours declined: Mowing the lawn for your parents

Hours accepted: Time spent working at an overnight service project
Hours declined: Time spent sleeping or in recreation at an overnight Retreat

All service hours will be recorded by the students via the school's Mobile Serve app which will be taught during Tech Orientation.

Students may start logging service hours as soon as they graduate from 8th grade. Please use the paper service log until Mobile Serve app is taught during Tech Orientation.

CAMPUS MINISTER	EMAIL	X
Elizabeth Whitworth	ewhitworth@duchesne-hs.org	@CampusMinDHS

SERVICE PROGRAM

Incoming Freshmen Service Log

- All Service hours will be recorded by the students via the school's Mobileserve app. Students will learn how to use the app efficiently during the Tech Orientation. Use this form to track service hours until Tech Orientation.

Date	Service Organization	Supervisor email	Number of Hours served	Description

House Program

The House System enables us to more effectively fulfill the mission of Duchesne by fostering leadership skills, expanding our mentorship program to all students, and increasing service participation, all while building a stronger sense of community.

Students are given greater control of their non-academic time to explore different issues relevant to teenagers, work in a larger capacity with the leaders of the school, participate in ongoing service opportunities, and compete in friendly competitions.

Our House System makes the transition to high school easier by providing a sense of belonging in a small community across all levels, interests, and activities.

Leadership:
Students play a major role in managing everything from mentor groups to the overall governance of the House System. With the help and support of the communio (formerly homeroom) teachers, students receive age-appropriate leadership training and support.

Many of our students are in defined leadership roles, where others lead by example and work behind the scenes. Whatever their leadership looks like, the goal is to teach and provide opportunities to form tomorrow's leaders.

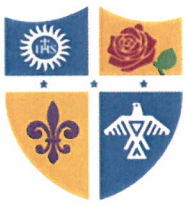
Mentorship:
During communio, mixed grade level groups provide students with the opportunity to establish relationships across all age ranges. The benefit are twofold: students have a guide during their first years at Duchesne, while later on, they get the chance to support others when they are upperclassmen.

Service:
With this system in place, students have greater opportunities to participate in service, both within our Duchesne community and in the surrounding area. Each House has partnered with an organization to help fulfill its mission.

Community:
The House System fosters a sense of community and belonging from the moment a student walks in the door. The core family values at the heart of Duchesne are enhanced and further reinforced by this collaborative and caring program.









HOUSE DIRECTOR	EMAIL	X
Julie Renaud	jrenaud@duchesne-hs.org	@DHSshoutouts

HOUSE PROGRAM

2024– 2025 Try Out Dates

Cheer Try Outs: Duchesne Gym

March 7, 7:00 pm (parent meeting)

March 21-26, 3:15-5:00 pm

Danceline Try Outs: Duchesne PAC

April 8 6:00 -7:00 pm (parent meeting –cafeteria)
April 9,10 6:00 -7:30 pm

Club Hockey Cheer Try Outs: Duchesne PAC

March 25,26,27 3:30 - 5:30 pm

Fall Sports Try Out Date: beginning August 12

Boys & Girls Cross Country, Jaycee Park

Girls Golf, Cave Springs Driving Range

Football, Duchesne Stadium

Boys Soccer, Mueller Park

Girls Tennis, Duchesne Tennis Courts

Girls Volleyball, Duchesne Gym

Winter Try Out Date: beginning November 4

Boys & Girls Basketball, Duchesne Gym

Girls Swimming & Diving Try Out Date: November 11

MICDS Swimming Pool

Spring Sports Try Out Date - beginning March 3

Baseball, Blanchette Park

Boys Golf, Cave Springs Driving Range

Girls Soccer, Mueller Park

Boys Tennis, Duchesne Tennis Courts

Boys Volleyball, Duchesne Gym

Boys & Girls Track & Field, Duchesne Stadium

ATHLETIC TRY OUT SCHEDULES

FOR INFORMATION ABOUT ATHLETICS, GO TO DUCHESNE-HS.ORG/ATHLETICS

ATHLETIC OPPORTUNITIES

Fall Sports

SPORTS/LEVELS	HEAD COACH	COACH'S EMAIL	X
Football (JV&V)	**Vince Morris**	vmorris@duchesne-hs.org	@DHSfballcoach
Boys Soccer (JV&V)	**Patrick Turner**	pturner@duchesne-hs.org	@DuchesneSoccer
Cross Country (JV&V)	**Caroline Rupp**	crupp@duchesne-hs.org	@DuchesneXC
Girls Tennis (JV&V)	**Doug Becker**	dbecker@duchesne-hs.org	@DuchesneTennis
ESports	**Ben Kilper**	bkilper@duchesne-hs.org	@DuchesneEsports
Girls Volleyball (JV&V)	**Paris Forest**	pforest@duchesne-hs.org	@DuchesneWVB
Girls Golf (JV&V)	**Denny Walters**	dwalters@duchesne-hs.org	@golf_dhs
Cheerleading (V)	**Sarah Bonner**	sarebonner567@gmail.com	@Cheer_Duchesne
Diamondline Dance(V)	**Anita Borgmeyer**	aborgmeyer@duchesne-hs.org	@DHSdiamondline
Bowling (JV & V)	**Shameka Binns**	binnsshameka@gmail.com	@bowling_dhs

Winter Sports

SPORTS/LEVELS	HEAD COACH	COACH'S EMAIL	X
Girls Swim & Dive (JV&V)	**Megan Schauwecker**	mschauwecker@duchesne-hs.org	@DuchesneSwim
Girls Basketball (JV&V)	**Jerel Taylor**	jtaylor@duchesne-hs.org	@DuchesneGBB
Boys Basketball (JV&V)	**Wade Bouslog**	wbouslog@duchesne-hs.org	@DuchesneBball

Spring Sports

SPORTS/LEVELS	HEAD COACH	COACH'S EMAIL	X
Girls Soccer (JV&V)	**Patrick Turner**	pturner@duchesne-hs.org	@DuchesneSoccer
Baseball (JV&V)	**Mike Hollander**	mhollander@duchesne-hs.org	@DuchesneBasebal
Boys Tennis (JV&V)	**Doug Becker**	dbecker@duchesne-hs.org	@DuchesneTennis
Track & Field (JV&V)	**Vince Morris**	vmorris@duchesne-hs.org	
Boys Volleyball (JV&V)	**Maddie Krause**	mkrause@duchesne-hs.org	@DuchesneBoysVB
Boys Golf (JV&V)	**Denny Walters**	dwalters@duchesne-hs.org	@Duchesne_Golf
ESports	**Ben Kilper**	bkilper@duchesne-hs.org	@DuchesneEsports

Club Sports

SPORTS/LEVELS	HEAD COACH	COACH'S EMAIL	X
Ice Hockey (JV&V)	**Ed Kelsey**	duchesnehockeyclub@gmail.com	@DuchesneHockey
Hockey Cheer (JV&V)	**Mary Fleri**	jmfleri@yahoo.com	@DuchesneHockey

ATHLETIC DIRECTOR	EMAIL	X
Paul Boschert	pboschert@duchesne-hs.org	@Athletics_DHS

FOR INFORMTION ABOUT SUMMER CAMPS, GO TO DUCHESNE-HS.ORG/SUMMERCAMPS

DUCHESNE ATHLETIC DEPARTMENT

Athletic Director (A.D.): Administrator of the Athletic Department – Paul Boschert

Blanchette Park & Bridgeton Municipal Athletic Complex: Home fields of the Boys Baseball games and practices.

Cave Springs Lanes: Home bowling alley for matches and practices.

Duchesne Athletic Boosters (DAB or Boosters): Supports the overall year to year athletic budget

Bogey Hills Golf Course Home golf course for the Boys & Girls Golf teams.

Booster Lottery: Fundraiser for DAB. Tickets are $25 each and it is suggested that each athlete sell 5.

Mueller Park: Practice field for Boys and Girls Soccer teams.

MSHSAA: Missouri State High School Activities Association – governing body of Missouri sports/activities.

MSHSAA Physical & PPE Forms: Every athlete must have these uploaded to Healthy Roster to be eligible for try outs. Physical forms are available on the DHS website. Pre-Participation Annual Questionaire form should be uploaded via electronic version. Directions for uploading forms are provided in Healthy Roster packet .

Student ID: ID is required for free entry to most home sporting events.

Summer Athletic Camps: Directed by DHS coaches and staff. Visit DHS website for camp dates.

Team T-shirts, hoodies, warm-ups, etc.: Artwork must receive approval from the Dean of Student Services and purchased through the Trading Post.

Trading Post: Headquarters for Duchesne Spirit Wear.

Uniforms: Distributed by coaches. Team apparel is game gear; it is not personal gear! Uniforms must be turned in at the conclusion of season.

Fitness Center: Located on the gym mezzanine. All athletes are encouraged to use the facility during open hours. Most coaches have an off-season weight room program.

ATHLETIC TRY OUT FORMS: All forms that need to be turned in for sports is found at https://www.duchesne-hs.org/tryout-forms.html Please contact Robyn Fuchs at 636.946.6767 ext 6902 with any questions.

ATHLETIC DIRECTOR	EMAIL	X
Paul Boschert	pboschert@duchesne-hs.org	@Athletics_DHS

CLUBS & ORGANIZATIONS

CLUBS/ORGANIZATIONS	MODERATOR	EMAIL
Band	**Bill Wells**	wwells@duchesne-hs.org
Choir	**Donna Owen**	dowen@duchesne-hs.org
Crochet Club	**Donna Owen**	dowen@duchesne-hs.org
Diversity Club	**Debi Turner**	dturner@duchesne-hs.org
Drama Club	**Donna Owen**	dowen@duchesne-hs.org
Fall Play	**Kim Morris**	kmorris@duchesne-hs.org
Improv Troupe	**Theresa Velazquez**	tvelazquez@duchesne-hs.org
iTeam	**Kim Choinka**	kchoinka@duchesne-hs.org
Key Club	**Kelly Brune**	kbrune@duchesne-hs.org
Musical	**Donna Owen**	dowen@duchesne-hs.org
National Honor Society	**Debi Turner**	dturner@duchesne-hs.org
One-Acts	**Theresa Velazquez**	tvelazquez@duchesne-hs.org
Outreach Service	**Kelly Brune**	kbrune@duchesne-hs.org
Ping Pong Club	**Doug Becker**	dbecker@duchesne-hs.org
Pizza Club	**Kris Witzel**	kwitzel@duchesne-hs.org
Science Olympiad Team	**Glennis Ziegler**	gziegler@duchesne-hs.org
Speech Team	**Theresa Velazquez**	tvelazquez@duchesne-hs.org
Student Ambassadors	**Becky Williamson**	bwilliamson@duchesne-hs.org
Tech Crew	**Donna Owen**	dowen@duchesne-hs.org
Video Production Club	**Eric Seiffert**	eseiffert@duchesne-hs.org
Worldwide Youth in Science and Engineering (WYSE)	**Glennis Ziegler**	gziegler@duchesne-hs.org
Writers Workshop	**Theresa Velazquez**	tvelazquez@duchesne-hs.org
Yearbook	**Bill Wells**	wwells@duchesne-hs.org

WANT TO START A NEW CLUB OR ORGANIZATION?
It's easy! All you need is at least three members and a faculty member to head your club or organization.

PERFORMING ARTS OPPORTUNITIES

FIRST SEMESTER	SECOND SEMESTER
Music Family Picnic	Singing/Playing the National Anthem at Home Sporting Events
Speech Team Auditions & Sign Ups	Music Dept. Hosts Elementary Song and Choral Festivals
Singing/Playing the National Anthem at Home Sporting Events	Winter Musical
Fall Play	Guest Clinicians Brought in to Work with Choirs and Bands
District Concert Band & Jazz Band Auditions	Music Dept. Hosts a Middle School Trivia Night Fundraiser
Jazz Café Concert	Auditions for One-Act Plays — Directed by Senior Drama Club Members
Improv Troupe Performances	Music Trip for Out-of-State Competitions
Music Department Christmas Tour to the Grade Schools	Choir Performance at Duchesne Easter Mass
Christmas Concert for the Music Department	District and State Solo & Ensemble Contests for Musicians
Acting Class Final Play	Speech Meets & Competitions
Choir Performance at Duchesne Advent Mass	One-Act Performances
Musical Auditions	

FINE ARTS DIRECTORS	EMAIL	TWITTER HANDLE
Bill Wells	wwells@duchesne-hs.org	@DHSPerformArts
Theresa Velazquez	tvelazquez@duchesne-hs.org	
Donna Owen	dowen@duchesne-hs.org	

Duchesne High School Athletic Training

Hello Parents and Pioneers!
My name is Katy Bowe, I am the Athletic Trainer at Duchesne High School. I wanted to briefly introduce myself to you and our new student athletes!

As the athletic trainer, I work with our athletic programs/teams, handling medical emergencies, major and minor athletic injuries, and other bumps and bruises that your student athlete may sustain during their sports season, among other things!
I am also in charge of collecting the required paperwork for MSHSAA so your student athlete is eligible to participate in athletics.

If your child is interested in participating in a sport at Duchesne in the 2024-2025 school year, please send me an email with the following information:
Athlete's name:
Date of birth:
Graduating year:
Parent/Guardian name:
Preferred Parent/Guardian email:

Those athletes who are interested in participating in DIAMONDLINE or CHEER and will participate in spring tryouts, their MSHSAA paperwork will need to be completed prior to tryouts. Without it, your student athlete will not be able to participate.

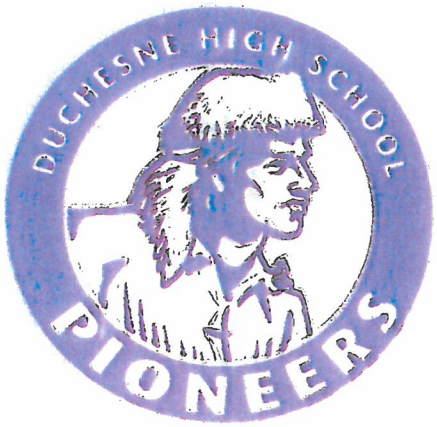
I look forward to meeting you all!
Katy Bowe
Email: kathryn.mueller@ssmhealth.com

HEALTHYROSTER
PLAY HARD | STAY HEALTHY

SSMHealth
Sports Medicine

CONNECTING PARENTS & COACHES TO CERTIFIED ATHLETIC TRAINERS

Your child's high school and SSM Health Sports Medicine have partnered with Healthy Roster, a **FREE** mobile app/website program, to connect athletes and parents with their Licensed Athletic Trainer. This program will house not only your child's injury information, but all of the athletics-related paperwork necessary to participate in your high school's sports! Below are instructions of how to set up and manage your Healthy Roster account for your student athlete. Please note that Healthy Roster is an invitation only program. The athletic trainer will be sending an invitation via email for you to activate your child's account.



Duchesne High School

Athletic Trainer – Katy Mueller

Email Address – kathryn.mueller@ssmhealth.com

Phone Number – 417-501-7418

PLEASE FOLLOW THESE INSTRUCTIONS IF YOU HAVE NOT RECEIVED AN INVITATION TO JOIN HEALTHY ROSTER:

If you have not received an email invitation to join Healthy Roster, please contact your athletic trainer with the following information:

- Athlete First and Last Name
- Athlete Date of Birth
- Athlete Gender
- Athlete Graduation Year

If the athlete is **under 18**, please also include the first and last names of the athlete's parents/guardians. If the athlete is **18 or older**, please include the athlete's email address.

PLEASE FOLLOW THESE INSTRUCTIONS IF YOU HAVE RECEIVED AN INVITATION TO JOIN HEALTHY ROSTER:

1. Open the email invitation you received from Healthy Roster.
   You may download the App from the email, or click on the link to sign up via the website instead. Please note the 6 character code in the email, as this will be needed to verify your account.
2. Upon clicking the link, you will enter the 6 character code where indicated.
3. After validating your invite code, you will be asked to choose whether you need to create a new account with Healthy Roster or if you already have an account. Click the option to create a new account.
4. Enter the information to create a new account. Your password should be a combination of letters, numbers, and/or characters that will be used when you log in to verify your identity.
5. Click register upon completing this page.
6. Select and answer 3 security questions.
   Check spelling and make sure you keep track of your answers for these questions.
7. Click Save Answers upon completion.
8. Read the Terms and Conditions and press the checkbox once you've read and agreed.
9. Click I Agree upon checking this box.
10. You now should have access to all of your student athletes. If you are missing any athletes that you are responsible for, please contact your athletic trainer.
11. **Double check all demographic information on your athlete's account**. Make sure the information that is already entered is correct, and add any missing information to the best of your ability.
12. Please Manage Teams for your athlete and add the athlete to the teams they want to be a part of. This can be adjusted later

HEALTHYROSTER
PLAY HARD STAY HEALTHY

SSMHealth
Sports Medicine

CONNECTING PARENTS & COACHES TO CERTIFIED ATHLETIC TRAINERS

Your child's high school and SSM Health Sports Medicine have partnered with Healthy Roster, a **FREE** mobile app/website program, to connect athletes and parents with their Licensed Athletic Trainer. This program will house not only your child's injury information, but all of the athletics-related paperwork necessary to participate in your high school's sports! Below are instructions of how to set up and manage your Healthy Roster account for your student athlete. Please note that Healthy Roster is an invitation only program. The athletic trainer will be sending an invitation via email for you to activate your child's account.

