

Notre Dame JR/SR High School

NOTRE DAME HIGH SCHOOL

73 Union Street, Batavia, NY 14020

(585) 343-2783

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 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.

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.*

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

TABLE OF CONTENTS

	<u>Pg#</u>
Academic Awards	13
Academic Dishonesty	15 - 16
Administration/Faculty/Staff	8
Advanced Placement Classes (AP)	13
Alma Mater	5
Anima Christi	13
Announcements	35
Athletic/Extra Curricular Code	24-25
Athletics	37
Athletic Dual Participation	38
Athletic Awards	37
Athletic Schedule Website	37
Attendance Policy	18 - 19
Bell Schedule	7
Bookstore	33
Bullying	26-27
Bus Transportation	32
Cafeteria	34
Campus Ministry	9
Cheating	15-16
Class Cutting	29
Cell Phone Usage	32
Christian Community Service	9
Co-Curricular Participation	17
Corridor Passes	36
Course Load	11
Course Offerings	11
Course Selection	11
Course Changes	11
Dances	33
Detention	29
Dignity of Students	14
Discipline Code	28
Due Process	28
Dual Enrollment(GCC & BOCES)	12
Dress/Uniform Code Policy	30 - 31
Drop/Add Policy	11
Drug & Alcohol Policy	21-25
Educational Planning	11
Emergency Policy	10
Examination Requirements	12
Extended Detention	29
Extracurricular Code	24-25

TABLE OF CONTENTS (con't)

	<u>Pg#</u>
Field Trips	34
Fire Drills	33
Fundraising	10
General Information	10
Graduation Requirements	11
Hints for Success	38
Honor Code	13
Honor Roll	13
Homework	12
Leaving the Building	10
Library Use	35
Lockers	32
Lost & Found	32
Medications (Use of)	34
Mission Statement/Beliefs	1
Morning Prayer	35
National Honor Society (and Junior NHS)	14
Offices and Functions	6
Parking	33
Peer Abuse Policy (Bullying)	26-27
Policies	15-27
Removal from Class	29
School Closings	10
School Musical	37
Senior Study Hall	36
Sexual Harassment	19 – 21
Sickness/Emergency (in school)	10
Student Activities	37
Study Halls	36
Student of the Month	13
Support Staff	8
Suspension from school	29
Tardiness	35
Teacher/Staff Award	13
Telephone	10
Textbooks	33
Tutorial Services	12
Vaping	23 & 24
Victory March	5
Visitors	33
Website	37
Withdrawals	35
Working Papers	34

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.

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

PRINCIPAL	Academic issues & concerns General Questions Problem resolution School board relations Parents' association Alumni relations Student Management
ACADEMIC ADVISEMENT/ REGISTRAR	Student scheduling Personal counseling Academic progress Course selection College and Career Planning Report Cards/Transcripts
CAMPUS MINISTRY	Retreats Liturgies Community Service Faith Development Other religious functions
MAIN OFFICE	Early dismissal Absentee information Health concerns
ATHLETIC DIRECTOR	Athletic concerns Sport contest questions
GCASA COUNSELOR	Personal Counseling Alcohol, drugs Counseling & Prevention Programs
ADVANCEMENT OFFICE	Annual Fund Fund Raising Alumni Relations

REGULAR DAY BELL SCHEDULE (2022-2023)

LETTER DAYS A/B

8:12 First Bell
8:15 Period 1
8:58 End Period 1
9:01 Period 2
9:42 End Period 2
9:45 Period 3
10:26 End Period 3
10:29 Period 4/Lunch A (GR 7 & 8)
10:56 End of Lunch A (GR 7 & 8)
10:59 Period 5 (GR 7 & 8)
11:10 End Period 4
11:13 Period 5 (GR 11 & 12)/ Lunch B (GR 9 & 10)
11:40 End Period 5 (GR 7 & 8) / Lunch B (GR 9 & 10)
11:43 Period 6 (GR 7 & 8) (GR 9 & 10)
11:54 End Period 5 (GR 11 & 12)
11:57 Lunch C (GR 11 & 12)
12:24 End Period 6 & Lunch C
12:27 Period 7
1:11 End Period 7
1:14 Period 8
1:55 End Period 8
1:58 Period 9
2:41 Dismissal

