

Notre Dame 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 HIGH SCHOOL MISSION STATEMENT

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

BELIEFS

- *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

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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. Feger, 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
ADVANCEMENT OFFICE	Annual Fund Fund Raising Alumni Relations
ATHLETIC DIRECTOR	Athletic concerns Sport contest questions
ASSISTANT PRINCIPAL	Activities Announcements Attendance Discipline Eligibility Health forms/first aid Lockers Lost & Found Student schedules/concerns Transportation
GUIDANCE OFFICE	Personal Counseling Academic progress Course selection College and Career Planning Report Cards
STUDENT-AT-RISK COUNSELOR	Personal Counseling Alcohol, drugs
CAMPUS MINISTRY	Retreats Liturgies Community Service Faith Development Other religious functions
MAIN OFFICE	Early dismissal Absentee information Health concerns

REGULAR DAY BELL SCHEDULE (2015-2016)

LETTER DAYS A thru F

7:57	First Bell
8:00	1 st Period (Homeroom)
8:30	End 1 st
8:33	Period 2
9:17	End Period 2
9:20	Period 3
9:59	End Period 3
10:02	Period 4
10:41	End Period 4
10:44	Period 5
11:23	End Period 5
11:26	Period 6
12:05	End Period 6
11:26	Lunch A
11:50	End Lunch A
11:53	Period 7
12:32	End Period 7
12:08	Lunch B
12:32	End B Lunch
12:35	Period 8
1:14	End Period 8
1:17	Period 9
1:56	End Period 9
1:59	Period 10
2:38	Dismissal

ADMINISTRATIVE AND TEACHING STAFF

Principal	Mr. Wade Bianco
Assistant Principal/Athletic Director	Michael Rapone
Business Manager	Tom Rapone
Campus Minister	Alana Schrader
Academic & Career Advisor	Tom Woodruff
Art	Rhonda DiCasolo
English	Elizabeth Bodine Megan Musilli
Science	Sheri Girvin Nancy Sedita
Math	Carolyn Babcock Julie Stowell
Social Studies	Glenda Rogers Gianni Zambito
Theology	Alana Schrader Sharon Korzelius
Foreign Language	John Deaton
Business	OPEN
Music - Instrumental	Theresa Kehl
Music - Vocal	Theresa Kehl
Physical Education	Eric Geitner
Health	Eric Geitner
Learning Center	Kristen Calarco-Gomez
Library	Jennifer Kleparek
ESL Support/Learning Center	Kristen Calarco-Gomez

SUPPORT STAFF

Attendance /Main Office Secretary	Lorie Fix
Guidance Secretary	Karen Rapone
Advancement Business Office	Emily Patrick
Alumni Coordinator	Emily Patrick
Food Service Director	Shannon Plath
Head Custodian	Ralph Coffta
Nurse	Nancy Haitz

CAMPUS MINISTRY

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

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

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 Theology 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 Theology 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. Notre Dame HS cannot be 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 Guidance Office at (585) 343-2783, ext. 137, between 8:00 a.m. and 3:00 p.m. **N.B. Requests for transcripts must be made in writing [faxes are acceptable] and signed by the individual requesting it. 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 343-278, ext. 101 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 to 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 Assistant Principal. Students are expected to register a written note with the Main Office **prior to** leaving for an appointment. **Students must always sign in or out when entering or leaving the school**

SICKNESS/EMERGENCY DURING THE SCHOOL DAY

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

ACADEMICS

EDUCATIONAL PLANNING AND PROGRAM

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

COURSE SELECTION AND COURSE CHANGES

Students make their course selections after consultation with our guidance 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. Parent and/or student requests for a course changes are discouraged.

COURSE LOAD

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

DROP/ADD POLICY

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

GRADUATION REQUIREMENTS

ND graduation requirements include passing the Comprehensive Individual and Group Assessments as well as completing all Community Service hours as well as:

<u>Courses Required</u>	<u>Credits</u>
4 years of THEOLOGY-Includes Community Service	4
4 years of ENGLISH	4
4 years of SOCIAL STUDIES	4
3 years of MATHEMATICS	3
3 years of SCIENCE	3
3 years of LANGUAGE OTHER THAN ENGLISH	3
1 semester of HEALTH	½
1 year of INTRODUCTION TO FINE ARTS	1
4 years of PHYSICAL EDUCATION	2
<u>Electives</u>	<u>11/2</u>
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 as well three units of a LOTE (Spanish and/or American Sign Language when offered).

