



STUDENT & PARENT HANDBOOK

2023-2024

NOTRE DAME HIGH SCHOOL

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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.

Since its inception, Notre Dame High School has been staffed by the Sisters of the Holy Cross, secular priests of the Diocese of Buffalo, Consolata Fathers, the Felician Sisters, Sisters of St. Joseph, Sisters of Mercy and dedicated lay teachers. Over 4,500 young women and men have graduated from Notre Dame High School in its over 60 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 that was constructed by Bob Radley, a member of our Board of Trustees (and parent of ND Alumni) 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.

In 2015, The "Faith in Our Future" Capital Campaign raised over \$5 million and led to the total renovation of the school building and athletic facilities, the installation of schoolwide, state of the art technology, and the creation of the Notre Dame High School Educational Foundation Endowment. The endowment provides annual tuition support for our many families in need as well as secures the long term financial viability of the school.

During the COVID-19 pandemic, Notre Dame proved to be a place of normalcy for our students and families as we successfully navigated the many obstacles to be the only school in the entire region to be open for in-person instruction every day allowable by New York State.

The 2020-21 academic year was historic for Notre Dame with the addition of 7th and 8th grade through the creation of Notre Dame Junior High School. Now students from across the region can enjoy the Notre Dame experience in grades 7 through 12.

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 MISSION STATEMENT

The mission of Notre Dame, 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.

NOTRE DAME BELIEFS

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.



COMMUNICATION

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ADMINISTRATION

Academic issues & concerns

General Questions

Problem resolution

School board relations

Parents' association

Student Management

GUIDANCE COUNSELOR

Student scheduling

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Course selection

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ATHLETIC DIRECTOR

Athletic concerns

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CAMPUS MINISTRY

Retreats Liturgies

Community Service

Faith Development

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MAIN OFFICE

Early dismissal

Absentee information

Health concerns

GCASA COUNSELOR

Alcohol, Drug Counseling

Prevention Programs

ADVANCEMENT OFFICE

Annual Fund

Fundraising

Alumni Relations

SCHOOL WEBSITE

www.ndhsbatavia.com

Our school website provides information that students, parents, extended family members and friends may find extremely useful. Parents and students should make a habit of checking the home page and "quick links" section weekly during the school year.

SOCIAL MEDIA

@NDHSBATAVIA

Notre Dame can be found on Instagram, Facebook, and Twitter under the handle @NDHSBATAVIA:

Facebook	Parent Groups, Reminders, Alumni News, Events
Instagram	Photos, Updates, Events
Twitter	School News, Press Releases, Retweets, Events

EMAILS

The school principal will send weekly updates to parent/guardian email addresses on file. Parents should make it a habit to read these emails to stay up-to-date on what is happening at school. Parents may want to consider creating an account designated for school communications to prevent the news from getting "lost" in the inbox!

SCHOOL CLOSINGS

Legal guardians on file for each student will receive an email and/or text message communication as soon as the decision has been made. For weather-related closing, Notre Dame will be closed if the Batavia City School District is closed!

If a student's home district is closed due to weather, but Notre Dame remains open, the student is encouraged to attend only if it is safe enough to travel. The student will be responsible for any missed work and should communicate with teachers as soon as possible.

EMERGENCY DRILLS

Fire prevention and student safety drills 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.

Notre Dame works in partnership with Batavia City Police to protect the school campus and buildings. We will use and practice the following Standard Response Protocols (SRPs):

Hold - "In Your Room or Area. Clear the Halls"

Secure - "Get Inside. Lock Outside Doors"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - To the Announced Location

Shelter - Stating Hazard and Safety Strategy*

TRUE EMERGENCIES

The safety of students and staff will be the number one priority in a true emergency. Parents will be notified and updated if and when the situation permits. For the safety

of all involved, parents are asked to refrain from calling the school or coming to campus during a true emergency. Communication with as much detail as permitted will be shared as soon it is safe to do so.



STUDENT EXPECTATIONS

NOTRE DAME 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 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.

HINTS FOR SUCCESS

1. Make a schedule for the time and place to study each assignment.
2. Do your assignments daily so that you do not get behind.
3. Use a quiet, well-lit, comfortable room for study.
4. 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.
5. Keep yourself in good health by getting enough sleep, the right amount of exercise and nourishing food. Limit screen time, especially before bed.
6. Skim read the assignment to learn what it is about in general; then go back over it carefully to learn the important points.
7. Review what you have learned as often as possible.
8. Review by preparing statements that summarize the important facts or ideas.
9. Prepare questions, the answers to which would bring out the most important information in the assignment.
10. Use any questions at the end of a chapter to see if you have learned the important facts or ideas.
11. **It is your responsibility to check with your teacher about work you have missed when you are absent** [or know that you will be absent]. Make a point to catch up [your work] as soon as possible upon your return to school.

Notre Dame Pride is Contagious...

CATCH IT!

AFFECTION

Displays of affection between students are limited to hand holding.

AFTER SCHOOL HOURS

All students, except those under the direct supervision of a teacher or coach, must leave the school building by 3:05 pm. Students may not be in the building unsupervised after school, in the evening, or on weekends or holidays. Students meeting for clubs or activities must be under the direct supervision of a coach or advisor. Students are to wait for rides at the main entrance or other area designated by administration.

BUS TRANSPORTATION

Public school districts that are within 15 miles of ND provide student bus transportation. Applications to receive public school transportation must be RECEIVED by April 1 for the following school year. Notices and instructions are sent to parents by the administration. If problems arise, contact our main office secretary, as well as your home school district transportation director.

