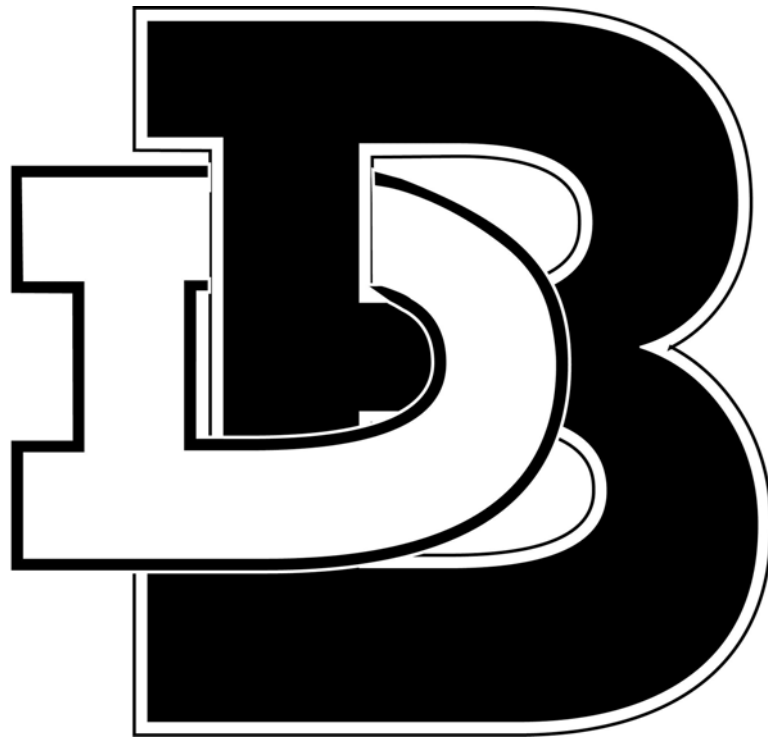


**Bishop DuBourg
High School**



Parent & Student Handbook

2009-2010

Faith in Christ...Service to Others

Bishop DuBourg High School

Mission Statement

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

Bishop DuBourg High School is a comprehensive school where each student is challenged to succeed in all aspects of education. Bishop DuBourg's faculty and staff strive to empower our students to:

1. Live the gospel message by showing respect for God, self and others through worship, service and moral decision-making.
2. Demonstrate knowledge of Catholic beliefs, principles and practices.
3. Exhibit acceptance and appreciation of the diversity in our communities.
4. Express personal, moral and civic responsibility.
5. Apply creativity, talents, knowledge and logical reasoning to gather and evaluate information and to solve problems.
6. Utilize critical thinking skills and effective study habits across the curriculum to support life-long learning.
7. Use technology appropriately and effectively to meet the challenges of the 21st century.
8. Communicate in an effective and appropriate manner.
9. Demonstrate the aspects of healthy living including social, mental, physical and spiritual well-being.

Faith in Christ...Service to Others

Parent and Student Handbook Disclaimer

The Bishop DuBourg High School Parent and Student Handbook contains the established policies and procedures for the 2009-10 school year. The acknowledgement form, which accompanies the handbook, must be signed by each student and a parent/guardian indicating the handbook has been read, and that the student and the parents/guardians agree to support the policies and procedures outlined in the handbook. The Parent and Student Handbook can be changed by administration at any time. Parents and students will receive a written notice thirty (30) days before the change takes affect.

Table of Contents

Witness Statements: Called to Be Catholic5-6

School Leadership7

 Board of Education
 Administrators
 Principal
 President
 Vice President for Faith Formation
 Athletic Director
 Director of School Advancement
 Deans of Students

Student Support Service8-9

 Directors of Campus Ministry
 Christian Service Director
 Director of Technology
 Learning Consultants
 Guidance Counselors
 Academic Advisors
 Registrar
 Coordinator of Student Financial Services
 Director of Admissions
 Director of Operations and Alumni Relations
 Director of Communications

Communications Between DB and Parents/Guardians10-11

 Academic Issues
 Discipline Issues
 Financial Issues- Tuition and Fines
 Family Access
 All-Calls & All-Emails
 The *DB Connection*
 Publicity Release
 Medical Information
 Immunizations
 Request to Leave the Building

Technology and Internet Acceptable Use Policy12-13

 Acceptable Behaviors
 Unacceptable Behaviors

Academic Affairs14-19

 Admissions Policy
 Registration Process
 Course Change Policy
 Graduation Requirements
 Christian Service Project
 Recommendations for DB Four-Year Plan
 Awarding Credit
 Honors Enrichment Program- HEP
 Advanced College Credit Program
 Standardized Testing

Reports of Student Progress and Grading System.....20-21

 Report Cards
 Academic Grade
 Honor Roll
 Conduct Grade

Attendance and Tardiness22-23

 The Importance of Attendance
 Absences
 Reporting an Absence
 Tardiness
 Individual Class Tardiness
 Make-up Work
 Extended Absences/Medical Problems
 Appointments
 College Visits
 Field Trips
 Illness or Injury During School

School Day Schedules24

 Daily Rotating Schedule
 Late Start Wednesday Schedule
 Severe Weather School Closing

Disciplinary Procedures25-27

 Guidelines for Student Behavior
 Demerit Card
 JUG
 Detention
 Behavior Contracts
 Permanent Removal from Class
 Suspensions
 Withdrawal for Cause

Discipline Policy: Violation and Actions	28-30
Behavior at Out-of-School Activities	
Academic Integrity	
Insubordination	
Truancy	
Forgery of a School Document	
Electronic Devices	
Public Displays of Affection	
Consumption of Candy, Food, or Beverages	
Gambling	
Vandalism	
Stealing	
Harassment/Intimidation/Bullying	
Violence	
Possession of Firearms and Weapons	
Tobacco	
Substance Abuse	31-32
Philosophy	
Testing Policy	
Testing Protocols	
Disciplinary Procedures	
Policy Statement	
Reasonable Suspicion	
Testing Violations	
Use of School Facilities and Services	33-34
Media Center/Library	
Cafeteria	
Parking Lots and Permits	
Books	
Spirit Shop	
Lockers	
Telephones	
Messages for Students	
Announcements	
Elevator	
Lost and Found	
Safety Procedures.....	35
Fire Drills	
Tornado Drills & Earthquake Drills	
Emergency Disaster Procedures	
Loitering/Trespassing	
Dress Code	36-37
Dress Code Philosophy	
Dress Code Violations	
Out-of-Uniform Dress Code	
Casual Friday	
Field Trip to The Rep	
Dress Code Information	
Specifics/Uniforms	
Clubs and Activities.....	38
Athletic Teams	
Student Council	
Clubs	
School Publications	
General Information	39
Non-Discrimination	
Stolen Property	
Visitors	
Transcripts	
Withdrawal Procedure	
Tuition and Fees	40
The History of Bishop DuBourg High School.....	41
The Life of Bishop DuBourg.....	42
School Phone Numbers	43
School Schedules	44



WITNESS STATEMENT: CALLED TO BE CATHOLIC



For students who attend Catholic Schools

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. ***Bishop DuBourg High School*** will help me grow in the Catholic Faith. I believe that...