DUAL ENROLLMENT

Career and technical courses are offered to juniors and seniors in a dual enrollment program with the Genesee Valley Board of Cooperative Educational Services (BOCES) **student schedules permitting**. Students take academic courses such as English, Social Studies, and Theology at Notre Dame High School and career and tech courses at BOCES. Parents are responsible for transportation to and from BOCES as well as petitioning their district of residence Superintendent of Schools for permission to attend BOCES in accordance with Section 3602-C of New York State Education law. This generally must be done by **April 1** of the school year before BOCES attendance is to begin.

HOMEWORK

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

Homework is a planned and purposeful assignment (reading, writing, research project, 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 give 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 AP.**

TUTORIAL SERVICES

Students who are in need of academic assistance should consult their teacher, our guidance counselor, or the Assistant 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 remediation.

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.

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, one student from each grade level is 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 pictures displayed in our gymnasium corridor.

NATIONAL HONOR SOCIETY

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

- Students' academic records are reviewed to determine scholastic eligibility. A 90% **cumulative** high school average is necessary for consideration. Students inducted are expected to maintain a minimum of 90% in order to maintain their eligibility once selected.
- Students who are eligible scholastically will be notified and must complete the Student Activity Information Form in order to be considered for acceptance.
- A Faculty Council made up of five faculty members appointed by the Principal will review each student record and information form to decide if the candidate should be inducted. The criteria used for each candidate are: Scholarship, Leadership, Service, and Character. **Candidates will receive a written explanation of these criteria and the level of faculty expectations when they apply for consideration.**

If a member of the National Honor Society 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 the Assistant Principal.
- May give a zero to the student for that particular assignment.
- May give some credit for re-doing the work.
- Student will receive a 3-day after school detention.
- Parents will be notified by the assistant 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 Assistant 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 Assistant Principal; b) Student will receive three nights of Extended Detention.

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

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

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

FORMS OF ACADEMIC DISHONESTY:

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

Types of cheating:

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

What to do:

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

Consequences:

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

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

Types of plagiarism:

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

How to avoid:

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

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

Consequences:

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

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

Types of Information Fabrication:

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

What to do:

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

Consequences:

- You will not be prepared for a test or quiz if the information you provided was insufficient or untruthful.
- Giving untruthful information is the same as lying, which has major consequences both now and in the future. For example, you could be dismissed from college for instances of academic dishonesty.

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. **Therefore, a student who fails to maintain a passing grade in two or more classes at any of the designated five-week grading intervals will:**

- ✓ **Be ineligible to participate in any co-curricular contests for 7 days [Monday through Sunday] beginning the Monday following the report.** He/She may practice (this includes scrimmages which are practices with another team) after 3:30pm when our extra help period ends. Parents decide whether ineligible athletes attend games. If they do attend, they are **not to** be in uniform.
- ✓ Attend a minimum of **40 minutes** of remediation per week and submit all homework assignments 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 weekly to the Assistant Principal.**
- ✓ May return to the activity after the ineligibility period if they have met the remediation requirements. Failure to meet the policy requirements results in removal from the activity until satisfactory progress is demonstrated.
- ✓ Students that are no longer failing two subjects in the next 5-week interval are relieved of the remediation requirements listed above.

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 or comply with classroom expectations may be removed from the activity at the discretion of the Assistant Principal.

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. This comprehensive attendance policy will help to uphold the mission statement of our school, as stated in our handbook. The elements of our Comprehensive Attendance Policy are as follows:

OBJECTIVES

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

STRATEGIES TO MEET OBJECTIVES

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

DESCRIPTION OF SCHOOL POLICY REGARDING ATTENDANCE AND COURSE CREDIT

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

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

WHEN ATTENDANCE WILL BE RECORDED

1. Period by period

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

- 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

- Unexcused absences shall include:

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

DESCRIPTION OF NOTIFICATION OF PARENTS:

- Parents notify school for absence and/or tardiness.
- School calls parent if parent has not called.
- Students who are tardy must report to the office.
- A written excuse must be completed by the parent giving the specific reason for absence/tardiness within 2 days.
- 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.
- A required signed parental note needs to be submitted to the school office when a student is going to be released early. Parent or guardian comes to the school office and signs out the student to be released.

DESCRIPTION OF INCENTIVES/SANCTIONS TO BE USED

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

IDENTIFICATION OF THE PERSON TO REVIEW ATTENDANCE RECORDS AND INITIATE ACTION

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

SEXUAL HARASSMENT POLICY

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

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

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

FORMS OF SEXUAL HARASSMENT:

The following acts 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 Assistant Principal shall serve as the compliance officer vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set forth below.

1. Any employee or student who believes that he/she has been subjected to sexual harassment has a responsibility to report to an authority. This person will promptly notify the compliance officer of any complaint received. Should the compliance officer be the alleged harasser, the complaint is to be filed with the Principal.
2. In the absence of a complaint, any student, staff member or administrator, upon learning of, or having reason to suspect the occurrence of sexual harassment will notify the compliance officer, who in turn, will be responsible for commencing an investigation.