ADMINISTRATIVE AND TEACHING STAFF

Principal	Mr. Wade Bianco
Athletic Director	Michael Rapone
Business Manager	Tom Rapone
Campus Minister	Deacon Walt Szczesny
Director of Academic Advisement /Registrar	Kristen Gomez
Art	Kristin Smith
English	Elizabeth Bodine Sarah Wessel Lisa Antinore
Science	Alana Caprio Nancy Sedita
Math	Carolyn Babcock Julie Stowell
Social Studies	Glenda Rogers Thomas Bringenburg Andrew Ferris
Religious Studies	Todd Bowman
Foreign Language	John Deaton Karina Treleaven
Business	Scott Wessel
Music	Joshua Pacino
Physical Education	Eric Geitner
Health	Eric Geitner
Learning Center	Kristen Gomez Lisa Antinore Jennifer Skurzewski
Library	Jennifer Kleparek

SUPPORT STAFF

Attendance /Main Office Secretary
Academic Advisement Secretary
Advancement Business Office
Alumni Coordinator
Major Event Coordinator
Food Service Director
Nurse

Lorie Fix Academic
Amanda Coggiola
Kate Edwards
Kate Edwards
Kathy Antinore
Shannon Plath
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.

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:**

- 9th grade: **10 hours** of service (minimum of 5 hours must be with a church or church-based organization)
- 10th grade: **12 hours**
- 11th grade: **15 hours**
- 12th grade: **20 hours**
- 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:

- 1. Service must be done for a non-profit organization.**
- 2. Student cannot receive compensation for their time.**
- 3. Half credit (Ex. 2hrs Service=1 hr credit) is given for Community Service done with Notre Dame being the non-profit organization.**
- 4. The expectation is that Christian Service for each year be complete within that school year (eg. 9th Gr. Hours completed by June of 9th grade year!)**

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

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 Academic Advisement Office at (585) 343-2783, ext. 138, 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. Please include graduation year.**

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, ext. 100 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 these telephones** unless given permission by school personnel. Students may make necessary calls using their cell phones by coming to the main office and receiving permission.

SCHOOL CLOSINGS

We will send an e-blast as well as post the closing information on our school website as soon as the decision has been made. ***We will be closed if the Batavia City School District is closed!***

LEAVING THE BUILDING

At no time should a student leave the school building without first obtaining the permission of the 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**

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 week-end event.

FUNDRAISING 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!

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 description lists 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 academic advisor 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 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	4
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
Electives	11/2
Total	26

Regents Exams required:

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** requiring them to pass two additional Math Regents and one additional science Regents exam and three units of a LOTE. *(Other state mandated 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 (BOCES). ***student schedules permitting.** 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 on 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 are in need of academic assistance should consult their teacher, our Academic Advisor, 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 first 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 Faculty/Staff Award. Each teacher/Staff member selects one student for recognition using the following criteria: Outstanding Work-Ethic, Positive Christian Attitude, Respect & 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.

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

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 school administration.
- 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.
- 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.

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.

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 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.

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 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 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 classroom performance while 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. 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

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 to provide accountability of all students throughout each school day.
3. 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

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 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.**

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:

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 constitutes 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 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.

- 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.
- 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.

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.

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 of suspension period, the student is not be 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 in **1a**.

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**

Use of tobacco products or Vaping (electronic

cigarettes) by students on school property or at any sanctioned events will result in the following:

First offense will result in a form of suspension which will be assessed as extended detention and a referral to our Student-at-Risk Counselor.

Second offense will result in a three-day extended detention with a recommendation that the student contact an alcohol and drug assessment program at an OASAS approved, certified agency [i.e. GCASA]

Third (and subsequent) offenses will result in a three-day extended detention and a mandatory participation in a D&A assessment program at an OASAS certified agency

SELF-REFERRAL

If a student self-refers himself/herself for assistance in dealing with his/her 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 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 OR USE OF CONTROLLED SUBSTANCES WHICH INCLUDE TOBACCO AND/OR VAPING

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 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 extra curricular 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 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: 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 extra curricular 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/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 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 to fulfill team and/or activity requirements. [I.e. Attendance at games, etc.] **They cannot be in uniform.**

Second Offense: within a sports season or any extra curricular 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.