CAFETERIA

Breakfast is available throughout the homeroom period in our cafeteria. Any student requesting breakfast after homeroom bell must get a pass from the 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:

- Do not leave the 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 by the students sitting in that area before leaving.
- No food or drink is to be taken out of the cafeteria.
- No carbonated soft drinks (soda/pop) are allowed during the school day per NYS Law.
- Please contact the main office in advance before bringing in lunch for large groups of students (ex. pizza for a birthday).

LOCKERS

Each student is assigned a locker. Locks for use 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 for any reason, 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 any time. Large sums of money (i.e., senior trip payment) may be left in main office safe until needed. Lockers should be kept locked at all times when storing anything of personal value. Each student is responsible for securing their valuables, the cleanliness of the locker, as well as the costs necessary to repair any locker damage.

Do NOT paint, write on, or use adhesives that damage the locker. You will be financially responsible for any damage!

LOST AND FOUND

There is a Lost and Found box in the cafeteria as well as in the main office. Check with the secretary if any item is lost. If items are found, kindly bring them to the office.

MORNING PRAYER AND ANNOUNCEMENTS

This period of time will be used for reflection and attention.

Each morning, we stand for the morning prayer and Pledge of Allegiance. Side conversation is not permitted during this time. Please be respectful and silent if you do not participate.

When the announcements are read, remain silent and attentive. Not hearing an announcement is NO EXCUSE for confusion or later misunderstanding.

Submitting an Announcement:

Students may submit announcements on behalf of a teacher, club, sport, etc. Announcements that are to be read must meet the following conditions:

- Printed or typed neatly on the announcement forms available in the main office.
- Submitted by 7:45 a.m. of the day that they are to be read. Early submissions are appreciated!
- Administration must approve announcements written by students.

Reading Announcements:

Any student who is interested in assisting with morning announcements is encouraged to sign up at the main office. Administration will determine the schedule using the sign up sheet.

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, or 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.

TELEPHONES

School Telephones:

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

Personal Cellular Devices:

“No Cell- Bell to Bell”

Students may bring cell phones, smart watches, and other cellular communication devices (hence forth referred to as cell phones) to school under the following conditions:

1. The responsibility for securing a cell phone lies with the individual student.
2. Cell phones must be concealed during the school day.
3. Cell phones may NOT be used for ANY purpose “bell to bell” (when a class period, study hall, or lunch is in session. This includes halls and bathrooms when classes are in session.
4. Students MAY check their phones for important messages during passing time (between bells) only.
5. Students who need to use their cell phones may do so in the main office with permission.

Violations of the cell phone policy will result in the following actions:

First offense: Confiscation of the cell phone for the remainder of the day.

Second offense: Confiscation of the cell phone for the remainder of the day. Cell phone will be returned to parent/legal guardian of student only. If parent/guardian is unable to pick up, escalate to 3rd offense.

Third offense: Confiscation of the cell phone for the remainder of the day. Student will be required to turn in phone to assistant principal every morning at arrival for five consecutive school days, picking up the phone after dismissal bell.

Fourth + offense: Confiscation of the cell phone for the remainder of the day. Student will be required to turn in phone to assistant principal every morning for five consecutive school days, picking up the phone after dismissal.

Cyberbullying:

See Peer Abuse Policy on page 23-24

TEXTBOOKS

Textbooks, with the exception of religious studies 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.

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 form, available in the main office, is required.

VISITORS

Friends from other schools are permitted to visit Notre Dame High School only after prior permission has been secured from the administration. This includes after classes conclude. 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 of the main office.

Visitors may only enter the building through the main entrance at the front of the building. Students must **NEVER** open a door or window for a visitor, even if they know them. This is to keep our building secure.

WITHDRAWALS

Parents are requested to inform the school as soon as possible if they plan to 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.

WORKING PAPERS

Students seeking working papers need to contact their home school district's high school office. Updated physical forms are available at ND if school records indicate that a student has had a physical within one year.



ACADEMICS

EDUCATIONAL PLANNING AND PROGRAM

Academic planning is important for each student. Our primary focus is that of a college-preparatory high school, so each student's 4-year plan is developed to assist in reaching this goal.

COURSE OFFERINGS

The course offerings list courses that will be offered, provided that there are a sufficient number of class registrations. 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 our counselor and their parents. All ND students are required to carry a minimum course load of six [6] credits per year. When the course request and verification processes are completed, all course selections are considered final.

COURSE LOAD

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

DROP/ADD POLICY

While dropping a class is strongly discouraged, there is a drop/add period through the end of the first full week of the semester. After this, a course can only be dropped with the collective approval of administration, course instructor, advisement and parents.

GRADUATION REQUIREMENTS

Graduation requirements include passing the Senior Comprehensive Assessments & completing all Community Service hours:

<u>Courses Required</u>	<u>Credits</u>
4 years of RELIGIOUS STUDIES <i>Includes Community Service</i>	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>1 ½</u>
Total	26

Regents Exams required:

All students must pass NYS Regent's 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 requiring them to pass two additional Math Regents and one additional science Regent's exam and three units of a LOTE. *(Other state mandates may apply)

BOCES 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 (GVBOCES) as student schedules permit. Students take academic courses such as English, Social Studies, and Religious Studies at Notre Dame 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. This generally must be done by April 1 of the school year *before* BOCES attendance is to begin.

GCC DUAL ENROLLMENT

Students may enroll for GCC College Credit while taking academic courses such as English, Social Studies, Math, Spanish (Alfred Tech) and Science that are required for high school graduation. Students eligible for this are informed on the first day of class by their instructor.

HOMEWORK

The Board of Trustees of Notre Dame 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, drill & practice, etc.) given to students to do in their own time at home or independently at school.