DUCHESNE HIGH SCHOOL
PIONEERS

Duchesne High School

Athletic Trainer – Katy Mueller

Email Address – kathryn.mueller@ssmhealth.com

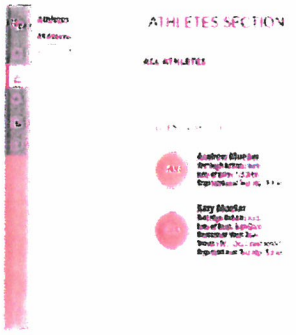
Phone Number – 417-501-7418

HOW TO COMPLETE PREPARTICIPATION DOCUMENTS:

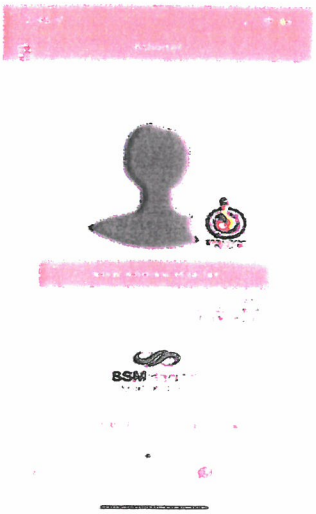
Follow these easy step-by-step instructions for completing your athlete's documents. Please note all documents need to be completed prior to your student's participation in athletics.

1. Log on to your athlete's Healthy Roster profile

web version



app version



2. Locate the "Documents" section on the left side of your screen, or by clicking on your athlete's profile on the mobile app.

WEB VERSION



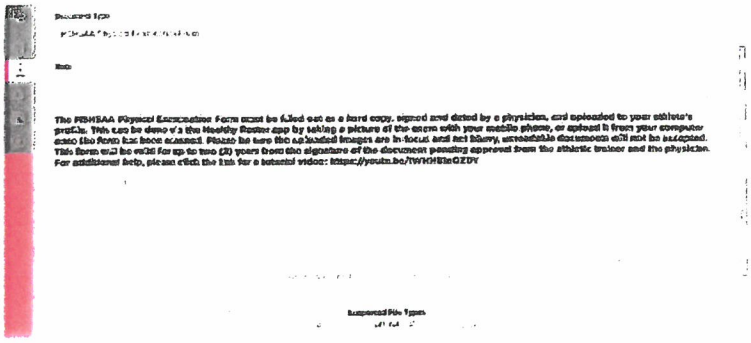
APP VERSION



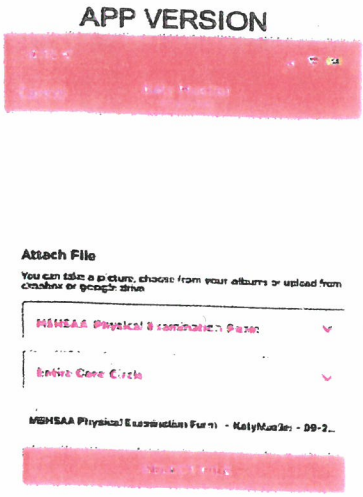
3. Once in the "Documents" section, you will be able to download and print a copy of the **MSHSAA Physical Examination Form** ("physical") to take to your physician. Additionally, the **MSHSAA Pre-Participation Documents** can be filled out in the app or on the web version of Healthy Roster.

In addition, please upload a picture of your child's insurance card in the "Insurance Card" section.

WEB VERSION

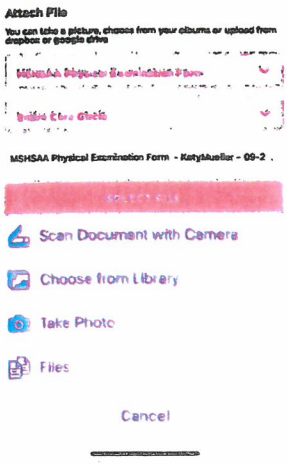


APP VERSION



4. The MSHSAA Physical Exam Form must be filled out as a hard copy by a physician and uploaded to your athlete's profile. This can be done via the Healthy Roster app by taking a picture (Scan PDF) of all pages of the exam with your mobile phone. The physical exam is good for two years from the date of the physical exam (unless there is a medical reason that requires a new one).





- There is a YouTube video in the MSHSAA physical exam section that gives step-by-step instructions for uploading the document.

5. The "MSHSAA Pre-Participation Documents" can be filled out electronically via the Healthy Roster app or website. This document must have an electronic signature from both the athlete and the parent. The rest of the pre-participation documents packet must be completed ***every school year.***

6. Please make sure uploaded images are in-focus and not blurry. **The best option for a clear picture is to use the "Scan PDF" option.** This allows you to take a picture of multiple pages and will edit the document for clarity. Unreadable documents will not be accepted.
7. **Incomplete** documents will appear as a **red document icon** on your athlete's profile; documents that have been filled out but are will appear as a on your athlete's profile. All documents must appear green prior to your athlete beginning their sport.
8. Uploaded documents must be reviewed by the Athletic Trainer prior to completion, and will not appear as a completed document until they have done so.

DOCUMENT CHECKLIST:

Please complete the following documents prior to your student's participation in athletics.

☐ MSHSAA Pre-Participation Annual Documents

- Please fill out this form electronically and bring a paper copy with you to your physical. This document must be completed annually.

☐ MSHSAA Physical Examination Form

- Please print out this (blank) form and bring a paper copy with you to your physical. This document must be completed every other year (unless it is medically necessary for this document to be completed annually).

☐ Insurance Card

- Please take a picture of the front and the back of your student's insurance card and upload them into healthy roster.

MSHSAA Preparticipation Physical Forms/Procedure

Medical History Form (Step 1): Issued to Student/Parent(s)/Guardian, Completed by Student/Parent(s)/Guardian, Taken to Healthcare Professional (MD/DO/ARNP/PA/DC), Retained by Healthcare Professional.

Note: If the student is under 18 years old, the Medical History questions are to be completed with assistance from parent(s)/guardian(s).

Note: The health care professional (MD/DO/ARNP/PA/DC) who completes the pre-participation examination (PPE) shall keep this Medical History form in the patient's files for their records.

This Medical History form is NOT returned to the school.

MEDICAL HISTORY

Name:	Date of Birth:
Sex assigned at birth (F, M or intersex):	How do you identify your gender? (F, M or other):

List past and current medical conditions:

Have you ever had surgery? If yes, list all past surgical procedures:

Medicines and supplements: List all current prescriptions, over-the-counter medicines and supplements (herbal and nutritional):

Do you have any allergies? If yes, please list all of your allergies (i.e., medicines, pollens, food, stinging insects):

PATIENT HEALTH QUESTIONNAIRE VERSION 4 (PHQ-4)

Over the last 2 weeks, how often have you been bothered by any of the following problems (Circle response).

	Not at All	Several Days	Over Half the Days	Nearly Every Day
Feeling nervous, anxious or on edge:	0	1	2	3
Not being able to stop or control worrying:	0	1	2	3
Little interest or pleasure in doing things:	0	1	2	3
Feeling down, depressed or hopeless:	0	1	2	3

A sum of ≥3 is considered positive on either subscale (questions 1 and 2, or questions 3 and 4) for screening purposes.

(Medical History Continued – Next Page)

Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.

GENERAL QUESTIONS	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?		
2. Has a provider ever denied or restricted your participation in sports for any reason?		
3. Do you have any ongoing medical issues or recent illness?		
HEART HEALTH QUESTIONS ABOUT YOU	**Yes**	**No**
4. Have you ever passed out or nearly passed out during or after exercise?		
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
6. Does your heart ever race or skip beats (irregular beats) during exercise?		
7. Has a doctor ever told you that you have any heart problems?		
8. Has a doctor ever ordered a test for your heart? (For example, electrocardiography (ECG) or echocardiography?		
9. Do you get light-headed or feel shorter of breath than your friends during exercise?		
10. Have you ever had a seizure?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	**Yes**	**No**
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 (including drowning or unexplained car crash)?		
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome or catecholaminergic polymorphic ventricular tachycardia (CPVT)?		
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?		
BONE AND JOINT QUESTIONS	**Yes**	**No**
14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint or tendon that caused you to miss a practice or game?		
15. Do you have a bone, muscle, ligament or joint injury that bothers you?		

MEDICAL QUESTIONS	Yes	
16. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
17. Are you missing a kidney, an eye, a testicle (males), your spleen or any other organ?		
18. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?		
19. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant *Staphylococcus aureus* (MRSA)?		
20. Have you had a concussion or head injury that caused confusion, a prolonged headache or memory problems?		
21. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?		
22. Have you ever become ill while exercising in the heat?		
23. Do you, or does someone in your family, have sickle cell trait or disease?		
24. Have you ever had, or do you have, any problems with your eyes or vision?		
25. Do you worry about your weight?		
26. Are you trying to, or has anyone recommended, that you gain or lose weight?		
27. Are you on a special diet or do you avoid certain types of foods or food groups?		
28. Have you ever had an eating disorder?		
FEMALES ONLY	**Yes**	**No**
29. Have you ever had a menstrual period?		
30. How old were you when you had your first menstrual period?		
31. When was your most recent menstrual period?		
32. How many periods have you had in the past 12 months?		

IF "YES," EXPLAIN ANSWERS HERE

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of Student:
Signature of Parent(s) or Guardian:
Date:

Preparticipation Physical Examination Form (PPE) (Step 2): Issued to Student/Parent(s)/Guardian, Taken to Healthcare Professional (MD/DO/ARNP/PA/DC), Retained by Healthcare Professional.

Note: This PPE form is the recommended PPE form intended for guiding the healthcare professional (MD/DO/ARNP/PA/DC) with the completion of a preparticipation physical evaluation.

Note: The health care professional (MD/DO/ARNP/PA/DC) who completes the pre-participation examination shall keep this PPE form in the patient's files for their records. **This PPE form is NOT returned to the school.**

PRE-PARTICIPATION PHYSICAL EXAMINATION

Name:		Date of Birth:	
EXAMINATION			
Height:	Weight:		
BP: / (/)	Pulse:	Vision: R 20/ L 20/	Corrected: ☐ Yes ☐ No

MEDICAL	**NORMAL**	**ABNORMAL FINDINGS**
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse (MVP) and aortic insufficiency)		
Eyes, ears, nose and throat • Pupils equal • Hearing		
Lymph Nodes		
Heart* • Murmurs (auscultation standing, auscultation supine and +/- Valsalva maneuver)		
Lungs		
Abdomen		
Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant *Staphylococcus aureus* (MRSA) or tinea corporis		
Neurological		
MUSCULOSKELETAL	**NORMAL**	**ABNORMAL FINDINGS**
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional • Double-leg squat test, single-leg squat test and box drop or step drop test		

* Consider electrocardiography (ECG), echocardiogram, referral to cardiology for abnormal cardiac history or examination findings, or a combination of those.

Physician Reminders:

Consider additional questions on more-sensitive issues.

- Do you feel stressed out or under a lot of pressure?
- Do you ever feel sad, hopeless, depressed or anxious?
- Do you feel safe at your home or residence?
- Have you ever tried cigarettes, chewing tobacco, snuff or dip?
- During the past 30 days, did you use chewing tobacco, snuff or dip?
- Do you drink alcohol or use any other drugs?
- Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
- Have you ever taken any supplements to help you gain or lose weight or improve your performance?
- Do you wear a seat belt, use a helmet and use condoms?

MSHSAA Medical Eligibility Form (Step 3):

Issued to Student/Parent(s)/Guardian, Taken to/Completed by Healthcare Professional (MD/DO/ARNP/PA/DC), Copy Retained by Healthcare Professional, Returned to School Administration.

Note: This Medical Eligibility form is the form to be used by a healthcare professional (MD/DO/ARNP/PA/DC) for granting a medical release for a student to participate in All Sports – Spirit – Marching Band after the completion of a preparticipation physical evaluation.

Note: The health care professional (MD/DO/ARNP/PA/DC) must complete this form, retain a copy in the patient's files for their records and issue this form to the student/parent.

This Medical Eligibility form MUST be returned to the school.

NAME (Last) _____ (First) _____ (Middle Initial) _____ Date of Birth _____

Age _____ Sex assigned at birth (F,M, intersex) _____ Grade _____ School _____ City _____

Present Address _____ Telephone _____

☐ **Medically eligible for all Sports-Spirit-Marching Band without restrictions for two (2) years.**

☐ **Medically eligible for all Sports-Spirit-Marching Band without restriction for two (2) years with recommendations for further evaluation or treatment of:** _____

_____

☐ **Medically eligible for all Sports-Spirit-Marching Band without restriction for less than two (2) years. Specify reasons and duration of approval:** _____

_____

☐ **Medically eligible for certain Sports-Spirit-Marching Band:** _____

☐ **NOT medically eligible for Sports-Spirit-Marching Band**

☐ **NOT medically eligible pending further evaluation:** _____

I have examined the above-named student and completed the pre-participation physical evaluation. Unless otherwise indicated, the student does not present apparent clinical contraindications to practice and participate in the sport(s) or activities as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the student has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the student (and parents/guardians).

Name of health care professional (Print/Type) _____

Signature of Healthcare Professional (MD/DO/PA/ARNP/DC): _____

Clinic Address _____ City _____ State _____ Zip _____

Telephone _____ Date of Examination _____

Student's Physician _____ Student's Dentist _____

JOIN OUR PIONEER PARENTS ASSOCIATION!

DO YOU WANT TO GET INVOLVED?
WE HAVE SEVERAL POSITIONS OPEN AND ARE LOOKING FOR MORE VOLUNTEERS!

PLEASE CONTACT KRISTI SHAW AT
KRISTITOCK@YAHOO.COM
FOR MORE INFORMATION

Duchesne Athletic Boosters

Who are we?

Parents, Guardians, Staff, Alumni and Supporters of Duchesne High School

What do we do?

Primarily Fulfilling Coach wish list items and provide additional financial support to give our Pioneers the best experience

How do we do it?

Senior Banners funded by DAB

Fundraise!! *Watch for info in August*

- Memberships
- All Sports Lottery
- Oktoberfest Tent
- And more!!

50% of annual fundraising profit donated to DHS athletic budget

A few of the past Wishes Granted

- Boys Soccer goalie kits
- New golf cart for outdoor activities
- Girls Basketball backpacks
- Indoor batting cage and golf nets
- New Cheer mats
- Turf on mezzanine
- State of the Art Football helmets
- New Diamondline poms

Questions? Want to get involved?
Please email duchesnebooster@gmail.com

Duchesne Hockey Cheer



2024-2025 Duchesne Hockey Cheer Team

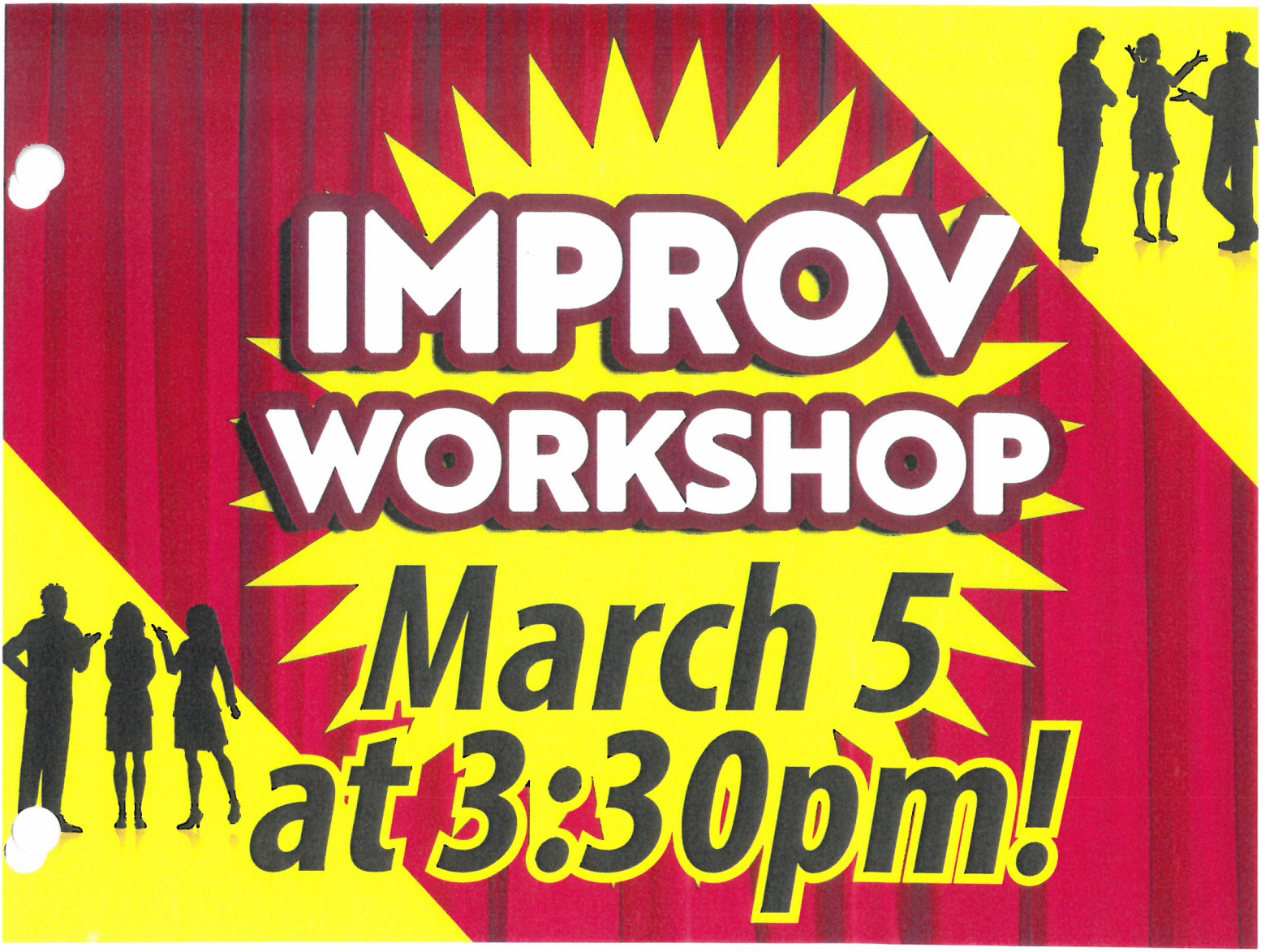
The Duchesne Hockey Cheer team is a fun and energetic group that supports the Duchesne Hockey Club. We are a club sport that allows students the opportunity to participate in cheerleading, as well as explore other extracurricular activities Duchesne offers during the winter season.

