



BISHOP DuBOURG HIGH SCHOOL

Student & Parent Handbook
2022-2023

Faith in Christ...Service to Others

Table of Contents

Topic	Pages	Topic	Pages
The Life of Bishop DuBourg	4	School Day Schedules	32 - 33
Bishop DuBourg High School History	5 - 6	Disciplinary Procedures	33 - 39
Mission Statement	7	Philosophy of Student Behavior and School Culture	33
Parent and Student Handbook Disclaimer	8	Pillars of School Culture	33 - 34
School Leadership	9	Demerits	34
Advancement Office	10	Procedure for Giving a Demerit	34
Support Services	11 - 12	Detention	35
Communications Between DB & Parents/Guardians	12 - 14	Disciplinary Progression	35
Technology Acceptable Use Policy	15 - 17	Behavior Contracts	35
Academic Affairs	18 - 24	Suspensions	36
Admissions Policy	18	Withdrawal for Cause	36
Courses	18	Behavior at Out-of-School Activities	37
Course Selction Process	18	Academic Integrity	37
Course Change Policy	19	Electronic Devices	38
Awarding Credit	19	Insubordination	38
Advanced College Credit Program	20	Backpacks, Purses, Etc.	38
Academy of Advanced Studies	20 - 21	Truancy	38
Graduation Requirements	22 - 23	Public Displays of Affection	38
Recommendations for DB Four-Year Plan	24	Consumption of Candy, Food, or Beverages	39
Christian Service	25	Vandalism	39
Standardized Testing	26	Stealing	39
A+ Schools Program	26 - 27	Harassment, Intimidation & Bullying	39
Studentr Progress and Grading System	27 - 28	Violence	40
Attendance & Tardiness	29 - 31	Possession of Firearms and Weapons	40

Table of Contents (continued)

Topic	Pages	Topic	Pages
Substance Use and Abuse	41 - 43	Dress Code	47 - 48
Philosophy	41	Philosophy	47
Substance Abuse Policy Statement	41	Out-of-Uniform Dress Code	47
Substance Abuse Testing Policy	41	Causal Friday	47
Reasonable Suspicion Testing	42	PE Uniform	47
Substance Abuse Testing Protocols	42	Pants	48
Policy Violations	42	Shorts	48
Discipline Procedures	43	Uniform Skirts	48
Tobacco	43	Uniform Shirts	48
Use of School Facilities and Services	44 - 46	Sweaters, Sweatshirts, Fleece and Jackets	48
Textbooks	44	Hair and Accessories	48
Media Center/Library	44	Clubs and Activities	49 - 50
Parking Lot and Permits	44	Athletic Teams	49
Cafeteria	44 - 45	Student Council	49
Spirit Shop	45	Clubs	50
Lockers	45	School Publications	50
Messages for Students	45	General Information	51 - 52
Announcements	45	Non-Discrimination	51
Elevator	46	Stolen Property	51
Lost and Found	46	Visitors	51
Safety Procedures	46 - 47	Transcripts	51
Entrances to School	46	Withdrawal Procedure	52
Fire, Tornado, Earthquake and Intruder Drills	46	Tuition and Fees	53
Emergency Procedures	46	Faculty & Staff Phone Numbers and email	54
Loitering/Trespassing	47	School Schedules	55

The Life of Bishop DuBourg

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

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

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

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

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

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

Bishop DuBourg High School History

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

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

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

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

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

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

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

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

Bishop DuBourg High School

Mission Statement

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

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

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

Parent and Student Handbook Disclaimer

The Bishop DuBourg High School Parent and Student Handbook contains the established policies and procedures for the 2022- 23 school year. The acknowledgement form must be completed online by each student and a parent/guardian indicating the handbook has been read, and that the student and the parents/guardians agree to support the policies and procedures outlined in the handbook. Since it is not possible for a handbook to address every situation that may arise during a school year, the administration of Bishop DuBourg High School 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 a timely manner, and this will include a statement about when the change will take effect.

School Leadership

Advisory Board of Education

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

Administrators

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

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

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

Interim President Dr. Monica Freese 783-4459 mfreese@bishopdubourg.org

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

Principal Dr. Monica Freese 783-4459 mfreese@bishopdubourg.org

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

Assistant Principal Mrs. Kristen Shipp 783-3030 kshipp@bishopdubourg.org

The Assistant Principal aids and works with the principal. The Assistant Principal will assist with discipline, the Cavalier Experience classes, and student attendance.

Dean of Students Mr. Troy Ufert 783-4457 tufert@bishopdubourg.org

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

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

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

Advancement Office

Director of Annual Giving Mrs. Joyce Mard 314-783-4456 jmard@bishopdubourg.org

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

Director of Alumni Relations & Special Events Mrs. Carrie Mudd Jones 314-783-4412
cmuddjones@bishopdubourg.org

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

Director of Admissions Ms. Angela Calloni 783-4412 acalloni@bishopdubourg.org

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

Director of Marketing Ms. Jacqueline Brokelmann 783-4494 jbrokelmann@bishopdubourg.org

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

Support Services

Director of Campus Ministry Mr. Chad Masters 783-4401 cmasters@bishopdubourg.org

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

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

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

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

The Registrar is responsible for maintaining academic records for both current and past Bishop DuBourg students. The Registrar is responsible for sending transcripts to colleges and employers. The coordinator can work with both parents and students to help find alternative means of making Bishop DuBourg High School more affordable in times of financial hardship.