Teachers shall provide homework assignments on a regular basis for the purpose of reinforcing classroom lessons and evaluate/review these assignments to remedy student difficulties and facilitate correct understanding of subject material. Homework shall not be given as punishment, but only as a supplement to classroom activity, a continuance of learning, and a reinforcement of growth and development. Students shall apply themselves to homework with diligence, personal pride and conscientious commitment to do well. Parents should encourage students to take homework seriously because it teaches responsibility and time management while also affecting the course grade.

** 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 principal.

TUTORIAL SERVICES

Students who need academic assistance should consult their teacher, our counselor, or the principal. Tutorial aid is available from: Peer Tutors, National Honor Society members, as well as through our Learning Center. Teachers are available Mon-Thurs from 2:45 to 3:30 to work with students in need of academic support.

ACADEMIC AWARDS

Awards are presented for academic excellence in individual subject areas at the Celebration of Gifts and Talent and at Commencement exercises. Additional awards are presented to recognize outstanding achievement in a variety of areas with the winners being selected based on specific recommendations of those associated with each award.

AP CLASSES

Students enrolled in Advanced Placement courses must pay for the AP Exam before the end of the Drop/Add Period or they will be transferred to the non-AP section. Contact administration with any issues.

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 main floor corridor.

TEACHER/STAFF AWARD

At the annual Celebration of Gifts and Talent award night, students are also recognized for their selection as a recipient of the Teacher/Staff Award. Each teacher and staff member selects one student for recognition using the following criteria: outstanding work-ethic, positive Christian attitude, respect and tolerance of others, strong character and self-discipline.

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, students from each grade level are chosen by their teachers to receive recognition for their leadership, citizenship, merit, or outstanding achievement. These students receive a certificate at the annual Celebration of Gifts and Talent and will also have their names displayed in our gymnasium corridor.

CHARACTER EDUCATION AWARD

Each month, Notre Dame will be highlighting a different trait identified by the Diocese of Buffalo's Character Education. Students "caught" exuding the trait of the month will be awarded with a "Cookie for Character" certificate and be eligible for the Diocesan Student of the Month.

NATIONAL HONOR SOCIETY (Grades 10-12) JUNIOR NATIONAL HONOR SOCIETY (Grades 7-8)

Sophomores, juniors, and seniors are eligible for membership in the National Honor Society while 7th and 8th Graders can earn membership in our National Junior 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 as well as the input received from each member of the faculty 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 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 or possibly removed from membership in keeping with NHS guidelines.

DIGNITY OF STUDENTS

Notre Dame cherishes the dignity of each of our students as a gift to them from God, rooted in their creation in the image and likeness of God. Knowing that human beings must engage in a lifelong process of achieving holiness, we support our students in their journey of discovering their vocation using the social justice teachings of the church and the cardinal virtues as our guide.

Because they are human, we acknowledge that students err as they progress in holiness. We vow to diligently teach our values and respond to errors in ways that respect the dignity of all of our students while we teach them to strive for God's best within them as outlined in our Honor Code.

Unkind harassment related to personal attributes or social affiliations, actual or perceived, including sustained harassment over a period of time (bullying) will be addressed with Christian love while following the due process outlined in our Discipline Code.

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.

CHRISTIAN SERVICE

Notre Dame's mission statement challenges us to prepare young people "to serve in an ever-changing world." Our Christian Service program provides a 'hands on' application of the Christian values emphasized in our Religious Studies classes. We believe that service to one's community is an integral part of Christian life and therefore, our program is a graduation requirement.

Each student is obligated to complete the following for organizations on our pre-approved list or with the prior approval of our Campus Minister:

7th grade: 5 hours

8th grade: 5 hours

9th grade: 10 hours*

10th grade: 12 hours

11th grade: 15 hours

12th grade: 20 hours

**Minimum of 5 hours must be with a church or church-based organization*

All hours must be properly documented and submitted to the Campus Ministry office. Each student will be required to write a reflection paper each year under the direction of the Campus Ministry department.

Criteria for Christian Service Hours:

Service must be done for a non-profit organization.

Students cannot receive compensation for their time.

Half credit (Ex. 2 hrs. Service=1 hr. credit) is given for community service done with Notre Dame being the non-profit organization.

The expectation is that Christian service for each year be completed within that school year (e.g., 9th Gr. Hours completed by June of 9th grade!)

If you are unsure if your service opportunity qualifies, check with the Campus Minister before completing it.

LIBRARY MEDIA CENTER USE

DURING 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.

DURING HOMEROOM / AFTER SCHOOL

Library services are available before and after school. Students need to sign-in during homeroom. Computers are to be used for schoolwork only during homeroom.

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 media center, guidance office, etc. Study halls are treated the same as class periods:

- Student conduct must be orderly
- Attendance and promptness are mandatory
- Activities such as card playing, listening to music, playing board games, etc., are not allowed in study halls.

If you have no homework or assignments to complete, you may:

- Read a book or magazine
- Use a school device to read the news, check your class scores, research community service opportunities, or research a topic interesting to you

HALL 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.

NO STUDENT MAY 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 (aka "Senior Lounge") is a privilege afforded to members of the senior class. The location of Senior Study Hall will be in the cafeteria.

Procedures:

1. Get materials needed for study hall before the bell.
2. Report to assigned study hall daily in order for attendance to be taken. Most teachers utilize a sign out for this purpose.
3. Go directly to the cafeteria for study hall. Under no circumstance are students free to roam the building.
4. Remain in the cafeteria for the duration of the class period. Exceptions: Returning to assigned study hall or going to the library media center.