GOD LOVES ME.

I PROMISE TO LOVE GOD BY...

- Participating in the Mass and Sacraments, especially Sunday Eucharist.
- Setting aside time each day for prayer to develop my relationship with God.
- Studying about the Trinity—Father, Son, and Holy Spirit—and the Church.
- Recognizing and accepting Jesus as savior, teacher, and friend.
- Understanding and following Gospel values as found in sacred Scripture and sacred tradition.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY...

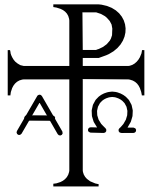
- Accepting responsibility for modeling my life in imitation of Jesus and Mary.
- Listening to God's will in discerning my vocation in life.
- Nourishing and caring for my own body as a temple in which the Spirit of God resides.
- Reverencing the gift of human sexuality by living a chaste life.
- Critiquing and evaluating the culture in which I live and following the Catholic way of life.

GOD MADE ME PART OF HIS FAMILY.

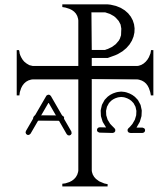
I PROMISE TO LOVE OTHERS BY...

- Using the gifts of the Holy Spirit, given to me in Baptism and Confirmation, in service to others.
- Respecting all people, no matter what their differences, as gifts and blessings from God.
- Living in Hope as I work for justice and peace for all peoples.
- Being an authentic disciple and evangelizer, helping others know Jesus and the Catholic faith.
- Working with the faculty and students to make ***Bishop DuBourg High School*** a place that truly reflects Catholic values and principles.





WITNESS STATEMENT: CALLED TO BE CATHOLIC



For those whose children attend Catholic Schools

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

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

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

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

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

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

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

School



Leadership

Board of Education

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

Administrators

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

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

The administrative leadership team is comprised of the President, Vice President for Faith Formation, Principal, Athletic Director and Director of School Advancement, and Deans of Students.

President

Mr. Kermit (Kirk) Boschert 783-4429

The President is the school's chief executive officer. The President is responsible for the overall welfare and guidance of the school. He 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, the board of directors, and facilities.

Vice President for Faith Formation

Fr. Mike Lydon 783-4430

The Vice President for Faith Formation is responsible for the spiritual life of the school. This includes pastoral care for the student body, parents, faculty, Board of Directors and service as the liaison to the Archbishop and pastors in the area. The Vice President for Faith Formation will also supervise and collaborate with campus ministry, evaluate the religion curriculum, and assist with classroom supervision of religion teachers.

Principal

Ms. Bridget Timoney 783-4459

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, student achievement and the Parent Organization.

Athletic Director

Mr. Jim Welby 783-4464

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).

Director of School Advancement

Mr. Mike Whelan 783-4456

The Director of School Advancement is responsible for promoting the school's mission throughout the community. The advancement office coordinates the school's public relations, fundraising activities, alumni relations, and student recruitment.

Deans of Students

Mr. Kent Hediger 783-4428
Classes of 2011 & 2013

Mrs. Barbara Vierling 783-4463
Classes of 2010 & 2012

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

Support Services

Directors of Campus Ministry

Mrs. Sandy Leibrecht 783-4438

Mr. Larry Driscoll 783-4417

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 Directors of Campus Ministry have the responsibility of coordinating and promoting Bishop DuBourg High School's spiritual growth. Campus Ministry is responsible for providing opportunities to celebrate the Eucharist and Sacrament of Reconciliation, for prayer services, spiritual direction, religious counseling, retreats, vocation activities and opportunities for Christian service.

Christian Service Director

Mr. Larry Driscoll 783-4417

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. The Christian Service Director coordinates all student service projects and activities. (Please refer to Christian Service for specific service requirements.)

Director of Technology

Mr. Michael Berks 783-4444

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 and implementing all new computer programs in the school. The Director also trains faculty and staff on the latest computer updates.

Learning Consultants

Ms. Marybeth Krull 783-4433

Mrs. Mary Knobbe 783-4476

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

The Learning Consultants observe the teaching/learning process and recommend intervention techniques and instructional strategies, and monitor the students' progress and their responses to the recommended strategies. The Learning Consultants establish and maintain 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 Consultants may attend evaluations and re-evaluations held by other agencies such as the Special School District of the County and City, and the Archdiocese.

Guidance Counselors

Ms. Kathy Guerra 783-4424
Last Names A - K

Mrs. Laurie Moran 783-4446
Last Names L - Z

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

Academic Advisors

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

Registrar

Mrs. Martha Simpson 783-4440

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.

Coordinator of Student Financial Services

Mrs. Joan Provaznik 783-4492

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

Director of Admissions

Mrs. Jenni O'Toole 783-4419

The Director of Admissions is responsible for maintaining the recruitment database, creating and developing the strategic approaches to prospective students, managing the Student Ambassador Program (please refer to the Club page), and coordinating the Shadow Program for prospective students.

Director of Operations and Alumni Relations

Ms. Angela Calloni 783-4412

The Director of Operations and Alumni Relations is responsible for maintaining the alumni and donor database, coordinating all alumni programs, recording all charitable gifts, and preparing all mailings in regards to charitable donations.

Director of Communications

Ms. Catie Dandridge 783-4441

The Director of Communications is responsible for publications sent to the Bishop DuBourg community, including the *DB Connection* and *The Cavalier*. The Director of Communications also organizes media relations, writes press releases, and manages the website.

Communications Between DB & Parents/Guardians

Clear and efficient communication between the school and our families is of the utmost importance to us. Communication may occur through our website, email, mail, or telephone. When addressing a concern please follow the procedures outlined below.

Academic Issues— All academic 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 guidance counselor. If the issue still is not resolved, the parents/guardians should contact the Principal.

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

Tuition Issues— All issues involving tuition and fees must first be addressed through the Coordinator of Student Financial Services. 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 Coordinator of Student Financial Services.

Fine Issues—Issues involving fines should be addressed through a Dean of Students. All fines will be collected in the main office. The President will address financial issues only after they have been addressed through the Deans of Students.