SELF-REFERRAL

If a student self-refers himself/herself for assistance in dealing with his/her alcohol, drug or tobacco use (including "chew" & vaping) 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 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. An 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,

APPEAL

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
- b. If still not satisfied, a call and/or meeting with the Principal.

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):

- a) Physical (including, but not limited to): hitting, kicking, spitting, pushing, taking personal belongings
- b) Verbal (including, but not limited to): taunting, malicious teasing, name calling, making threats, commenting on sexual preferences
- c) Psychological including but not limited to: spreading rumors; manipulating social relationships engaging in social exclusion/extortion/ intimidation.
- d) 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. They behaviors not only infringe upon the general health, safety and welfare of Notre Dame's students and/or employees but because they are in direct contrast to our Mission Statement as well as our 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 particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to peer abuse (Bullying) behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal. The staff member/ Building Principal to whom the report is made (or the staff member/Building 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 insure 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.

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.

Appropriate actions for the following behaviors include: notifying parents, removal from class, a referral to the Principal for assignment of a form of detention:

- *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.
- *Failure to observe cell phone usage expectations.

These behaviors are detrimental to school order and shall be immediately reported to the Administration, who will take appropriate action including informing of parents, and assignment to Extended Detention or suspension from school (1-5 days)

- **Insubordination – refusal to follow directions of teachers, staff members, or administration.
- **Truancy
- **Unauthorized absence from class or school grounds
- **Use, sale or possession of Vaping or tobacco products in the school building on school property or at a school-sponsored function.
- **Lying, cheating, or forging of absence notes
- **Violation of student driving and parking rules
- **Violation of computer use contract

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 Principal. 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: includes fighting, violent or threatening behavior and abusive or obscene language or gestures in defiance or annoyance of teachers, staff, or administrative personnel.
- ***Harassment: includes hazing, **bullying (relentless harassment of another individual)**, alarming or seriously annoying act 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: includes intentionally, recklessly, seriously, or negligently causing physical injury to another.
- ***Crimes against property (vandalism, robbery, trespass and arson).
- ***Possession of a weapon: includes 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.

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

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.**

SUSPENSION

Suspension is used for serious violations of behavior expectations and removes the student from the school community as well as any school activities for the length of the suspension period.

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

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

SCHOOL UNIFORM POLICY

****Jr. High Students may wear and follow the St. Joseph's 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 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. The agreement below is intended to ensure your support of this important part of our policy program.

Rational of a School Uniform Policy

The Board of Trustees of Notre Dame 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.

****Shirts, sweaters, sweatshirts and fleeces must be purchased through Notre Dame and carry our *Notre Dame Monogram Logo* signifying that they were purchased through the school. Dress pants (Navy Blue or Khaki) must be purchased on your own and approved by ND. Upon approval, parents may choose to add our *Notre Dame Monogram Logo*.**

Our school uniform policy forbids the following:

1. Outlandish hair styles as determined by Administration (For example: Mohawks/Wild Colors)
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. Appropriate hair length is determined by the Administration.
6. **No body piercing other than earrings.**
7. **No political statements.**

GROOMING

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

- A. Dress Shirts and blouses neatly tucked. Shirts/Blouses may not be tied back or knotted in any manner.
- B. Polos do not need to be tucked in.
- C. All attire is to be clean and pressed.
- D. Boys must be clean-shaven, hair combed/neatly groomed and their ties tucked to the neckline of their shirt.
- E. Girls must have neatly combed hair and moderate makeup.

Sweaters/Fleece 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 which have been approved as meeting school policy. A belt must be worn.
- B. White or light blue collared shirt, long or short sleeves. Navy/white/green polo shirts in September, October, and after Easter Vacation.
- C. When wearing a dress shirt, must have a Tie (**no string or bolo**).
- D. Optional accessories: Navy blue sweater, school sweatshirt or school fleece
- E. Footwear: tie or slip-ons (loafers) shoes as well as athletic footwear (sneakers) **NO BOOTS (ex. Timberlands) or moccasins**
- F. Socks which are visible must be worn...
- G. **No hats in building** (7:00 a.m. – 3:30 p.m.)
- H. 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 which have been approved as meeting school policy
- B. Navy blue, khaki or plaid skirts (**no more than three inches above the knee**).
- C. Solid colored socks which are visible must be worn. No PEDS!
- D. 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.
- E. Optional accessories: Navy blue, V-neck sweater, school sweatshirt, sweater vest or school fleece
- F. Dress shoes – tie or slip-ons (loafers) & athletic footwear (sneakers). **NO open-toed shoes, moccasins, sandals, boots (UGGs) or shoes with narrow heels (safety) 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 persons designated by the Administration*****

