

# *Notre Dame High School*

## **NOTRE DAME HIGH SCHOOL**

73 Union Street, Batavia, NY 14020  
(585) 343-2783

[www.ndhsbatavia.com](http://www.ndhsbatavia.com)

### **THE MEMORARE TRADITIONAL "SCHOOL PRAYER"**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession was left unaided. Inspired by this confidence, we fly unto thee, O Virgin of Virgins, Our Mother; to thee do we come; before thee we stand; sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in thy mercy hear and answer them. Amen.

## **NOTRE DAME HIGH SCHOOL MISSION STATEMENT**

*The mission of Notre Dame High School, a diverse learning community dedicated to academic excellence and rooted in the Roman Catholic tradition, is to instill in young men and women faith, knowledge and confidence preparing them to serve in an ever-changing world.*

### **BELIEFS**

#### **We Believe That**

- *God is the center of our being.*
- *The teachings of Jesus Christ and the Catholic Church are the core of our identity and mission.*
- *Our mission depends on the intercession of Our Lady, Mother of God.*
- *We truly lead when we serve.*
- *Family is the foundation of our success.*
- *An environment based on faith and respect maintains a focus on learning.*
- *Strong moral values and challenging academics guide students toward the realization of their full potential.*
- *High expectations, self-discipline and personal responsibility result in higher achievement.*
- *Commitment between school and community strengthens both*
- *Diversity enriches community.*
- *Our tradition of excellence is the stepping stone to our future.*

\*This Mission and Beliefs Statements were reviewed and revised October 2000

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## **EXCELLENCE IN CATHOLIC EDUCATION SINCE 1952**

Ground was broken in May of 1951 for the construction of Notre Dame High School. The Rev. Edward J. Ferger, with the people of St. Mary's Parish, Batavia, were the dreamers and leaders who pioneered the first Catholic secondary school in the Genesee Region. The first freshman class consisted of 58 pupils and they spent their first year at St. Anthony's Parish School, taught by two Sisters of Mercy. The first classes in the new building were held on September 4, 1952, and it was dedicated by Bishop Burke on the feast of the Nativity of Our Lady, September 8, 1952.

Notre Dame High School has been staffed by the Sisters of the Holy Cross, secular priests of the Diocese of Buffalo, Consolata Fathers, lay teachers and most recently, the Felician Sisters, Sisters of St. Joseph, and Sisters of Mercy. Over 4,000 young women and men have graduated from Notre Dame High School in its 54 years of existence and many have become outstanding wives, husbands, parents, tradesmen, businessmen, professionals, sisters, and priests. Notre Dame's reputation for quality Catholic education, for excellence in boys' and girls' sports and in the integrity and competence of her graduates is widespread in Western New York.

In 1991 Notre Dame High School became a locally governed Catholic High School. Now run by an appointed Board of Trustees, this local responsibility along with Diocesan support has led to a renaissance in growth and development. New York State test results consistently demonstrate a clear commitment to excellence on the part of staff and student body.

In May 1998, history was again made at Notre Dame High School as the Grotto to Our Lady of Lourdes was dedicated by the Most Rev. Henry J. Mansell, Bishop of the Diocese of Buffalo. The Grotto quickly became a source of peace and inspiration to members of the Catholic community and the community at large in Genesee, Wyoming, and Orleans Counties. The Grotto is a constant reminder to students, staff and friends of Notre Dame High School that service to others and dedication to our Blessed Mother are the backbone of all the accomplishments on Batavia's Union Street.

## **THE ALMA MATER**

Notre Dame, our Mother True  
Alma Mater, Hail to You  
Holy Mother, Notre Dame  
We will always praise thy name  
Hail thy sons and daughters hail thee  
May we in life never fail thee  
Notre Dame, raise your voices  
Alma Mater, Hail, All Hail!!

## **THE VICTORY MARCH**

Rally friends of Notre Dame  
Sing her gold and sound her fame.  
Raise her gold and blue and sing with voices true,  
Rah, rah for Notre Dame

We will fight in every game,  
Strong of heart and true to her name,  
We will ne'er forget her  
And we'll love her ever,  
Loyal to Notre Dame

Cheer, cheer for Old Notre Dame,  
Wake up the echoes shouting her fame.  
Send a volley cheers on high  
Shake down the thunder from the sky.  
What though the odds be great or small  
Old Notre Dame will win over all,  
While her loyal friends go marching onward to Victory  
Rah!! Rah!! Rah!!

## OFFICES & FUNCTIONS

|                                |                                                                                                                                                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRINCIPAL</b>               | Academic issues & concerns<br>General Questions<br>Problem resolution<br>School board relations<br>Parents' association<br>Alumni relations                                               |
| <b>DIRECTOR OF ADVANCEMENT</b> | Annual Fund<br>Fund Raising<br>Alumni Relations                                                                                                                                           |
| <b>ATHLETIC DIRECTOR</b>       | Athletic concerns<br>Sport contest questions                                                                                                                                              |
| <b>ASSISTANT PRINCIPAL</b>     | Activities<br>Announcements<br>Attendance<br>Discipline<br>Eligibility<br>Health forms/first aid<br>Lockers<br>Lost & Found<br>Student schedules<br>Scheduling concerns<br>Transportation |
| <b>GUIDANCE</b>                | Personal Counseling<br>Alcohol, drugs<br>Academic progress<br>Course selection<br>College and Career Planning<br>Report Cards                                                             |
| <b>CAMPUS MINISTRY</b>         | Retreats<br>Liturgies<br>Community Service<br>Faith Development<br>Other religious functions                                                                                              |
| <b>MAIN OFFICE</b>             | Early dismissal<br>Absentee information<br>Health concerns                                                                                                                                |

## REGULAR DAY BELL SCHEDULE (2011-2012)

### A-F Days

|       |                                   |
|-------|-----------------------------------|
| 7:57  | First Bell                        |
| 8:00  | 1 <sup>st</sup> Period (Homeroom) |
| 8:30  | End 1 <sup>st</sup>               |
| 8:33  | Period 2                          |
| 9:17  | End Period 2                      |
| 9:20  | Period 3                          |
| 9:59  | End Period 3                      |
| 10:02 | Period 4                          |
| 10:41 | End Period 4                      |
| 10:44 | Period 5                          |
| 11:23 | End Period 5                      |
| 11:26 | Period 6                          |
| 12:05 | End Period 6                      |
| 11:26 | Lunch A                           |
| 11:50 | End Lunch A                       |
| 11:53 | Period 7                          |
| 12:32 | End Period 7                      |
| 12:08 | Lunch B                           |
| 12:32 | End B Lunch                       |
| 12:35 | Period 8                          |
| 1:14  | End Period 8                      |
| 1:17  | Period 9                          |
| 1:50  | End Period 9                      |
| 1:59  | Period 10                         |
| 2:38  | Dismissal                         |

## ADMINISTRATIVE AND TEACHING STAFF

|                                       |                          |
|---------------------------------------|--------------------------|
| Principal                             | Dr. Joseph Scanlan       |
| Assistant Principal/Athletic Director | Michael Rapone           |
| Business Manager                      | Thomas Rapone            |
| Campus Minister                       | Alana Schrader           |
| Guidance Counselor                    | Nancy Parker             |
| Art                                   | Rhonda DiCasolo          |
| English                               | Elizabeth Bodine         |
|                                       | Lauren Rohan             |
| Science                               | Sheri Girvin             |
|                                       | Nancy Sedita             |
| Math                                  | Carolyn Babcock          |
|                                       | Olga Babich              |
| Social Studies                        | Glenda Rogers            |
|                                       | William Sutherland       |
| Theology                              | Fr. Jack Mattimore, S.J. |
|                                       | Alana Schrader           |
|                                       | Sharon Korzelius         |
| Foreign Language                      | John Deaton              |
|                                       | Kristen Calarco          |
| Business                              | Wayne Lazewski           |
| Music - Instrumental                  | Theresa Kehl             |
| Music - Vocal                         | Theresa Kehl             |
| Physical Education                    | Eric Geitner             |
| Health                                | James Fix                |
| Learning Center                       | Kristen Calarco          |
| Library                               | Jennifer Kleparek        |