Family Access

Parents/guardians and students can access current homework assignments, grades and e-mail addresses for all faculty and staff members on www.bishopdubourg.org. 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 attendance secretary 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. All-calls are made to the primary number in our database. 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. If you have a question about an all-call or all-email, you may call the main office. **Current phone numbers and email addresses must be on file in the main office.**

The DB Connection

The ***DB Connection***, a publication for parents/guardians, is published bi-monthly. The publication is posted on the school's website at www.bishopdubourg.org. Parents/guardians will receive an all-call and all-email when the publication is available. A copy of the ***DB Connection*** can be mailed upon request.

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, newsletters, annual reports, brochures, press releases and newspaper articles. Such publicity usually occurs as a result of awards the student has earned or extracurricular activities in which the student has participated. It is the responsibility of the parent/guardian to notify the school if their child is not to be included in publicity documents. This notification occurs through the *Media & Marketing Materials Student Involvement Permission Form*. This form is sent home, via the student, during the first week of school. The school cannot be responsible for any publicity that occurs prior to such notification or is in process at the time of the notification.

Medical Information

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

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

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

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

Immunizations

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

Parent and Student Handbook Disclaimer

The Bishop DuBourg High School Parent and Student Handbook contains the established policies and procedures for the 2009-10 school year. The acknowledgement form, which accompanies the handbook, must be signed by each student and a parent/guardian indicating the handbook has been read, and that the student and the parents/guardians agree to support the policies and procedures outlined in the handbook. The Parent and Student Handbook can be changed by administration at any time. Parents and students will receive a written notice thirty (30) days before the change takes affect.

Technology and Internet Acceptable Use Policy

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All students are expected to exhibit high standards of behavior at all times when using the Internet, email and other technologies. For the purpose of this policy, technology is defined as the use of computers, internet, email, digital cameras, camcorders, cell phones, land phones, ipods, itouch, mp3 players or other electronic devices. This equipment can belong to the school or is brought into the school by students or other individuals.

The use of the Bishop DuBourg High School's network, Internet and technologies is a privilege, not a right. The use of all technologies must be in support of the educational mission and objectives of Bishop DuBourg High School. It is a general expectation that the school's resources are to be used in a reasonable efficient, ethical, moral, and legal manner in accordance with the beliefs and policies of Bishop DuBourg High School.

Prior to being given access to Bishop DuBourg High School's technology, all students and their parent(/guardian, must return the signed *Technology and Internet Acceptable Use Policy Agreement*. This agreement must be signed every year.

Students at Bishop DuBourg High School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned computers or on the school network. All communications (including email) and information accessible via the network is school property. Messages relating to or in support of illegal activities may be reported to authorities. The Director of Technology supervises the use of the network by students. Director of Technology has access to all files and email and may authorize access as necessary. All internet activity is also recorded and can be accessed by the administration.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the school network must notify an administrator.

Computer use is monitored by school staff, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse.

At Bishop DuBourg High School, the faculty and staff blend thoughtful use of technology throughout the curriculum and provide guidance and instruction to students in their use. The school provides controls and filtering protection on the school's network. Outside of school, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The school may not be held responsible for users' intentional misuse of the Internet or equipment.

Acceptable Technology Use

1. The school's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the school's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.
2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.
3. Remember to respect yourself and all others on the internet. All materials posted are generally for world viewing.

Unacceptable Technology Use

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the school network or the Internet using a user ID/password other than his/her own. Assigned passwords are to be kept confidential and not shared with other students.
3. Using other people's flash drives without consent.
4. Posting any comment or picture that is malicious or jeopardizes the health and safety of another student or individual. All forms of harassment of any kind (cyber bullying), unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
5. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to copyrighted, threatening or obscene material.
6. Using the Bishop DuBourg High School name or logo on personal websites. The school discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
7. Publishing information on the Internet, such as blogging, that brings discredit to Bishop DuBourg High School (whether on or off school premise).
8. Non-school related social contacts between faculty/staff and students.
9. Using the school resources for non-school activities without the permission of the Director of Technology.
10. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
11. Downloading copyright material (music, text, or graphics) or the duplication of any copyright material is against federal and state laws.
12. 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.
13. Using the network in any way that will limit or disrupt network use or attempting to alter school system settings or data.
14. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
15. Assisting others in violating any of these policies.
16. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.
17. Access to personal email, chatting, instant messaging, social networks, online gaming, and discussion boards not authorized by the school.
18. Inappropriate use/posting on social networks that damage the school or a community member's reputation or persona, show use of drugs or alcohol, or display inappropriate sexual or degrading behavior.

Academic Affairs

Admissions Policy

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

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

The registration process includes:

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

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

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

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

Registration Process

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

Steps in the Registration Process for 2010-11

Step 1 Friday, January 22nd

- ❖ Each student receives a Course Description Book and Registration Form during academic hour.

Step 2 January 22nd – February 4th

- ❖ Students should discuss their registration for next year with their parents/guardians, advisor, guidance counselor, learning consultant and teachers.
- ❖ Teachers of elective courses will be available during academic hour to answer any questions about the courses in their department.
- ❖ Teachers will sign registration forms during academic hour or during class.
- ❖ Students should make sure all necessary signatures are present. Students must obtain signatures for any course, which requires teacher approval.
- ❖ Students must also choose three alternate courses; one year-long course and two semester courses. In the event of a scheduling conflict, these alternates will be used to resolve the conflict.

Step 3 Thursday, February 4th

- ❖ The completed Registration Form must be returned to the student's advisor on or before **February 4th**. The non-refundable **registration fee of \$200** must be turned in to the main office on or before **February 4th**. A **\$50 late fee** will be assessed for all payments made after **February 4th**. Registration cannot be processed until the registration fee is paid. If a student is not on schedule with tuition payments for the 2009-10 school year, the student's registration will not be processed.

Course Change Policy

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

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

Graduation Requirements

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

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

<i>Department</i>	<i>Class of 2010-2013</i>	<i>Colleges/Universities</i>
<i>Religion</i>	<i>4</i>	<i>0</i>
<i>English</i>	<i>4</i>	<i>4</i>
<i>Math</i>	<i>3</i>	<i>3-4</i>
<i>Science</i>	<i>3</i>	<i>2-3</i>
<i>Social Studies</i>	<i>3</i>	<i>3</i>
<i>Foreign Language</i>	<i>2</i>	<i>2</i>
<i>Cavalier Experience</i>	<i>1</i>	<i>0</i>
<i>Practical Arts</i>	<i>1</i>	
<i>Computer Course</i>	<i>.5</i>	<i>1</i>
<i>Visual & Performing Arts</i>	<i>1</i>	<i>1</i>
<i>Physical Education</i>	<i>1</i>	<i>.5</i>
<i>Health</i>	<i>.5</i>	<i>.5</i>
<i>Electives</i>	<i>6</i>	<i>5-9</i>
<i>TOTAL:</i>	<i>30</i>	<i>22-28</i>

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

- complete 30 credits, including the 24 required units (classes 2010 - 2013)
- maintain a satisfactory attendance record as defined by the school
- complete all financial obligations
- demonstrate Christian conduct
- participate in the retreat program as directed by the school
- complete 20 service hours as a freshman
- complete 25 service hours as a sophomore
- complete 35 service hours as a junior
- complete the Senior Christian Service Project (70 hours)

Christian Service Project

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.