Requirements:

- 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.
- Senior Study Hall is a privilege. Treat it as such.
 - Keep the area neat and clean at ALL times.
 - Sit in the designated lounge area ONLY.
- Behavior must be appropriate and not disruptive or boisterous. Students must conduct themselves in a manner appropriate and conducive to a structured learning environment befitting a Catholic High School.

Privileges:

- Juice and drinks may be purchased from the machine in the cafeteria as long as the area is kept clean.
- Free wireless is available in the Senior Study Hall area.
 - Electronic devices (with headphones/ear buds only) are allowed in Senior Study Hall provided that they do not offend or distract others.
 - The use of cell phones to communicate is prohibited!!
- Board games that challenge one's mind (such as chess) are permissible.

Failure to comply with the above will result in the revocation of the privilege for a time to be determined by the administration. Students not adhering to the above will be assigned to a structured quiet study hall.

If Senior Study Hall becomes consistently problematic, it will be revoked entirely for all seniors.

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 principal. Permission forms will be provided. 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.



EXTRACURRICULAR ACTIVITIES

ATHLETICS

Notre Dame competes in NYSPHSAA Section V Interscholastic Athletics as follows:

FALL	WINTER	SPRING
Football Girls' Soccer Girls' Volleyball Cross-Country Fall Cheerleading	Basketball Indoor Track Swimming & Diving Ice Hockey Winter Cheerleading	Baseball Softball Tennis Outdoor Track Golf

These offerings are subject to change based on availability of coaches and student interest.

ATHLETIC AWARDS

Team: Each team presents a minimum of 3 year-end awards. Additional awards are presented at the discretion of individual coaches.

School: Varsity letters and pins, certificates to individual members of all teams, and Scholar-Athlete Award to the athlete with the highest GPA during their season.

Year-end: The following awards are presented annually at our "Celebration of Gifts and Talents":

- Female and Male Athlete of the Year
- Bill Cook Scholar-Athlete
- Msgr. John Zeitler Outstanding Athlete Award
- Rogowski Trophy
- Fr. Scheider Loyalty Award
- Bill Sutherland Courage Award
- Athletic Director's Award
- Army Scholar-Athlete Award
- Marines Distinguished Athlete Award
- Air Force Athletic Award

Additionally, Notre Dame recognizes any Senior who participates in 12 sports seasons with a Senior Recognition Award.

The Genesee Region League presents a scholar-athlete award to seniors who meet their criteria.

SECTION V ATHLETICS WEBSITE

www.sectionvny.org

Most up-to-date schedules can be found here. Updated in "real time". Sign up for Notify Me App to receive updates as they occur!

SAME-SEASON DUAL ATHLETIC PARTICIPATION

Notre Dame seeks to provide quality co-curricular athletic opportunities for its students. Students who desire to contribute their talents to more than one team in a particular athletic season where both teams benefit, are now permitted to do so. Some programs may struggle with low numbers, and this ruling helps boost participation.

Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines established by the athletic department involving dual sport participation.

Effective 2020-2021, fully aligning with the approval status of the Genesee Region League, Section V Athletics, and the NYSPHSAA.

STUDENT CLUBS & ACTIVITIES

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 to recommend and help organize new co-curricular activities so that all of the tastes and talents of students can be satisfied.

Offerings Include:

- DECA
- Drama Club
- Environmental Action Club
- Instagram Club
- Mater Dei Yearbook
- Mission Club
- Mock Trial
- Nodahi -Newspaper
- SADD
- Scholastic Bowl
- Science Club
- Student Senate

SCHOOL MUSICAL

Our school musical performance is usually the second weekend in March. Students play an active role in determining which musical to perform with final approval by the administration. Auditions are announced in school and all those interested are encouraged to participate.

FUNDRAISING FOR CLUBS, ATHLETICS, AND OTHER SCHOOL GROUPS

Notre Dame Board Policy requires that all fundraising be approved by the business office, principal, athletic director and the class/club advisor or team coach! Requests should be made with at least one month's notice to be approved.

Do NOT plan or host a fundraiser without the school's full knowledge and consent.

SCHOOL-SPONSORED EVENTS

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 administration in a timely manner & attendance is determined by the principal. ND students are responsible for the behavior of their guests at school dances.

Students leaving ND dances prior to 1 hour before the advertised end time will require parental notification and permission.

No admittance after 9pm without the approval of the administrator on duty.

All dancing is 'face to face". Back to front dancing is not allowed!

FUNDRAISERS

Notre Dame hosts a number of annual events that support the operations of the school, fund financial aid for families, and help us build community! Please consider attending as many of these events as your schedule will allow. They are an excellent opportunity to meet and mingle with other parents while having a good time and supporting Notre Dame!

These events include:

- POND 5K Run (Homecoming Week)
- Sports Night (November)
- Dinner Theater (TBA)
- Christmas Cash (December)
- Meat Raffle (February)
- Taste of Notre Dame (Spring)
- Golf Tournament (June)
- Calendar Club (ongoing)
- Annual Fund (ongoing)



POLICIES

ACADEMIC DISHONESTY

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

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 school administration.
- May give a zero to the student for that assignment.
- May give partial credit for re-doing the work.

Additionally:

- The student will receive a 3-day after-school detention.
- The parents will be notified by the principal.

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:

2nd Offense: a) Written notification and a phone call will be addressed to the parents by the principal; b) Student will receive one night of extended detention [2:45 p.m. to 5:30 p.m.]

3rd Offense: a) Written notification and a phone call will be addressed to the parents by the principal; b) Student will receive three nights of extended detention.

4th Offense: a) Student will be expelled from Notre Dame High School.