## SUPPORT STAFF

|                                   |               |
|-----------------------------------|---------------|
| Attendance /Main Office Secretary | Michelle Wall |
| Guidance Secretary                | Karen Rapone  |
| Business Office Secretary         | Gloria Snyder |
| Alumni Coordinator                | TBA           |
| Advancement Office Support        | Gloria Snyder |
| Food Service Director             | Shannon Plath |
| Head Custodian                    | Ralph Coffta  |
| Nurse                             | Nancy Haitz   |

## **CAMPUS MINISTRY**

The Office of Campus Ministry, in existence since 1986, has as its primary function the continual development of the faith community among faculty, staff, students, and parents. This office devotes itself to activities that promote the spiritual, liturgical and missionary welfare of the entire Notre Dame High School Community. The following activities are organized and coordinated by the Campus Minister and the Administration:

- School liturgies and prayer services
- Class retreats
- Pastoral counseling and guidance
- Opportunities for Christian service programs, in school and the larger community, which encourage students to reach out and help others less fortunate.

## **HONOR CODE**

I, on my honor as a Notre Dame student, firmly state that:

- God is the center of all we do at Notre Dame.
- I will respect the teachings of the Catholic Church.
- I will put forth my greatest respect toward God, family, teachers, and classmates.
- I will put forth my greatest effort to uphold Notre Dame's Mission Statement.
- I will not lie, steal, or cheat, nor will I tolerate those who do.
- I will not give or receive information during any assessment of knowledge.
- I will promote and strive for academic success, leadership, and trust.
- I will keep my school environment safe, clean, and respectful.
- I will appreciate the sacrifices that parents, teachers, and peers have made to help me succeed.
- I will abide by all rules and regulations concerning conduct, academics, and uniform policies.
- I have an obligation to my school, family, and community to keep the spirit of Notre Dame alive through my actions, my words, and my honor.

I understand that by breaking the Notre Dame Honor Code, I have broken my pledge to my school and myself. I hereby state that I will uphold the Honor Code to the best of my ability and I will see to it that others abide by the aforementioned statements as well.

## **GENERAL INFORMATION**

### **WHOM TO CALL FOR WHAT AND WHEN**

For **important** messages to students, call the Main Office at (585) 343-2783 between 8:00 a.m. and 2:38 p.m.

For academic information or transcripts, call the Guidance Office at (585) 343-2783, ext. 137, between 8:00 a.m. and 3:00 p.m. **N.B. Requests for transcripts must be made in writing [faxes are acceptable] and signed by the individual requesting it.**

For financial information, call the Business Manager at (585) 343-2783, ext. 103, between 8:00 a.m. and 4:00 p.m.

For reporting student absences or tardiness, call the Main Office at 343-2783 from 7:30 a.m. to 8:15 a.m.

### **TELEPHONE**

The telephones in school offices and classrooms are to be used only for school business. **Students are not to use office telephones** unless given permission by office personal.

### **SCHOOL CLOSINGS**

Listen to WBTA, Batavia (AM 1490), News 10 NBC, WORK-13 TV, WKBW-7 TV, R News - Channel 14, Time Warner Cable for weather-related closings. ***We will list our own closing as Notre Dame High School. If you don't hear "Notre Dame is closed", then we are open!***

### **LEAVING THE BUILDING**

At no time should a student leave the school building without first obtaining the permission of the Assistant Principal. Students are expected to register a written note with the Main Office **prior to** leaving for an appointment. **Students must always sign in or out when entering or leaving the school**

### **SICKNESS/EMERGENCY DURING THE SCHOOL DAY**

If a student becomes ill during the course of the school day, he/she must report to the Main Office. No student is to leave the school property or make his/her own arrangements by phone because of any illness or emergency without first getting permission from the school nurse or the school administrator **Students must always sign in or out when entering or leaving the school**

## ACADEMICS

### EDUCATIONAL PLANNING AND PROGRAM

Academic planning is important for each student. Many students plan to enter college immediately following graduation. Others prepare for places in the work force. A four-year plan is developed to assist each student in choosing and reaching goals.

### COURSE OFFERINGS

The Guidance Department of Notre Dame High School prepares a course description booklet each year. Any particular course or section of a course will be offered provided that a sufficient number of applications are received and accepted. The school reserves the right to withdraw any course or section of a course.

### COURSE SELECTION AND COURSE CHANGES

Students make their course selections after consultation with their guidance counselor, teachers, and parents. **All ND students are required to carry a minimum course load of six [6] credits per year.** After the course request and verification processes are completed, all course selections are considered final. Parent and/or student requests for a course change (addition or deletion) are discouraged.

### GRADUATION REQUIREMENTS

Students who graduate require the following credits:

| <u>Courses Required</u>                        | <u>Credits</u> |
|------------------------------------------------|----------------|
| 4 years of THEOLOGY-Includes Community Service | 4              |
| 4 years of ENGLISH                             | 4              |
| 4 years of SOCIAL STUDIES                      | 4              |
| 3 years of MATHEMATICS                         | 3              |
| 3 years of SCIENCE                             | 3              |
| 3 years of LANGUAGE OTHER THAN ENGLISH         | 3              |
| 1 semester of HEALTH                           | ½              |
| 1 year of INTRODUCTION TO FINE ARTS            | 1              |
| 4 years of PHYSICAL EDUCATION                  | 2              |
| <u>Electives</u>                               | <u>11/2</u>    |
| <b>Total</b>                                   | <b>26</b>      |

## **DROP/ADD POLICY**

The drop/add period for all course selections will extend to the **end of the first full week** into the first semester of the course. After this point a student may only drop a course with the **collective** approval of administration, course instructor, guidance, and parents. All drop/add requests must be accompanied by signatures from parents, teachers, and administration.

## **COURSE LOAD**

All students must carry a full schedule, a minimum six credits, including Theology. **Freshmen are required to take Introduction to Fine Arts as their Art/Music requirement.**

## **DUAL ENROLLMENT**

Career and technical courses are offered to juniors and seniors in a dual enrollment program with the Genesee Valley Board of Cooperative Educational Services (BOCES) student schedules permitting. Students take academic courses such as English, Social Studies, and Theology at Notre Dame High School and career and tech courses at BOCES. Parents are responsible for transportation to and from BOCES as well as petitioning their district of residence Superintendent of Schools for permission to attend BOCES in accordance with Section 3602-C of New York State Education law.

## **EXAMINATIONS REQUIRED FOR GRADUATION**

All students must pass Regents examinations in Math, Science, Global Studies, US History, and English in order to earn a basic Regents diploma. Our goal for every Notre Dame student is to earn a **Regents Diploma with Advanced Designation** which requires them to pass two additional Math and one additional science Regents exam, as well as the successful completion of three years of a Foreign Language. Seniors are also required to pass the Comprehensive Individual and Group Senior Assessments as a ND graduation requirement.

## **HOMEWORK**

The Board of Trustees of Notre Dame High School espouses and supports the philosophy that learning is an on-going process, extending beyond the classroom. Learning occurs in and out of school. Learning growth must be enhanced by independent study and exercise, commonly referred to as “homework”.

Homework is a planned and purposeful assignment – reading, writing, research project, etc. – given by a teacher to the students to do on their own time at home or independently at school.