We are a ground-bound team, which means you can cheer on the hockey team without having to do stunts or building.

It you're interested in joining a cheer team, give Duchesne Hockey Cheer a try.

Hockey Cheerleading tryouts are being held March 25 – 27th, 2024 from 3:30 – 5:30 p.m. in the PAC.

If you'd like additional information, please contact Mary Fleri, club sponsor, at jmfleri@yahoo.com.



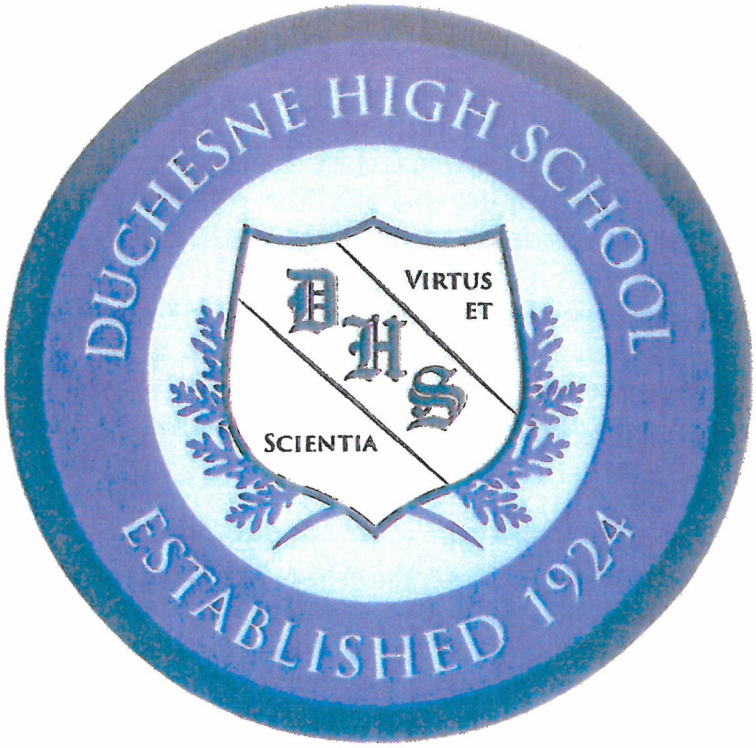
Join us in Duchesne's PAC on Tuesday,
March 5 from 3:30pm - 4:30pm for an

Improv Workshop!

Learn the basics, play some games, and have a blast

Scan to register!

Questions? Email Mrs. Velazquez at
tvelazquez@duchesne-hs.org



Student - Parent Handbook

2550 Elm Street
St. Charles, MO 63301

Main Office (636) 946-6767
Fax (636) 946-6267

www.duchesne-hs.org

Dear Students and Parents,

Welcome to the Duchesne High School community. You are joining a tradition of excellence in Catholic education that can trace its roots back to 1924. We are proud of all our school has to offer and encourage each of you to become fully involved in our programs and activities.

The Duchesne Student-Parent Handbook sets out our philosophy and beliefs. This Handbook provides you with important information about our policies, procedures and programs. A student's enrollment at Duchesne High School is based upon their parents and guardians agreement to support our mission, observe the guidelines included, and meet all obligations to the school.

While the handbook focuses on specific areas of concern, it is written with the belief our parents and students are partners in the educational, spiritual, and developmental goals of our school. The school reserves the right to make changes to the handbook as necessary, while committing to notify our parents and students of any amendments.

Please read the Handbook and keep it as a reference throughout the school year. This Handbook is also available on the school website: www.duchesne-hs.org.

We thank you for your involvement and trust. May God bless the Duchesne community throughout this new school year.

Shaping leaders in mind, body, and spirit

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This Student/Parent Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the Administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

ABOUT DUCHESNE HIGH SCHOOL

OUR MISSION

Duchesne High School is a Catholic, college preparatory school that embraces each student's unique, God-given gifts and educates the student as a whole person: mind, body and spirit.

Mind: We challenge students with a rigorous curriculum and develop discerning, responsible leaders to impact a rapidly changing global community.

Body: We cultivate good stewards of God's creation by developing respect for the human body and instilling a positive approach to a healthy lifestyle.

Spirit: We continue the evangelizing mission of St. Rose Philippine Duchesne - to nurture love of God and His Church, to serve others, and to inspire moral excellence.

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.

PHILOSOPHY

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 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 acknowledgment 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 doing so, the school works in partnership with the family to stimulate and guide their son or daughter spiritually, intellectually, physically, emotionally, and socially.

In light of this philosophy, the Duchesne High School community works to instill the following values:

Evangelization: To exhibit reverence, devotion and honor to God and his creations; to express in words and actions a significant love for God the Father, Son and Holy Spirit; to show respect for the Catholic faith and act in a manner exemplifying that we are alive in Christ's love.

Excellence: To establish exceptional standards for quality and achievement. To strive to meet and maintain these standards and be willing to contribute beyond expectations.

Personal Development: To actively become a leader, push oneself and others to try new things; to discover and appreciate other team members' gifts; to acquire new knowledge, energy, talents and skills to reach one's highest potential. To work with a team to define and accomplish common purposes; to look beyond personal needs to the needs of the group.

Service: To recognize the needs and contribute time to the welfare of other individuals, community organizations and school communities; to foster an environment of caring for others.

Stewardship: To give generously one's time, treasure and talents. To be responsible in the use and management of resources. To be trustworthy in caring for God's gifts; to encourage others in responsible use, sharing and management of anything entrusted to one's care.

Innovation: To introduce new ideas and novel methods of doing things that best contribute to an affinity for learning and student development. To encourage creativity, vibrancy and originality in students and others.

Integrity: To act according to one's word, be trustworthy and honest. To believe in, have faith and confidence in another institution, person or ideal. To inspire confidence that the job will be done and done well.

Diversity: To convey to each member of the school community his or her importance, dignity and value; to treat everyone with reverent respect. To advocate the value of working with people of all abilities, beliefs and backgrounds.

Community: To demonstrate an encompassing commitment to the success and well being of all students, faculty and staff, families, alumni and friends of Duchesne High School. To develop the citizenship skills, attitudes and practices characteristic of productive, community-minded individuals.

Communication: To provide timely, essential, dependable and helpful information; to listen and respond to all stakeholders invested in Duchesne High School for a greater understanding, including sharing information with the community at large.

OUR SCHOOL HISTORY

In the fall of 1924, St. Peter High School opened its doors to a class of 14 students. It would have been difficult for them to imagine that the tiny parish school on Clay Street in the small town of St. Charles would one day become a college preparatory school of several hundred students, called Duchesne Catholic High School. St. Peter became a four-year school in 1929, and, in 1934, with an enrollment approaching 100, was accredited by the State of Missouri. Although most of the students were from the parish grade school, teens from the neighboring St. Charles Borromeo parish, as well as parishes in surrounding communities, also attended St. Peter High School because of its reputation for a quality Catholic education.

By the 1950s, the flourishing St. Charles population pushed St. Peter High School to maximum capacity, and the need for a regional Catholic high school to serve the broader community was evident. In 1956, a new high school was built at our current location, and was named in honor of Blessed Rose Philippine Duchesne.

While the school's physical structure of today bears little resemblance to its parent school, the commitment to educational excellence in a faith-filled atmosphere is as strong today as it was when St. Peter High welcomed its first class more than 80 years ago.

Duchesne High School is fully accredited through Cognia. As a member school, Duchesne High School focuses on a continuous process of school improvement.

OUR PATRON SAINT

St. 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."

PRAYER TO ST. ROSE PHILIPPINE DUCHESNE

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.

PARENT PARTNERSHIP

CRITERIA FOR ENROLLMENT IN DUCHESNE HIGH SCHOOL

In accepting students we look for young people who can profit from and contribute to the educational and Catholic mission of Duchesne High School. We admit students on the basis of academic, behavior, and discipline records from the previous school, and the recommendation of the pastor and/or principal of the elementary school. We do not discriminate on the basis of race, color or national/ethnic origin. We give priority to those whose families have supported our school and Catholic education in general and students of faculty and staff. The education of a student is a partnership between the parents and the school. We expect parents to cooperate with the teachers and administration in the intellectual, physical, emotional, spiritual, and social development of their children. Likewise, families need to meet all financial obligations associated with attending Duchesne High School. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. We also expect that all parents will volunteer to help at the various events and times when volunteer assistance is needed (i.e. dinner auction, fundraising events, Open House, chaperoning social events for students, workdays at school, ticket taking, and concessions for athletics and serving refreshments at events are some of the opportunities).

WITNESS STATEMENT: FOR THOSE WHOSE CHILDREN ATTEND CATHOLIC EDUCATION

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

> *You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

PARENT PLEDGE

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with the Duchesne High School programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by work and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting Duchesne High School.

(From the Archdiocese of St. Louis)

PARENTAL/GUARDIAN CUSTODY

Divorced or separated parents must file a court-certified copy of the custody and educational obligations sections of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Any changes to such decrees or documents must be filed with our office in order for any changes to be recognized.

The decree and documents must clearly stipulate custody arrangements and responsibility for financial liability. Enrollment is not final until all necessary parties have completed the appropriate registration and financial obligation forms as well. Changes in custodial and/or financial obligation documentation may affect enrollment of the student until all documents and forms are adjusted accordingly. Duchesne reserves the right to non-enroll a student in cases where the custodial or financial agreements do not allow us to provide the educational partnership required.

Students who do not reside with an approved guardian will not be allowed to remain at Duchesne High School.

QUICK REFERENCE

ROLES IN THE SCHOOL

All members of the administrative team share the responsibility within their role of working to achieve a climate and create programs that foster Catholic growth and formation within the total school community.

The **President** is the chief executive officer of the school. They are responsible for: maintaining Catholic mission and identity, administering the financial aspects of the school, supervising the maintenance and usage of the facilities, hiring and supervising all personnel, directing the activities of the Advisory Board, Endowment Board, development, and public relations of the school.

The **Principal** is the chief operating officer of the school. They are responsible for: the day-to-day operations of the school and for the administration and supervision of the academic program, collaboration with the president on the hiring and supervision of teachers, creation of staff development programs, and maintenance of appropriate records and completion of forms.

The **Assistant Principal of Student Life** is responsible for assisting the principal in providing school-wide leadership and performing administrative duties. They will work closely with the Dean of Student Services in coordination of student discipline as well as assist teachers with classroom management. Likewise, the Assistant Principal of Student Life works closely to ensure that all students achieve the fullest benefit from the different activities that Duchesne offers.

The **Dean of Student Services** is a member of the administrative team whose responsibilities include: creating and maintaining a climate where teachers can teach and students can learn, coordinating student discipline, keeping records, assisting teachers with classroom management.

The **Director of Athletics** is a member of the administrative team whose responsibilities include: administering and supervising the athletic program, scheduling competitions, transportation, and facility use, ensuring the maintenance of appropriate records and completion of forms, working with the Boosters, collaborating with the president and principal on the hiring and supervision of coaches, and managing the athletic finances.

The **Director of Advancement** works directly with the President and Administrative team on all enrollment and fundraising efforts. Those responsibilities include: Golf Tournaments, Trivia Nights, the Duchesne Gala, Pioneer Fund, Alumni Nights, Open House, Pioneer Spirit nights and more. The Director of Advancement will collaborate with the Principal and Asst. Principal for Freshmen Registration Night, Baccalaureate Mass, and Graduation. The Director of Advancement will also oversee the Student Ambassadors and all High School Nights. In this role, the Director will also maintain the volunteer program.

The **Director of Campus Ministry** works with the president and principal to coordinate the spiritual activities, which provide for the Christian growth of students and staff. Responsibilities include: planning faculty faith development and prayer experiences, assisting with student retreats and days of prayer, liturgy planning, student prayer groups,

the Campus Ministry student program, reconciliation services, daily prayer and prayers for special events, and spiritual counseling. They also monitor the Christian Service Program including: identifying and informing the students, faculty and staff about service opportunities, providing experiences and opportunities for reflection, validating and recording of service hours.

The **Guidance Counselor** works to help the students develop academically, socially, emotionally and spiritually. Their responsibilities include: college planning, career information, testing, student personal concerns and problems in school, class scheduling, NCAA and NAIA Clearing House, credit checks and helping with credit deficiencies, parent consultations, and referrals to outside resources. Counselors have responsibility for all class levels. The Principal and the Assistant Principal of Student Life direct the activities of the guidance personnel.

The **Learning Consultant** acts as a resource to teachers, parents, administrators, and students regarding services for students with mild or moderate special needs. Responsibilities include reviewing diagnostic and evaluation reports, developing student profiles and IEP's, meeting with teachers, students, parents, communicating with tutors and other specialists who work with the students outside the classroom, admitting of students with special needs, coordinating special testing, being an advocate for students and parents. The principal directs the activities of the learning consultant.

The **Academic Deans** assist the Principal in developing, evaluating, and supervising the instructional program and teachers. The Deans work collaboratively with the teachers in curriculum and classroom management matters. The Deans will work with teachers to ensure a teaching and learning environment where all students are given the educational opportunity to reach his/her highest potential. The Deans will also assist in Departmental curriculum and budget planning.

The **House Director** works with the Principal and the Assistant Principal of Student Life to coordinate the House Program for the students. Responsibilities include sorting students, tracking points, supervising House Deans, work with faculty in implementing student training, and budget matters with the House Program.

The **House Deans** coordinate the student House Captains and Officers. The House Dean responsibilities include mentoring students and teachers in their House, coordinating with the House Director on all things related to the House Program, supervising House activities, and working with the House budget.

DAILY SCHEDULES

Monday & Tuesday

7:45 – 8:35	Period 1
8:40 – 9:30	Period 2
9:35 – 9:50	Communio
9:55 – 10:45	Period 3
10:50 – 11:40	Period 4
11:45 – 1:00	Period 5/Lunch
11:45 - 12:08	Lunch A
12:11 - 12:34	Lunch B
12:37 - 1:00	Lunch C
1:05 – 1:55	Period 6
2:00 – 2:50	Period 7
Drop	Period 8

Wednesday & Late Start

9:15 – 9:55	Period 1
10:00 – 10:40	Period 2
10:45 – 11:25	Period 3
11:30 – 12:10	Period 4
12:15 – 1:30	Period 5/Lunch
12:15 - 12:38	Lunch A
1241 - 1:04	Lunch B
1:07 - 1:30	Lunch C
1:35 – 2:10	Period 6
2:15 – 2:50	Period 7
Drop	Period 8

Thursday & Friday

7:45 – 8:30	Period 1
8:35 – 9:20	Period 2
9:25 – 10:00	Communio
10:05 – 10:50	Period 3
10:55 – 11:40	Period 4
11:45 – 1:00	Period 5/Lunch
11:45 - 12:08	Lunch A
12:11 - 12:34	Lunch B
12:37 - 1:00	Lunch C
1:05 – 1:55	Period 6
2:00 – 2:50	Period 7
Drop	Period 8

Mass & Assembly

7:45 – 8:20	Period 1
8:25 – 9:00	Period 2
9:05 – 9:40	Period 3
9:45 – 11:00	Mass/Assembly
11:05 – 11:40	Period 4
11:45 – 1:00	Period 5/Lunch
11:45 – 12:08	Lunch A
12:11 – 12:34	Lunch B
12:37 – 1:00	Lunch C
1:05 – 1:55	Period 6
2:00 – 2:50	Period 7

Half Day

7:45 – 8:18	Period 1
8:23 – 8:56	Period 2
9:01 – 9:34	Period 3
9:39 – 10:12	Period 4
10:17 – 10:50	Period 5
10:55 – 11:28	Period 6
11:33 – 12:06	Period 7

Half Day - All Classes Meet

7:45 – 8:16	Period 1
8:21 – 8:49	Period 2
8:54 – 9:22	Period 3
9:27 – 9:55	Period 4
10:00 – 10:28	Period 5
10:33 – 11:01	Period 6
11:06 – 11:34	Period 7
11:39 - 12:05	Period 8

ACADEMIC PROGRAMS

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 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. Course descriptions and other curriculum information can be found in the Course Selection Guide located on the school website.