Business Manager Mrs. Joan Provaznik 783-4492 jprovaznik@bishopdubourg.org

The Business Manager is responsible for all financial matters for the school.

Learning Consultant Ms. Marybeth Krull 783-4433 mkrull@bishopdubourg.org

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

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

Guidance Counselor

Ms. Mindy Nikolaisen 783-4491 mnikolaisen@bishopdubourg.org

Ms. Erin Provaznik 783-4474 provaznik@bishopdubourg.org

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

Academic Advisors

Every student is assigned an academic advisor each school year. On Mondays, Tuesdays, Thursdays, and Fridays we will be utilizing a modified advisory system. Students will meet with the assigned advisor and then will be free to study in groups, meet with individual instructors, or study in the Media Center.

Communications Between DB & Parents/Guardians

Education is a responsibility shared by students, parents, teachers, student support staff, and all other school personnel. Like education, communication is also a shared responsibility. Success will only be achieved with effective, timely, and meaningful communication among everyone involved, including students, teachers, parents, counselors, Principal, etc. In order to foster effective communication, parents are encouraged to keep the office informed of any changes in their contact information including all phone numbers (home, cell, and work) and e-mail addresses.

The teacher is the person immediately responsible for and knowledgeable about any classroom situation. The teacher must be the first person consulted about a student's classroom performance and behavior or about course content and requirements. Teachers are responsible for contacting parents about any significant changes in academic progress or classroom behavior. The staff is expected to return telephone calls and electronic messages from parents within one school day.

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

When addressing a concern please follow the procedures outlined below.

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

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

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

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

Family Access

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

All-Calls/All-Emails

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

Website and Social Media

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

Publicity Release

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

Medical Information

The school must be informed of any special medical condition that may require the school to make decisions and implement appropriate school adjustments to help the student. The school has a part-time nurse that is usually in the building on Mondays and Fridays.

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

If a student must take medication during the school day, the medicine must be stored in the main office. The medicine must be stored in the original prescription container issued by the pharmacy. The parent/guardian must complete a form in the main office, which permits the school to administer the medicine. This form holds the school harmless for any side effects of these prescribed medicines. This rule is the same for over-the-counter medications.

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

Immunizations

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

Request to Leave the Building

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

Technology Acceptable Use Policy

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

Student Agreement

The use of technology to provide educational material is a privilege, not a right. Students must comply with their teachers' directions on when and how the computer should be used in the classroom. This includes the use of airpods, earbuds, headphones, etc. Students are responsible for having fully-charged computers each day. Students may only use authorized charging cords. Users are expected to abide by accepted rules of network and computer etiquette. These include, but are not limited to, being polite, responsible, respectful, using appropriate language, properly citing, and/or obtaining permission for all information from research sources.

Non-school related social contacts between faculty/staff and students including emails, social media posts, texts or phone calls are prohibited. Note: to ensure student safety in an emergency situation, faculty and staff may communicate with students and/or parents using a personal cell phone.

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

Internet Access

While in school, students are required to use the BDHS Wi-Fi. Bishop DuBourg provides an Internet gateway via a wireless network. **Internet access using cell networks, hotspots, or other means that may be available on their chromebook is prohibited at school. The use of a VPN (Virtual Private Network) is also forbidden. BDHS Wi-Fi must always be on.** Use of the Bishop DuBourg Internet for social network access is prohibited. Security on our computer system is a high priority. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks, or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software is strictly prohibited.

Anyone with reason to suspect a security problem on the school network must notify an administrator.

Students at Bishop DuBourg High School have no right to digital privacy and should have no expectation of privacy in materials sent, received, or stored in school owned or provided computers or on the BDHS network. Our Director of Technology supervises the use of the network and all digital student activities. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content of downloading/installing unapproved software will result in disciplinary consequences. Computer usage is monitored closely. Students may not download copyrighted material (music, text, or graphics) or duplicate any copyright material, as it is against federal and state laws. Students may not use the Bishop DuBourg High School name or logo on personal websites nor publish information, either on or off the premises, that brings discredit to Bishop DuBourg High School.

Digital Access

The use of the Bishop DuBourg network on campus is limited to instructional purposes that have been approved by a teacher or a member of the administrative staff. Teachers may set additional restrictions on the use or non-use of the Computer within the classroom and may inspect the device physically or with digital software (**LanSchool**) in order to assure students remain on task. Students must stay current with updates including Microsoft Office, Windows, and all related driver and firmware items. Failure to do this may result in subpar Computer performance and, possibly, a fine. Students are not allowed to alter or deactivate LanSchool or other content restricting services. Use of proxies is forbidden. Violation is cause for immediate discipline. Taking student Computers off-line, connecting to a hotspot, or placed in airplane mode is forbidden.

Photos, Audio, and Video Recording

Chromebook, Tablets, or cell phones are not to be used on campus to take photographs or record video or audio of persons. Students may not take pictures or record students or teachers without permission from a teacher or administrator unless that use is in connection with approved instructional or co-curricular activities and the consent of the subjects has been obtained. Students may not post audio, video, photographs, or other representations of Bishop DuBourg activities or school personnel on any public media site without specific authorization and consent. Audio notifications or speaker functions must be placed in the "silent" mode.