The Christian Service Project requires direct service to and contact with an individual or a group. Underclassmen must complete service hours on their own time either during the school year or in the summer. Freshmen are expected to spend 20 hours in service. Sophomores must complete 25 hours, and juniors are required to spend 35 hours in service to others. The hours may be performed at Bishop DuBourg High School, another school, a charity or any other agency approved by the Christian Service Director.

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

Students are accountable for keeping track of their service hours and turning in the necessary forms to the main office. All service hours for underclassmen must be completed by April 30. The consequences for not completing service hours include holding a student's final report card, turning off Family Access, and holding registration for the next year. Seniors have a separate timeline for service completion. It is outlined in a packet given to them in September.

If a student has questions regarding the acceptability of any service activity, he/she should contact Mr. Larry Driscoll, the Christian Service Director at (314) 783-4417.

Recommendations for DB Four-Year Plan

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

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

Recommendations for DB Four-Year Plan

	Freshman	Sophomore	Junior	Senior
Religion (4 credits)	*Religion 1	*Religion 2	*Religion 3	*Religion 4
English (4 credits)	*English 1 Enriched English 1	*English 2 Enriched English 2	*American Literature **Honors American Literature/Composition Creative Writing (.5) Film Study (.5)	*British Literature **Honors English 4 Creative Writing (.5) Film Study (.5)
Math (3 credits)	Math Lab Pre-Algebra Algebra I Enriched Algebra I	Math Lab II Algebra I Algebra II Enriched Algebra II	Geometry Algebra 3/Trig/Geom	Math Concepts Trigonometry (.5) Statistics (.5) Analytical Geometry (.5) Finite Math (.5) **Calculus
Science (3 credits)	Physical Science Enriched Biology	Biology Honors Chemistry	Chemistry Astronomy (.5) Human Systems (.5) Advanced Chemistry Anatomy/Physiology Honors Physics	Astronomy (.5) Human Systems (.5) Physics Advanced Chemistry Anatomy/Physiology Honors Physics
Social Studies (3 credits)	****Government/ World History I	World History II	*American History **Honors American History Civil Law (.5) Criminal Law (.5) Current Events (.5) Psychology	Civil Law (.5) Criminal Law (.5) Current Events (.5) Psychology **Honors Western Civilization Modern America (.5)
Foreign Language (2 credits)	Foreign Cultures Spanish 1 French 1	Exploring Foreign Languages Spanish 2 French 2	**Spanish 3 **French 3	**Spanish 4 **French 4
Cavalier Experience (1 credit)	*Cavalier Experience	Cavalier Experience II	Cavalier Experience II	Cavalier Experience II
Electives -Practical Arts (1 credit plus .5 credit of Computers) -Fine Arts (1 credit) -PE (1 credit plus .5 credit of Health)	*Computers Band Chorus Art Theater PE (1 credit)	*Health *Computers Business Band Chorus Art Theater PE (2 credits)	Computers Business Band Chorus Art Theater PE (2-3 credits)	Computers Business Family & Consumer Science Mechanical Arts Band Chorus 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.

Awarding Credit

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

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

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

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

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

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

Honors Enrichment Program - HEP

The purpose of the **Honors Enrichment Program** is to offer the academically gifted students a challenging program of studies. The goals for the students are the following:

1. To realize that their talents are a gift from God to be developed and used for others.
2. To develop their thinking processes into higher levels of reasoning.
3. To see the connections between their various areas of study.
4. To develop the ability to rationally discuss issues.
5. To achieve the highest possible level of academic excellence.

Entrance to the **Honors Enrichment Program** will be determined by the HEP Coordinator and the Principal. Freshmen who score 85% or above on standardized tests and who have a G.P.A. of at least 3.0 as a freshman will be considered as candidates for the **Honors Enrichment Program**. Sophomores who score 85% or above on standardized tests and/or who have a G.P.A. of at least 3.0 will be considered as candidates for the program. Students may petition the HEP Steering Committee for admission into the program. Final approval of candidates will be determined by the HEP coordinator and the Principal.

Members of **HEP** are encouraged to enroll in the Honors Seminars that are offered as part of the **Honors Enrichment Program**. Students wishing to enroll in these classes must get approval from the **HEP** Coordinator.

All **HEP** students should enroll in courses designed as **Enriched, Honors, Advanced, or College Credit**. Students enrolled in the **Honors Enrichment Program** are expected to enroll in four honors courses. Special permission will be considered on an individual basis.

The following honors classes have a weighted grade point average: Honors Chemistry, Advanced Chemistry, Honors Physics, Anatomy and Physiology, Honors American History, Honors Western Civilization, Calculus, Algebra 3, Honors English III and IV, Honors Spanish III and IV, Honors French III and IV, Advanced Art Studies I and II, and Junior and Senior HEP Seminar.

Advanced College Credit Program

Bishop DuBourg High School offers the opportunity for students to earn college credit. The program is affiliated with Saint Louis University and the University of Missouri – St. Louis. Students must dually enroll in the Bishop DuBourg course and the university course to earn the college credit. Students must contact SLU and/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.

Standardized Testing

Standardized testing for academic achievement and intellectual ability is an integral part of the guidance program. At each grade level 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.

Freshmen students take the Explore Test, which measures their achievement in the areas of English usage, math, social studies, reading and natural science reading as compared to ninth graders nationwide. Using a comprehensive interest survey, the Explore also yields information for future planning.

Sophomore students take the PLAN Test. Besides affording students the opportunity to experience a practice college admissions test, the PLAN shows how the student is achieving in the areas of writing skills, mathematics, reading and science reasoning. In addition, the PLAN indicates a career interest survey and a study-skills self assessment which are used to initiate career exploration activities and to assist students in learning to study more effectively.

Most juniors take a practice ACT Test. Students in the honors program will 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. Juniors may also take the Strong-Campbell Interest Inventory in the fall to help them begin the career exploration and planning process.

Juniors are strongly encouraged to take both the SAT and the ACT (American College Test) in the spring semester. These are standardized college admissions tests which may be taken more than once.

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

Reports Of Student Progress And Grading System

Report Cards

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

Report cards will be mailed home quarterly. Parents/Guardians are asked to review the report card with their son/daughter and to consult with the teachers if they wish. Each student receives two grades for each course, one in academics and one in conduct.