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 of the Science courses must be considered Lab courses.*
***The Fine Arts requirement is fulfilled by one credit in the visual, musical, or the dramatic arts.*
****Practical Arts is fulfilled by credit from courses in business, computer science, or yearbook.*

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.
2. At least one English class is required each semester.
3. Only one Unscheduled Time can be taken per semester.
4. A maximum of two Physical Education courses can be taken in one semester.
5. 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.
6. 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.
7. 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.

CREDIT RECOVERY

If a student fails a required course, he or she must retake and pass the course during summer school or through a correspondence course. Any arrangement for making up the credit must be approved by the principal prior to taking the course. 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 required courses would not participate in the graduation ceremony. (Note: Driver education during summer school does not satisfy as makeup for a failed credit, or portion thereof.)

1. 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.
2. 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 may accept transfer credits from transfer students (fulfilling Duchesne's graduation requirements as listed above) earned in another school or program accredited by Cognia or by another accrediting association. MoVip courses must be approved in advance to be applied to graduation requirements. Students enrolled at Duchesne must take their required coursework at Duchesne, transfer credits taken online or over the summer from other institutions is not accepted.

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 Archdiocese and 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.

DROPPING/ADDING 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 school year, a student needs to obtain a Schedule Change form from their Counselor. The Counselor will check availability of classes and advise whether the class change can take place. There is a $20.00 fee for all classes wanting to be changed. If the change meets the approval of the teachers and principal, the student will be notified of the change and when to start the new schedule. Students are responsible for any missed work when not in the class.

HOMEWORK ASSIGNMENTS

Students regularly have homework assignments for their classes which will vary from class to class, course to course. In many courses, the quality and punctuality of the student's completion of assignments 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 is poor, needs improvement (similar to a D)
U = conduct is unsatisfactory (similar to a F)

Current grades are available at any time on PowerSchool. Parents are asked to check the academic status, and communicate with the teacher via e-mail.

ACADEMIC PROBATION

The Duchesne High School administration may place a student on academic probation if that student's credit standing is such that his or her accumulated credit may be or is below what's needed to be classified for advancement to the next class. This can be determined and evaluated at any time. For example:

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

The goal of recovery credits is to give the student a chance to catch back up to their required total. This should not be a recurring or repeated fix for not passing the regular courses. *The Administration reserves the right, at any point, to determine whether a student may recover enough credits to remain at Duchesne.*

ACADEMIC HONESTY STATEMENT

Students have an obligation to exhibit honesty in carrying out their academic assignments. Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include the following:

- **Plagiarism:** The adoption or reproduction of ideas or words or statements of another person without due acknowledgment
- **Fabrication:** The falsification of data, information, or citations in any academic exercise. Buying or obtaining work that was not originally created for the assignment. Fabrication includes the use of artificial intelligence to generate ideas, compositions, presentations, papers, or any other type of assessments.
- **Deception:** Providing false information to an instructor concerning an academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating:** Any attempt to give or obtain assistance in an academic exercise without due acknowledgment.
- **Sabotage:** Acting to prevent others from completing their work. This includes destroying the work of others or willfully disrupting the experiments or work of others.
- **Facilitating Academic Dishonesty:** Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work where collaboration is not allowed; providing information, material, or assistance to another person. Viewing, photographing, recording, copying, selling or acquiring a teacher's academic materials without permission. Tampering with an instructor's records of grades, scores or materials.

Duchesne High School upholds the highest standards of academic excellence and therefore expects academic integrity of all students. Academic dishonesty is a violation of personal integrity and contrary to Christian values.

It is the student's responsibility to understand academic dishonesty in all its forms. When in doubt, students should consult with the teacher in advance of the due date of the assignment. Students who violate this policy will be held to the consequences in the class, as well as reported to the Dean of Student Services for detention. Multiple infractions will lead to more severe penalties, even if they occur in different courses in different years.

Consequences to violations of academic honesty will include notification of parents, detention, and loss of credit on the assignment. Additional infractions will result in more severe penalties.

	Minimum Consequences	Maximum Consequences
1st	Call to parents, 2 detentions, loss of credit	and, "u" in conduct, removal from clubs or organizations
2nd	Call to parents, 4 detentions, loss of credit	and, "u" in conduct, removal from clubs or organizations, academic probation
3rd +	Call to parents, 8 detentions, loss of credit, academic probation	and, "u" in conduct, removal from clubs or organizations, withdrawal for cause

ACADEMIC STANDARDS

Certain academic responsibilities must be met before a student may participate in co-curriculars at Duchesne High School. Academics are a priority and therefore a student must be performing at an acceptable level in their academic studies and be making satisfactory progress toward graduation, as determined by Duchesne policy before they may participate.

1. *Cumulative Studies:* Students cannot be more than ½ credit deficient towards minimum requirement for graduation in their academic career. This is calculated at 3.5 credits per completed semester. (For example, a student just completing their sophomore year should have accumulated a minimum of 14.0 credits. If that student has successfully completed 13.5 credits, they are eligible for co-curricular activities. If they have successfully completed 13.0 or fewer, they are academically ineligible to participate in co-curriculars.) Also,

students wishing to participate in co-curriculars and are behind in the minimum graduation requirements must also have an approved plan in place with the Principal to make up those credits.

2. *Current Studies:* For Co-curricular activities, students must maintain grades in good standing. If a student has two "D's" or one "F," they are required to attend Zero Hour Study Hall on Wednesday morning in order to participate in activities. This will start after three weeks from the start of each semester.

   Students who do not attend the ZHSH will receive a detention and be ineligible for contests, performances, or similar activities at the discretion of the administration.

   Students who have earned an "F" at the end of the 1st and/or 3rd quarter, will be ineligible for Co-Curriculars until the semester grade is raised from failing.

   If a student fails a semester class, they will be ineligible for the first two weeks of the next semester. Failing a semester course may, put in jeopardy the student's ability to participate in co-curriculars, depending on the number of credits they need to remain eligible.

ZERO HOUR STUDY HALL

Student quarter grades will be checked every Monday starting three weeks into the first and second semesters. If a student has any grades of "F" or two grades of "D's" they will be required to attend Zero Hour Study Hall (ZHSH) from 8:00-9:00 on Wednesday mornings until the grade(s) are raised. This time will be an opportunity for students to work on school work and receive support from student tutors.

If a grade improves before Wednesday, they will no longer need to attend ZHSH. They will need to talk to the counselor to be sure they are notified of the grade change. Students who do not attend the ZHSH will receive a detention and be ineligible for contests, performances, or similar activities at the discretion of the administration. Students must talk to their coach or moderator to determine what practices or activities they need to attend.

The ZHSH will also be available for teachers to send students to do make-up work or take assessments they may have been absent for, even if grades are in good standing.

EXAMS/CULMINATING PROJECTS

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 students 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 time needed.
2. All students are to be in the classroom during the ENTIRE length of the scheduled exam time.
3. Students who are unscheduled during the semester do not need to be in school during those periods. If unscheduled time falls between two exam periods, students should go to the Cafeteria, they are not to be in the corridors, outside, on the parking lot, etc.
4. Only Seniors may be exempt from course ending exams. Exemptions are made upon the discretion of the teacher and the following conditions:
   - The student must have a "B" semester average, with either the 2nd or 4th quarter grade not below a "B"
   - The student must have an "S" for the conduct grade.
   - Students taking ACC courses for college credit MUST take the final exam to earn the credit from the university.
   - 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. Students who choose this option must inform the teacher in advance that they wish to take the exam.

GRADE POINT AVERAGE

- A student's Grade Point Average (GPA) is cumulative throughout the student's entire school career at Duchesne High School and is recalculated at the end of each semester.

- 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.
  - Each quarter grade is 40% of the semester average.
  - The semester exam grade is 20% of the semester average.
- 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.
  - Most courses are granted grade points as follows: A=4, B=3, C=2, D=1, F=0.
  - Duchesne 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 granted grade points as follows: A=5, B=4, C=3, D=2, F=0.

ACADEMIC HONORS

The Duchesne emphasis on academic excellence is represented by three levels of honor roll distinction based on grades and the grade point average (GPA) achieved cumulatively and calculated after seven semesters. The standards are:

Cum Laude (with honor): for minimum cumulative GPA of 3.25 with no grade lower than "C" and without a "U" in conduct.

Magna Cum Laude (with great honor): for minimum cumulative GPA of 3.75 with no grade lower than "C" and without a "U" in conduct.

Summa Cum Laude (with highest honor): for minimum cumulative GPA of 4.00 without a grade lower than "B" and without a "U" in conduct.

This broad approach to recognizing the effort and achievements of DHS students will reflect grades earned on semester report cards only. Quarter grades alone will not determine academic achievement levels.

SENIOR ACADEMIC RECOGNITION

Duchesne will not recognize a Valedictorian or Salutatorian. Senior recognition will follow the academic recognition guidelines each semester, and cumulatively, and will culminate with awards presented prior to and worn at graduation exercises.

ADVANCED CREDIT COURSES

Advanced Placement (AP) courses require a student to take the College Board test in May to qualify for AP credit. Those scores in no way impact the grade earned in the course during the school year. Students are not required to take the AP test as part of the course for credit at Duchesne. Colleges and universities have different methods of accepting and using AP credit. It is important for students to check with their prospective schools to find out what is required.

Saint Louis University 1818 Advanced College Credit is college credit offered through the university to juniors and seniors in selected courses. In order to achieve credit for any course in the 1818 ACC program, a student must achieve a grade of "C" or above. However, if a student should earn a "D" or "F" in these courses, the grades will be permanently recorded on the student's University transcript: SLU assesses the charges for these credit hours. In order to register with SLU for 1818 courses, a student must have an un-weighted cumulative GPA of a 3.0 or higher. Saint Louis University will grant only 11 credits a semester and no more than 30 hours' credit toward graduation. Colleges and universities have different ways of accepting and using ACC credit. It is important for students to check with their prospective schools to find out what is required.

The **University of Missouri - St. Louis Advanced College Credit** program offers college credit in Spanish, French, and Anatomy/Physiology. In order to register with UMSL ACC courses, a student must have an un-weighted cumulative GPA of a 3.0 or higher. These classes are typically only open to juniors and seniors but some sophomores may qualify. Their standards require a 3.5 grade point average to enroll. UMSL assesses the charges for these credit hours. Colleges and universities have different ways of accepting and using ACC credit. It is important for students to check with their prospective schools to find out what is required.

UNSCHEDULED TIME

Unscheduled Time is a senior privilege. Seniors meeting the below criteria may leave the classroom during study hall, but must remain in the building. Seniors that do not have the grades or self-discipline to manage being unscheduled, will stay in the assigned Study Hall.

Earning Unscheduled Time: Each senior with a Study Hall will be assigned a classroom. Once the D/F list is generated on Monday of week four of the semester, a senior who does not have two D's or an F, can be unscheduled. Unscheduled seniors should check in with their study hall teacher each day. If a senior is on the list, they will be Scheduled for that week (even if grades improve). A new list is not generated until the next Monday, so the minimum time a student will be Scheduled is one week. Seniors on Disciplinary or Academic Probation will not have Unscheduled Time even if they have acceptable grades.

Any senior who is causing problems in the halls or disrupting on-going classes can lose unscheduled time. Any teacher who believes that a student is not using the unscheduled time in an appropriate manner can tell the Assistant Principal of Student Life and they will be restricted for a minimum of one week. Any senior who loses their unscheduled time a second time will be scheduled to their Study Hall for the rest of the semester. The cell phone and other school policies are still in effect, even in unscheduled time.

Areas Available for Unscheduled Students:

- Classrooms
- Cafeteria
- Fine Arts Commons
- Trading Post Commons
- Guidance Office
- Main Lobby
- Strauss Hall
- Duchesne Hall
- Courtyard (weather permitting)

Students are not allowed in:

- Gym
- Stadium
- Fitness Center/Mezzanine
- Gym Lobby
- Locker Rooms
- Gym Hall
- PAC
- Fine Art Hall
- 310 Building

ATTENDANCE GUIDELINES

ATTENDANCE

Being at school is an intrinsic part of the learning process. Good attendance and punctuality are important life skills valued by Duchesne High School. Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities. Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reason for absence.

Students are expected to attend all classes and school activities (including but not limited to standardized testing, sports programs, field trips, etc.) on days scheduled by the school as days of student instruction. A student who is not present at the appointed times is designated "absent." An accurate and complete record of attendance and tardiness is kept by Duchesne for every student. This record is a part of the regular report to parents/guardians and part of the student's cumulative active file.

ABSENCES

Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities (e.g., field trips, enrichment, remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered "absent, excused". For this type of absence, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Seniors and juniors can be pre-approved for college visits and not have those absences counted as part of their absence total. Abuse to this policy could result in college visits being counted as absences.

If a student is going to be absent from school, *the parents are required to call the school office before 7:30 a.m. to explain the reason for the student's absence that day.* In cases of prolonged illness, parents must send a note from the student's physician. Before a student returns from a non-medical hospitalization, a report from an attending medical doctor or health care case manager is required. Serious reasons for missing school include illness, a death in the family, and serious personal reasons. For any absence a student must have a documented parent phone call or note on file or the student absence will be considered truancy.

EARLY DISMISSAL

When absolutely necessary for a student to leave early they must follow the procedure outlined below:

- 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 the school day to receive a checkout pass. The student must check out with the main office personnel prior to exiting the building.
- 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 and will receive no credit for work missed and must make-up the time missed at the discretion of the Administration.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES WHEN ABSENT

A student may not attend any event at Duchesne or any other site either as a participant or fan unless they meet the criteria below.

To be eligible for participation in co-curricular activities, a student must be present at school and in class a minimum of 5 whole periods out of a 7 period day. In the event that a student-athlete must miss academic time for doctor appointments, etc. students must meet the 5 of 7 required class periods for participation and attendance at co-curriculars. A student may not leave early to go home ill and then participate or attend an activity. This participation policy includes all practices, rehearsals, dances, plays, games, etc. Exceptions may be made in the event of extraordinary circumstances and must be pre-approved by the Assistant Principal of Student Life. The administration will determine participation eligibility.

If a student misses class(es) on the day of a contest without being excused by the Assistant Principal of Student Life (or Principal in his/her absence), the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence. (By-Law 212.0 MSHSAA)

Students with any combination of 10 attendance occurrences in a semester (for this policy an occurrence includes any tardy, early dismissal, late arrival, partial absence or full absence) may be ineligible from participating in co-curriculars for the duration of that semester. Those students must meet with the Dean of Student Services to develop a plan to improve attendance. If a student must miss class for a doctor appointment, he or she must present a note from the doctor's office confirming the time and date of the appointment to avoid an occurrence. If a student misses class time to attend a funeral, this does not count as an absent occurrence. Appeals should be made to the Director of Athletics or Assistant Principal of Student Life who will consult with the Principal to make a final determination. Students who do not show improvement will become ineligible for Co-Curricular activities for that semester.

EXCESSIVE ABSENCE

Earning credit in any course requires regular attendance, as well as a passing grade. Class participation is a valid component of a grade given for class work. After 5 absences in a semester or in a particular course, the student and the parents may be contacted to discuss an appropriate action. After 10 absences in a semester or in a particular course, the Assistant Principal of Student Life and the Dean of Student Services will meet with the student and a parent; the student may be placed on probationary contract, and/or denied credit. Excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. Special consideration will be made for students having a verified serious illness. For this policy, absence in a class due to another school sponsored activity – i.e. field trip, etc. – will not be included in the count of absences.

EXTENDED ABSENCE

Because daily attendance is so crucial to a student's academic success, we strongly discourage students' absence 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 Principal.

SENIOR PRIVILEGE - LATE ARRIVAL/EARLY DISMISSAL

Any senior whose unscheduled time occurs during the first or last period of the day, and whose name is on the approved list (parental permission, passing all courses, service hours, etc.) may arrive after first period or leave school during last period. Seniors wishing to apply for this privilege receive a special form to be signed by his or her parents and returned to the Assistant Principal of Student Life by a designated time. The permission applies for the semester, with grades evaluated each quarter – students with the privilege can have no D's or F's in any class.

TARDY TO SCHOOL

Students who are not present in their l by 7:45am are considered tardy. If a student arrives after 8:10am, they will be issued an automatic detention. They must first report to the Main 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 when they arrive.

Students will receive a detention upon being late for the fifth-5th, eighth-8th time per quarter. When receiving the eighth-8th tardy, the student will be given a detention for each additional tardy after their eighth-8th.

TRUANCY

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. If a student is not in their assigned place during the school day, they may also be considered truant. If a student misses a full class or more of the school day, consequences may include a conference with the parents, out-of-school suspension, and a probationary contract. Classroom time will be made up in detention. Should the student repeat the truancy, there is a conference with parents and Administration, and ultimately, the student may be considered for withdrawal for cause.

VIRTUAL LEARNING

Virtual learners are students who are unable to physically attend school in the building but can take classes virtually online with the approval of the administration. While this is not recommended, there are health issues and concerns that may necessitate this type of learning for a temporary period of time. Virtual students are not eligible to participate in co-curricular activities.

Students are to log-in and follow their course schedule through the day, being "present" in classes as the teacher sees necessary. There may be times when a student is not required to watch the class in real time (PE, Art), but this is up to the discretion of the teacher and may change from course to course.

Virtual students will be marked with a "VL" on their attendance record. This indicates that a student is present for school but not attending classes in person. If a student does not attend classes online, they will be marked absent and have the same consequences and privileges as any other student not in class.