Privacy

Electronic communications and activity on the Bishop DuBourg network are not private. Bishop DuBourg staff will have access to all communications and histories relating to uses of the BDHS network. DB has the right to remove non-school related materials from student computers. The administration reserves the right to search student Computers. Computers may be confiscated overnight.

Surface and Chromebook Accessories

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

Security and Damages

The student is responsible for the security of the chromebook. Each student is responsible for their own computer. If a student lends his/her computer to another student and something happens to the computer, the student to whom it is assigned is responsible. Students are responsible for the care of their computers and for any damage that might occur either at school or at home. Any use of the computer during co-curricular events, bus rides, etc. must be approved by the moderator. **Bishop DuBourg is not liable for any technology stolen or damaged while on or off-campus.** If the computer is lost or stolen, the family is responsible for the replacement of the device and for notifying the IT Director immediately.

Financial Responsibility

The parent, legal guardian, or student is financially responsible to ensure each student has a working chromebook at school each day.

Network Security

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

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

Printing from a Chromebook

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

Chromebook Charging

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

Academic Affairs

Admissions Policy

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

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

The registration process includes:

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

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

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

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

Courses

The curriculum of Bishop DuBourg High School is designed to meet a wide range of student abilities, interests, and career goals. Additionally, the curriculum is designed to provide courses that challenge students of all ability levels. A required core curriculum includes courses that meet and exceed the requirements of the State of Missouri.

Many courses are offered with content and method of instruction tailored to the student's preparation, interests, and post-secondary goals. College credit classes and advanced placement opportunities are available in English, Spanish, French, history, and mathematics for students who meet the eligibility requirements.

Course Selection Process

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

Course Change Policy

Students should consider courses carefully and should seek advice from teachers, counselors and parents. The number of sessions, the teacher assignments, and the schedules are determined after students select courses. If a schedule conflict occurs, the student's alternate courses will be substituted into the student's schedule. Therefore alternate selections should be made carefully as well.

In the rare occurrence that a student should need to make a schedule change, it must be completed within the first two weeks of school. After the second week of school, **there is a \$25 fee for the schedule change**. Changes should be made only for academic reasons. After the fifth week of school no student initiated changes can be made. Not all requests for schedule changes will be honored. If the course change is teacher initiated, the \$25 fee will be waived. **For year long courses, changes can only be made at the beginning of the first semester**. All schedule changes must go through the counseling department.

Awarding Credit

Credit is given on the basis of $\frac{1}{2}$ unit (.5) for each semester course. If a student fails a semester of a course, no credit is received for that half of the course. The lost credit can be made up in one of several ways, depending on the nature or the extent of the failure. Students **MUST** make arrangements for credit recovery with the Guidance Office. Students must make every effort to make-up failures from the current year during the school year or over the summer. It is strongly recommended that students have all credit deficiencies made up prior to the beginning of their next school year.

The approved methods for making up a credit deficiency are Bishop DuBourg summer offerings or in the student's public school district.

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

If a student transfers into Bishop Dubourg their credits will be reviewed against our graduation requirements and may or may not be accepted. Transfer students must meet the Bishop DuBourg requirements for graduation. If a transfer student has not taken religion courses, the student may not need to make up those classes or the required service hours. However, the student must still have the necessary total number of credits to graduate.

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

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

Advanced College Credit Program

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

Academy of Advanced Studies

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

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

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

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

Students enrolled in the program have additional graduation requirements. Students have the opportunity to take 23 enriched, honors, advanced, college credit or seminar courses during their four years. Students in the Academy of Advanced Studies must take at least 19 of these designated courses. Students must also exemplify hard work and responsibility, demonstrate leadership and respect for others, maintain a 90% attendance rate, and maintain at least a 3.0 G.P.A.

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

Graduation Requirements

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

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

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

Additional Graduation Requirements

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

- Complete service hours each year earning .1 credit each year
 - Freshman-20 hours
 - Sophomores-25 hours
 - Juniors-35 hours
 - Seniors-70 hour via Christian Service Project
- Maintain a satisfactory attendance record
- Demonstrate Christian conduct
- Participate in the retreat program as directed by the school
- Complete all financial obligations

Recommendations for DB Four-Year Plan

Specific course selections should be made with future academic and career goals in mind.

