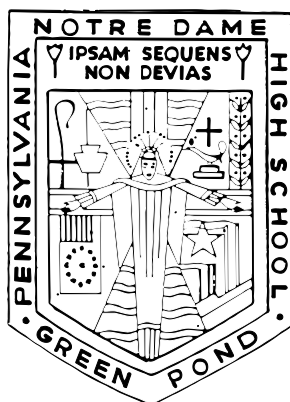


NOTRE DAME HIGH SCHOOL, INC.

<http://www.ndcrusaders.org>

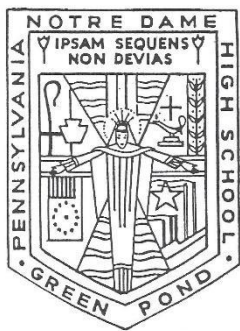
STUDENT HANDBOOK 2018-2019



SCHOOL MOTTO

Ipsam sequens non devias.

**Notre Dame High School, Inc. or the Principal retains the right to amend this handbook if necessary.



NOTRE DAME HIGH SCHOOL

Member of the Middle States Association of Colleges and Secondary School

3417 Church Road, Easton, PA 18045

610 868-1431 Fax 610 868-6710 www.ndcrusaders.org

Dear Students and Parents,

Every student and parent/guardian is required to read and become familiar with the Notre Dame High School student handbook. This handbook has been developed to ensure consistency of expectations and procedures for our school, to help our students grow in the virtue of obedience, and not to stifle their personalities or rights. St. Benedict, in his book, *The Holy Rule of St. Benedict*, wrote, "For the love of God a man (must) subject himself to a Superior in all obedience," and "if hard and distasteful things are commanded...he accept them with patience and even temper" (Benedict, Saint, Abbot of Monte Cassino).

We firmly believe that a strong home and school partnership, along with consistent communications, will help our children achieve in a safe and positive school environment.

The essential principles guiding this *Code of Conduct* are loving our God, our neighbors and ourselves. In this way, we treat each other with the respect and reverence we also expect. Anything that disrupts the educational process, or anyone who distracts us from our Mission of a Christ-centered Catholic education, will be addressed in a prompt, fair, and consistent manner.

Any questions or suggestions about the Code of Conduct are most welcome and can be addressed to the Notre Dame High School Administration.

The focus of the future should be on Christ, community service, and academic and personal excellence. We are pleased to have the opportunity to work with your children. The importance of teaching and learning cannot be overstated. It is our privilege and our challenge as educators to strive continually to provide quality education in our classrooms.

God bless you,

The Notre Dame High School Administration

Notre Dame High School, Inc.



CATHOLIC SCHOOLS **AND A SHARED** **VISION AND** **UNDERSTANDING**

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

- The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
- Catholic schools are distinctive religious education institutions operated as extensions of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parishes and Diocese.
- Attending a Catholic school is a privilege, not a right.
- The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life.
- In all questions involving faith, morals, faith teaching and Church law, the final determination rests with the Diocesan Bishop.
- As a parent/guardian of a student desiring to enroll in Notre Dame High School, I share this vision and understanding of the Catholic identity of this school. I pledge to support this identity and by enrolling my child, I commit myself to uphold all the principles and policies that govern Notre Dame High School.

Diocese of Allentown, Secretary of Education: 610-866-0581
Notre Dame High School: 610-868-1431
***ATTENDANCE TELEPHONE LINE: 610-868-1972**

Office of: Extension:

Main Office/Reception: Mrs. Jane Brinker	110
Principal:	112
Assistant Principal: Mrs. Jaclyn Friel	112
Administrative Assistant: Ms. Zelenda Hodgskin.....	112
Admissions Director: Mrs. Cheryl Fenton	108
Director of Development: Mrs. Nancy Caroprese	123
Development: Mrs. June Castellano	111
Athletics: Ms. Amy Rogers	118
Attendance: To Report Absences, call 610-868-1972: Mrs.Jane Brinker.. ..	197
Aquinas Program: Ms. Amy Brennen.....	192
Diocesan Director of Special Education,	
Dr. Brooke Cortese Tesche	610-866-0581, ext 125
Band room: Mr. Albert Shimkus	125
Cafeteria:.....	121
Chaplain: Reverend Eugene Ritz	122
Campus Ministry Coordinator: Mrs. Sharon Hillhouse	113
Disciplinarian:	139
Finance: Mrs. Lisa Beltz.....	129
Fundraising: Mrs. Cindy Mackiewicz.....	124
Guidance: Mr. Ryan Allen (A-L)	610-867-7012
Mrs. Brandie Uliana (M-Z)	610-868-1431 x 104
International Student Affairs: Mrs. Kelly Weber	115
Library: Mrs. Michelle Bonner	116
Maintenance/Custodial: Mr. Michael Chando	128
Nurse: Ms. Pat Hamme (BASD), Mrs. Shawn Borger	127
Placement Testing: see webpage	www.ndcrusaders.org
Transportation: Mrs. Jane Brinker	110