HEALTH ISSUES

COMMUNICABLE DISEASES

In a Catholic school, compassion for the sick should be evident as well as a concern for their 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. Catholic schools of the St. Louis Archdiocese will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

HEALTH RECORDS

A record of a physical exam within two months prior to a student's entering 9th 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 the section titled, "Physical exam requirement - athletics" in the Athletic Program Guidelines of this handbook.

IMMUNIZATIONS

Missouri State law prohibits any student from attending school unless immunizations are current and filed in the main office. For the protection of all students, Duchesne High School will strictly enforce this law. Students will be sent home if documentation of immunizations is not sent to school. The Health Department monitors this process.

ILLNESS OR INJURY DURING THE DAY

Students who become too ill to remain in class report to the Main Office. The parents/guardians will be called. As a matter of safety, students are urged not to text or call parents on their own. Parents'/guardians' work phone numbers should also be on file in the school office.

MEDICATION

Duchesne High School follows the Archdiocesan policy on dispensing all medication (over the counter & prescription) to students during school hours by faculty/staff personnel.

- Medication MUST be in its original container with the student's name clearly visible.
- The Archdiocese's form on dispensing medication must be completed by parent/guardian before faculty/staff will dispense medication to a student.
- A copy of the signed doctor's prescription and a signature of parent/guardian with the time(s) of each dosage must be given and kept on file for each student. Medication will be locked and kept in the office.

CAMPUS MINISTRY

VISION

The office of Campus Ministry at Duchesne High School seeks to follow the vision of the United States Conference of Catholic Bishops by:

- Empowering our students to live as disciples of Jesus Christ in our world today
- Drawing young people into responsible participation in the life, mission, and work of the Catholic Church
- Fostering the total personal and spiritual growth of each young person (*Renewing the Vision*, USCCB, 1997).

Primarily, the office of Campus Ministry exists to nourish the sacramental and devotional life of the whole school. Further, under the direction of the Campus Minister, all faculty and students work together to strengthen the faithful service of our Catholic school community.

PRAYER

The Campus Minister coordinates the daily prayer of the school by emphasizing the liturgical seasons and calendar of the Catholic Church. Two student groups offer prayer opportunities in the Chapel. *Radiate* is a student-led prayer organization that meets once a week for intercessory prayer and the *Pro-Life Club* prays a weekly Divine Mercy Chaplet for an increased respect for life. All students are welcome to join these groups. Soul Officers from our four Houses lead the school in morning and afternoon prayer.

RETREATS

The office of Campus Ministry offers an annual retreat for each grade level in order to offer students an opportunity to reflect and to make resolutions to deepen their relationship with Jesus Christ. Freshmen, Sophomores, and Juniors participate in a one-day retreat during school hours and Seniors go on an overnight retreat. These are all required for graduation. The Duchesne faculty also go on an annual day of Retreat and engage in a spiritual development program throughout the year.

SACRAMENTS

The office of Campus Ministry coordinates at least six all-school Masses throughout the year as well as two Reconciliation services. Further, Mass is celebrated at 7 a.m. each Friday in the Duchesne chapel for all who wish to attend. Eucharistic Adoration is offered at least twice a year during Advent and Lent.

SERVICE

As a Catholic educational community, Duchesne not only educates students to high secular standards, but also educates students to live the Gospel of Jesus Christ and participate in the traditions of the Catholic Church. This spiritual education includes an education in service, which was taught and exemplified by Jesus Christ.

Duchesne requires that each student perform a minimum of 100 hours of service for graduation. We suggest that you work at a pace of at least 25 hours per year to reach the requirement. Most students do well beyond this number of service hours.

Students will record their hours in the service tracking app MobileServe. These hours will be reviewed by the Campus Minister and a current record total for each student will be kept on file. Please note that students may receive a maximum of 20 hours of service for managing a sport for a Duchesne team.

JUNIOR SERVICE

At the end of their Junior year, students will volunteer for an organization as part of a one week service emersion experience. All juniors will take their final exams at the same time as the seniors. This will allow students to work during the interim week between those exams and the end of the school year. Juniors will work at the organization from 8:00 a.m.–2:00 p.m. for five days, to experience first-hand the great needs of so many in our community from the unborn to the elderly, the disabled to the disenfranchised, the neglected to the abused. There are activities and programs at school after the week of service.

SENIOR YEAR SERVICE BENCHMARKS

Seniors who do not have minimum levels of service will be ineligible for activities and privileges until the hours are completed and approved. Activities include: Athletics, Plays, Clubs, dances and other co-curricular organizations.

Senior Class	Hours Due	Ineligible for...
End First Week	50%	Senior Privilege Quarter 1 + Activities*
End of Q 1	60%	Senior Privilege Quarter 2 + Activities*
Start of Sem 2	70%	Senior Privilege Quarter 3 + Activities*
End of Q 3	80%	Senior Privilege Quarter 4 + Activities*
Mid Q 4	90%	Prom
End of Exams	100%	Graduation

*Activities = Athletics, Performances, Clubs, Dances, etc.

A Junior will need 25% of their hours by the end of Quarter 1.

What is Service?

At Duchesne, we define Christian Service as any activity done without payment that assists another human being to fulfill a basic human need. A basic human need is one of the Corporal or Spiritual Works of Mercy (CCC 2447): life, health, food, shelter, clothing, and education. Please note that life, health, food, and education can be interpreted on both a physical and spiritual level.

What is not Service?

While we cannot come up with a comprehensive list of activities that do not count as service, some common ones that we often receive questions about that we do not accept are:

- Any work (babysitting, yard work, etc) done for a family member or relative (grand-parent, aunt, uncle, cousin) is not service. The reason for this is because family obligation coincides too closely with the service work for us to assess the activity as service.
- Babysitting, dog-sitting, or house-sitting is typically not service unless it is a response to a medical emergency or an extreme situation.
- Yard work or shoveling snow is not service unless the person for whom you are working cannot shovel or mow the yard themselves due to old age or disability.
- Any activity that earns money for an organization that is not a service organization such as a club sports team is not service. If you are participating in a fundraiser and you want to apply for service hours, please state explicitly on the form where the money is going.

*Please note that a team manager for any Duchesne team may receive a maximum of 20 hours per sport, per season.

Common Examples of Service

Hours accepted: Working at a fundraising event for a charity or non-profit organization
Hours declined: Working at a fundraising event to pay for your soccer team's tournament

Hours accepted: Mowing the lawn for your handicapped neighbor
Hours declined: Mowing the lawn for your parents or another family member

Hours accepted: Time spent working at an overnight service project
Hours declined: Time spent sleeping or in recreation at an overnight project

Hours accepted: Working after school in the office of a charity or non-profit organization
Hours declined: Working for free instead of taking a paycheck at your after-school job

AWARDS

While 100 service hours are required, many students perform more than the minimum. Students who perform more than 150 service hours during their four years at Duchesne will be recognized at the Baccalaureate Mass and in the graduation booklet. Those with more than 150 service hours will receive the Bronze Certificate; more than 250 hours will receive the Silver Certificate; and 350 hours or more will receive the Gold Certificate and be given red and silver cords to wear at Graduation.

There are three service awards handed out to exemplary seniors to recognize the service they have done for their school and local community.

- Martin Luther King, Jr. Award for exemplary service that addresses a social inequity
- Archbishop May Service Award for making service a way of life in school, community and the world
- Light of Christ Award, for exemplifying the charisms of St. Rose Philippine Duchesne by witnessing to the love of Christ through service to the Catholic Church

GUIDANCE 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:

- Affords students an opportunity for personal counseling.
- Fulfills the role of facilitator between faculty and students.
- Broadens the student's knowledge of present day careers.
- 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. One ACT is provided by the school in the spring of their Junior year. This is a mandatory test and counts as a school day.
- Offers academic advisement and college placement service to the students.
    - Students encountering academic difficulties are sometimes referred to their counselor.
    - Students not meeting academic standards are seen by their counselor at the end of the semester and assisted in arranging a makeup program.
    - College-planning workshops are held yearly for the juniors and their parents to begin the college selection process.
    - A financial aid workshop is held yearly for juniors and seniors to review the financial aid process.

HOUSE PROGRAM

GOALS

- To assure greater individual care by providing each student with additional faculty support
- To develop stronger student bonds across divisional levels
- To create more opportunities for student leadership
- To develop a stronger relationship with the larger community through acts of service
- To enhance in all students a closer relationship with God

GOVERNANCE STRUCTURE

Duchesne High School students will be divided into one of four houses named after a North American saint (de Veuster, Drexel, Jogues, and Kateri).

On the faculty level, a House Director will coordinate with the four House Deans. The four House Deans will work with the additional faculty members in the House, serving as Communio teachers and mentors, to implement programming, oversee activities, and mentor students.

On the student level, each house will elect two students to serve as House Captains their senior year. House Captains will meet weekly with the House Dean and House Director to plan and implement programming for their House and the overall House System. Each House will have an additional four officers. These officers will coordinate and lead activities in each of the following areas: Mind, Body, Spirit, and Soul. They will also lead sub-committee meetings and be the daily leader in their Communio.

Underclassmen in the house system may be asked to serve as a mentor to an incoming freshman or transfer student. They may also be asked to serve on sub-committees.

ELIGIBILITY FOR LEADERSHIP

To serve as House Captain: The prospective student must be in good standing with Duchesne High School and their House. Each House may determine and administer higher standards for their own governance.

To serve as a House Officer: The prospective student must be in good standing with Duchesne High School and their House. Each House may determine and administer higher standards for their own governance.

Each House will determine the voting method and criteria for students to be eligible for office. The Administration will work with the House Director and House Deans to ensure fairness in the process. The House Leaders have the ability to remove a student leader after discussion with the House Director.

HOUSE ASSIGNMENTS

The House Director determines House assignments and is approved by the Administration. Assigning students to a House is random within the confines of keeping houses even in the number of male/female students and grade levels. Consideration will be given to students with a Legacy Claim and for siblings in the same grade level.

A Legacy Claim will be considered when a sibling or parent is currently enrolled or graduated from Duchesne. Students can request to be placed in the same house as their family member. The House Director will attempt to honor all Legacy Claims, but a balanced House System is the first priority.

Students cannot switch their house assignment. A student may be moved to another Communio at the determination of the House Director and Administration.

STUDENT RESPONSIBILITIES

Students will be required to be present in Communio. They will be encouraged to participate in many activities over the semester, such as the leadership education program, service opportunities, and house challenges.

STUDENT BEHAVIOR GUIDELINES

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.

Acceptance as a student at Duchesne is a privilege. In all disciplinary cases, both the welfare of the student and welfare of the school are of paramount concern. 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.

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.

Duchesne High School is a tobacco and weapon free campus. Absolutely no tobacco, firearms, explosive devices, or weapons of any kind, including pocket knives or items that could be used in a threatening manner will be tolerated at school functions or on the premises. Serious consequences include suspension, withdrawal for cause, and/or legal action. Book bags, handbags, lockers, and vehicles are subject to searches at the discretion of the Administration.

ABUSE: PHYSICAL OR VERBAL TO FACULTY OR STAFF

Action against any teacher or staff member: Any intentional, willful threat or attempt to do bodily harm; a written or verbal threat; written or verbal comments that may jeopardize a reputation; the unwanted touching or application of force.

First Offense	Repeat Offense
Minimum: Suspension	Minimum: Suspension
Maximum: Withdrawal	Maximum: Withdrawal

ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

Duchesne High School believes that the use and abuse of drugs poses a threat to young people. The use and abuse of alcohol and drugs inhibit attainment of potential and create an obstacle to full development as Christian people. Duchesne High School strives to provide a safe, drug-free school environment. We believe that the use and abuse of alcohol and drugs are destructive not only to students and their families, but also to the entire Duchesne community.

Under present federal and state laws, the possession and use of alcohol and certain non-prescribed drugs including narcotics, depressants, stimulants, inhalants, marijuana, and hallucinogenic drugs are illegal. Duchesne High School prohibits the possession, use, sale, or transfer of any of these substances. Duchesne High School also prohibits the possession, use, sale, or transfer of any counterfeit controlled substances, synthetic drugs or any person's prescribed medication. Possession of drug paraphernalia is also prohibited. The policy will be enforced on school property, within the close proximity of the school, at all school-sponsored activities, and in the transportation of students to and from any school-sponsored activities.

WELLNESS MODEL

Duchesne High School strives to be a community where our students are empowered to make responsible choices concerning the role of alcohol and drugs in their lives. Our desire is for a drug/alcohol free student body. Because of this, all students at Duchesne High School are subject to mandatory random drug/alcohol testing throughout their enrollment at the school. The information gathered will be shared with parents and will be used to help the students make positive choices. A positive test result from the random testing will not lead to automatic disciplinary consequences. It is our hope that students who test positive will get the help needed to return to good health.

PROCESS OF THE WELLNESS MODEL

- Throughout the school year, Duchesne High School will randomly choose a group of students to submit for drug testing. DHS students will submit a hair sample to be tested for the presence of drugs. The school has employed a third party to determine the students that will be randomly tested and analyze the hair samples. Testing will begin at the start of the school year and continue until the last day of the academic calendar.

- All samples will be sent to the third party for analysis, and the results will be sent to the Assistant Principal of Student Life.
- For those students whose results are negative, the Assistant Principal of Student Life will send a "Letter of Negative Status" home to the parents with the date of testing indicated. The student will reenter the random pool for possible future testing.
- For those students whose results are positive for drug use, the Dean of Student Services will request an immediate meeting with the student and parents and the First Positive procedures will be initiated.
- Due to the randomness of the selection, students may be tested multiple times over the academic year.

First Positive

- If test result is positive OR if student admits to using drugs
  - Meeting with Dean of Students and Assistant Principal of Student Life and at least one parent
    - No disciplinary consequences at this time (school or co-curricular)
    - Purpose of meeting is to encourage the family to seek the necessary help and interventions and to provide them resources. Duchesne does not endorse one therapist or program over another.
    - Family must supply a written plan of action that will be taken. This plan is due to the Dean of Students within one week of the meeting with administration.
  - Students with a first positive will be tested again in 90 calendar days
    - If first positive RE-test results are negative, the student will be placed back in the random pool of test participants.
    - If first positive RE-test results are positive, the student will move to the "second positive" category.
  - Please note: all testing required after the initial random test will be invoiced to the family.

Second Positive

- If after the 1st Positive test, results are again positive for drugs, it will be considered a 2nd Positive.
  - Upon notification of the 2nd Positive, the Dean of Students and Assistant Principal of Student Life will conduct a full examination of the student's academic, discipline, and attendance records.
  - It may be determined that it is impossible for the student to remain at Duchesne.
  - The 2nd Positive results will be reported to the administration- including the Athletic Director. The student will be ineligible for co-curricular activities until the student tests negative.
  - Students that have a 2nd Positive, and are permitted to remain at Duchesne, must commit to a treatment program. Documentation of attendance at a program will be shared with the Dean of Students.
  - Failure to follow through the agreed upon treatment program may jeopardize a student's continued enrollment at Duchesne.
- Students with a 2nd Positive will be tested again in 90 calendar days at the family's expense.
  - If the 2nd Positive 90 day re-test results are negative, the student will be released from all therapeutic obligations and tested again in 45 days (at the family's expense). Eligibility for co-curricular activity is re-instated at this time.
  - If the 45 day re-test results are also negative, the student will be placed back in the random pool of test participants
  - If either the 2nd Positive 90-day or 45-day re-test results are positive, the student will be placed in the 3rd Positive category.

NOTE: Students who successfully complete a drug intervention program and who maintain a negative status as described above will be placed back in the random pool for future testing. If these individuals test positive at any time during their remaining years at Duchesne, they will be considered a disciplinary risk and placed in the category of a 3rd Positive. A student is given only one opportunity to successfully complete the program of drug remediation.

Third Positive

- If after the 2nd Positive, the test results are again positive for drugs, it will be considered a 3rd Positive.
  - The school will have no choice but to assume that despite nearly a year of evaluation and support given to them, the family and the student are not making a good faith effort to improve
  - A 3rd Positive will move the conversation from one of Health and Wellness to Discipline. A 3rd Positive will indicate to the school the unwillingness on the part of the family and student to seek the help needed to remain drug free.
  - A 3rd Positive will likely lead to dismissal from Duchesne

Alcohol testing will be conducted at all school dances and may be conducted at additional activities. Anyone found under the influence or in possession of alcohol will be refused entrance, parents will be contacted and disciplinary action will be taken. Vehicles may be searched while on school parking lots.

If the school becomes aware, in any way, of students using or possessing alcohol or drugs, or being present at an outside of school event where drugs and alcohol are being used, then it will be investigated and consequences may follow.

Tobacco Products: Smoking, vaping, or the use of smokeless tobacco products in any form is prohibited by all Duchesne High School students on the premises and at any school function. Students who are found using or possessing cigarettes, pipes, cigars, e-cigarettes, Juuls, vaping products, or smokeless tobacco, are fined $50.00, their parents are notified about the infraction and they will serve detention. In the case of a second offense, a conference with student, parent, and Administration is required in addition to a $100.00 fine. A second violation will likely result in disciplinary probation

Parent Sponsored Parties: Parents put themselves at risk when sponsoring overnight parties, especially where alcohol is present. Taking students' car keys and allowing them to use alcohol in personal homes or on personal property is not a wise choice. In addition to the moral and ethical problems, parents put themselves at risk of lawsuit or criminal prosecution. Parents' sponsoring such activities with minors is not consistent with the partnership we require.