Requirements	Freshman	Sophomore	Junior	Senior
Religion (4)	*Religion 1	*Religion 2	*Religion 3	*Religion 4
English (4)	*English 1	*English 2 Enrich English 2	English 3 - *Am Lit **Honors Am Lit	*Senior English ** Honors English 4
Math (3)	Pre-Algebra Algebra 1 Enriched Geometry (with qualifying placement score)	Algebra 1 Geometry Enriched Geometry Enrich Algebra 2	Geometry Algebra 2 **Pre-Calculus	Algebra 2 Math Concepts Algebra 3- Trig **Pre-Calculus **Calculus **Statistics
Science (3)	*Conceptual Physics **Enrich Conceptual Phy	*Biology **Enriched Biology	Chemistry **Honors Chemistry Earth Science Environ Sci (.5) Human Systems (.5)	Environ Science (.5) Human Systems (.5) Engine Design-PLTW Honors Physics Anatomy/Physiology
Social Studies(3)	World Hlstory 1 Big History	World History (S1) Am History (S2) Exploration Mod Era	*American History **Honors Am. History Psychology (.5) Law (.5) Current Events (.5)	**Honors West. Civil. Psychology (.5) Law (.5) Current Events (.5)
World Languages (2)	Spanish 1 French 1	Spanish 2 French 2	**Honors Spanish 3 **Honors French 3	**Honors Spanish 4 **Honors French 4
Fine Art (1)	*Intro to FA (.5)			
Cavalier Experience (.5)	*Cavalier Experience			
Electives	*Programming Band, Art, Theater PE World Cultures (1)	*Health Programming FACS Band, Art, Theater PE (2 credits)	*Personal Finance FACS Communication Arts Band, Art, Theater PE (2-3 credits)	FACS Communication Arts Band, Art, Theater PE (3-4 credits)
	8 credits	8 credits	8 credits	8 credits

*Required Course for Graduation **Advanced College Credit ***Each student is required to pass the Federal and Missouri Constitution tests.

Christian Service

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

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

The hours may be performed at Bishop DuBourg High School, another school, a charity, or any other non-profit agency. Volunteering at a DB sponsored sports camp may be counted towards the service hour requirement if it is not a requirement for team members. The Christian service program requires direct service to and contact with an individual or group. Underclassmen must complete service hours on their own time either during the school year or in the summer. *Freshmen are required to spend 20 hours in service to others, sophomores are required to spend 25 hours in service to others, and juniors are required to spend 35 hours in service to others. Hours may not be banked or used towards the next year's requirement.*

Seniors complete a Senior Service Project that is the equivalent of 70 hours of service. The hours must be consecutive. The senior service project is completed during the first two (2) weeks in January of the senior year unless otherwise approved by the principal. The project must be something that contributes to the community. Community can mean the school, family, neighborhood, city, etc. The project must involve: Preparation, Planning, Implementation, and Reflection. All projects will be approved by the Campus Minister and the Principal of the school. Seniors must keep a daily journal of activities and reflections on their service. After completing the service project, seniors are required to write a reflection paper as part of their religion class. The service project will receive a grade and be included as part of the senior's final religion grade.

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

If a student has questions regarding Christian service hours, they should contact the Campus Ministry Office.

Standardized Testing

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

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

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

A+ Schools Program

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

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

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

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

Student Eligibility

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

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

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

Student Progress And Grading System

Report Cards

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

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

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

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

Teachers will also issue comments at the end of the first and third quarter. Parents/guardians can discuss grades with individual teachers during our first quarter Parent – Teacher Conferences in October.

Grading Scale

Interpretation of academic grades:

Letter Grade	Percent	Grade Point	Weighted grade point
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	0-59	0	0

*If a student receives an “I” (incomplete), the teacher and the administration will establish a due date for the missing work.

Honor Roll

Students earning honor roll status must meet the following criteria.

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

Attendance & Tardiness

The Importance of Attendance

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

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

Absences

To ensure academic success, students are expected to maintain a minimum attendance of 90%. After **5** absences per class, a student's parent/guardian may be contacted to clarify absenteeism and to establish a plan for immediate improvement. After **10** absences per class per semester/course the student may lose credit for the course(s). The administration will meet to determine whether the student will lose credit. A record of all absences will appear on a student's report cards, progress reports and transcript. A student with excessive absences may lose extra-curricular privileges, may face additional disciplinary actions, or may be asked to withdraw from Bishop DuBourg High School.

Reporting an Absence

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

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

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

Tardiness

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

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

Students will receive a demerit for each unexcused arrival tardy. ***When a student has earned a total of five arrival tardy demerits, the student must serve a detention.*** Detention is scheduled by the Dean of Students after school. The dean will notify both the student and parent of the scheduled detention. . If a student skips an assigned detention, the student will receive a \$20 fine. Parents/guardians may be contacted to clarify reasons for a student's tardiness. In cases in which the Dean of Students deems a student to have excessive tardies, the parent/guardian may be asked to attend a conference to establish a plan for immediate improvement. **A student who has excessive tardies may lose extra-curricular privileges, may face additional disciplinary actions, or may be asked to withdraw from Bishop DuBourg High School.**

Individual Class Tardiness

Students are expected to be in their scheduled classroom, in their assigned place, before the bell rings. If a student receives five classroom tardies they will be assigned a lunch detention.. The passing period between classes is 5 minutes. Students should use the restroom during this time.

Senior Exam Exemptions

For the second semester, seniors may be exempt from exams if they have maintained a "B" average in the specific course, as well as have had no behavior or attendance concerns. **Seniors with more than 5 class absences or 10 tardies to school during the year will NOT be exempt.**

Make-up Work

The student has full responsibility for making up all course assignments and work done in class missed as the result of an absence or tardy. Students who miss class should consult **Message Center** and see their teachers during Academic Hour in an effort to catch up on missed material. Please refer to the teachers' syllabus for specific expectations.

Extended Absences for Medical Problems

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

Appointments

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

College Visits

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

Field Trips

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

Illness or Injury During School

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

School Day Schedules

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

After dismissal, **students may wait for a ride in the Main Lobby until 3:00 p.m.** (or 30 minutes after dismissal). Students are not to be walking the halls after 3:00 p.m. (unless the student is involved in a school activity). Students are allowed and may be asked to work with teachers for academic support after school.