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ADMINISTRATION

Principal Mr. Andrew D'Angelo
 Assistant Principal Mrs. Jaclyn Friel
 Development Director Mrs. Nancy Caroprese
 Admissions Mrs. Cheryl Fenton
 Chaplain Father Eugene Ritz

ASSISTANTS TO THE ADMINISTRATION

Athletic Director Ms. Amy Rogers
 Attendance..... Mrs. Jane Brinker
 Administrative Assistant Ms. Zelenda Hodgskin
 Nurse Ms. Pat Hamme (BASD) Mrs. Shawn Borger
 Disciplinarian..... Phil Stambaugh
 Finance/Fundraising Mrs. Lisa Beltz
 Guidance Mr. Ryan Allen
 Mrs. Brandie Uliana

INTERNATIONAL STUDENTS

International Student Affairs Mrs. Kelly Weber

DEPARTMENT CHAIRPERSONS

Aquinas Ms. Amy Brennan
 Business Dr. Rosanna Gentile
 Computer -Technology Mr. John Tague
 English Mrs. Joanne Mazzante
 Language Mr. Geoffrey Gowe
 Mathematics Mrs. Roseanne Mintzer
 Physical Education Mrs. Angela Nicoletto
 Science Mrs. Angela Nicoletto
 Social Studies Mr. Alan Bush
 Theology..... Ms. Cassandra Boccardi

Notre Dame High School Faculty

Ms. Mary Angelucci	Spanish		Ms. Janet Gowe	French 1
Mrs. Maissa Atileh	Math		Ms. Tessa Haney	Math
Ms. Jacqueline Lily	Aquinas		Mr. Keith Joseph	Theology
Ms. Brittany Baker	English		Mr. Thomas Kuehne	Theology
Mr. Michael Bedics	Phys. Ed.		Mr. William Lahouchak	Art
Ms. Cassandra Boccardi	Theology		Mrs. Joanne Mazzante	ELL/English
Mrs. Michele Bonner	L.C./Minors/Eng.		Mrs. Roseanne Mintzer	Math
Ms. Amy Brennan	Aquinas		Mrs. Angela Nicoletto	Science
Mr. Alan Bush	Social Studies		Mrs. Heather Panchel	Spanish
Ms. Pam Colistra	Phys. Ed./ Health		Ms. Amy Rogers	Health/Science
Ms. Beth Dollard	English		Mr. Richard Shevalier	Science
Mrs. Christine Dutter-Goodman	Science		Mr. Albert Shimkus	Band
Ms. Sandra Evans	Social Studies		Mr. Norman Steinruck	Theology
Mrs. Dena Farrell	Math		Mr. John Tague	Computer Science
Mrs. Barbara Fiedler	ELL/Theology		Mrs. Jodi Thompson	Science
Mr. Dennis Fenton	Social Studies		Mrs. Barbara Vaca	English
Dr. Rosanna Gentile	Business		Ms. Elizabeth Van Horn	German
Ms. Jessica Gold	English		Mr. Eugene Wakeman	Science
Mr. Stephen Gorski	Social Studies			
Mr. Geoffrey Gowe	French			

ALMA MATER

Sons and daughters of Notre Dame
Follow in her way,
For she will keep us in her love,
and we'll not go astray.

And when the course of life is run,
May we deserve to hear "Well Done,"
Crusaders, faithful, loyal, true
To Mary's Gold and Blue.

BELIEF STATEMENTS

We believe that:

Notre Dame follows the Church's teachings based on Scripture, tradition, and Sacramental Life.