FORMS OF ACADEMIC DISHONESTY

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

FORMS OF CHEATING

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

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.

FORMS OF PLAGIARISM

- Copying directly from a written work or resource - including the Internet and AI
- Taking someone else's ideas and using them as your own. How to avoid plagiarism: 1) Use your own ideas, 2) rephrase into your own words, 3) 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 both now and in the future. For example, you could be dismissed from college for instances of academic dishonesty.

ACADEMIC STEALING: to take the property of others without permission or rights, 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.

Acceptable Use Policy for AI in Middle and High School Assignments

Purpose

The purpose of this policy is to establish guidelines for the acceptable use of artificial intelligence (AI) in middle and high school assignments. This policy is intended to promote academic integrity and ensure that students are learning the skills necessary to succeed in college and beyond.

Definitions

AI refers to any type of artificial intelligence software or tool that can be used to generate text, translate languages, write different kinds of creative content, or answer questions in an informative way.

Assignment refers to any type of academic work that is assigned to students by a teacher or instructor.

Academic integrity refers to the principles of honesty, fairness, and respect for intellectual property that are essential to academic scholarship.

Acceptable Use

AI can be used for a variety of purposes in high school assignments, including:

- ✓ Brainstorming ideas
- ✓ Gathering information
- ✓ Organizing thoughts
- ✓ Checking grammar and syntax
- ✓ Getting feedback on work

AI should not be used to:

- ⊗ Generate entire assignments
- ⊗ Copy or plagiarize content from other sources
- ⊗ Submit work that is not your own
- ⊗ Relied upon for accuracy or appropriate citations

Students who violate this policy may be subject to disciplinary action, up to and including failing the assignment or course.

CO-CURRICULAR PARTICIPATION POLICY

BEHAVIORAL OBJECTIVES

To maintain the student's academic effort and classroom performance while involved in co-curricular activities.

To ensure 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.

Participants in co-curricular activities must be able to demonstrate the ability to maintain academic success. A student who fails to maintain a passing grade in two or more classes on any report card or on interim report will:

- Attend a minimum of 40 minutes of remediation per week for each non-passing subject until the next 5-week period. The student is responsible for securing teacher signatures verifying they met the weekly requirement and present them to the principal.
- Any student on academic probation who fails to meet their remediation requirement or complete their homework is ineligible to participate in any co-curricular contest or practice held the day the failure is reported to the principal. Ineligible athletes are encouraged to attend games, but they are not to be in uniform.
- Students that are no longer failing two subjects in the next 5- week interval are relieved of the remediation requirements listed above.

HOMEWORK

Students on academic probation that do not complete their homework will be ineligible for practice or games on the day the homework was not completed since homework is an important part of the educational process.

ATTENDANCE POLICY

The Notre Dame High School attendance policy was enacted on July 1, 2002, in accordance with New York State Education Law Section 3205.

OBJECTIVES

To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.

To establish a practical mechanism for providing accountability for all students throughout each school day.

To ensure sufficient pupil attendance at all scheduled periods 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.

SCHOOL POLICY REGARDING ATTENDANCE & 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.

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

Period by period

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.

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/Ill - 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:

<u>Type of Absence</u>	<u>Code</u>
Tardy illegal	TI
Absent Illegal	AI
Suspended	SU
Vacation	VA
Truancy	TR

DESCRIPTION OF INCENTIVES/SANCTIONS TO BE USED

Perfect Attendance Award given according to school policy.

Regular attendance determines participation in special occasion days or events.

Regular attendance determines promotion.

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 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 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.

TARDINESS

Any student who arrives after the starting bell **MUST** be marked tardy by their teacher. They will not be sent to the office for a pass as this wastes additional time. Students who accumulate more than 3 unexcused tardies over any 30 day period will receive detention.

LEAVING THE BUILDING

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.

Students may not leave during the school day to get food, run errands, etc.

ATTENDANCE TO PARTICIPATE IN CO-CURRICULARS

A student must be in school for at least ½ of the day to participate in any co-curriculars including athletics held that day. A student does not need to be in school on Friday to participate in a weekend event.

SICKNESS/EMERGENCY DURING THE SCHOOL DAY

If a student becomes ill during the school day, please report to the Main Office. No student is to leave the school property or make personal 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.

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 have been recognized as forms of sexual harassment:

Verbal - sexual innuendoes, jokes of a sexual nature, and sexually degrading words to describe an individual.

Nonverbal - displaying sexually suggestive objects or pictures, leering and making obscene gestures.

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 constitutes sexual harassment when:

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

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

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 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.

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.

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.

All complaints of harassment will be investigated promptly by the compliance officer. The compliance officer will hold meetings, interview witnesses and otherwise gather such evidence as is deemed appropriate in order to make a determination.

All matters involving sexual harassment complaints will remain confidential to the extent possible and as subject to applicable laws.

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:

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.

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.

TUITION AGREEMENT & PAYMENT POLICY

Invoices and tuition agreements for the upcoming September are mailed April 15. For returning students, the signed tuition agreement and payment plan selection must be returned to business office by June 1.

All payment plans must have a finalization date prior to June 30 of that academic year. It is the responsibility of the parents that wish to pursue financial assistance to begin the process by completing the online application at www.factsmgt.com. The portal opens Feb 1 for the next school year and closes for returning students June 1.

Students are not eligible to attend classes or participate in athletics (including practices) without a signed tuition agreement on file in the business office.

Tuition payments must be made per the terms agreed upon in the tuition agreement. Failure to stay current on payments will result in the following action:

1st missed payment: Notice sent to parents from the business official

2nd missed payment: Notice sent to parents from the business official, student removed from extracurricular participation

3rd missed payment: Notice sent to parents from the business official, student removed from classes.