All students receive a mid-term progress report for all of their courses. Mid-term reports are to be picked up by parents/guardians during the first and third quarter progress report night. If a parent/guardian does not pick up the report, then the report will be given to the student. Progress reports are meant to be a snapshot of a student's progress. In some cases, progress reports are meant to be a forewarning to parents/guardians that their child is in danger of failing. Progress reports are a courtesy to parents to enable them to praise and/or encourage their students to put forth more effort if needed.

Academic Grade

Interpretation of academic grades:

A	Superior (100 - 93)
B	Above Average (92 - 85)
C	Average (84 - 78)
D	Below Average (77 - 70)
F	Failure (Below 69)
I*	Incomplete - no grade given

*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. Conduct grades of "C" or above.
Second Honors	3.0 to 3.5 grade point average. Conduct grades of "C" or above.
Students of Distinction	.5 grade point average increase from the previous report card.

Conduct Grade

The conduct mark evaluates both positive and negative behavior traits, including respect, obedience, and cooperation as well as general courtesy, initiative, reliability, leadership, and trustworthiness. It is expected that the large majority of students will show these traits with average consistency under ordinary circumstances.

The interpretation of the meaning of the conduct grades is the following:

Letter Grade	Behaviors to be exhibited
A	Student demonstrates above average consistency in the areas of respect, cooperation, courtesy, initiative, reliability, leadership and trustworthiness.
B	Student demonstrates average consistency in the areas of respect, cooperation, courtesy, initiative, reliability, leadership and trustworthiness.
C	Student occasionally needs correcting for lack of self-control, but generally shows good will and usually demonstrates respect, cooperation, courtesy, initiative, reliability, leadership and trustworthiness.
D	Student lacks self-control, requires frequent and repeated correction, and needs attitude improvement. Student has some problems demonstrating respect, cooperation, courtesy, initiative, reliability, leadership and trustworthiness.
F	Student demonstrates unsatisfactory behavior, including but not limited to, rudeness, rebellious attitudes and other behaviors contradictory to acceptable behavior standards as defined above.

Attendance & Tardiness

The Importance of Attendance

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

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

Absences

After five absences, a student's parent/guardian may be contacted to clarify absenteeism and to establish a plan for immediate improvement. Students who are absent **7** class periods per semester/course may lose credit for the course(s). The administration will meet to determine whether the student will lose credit. A record of all absences will appear on a student's report cards, progress reports and transcript. A student with excessive absences may lose extra-curricular privileges, may face additional disciplinary actions, or may be asked to withdraw from Bishop DuBourg High School.

Reporting an Absence

If a student must be absent because of ill health or an equally unavoidable reason, a parent/guardian is to notify school of an absence by telephone (314) 783-4400 or through Family Access. When you leave a message, please speak clearly and spell the last name, give your child's graduation year, and identify who you are. Calls are to be made no later than 9:00 a.m. If the main office does not receive a phone call by the designated time, the secretary will call 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 in extra-curricular activities for that day.

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

Tardiness

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

Students will be marked tardy if they arrive to school between 7:45 a.m. and 10:30 a.m.

Students will be given a demerit each time they are tardy with one exception. Students with a doctor's note will not be given a demerit. 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. This includes Academic Hour. Students are permitted five (5) minutes for class exchange. Students should use bathrooms during this time. In order to facilitate orderly movement from one area to another, students are asked to keep to the right in the corridors and stairways and to use the stairway nearest them.

Make-up Work

The student has full responsibility for making up all course assignments and work done in class missed as the result of an absence or tardy. Students who miss class must consult **Message Center** and see their teachers during Academic Hour in an effort to catch up on missed material. All assignments and work done in class must be completed within the same number of days the student was absent. Students who miss class for reasons other than illness must turn in all of their missed work on the day they return to school. If the assignments and class work are not completed in the allotted amount of time, the teacher has the authority to record an "F" for the assignment and class work that the student did not make up.

Extended Absences for Medical Problems

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

Appointments

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

College Visits

Seniors are permitted to take two school days to visit college campuses. College visit absences must be pre-arranged through the Deans of Students. Pre-arranged visits are not counted as school absences. Students must complete a permission form and obtain signatures from all of their teachers. Forms are available in the main office. 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

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

Illness or Injury During School

Students who become too ill to remain in class must obtain written permission from the subject teacher before reporting to the Main Office. The parents/guardians will be called. Students should know their parents'/guardians' work phone numbers and they should also be on file in the school office. ***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

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. Classes are in session from 7:45 a.m. (8:45 a.m. on Wednesdays) until 2:30 p.m. Students may be asked to meet with teachers for advisement or academic aid after school.

Unless involved in a school activity, students are not allowed on the school grounds before 7:00 a.m. or after 3:30 p.m. In situations in which a student consistently remains at school after 3:30 p.m., administrators will contact the student's parent/guardian. We recommend that students who remain after school get involved in a school activity, go to the public Media Center, find a carpool, or study with friends off campus. Students involved in school activities should report to the appropriate location.

Supervision of students outside of stated school times is not provided. Students are to wait for their ride in the main lobby. Students are not to roam the building. Parents need to make arrangements for their student 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 Rotating Schedule

<u>Period</u>	<u>Time</u>	A1	B5	A2	B6	A3	B7	A4	B8
Academic Hour	7:45-8:45	AH	AH	AH	AH	AH	AH	AH	AH
First Hour	8:50-10:00	1	5	2	6	3	7	4	8
Second Hour	10:05-11:15	2	6	3	7	4	8	1	5
Third Hour (1st Lunch)	11:20-11:55	3	7	4	8	1	5	2	6
Third Hour (2nd Lunch)	12:00-12:35	3	7	4	8	1	5	2	6
Third Hour (3rd Lunch)	12:40-1:15	3	7	4	8	1	5	2	6
Fourth Hour	1:20- 2:30	4	8	1	5	2	6	3	7

Late Start Wednesday Schedule

On Wednesdays school will begin at 8:45 a.m. The school day schedule will follow the Late Start Wednesday schedule. The various school day schedules are located on the back cover of this handbook.

Severe Weather -- School Closing

In case of severe weather - snow, ice, etc. - the official announcement for school closings may be heard over television channels 2, 4 and 5 and KMOX radio. Please listen to these stations or go to their websites.

Disciplinary Procedures

Guidelines for Student Behavior

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

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

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

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

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

Demerit Card

Each student must carry a demerit card. The demerit card should be in the student's possession at all times. A teacher or staff member may give a demerit for the following offenses:

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

Students must present their demerit card to a faculty or staff member upon request. If the student does not have a demerit card on them, the teacher will report this to the appropriate Dean of Students as a non-possession. Students must present the card to the Dean of Students within 24 hours to avoid a JUG. A lost card will be replaced for the cost of \$5.00. If a demerit card is lost, four (4) demerits will automatically be added to the new demerit card. Replacement cards must be purchased in the Dean of Student's office. Non-possession is considered serious and will result in a JUG.