Teachers shall provide homework assignments on a regular basis and as needed for the purpose of reinforcing classroom lessons and shall evaluate and review homework assignments to remedy students’ difficulties and facilitate correct understanding of subject material. Teachers shall not give homework as punishment, but only as a supplement to classroom activity, a continuance of learning, an enhancement and reinforcement of wholesome growth and development.

Students shall apply themselves to homework with due diligence, personal pride and conscientious commitment to duty and responsibility.

Parents should encourage their students to take homework seriously because it will affect their attitudes, responsibility, and course grade.

At least 1½ hours of homework are expected each school day and Sunday evening.

**\*\* Homework is an important part of the educational process. Students involved in co-curricular activities that do not complete their homework on a regular basis may be suspended from the activity at the discretion of the assistant principal.**

## **TUTORIAL SERVICES**

Students who are in need of academic assistance should consult their teacher, advisor, counselor, or the Assistant Principal. Tutorial aid is available from: Peer Tutors, National Honor Society, and Teacher Consultation each school day.

## **ACADEMIC AWARDS**

Special awards are presented for general excellence and for excellence in individual subjects at the Celebration of Gifts and Talent and at Commencement exercises. The recipient of each award is selected by a committee considering his/her cumulative scholastic achievement and his/her working to potential as of the end of the third marking quarter of each year, or in the case of a graduate, of the senior year. Additional awards are presented to recognize outstanding achievement in community affairs, co-curricular activities, etc. The Principal reviews the awards based on specific recommendations of those associated with each award.

## **ANIMA CHRISTI**

The highlight of the annual Celebration of Gifts and Talent award night is the announcement of the Anima Christi (Spirit of Christ) award. This prestigious award is given to students who demonstrate unusual acts of kindness, faith, healing, charity, humility, selflessness or service. Names of recipients are engraved on plaques displayed on our first floor corridor.

## **HONOR ROLL**

Notre Dame High School recognizes first and second honor roll students each quarter. A quarter grade of 90% or above constitutes "First Honors" and a quarter grade of 85% to 89.9% constitutes "Second Honors". The list of the students who have earned honor roll status is sent to the local newspapers for publication, as well as published in the ND parent newsletter.

## **STUDENT OF THE MONTH**

Each month during the school year, two students from each grade level are chosen by their teachers to receive recognition for their leadership, citizenship, or merit. These students receive a certificate at the annual Celebration of Gifts and Talent and will also have their pictures displayed in our gymnasium corridor.

## NATIONAL HONOR SOCIETY

Sophomores, Juniors, and Seniors may be invited for membership in the National Honor Society. The selection process is as follows:

- Students' academic records are reviewed to determine scholastic eligibility. A 90% **cumulative** high school average is necessary for consideration. Students inducted are expected to maintain a minimum of 90% in order to maintain their eligibility once selected.
- Students who are eligible scholastically will be notified and must complete the Student Activity Information Form in order to be considered for acceptance.
- A Faculty Council made up of five faculty members appointed by the Principal will review each student record and information form to decide if the candidate should be inducted. The criteria used for each candidate are: Scholarship, Leadership, Service, and Character. **Candidates will receive a written explanation of these criteria and the level of faculty expectations when they apply for consideration.**
- If a member of the National Honor Society at Notre Dame fails (and continues to fail) to demonstrate the qualities of Scholarship, Leadership, Service, and Character, as outlined in the National Honor Society Handbook, he/she will be placed on probation (and or removed from membership) in keeping with NHS guidelines.

## POLICIES

### **ACADEMIC DISHONESTY**

If uncertain that a student is truly cheating, the teacher should give a warning to the student. This should be done privately, after class or after school.

**If the teacher is certain that a student is cheating, he or she:**

- Will file a written discipline report with the Assistant Principal.
- May give a zero to the student for that particular assignment.
- May give some credit for re-doing the work.
- Student will receive a 3 day after school detention.

*All reports of cheating will be kept in the student's file. These reports accumulate over the four years that the student remains at Notre Dame High School and further offenses will result in the following disciplinary actions:*

**2<sup>nd</sup> Offense:** a) Written notification and a phone call will be addressed to the parents by the Assistant Principal; b) Student will receive one night of Extended Detention [2:45 p.m. to 5:30 p.m.]

**3<sup>rd</sup> Offense:** a) Written notification and a phone call will be addressed to the parents by the Assistant Principal; b) Student will receive three nights of Extended Detention.

**4<sup>th</sup> Offense:** a) Student will be expelled from Notre Dame High School.

### **STUDENT'S GUIDE TO ACADEMIC DISHONESTY – It's Consequences and What to Do**

**What is Academic Dishonesty?** Any form of lying, cheating, or stealing dealing with academics; compromising your academic integrity in any way.

## **FORMS OF ACADEMIC DISHONESTY:**

**CHEATING:** to practice fraud or deceit, most often manifested in accomplishing an assessment of knowledge in dishonest ways.

### Types of cheating:

- Writing answers on desks, hands, clothes, shoes, or pieces of paper.
- Gaining access to test answers prior to the test administration.
- Calling someone for homework answers.
- Copying someone's homework, essay papers, research, test answers, electronic files or lab reports and submitting them as your own work.

### What to do:

- Prevent yourself from giving into cheating; study more often for assessments of knowledge. Do your own homework.

### Consequences:

- When you cheat you are not learning anything nor will you learn through making mistakes. Also, think of it as if you were the one being cheated from. You have worked very hard for your grades and deserve recognition for your achievements. Working for yourself gives you a lot of self-esteem.

**PLAGIARISM:** the act of representing the work of another as one's own without giving credit to the real author, regardless of how the work was obtained.

### Types of plagiarism:

- Copying directly from a written work or resource – including the Internet.
- Taking someone else's ideas and using them as your own.

### How to avoid:

- Use your own ideas.
- Put things into your own words.
- If you take something from a resource – word for word – give credit to the author (quotation marks and the proper citation).

**MULTIPLE SUBMISSIONS:** handing in the same paper or project for a grade more than once.

Consequences:

- Submitting assignments you have done in the past deprives you of further learning while losing the satisfaction of learning something new and the pride that comes from completing an assignment honestly.

**FABRICATION OF INFORMATION:** using untruthful or made-up information.

Types of Information Fabrication:

- Use of untruthful calculations or measurements on a lab assignment.
- Use of untruthful facts for an essay, survey, or homework paper.

What to do:

- Do the work or research yourself. Ask your teacher for help. Ask a friend for help in understanding the problem, but not for the answer.

Consequences:

- You will not be prepared for a test or quiz if the information you provided was insufficient or untruthful.
- Giving untruthful information is the same as lying, which has major consequences. For example, you could be expelled from college.

**STEALING:** to take the property of others without permission or right, either secretly or by force.

Types of stealing:

- Taking answers from someone during an assessment of knowledge.
- Copying homework answers.

What to do:

- Do not steal.
- If you know an individual stole something, ask them about it in a non-accusing way. Listen, don't be judgmental and ask the individual to take a look at his/her behavior. What would Jesus do?

Consequences:

- Stealing anything is a serious offense. It is morally wrong as well as sinful. Depending on what is stolen, the punishment can be suspension, expulsion from school, or referral to law enforcement authorities.

## **CO-CURRICULAR PARTICIPATION POLICY**

### **BEHAVIORAL OBJECTIVES**

1. To maintain the student's academic effort and his/her classroom performance while he/she are involved in co-curricular activities.
2. To insure that the academic attitude of the student reflects our position that academics are the first priority of our educational institution.

### **POLICY GUIDELINES**

Notre Dame High School is an academic institution that strives to develop the whole person. As such, we recognize the importance of both academic and extracurricular activities. The goal of the following guidelines is to maintain the balance between these two areas.