The Blessed Mother inspires and guides our faith journey.

Faith development is spurred by attitude and spread by actions.

Human life is sacred at every level of existence.

A diverse Catholic school community is a gift to be celebrated.

A strong academic curriculum enhanced by extra-curricular activities is a framework for success.

We challenge all students to reach their full potential.

Learning is a lifelong cooperative effort.

Holistic development is a crucial element of success.

All students have the right to a safe learning environment.

Good citizenship is an outgrowth of all of life's experiences.

We are accountable for our actions.

NOTRE DAME HIGH SCHOOL MISSION STATEMENT

Notre Dame is a Catholic diocesan co-educational high school dedicated to the Blessed Mother. Our school community is committed to enriching the spiritual, academic, physical, and emotional development of our students. Through Christ-like behavior and excellence in teaching, our students will experience personal growth that embraces Christian values, intellectual curiosity, good citizenship, and the power of faith.

PARENT/SCHOOL/TEACHER COMMUNICATION

Notre Dame provides school information on the school website at www.ndcrusaders.org to enhance communication between the school and parents. This includes, but is not limited to: report cards, parent portal access, and a weekly academic checklist. Notre Dame offers opportunities for parents to visit the school and become acquainted with the faculty at "Parent Night" and "Open House".

Teachers' classroom pages are available on the website where all class assignments are recorded. A classroom page is accessed by going to the department page and clicking on the name of the instructor. ****Please note: Students are responsible for accessing their assignments from the webpage when absent from school. Students are responsible for requesting any worksheets and/or class notes from their teachers in the event of an absence.**

Parent Portal

Parents can access their student's grades via the Parent Portal. Please follow this process to create an account and access to the Parent Portal:

- Print out and complete a Parent Portal Request form. (click on "Parent Portal Grade Access Application").
- Follow instructions available online.
- Submit the completed form to the receptionist in the Main Office. A picture ID must be shown upon submission of the form in order for the form to be processed.
- Allow at least 48 hours for processing your request and before attempting to create an account.

Contact Mr. John Tague, Ext. 130 or jtague@ndcrusaders.org if further assistance is needed.

Teacher voicemail numbers

Teacher voicemail numbers are listed on the webpage. Please note that you may leave a voicemail message during school hours, but our teachers have limited time during the school day to make phone calls, so they may have to return calls after 2:12 PM.

RELATIONSHIPS WITH PARTNER PARISHES

Notre Dame High School receives its mission and identity from the Parishes it serves. Because of this all Catholic faculty and students are reminded of the serious obligation to faithfully participate in all Sunday Masses and Holy Days of Obligation. In addition, they are encouraged to frequent reception of the Sacrament of Penance wherein we receive God's grace and mercy, are reconciled to God and the Church, obtain peace and serenity within our conscience, and are given an increase of spiritual strength for our daily lives.

At the same time, we encourage our students to be active participants in their other parish activities, especially those that embody the spirit of Christian Charity. This is one way of demonstrating our gratefulness for the support of our Parishes and Pastors who generously contribute to the mission of our school with their time and expertise, as well as with spiritual and financial resources.

PASTORS

Pastors are entrusted with teaching, sanctifying, and governing the communities entrusted to their care by the Diocesan Bishop. Notre Dame High School assists the pastors of our partner parishes with teaching, but also in their roles as the "shepherds of our souls." Because of this, should a student become involved in a serious pastoral or disciplinary situation, or has developed a pattern of behavior that is of concern or inconsistent with our Code of conduct, the student's pastor will be informed.

ACADEMICS

ACADEMIC SPECIAL NEEDS – 610-868-1431, ext. 114

If you think that your child may have academic special needs, or you would like to pursue educational testing, please contact Ms. Amy Brennan. Parents must write and sign a letter requesting academic testing of their child and submit this to the special education office of their district of residence. The school district special education office will work with Notre Dame to provide a thorough assessment of your child. Once the proper tests and evaluations are on file at Notre Dame, prescribed accommodations may be initiated in the classroom setting through the Aquinas Program.