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.

- 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.
- Rules will be enforced equitably and fairly.
- Student lockers are school property & can only have school issued locks and may be searched and/or have the contents removed with or without prior notification.
- Backpacks, cars, etc. are subject to search if there is a reasonable suspicion that the contents might contain alcohol, tobacco products, illegal drugs or drug paraphernalia including vapes.
- 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 their child. As a parent, I am aware (and have made my child aware) of the New York State Law pertaining to minors in regard to substance use/abuse.
5. A person is guilty of unlawfully dealing with a child in the first degree, which is a Class A misdemeanor when:
6. 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.
7. He gives, sells, or causes to be given or sold any alcoholic beverage to a person less than twenty-one years.

POSSESSION or USE OF CONTROLLED SUBSTANCES

Possession, sale or use of alcohol, narcotics and other drugs (including synthetic or designer drugs) or drug paraphernalia on school property or at/or in conjunction with a school-sponsored function (e.g. post prom) shall result in the immediate notification of the administration who will make any decisions regarding the involvement of the appropriate law enforcement agencies Included (but not limited to) are alcohol, narcotics, any forms of controlled or illegal substances (including synthetic or designer drugs), tobacco products, vapes and electronic cigarettes. The consequences for possession, use, or sale of these substances are outlined in Notre Dame's disciplinary policy. 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 may be utilized in any school situation or activity where a student is suspected of being under the influence of alcohol or drugs. A positive test result or refusal to take the test will be cause for the following policies to be enforced: 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

SALE of CONTROLLED SUBSTANCES

Sale of drugs (including synthetic or designer 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 HS. Under NY State Penal Law, giving someone alcohol, drugs, controlled substances, or drug paraphernalia constitutes a sale.

VIOLATIONS OF DRUG AND ALCOHOL POLICY

First Offense, An OASAS certified agency [i.e., GCASA] must be contacted within 3 working days by the student's parent for an alcohol and drug assessment. The student will be responsible for actively participating in any recommended follow-up treatment program. A consent form for the release of confidential information to NDHS must be signed. The student will serve a 3-day form of suspension. Refusal to complete either of these consequences will require the student to withdraw from Notre Dame HS. During the suspension period, the student is not eligible to participate in any school-related functions.

Second Offense, if this is the student's second offense, the student must again contact an alcohol and drug assessment program at an OASAS approved, certified agency [i.e., GCASA] and follow the procedures outlined.

Third Offense, A student's third offense results in their being required to withdraw from Notre Dame High School.

***** All violations of this policy are cumulative from 7th - 12th grade *****

SELF-REFERRAL

If a student self-refers for assistance in dealing with alcohol, vaping, drug or tobacco use (including "chew") or other drug use, he/she will be referred to the school Student At-Risk counselor. This counselor will determine the level of need for the student using

school-sanctioned assessment and counseling programs. Amnesty from discipline will continue if 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.)

***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. A student, including student-athlete must immediately remove themselves from the location if illegal activity is occurring to avoid a violation of this code!

**** All offenses are cumulative from 7-12th grade and involve all athletic or extra-curricular the student participates in (e.g., a student who violates in basketball in 10th grade has one offense. If he/she violates during the school play in 12th grade this is their 2nd offense).

*****Students who commit any infractions of the drug and alcohol policy forfeit the right to receive any special awards for participation in the sport/activity they were involved in at the time of the infraction.

NOTIFICATION

Parents shall receive immediate written notification of all suspensions and dismissals and other serious disciplinary measures taken by the administration.

APEAL

A student 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 call and/or meeting with the Athletic Director
If still not satisfied, a call and/or meeting with the principal.

NOTRE DAME ATHLETIC CODE AND EXTRA CURRICULAR POLICY ON POSSESSION OR USE OF CONTROLLED SUBSTANCES WHICH INCLUDE TOBACCO AND/OR VAPING

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 extracurricular, athletic program, or the school may result in immediate suspension from the activity or team.

Possession or use of alcohol, narcotics and other drugs (including synthetic or designer drugs) or drug paraphernalia by all student-athletes, club members or any student involved in a school-sponsored extracurricular activity (ex. School musical, Scholastic Bowl, etc.) is prohibited. Any and all violations will result in the following:

First offense within a sports season or any extracurricular activity will result in suspension of fifty percent of the competitions for that sport season or activities in the

club or extracurricular. Example: 20 game schedules will result in 10 game suspension; 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 extracurricular activities. The moderator and principal will use the athletic guidelines to determine how the appropriate percentages will apply in various extra-curricular activities.

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

If the student who has violated this policy chooses to attend an alcohol and drug assessment program at an OASAS approved, certified agency [i.e., GCASA], which must be contacted within 3 working days by the

student's parent, the penalty will be reduced by 50%. Example: 10-game suspension now will be 5-games

Any student under the consequences of this policy will be expected to be responsible for fulfilling team and/or activity requirements. [i.e., Attendance at games, etc.] They cannot be in uniform.

Second Offense: within a sports season or any extracurricular activity will result in referral alcohol and drug assessment program at an OASAS approved, certified agency [i.e., GCASA] which must be contacted within 3 working days by the student's parent and immediate removal from the team or activity.

Third Offense: results in the student withdrawing from Notre Dame

USE OF TOBACCO OR VAPING (ELECTRONIC CIGARETTES)

Due to the increase of students involved in this very dangerous activity which impacts their health and well-being as well as being extremely addicting, the use of tobacco and vaping will follow the same consequences as Alcohol and Drugs for those involved in extra-curricular activities, See above.