No student may remain in the school building unsupervised after 5:00 p.m. At that time, students must leave the school building. Parents must make arrangements for their student to be picked up by 5:00 p.m. in order to maintain the student's safety.

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

Daily Schedule

Time	Period	Period
7:45-8:45	Academic Hour	Academic Hour
8:50-10:00	1	5
10:05-11:15	2	6
11:20-1:15	3	7
11:20-11:55	A - Lunch	A-Lunch
12:05-12:40	B-Lunch	B-Lunch
1:20-2:30	4	8

Late Start Wednesday Schedule

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

Severe Weather -- School Closing or Late Starts

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

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

Disciplinary Procedures

Philosophy of Student Behavior and School Culture

Bishop DuBourg High School, inspired by the teachings of Jesus Christ and the Catholic Church, embraces a school culture based upon the four pillars of FAITH, SERVICE, COMMUNITY, and ACADEMICS. These pillars shape the daily actions and interactions of the faculty, staff, students, and parents. Polite and respectful behavior is necessary to create an educational environment in which meaningful teaching and learning is possible. Quality school culture demands:

- Mutual respect that appreciates and honors the dignity, safety, and well-being of each person.
- Shared responsibility for the teaching and learning process by students, parents, teachers, school staff and administrators.
- Absence of any behaviors that interrupt or interfere with meaningful teaching and learning.

The key to success at DuBourg is that every person fully accepts responsibility for his or her actions. The goal is for students to develop personal responsibility, exhibit self-control, and contribute to a respectful, welcoming, and caring community. Any deeds or words from members of the DuBourg community that contradict the teachings of the Church will not be tolerated.

Pillars of School Culture

Faith: Guided by the teachings of Jesus Christ, DuBourg students are called to live their faith in all aspects of their lives and to be transformed into moral, prayerful and responsible men and women

Service: DuBourg students are called to give back and make a difference in their community through service to others. The call to service is another way DuBourg students live out their faith.

Community: Recognizing the uniqueness and diversity of individual talent, intellect, style and ability is a cornerstone of DuBourg. Students are taught to think critically, live virtuously and serve joyfully.

Academics: A DuBourg education lasts much longer than four years, The curriculum is designed to meet a wide range of student abilities, interests, and career goals. Academics take priority over other school activities.

A goal of Bishop DuBourg's educational program is to encourage independence and responsibility, characteristics of the mature person. Since an orderly atmosphere is essential for student learning, these guidelines are for the personal welfare of students as well as for the common good of the school. Our school believes that a positive and constructive working relationship between the school and the student's parent(s)/guardians(s) is essential to the fulfillment of DuBourg's mission. Thus, the school reserves the right to dismiss or decline re-enrollment to a student if the school reasonably concludes that the actions of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

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

Students learn best in an atmosphere where appropriate behavior is demonstrated by all. All school personnel have the responsibility to instruct, guide and supervise students during school and school sponsored activities with the objective of promoting positive learning experiences and responding effectively to unacceptable student behavior.

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

Demerits

When a student fails to meet the expectations for behavior or fails to adhere to the four pillars of school culture, any member of the faculty or staff may give the student a demerit. Demerits will be reported to and monitored by the Dean of Students. Demerits may be given for any of the following:

1. Inappropriate behavior in school
2. Excessive tardies or failure to come prepared for class
3. Failure to comply with the dress code
4. Insubordination/Refusal to respond to a reasonable request
5. Inappropriate use of technology
6. Violation of cell phone policy
7. Repeated public displays of affection
8. Cheating or any form of academic dishonesty
9. Lack of character as defined by the four pillars of school culture.
10. Any behavior that is not in keeping with the teachings of Jesus Christ and the Catholic Church.

This is not an exhaustive list of actions that may warrant a demerit. Demerits are given at the discretion of the faculty and staff member. Student demerit counts will be reset after each quarter.

Procedure for Giving a Demerit

Students can expect the faculty and staff to give them a warning before being given a demerit. However, some behaviors that are excessive or highly disruptive may warrant a demerit without warning. The general procedure for giving demerits is as follows.

1. Student is given a verbal warning by faculty/staff member that their behavior may warrant a demerit if it does not change.
2. After the first warning, faculty/staff member informs students that they have received a demerit. The faculty/staff member will record the demerit in Skyward by the end of the school day.
3. If the interaction escalates, the staff/faculty member will contact the Dean of Students for further intervention.
4. Once a student accrues five demerits, the student will be assigned a detention. The student and the parent(s)/guardian(s) will be notified on Family Access by the Dean of Students.

Detention

Detentions are given when students choose not to meet their responsibilities as outlined in the Student Handbook. Detention is held weekly, Saturday mornings as needed. Students assigned to detention must report to the detention room at the designated date and time and must be in proper dress code. Detention will last at least one hour, and takes precedence over all other school activities and will not be rescheduled because of tryouts, practice, games, club meetings, auditions, etc.