The Administration of Duchesne High School will confront all rumors of such overnight parties, before and after the fact, informing parents of rumors and taking appropriate action as deemed necessary in a given situation. If the school becomes aware, in any way, of students using or possessing alcohol or drugs, or being present at an outside of school event where drugs and alcohol are being used, then it will be investigated and consequences may follow.

ASSEMBLIES

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

During lunch service, iPads or any other electronic devices are discouraged to be used in the cafeteria. During this time the Cafeteria is considered an e-free zone.

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

- Follow rules of good manners
- Clean off your table and pick up items on the floor around your chairs.
- Put trash into the trash receptacles and soda cans and bottles put in recycling containers.
- No backpacks are permitted in the food serving lines.
- Arrive in the cafeteria within five minutes of the start of the lunch period.
- Stay in cafeteria until the bell rings to move to class.
- Ordering food and having it delivered or brought to campus by family or friends is prohibited.
- Leaving campus for lunch at any time is not permitted.
- Students should attend their assigned lunch period.

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

Action: Any intentional violation of good conduct and common courtesy while using the cafeteria:

First Offense	Repeat Offense
Minimum: Warning	Minimum: Detention
Maximum: Detention	Maximum: Suspension

CLASSROOM

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 as absent will be reported to the office.

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 Student Services. The student may also be asked to leave the class. At that time, the student should report immediately to the Dean of Student Services. 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.

Action: Any intentional acts, behavior, or conduct in the classroom which interferes with an orderly educational environment:

First Offense	Repeat Offense
Minimum: Warning	Minimum: Detention
Maximum: Withdrawal	Maximum: Withdrawal

CO-CURRICULAR EVENTS

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 co-curricular events on Duchesne property or at any other location. If a student is asked to leave any co-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 withdrawal from Duchesne High School.

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.

DAMAGE TO SCHOOL PROPERTY
Students are expected to show respect for school property at all times. Should damage occur, whether willful or not, the consequences will include parent contact, restitution for damages, and possible service to the school, suspension, or withdrawal for cause. If vandalism or fighting were the cause of the damage, disciplinary action will result as described under the appropriate section in the handbook.

DANCE POLICY
Students will not be allowed into the dance after the designated beginning time. Students will not be allowed to leave until the time designated by sponsor. Once students have left the event, they may not return. Students must be off school premises 15 minutes after dance is over. Any exception to these policies must be approved in advance by the Assistant Principal of Student Life.

There will be a breathalyzer at all dances and students and guests will be tested. No one will be allowed into the dance under the influence of any drug/alcohol. Students who test positive for alcohol will have their parents called to come and pick them up from Duchesne High School. These students will be contacted by the Assistant Principal of Student Life for appropriate consequences. The Administration may search any vehicles transporting students to a dance.

All guests attending any Duchesne dance must have permission from the Duchesne Assistant Principal of Student Life and a Guest Form signed by their parent indicating permission and signature of their current principal indicating they are students in good standing academically and disciplinarily.

For Prom: This end of the year dance is a special privilege reserved for juniors and seniors only. Freshmen and sophomores may not attend the prom. Once students have left the event, they may not return. A permission slip is required for any participant not attending Duchesne High School.

DETENTION
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 will be served before or after school and will supersede any co-curricular activity. The student will be notified of the time of their detention and should report to the Assistant Principal of Student Life unless told otherwise. Students may be given a work detail for the time.

An absence from a detention may result in additional detentions or suspension. Excessive school detentions may result in suspension(s) and/or being placed on disciplinary probation.

DISCIPLINARY PROBATIONARY CONTRACT
Students with more serious or repeated conduct, disciplinary, attendance or academic issues may be placed on a probationary contract. The Principal or the Assistant Principal of Student Life issues this contract. The contract is meant to clarify Duchesne High School's expectations for the student and to assist the student and family in meeting these expectations. The student, the student's parents/guardian, the Principal and the Assistant Principal of Student Life, must sign the contract. Failure to meet the conditions of the contract may result in suspension or withdrawal for cause.

DISRESPECT/DISHONESTY TOWARD FACULTY OR STAFF

Action: Any act of disrespect directed at a teacher or staff member including obscene or insulting remarks, gestures, or written statements. Any act of lying or deceiving a faculty or staff member:

First Offense	Repeat Offense
Minimum: Detention	Minimum: Suspension
Maximum: Suspension	Maximum: Withdrawal

FACILITY USAGE

Students are not allowed to use the school facilities without authorized adult supervision. This includes the use of the gym on evenings and weekends. Each student is expected to assume the responsibility for the care of all school property. Damage of a malicious nature is a serious offense and will be treated accordingly. Repairs must be paid for, and disciplinary action will be taken.

All use of the facility must be approved in advance by the President. The field, PAC and gym are available for rental. Policies are maintained in the President's office. Unauthorized use of the facilities will be brought to the attention of the proper legal authorities.

FIGHTING

Fighting is defined as physical abuse or other acts of violence in which both parties have contributed. Every student is encouraged to respond to verbal and physical aggressiveness by seeking school authorities to help resolve problems in a rational, civilized, and Christian manner. Students are not to act in ways that are perceived as threatening. Verbal "baiting", provocation, challenges, etc. are also unacceptable and feed into the cycle of aggression and violence. If students do become involved in a verbal or physical fight, the following will occur in this order:

1. Students involved in aggressive behavior will be suspended immediately.
2. A conference with the students and their parents will be held at a time established by school authorities.
3. Students who are involved in the aggressive behavior will be placed on a behavioral contract and/or could result in withdrawal for cause.

FINES

Tobacco (Smoking or smokeless): $50.00 fine first offense, $100 fine second offense
Parking/driving violation: $25.00 fine first offense, $50 for second offense,
Non-Approved electronic device:

- First offense: confiscation of the device and a $25 fine.
- Second offense: confiscation of the device, a $25 fine, and a Parent/Guardian contact.
- Third offense: confiscation of the device and a Parent/Guardian of the student must make arrangements to pick it up, the student may be prohibited from possessing a device at school or at school-related events, and may be subject to discipline action.

Unpaid fines and charges will result in withheld reports cards and/or transcripts.

FOOD, DRINK, AND GUM

Students may have water bottles/containers. Students are responsible for cleaning up any spills and are subject to having contents checked at any time. Violation of these guidelines may result in the revoking of the privilege and/or detention.

Students are allowed to chew gum; however, individual teachers may not allow gum in their classrooms. Retention of this privilege lies solely with the students, and decisions will be based on their ability to dispose of gum properly and follow any other outlined restrictions. This privilege may be revoked due to problems regarding maintenance/clean up.

Recognizing their wellness and learning needs, students will be allowed to have healthy snacks or food during their Communio time. This privilege may be revoked due to problems regarding maintenance/clean up. This policy is subject to evaluation during the school year and may be expanded or contracted as appropriate.

GAMBLING
Gambling of any kind, by a student, is prohibited on school premises. Possible disciplinary actions are detention, parent contact and/or out of school suspension.

HARASSMENT/INTIMIDATION
Harassment 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, visual, and/or electronic. Students are not to act in ways that could be perceived as threatening or harassing. All persons have the right to be treated with dignity and any demeaning behavior is prohibited. Possible disciplinary actions for students who violate this rule are parent contact, out-of-school suspension, probationary contract and/or removal from school/withdrawal for cause. Students are expected to seek assistance from a teacher, guidance counselor, coach, or an administrator when they feel threatened or harassed.

INSUBORDINATION
Action: The failure to comply with reasonable requests from school personnel.

First Offense	Repeat Offense
Minimum: Warning	Minimum: Suspension
Maximum: Suspension	Maximum: Withdrawal

LOCKS
Students may use only school-issued combination locks. Locks must remain on hallway lockers and PE lockers, 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 Assistant Principal's office or Trading Post. Students may be assigned detention or suspended for not having a lock, or tampering with other students' locks. Students will be responsible to keep their locks for the entire time they attend Duchesne High School. If a student loses his/her lock, they must purchase a new lock from the school.

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 Student Services. 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.

LUNCH
Students may bring lunch from home or purchase food served in the cafeteria. No birthday cakes or food from outside restaurants may be delivered to students. Only brown bag lunches will be accepted in the office if a student forgets his/her lunch (no food delivery services are allowed). Students may not leave campus for lunch. All students are expected to behave appropriately and keep their places clean.

OUTSIDE OF SCHOOL CONDUCT
Students are expected to act in ways that uphold the reputation and the code of conduct of Duchesne High School while outside of school. When it comes to the attention of the Administration, parents will be notified of concerns about student behavior even when the behavior occurs off campus. Inappropriate or irresponsible conduct out of school that detracts from the reputation of the school or defames others in the school community may result in disciplinary action. Disciplinary actions may include parent contact, probationary contract, detention, suspension, or withdrawal for cause.

INTERNET/ELECTRONIC MEDIA: Out of school conduct includes internet and electronic media usage. Policies in this manual such as those on harassment and technology usage will also apply in these circumstances. Our primary concern is the safety of all our students and maintaining a safe learning environment.

PRIVACY/PERSONAL BELONGINGS AND SPACE

All students are expected to show respect for the personal belongings of all members of our Duchesne community. Private offices are off limits to students unless a faculty member is with them. Also teachers' desks, cabinets, personal workspace and other designated faculty-use areas, such as faculty lounge, mail room, faculty lunchroom, printer room, mechanical/technology rooms and storage areas are off limits to students at all times. Consequences for noncompliance may include detention, suspension, or withdrawal for cause.

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 Student Services.

Action: The use of language, act, remark, or expression, including obscene gestures which is offensive to modesty or decency.

First Offense	Repeat Offense
Minimum: Warning	Minimum: Detention
Maximum: Detention	Maximum: Suspension

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, which 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.

SEARCH & SEIZURE

School officials with sufficient reasons to do so may search a student's locker. Lockers are school property provided to students for their use and are subject to search by school officials with proper reason. A student's jacket, purse, backpack, and the like are personal property. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be based on that refusal. School wide searches of lockers may be employed without prior notice to parents or students.

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.

SUSPENSION

For a grave infraction or for frequent infractions of discipline, students may be suspended or asked to withdraw. In the case of suspension, the parents of the student will be contacted and may have to meet with the Administration.

In-School Suspension: Typically lasting from one to three days, the student will remain in school during regular hours but will not attend classes or have the use of their iPad. The student will not be allowed to attend any school sponsored event, or participate in any co-curricular activities such as practices, rehearsals, or games while suspended. They will be fully responsible for contacting the teacher and getting the assignments that are missed the day(s) of the ISS. In order to receive full credit, all work must be turned in by 7:45 a.m. the day they return to regular classes. No extra time will be given for completion or to delay the taking of a test, quiz, etc., on the day of return. If the suspension is not directly related to a specific course, major assessments may be made up for full credit.

Out of School Suspension: Typically lasting from one to five days, the student may not return to school until a mutual agreement has been made between the Assistant Principal of Student Life, the student, and parents. The student will not be allowed to attend any school sponsored event or participate in any co-curricular activities such as practices, rehearsals, or games while suspended. They will be fully responsible for contacting the teacher and getting the assignments that are missed the day(s) of the OSS. In order to receive full credit, all work must be turned

in by 7:45 the day they return to regular classes. No extra time will be given for completion or to delay the taking of a test, quiz, etc. on the day of return. Major assessments may be made up for full credit.

THEFT

A student found stealing or in the possession of stolen property will be required to return or replace the property immediately. In addition to restitution, the consequences will include parent contact and likely one of the following, withdrawal for cause, out of school suspension and probationary contract, and possibly the involvement of law enforcement officials.

VANDALISM

Vandalism occurs when a student willfully or maliciously destroys or defaces the property of another student, faculty or staff member, or the school. In addition to restitution, the consequences will include parent contact, out-of-school suspension and probationary contract. Repeat offenses may include withdrawal for cause and/or legal action.

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 withdrawal for cause.

WITHDRAWAL FOR CAUSE

Withdrawal for Cause is the permanent end of enrollment of a student from Duchesne High School. A student could be subject to withdrawal for cause if there has been a period of suspension or formal probation and the consequences of further infractions are clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of Duchesne High School.

When a student's disciplinary situation is so serious that school officials consider removing/withdrawing the student from Duchesne High School, the student will be placed on indefinite suspension and the Administrative Team will meet. The Administrative Team is comprised of the Assistant Principal of Student Life, the student's guidance counselor, and the Principal. The Board will meet with the student and the student's parents/guardians seeking input from them. They will also review information regarding the student's overall record and the student's present situation. The Board will then reach a decision. The Board's decision is then passed on to the President of the school who will either approve the decision or will make his/her own decision. The decision may include removal from school or placement on a probationary contract. In extreme cases, the President, in consultation with the entire Administrative Team, may decide on immediate removal of a student if the situation so warrants that action. Students who have been withdrawn for cause are banned from the campus and all school activities.

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 and parents' responsibility to ensure 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 2:50 p.m.

General Points: *No dress code can possibly cover all eventualities or possibilities. It should be understood that the Assistant Principal of Student Life would ultimately decide what is acceptable and what is unacceptable apparel.*

- 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.
- All clothing should be of proper fit and should be clean and neat at all times
- Clothing that promotes drugs, alcohol, tobacco, or other contraband is not permitted.
- Regardless of style of fashion, immodest dress will not be tolerated at any school function.
- 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.
- If any student must be out of uniform for any reason, a note from the parents must be presented to the Assistant Principal'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.
- "Event Fridays" – Students may wear their house t-shirt with uniform bottoms.
- Students participating in Co-Curriculars may wear apparel highlighting upcoming events in accordance with the agreement made between the Assistant Principal of Student Life and the team/club moderator.

Action: Any violation of the letter or spirit of the school dress code will need to be corrected and certain disciplinary actions may be imposed:

First Offense	Repeat Offense
Minimum: Warning	Minimum: Detention
Maximum: Detention	Maximum: Suspension

ACCESSORIES

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. Scarves are also not allowed during the school day.

COATS/JACKETS/SWEATSHIRTS

Coats/Jackets may not be worn in school at any time. Only Duchesne Trading Post or other school-issued over-gear (hoodies, zip-up jackets, sweatshirts, fleeces, etc.) may be worn over school shirts. No blankets are permitted.

DRESS DOWN DAY – DRESS CODE

When Duchesne allows students to "dress down", the clothing should be in good condition, clean, and be appropriate for school. Excessively tight or short clothing of any kind is not appropriate. Shirts must have sleeves, may not have any advertising that is vulgar or alcohol or drug related and must be modest and appropriate for school.

HAIR/SHAVING
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 not to extend below the earlobe. A repeat offense will result in the student being asked to shave as well as receiving a detention.

PANTS/SHORTS
Traditional cut or pleated khaki or navy dress pants of the "Dockers style" must be worn. Students may also wear khaki or navy "Dockers" style shorts or walking shorts. Shorts must touch the tops of the knees when standing. Belts must be worn- no draw string pants are permitted. They must be neat and clean at all times. Seams must not be slit or torn at the bottom. No "hip hugger" or "low rise" pants may be worn. Pants with elastic at the ankle will not be permitted. 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, yoga pants, cargo pants, corduroy, pants with pockets on the legs.

PHYSICAL EDUCATION UNIFORM
All students in gym classes must wear a Duchesne t-shirt, gym shorts of a school appropriate length and athletic shoes. Several appropriate t-shirts and shorts are available through the Pioneer Trading Post as well as the required lock for PE lockers.

SHIRTS
Only Duchesne Pioneer polos purchased from The Duchesne Trading Post are to be worn. Shirts are to be tucked in at all times.

SHOES
Dress shoes or athletic shoes with non-marking soles may be worn. Shoes must be tied. Combat style boots, crocs, sandals, open toed sandals, slippers (hard or soft sole), or flip-flops are not permitted. Shoes must have a closed heel.

SKIRTS
The regulation plaid skirt must be of modest length and properly hemmed. When standing with arms resting at sides, the skirt must reach the fingertips . 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/LEGGINGS
Socks may be worn. Leggings or tights of a solid white, navy, black or gray color may be worn under the uniform skirt. No patterns or mesh windows will be permitted. Long pants or joggers may not be worn with the uniform skirt.

SPIRIT WEAR
Students, coaches, and advisors of any sport or organization must have all spirit wear, (i.e. t-shirts, hoodies, polo's, etc.) approved by the Dean of Students. All items **must** be purchased through the Trading Post.

TATTOOS
Tattoos are not permitted.

TECHNOLOGY USAGE

ACCEPTABLE USE POLICY
The school provides computing and network resources for the use of the students, employees and others affiliated with the school. Duchesne High School provides internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. Members of the school community are encouraged to use electronic devices, software packages, and email for educational or school related activities and to facilitate the

efficient exchange of useful information. However, the equipment, software and network capacities provided through the school computer services are and remain the property of the school.
Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network 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 school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

This agreement applies to all electronic devices used at school. Users consent to the confiscation and/or search of their device by the Administration or their agents should any suspicion of inappropriate or unacceptable uses arise. The decision of Duchesne High School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Students may not make audio or visual recordings of lectures or class presentations without the advance written consent of the instructor. Recording of lectures or class presentations made with the instructor's advance consent is authorized solely for the purposes of individual or group study with students enrolled in the same class unless the instructor has given explicit written consent for other uses. The recording may not be reproduced or distributed in any manner, including the Internet, without the instructor's written consent.