PEER ABUSE POLICY (Bullying)

The Notre Dame Board of Trustees is committed to providing a safe and productive learning environment at Notre Dame High School. Peer abuse (Bullying) is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Trustees requires the prohibition of peer abuse while also establishing a range of possible intervention activities and/or sanctions for such misconduct which will be included in the Notre Dame High School Student Handbook.

For purposes of this policy, the term peer abuse (Bullying) among students is defined in general terms as: "a variety of negative acts carried out repeatedly over time involving a real or perceived imbalance of power, involving a more powerful child or group attacking those who are less powerful."

Forms of Peer Abuse (Bullying):

- **Physical** (including, but not limited to): hitting, kicking, spitting, pushing, taking personal belongings
- **Verbal** (including, but not limited to): taunting, malicious teasing, name calling, making threats, commenting on sexual preferences
- **Psychological** including but not limited to spreading rumors; manipulating social relationships engaging in social exclusion/extortion/ intimidation.
- **Cyber-Bullying** including but not limited to the use of Twitter, text messaging, Instagram, Facebook, Snapchat, e-mail, web sites and chat rooms

All of the above forms of personal harassment are forbidden. These behaviors not only infringe upon the general health, safety and welfare of Notre Dame's students and/or employees; they are in direct contrast to our Mission Statement and Christian beliefs.

It is important to note that while peer abuse generally involves acts carried out repeatedly over time, a single negative act as enumerated above may also constitute peer abuse (bullying) based upon the circumstances, the seriousness of the act, and/or the intent of the aggressor.

Any student who believes to be subjected to peer abuse (bullying) behavior, as well as any other person who has knowledge of or witnesses to any possible occurrence of bullying, shall report the bullying to any staff member or principal. The staff member/principal to whom the report is made (or the staff member/principal who witnesses the behavior) shall investigate the complaint and take appropriate action to include as necessary referral to the next level of supervisory authority and/or any other official designated by the Notre Dame to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within Notre Dame High School. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of peer abuse (bullying). Follow-up inquiries and/or appropriate monitoring of the alleged perpetrator and victim shall be made to ensure that undesirable behavior

has ended and that all those involved in the investigation of allegations of bullying have not suffered any retaliation.

Personnel at all levels are responsible for taking corrective action to prevent peer abuse (bullying) of which they have been made aware at School sites or activities and for reporting such behavior to their immediate supervisor. Furthermore, staff training shall be provided to raise awareness of the issue of peer abuse and to facilitate staff identification of and response to any peer abuse among our student body.

Prevention and intervention techniques to prevent peer abuse behavior and to support and protect victims shall include building- level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to peer abusers, their victim(s) and their parents to ensure the undesirable behaviors stop.

Please be advised that responses to prohibited behaviors such as confirmed cases of bullying may include warnings, parent notification and/or conferences, detention, extended detention, restriction from activities, restitution, removal from class, short term suspension, long term suspension, referral to law enforcement agencies and legal action.

Rules against peer abuse (Bullying) shall be publicized and disseminated as appropriate to students, staff and parents. Disciplinary sanctions for violation of this policy shall be outlined in the Notre Dame High School Student Handbook as enumerated above as well as in staff and coaching staff handbooks.

UNIFORM POLICY

The purpose of our dress code is two-fold. First, it ensures 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.

Expectations for grooming:

- Students must be neat, clean and nicely dressed while at school, at all times.
- Dress shirts and blouses must be neatly tucked. Shirts/Blouses may not be tied back or knotted in any manner.
- Polos do not need to be tucked in.
- All attire is to be clean and pressed.
- Boys must be clean-shaven and neatly groomed hair. Ties tucked to the neckline of their shirt.
- Girls must have neatly groomed hair. "Moderate" makeup is permitted.
- Sweaters/Fleece are to be worn properly and not tied at the waist or drooped over the shoulders.

Our school uniform policy forbids the following:

- Outlandish hair styles as determined by administration.
- Makeup deemed wild or excessive by administration.
- Unsafe clothing, footwear and accessories for particular class activities or regular daily wear.
- Physical appearance that is interpreted as distracting or disruptive.
- Beards, mustaches or facial hair.
- Political statements represented in clothing, jewelry, footwear.
- No hats or head coverings in the building (except for religious exceptions)
7:00 am - 3:30 pm

** These rules apply to uniform and non-uniform days. **

Purchasing Uniforms

School uniform shirts, skirts, sweaters, and fleeces can be purchased year round. Order forms are available in the main office and on our website, www.ndhsbatavia.com.

Uniform pants can be purchased wherever sold. Some local and online retailers that sell "uniform slacks" (flat front, no jogger or cargo style permitted) include:

- Target
- Old Navy
- Wal-Mart
- Kohl's
- Lands End
- L.L. Bean

BOYS' UNIFORM & DRESS CODE

- Navy blue or khaki slacks
- Brown or black belt (required)
- White or light blue collared shirt, long or short sleeves.
- Any appropriate tie or bowtie. No string or bolo ties permitted.
- Navy blue uniform sweater
- Navy blue uniform fleece
- Footwear must adhere to the guidelines that follow and be worn at all times
- Socks must be visible and worn at all times
- Undershirts must be solid white (no visible lettering or images) and must not be longer than the uniform shirt

GIRLS' UNIFORM & DRESS CODE

- Navy blue or khaki slacks
- Navy blue, khaki or plaid skirts (no more than three inches above the knee).
- White or light blue collared shirt, long or short sleeves.
- Navy blue uniform sweater
- Navy blue uniform fleece
- Footwear must adhere to the guidelines that follow and be worn at all times
- Socks must be visible and worn at all times
- Undershirts must be solid white (no visible lettering or images) and must not be longer than the uniform shirt