1. Students will be allowed to reschedule a detention for a valid reason one time only. This must be done ahead of time and approved by the Dean of Students. After that, no excuses will be accepted. Students who miss detention will be required to make up that detention and will be assigned another. A second missed detention will result in ISS and placement on a behavior contract.
2. Students who are late for detention will not be allowed to serve the detention that day. They will be required to make up that detention and will be assigned another.
3. Students who are asked to leave detention before dismissal will be required to make up that detention and will be assigned another.

Disciplinary Progression

1. A student may be issued a demerit after a warning by a faculty/staff member to correct the behavior that violates the Four Pillars of school culture. Serious violations may warrant an immediate demerit. All demerits must be reported the day of the infraction in Skyward. Demerits will be reset at the end of each quarter.
2. A student that earns five demerits within a quarter will be assigned after-school detention. A parent/guardian will be notified of the detention.
3. A student that earns three detentions within a quarter will be given a 1-3 day In-school suspension. A parent/guardian will be notified of the suspension.
4. A student that earns three in-school suspensions will be given an out-of-school suspension. The length will be set after consultation with the Dean of Students and Principal. The student will be allowed back to school after a meeting with the parent/guardian, Dean of Students, and Principal. In addition, the student will be placed on a behavior contract.
5. A student that earns 3 or more out-of-school suspensions will be given a hearing before the Disciplinary board to determine whether the student will remain at DuBourg or be withdrawn.

Behavior Contracts

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

Suspensions

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

Withdrawal for Cause

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

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

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

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

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

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

Behavior at Out-of-School Activities

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

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

Academic Integrity

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

DuBourg upholds high standards of academic excellence and expects academic integrity of all students. Cheating is a violation of personal integrity, a mark of disrespect, and a contradiction to Christian values. The academic grade of all students involved in cheating in any form will be impacted at the discretion of the teacher in consultation with the Principal. All students involved will receive an unsatisfactory conduct grade. Teachers will contact the parent/guardian of all students involved whether the involvement was active or passive. Incidents involving cheating will be recorded as a discipline infraction. Repeated offenses will result in disciplinary and/or academic probation.

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without proper citation. This includes submitting or reusing another student's work as your own and using work from another class without teacher permission.
- Fabrication: The falsification of data, information, or citations in any academic exercise
- 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
- 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.
- Forgery: Presenting a false signature
- Cheating: act dishonestly or unfairly in order to gain an advantage, especially on an assignment or test in any course work inside or outside of the classroom.

Electronic Devices

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

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

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

Insubordination

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

Backpacks, Purses, Etc.

Students are not allowed to carry backpacks to class. Students may use a small drawstring bag or a purse that is not larger than the drawstring bag. The Dean of Students will address concerns with individual students.

Truancy

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

Public Displays of Affection

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

Consumption of Candy, Food, or Beverages

Candy, food, or beverages should not be consumed during class or passing periods. These items may be purchased and consumed in the cafeteria or the breezeway before 8:45 a.m., during lunch, and again after 2:30 p.m. Students are allowed to carry water in clear containers with a sealed lid.

Students are not permitted to order food to be delivered to school. Parents/guardians are not permitted to bring students lunch from a commercial restaurant. Students must bring their lunch or purchase from FSC in the cafeteria.

Vandalism

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

Stealing

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

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

Harassment, Intimidation & Bullying

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

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

Violence

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

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

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

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

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

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

Possession of Firearms and Weapons

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

Substance Use and Abuse

Philosophy

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

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

Substance Abuse Policy Statement

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

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

Substance Abuse Testing Policy

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

Reasonable Suspicion Testing:

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

Substance Abuse Testing Protocols

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

Policy Violations

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

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

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

Discipline Procedures

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

Tobacco

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

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

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

Use of School Facilities and Services

Textbooks

Many teachers will be using electronic textbooks and resources. If a course requires that individual students have a paper textbook, the students will check the book out at the start of the semester. Students will be issued a textbook that has a unique barcode number and students must return that textbook with the same barcode.

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

Media Center/Library

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

1. Silence is to be observed at all times.
2. All materials borrowed from the Media Center must be checked in or out at the desk.
3. Students are responsible for the good care of all Media Center materials. Any material that appears damaged should be reported to the Media Center supervisor before it is checked out. Media Center materials damaged or lost must be paid for by the student.

Parking Lot and Permits

Parking Permits for the 2022-23 school year are \$25. Students may park in assigned numbered spots. Preference will be given to seniors and then juniors. A \$50.00 fine will be imposed for parking in another space or in a fire lane.

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

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

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

Cafeteria

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

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

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

Spirit Shop

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

Lockers

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

Messages for Students

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

Announcements

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

Elevator

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

Lost and Found

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

Safety Procedures

Entrances to School

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

Fire, Tornado, Earthquake and Intruder Drills

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

Emergency Procedures

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

1. Please make sure that Family Access has accurate phone numbers and emergency contact information. If your contact information changes throughout the school year, it is critical that you call the main office to update the information.
2. Make sure your student understands the safest and most direct route to and from school.
3. Do not call the school. If phones are operating, all available phone lines will be necessary to call emergency resources.
4. Remind your student that they must remain at school after an emergency until the administration deems it safe to leave the building. No matter if a student has a car or walks home, they will not be released until school authorities have determined the conditions are safe.
5. If we must evacuate the building, due to an intruder, the reunification location will be the Rigali Center at 20 Archbishop May Drive, St. Louis 63119.
6. Listen to channels 2, 4, or 5 or consult their websites and/or DB website and social media accounts for information about the school.