A student who is observed to be in violation of this policy shall be directed to take immediate corrective measures to comply with this policy. In the event that the student cannot, by his or her own action, correct the violation on school grounds, the student's parent or guardian shall be notified of the violation and advised that the violation must be corrected before the student's return to school the following day. If the same violation is observed upon the student's return to school the following day, the parent or guardian shall be requested to pick the child up from school immediately. The student shall be required to wait in the main office for his/her parent or guardian to arrive and shall be permitted to return to school when the violation has been corrected

CELL PHONE/EAR BUDS/ FIDGET SPINNER USAGE PROTOCOL

Students may bring cell phones/fidget spinners 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/fidget spinners 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/fidget spinner policy will result in confiscation of the cell phone/ fidget spinners and assignment to regular detention. Please note that cell phones/ fidget spinners 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. Large sums of money (i.e. senior trip payment) may be left in main office safe until needed. **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

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 from the Administration. If problems arise, contact our Main Office Secretary, 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 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 in the Main Office.

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.

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.

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.

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.

DANCE RULES

1. Students leaving ND dances prior to 1 hour before dance advertised end time 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 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.

WORKING PAPERS

Any student seeking working papers should contact the Main Office 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 throughout the homeroom period both in our cafeteria and the serving cart in our upper hallway. 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:

- 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 (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).

TARDINESS

Any student who arrives after the bell has rung indicating that a particular class has begun **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 a day's detention.**

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 Main office.
- They must be submitted by 7:45 a.m. of the day that they are to be read.
- The Principal must approve announcements written by students.

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. 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, Advisement Office, etc. Student conduct should be orderly while attendance and promptness are mandatory. **Activities such as card playing or listening to IPODS/cell phones (or like devices), board games, etc., are not allowed in Study Halls.**

CORRIDOR PASSES

If a student needs to see a faculty member, utilize Advisement services or visit the Main Office, they must obtain a pass from their study hall or homeroom proctor. **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. Juice and drinks may be purchased from the machine in the cafeteria as long as the area is kept clean.
6. 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 Christian High School.
7. Electronic devices (with headphones only) are allowed in Senior Study Hall provided that they do not offend or distract others. Free wireless is available in the Senior Study Hall area.
8. Board games that challenge one's mind such as chess are permissible.
9. **The use of cell phones to communicate is prohibited!!**
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:

Basketball, cheerleading, cross-country soccer, softball, tennis, track (indoor & outdoor), swimming Volleyball,

Boys Interscholastic Competition:

Baseball, basketball, cross-country, football, golf, ice hockey, track (indoor & outdoor), tennis, swimming.

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. 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”. All of these with the exception of the Bill Cook are presented to a 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 and Air Force Athletic Award. Additionally Notre Dame recognizes any Senior who participates in 12 sports seasons with a Senior Recognition Award. The GR League presents a Scholar-Athlete Award to seniors who meet their criteria.

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

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 week-end in March. Audition schedules will be announced with plenty of prior notice. Check our website/newsletter for more information.

SCHOOL WEBSITE www.ndhsbatavia.com

Our school website provides a variety of information that students, parents, extended family members and friends may find extremely useful. Some of the valuable information that can be found here includes: Event calendars, school calendar, sports schedules, lunch menus, newsletters, student photos, teacher & coach pages, important forms including health forms for athletics & much more!!!!

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. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular athletic season and both of these teams can benefit. Some programs may struggle with low numbers, and this can help boost participation in those sports.

Participating in Two Sports in the Same Season

Student-athletes are now allowed to participate in two co-curricular athletic programs during the same season. 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. This policy becomes effective in the fall of the 2020-2021 school year and is fully aligned with the approval status of the Genesee Region League, Section V Athletics, and the NYSPHSAA.

HINTS FOR SUCCESS

1. Make a definite schedule for the time and place for the study of each assignment.
2. Do your assignments daily so that you do not get behind.
3. Use a quiet, well-lighted, 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.
6. Read the assignment thoroughly 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 that you have learned the important facts or ideas.
11. **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!