COMPUTER/INTERNET USAGE
Only students who have agreed to the Acceptable Use Policy are permitted to use any electronic device, including iPads and devices owned by Duchesne High School. Students must be working on a school-related assignment to be able to use any electronic device either provided by the school or brought from home. Any violation of the Acceptable Use Policy may result in the student losing the privilege of using the device and/or network on our campus. This would cover electronic devices used both during unscheduled time and during any academic course in which the student is enrolled where the teacher has integrated technology into the curriculum. The computer lab are available for students and faculty to use for educational purposes only.

ELECTRONIC DEVICES
IPads are required at Duchesne High School to work on and complete school assignments, research, and collaborate with other students. In addition to teacher expectations for iPad use, school messages, announcements, independent reading, calendars and schedules may be accessed using the iPad. Students are responsible to bring their iPads to all classes. Student iPads need to be fully charged at the beginning of each school day.

IPad's must be used properly at all times. The misuse, including but not limited to: gaming, messaging, watching shows/movies, or any illegal or unethical activities such as cheating on assignments or tests, will result in disciplinary action. The disciplinary action for students violating this rule is normally confiscation by faculty member, parental notice, and detention the next day. However, for more serious offenses it could include confiscation for the day, device turned in to the Assistant Principal of Student Life, suspension of use, detentions, or suspension from school.

Cell phones, wi-fi hotspots and any other non-approved electronic devices should be turned off and stored in a locker or backpack during class. Students will be allowed to check their cell phones during passing period only. The disciplinary action for students violating the phone usage rule in the classroom is:

- First offense: detention, confiscation of the device and a $25 fine.
- Second offense: detention confiscation of the device, a $50 fine, and a Parent/Guardian conference with Dean of Students
- Third offense: confiscation of the device, a $25 fine, a Parent/Guardian of the student must make arrangements to pick it up, the student may be prohibited from possessing a device at school or at school-related events, and may be subject to discipline action.

ELECTRONIC USAGE AND CONDUCT
A safe environment and one that emphasizes the dignity of and respect for all persons is a hallmark of Duchesne High School. **Words, actions, or depictions which violate the privacy, safety or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action.** All users are

expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences

Inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the internet. Some unacceptable practices include the following:

- Transmission of any material in violation of any federal or state law, including, but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- Cyberbullying is prohibited. Antibullying Policy--**Missouri Law 160.755**

  "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic, or written communication and any threat of retaliation for reports of such acts. Harassment is defined as any spoken, written, or graphic attacks against a person's race, color, religion, ancestry, national origin, gender, sexual orientation, medical condition, and/or disability. Students subjecting other students or faculty to harassment will be subject to disciplinary and/or possible legal action.
- Sexting is not permitted. Pornography and Related Offenses--**Missouri Law Chapter 573**

  Sexting is the taking, sending, forwarding or asking to receive messages, photos, or videos of persons who are partially or completely undressed or are pretending to or actually performing a sexual act. Students participating in these activities will be subject to disciplinary and/or possible legal action.
- The use for personal, financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will be considered a form of vandalism.
- The creation, propagation and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying or modifying of electronic mail of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Anonymous or forged messages will be treated as a violation of this policy.
- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name email or computer address or workstation to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the email.
- The school/institution reserves the right to access email to retrieve school-institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcements authorities.
- The recording, electronic posting, photographing and/or video recording of students, faculty, staff or administrator without permission is strictly prohibited and is in many cases illegal. Violations may result in a loss of privileges as well as disciplinary, legal and/or monetary consequences.
- School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Administration or Network Administrator from intercepting and stopping email messages, and/or review information stored on the system to determine whether it is being used properly.

GENERAL GUIDELINES

BUILDING/FACILITY HOURS

On school days, students will have access through the front lobby doors by 6:30 a.m. Their access will end at 6:30 p.m. Students entering or leaving at any other time will need to be with a teacher or an administrator.

During the school day, access to the school, multipurpose building and fine arts building can only be made through the front lobby doors of the main building. All visitors, parents and vendors must sign in at the main office when entering the school. They will receive an identification badge that must be worn while in the buildings and returned when they leave campus.

When it is necessary for students to remain in the building after dismissal (i.e. waiting for a ride home), they should remain in the front lobby or student common areas. Students are not allowed in classrooms, athletic areas, fine arts areas, labs or offices unless accompanied by a teacher or administrator. Similarly, students should not be in the 310 building unless they are with a teacher or being supervised in the STEM Lab or E-Sports Center.

DELIVERIES

If a student receives birthday gifts, flowers, balloons or any other commercial delivery to the school office, those items will stored in the office, space permitting. The student will be notified of the delivery, but the items must remain in the office until dismissal. This policy applies also to the delivery of food by a parent/guardian or food delivery service.

EMERGENCY PLAN

Duchesne High School believes the safety and health of the students, employees, and visitors are primary concerns in the operation of the school. Duchesne High School is committed to providing a safe and healthful environment in which all can best work together for the accomplishment of the school's mission. Duchesne High School is committed to a safety program which complies as completely as possible with standards recommended and recognized by those agencies which exist to protect the common good.

Therefore, Duchesne High School has on file and in effect an AHERA Management Plan for asbestos, a comprehensive incident response plan, and is in full compliance with recommendations of local fire and law enforcement officials and risk management personnel to secure the safety of the school community. Duchesne High School has constant radio and internet access to emergency and weather information broadcast facilities. Students routinely receive required disaster, safety, and evacuation instructions. All staff members fully comply with Missouri Department of Family Services screening requirements as defined by policy of the Archdiocese of St. Louis.

In cases where the school is in an emergency situation, we will notify parents as quickly as possible. Instructions on any early dismissal or release of students will occur when the emergency is over and/or once we are able to relay that information.

Earthquake: Students will follow directions from their instructor/supervisor. 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. If outside, move to an open space away from buildings, trees, power lines, etc. Lie down or crouch close to the ground.

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 and flashing lights. When the first signal is given, students will promptly clear the building by the prescribed route. 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 is not with a class when the drill begins. The student should be with his subject teacher during a fire.

Intruder/Lockdown: In the event of an intruder or lockdown, students, faculty and staff will close and lock all doors. Students will be moved to locations where they are not visible from the outside. No access will be allowed to any visitor at this time. Duchesne will cooperate fully with all law enforcement personnel and policies in these circumstances. Full details of our intruder and lockdown procedures are in the emergency handbook found in each classroom. Students should be familiar with the intruder drill process.

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. Students will be requested to go to a safe inner hallway of the building, crouch down on the floor and cover their 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.

ENGAGEMENT/MARRIAGE

In accordance with the Archdiocesan High School Policy, there shall be no public or formal announcement of engagements to marry during the time of enrollment in high school. Married students are not permitted to attend Duchesne High School

FACILITY USE

Duchesne High School and all its facilities, furnishings, etc. are owned by the Archbishop of the St. Louis Archdiocese and operated under the policies and direction of the Catholic Education Office. When these facilities are not needed for the school's programs and maintenance/upkeep can occur in a timely fashion, the facility may be rented to groups on an occasional basis. All use of the facility must be approved in advance by the President. Unauthorized use of the facilities will be brought to the attention of the proper legal authorities.

FIELD TRIPS

Field trips are valuable parts of a well-rounded school experience. Certain procedures must be followed to insure the privilege of participation in any school-sponsored activity. Prior to the activity, the student:

- Is required to get any assignment from classes that will be missed due to the field trip
- Is to arrange times for making up any material missed during the field trip.
- Must complete the field trip permission form.

Students failing to follow these responsibilities may lose the participation privilege. Factors that may render a student ineligible for the participation privilege include failing any class to be missed, previously assigned work has not been completed, conduct is not satisfactory, or failing to have the permission form completed. Telephone calls will not be accepted in lieu of permission slips. Emailed permission slips may be permitted.

FUNDRAISING

Students and parents are expected to help defray the cost of education by actively participating in the major fundraising activities of the year which include the Pioneer Expedition Gala and Dream Home Sweepstakes. No fundraising programs (by students, staff, or parents) may take place at Duchesne High School or under the auspices of Duchesne High School without the expressed permission of the President. We greatly respect the limited resources available to the school and want to maximize the benefits for all our students

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 will make every reasonable effort possible to contact the student's parents. 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, and Proof that a juvenile authority will be present during questioning, if the student is less than 17 years of age. No student will be questioned by law enforcement authorities or officials of other public agencies unless a school Administrator or parent is present. 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.

LOST AND FOUND
There is a lost and found in the main office. Students may also check with the Assistant Principal of Student Life and in the athletic office for lost or misplaced items.

MESSAGES
Only phone messages received directly from parents or guardians will be relayed to students. The student is not called from class for such messages unless the situation is an extreme emergency. The school cannot relay messages between students. The phones in the office may be used only in case of illness or emergency. Please go through the office to contact your student when necessary. Do not contact them on their cell phone.

PARKING LOT
Students driving to school are required to park on the school lot and must register their vehicles with the Assistant Principal of Student Life. 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 $50. Seniors are given priority for parking, then juniors, etc. Any violation of the assigned spaces or careless and imprudent driving on the parking lots will result in a $25.00 fine and a possible loss of parking privileges. Students may not park on the adjoining streets during the school day.

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 an Administrator. 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.

Students who leave their cars on the parking lot do so at their own risk. Duchesne is not responsible for damages to vehicles on the parking lot and urges students to take appropriate security measures.

PETS
No pets are allowed on the campus.

PREGNANCY
A student who becomes pregnant may continue in school. A conference needs to occur with the Administration. A doctor's note is required indicating the student's ability to continue in school and to participate in school activities. When a student cannot continue in school, according to the judgment of the Administration, arrangements will be made for the student to continue courses outside the regular school setting. No parties or baby showers are to take place on school premises.

RELIGIOUS OBSERVANCE POLICY
In accordance with the Catholic tradition to keep Sunday as a day for God and family. This would also include Christmas Day and the Easter Triduum (beginning at 4:00 p.m. on Holy Thursday through Easter Sunday). Individual moderators or coaches must ask the President to make an exception. Anyone granted an exception must present a plan and timeline for the elimination of the need for an exception.

SEVERE WEATHER SCHOOL CLOSING
Our primary concern is always for the safety and well-being of students and staff. Parents have similar concerns and may keep a student home when they deem the conditions warrant such action. Because our students come from many areas, conditions in one area are not always the same as conditions in the others.

In case of overnight bad weather, we will be using SwiftReachK12, a phone and email communication system, to notify faculty, staff and students when school is called off or there is a late start. We will continue to post school closings on KMOX radio and TV channels KMOV and KSDK. This information will also be posted on our social media outlets.

We will utilize the late start schedule when conditions are not severe enough for school to be closed. In that case, school will start at 9:15 a.m. The building will be open at the regular time to accommodate those who need to come earlier.

If the weather becomes problematic during the day, we may close school early so that students can reach home before it becomes dangerous. Again, we will use SwiftReachK12 for phone and email communication. We will also put the message on our website.

If we cancel school, athletic contests, practices and other events are automatically cancelled also. If the weather clears early enough, the Administration may allow an event to occur in the late afternoon or evening. However, student participation may not be mandatory.

SHADOWING

Shadowing is an opportunity for students who are considering enrollment at Duchesne High School to see the school in action on a regular school day, not on days when special activities are occurring. Students may shadow generally one time either during eighth grade or the second semester of seventh grade. Contact for shadowing must occur by the parents at least one week prior to the visit. Shadow forms are obtained from the main office, the website, through a current student or a parent phone call.

TEXTBOOKS

If a faculty member is using a textbook, they will distribute them to the students. The student is responsible for the textbook assigned to them. 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. Students should write their names 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.

EBOOKS

Most eBooks needs will be covered with the iBooks or iPad apps. Specific information is made available at the beginning of each school year. Students will receive validation codes for classroom required eBooks via their school email accounts at the beginning of the school year. Families may be responsible for purchase of additional course materials. Costs will be kept to a minimal.

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 post prom 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

All visitors must report to the office and procure a visitor tag. Students may not have friends from other schools meet them in the building at dismissal, or any other time, without permission from the office.

WEAPONS OR OTHER DANGEROUS DEVICES

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Duchesne High School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. Absolutely no firearms, explosive devices, or weapons of any kind, including pocket knives or other items that could be used in a threatening manner will be tolerated at school, school functions, or on the premises. Verbal threats suggesting the possible use of such items will be taken seriously. Consequences may include suspension, withdrawal for cause, and/or legal action.

STUDENT CO-CURRICULAR ACTIVITIES

PHILOSOPHY

Duchesne provides a broad spectrum of student activities beyond the classroom as one means of implementing our core mission. "Duchesne values the uniqueness of each student and makes a commitment to educate body, mind, 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 acknowledgement 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 co-curricular activities to enable each student to have the opportunity for development in all of the above-mentioned areas.

ELIGIBILITY REQUIREMENTS FOR STUDENT PARTICIPATION IN CO-CURRICILARS

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:

Students wishing to be eligible to participate in co-curricular activities must be making satisfactory progress toward graduation, as determined by Duchesne policy.

1. *Cumulative Studies:* Students cannot be more than ½ credit deficient towards minimum requirement for graduation in their academic career. This is calculated at 3.5 credits per completed semester. (For example, a student just completing their sophomore year should have accumulated a minimum of 14.0 credits. If that student has successfully completed 13.5 credits, they are eligible for co-curricular activities. If they have successfully completed 13.0 or fewer, they are academically ineligible to participate in co-curriculars.) Also, students wishing to participate in co-curriculars and are behind in the minimum graduation requirements must also have an approved plan in place with the Principal to make up those credits.

1. *Current Studies:* For Co-curricular activities, students must maintain grades in good standing. If a student has two "D's" or one "F," they are required to attend Zero Hour Study Hall on Wednesday morning in order to participate in activities. This will start after three weeks from the start of each semester.

   Students who do not attend the ZHSH will receive a detention and be ineligible for contests, performances, or similar activities at the discretion of the administration.

   If a student has an "F" at mid-quarter or quarter, they will be ineligible to participate in competitions or performances until the offending grade is raised to passing.

   If a student fails a semester class, they will be ineligible for the first two weeks of the following semester. Failing a semester course may, put in jeopardy the student's ability to participate the follow semester depending on the number of credits they need to remain eligible.

   Failing at semester may jeopardize the student's ability to participate in the next semester.

Service Requirement:

Juniors and Seniors who do not have minimum levels of service will be ineligible for activities and privileges until the hours are completed and approved. Activities include: Athletics, Plays, Clubs and any other co-curricular organizations. Refer to the CAMPUS MINISTRY section of the Handbook for the specific levels and consequences.

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.

Student athletes and parents are representatives of Duchesne High School. There is always an expectation of Christian language and behaviors and any deviation from this standard is never acceptable and will not be tolerated.

Student spectators and fans are expected to cheer for their team and never against the other team or individuals. Isolating a member of another team through taunting or cheers is never acceptable in any athletic contest and will not be tolerated. Students, parents, and fans are there to support the mission of the school and uphold the highest expectations of Duchesne high school.

Student social media must always reflect the values and teachings of the Catholic Church. Social media is a vehicle to help communicate information about and help promote an athletic program or team. Postings should be informative and positive in nature and they should never engage another school or student from an opposing school in a matter that does not lift-up or celebrate the gifts and talents of another. Duchesne students are always representing the school through their social media posts and these posts should always represent the missions of 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.

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. Volunteers of the Archdiocese working with or near minors are required to follow the archdiocesan policy regarding 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.

Pioneer Parents Association
The Duchesne Pioneer Parents Association is a group of parents that work on various projects at Duchesne throughout the school year to benefit the Duchesne Community as a whole.

Duchesne Athletic Boosters Club
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 during the year and feature interesting guest speakers, coaches' reviews of their teams' season, food, 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.

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 on faculty/staff member.

Pioneer Expedition Dinner/Auction
The *Pioneer Expedition* dinner/auction is an annual fund-raising gala that supports Duchesne's operating budget and helps keep tuition affordable. 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 *Pioneer Expedition* committees, including gift acquisitions, decorations, advertising, invitations and reservations, dinner service, banking, and set-up/clean/up. Please call the Office of Advancement or get involved in this exciting event.

Dream Home Raffle
Each ticket provides the buyer with 20 chances to win a fabulous cash prize or $150,000 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.

SUPPORT OF DUCHESNE

As part of the partnerership that exists between Duchesne High School and our families, it is an expectation that parents volunteer and contribute to help promote the school in the community and in volunteer efforts. 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. The *Pioneer Expedition* dinner/auction, the Pioneer Fund annual appeal, and the Dream Home Raffle are among the special projects that generate vital funds.

COMMUNITY 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. The school's Web site *www.duchesne-hs.org*, provides comprehensive information about our school, events, curriculum, publications and more.

ENDOWMENTS

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

PIONEER FUND

Duchesne's Pioneer Fund is the cornerstone of all fund raising for the school. The fund includes unrestricted gifts intended for the sole purpose of supporting the school's daily operations and closing that "tuition gap." Without it, we would not be able to keep our doors open for the entire school year.

TUITION POLICIES AND PROCEDURES

DELINQUENCY OR NON-PAYMENT

Transcripts will not be sent unless tuition and fees are current. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the President has the right to require a specific method of payment. Students who do not meet these requirements may not participate in the graduation ceremony.

Non-payment of other fees: Families need to pay fees for various activities in the school (retreat, athletics, athletic equipment musical participation, etc.) Fees must be paid or arrangements made with the appropriate person prior to participation.