Loitering/Trespassing

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

Dress Code

Dress Code Philosophy

Research reveals that the learning environment and student achievement are positively impacted by strict student dress standards. For this reason, Bishop DuBourg High School has high standards for student dress. The purpose of DuBourg's dress code is to support a favorable learning climate, foster self-esteem, create a sense of identity, and promote school pride. Student dress and behavior while entering and leaving campus impacts the school's image in the community. It is each student's responsibility to promote a positive image of DuBourg at all times. All clothing must be modest, clean, of proper fit to each student's body type, in good repair, and appropriate for a Catholic school.

Students are expected to show up to school in the correct and complete dress code. Violations of the dress code will result in a demerit. If significant enough, a student may be asked to return home. Each student is expected to be neat, clean and dressed according to the school's dress code.

Parents/guardians are requested to ensure their student follows the dress code. The administration reserves the right to modify the dress code with a thirty-day written notice to parents. Bishop DuBourg High School uses Lands' End and Catholic Supply for uniform polos with the DB logo and other school uniform items. Catholic Supply carries the uniform skirt for the girls (not Lands' End). Links to both companies can be found on our website under the Student & Family tab. You may also purchase items from Catholic Supply on Chippewa. If you have questions, please do not hesitate to contact the school.

Out-of-Uniform Dress Code

On out-of-uniform days, students must wear school appropriate shirts, pants and shoes. Shorts must be school appropriate length. Students may not wear sandals, slides, flip flops, pajama pants, low-rise pants, or tops with bare midriffs, bare shoulders, or low-cut necklines. If girls choose to wear leggings or yoga pants, the girls must wear pants made of thicker material and also wear a longer top which covers their rear ends. Jeans and sweatpants may not have tears or holes. **The school administration reserves the right to decide what is appropriate dress and attire.**

Casual Friday

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

PE Uniform

Please see the class syllabus for expectations.

Pants

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

Shorts

Solid khaki shorts may be worn. Shorts must fit properly, be of an appropriate length and be in good condition. Waistbands and hems may not be rolled. Students may not wear denim, jean, low-rise or athletic style shorts. Shorts must be worn at the waistline and **may not** sag. It is suggested that a belt is worn. Shorts may be worn at any time during the school year.

Uniform Skirts

Ladies may wear the official red plaid school skirt. The uniform skirts are to be kept neat and clean, and be of appropriate length. Shorts worn under the skirt are not to extend below the hemline. Girls may purchase uniform skirts from Catholic Supply on Chippewa. ***Skirts may not be rolled at the waistband.*** Skirts must be zipped and buttoned. If a skirt is too short, too small, or too large the skirt must be altered. If a skirt is deemed by the administration to be too small or too large, the student will be required to either alter, purchase a new uniform skirt or wear only approved uniform pants.

- White, black, or gray full-length tights or leggings free of any design may be worn. Fishnet leggings/tights are not permitted.
- In cold weather, ladies are permitted to wear pants under their skirt as they walk into the building, but must be in proper dress code before advisory begins.

Uniform Shirts

White and black polo shirts may be purchased anywhere and are not required to have the DB logo. Red and gray polo shirts must have the DB logo and must be purchased through Lands' End. Black and white polo shirts are also available through Lands' End.

T-shirts worn under a uniform shirt must be tucked in. Sleeves and undershirts may not show below the uniform shirt.

Sweaters, Sweatshirts, Fleece and Jackets

Sweaters must be solid colored black, white, red, or gray. Sweaters may be purchased through Lands' End or Catholic Supply. **ONLY** Bishop DuBourg logoed sweatshirts, hoodies, jackets and fleeces purchased from the spirit store or school sponsored on-line store may be worn.

Shoes

Appropriate dress or athletic shoes may be worn. Shoes are to be neat, clean, and in good condition. Shoes that are not allowed include sandals, slides, flip-flops, open-back shoes, high heeled shoes and slippers.

Hair and Accessories

Hair is to be clean, neatly groomed. Facial hair is to be neatly groomed. Jewelry is to be classroom appropriate. A piercing on the side of the nose with a discreet piece of jewelry is permitted. Pierced septum jewelry is **not** permitted. All jewelry seen as inappropriate by the administration must be removed. Hat, bandanas, do-rags, sunglasses, etc. are not to be worn during the academic day. Ladies are permitted to wear hair scarves.

Clubs and Activities

Athletic Teams

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

Student Council

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

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

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

Clubs

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

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

School Publications

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

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

General Information

Non-Discrimination

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

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

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

Stolen Property

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

Visitors

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

Transcripts

To have transcripts and test scores sent to colleges, universities or scholarship programs, students must see their counselor to obtain the necessary *Parent Permission Form* and *Transcript Request Form*. It is recommended that the student give all necessary pieces of the application to the counselor for review before mailing. Once the application is complete, it is given to the Registrar and everything is mailed together with the official transcript and test scores. Colleges and universities usually require transcripts to be mailed directly from the high school and not released to the student or parents. For seniors, there is no fee for transcripts sent to colleges and universities and no fee for transcripts sent for scholarship applications. There is a fee of \$10.00 charged for any transcript requested after September of their graduation year. All financial responsibilities must be paid before final records will be sent. Requests for transcripts should be done in advance so that deadlines can be met. Please plan ahead.