1. Participants in co-curricular activities must be able to demonstrate the ability to maintain academic success while participating in said activities. Therefore, a student who fails to maintain a passing grade in two or more classes at any of the designated five-week intervals for the issuing of interim reports or quarterly grades will:
  - (a) Be ineligible to participate in any co-curricular contests for **7 days [Monday through Sunday] beginning the Monday following the report.**
  - (b) Attend 80 minutes of remediation per week for each of non-passing subject until the next 5 week period. Remediation can be done with the teacher after school or in our academic room. **It will be the responsibility of the student to complete the necessary paperwork to document that they are meeting this requirement and present it weekly to the assistant principal.**
  - (c) Allowed to return to the activity after the ineligibility period if they have met the remediation requirements. Failure to meet the policy requirements in any given week will result in removal from the activity until satisfactory progress is demonstrated.
  - (d) Students that are no longer failing two subjects in the next 5-week interval are relieved of the remediation requirements listed above.

## **ATTENDANCE POLICY**

The Notre Dame High School attendance policy was developed in accordance with New York State Education Law Section 3205 July 1, 2002. This comprehensive attendance policy will help to uphold the mission statement of our school, as stated in our handbook. The elements of our Comprehensive Attendance Policy are as follows:

### **OBJECTIVES**

1. To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.
2. To establish a practical mechanism for Notre Dame High School to provide accountability of all students throughout each school day.
3. To ensure sufficient pupil attendance at all scheduled period of actual instruction or supervised student activities.

### **STRATEGIES TO MEET OBJECTIVES**

1. Use of a computerized daily register of attendance.
2. Use of a recording system in departmentalized grades.
3. Use of a recording system for excused and unexcused absence for a day or portion of.
4. Use of a recording system for tardiness or early departure.
5. Use of a recording system for each scheduled day of instruction.
6. Use of dates for entries and withdrawal of enrollment.

### **DESCRIPTION OF SCHOOL POLICY REGARDING ATTENDANCE AND COURSE CREDIT**

Regular punctual attendance at school is essential for student success. Subjects are taught in sequence requiring the understanding of each concept in the order of its presentation. Parental support of the educational process enables each student to develop his/her personal talent, pursue academic quality, foster responsibility and leadership.

**N.B. - A student's attendance [or lack thereof] will be taken into consideration when individual classroom teachers calculate the participation portion of their interim report and quarterly grades.**

## WHEN ATTENDANCE WILL BE RECORDED

1. Period by period

## DETERMINATION OF WHICH ABSENCES ARE EXCUSED AND WHICH ARE NOT AND A CODING SYSTEM

1. Excused absences shall include:

| <u>Type of Absence</u>     | <u>Code</u> |
|----------------------------|-------------|
| Tardy Unexcused            | TU          |
| School Activity            | SA          |
| In School Suspension       | IS          |
| Late Bus Tardy             | LB          |
| Tardy Doctor Excused       | DR          |
| Tardy Sick                 | TS          |
| Went Home Sick             | ES          |
| Doctor Appointment Excused | ED          |
| Excused – Other            | EO          |
| Absent/III – No note       | AU          |
| Absent Excused             | AE          |
| Home District Closed       | DC          |
| College Visit              | CV          |
| Excused/Death in Family    | ED          |
| Religious Observance       | RO          |

2. Unexcused absences shall include:

|                |    |
|----------------|----|
| Tardy illegal  | TI |
| Absent Illegal | AI |
| Suspended      | SU |
| Vacation       | VA |
| Truancy        | TR |

## DESCRIPTION OF NOTIFICATION OF PARENTS:

1. Parents notify school for absence and/or tardiness.
2. School calls parent if parent has not called.
3. Students who are tardy must report to the office.
4. A written excuse must be completed by the parent giving the specific reason for absence/tardiness within 2 days.
5. If an excuse is not received by 3pm on the second day, the absence is recorded as unexcused and the student is required to serve after-school detention **until the written excuse is received**. Unexcused absences and tardies are recorded in the school register of attendance.
6. A required signed parental note needs to be submitted to the school office when a student is going to be released early. Parent or guardian comes to the school office and signs out the student to be released.

#### **DESCRIPTION OF INCENTIVES/SANCTIONS TO BE USED**

1. Perfect Attendance Award given according to school policy.
2. Regular attendance determines participation in special occasion days or events.
3. Regular attendance determines promotion.
4. Excessive irregular attendance warrants notification of proper authorities.

#### **IDENTIFICATION OF THE PERSON TO REVIEW ATTENDANCE RECORDS AND INITIATE ACTION**

Pupil attendance records shall be reviewed by the Assistant Principal's office for the purpose of initiating appropriate action to address illegal absences, unexcused pupil absences, tardiness, and early departure. **Students will be assigned detention for unexcused tardies by the Assistant Principal's Office. One detention will be assigned for each set of three [3] unexcused tardies in. Habitual offenders may be assigned to Extended Detention.**

#### ***SEXUAL HARASSMENT POLICY***

Notre Dame High School is committed to ensuring the dignity and worth of all individuals associated with it. Sexual harassment of students and staff is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex when that behavior falls within the definition and conditions outlined below.

**DEFINITION:** Sexual harassment is unwelcome conduct of a sexual nature that interferes with a school employee's ability to do his or her job or with a student's ability to enjoy the benefits of an education.

Sexual harassment refers to behavior which is not welcome, that is offensive, that fails to respect the rights of others, or that lowers morale and/or interferes with work or school effectiveness.

### FORMS OF SEXUAL HARASSMENT:

The following acts, although not automatically sexual harassment may constitute sexual harassment under certain circumstances:

1. Verbal – sexual innuendoes, jokes of a sexual nature, and sexually degrading words to describe an individual.
2. Nonverbal – displaying sexually suggestive objects or pictures, leering and making obscene gestures.
3. Physical – unwanted physical contact, including touching, pinching, brushing up against the body, and any other type of coerced sexual activity.

### CONDITIONS:

Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or participation in an educational function, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or participation in an educational function, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or learning environment.

### PROCEDURES FOR FILING COMPLAINTS:

Employees and students are encouraged to report the incident as soon as possible in order to allow for a fair determination to be rendered. The Assistant Principal shall serve as the compliance officer vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set forth below.

1. Any employee or student who believes that he/she has been subjected to sexual harassment has a responsibility to report to an authority. This person will promptly notify the compliance officer of any complaint received. Should the compliance officer be the alleged harasser, the complaint is to be filed with the Principal.

2. In the absence of a complaint, any student, staff member or administrator, upon learning of, or having reason to suspect the occurrence of sexual harassment will notify the compliance officer, who in turn, will be responsible for commencing an investigation.
3. All complaints of harassment will be investigated promptly by the compliance officer.
4. The compliance officer will hold meetings, interview witnesses and otherwise gather such evidence as is deemed appropriate in order to make a determination.
5. All matters involving sexual harassment complaints will remain confidential to the extent possible and as subject to applicable laws.
6. In all cases, the student or employee against whom a complaint has been lodged, and the complainant will be advised of the findings and conclusions.

REMEDIAL ACTION:

1. Appropriate disciplinary action will be taken against any employee or student found to be in violation of this policy against sexual harassment. Any retaliatory conduct by the person against whom the complaint is lodged will result in disciplinary action against the person initiating such conduct.
2. Given the nature of this type of discrimination and the serious ramifications that may result from a complaint, Notre Dame High School recognizes that false accusations of sexual harassment can have serious effects on innocent people. False accusations, made knowingly will be dealt with in a serious manner.

All personnel and students are to be made aware of this policy. This will be accomplished through new employee orientation, inclusion in appropriate handbooks, with comprehensive student education, and through employee in-service programs. These activities will be the responsibility of the appropriate administrative personnel.