Non-admission of student due to tuition deliquency: Families failing to pay tuition according to the agreement which they have made or who have been unwilling to make suitable alternative arrangements will be informed that their child/children will not be readmitted. All families must be current in their payment of tuition by August 1. If not, students will not be admitted on the first day of school.

Late payments: It is the responsibility of each school family to keep the Business Manager informed of the need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Penalties for not paying on time are outlined in the payment options above and later in this section.

LATE REGISTRATION

Families registering after June 30 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

TUITION ASSISTANCE

A limited amount of tuition assistance is available for school families with financial need. Normally, requests for such assistance should be made in March/April for the following year. However, since some circumstances are unpredictable, families should not hesitate to inform the Business Manager of their need whenever it may arise during the year. For the sake of a family's security and peace of mind, and for the general financial stability of the school, parents or guardians are encouraged to contact the school as soon as possible when they are experiencing economic difficulties.

TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition which has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to an established formula. Registration fees are not refundable.

Welcome to Pioneer Nation!

We are SO excited to extend a warm welcome to you and the Class of 2028!! We believe that a strong partnership between parents and the school is crucial for the success and well-being of our students.

I am writing to introduce you to our Duchesne High School Advancement Team and share with you the essential role we play in supporting the school. The Advancement Team is a dedicated group of individuals committed to fostering a thriving and engaging environment for all students.

The primary focus areas of the Advancement Team include:

Fundraising: We work diligently to secure financial support for various school initiatives, projects, and programs. These funds directly contribute to enhancing the overall education experience for our students.

Alumni Relations: Maintaining strong connections with our alumni is vital to the continued success of Duchesne. The Advancement Team organizes events, reunions, and networking opportunities to keep our alumni engaged and connected to their alma mater.

Community Engagement: We strive to build a sense of community among parents, teachers, and students. Through events, communication channels, and volunteer opportunities, we encourage active participation and collaboration within Pioneer Nation.

Admissions: The Admissions Team plays a crucial role in shaping our school's future. Committed to facilitating a seamless and inclusive enrollment experience, our team works to welcome prospective students and their families to Duchesne. From organizing informative open houses and campus tours to assisting with application procedures, the Admissions Team ensures that families feel supported and informed throughout the enrollment process. With a focus on identifying students who align with the values and mission of Duchesne, the team strives to build a diverse and talented student body.

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Scholarships: The Advancement Team actively seeks out scholarship opportunities for our incoming and current students. These initiatives aim to provide additional resources and support for qualifying students.

Communications: Keeping Pioneer Nation informed and engaged is a priority. The Advancement Team is responsible for communicating news, events, and achievements to parents, alumni, and the broader community through various channels.
We invite you to get involved with the Advancement Team and explore ways to contribute your time, talents, or resources. Your support is invaluable and plays a crucial role in Duchesne's success!

If you have questions or suggestions or want to learn more about how you can be involved, please don't hesitate to contact me.

Once again, welcome to Duchesne High School!! We look forward to a fantastic school year of growth, learning, and community spirit!

It's a Great Day to be a Pioneer!!

Sincerely,

Becky Williamson

Becky Williamson
Director of Advancement
Duchesne High School

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DUCHESNE HIGH SCHOOL

shaping leaders in mind, body, and spirit

OUR TEAM

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Stay in Touch with Us!

Phone: 636.946.6767

Website: duchesne-hs.org

Facebook: facebook.com/DuchesneHighSchool

Twitter: @DuchesneHS

Instagram: @duchesnehs

Duchesne High School
2024-2025 Tuition Payment Preference Form

Please complete this form and return it to the school office by May 31, 2024.
Financial aid and scholarship awardees will be notified in April. Only one form is needed per family. Thank you.

PARENT/GUARDIAN NAME(S): _____

ADDRESS: _____

CITY/STATE/ZIP: _____ **CELL PHONE(S):** _____

TUITION PAYMENT INTENTION: Parents/Guardians do not have to use the same option for each child. Please indicate an option choice for each child by putting "1, 2, 3, or 4" before that student's name below.

OPTION 1 – Single payment due by August 23, 2024. **$250 discount given.**

OPTION 2 – Two-payment plan (August 23, 2024, and December 20, 2024). **$100 discount deducted from 2nd payment.**

OPTION 3 – Four equal quarterly payments (Aug. 23, Oct. 31, Jan. 17, and April 18). **No discount.**

OPTION 4 – Monthly – **FACTS ONLY**. Several options between July 2024 and June 2025. Please select which option you prefer:

_____ Monthly on the 5th of each month (7/5/24 first payment)

_____ Monthly on the 20th of each month (7/20/24 first payment)

_____ Monthly on the _____ of each month

_____ Bi-Weekly – Every other Friday beginning July 12, 2024, and ending May 30, 2025 (24 Payments)

_____ Bi-Weekly – Every other Friday beginning July 19, 2024, and ending June 6, 2025 (24 payments)

_____ Weekly – Every Friday from June 6 to May 31 (48 payments)

Instructions for enrolling in the FACTS tuition payment program are attached. There is a $50 annual fee per family. *Credit Cards may be used for tuition payments with a handling fee of 2.95% added.* Please feel free to contact our Business Office at 636.757.6911 if you have any questions.

(CIRCLE ONE FOR 2024-2025 YEAR)

Option #_____ **STUDENT'S NAME:** _____ **CLASS:** 9 10 11 12

Option #_____ **STUDENT'S NAME:** _____ **CLASS:** 9 10 11 12

Option #_____ **STUDENT'S NAME:** _____ **CLASS:** 9 10 11 12

I agree to make tuition payments for the 2024-2025 school year according to the option(s) above for my student(s).

_____ _____
(Parent/Guardian Signature) (Date)

_____ _____
(Parent/Guardian Signature) (Date)

Duchesne High School
Summer 2024 Work Program Application

Work study is available during the summer months for interested students as program needs and openings allow. Participating students work off part of their tuition bill by working approximately 4 days per week (Monday-Thursday) from 7:00 a.m. to 2:00 p.m. (with ½ hour lunch and other breaks). Payment for this work is applied directly to tuition without deductions. The program is open to a limited number of students. Eligibility is based on financial need on a first-come/first-served basis.

The tentative summer work schedule is from Monday, June 3, through Thursday, June 27, 2024, and Monday, July 8, through Thursday, August 1, 2024. Students may be awarded a 2-week, 4-week, or 8-week plan, with $500 credited for each 2-week period worked. Terms are not yet finalized.

In order to determine the students in need of this opportunity, we ask that each family requesting summer work fill out this form and the FACTS application indicating financial need. (Please click HERE for the link.)

Guidelines for admittance to the summer work program include:

1) The Summer Work Application must be completed and sent to the DHS Business Office.
2) The family must be in need of financial assistance and fill out the FACTS application online.
3) The student must fulfill the time requirements and performance standards to remain in the program.
4) The student must show diligence in work, willingness to concentrate on assigned tasks, and acceptance of various jobs.
5) The student must be able to work without constant supervision.

Students will be assigned various indoor and outdoor work assignments. Students are expected to work the entire time. Any student found not working or misbehaving will be given a warning. The second warning will mean automatic dismissal from the Summer Work Program.

Each student must obey any staff member of DHS: teachers, maintenance personnel, administrative assistants, and administration. Mr. Dave Burks, Facilities and Securities Director, and the program supervisor must be notified of any tardiness,absence, or early departure. For any of these conditions to occur, parental explanation is necessary.

Please fill out the following information and email your copy to bkuhn@duchesne-hs.org no later than

Friday, March 29, 2024.

Name of Student: _____ Cell Number: _____

Address: _____ City/State /Zip: _____

Current School: _____ Parish: _____

Principal's Name: _____ School Phone Number: _____

What is the family income situation? Please state the job of your mother and/or father, estimated income for the family, and any money-making jobs you will have during the school year and/or summer:

_____

_____

Describe any family or financial situations that should be known by the school:

_____

_____

Why do you wish to work in the DHS Summer Work Program?

_____

_____

Please list any sports, vacations, or other activities that would keep you from working anytime this summer:

_____

_____

Do you have any physical problems we should know about? (Allergies, physical conditions, acute reaction to bee/wasp stings, back problems, etc.) NO YES

(If yes, please explain) _____

_____

List any previous job experience that would be helpful at DHS:

_____

_____

_____

Please list the name and telephone number of a relative who could be reached in case of an emergency:

Name:_____Relationship:_____

Phone:_____

_____ _____

(Signature of Father) (Signature of Mother)

Please mail or return this completed form by Friday, March 29, 2024, to:

Duchesne High School
Attn: Bill Kuhn

2550 Elm Street
St. Charles, MO 63301

Or email to: bkuhn@duchesne-hs.org

Duchesne Scholarship Application Packet
for the 2024-2025 School Year

Applications are due Friday, March 22, 2024.

Awardees will be notified by Friday, May 17, 2024.

Incoming freshmen will receive their awards at 8th-grade graduation.

Please send all applications to bwilliamson@duchesne-hs.org.

All awards will be made directly to the tuition account.

This application is to be completed for these scholarships and the Work Study program:

- Alumni Association Scholarship
- Anita Venvertloh Memorial Art Scholarship
- Dr. Henry & Roseann Clever Scholarship *(requires completion of the online FACTS assessment)*
- Frank Kister Family Foundation Scholarship
- Jan Schultehenrich Memorial Scholarship *(requires completion of the online FACTS assessment)*
- Ron Kjar Service & Scholarship Award
- Timothy O. Hill Memorial Scholarship
- Dolores Boschert Memorial Scholarship
- Dan Rupp Memorial Scholarship
- Victoria Reid Scholarship *(requires completion of the online FACTS assessment)*

The Mel Plackemeier DAB Memorial Scholarship has a separate application process. Please note below.

Applications must be completed by the student and may be typed or handwritten. Essays must be typed. Students choosing to handwrite applications must use blue or black ink. All applications are confidential and will be reviewed by the appropriate evaluation committee.

Alumni Association Scholarship – $500 is awarded annually to one incoming freshman who is the child or grandchild of a St. Peter/ Duchesne High School alum and selects Duchesne as their first choice school. The award is renewable for subsequent years by resubmitting an application and maintaining a 3.0 grade point average. *(Grade 9)*

Anita Venvertloh Memorial Art Scholarship – $500 is awarded to a student interested in art education at Duchesne. Along with this application, students must submit 3 to 5 samples of their best artwork; samples demonstrating proficiency in various media are preferred. This is a non-renewable award for 9th grade only. *(Grade 9)*

Dr. Henry & Roseann Clever Scholarship – $1,000 is awarded annually to a senior with a 3.0 GPA or better. Completion of the online FACTS financial aid assessment and this application form are required. *(Grade 12)*

Frank Kister Family Foundation – $4,000 ($1,000 for each of four years at DHS) is awarded to an incoming freshman who best exemplifies the spirit of Frank Kister with regard to community service and awareness of the needs and interests of others. The award is broken into payments of $1,000 for each year the student is enrolled at Duchesne. *(Grade 9)*

Jan Schultehenrich Memorial Scholarship – $1,000 is awarded to an incoming freshman who has applied for financial aid and demonstrates good work habits and school citizenship. To be considered, the student's family must file the online FACTS financial aid application. The award is not automatically renewable; an application must be submitted each year. *(Grade 9)*

Mel Plackemeier DAB Memorial Scholarship – $1,000 awarded annually to each of two students going into senior year who have attended Duchesne for the three previous years, according to the specific selection criteria found under Scholarships on our website. *(Grade 11)*

Ron Kjar Service & Scholarship Award – $1,000 is awarded to several seniors with a 3.5 or better cumulative GPA who demonstrate a balance of community service and academic excellence. The application must be accompanied by two recommendations from faculty members attesting to those two attributes. Finalists may be required to participate in an interview as part of the selection process. *(Grade 12)*

Timothy O. Hill Memorial Scholarship – $1,000 is awarded to an incoming freshman based on school achievements, co-curricular activities, and service to the community. This is a non-renewable award for 9th grade only. *(Grade 9)*

Victoria Reid Scholarship – $1,000 is awarded annually to a student who demonstrates financial need (per FACTS assessment) and is of Hispanic heritage (50% or more – at least one parent must have origins in a Spanish-speaking country). Applicants must complete the application and essay, and may be interviewed by the scholarship committee. The award is not automatically renewable; an application must be submitted each year. *(Grades 9-12)*

Dolores Boschert Memorial Scholarship – $2,000 is awarded annually in Dolores' memory to a current student (FR, SO, JR grade) or an incoming freshman according to the selection criteria found under Scholarships on our website. The award is not automatically renewable; an application must be submitted each year. *(Grades 9-11)*

Dan Rupp Memorial Scholarship – $3,000 will be awarded to an incoming freshman. Applicants must write a 300-500 word essay describing why Catholic education is important to them and include their plans for involvement in service, performing arts, and/or athletics while attending Duchesne. The award is not automatically renewable; an application must be submitted each year. *(Grade 9)*

Please note: All incoming freshman students are automatically considered for the following scholarships; no application is required:

President's Scholarship – $2000 is automatically awarded to any incoming freshman who selects Duchesne as their first-choice school, attends a Catholic grade school, has a minimum 4.0 GPA, scores 95% or better on the Complete Composite ITBS in 8th grade, and has acceptable conduct. This award renews annually based on maintaining a 4.0 GPA and acceptable conduct.

Principal's Scholarship – $1000 is automatically awarded to any incoming freshman who selects Duchesne as their first-choice school, attends a Catholic grade school, has a minimum 4.0 GPA, scores 90-94% or better on the Complete Composite ITBS in 8th grade, and has acceptable conduct. This award renews annually based on maintaining a 4.0 GPA and acceptable conduct.

Dean's Scholarship – $750 is automatically awarded to any incoming freshman who selects Duchesne as their first-choice school, has a B or better in core 8th-grade classes, scores 80-89% or better on the Complete Composite ITBS in 8th grade, and has acceptable conduct. Students do not need to attend a Catholic grade school. This award renews annually based on maintaining a 3.6 GPA and acceptable conduct.

All students who complete the FACTS financial aid assessment are automatically considered for the following scholarships; no application is required, except for Work Study (see Duchesne Direct Tuition Assistance).

Duchesne Direct Tuition Assistance – Award amount varies. Awarded to students based solely on financial need. Students must reapply each year via the FACTS financial needs assessment. A significant portion of our need-based financial aid is dedicated to our Work Study program. Work Study applicants must complete the attached application to be considered for that award. *(Grades 9-12)*

Mary Lou Hannegan Scholarship – Award amount varies. Awarded to an incoming freshman student who has the highest ITBS scores and demonstrates financial need as determined by the FACTS process. This is a non-renewable grant. *(Grade 9)*

Scheidegger Challenge Fund for Tuition Aid – Award amount varies. Awarded to students in all grades who demonstrate significant financial need. *(Grades 9-12)*

Some awards may not be available each year, as they are subject to endowment results and income.

Duchesne Scholarship Application for the 2024-2025 School Year

Application must be completed by the student. Use blue or black ink if completing by hand.

Please check the scholarships for which you wish to be considered. For timely consideration, please only check those you may be eligible for.

Alumni Association Scholarship (Grade 9)

Anita Venvertloh Memorial Art Scholarship (Grade 9)
- Must accompany 3-5 samples of student's best artwork in various media

Dr. Henry & Roseann Clever Scholarship (Grade 12)
- Requires completion of the online FACTS Financial Needs Assessment

Frank Kister Family Foundation Scholarship (Grade 9)

Jan Schultehenrich Memorial Scholarship (Grade 9)
- Requires completion of the online FACTS Financial Needs Assessment

Mel Plackemeier DAB Memorial Scholarship (Grade 11)
- Essay and teacher review/endorsement required; complete specifications can be found under Scholarships on our website

Ron Kjar Service & Scholarship Award (Grade 12)
- Attach recommendations from two teachers

Timothy O. Hill Memorial Scholarship (Grade 9)

Victoria Reid Scholarship (Grade 9-12)
- Requires completion of the online FACTS Financial Needs Assessment
- Demonstrate Hispanic heritage of at least 50%

Dolores Boschert Memorial Scholarship (Grade

Dan Rupp Memorial Scholarship (Grade 9)

Name: _____ _____ _____
(Last) (First) (M.I.)

Address: _____

City: _____ Zip: _____ Phone: _____

Mother's Name: _____ _____ _____
(Last) (First) (M.I.)

Father's Name: _____ _____ _____
(Last) (First) (M.I.)

Elementary School: _____

E-mail: _____ Second E-mail: _____

Other family members that currently attend or have attended St. Peter/ Duchesne High School: _____

_____

_____

_____

Goals and Educational Plans

Cumulative Grade Point Average (as of last complete semester):_____

List all current and future school activities, along with any other hobbies and interests:_____

_____

_____

List any academic recognition or scholarships you have received: _____

_____

_____

Describe your plans for education and future goals: _____

_____

_____

_____

_____

_____

Community Service

List all applicable service and volunteer activities for your school, church, and/or community:_____

_____

On a separate sheet of paper, please type a paragraph/essay for each of the following questions. Please attach the paper to this application form.

1. Why do you want to attend Duchesne High School?
2. Why is Catholic education and service important to you? Include a service experience you participated in.

_____ _____

(Student) (Parent)

Applications for scholarships or tuition assistance will not be considered unless the application and attachments are complete. Please contact the school if you have any questions. Please have the FACTS completed for any aid that may require it.