JUG

When a student accumulates five demerits or has a non-possession, he/she must spend three (3) hours in JUG. Repeated JUG attendance may result in school suspension. More serious behavioral problems or repeated JUGs may lead to detention, behavior contracts, lost extra-curricular privileges, suspensions, or removal from school.

JUGs are scheduled on Friday afternoons from 2:45-5:45 or Saturday mornings from 8:00 a.m. to 11:00 a.m. Students must report on time. Every student required to attend JUG must pay a \$10 JUG fine on arrival. A student will be turned away if they do not bring their JUG fine. The JUG supervisor will also contact the student's parent/guardian. Missing JUG or removal from JUG for misconduct will result in a double JUG and an additional \$10 fine. After three (3) JUGS, a parent/guardian conference may be scheduled with the Dean of Students and guidance counselor.

Detention

Detention is up to six (6) hours of service to Bishop DuBourg High School. Detentions are served during out-of-school times. Detentions are assigned by a school administrator. Parents/Guardians are notified of detention times. A student can receive detention for truancy, accumulated JUGs, and other serious behavior problems.

Behavior Contracts

Students with serious or repeated discipline problems may be placed on a behavior contract. The behavior contract is issued by a 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.

Permanent Removal from Class

The following steps are followed and documented in the process of removing a student from class for disciplinary reasons. A copy of documentation must be given to the Dean of Students.

1. One-on-one conference between the student and teacher discussing the situation and also a plan for improvement.
2. Punishment issued and supervised by the teacher.
3. Teacher must notify parent/guardian and record date of notification.
4. A disciplinary report will be completed by the teacher and given to the Dean of Students. This form includes written reason(s) for the problem, parent/guardian contact at time of incident, previous actions taken, and recommended action to be taken by all parties involved. The Dean of Students will also inform the appropriate guidance counselor about the problems.
5. Serious misconduct will be reflected in the lowering of the conduct grade for the quarter.
6. If a student continues to be a discipline problem in an individual classroom situation, a conference with the teacher, Dean of Students, student and parents/guardians will be arranged to discuss conditions for improvement.
7. If conditions for improvement as discussed in the conference are not met, the teacher will notify the Dean of Students. The Principal will notify the parents that the student will be removed from class. The student will receive an "F" in both academics and conduct, thus losing credit for the course.

Suspensions

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

Withdrawal for Cause

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

1. The student will be placed on indefinite suspension and a disciplinary board will conduct a hearing. The disciplinary board is comprised of the Deans 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.

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

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

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

An individual infraction of a major school rule

1. In or out of school conduct which seriously detracts from the reputation of the school
2. Repeated disrespect of authority
3. Repeated truancy
4. Repeated infractions of school rules
5. Repeated disruption of the learning environment

Discipline Policy: Violations and Actions

Behavior at Out-of-School Activities

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

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

Academic Integrity

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

Insubordination

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

Truancy

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

Forgery of a School Document

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

Electronic Devices

An atmosphere of quiet will be maintained to create a situation conducive to learning and teaching. Students are not to use personal radios, iPods, stereos, laptop computers, cellular phones, pagers, laser pointers, cameras, or other recreational electronic devices during the school day. **These devices must not be visible or audible during the academic day.** Use before or after school 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 upon payment of a \$25 fine for each occurrence. Multiple violations may result in a conference with the parent/guardians and/or a parent being required to pick up the phone. This does not apply to hand held 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.

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

Public Displays of Affection

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

Consumption of Candy, Food, or Beverages

Candy, food, or beverages are prohibited in the school building except for times such as lunch periods, dances, games, etc. **Chewing gum is not permitted at any time or place in the school building. This also applies during lunch.** Food, soda, and snacks may be purchased and consumed in the cafeteria or the breezeway before 7:35 a.m. and again after 2:30 p.m. Students are reminded to clean their area and put trash in the proper receptacle.

Cough drops and water during class are permitted only with a parent/guardian written request initialed by a Dean of Students prior to use. The disciplinary action for students who fail to comply with these rules may be a \$10.00 fine for each offense. This fine must be paid in the main office.

Gambling

Gambling is not permitted. The possible disciplinary actions for students who violate this rule may be a parent/guardian conference, JUG(s), detention, suspension, behavior contract, and/or being asked to withdraw.

Vandalism

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

Stealing

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

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

Harassment/Intimidation/Bullying

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

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

Violence

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

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

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

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

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

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

Possession of Firearms and Weapons

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

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 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, matches, lighters, etc.) while at school. Disciplinary action for students violating this rule is confiscation, parent/guardian contact, and a \$50.00 fine for each offense. The fine must be paid in the main office. Repeat offenses may result in additional disciplinary action.

Substance Abuse

Philosophy

Bishop DuBourg High School believes that the use and abuse of alcohol and drugs poses a threat to the health of young people. The use and abuse of alcohol 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, drug-free school environment. We believe the use and abuse of alcohol 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 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 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 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 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 use and must be witnessed by a second member of the administration. If it appears that a student is violating the substance abuse policy on social networking sites, photos, cell phones, etc., the administration may conduct reasonable suspicion testing.

Substance Abuse Testing Protocols

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

Policy Violations

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

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

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

Discipline Procedures

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

Use of School Facilities and Services

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 Media Center is open during academic hour and after school on designated days. The following outlines rules for using the Media Center.

1. Silence is to be observed at all times. The Media Center supervisor may request that a student leave the Media Center because of failure to comply.
2. All materials borrowed from the Media Center must be checked in or out at the desk.
3. The fines for overdue materials are 25 cents per day. Students will be sent one overdue notice. Failure to pay fines and return overdue books will result in loss of Media Center privileges. Report cards will be held until the materials are returned or fines are paid.
4. 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.
5. Students may access the Bishop DuBourg High School online Media Center through the Bishop DuBourg website at www.bishopdubourg.org. The online Media Center is available 24 hours a day, seven days a week. Students will receive their online Media Center IDs and passwords in September of each school year.

Cafeteria

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

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

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

Parking Lot and Permits

Parking Permits for the 2009-2010 school year will be \$25. Students may park in assigned numbered spots. Preference will be given to seniors and then juniors. A \$50.00 fine will be imposed for parking in another space or in a fire lane.

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

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

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

Books

Students may not carry book bags to classes. Each student is responsible for caring for his/her books. The student's name must be clearly marked on each assigned book. Each student is required to keep all books covered for the entire school year. At the end of the course (either at the end of the semester or year) the student must return the assigned book; no other book will be accepted for credit. If a book is lost, the student must pay for the book. If the book is damaged, the student must pay a fine.