## **DRUG AND ALCOHOL POLICY**

### **DEALING WITH SUBSTANCE USE/ABUSE**

Notre Dame High School will use the following principles as guidelines for the development of its substance use/abuse prevention efforts, and for any disciplinary measures related to alcohol and other substances.

- Alcohol, tobacco, and other substance use/abuse is preventable and treatable.
- Alcohol and other substance use/abuse inhibit Notre Dame from carrying out its primary mission of providing a safe and positive learning environment for students.
- Students will have the rules enforced equitably and fairly.
- Student lockers are school property and may be searched and/or have the contents removed with or without prior notification. Students may only use locks issued by ND on their assigned lockers.
- Backpacks, cars, etc. are subject to search if there is a reasonable suspicion that the contents might contain alcohol, tobacco, illegal drugs or drug paraphernalia.
- It is the policy of the Board to promote healthy lifestyles for students by providing educational programs including prevention, counseling and treatment aspects to the problem of substance abuse.
- Although Notre Dame can and will assume a leadership role in alcohol, tobacco, and other substance use/abuse prevention, this goal may be accomplished only by the coordinated, collaborative efforts of parents, students, staff and the community as a whole.
- We recognize that parental involvement is of utmost importance in affecting change in a student's behavior.

### **PARENT/STUDENT AGREEMENT**

1. Parents agree to work collaboratively with the students, administration, faculty and all those interested in the health and safety of their child. As a student, I agree to work with the above mentioned to promote a safe, drug-free learning environment at Notre Dame.
2. I have read and I agree to follow the rules established by Notre Dame High School in regard to substance use/abuse. Parents will support and assist their son/daughter in maintaining a drug-free healthy lifestyle. Students agree to pursue such a lifestyle.

3. Parents will seek counseling for their son/daughter at any indication of involvement in substance use/abuse. Students agree to seek counseling if they find themselves involved in substance use/abuse.
4. Parents agree to maintain a safe, drug-free environment for my child. As a parent, I am aware (and have made my child aware) of the New York State Law pertaining to minors in regards to substance use/abuse.
  - A. A person is guilty of unlawfully dealing with a child in the first degree, which is a Class A misdemeanor when:
    1. He knowingly permits a child less than eighteen years old to enter or remain in or upon a place, premises, or establishment where sexual activity, drugs, or controlled substances are maintained or conducted.
    2. He gives, sells, or causes to be given or sold any alcoholic beverage to a person less than twenty-one years.

#### **NOTRE DAME POLICY ON POSSESSION, USE, SALE OF CONTROLLED SUBSTANCES**

Students may not possess, manufacture, use or sell any form of illegal or controlled substances. Included (but not limited to) are alcohol, tobacco and any forms of controlled or illegal substances. The consequences for possession, use, or sale of these substances are outlined in Notre Dame's disciplinary policy. These offenses will be recorded within the appropriate school administrative offices and are cumulative over the period of time the student is enrolled at Notre Dame High School.

1. Possession, sale or use of alcohol and other drugs or drug paraphernalia on school property or at a school-sponsored function shall result in the immediate notification of the Assistant Principal who will make any decisions regarding the involvement of the appropriate law enforcement agencies. The student's parents/guardian will be notified and the student **will not attend classes until a parent-administrator conference is held**. Alcohol and drug detection devices will be utilized in any school situation or activity where a student is suspected of being under the influence of alcohol or drugs. Presence of a positive test result or refusal to take the test will be cause for the following policies to be enforced. These policies are outlined below:

- a. If this is the student's first offense, the student will attend an alcohol and drug assessment program at an approved, certified agency [i.e. GCASA]. This agency will determine the level of care required and the student will be responsible for actively participating in the recommended follow-up treatment program. It is also mandatory that the student participate in a three-day form of suspension. If the student or parent refuses either of these consequences, the student will be required to withdraw from Notre Dame High School. During the period of suspension, the student will not be eligible to participate in any school-related functions.
- b. If this is the student's second offense the student will attend an alcohol assessment program at an approved, certified agency [i.e. GCASA]. This agency will determine the level of care required and the student will be responsible for actively participating in the recommended follow-up treatment program. It is also mandatory that the student participate in a three-day form of suspension. If the student or parent refuses any of the previous outlined consequences, the student will be required to withdraw from Notre Dame High School. During the period of suspension, the student will not be eligible to participate in any school-related functions.
- c. If this is the student's third offense he/she will be required to withdraw from Notre Dame High School.

**\*\*\*All violations of this policy are cumulative from 9<sup>th</sup> – 12<sup>th</sup> grade beginning with the first day enrolled through graduation.**

- 2. Tobacco use by students on school property or at any sanctioned events will result in the following:
  - a. First offense will result in a form of suspension which may be assessed as multiple extended detentions or Out of School Suspension.
  - b. Second offense will result in a three-day school suspension with a recommendation that the student go through a school-sanctioned assessment [i.e. GCASA]
  - c. Third (and subsequent) offense will result in a three-day suspension from school and a mandatory participation in a school-sanctioned assessment program.

3. Sale of drugs or a controlled substance, drug paraphernalia or alcohol (per New York State penal law) on school property or at a school-sponsored function shall result in immediate dismissal from Notre Dame High School. Under New York State Penal Law, giving someone alcohol, drugs, controlled substances, or drug paraphernalia constitutes a sale.
4. If a student self-refers himself/herself for assistance in dealing with his/her alcohol or other drug use, he/she will be referred to the school counselor. The counselor will determine the level of need for the student using school-sanctioned assessment and counseling programs. Amnesty from discipline will continue as long as a student follows his/her recommended intervention program. If the student does not follow his/her recommended treatment program, he/she will be subject to all the applicable punishments described under the school code, athletic codes, and extra-curricular codes.

\*\*\*Self-referral doesn't apply when the student has already been determined to have violated school policy previous to their self-referral (e.g. a student that was determined to have violated school policy previous to their self-referral) and (e.g. a student that was determined to have been drinking at a school dance can't self-refer to get amnesty.)

#### **NOTRE DAME ATHLETIC CODE AND EXTRA CURRICULAR POLICY ON POSSESSION, USE OR SALE OF CONTROLLED SUBSTANCES**

1. Any civil law infraction or conduct by a student/athlete that is determined by the Head Coach, Athletic Director, Moderator, or Administrator to be detrimental to the extra curricular, athletic program, or the school may result in immediate suspension from the activity or team.
2. Possession, use, or sale of alcohol, illegal drugs or drug paraphernalia by all student-athletes, club members or any student involved in a school-sponsored extra curricular activity (ex. School musical, Scholastic Bowl, etc.) is prohibited. Any and all violations will result in the following:

a. A first offense within a sports season or any extra curricular activity will result in suspension of fifty percent of the competitions for that sport season or activities in the club or extracurricular. Example: a 20 game schedule will result in a loss of 10 games; a 21 game season will result in a ten game suspension. The odd game will be dropped for the purpose of determining the suspension.

The same consequences apply to students involved in extra curricular activities. The Moderator and Assistant Principal will determine how the appropriate percentages will apply in various activities. The same guidelines should apply as closely as possible to ensure the equity of the consequences between athletics and other extra curriculars.

If a penalty has not been completed within the sports season or the conclusion of the activity/extra curricular, the suspension will carry over to the next sports season, activity or extra curricular that the student is involved in.

If the student who has violated this policy chooses to attend an approved counseling program [i.e. GCASA], the penalty will be reduced by 50%. Example: A ten game suspension will be reduced to a five game suspension.

Any student under the auspices of this policy will be expected to attend practices, scrimmages and meetings while also being responsible to fulfill other team and/or activity requirements. [i.e. Attendance at games, etc.]

b. A second offense within a sports season or any extra curricular activity will result in referral to a school sanctioned assessment program [i.e. GCASA] and immediate removal from the team or activity.

c. A third offense within will result the student withdrawing from Notre Dame High School.