Withdrawal Procedure

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

The student withdrawal process includes the following:

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

When the process is complete, the student will be officially withdrawn, tuition charges will cease, and official transcripts will be sent. Tuition is prorated on a weekly basis.

Tuition and Fees

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

A family has four ways to pay tuition.

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

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

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

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

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

Bishop DuBourg High School has a limited number of fees. There is a \$150 Raffle Fundraising fee for the 2020-21 school year. All juniors must pay a Kairos Retreat fee of \$175. All seniors must pay a Graduation fee of \$175. All other fees, except course fees indicated in the course description book and athletic fees, are calculated into tuition.

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

The sports fee is assessed when a student participates in a Bishop DuBourg sport. The yearly fee covers all sports in which the student participates throughout the year. The sports fee for the 2020-21 school year is \$100.

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

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

Tuition Assistance

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

Bishop DuBourg High School

Faculty & Staff Phone Numbers

School Phone (314) 832-3030

School Fax (314)-832-0529

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

To Reach One of the Individuals Listed Below

Dial (314) 783- Extension

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

Example for John Smith – jsmith@bishopdubourg.org

Last Name	First	Ext		Last Name	First	Ext
ADAMS	ANTHONY	4472		MASTERS	CHAD	4422
AUBUCHON	MARY	4402		MCCOY	KATHARINE	4404
BERKS	MICHAEL	4444		MUDD JONES	CARRIE	4412
BETTLACH	STEVE	4464		NEIERS	THOMAS	4408
BROEKELMANN	JACQUELINE	4494		NIKOLAISEN	MINDY	4415
BUCK	MAX	4413		PRICE	SAVANNAH	4421
CALLAHAN	PADDY	4475		PROVAZNIK	JOAN	4492
CALLONI	ANGELA	4419		PROVAZNIK	ERIN	4436
CAMPBELL	JIM	4482		ROBINSON	ALISHA	4452
FISTER	LAURA	4450		SADICARIO	MARGARET	4488
FISTER	LISA	4418		SCHMIDT	DANA	4405
FREESE	MONICA	4459		SHERIDAN	MARTINA	4487
GUTIERREZ-LEON	RAMIRO	4491		SHIPP	KRISTEN	4496
HARMON	DIANA	4414		SINGLETERRY	RONALD	4486
HIGGINS	JOHN	4490		STRANGMAN	PHIL	4485
KRULL	MARYBETH	4433		THOMAS	BILL	4448
LALEMAN	KELLY	4493		TIMPE	JAYNA	4489
LEAHY	COLLEEN	4420		TURNER	TOM	4449
MARD	JOYCE	4456		UFERT	TROY	4457
				VONDER	BFRIAN	4483
				WAGNER	BRITTANY	4484
				WEBER	KEN	4466

School Schedules



Bishop DuBourg High School 2022 - 2023

<p style="text-align: center;"><u>Regular Schedule</u></p> <p>7:45 – 8:45 Advisory – Academic Hour 8:50 – 10:00 First Hour 10:05 – 11:15 Second Hour 11:20 – 1:15 Third Hour/Lunch 11:20 – 11:55 First Lunch 12:05 – 12:40 Second Lunch 1:20 – 2:30 Fourth Hour</p>	<p style="text-align: center;"><u>Wednesday Schedule – Late Start (one-hour late start)</u></p> <p>8:45 – 9:10 Advisory - Academic Hour 9:15 – 10:20 First Hour 10:25 – 11:30 Second Hour 11:35 – 1:20 Third Hour/Lunch 11:35 – 12:05 First Lunch 12:15 – 12:45 Second Lunch 1:25 – 2:30 Fourth Hour</p>
<p style="text-align: center;"><u>Liturgq Schedule</u></p> <p>7:45 – 8:05 Advisory - Academic Hour 8:10 – 9:10 First Hour 9:15 – 10:35 Liturgy 10:40 – 11:40 Second Hour 11:45 – 1:25 Third Hour/Lunch 11:45 – 12:15 First Lunch 12:25 – 12:55 Second Lunch 1:30 – 2:30 Fourth Hour</p>	<p style="text-align: center;"><u>Noon Dismissal</u></p> <p>7:45 – 8:00 Advisory - Academic Hour 8:05 – 9:00 First Hour 9:05 – 10:00 Second Hour 10:05 – 11:00 Third Hour 11:05 – 12:00 Fourth Hour</p>
<p style="text-align: center;"><u>Snow Schedule (two-hour late start)</u></p> <p>*Students report directly to first hour – not advisory.</p> <p>9:45 – 10:45 First Hour (with Announcements) 10:50 – 11:45 Second Hour 11:50 – 1:25 Third Hour / Lunch 11:50 – 12:20 First Lunch 12:30 – 1:00 Second Lunch 1:30 – 2:30 Fourth Hour</p>	<p style="text-align: center;"><u>Virtual Schedule</u></p> <p>8:40 – 8:45 Advisory 9:00 – 10:00 First Hour 10:05 – 11:05 Second Hour 11:10 – 12:10 Lunch 12:15 – 1:15 Third Hour 1:20 – 2:20 Fourth Hour</p>

**** Please check the school calendar for the letter day**