Optional Uniform (Opening Day-Halloween, Easter-Final Day)

White, navy, green polo shirts

White or light blue collared shirts may be worn without a tie during this time

Footwear

For the safety of our students the following rules are in place regarding footwear

Socks must be:

- WORN at all times
- VISIBLE (no PEDS or "no-show" socks)
- Solid colors (navy, white, black, or green are recommended)

Approved Footwear:

- ✓ Tie or slip-on loafer shoes (Hey Dudes, Sperry)
- ✓ Athletic footwear (sneakers) in neutral tones (navy, black, white, brown)
- ✓ Low-Mid height, thick heeled dress shoes

NOT Approved Footwear:

- ⊗ Boots (ex. Timberlands, combat boots, UGGS)
- ⊗ Moccasins and Crocs
- ⊗ Open-toed shoes
- ⊗ Sandals
- ⊗ Narrow heels
- ⊗ High heels
- ⊗ Platforms
- ⊗ Slippers or house shoes



DISCIPLINE

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.

LEVEL 1: MINOR INFRACTIONS

Appropriate actions for the following behaviors include removal from class, notifying parents, and a logical consequence as deemed appropriate by administration:

- Disrespectful behavior toward others
- Misconduct in class, the building, on grounds or in vehicles
- Tardiness to school or classroom
- Out of uniform
- Littering in building, or grounds, food or drink outside of cafeteria
- Use of electronic devices during instructional time
- Minor abuses of school property
- Failure to do homework or be prepared for class

LEVEL 2: SIGNIFICANT INFRACTIONS

These behaviors are detrimental to school order and shall be immediately reported to the administration, who will take appropriate action including informing parents, and detention, extended detention, or suspension from school (1-5 days) as deemed appropriate by administration:

- Insubordination - refusal to follow directions of teachers, staff members, or administration.
- Truancy - illegal absences, including "class cuts"
- Unauthorized absence from class or school grounds
- Lying, cheating, or forging of absence notes
- Violation of student driving and parking rules
- Violation of computer use contract

LEVEL 3: MAJOR INFRACTIONS

These behaviors are serious offenses that affect the health and safety of individuals and may also be in violation of NY State Law. They shall immediately be reported to the administration. The matter will be investigated, parents will be notified, and the student may be assigned to multiple extended detentions or removed from the building either temporarily by suspension or permanently by dismissal. Administration may also contact law enforcement.

- Disorderly conduct: including fighting, violent or threatening behavior and abusive or obscene language or gestures in defiance or annoyance of teachers, staff, or administrative personnel.
- Harassment: including hazing, bullying (relentless harassment of another individual), alarming or seriously annoying acts to another person.
- Any behavior that negatively impacts the dignity of another.
- Possession, sale or use of alcohol, narcotics and other drugs (including synthetic or designer drugs) or drug paraphernalia on school property or at school-sponsored functions.
- Assault: including intentionally, recklessly, seriously, or negligently causing physical injury to another.

- Crimes against property (vandalism, robbery, trespass and arson).
- Possession of a weapon including, but not limited to, firearms, fireworks, knives, etc.
- Possession or sale of pornographic materials.
- Arrival at a school-sponsored activity under the influence of, possession of, or use of drugs or alcohol.

LOGICAL CONSEQUENCES

Logical consequences are consequences for actions that are reasonable (balanced with the misbehavior) and related (directly connected to the offending act). They may be natural or imposed by administration. These consequences will be given for first offense, Level 1 infractions whenever possible. For example:

Level 1 Infraction	Logical Consequence
Disrespect/Misconduct	Mediation, apology
Tardiness	Detention to make up time
Out of uniform	Correct violation to be in uniform
Littering	Cleaning up school grounds
Using electronic device during class	Loss of device for the school day
Abuse of school property (gum on desk, writing on bathroom stall, etc.)	Scrape off the gum, clean up the stall
Failure to be prepared for class	Complete HW after school, develop plan to be better organized in future

PLEASE NOTE: These are EXAMPLES. Every unique situation will be handled at the discretion of administration.

DETENTION

Detention is thirty minutes of quiet reflection in a space designated by administration. Students may not use phones, complete homework, or talk with friends during detention. Students will serve all detention on the day assigned with very few exceptions. This may inconvenience students as well as parents. Even so, athletics, extracurricular activities, or work are not valid reasons for missing detention.

EXTENDED DETENTION

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 4:45 p.m. or Saturdays from 8 am-10 am. Extended detention will be used for reflection or work related to the offense. Extended Detention is used as a form of suspension and generally in lieu of out-of-school suspension. When a student receives extended detention, the student is considered suspended from all extracurricular and athletic activities during the duration of the extended detention.

SUSPENSION (Out of School)

Suspension removes the student from the school community which includes classes and all school activities, athletics, and events for the length of the suspension period.

DISMISSAL

Dismissal removes the student from the school community permanently. Students who are dismissed will not be considered for reenrollment at Notre Dame in the future.



Student & Parent Handbook Acknowledgement & Agreement

This page certifies that the student and parents/legal guardians listed below have read the Notre Dame Jr./Sr. High School Student & Parent Handbook in its entirety and promise to follow the rules, expectations, and guidelines outlined to the best of their ability.

I acknowledge that I have read and understand the policies and procedures outlined in the Notre Dame Jr/Sr High School Student & Parent Handbook.

Last Name of Student

First Name of Student

Grade

Student Signature

Date

Parent/Legal Guardian Signature

Date

Sign and Return this page to the main office by September 15, 2023