**d. Students who have committed any infractions of the drug and alcohol policy will forfeit the right to receive any awards for participation in the sport or activity they were involved in at the time of the infraction.**

- d. If a student self-refers himself/herself for assistance in dealing with his/her alcohol or other drug use, he/she will be referred to the school counselor. The counselor will determine the level of need for the student using school-sanctioned assessment and counseling programs. Amnesty from discipline will continue as long as a student follows his/her recommended intervention program. If the student does not follow his/her recommended treatment program, he/she will be subject to all the applicable punishments described under the school code, athletic codes, and extra curricular codes.

**\*\*Self-referral does not apply when the student has already been determined to have violated school policy previous to their self-referral (e.g. student that was determined to have been drinking at a school dance cannot self-refer to get amnesty.)**

**\*\*\*Intent to use or presence at a peer party where alcohol or narcotics are being used will be considered a violation and handled as above**

**\*\*\*\* All offenses are cumulative from 9-12<sup>th</sup> grade and involve all athletic or extra curriculars the student participates in (e.g. a student who violates in basketball in 10<sup>th</sup> grade has one offense. If he/she violates during the school play in 12<sup>th</sup> grade this is their second offense).**

3. Parents shall receive immediate written notification of all suspensions and dismissals and other serious disciplinary measures taken by the Administration, teachers, coaches and Athletic Director.

An athlete and/or parents may appeal any disciplinary judgments. However, the penalties for violations that are noted in this policy are not open to appeal. An appeal will entail the following steps:

- a. A call and/or meeting with the Athletic Director/Assistant Principal to resolve the matter.
- b. If still not satisfied, a call and/or meeting with the Principal and/or President for resolution.

## ***DISCIPLINE CODE AND DUE PROCESS***

The purpose of the following code of discipline is to help students, teachers, and parents to understand the areas of self-discipline, the levels of seriousness of breaches of self-discipline, and the sanctions we impose to help encourage self-discipline.

1. Class One Offenses (conduct required for instruction, less serious offenses)
  - a. Disrespectful behavior toward others
  - b. Misconduct in class
  - c. Misconduct in the building, on grounds or in vehicles
  - d. Tardiness to school or classroom
  - e. Out of uniform
  - f. Not returning lunch trays or littering in cafeteria, building, or grounds
  - g. Food or drink outside of cafeteria
  - h. Use/Possession of electronic devices during instructional time
  - i. Minor abuses of school property (i.e., writing on desks, tables, lockers, etc.)
  - j. Failure to do homework or be prepared for class.
  - k. Failure to observe cell phone usage expectations.
  
2. Class Two Offenses (conduct required for order within the school community)
  - a. Insubordination – refusal to follow directions of teachers, staff members, or administration.
  - b. Truancy
  - c. Unauthorized absence from class
  - d. Unauthorized absence from campus
  - e. Lying, cheating, or forging of absence notes
  - f. Violation of student driving and parking rules
  - g. Violation of computer use contract

Class Two Offenses shall be immediately reported to the Assistant Principal, who will investigate the matter and take appropriate action. Such action may include informing of parents, removal from class, referral to the Principal for assignment to Extended Detention or suspension from school from one to five days, and referral to local law enforcement officials.

3. Class Three Offenses (conduct required for the health and safety of individuals, serious offenses which may also be in violation of New York State Law)
  - a. Disorderly conduct: includes fighting, violent or threatening behavior and abusive or obscene language or gestures in defiance or annoyance of teachers, staff, or administrative personnel.
  - b. Harassment: includes hazing, bullying, alarming or seriously annoying act to another person.
  - c. Possession, use or sale of drugs, drug paraphernalia, or alcohol on school property or at school-sponsored functions.
  - d. Assault: includes intentionally, recklessly, seriously, or negligently causing physical injury to another.
  - e. Crimes against property: includes vandalism, robbery, trespass and arson.
  - f. Possession of a weapon: includes firearms, fireworks, knives, etc.
  - g. Possession or sale of pornographic materials.
  - h. Use, sale or possession of cigarettes or tobacco products in the school building or on school property.
  - i. Arrival at a school-sponsored activity under the influence of, possession of, or use of drugs or alcohol.

Class Three Offenses shall immediately be reported to the Assistant Principal. The matter will be investigated, parents will be notified, and the student may be assigned to multiple extended detentions or out-of-school suspension and removed from the building either temporarily by suspension or permanently by dismissal. Action may include referral to law enforcement officials for appropriate action.

**N.B. Extended Detention is used as a form of suspension and generally in lieu of out-of-school suspension. When a student is assigned Extended Detention, she/he is suspended from all extracurricular and athletic activities during the duration of the suspension.**

## **DETENTION**

Detention is a consequence that is used to maintain a safe and orderly learning environment for all students. In order for it to be an effective deterrent for undesirable behaviors the system must be fair, visible and swift. It will be managed in exactly this manner. As a part of this management, students will serve all detentions on the day they are given with very few exceptions! This may very well inconvenience them and may also at times impact their parents. **Athletics, extra-curricular activities or work are not valid reasons for not serving detention.** It is our belief that the eventual effect of operating in this manner will be a reduction in the number of students exhibiting behaviors that merit detentions.

A regular detention period is forty-five (45) minutes in duration. Students will serve it in an area designated for this purpose. They will not use this time to do homework or visit with friends. Instead, they will spend the time reflecting on the behavior that earned them detention or performing tasks deemed as appropriate punishment for their actions. Students who are absent when detention has been assigned must be prepared to complete their detention on the day that they return to school.

**Extended Detention** is reserved for more serious offenses or for those students for whom regular detention fails to eliminate undesirable behavior. Extended detention will be served weekdays from 2:45 p.m. to 5:30 p.m. and may involve the student participating in a “work detail”. It may be assigned on a weekday or on a Saturday. **Extended Detention is used as a form of suspension and generally in lieu of out-of-school suspension. When a student is suspended, she/he is suspended from all extracurricular and athletic activities during the duration of the suspension.**

## **REMOVAL FROM CLASS**

**Students sent to the office during the school day for disciplinary reasons will be assigned, at a minimum, detention on the afternoon of the referral.** Parents and students are cautioned that the Administration determines the punitive measure deemed most appropriate and necessary in circumstances. The interpretation of the violation and its extent of gravity rest ultimately in the hands of the Administration.

## **CLASS CUTS**

Any student absent from homeroom, a class or study hall without proper permission is absent illegally. The penalty for class cuts is as follows:

- First offense – 3 days detention
- Second offense – 1 day extended detention
- Third offense – 3 days extended detention
- Fourth offense – possible expulsion

**N.B. Failure to report to the Main Office when asked to leave class will be construed as a class cut.**

## **SCHOOL UNIFORM POLICY**

Notre Dame is dedicated to providing a quality education for every single student who attends. Specific policies and regulations are in place to help us achieve this lofty goal. One such policy is the Dress Code. The purpose of our dress code is two-fold. First, it insures good grooming and proper dress relative to the expectations of professional work ethic. Secondly, it neutralizes the interest of young adults to emphasize “fashion” to the distraction of our overall Catholic goals where an individual is recognized for who they are and not for how they dress. The agreement below is intended to insure your support of this important part of our policy program.

### **Rational of a School Uniform Policy**

The Board of Trustees of Notre Dame High School recognizes the importance of creating a climate most conducive to the development of the “total person”. Towards this end, the Board sets standards of religious and educational programs, social behavior, health and welfare of all school personnel; and, for these reasons, must authorize the Administration to discourage and deal appropriately with any distractions to the educational process, including grooming and dress.