3. All complaints of harassment will be investigated promptly by the compliance officer.
4. The compliance officer will hold meetings, interview witnesses and otherwise gather such evidence as is deemed appropriate in order to make a determination.
5. All matters involving sexual harassment complaints will remain confidential to the extent possible and as subject to applicable laws.
6. In all cases, the student or employee against whom a complaint has been lodged, and the complainant will be advised of the findings and conclusions.

REMEDIAL ACTION:

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

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

DRUG AND ALCOHOL POLICY

DEALING WITH SUBSTANCE USE/ABUSE

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

- 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.

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

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

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

- a. If this is the student's first offense, an alcohol and drug assessment program at an OASAS approved, certified agency [i.e. GCASA] must be contacted within 3 working days by student's parent. A consent form for the release of confidential information to NDHS must be signed. The student will then be evaluated by the OASAS agency to determine the level of care required and the student will be responsible for actively participating in the recommended follow-up treatment program. The student will serve a three-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.
- b. 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**.
- c. If this is the student's third offense he/she will be required to withdraw from Notre Dame High School.

*****All violations of this policy are cumulative from 9th – 12th grade**

- 2. Use of any tobacco products or electronic cigarettes by students on school property or at any sanctioned events will result in the following:
 - a. First offense will result in a form of suspension which will be assessed as extended detention and a referral to our Student-at-Risk Counselor.
 - b. 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]
 - c. Third (and subsequent) offenses will result in a three-day extended detention and a mandatory participation in an D&A assessment program at an OASAS certified agency
- 3. 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.

4. If a student self-refers himself/herself for assistance in dealing with his/her alcohol, 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, USE OR SALE OF CONTROLLED SUBSTANCES

1. Any civil law infraction or conduct by a student/athlete that is determined by the Head Coach, Athletic Director, Moderator, or Administrator to be detrimental to the extra curricular, athletic program, or the school may result in immediate suspension from the activity or team.
2. Possession, sale 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:
 - a. A first offense within a sports season or any extra curricular activity will result in suspension of fifty percent of the competitions for that sport season or activities in the club or extracurricular. Example: a 20 game schedule will result in 10 games 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 Assistant 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.

b. A 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.

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

d. 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.

- d. If a student self-refers himself/herself for assistance in dealing with his/her alcohol or other drug use, he/she will be referred to the Student-at-Risk counselor. This counselor will determine the level of need for the student. Amnesty from discipline will continue as long as a student follows the recommended intervention program. If the student does not follow the recommended treatment program, they 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 9-12th 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 second offense).**

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

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

- a. A call and/or meeting with the Athletic Director/Assistant Principal
 - b. If still not satisfied, a call and/or meeting with the Principal and/or President
4. **Use of any tobacco product or electronic cigarettes by athletes in season will result in the following:**
 - a. First offense : a form of suspension assessed as extended detention, a referral to our Student-at-Risk Counselor and a game suspension.
 - b. Second offense will result in a three-day extended detention with a mandatory participation in an alcohol and drug assessment program at an OASAS approved, certified agency [i.e. GCASA] plus a 3-game suspension
 - c. Third (and subsequent) offenses will result in a three-day extended detention ,a mandatory participation in an D&A assessment program at an OASAS certified agency and removal from the team.

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."

Peer abuse (Bullying) can take three forms:

- 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
- c) Psychological including but not limited to: spreading rumors; manipulating social relationships engaging in social exclusion/extortion/ intimidation.

Notre Dame also prohibits "Internet bullying" (also referred to as "cyber-bullying") including but not limited to the use of twitter, text messaging, instagram, snapchat, e-mail, web sites and chat rooms that interferes with the operation of the school; or infringes upon the general health, safety and welfare of Notre Dame students or employees.

However, 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.

1. Class One Offenses (conduct required for instruction, less serious offenses)
 - a. Disrespectful behavior toward others
 - b. Misconduct in class
 - c. Misconduct in the building, on grounds or in vehicles
 - d. Tardiness to school or classroom
 - e. Out of uniform
 - f. Not returning lunch trays or littering in cafeteria, building, or grounds
 - g. Food or drink outside of cafeteria
 - h. Use of electronic devices during instructional time
 - i. Minor abuses of school property (i.e., writing on desks, tables, lockers, etc.)
 - j. Failure to do homework or be prepared for class.
 - k. Failure to observe cell phone usage expectations.