Spirit Shop

The spirit shop is open during various events during the school year and occasionally during the school day. School supplies, PE t-shirts and shorts, uniform shirts, 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. Students must use locks purchased through the Spirit Shop for PE lockers. These locks must be removed at the end of the semester.

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

Telephones

Students may use the phone in the main office to make necessary phone calls during school hours. Cell phones may not be used during the school day.

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 concerned.

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 or in the bin by the cafeteria. Students need to check for lost items. After a reasonable period of time, unclaimed items are donated to charity.

Safety Procedures

Fire Drills

Every room has a chart indicating what route to take in case of a fire. The signal for a fire drill is the sounding of the fire alarm. Once heard everyone must vacate the building. It is essential that when the first signal is given, everyone obeys promptly and clears the building as quickly as possible by the prescribed route. At the sound of the alarm, those nearest to them should close all windows. The last one to leave the classroom should close the door. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Students are not to tamper with or damage any emergency equipment. Physical damage to the school or its occupants is a serious offense. Offenders are subject to disciplinary actions, including but not limited to legal prosecution.

Tornado Drills and Earthquake Drills

Tornado and earthquake drills are held and instructions are given over the public address system. Students must cooperate with instructions given by teachers and public address announcements.

Emergency Disaster Procedures

In the event of a disaster involving the school, parents are asked to adhere to the following guidelines.

1. Please make sure that the information sheet you return at the start of the school year has accurate phone numbers and emergency contact information. If your contact information changes throughout the school year, it is critical that you call the main office to update the information.
2. Make sure your student understands the safest and most direct route to and from school.
3. Make sure your student understands where to go when an emergency arises in route to and from school.
4. Be aware, support and reinforce the emergency procedures your child receives at school.
5. Remind your student that he/she must remain at school after an emergency until the administration deems it safe to leave the building. No matter if a student has a car or walks home, he/she will not be released until school authorities have determined the conditions are safe.
6. Do not call the school. If phones are operating, all available phone lines will be necessary to call emergency resources.
7. Listen to channels 2, 4, 5 or KMOX radio and/or consult their websites 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 should not wait in parked cars.

Dress Code

Dress Code Philosophy

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

Dress Code Violations

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

Dress Code for Field Trips to The Rep

When students travel to The Rep, boys must wear dress pants, dress shoes (no tennis shoes), dress shirt and tie. Girls must wear dress pants or a skirt of appropriate length, dress shirt and dress shoes. Girls may not wear tops with bare midriffs, bare shoulders, or low-cut necklines.

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, flip flops, pajama pants, low-rise pants, or tops with bare midriffs, bare shoulders, or low-cut necklines. Jeans may not have tears or holes.

Students may not alter their uniform clothing (i.e. put names on the back of shirts, cut off sleeves, staples or pins in skirts or pants etc.)

INFORMATION FOR BOTH LADIES AND GENTLEMEN

Casual Friday

If the students have earned the privilege by dressing appropriately during the week, Friday's 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 Friday's 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.

Jewelry

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

Shoes

Appropriate dress or athletic shoes may be worn. Shoes are to be neat, clean, and in good condition. Shoes that are not allowed include sandals, open-back shoes, slip-on shoes (i.e. Birkenstocks, Crocs, ballet slippers without soles, slippers, etc.), boots, including Uggs. Shoes with high heels are not allowed. Socks if visible must be the same solid color. Shoes for gym use should not be street shoes.

Slacks

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

Walking Shorts

Solid khaki or navy blue “**walking shorts**” may be worn. Shorts must fit properly and be in good condition. Shorts need to be an appropriate length (no more than three (3) inches above and no lower than the knee itself). Waistbands and hems may not be rolled. Students may not wear denim, jean, low rider or athletic style walking shorts. Shorts must be worn at the waistline and **may not** sag. If the shorts sag, then a belt **must** be worn. Shorts may be worn at any time during the school year. Girls may not wear low-rise shorts

Hair

Hair is to be clean, neatly groomed, and of a “natural” color. Any hairstyle that calls undue attention to itself is not permitted. This includes stripes or designs of any kind. With the first offense, students will be given one week to correct the hair color or style. Repeated violations will be viewed as insubordination. Hats or head covers of any type are not allowed to be worn.

Gentlemen must be clean-shaven. Sideburns cannot extend below the bottom of the earlobe. If the student is not clean-shaven, he will be instructed to shave immediately and pay \$.50 for the razor. Hair should be clean, groomed neatly, a natural color, and not extend below the bottom of the shirt collar. Any hairstyle that calls undue attention to itself is not permitted. With the first offense, students will be given one week to correct hair color or style. Hair that falls in a student’s face and inhibits proper vision is not permitted. Repeated violations will be viewed as insubordination.

Uniform Shirts

- White, collared long-sleeved or short-sleeved button down shirts or blouses may be worn.
- White and black polo shirts may be purchased anywhere and are not required to have the DB logo. Red and gray polo shirts must have the DB logo and must be purchased through the Bishop DuBourg Spirit Shop.
- Shirts determined by the administration to be too large or too small are not allowed.
- T-shirts worn under a uniform shirt must also be tucked in. Sleeves and undershirt bottoms may not show below the uniform shirt. A white long sleeve shirt may be worn under a polo shirt. The t-shirts cannot have any visible advertising.
- **ALL SHIRTS ARE TO BE TUCKED IN AT ALL TIMES DURING THE SCHOOL DAY. The only exception to this policy is Bishop DuBourg shirts worn on casual Fridays and out of uniform days.**

Sweaters, Sweatshirts, and Fleece

- Sweaters must be solid colored black, white, red, or gray. Sweaters must be worn over a collared shirt.
- **ONLY** Bishop DuBourg sweatshirts and fleeces sold through the Spirit Shop and Bishop DuBourg organization/team sweatshirts or fleeces may be worn. The sweatshirt must contain the Bishop DuBourg High School name or logo. Hoods may not be worn during the school day.
- **With the start of 2010-11 school year, students will NOT be allowed to wear hooded sweatshirts with oversized pockets.**

Uniform Skirts

Ladies may wear the official red plaid school skirt, skort, or kilt. The uniform skirts, skorts, and kilts are to be kept neat and clean, and be of appropriate length (no more than three (3) inches above the knee). The uniform skirt, skort and kilt are sold by agreement with **Catholic Supply**. Fittings can be made by contacting the store at (314) 351-0277.

- Shorts worn under the skirt or kilt are not to extend below the hemline.
- **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 slacks.
- Neutral, white, black, or navy tights or nylons may be worn. Socks if visible must be the same solid color. Ankle length leggings are allowed.
- In cold weather, ladies are permitted to wear pants under their skirt as they walk into the building. After entering the building, the students must remove the pants before advisory begins.