**\*\*All external attire excluding socks, hosiery or shoes, must be purchased through Notre Dame High School and carry our *Notre Dame Monogram Logo* signifying that they were purchased through the school.\*\***

**This policy forbids the following at Notre Dame:**

1. Outlandish hair styles
2. Unsafe clothing, footwear and/or accessories for particular class activities or regular daily wear.
3. Physical appearance that is interpreted as distracting or disruptive
4. Beards, mustaches or facial hair
5. **No body piercing other than earrings. Male students may wear one earring.**

**GROOMING**

Students must be neat, clean and nicely dressed while at school, at all times. This means:

- A. Shirts and blouses neatly tucked. They may be “bloused” as long as the shirt tail is tucked in. Shirts/Blouses may not be tied back or knotted in any manner.
- B. All attire is to be clean and pressed and shoes polished.
- C. Boys must be clean-shaven, hair combed and their ties tucked to the neckline of their shirt.
- D. Girls must have neatly combed hair and moderate makeup.

Sweaters are to be worn properly and not tied at the waist or drooped over the shoulders.

**BOYS DRESS CODE**

- A. Navy blue or khaki slacks.
- B. White or light blue collared shirt, long or short sleeves. Navy/white/green polo shirts in September, October, and after Easter Vacation.
- C. Tie (**no string, bolo or bow ties**).
- D. Navy blue, green, or burgundy V-neck sweater or sweater vest (optional).
- E. Socks and brown or black dress shoes – tie or slip-ons (loafers). **No athletic footwear.**
- F. **No hats in building** (7:00 a.m. – 3:30 p.m.)
- G. Shirts (with no visible lettering) only may be worn under shirts. These undershirts may not be longer than the shirt itself.

### **GIRLS DRESS CODE**

- A. Navy blue or khaki slacks.
- B. Navy blue, khaki or plaid skirts (no more than three inches above the knee). Hosiery to be navy or beige tights or pantyhose. Solid colored knee-socks in navy blue, green, burgundy or white.
- C. White or light blue collared blouse, long or short sleeve. White/navy/green polo shirts can be worn in September, October, and after Easter Vacation. Blouses and shirts should never have more than two (2) buttons undone from the top of the shirt.
- D. Navy blue, green or burgundy sweater or sweater vest (optional).
- E. Navy blue or white mock turtleneck/turtleneck or a short-sleeved shirt with no visible writing may be worn under uniform blouse.
- F. Dress shoes – tie or slip-ons (loafers) – **no athletic footwear, open-toed shoes, sandals, etc.**
- G. **No hats in building** (7:00 a.m. – 3:30 p.m.)

**\*\*\*The final decision on appropriateness of anything involving the uniform will be made by the person(s) designated by the Administration\*\*\***

## **CELL PHONE USAGE PROTOCOL**

Students may bring cell phones to school under the following conditions:

- The responsibility for securing a cell phone lies with the individual student.
- Cell phones must be kept in the **OFF** position during the school day whether they are carried on a student's person or secured in a locked locker.
- Cell phones must be concealed during the school day.
- Cell phones may **NOT** be used for communication purposes, picture taking, text messaging, game playing, and Internet or e-mail access, making purchases of any kind or delivering any type of threatening or harassing calls during the school day [8 a.m. – 2: 45 p.m.]. They can also **NOT** be used for any type of threatening or harassing purposes during after school activities and events.
- **Violations of the cell phone policy will result in confiscation of the cell phone and assignment to regular detention. Please note that cell phones will not be returned until the assigned detention has been served!**
- Students who need to use their cell phones to return parental calls may do so **only in the Main Office**. Students need to ask for permission to come to the Main Office for the purpose of returning this type of call

## **LOCKERS**

Each student is assigned a locker. Locks for use during their 4 years are issued to all ND students during their initial orientation program. These lockers are the property of Notre Dame High School and as such may be periodically inspected. However, if a lock needs to be replaced due to loss or otherwise, the student must purchase another lock in the Main Office for \$5.00. **Only school-issued locks may be used.** Students should not give their lock combination to anyone for obvious security reasons nor should they not leave large sums of money and/or items of special value in their lockers at anytime. **Lockers must be kept locked at all times when storing anything of personal value.** Each student is responsible for securing their valuables, the cleanliness of his or her locker, as well as the costs necessary to repair any locker damage.

## **BUS TRANSPORTATION**

Except in rare instances, the public school districts in which the students live provide buses. **Applications to receive public school transportation must be RECEIVED by April 1 for the following school year.** Notices and instructions are sent to parents from the Assistant Principal. If problems arise, contact our Assistant Principal, as well as your home school district transportation director.

## **LOST AND FOUND**

There is a Lost and Found Department in the Main Office. Check with the Secretary if any item is lost. If items are found, kindly bring them to the office.

## **VISITORS**

Friends from other schools are permitted to visit Notre Dame High School only after prior permission has been secured from the Assistant Principal. Strangers are never allowed in the school building without a visitor's pass from the Main Office. All visitors are required to sign-in and out in the Main Office.

## **TEXTBOOKS**

Textbooks, with the exception of Theology texts, are provided to students by the public school districts in which they reside. These loaned books are the property of the district. Students should take care not to damage or lose these books in order to avoid paying their replacement costs. Students are instructed to place their names in all books. No report cards will be issued to students until books are returned or paid for.

## **BOOKSTORE**

The bookstore at Notre Dame is open throughout the year [except during Lent] and carries drinks and snacks, which ND students can purchase during our after school period and at home athletic events and activities.

## **FIRE DRILLS**

Fire prevention and safety are required by state law for the well being of all who occupy a building such as Notre Dame. Each classroom has specific instructions for fire exits. Students should observe these directions exactly. All should exit in silence, single file, and in an orderly manner and remain outside until given the signal to return to the building.

## **PARKING**

All students who drive to school must register their cars with the Main Office. **Students are not to use areas reserved for Notre Dame High School faculty and staff, nor block areas designated for cafeteria drop-off.** Parking on the school campus and driving to school are **privileges**, and strict regulations must be observed. The speed limit is 10 mph. Instances of speeding, reckless driving, spinning wheels or any other dangerous conduct will be dealt with in a progressive disciplinary manner. Removal of driving privileges for one year is the ultimate consequence. If our school lot is full, students must park on surrounding side streets making sure to follow city parking regulations.

## **DANCES**

Styles of dress and dance should be consistent with the Catholic/Christian values of our school. Students wishing to bring guests must complete a guest contract within the announced time frame before the dance. Guest contracts must be returned to the Assistant Principal in a timely manner determined by the Assistant Principal. ND students are responsible for the behavior of their guests at school dances.

### **DANCE RULES**

1. Students leaving ND dances prior to 10 p.m. will require parental notification and permission.
2. No admittance after 9pm without the approval of the administrator on duty.
3. All dancing is 'face to face'. Back to front dancing is not allowed!

## **FIELD TRIPS**

Students who wish to attend field trips, retreats, or any off-school Notre Dame sponsored activity must have a permission form signed by their parents and teachers at least three (3) days in advance and returned to the Assistant Principal. Permission forms are available in the Assistant Principal's office. It is expected that students on field trips will represent themselves and the entire Notre Dame community with honor. The standard school dress code is in effect on field trips unless otherwise indicated.

## **WORKING PAPERS**

Any student seeking working papers should contact the Assistant Principal for verification of an updated physical. Batavia residents then need to take this info to the Batavia Board of Education Office. Non-Batavia residents should bring this information to their home school district high school office. Updated physical forms are available at ND if school records indicate that a student has had a physical within one year.

## **USE OF MEDICATION**

No drugs may be taken by students in school, either prescription or over-the-counter. All meds must be turned into and stored in the Main Office. In certain circumstances, they may be given to a student by school personnel, upon completion of the proper authorization forms that are available in the Main Office.