2. Class Two Offenses (conduct required for order within the school community)
 - a. Insubordination – refusal to follow directions of teachers, staff members, or administration.
 - b. Truancy
 - c. Unauthorized absence from class
 - d. Unauthorized absence from campus
 - e. Lying, cheating, or forging of absence notes
 - f. Violation of student driving and parking rules
 - g. Violation of computer use contract

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

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

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

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

DETENTION

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

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

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

REMOVAL FROM CLASS

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

CLASS CUTS

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

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

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

SCHOOL UNIFORM POLICY

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

Rational of a School Uniform Policy

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

****All external attire excluding ties, socks, hosiery or shoes, must be purchased through Notre Dame High School and carry our *Notre Dame Monogram Logo* signifying that they were purchased through the school.** The one exception to this is that dress pants (Navy Blue or Khaki) may be purchased and brought to the school for approval. Upon approval, they will be sent to have our *Notre Dame Monogram Logo* added at which time they may be worn to school.**

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. No body piercing other than earrings unless approved by the administration. Male students may wear one earring.

GROOMING HAIR??

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

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

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

BOYS DRESS CODE

- A. Navy blue or khaki slacks. 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. Tie (**no string, bolo or bow ties**).
- D. Navy blue, green, or burgundy V-neck sweater or sweater vest (optional).
- E. Socks and shoes – tie or slip-ons (loafers). **No athletic footwear or boots (ex. Timberlands).**
- F. **No hats in building** (7:00 a.m. – 3:30 p.m.)
- G. Shirts (with no visible lettering) only may be worn under shirts. These undershirts may not be longer than the shirt itself.

GIRLS DRESS CODE

- A. Navy blue or khaki slacks.
- B. Navy blue, khaki or plaid skirts (**no more than three inches above the knee**). Hosiery to be navy or beige tights or pantyhose. Solid colored knee-socks in navy blue, green, burgundy, grey or white.
- C. White or light blue collared blouse, long or short sleeve. White/navy/green polo shirts can be worn in September, October, and after Easter Vacation. Blouses and shirts should never have more than two (2) buttons undone from the top of the shirt.
- D. Navy blue, green or burgundy sweater or sweater vest (optional).
- E. Navy blue or white mock turtleneck/turtleneck or a short-sleeved shirt with no visible writing may be worn under uniform blouse.
- F. Dress shoes – tie or slip-ons (loafers) – **no athletic footwear, open-toed shoes, sandals, 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 the person(s) 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/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 Assistant Principal. If problems arise, contact our Assistant Principal, as well as your home school district transportation director.

LOST AND FOUND

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

VISITORS

Friends from other schools are permitted to visit Notre Dame High School **only after prior permission has been secured** from the Assistant Principal. 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 Theology texts, are provided to students by the public school districts in which they reside. These loaned books are the property of the district. Students should take care not to damage or lose these books in order to avoid paying their replacement costs. Students are instructed to place their names in all books. No report cards will be issued to students until books are returned or paid for.

SHAMROCK SHACK (Bookstore)

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

FIRE DRILLS

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

PARKING

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

DANCES

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

DANCE RULES

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

FIELD TRIPS

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

WORKING PAPERS

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

USE OF MEDICATION

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

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

CAFETERIA

Breakfast is available 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 Assistant Principal.

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

- May not leave cafeteria without permission of lunchroom monitor.
- **Clean up after yourself.** Return trays to the dish window and all garbage to the receptacles. Return recyclable material to appropriate receptacles as well. Tables and table areas must be cleaned before leaving by students sitting at that particular table.
- No food or drink is to be taken out of the cafeteria.
- **No carbonated soft drinks (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 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 Assistant Principals' office.
- They must be submitted by 7:45 a.m. of the day that they are to be read.
- The Principal or Assistant Principal must approve announcements written by students.

STUDY HALLS

Study halls are assigned to students in order to allow them the opportunity for **QUIET** study, completion of homework and utilization of support services such as the library, Guidance Center, etc. Student conduct should be orderly 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.**

LIBRARY USE

STUDY HALLS

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

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

HOMEROOM / AFTER SCHOOL

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

CORRIDOR PASSES

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

SENIOR STUDY HALL REQUIREMENTS

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

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

ATHLETICS

Girls Interscholastic Competition:

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

Boys Interscholastic Competition:

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

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 Talent. 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, Courage Award, AD 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 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.

Student Senate	Nodahi – School Newspaper	SADD
National Honor Society	Scholastic Bowl Team	DECA
Drama Club	Mater Dei Yearbook	Mock Trial
Science Club	Mission Club	
Environmental Action Club	Sacristans Club	

SCHOOL MUSICAL

Our school musical performance is usually in mid-November or 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

Important forms including health forms for athletics
Teacher & Coach pages
Much more!!!!

FUNDRAISING

Notre Dame Board Policy requires that all fundraising be approved by the Business Office, Assistant Principal/Athletic Director and the Class/Club Advisor or Team Coach!

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. using 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 I