Hats

Hats are not to be worn during the academic day. Hats should be left in the locker

Clubs and Activities

Athletic Teams

Boys		Girls	
Cross Country – Fall	V, JV Baseball – Spring	Cross Country – Fall	Pom Poms – Fall/Winter
V, JV, C Football – Fall	Golf – Spring	V, JV Softball – Fall	V, JV, C Basketball - Winter
V, JV Soccer – Fall	Tennis – Spring	Tennis – Fall	Swimming – Winter
	V, JV Track – Spring	V, JV Volleyball – Fall	Soccer – Spring
V, JV, C Basketball - Winter	V, JV Volleyball - Spring	Cheerleaders – Fall/Winter	V, JV Track – Spring

** V = Varsity Team JV = Junior Varsity Team C = Freshman Team

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.

Class officers 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		Math Team		Scholar Bowl
Bowling		National Honor Society		Student Ambassadors
Big Brother/Big Sister		Peer Tutors		Student Council
Computer Club		Ping Pong		Swing Dancers
Guild Players		Pro Life		Video Gamers
Liturgical Music		Robotics		Youth Corps American Red Cross

School Publications

The school newspaper, **THE CAVALIER**, is published during the school year by the student newspaper staff. **THE CAVALIER** covers all phases of school life. Students are strongly encouraged to take this newspaper home so their parents/guardians can also read it and thus keep abreast of happenings at Bishop DuBourg.

The yearbook, **THE CAVALIER**, 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 in the spring. Supplements are given in the August.

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

General Information

Non-Discrimination

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

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

Even with the care and guidance of the Catholic family and school community, it may happen that a student becomes a parent. At such time, the school has a dual responsibility toward both the good of the student and the common good of the school. In considering the good of the student involved, we follow the leadership and directives of the Catholic Bishops of Missouri who urge us, as an educational and faith community, to provide an environment where the student can find support and compassion. We further hope to offer teenagers who, unfortunately, 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 automatically 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 the first three transcripts sent to colleges and universities and no fee for transcripts sent for scholarship applications. There is a fee of \$5.00 charged for any additional transcript requested during the school year. Upon graduation, there is no fee for one final transcript to the graduate's choice for post graduate plans. There is a \$5.00 fee for subsequent final transcripts. 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 must be returned to the main office
- d. Completion of the official Student Withdrawal/Discipline forms.

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

Tuition and Fees

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

A family has four ways to pay tuition.

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

Option 2—F.A.C.T.S. Two payments due on July 20th and November 15th

Option 3—F.A.C.T.S. Four payments due on July 20th, October 20th, January 20th and April 20th

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.

There are no exceptions to these four payment options. 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. We strive to keep fees at a minimum. There will be a \$100 technology fee for the 2009-10 school year. All other fees, except course fees indicated in the course description book and athletic fees, are calculated into tuition.

The \$200.00 registration fee is **NON-REFUNDABLE**. The registration process begins in late January and the fee will be collected with the registration forms in early February. 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 2009-10 school year is \$75.

Tuition must be paid in full by April 20 for seniors and by June 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 F.A.C.T.S. Financial Need Assessment. This application is used for all financial aid and scholarships available throughout the school year. No assistance will be given unless a F.A.C.T.S. Financial Need Assessment is completed.

Bishop DuBourg High School History

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

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

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

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

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

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

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

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

The Life of Bishop DuBourg

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

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

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

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

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

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

Bishop DuBourg High School

Faculty & Staff Phone Numbers

School Phone (314) 832-3030

School Fax (314) 832-0529

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

To Reach One of the Individuals Listed Below

Dial (314) 783 – Extension

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

Example for John Smith – jsmith@bishopdubourg.org

Extension	Last Name	First Name
4402	Aubuchon	Mary
4444	Berks	Mike
4406	Bettlach	Steve
4408	Bolderson	Dave
4485	Bolger	Matt
4429	Boschert	Kirk
4403	Brading	Rebecca
4410	Brady	Chris
4411	Burrus	Don
4475	Callahan	Paddy
4412	Calloni	Angie
4482	Campbell	Jim
4474	Czuppon	Rick
4441	Dandridge	Catie
4417	Driscoll	Larry
4495	Duncan	Jennifer
4420	Flood	Kathy
4421	Gibson	Karen
4422	Groaning	Joe
4424	Guerra	Kathy
4425	Guilfoy	Dan
4426	Haessig	Ed
4428	Hediger	Kent
4497	Hilmes	Annie
4431	Hoeing	Betty
4415	Kelly	Ann
4476	Knobbe	Mary
4489	Kopadt	Sheryl

Extension	Last Name	First Name
4433	Krull	Marybeth
4439	Langhammer	Jessica
4491	Mulkey	Susana
4447	Neville	Marie
4448	O'Donoghue	MaryBeth
4419	O'Toole	Jenni
4472	Oleson	Kerry
4437	Owen	Steve
4492	Provaznik	Joan
4451	Radomski	Steve
4452	Regan	Kevin
4453	Riemann	Rosalie
4449	Robinson	Mary Kay
4465	Sala	Jay
4454	Sala	Mary
4496	Schallom	Mike
4414	Schnable	Denise
4457	Shores	Janice
4440	Simpson	Martha
4459	Timoney	Bridget
4460	Unterreiner	Ed
4461	Vehlewald	Wanda
4463	Vierling	Barbara
4464	Welby	Jim
4456	Whelan	Mike
4486	Zahn	Susie
4466	Zink	Sherry



School Schedules



Regular Schedule

7:45 – 8:45	Advisory
8:50 – 10:00	First Hour
10:05 – 11:15	Second Hour
11:20 – 1:15	Third Hour
11:20 – 11:55	First Lunch
12:00 – 12:35	Second Lunch
12:40 – 1:15	Third Lunch
1:20 – 2:30	Fourth Hour

Wednesday Schedule – Late Start

8:45 – 9:15	Advisory
9:20 – 10:25	First Hour
10:30 – 11:35	Second Hour
11:40 – 1:20	Third Hour
11:40 – 12:10	First Lunch
12:15 – 12:45	Second Lunch
12:50 – 1:20	Third Lunch
1:25 – 2:30	Fourth Hour

Liturgy Schedule

7:45 – 8:05	Advisory
8:10 – 9:10	First Hour
9:15 – 10:35	Liturgy
10:40 – 11:40	Second Hour
11:45 – 1:25	Third Hour
11:45 – 12:15	First Lunch
12:20 – 12:50	Second Lunch
12:55 – 1:25	Third Lunch
1:30 – 2:30	Fourth Hour

Heat Schedule

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