Only In extenuating circumstances may a student have medication upon his person. Completion of the proper authorization forms, available in the Main Office, are required.

## **CAFETERIA**

Breakfast is available until the first homeroom bell. Late bus students may get a pass from the Main Office to eat breakfast. Any other student requesting breakfast after the first homeroom bell must get a pass from the Assistant Principal.

The cafeteria is available to all students and therefore requires the cooperation of all students. Those students entering the lunch line should do so in a straight line at the designated entrance. The location of the cash registers is strictly an exit! All students are expected to observe the following guidelines concerning the cafeteria:

- May not leave cafeteria without permission of lunchroom monitor.
- **Clean up after yourself.** Return trays to the dish window and all garbage to the receptacles. Return recyclable material to appropriate receptacles as well. Tables and table areas must be cleaned before leaving by students sitting at that particular table.
- No food or drink is to be taken out of the cafeteria.
- No carbonated soft drinks are allowed during the school day.

## **TARDINESS**

Any student who arrives after the bell has rung indicating that a particular class has begun **MUST** report to the Main Office for a pass. **Students who accumulate more than 3 unexcused tardies in a month will receive one day's detention for each 3 unexcused tardies..**

## **WITHDRAWALS**

Parents are requested to inform the school as soon as possible if their daughter/son will transfer to another school. A signed parental release form is necessary before any school records may be sent.

No records will be sent until all obligations to the school have been met, including tuition and fee payments, return of books and equipment, etc.

## **MORNING PRAYER AND ANNOUNCEMENTS**

This period of time should be used for reflection and attention. Silence during the prayer is **MANDATORY**. All should be standing for the prayer and recite the Pledge of Allegiance. When the announcements are read, students should remain silent and attentive. Not hearing an announcement is **NO EXCUSE** for confusion or later misunderstanding.

Announcements that are to be read must meet the following conditions:

- They must be printed or typed neatly on the announcement forms available in the Assistant Principals' office.
- They must be submitted by 7:45 a.m. of the day that they are to be read.
- The Principal or Assistant Principal must approve announcements written by students.

## **STUDY HALLS**

Study halls are assigned to students in order to allow them the opportunity for **QUIET** study, completion of homework and utilization of support services such as the library, Guidance Center, etc. Student conduct should be orderly and attendance and promptness are mandatory. **Activities such as card playing or listening to IPODS (or like devices), board games, etc., are not allowed in Study Halls.**

## **LIBRARY USE**

### **STUDY HALLS**

Students are encouraged to visit the library during study halls when they have a library task to complete. Examples of library tasks are: doing research, typing a paper, reading a magazine or book, etc.

- Students should report directly to the library media center when they need to use it during study halls. They need to report **before** the bell for the next period rings and then sign-in. The librarian will then call study hall teachers shortly after the period begins to give them the names of students who will spend the period in the library media center.
- Students (underclassmen) need to stay in the library the **whole period** if they use it during a study hall.
- Seniors may sign out of the library during study halls.

### **HOMEROOM / AFTER SCHOOL**

Library services are available before and after school. Students need to sign-in during homeroom. Space is limited during homeroom due to senior assessment groups meeting during this time. Computers are to be used for schoolwork only during homeroom.

## **CORRIDOR PASSES**

If a student needs to see a faculty member, utilize Guidance services or visit the Main Office, they must obtain a pass from their study hall or homeroom proctor. Simply stated, **NO STUDENT SHOULD BE OUTSIDE OF A CLASSROOM WITHOUT A PASS.** Students are encouraged to utilize the time available during study halls constructively, but should do so by using the pass system.

### **SENIOR STUDY HALL REQUIREMENTS**

Senior Study Hall is a privilege afforded to members of the Senior Class. The requirements are as follows:

1. The location of the Senior Study Hall will be in the cafeteria. Seniors are to remain in the cafeteria during their free time. Under no circumstances are they to roam the building. If materials are needed from the student's locker they should be obtained at the beginning of the period and returned at the end of the period. No one is to leave the Senior Study Hall except to return to regular Study Hall or use the library.
2. Seniors must report to their regular Study Hall daily in order to sign out for Senior Study Hall. Failure to do so will result in suspension of your Senior Study Hall privileges.
3. **Seniors must maintain an overall average of 75% and a passing grade in all course work including senior assessment assignments to remain eligible for the lounge.**
4. Senior Study Hall is a privilege. Treat it as such. The area must be kept neat and clean at ALL times. Seniors must sit in the designated lounge area.
5. No food is allowed in the Senior Study Hall area and you may only eat lunch there during your specified lunch period. Juice and drinks may be purchased from the machine in the Cafeteria.
6. Behavior must be appropriate and not disruptive or boisterous.
7. In general, Seniors must conduct themselves in a manner appropriate and conducive to a structured learning environment befitting a Catholic Christian High School.
8. Electronic music devices (with headphones only) are allowed in Senior Study Hall provided that the music being listened to is not offensive nor does it distract others.
9. Card playing is not allowed. Board games that challenge one's mind such as chess are permissible.
10. Failure to comply with these guidelines will result in the revocation of the privilege for a time to be determined by the Administration. Students not adhering to the above guidelines will be assigned to a structured quiet study hall. If Senior Study Hall becomes constantly problematic, it will be revoked entirely for **all** seniors.

## **ATHLETICS**

### Girls Interscholastic Competition:

Volleyball, basketball, softball, track, cheerleading, golf, cross-country, soccer, tennis, and swimming

### Boys Interscholastic Competition:

Football, basketball, track, golf, ice hockey, cross-country, baseball, tennis, and swimming.

## **STUDENT ACTIVITIES**

Students are able to learn in all of the experiences of living. In addition to our academic curricular offerings, Notre Dame High School has a solid co-curricular program that is set up to balance the students' learning experiences. Students, parents, and teachers are encouraged also to recommend and help organize new co-curricular activities so that all of the tastes and talents of students can be satisfied.

### Student Activities

|                        |                           |
|------------------------|---------------------------|
| Student Senate         | Pep Band                  |
| National Honor Society | Nodahi – School Newspaper |
| Drama Club             | SADD                      |
| Scholastic Bowl Team   | Mission Club              |
| Mater Dei Yearbook     | Mock Trial                |
| Environmental Club     | Science Club              |
| Scholastic Bowl        |                           |

## **SCHOOL MUSICAL**

Our school musical performance is usually the second week-end in March. Auditions are held in December with practice beginning in January. Our school newsletter, school announcements and music classes will provide more precise information during the school year.

## SPECIAL HINTS

1. Get your textbooks and assignment notebook the first day or as soon as possible.
2. Make a definite schedule for the time and place for the study of each assignment.
3. Do your assignments each day so that you do not get behind.
4. Try to choose a quite, well-lighted, heated and ventilated room for study.
5. **Use your planner to write down each assignment made for each subject, including the directions for doing it and the date it is to be turned in.**
6. Work on your hardest subjects first before your mind becomes tired.
7. Keep yourself in good health by getting enough sleep, the right amount of exercise and the right amount of nourishing food.
8. Read the assignment thoroughly to learn what it is about in general; then go back over it carefully to learn the important points.
9. Review what you have learned as often as possible before the class period and then review it often over several days until you know the information.
10. Review by preparing statements that summarize the important facts or ideas.
11. Depend on yourself to do your work and in that way develop confidence in your own ability.
12. Prepare questions, the answers to which would bring out the most important information in the assignment.
13. Use any questions at the end of a chapter to see that you have learned the important facts or ideas.
14. Test yourself by repeating out loud what you have studied.
15. **It is your responsibility to check with your teacher about work you have missed if you are absent [or know that you will be absent]. Make a point to catch up [your work] as soon as possible upon return to school**

**NOTRE DAME PRIDE IS CONTAGIOUS –  
CATCH IT!**