Documentation needed for academic file:

No academic accommodations are initiated unless the proper documentation and recommendations are present in the student's file. Once testing takes place, you will receive an Evaluative Report (ER), or (in the case of a Re-evaluation) the report you will receive is called a Re-evaluative report (RR). These reports are crucial for ND to make an appropriate and thorough academic plan for your child. Upon receipt of either of these two reports, parents should submit to Ms. Amy Brennan, and a copy will be made. Please do not contact individual teachers and request accommodations, as they are not responsible for determining who has accommodations in the classroom.

Diocesan Office for Ministry with Persons with Disabilities

Notre Dame High School follows guidelines recommended by the Diocese of Allentown Office for Ministry with Persons with Disabilities to effectively serve those with academic/physical special needs. We continuously update our facility and programs. Parking and ramp entry for persons with physical disabilities are located in the front of the building.

AQUINAS PROGRAM

The primary purpose of the Aquinas Program is to offer a Christ-centered, quality academic education within a Catholic School environment for young adults with learning disabilities. Students are encouraged to work to their full potential and to be respectful of others. Emphasis is placed on helping students to gain self-confidence and develop a positive attitude toward academic achievement.

A learning strategies approach is used with students enrolled in the Aquinas Program. The goal is for students with learning disabilities to develop study skills which will generalize across curricular areas. The topics include attention/concentration, organization, note-taking, memorizing, and test-taking. For enrollment criteria and information, please call Mrs. Friel at 610-868-1431 x 114.

ASSIGNMENTS AND HOMEWORK

Teachers at Notre Dame outline the required work and suggested timeline for completion. A certain amount of home study is required of each student in all subjects, every school night. Parents may access assignments on the school website at www.ndcrusaders.org. If a student does not meet the academic requirements for a particular class for each session, the teacher may ask the student to remain after school. The teacher must give twenty-four hour notice, and the student's name must appear on the weekly academic checklist. ***Parents can access a student's grades via the Parent Portal.***

Suggestions for academic success:

Plan your studies: Plan a regular study time in a quiet location.

Read the entire assignment quickly to see its basic outline. Reread slowly for understanding, seeing relationships, and noting details. Outline what you have learned in this assignment and follow teacher's directions.

Preview material that will be covered in the next class. Students who are absent from any class, for any reason, are responsible for the class work, tests, and assignments from that class. Students must consult the teacher's course requirements and follow outlined procedures. If absence is anticipated, students should ask for assigned work before leaving. Students should also access the current assignments on the webpage, if the absence is extended. Students should return to school with assignments completed.

CHEATING/PLAGIARISM

Cheating is not acceptable at Notre Dame High School. Any student encountering academic difficulty should seek assistance from their teacher. After-school tutoring, and after-school appointments with faculty are options available to the student seeking help. Plagiarism is defined as “submitting the words or work of another as your own without giving credit to the individual”. Students should be aware that plagiarism is considered cheating. Plagiarism is a serious offense, and is not acceptable at Notre Dame High School.

If a faculty member determines that a submitted work is plagiarism, the student must redo the assignment with the expectation of achieving no more than an 80%.

COLLEGE COURSES

Students taking a college level course off campus for high school credit:

- Must submit a detailed syllabus of the course to the high school guidance office **before** registering for the course.
- Must get approval from Administration to determine course credit acceptability and acceptable level.

COURSE OF STUDY

For the current course of study, please see the Course Selection Book located on the ND website at www.ndcrusaders.org.

All students are required to take six (6) major courses each semester. **Withdrawal from a class** is not easily granted. Students will not be encouraged to drop courses. Withdrawal from a course is only granted for unusual circumstances.

A student may withdraw from a course only after consultation with the following: parent/guardian, teacher, department chairperson, vice principal and/or principal.

- All requests for withdrawal must be in writing.
- A \$60 course change fee will be issued.
- Classroom policies must be approved and signed by the Principal and Department Head each year.

EXAMINATIONS

Students will not be allowed to take academic examinations unless all financial obligations (such as tuition/fees) are up-to-date and/or fulfilled as determined by the administration. Examinations will not be administered to those students who have not submitted required forms, fulfilled their retreat and/or community service obligations.

Advanced Placement Testing and Final Exam Exemption:

- Any student taking an Advanced Placement course will be required to take the accompanying Advanced Placement Examination. A fee is charged for this exam.
- The only students who can be exempt from taking final exams are those taking AP tests, however teachers may still require students to take an end of year classroom exam.

EXTRA-CURRICULAR ACTIVITIES

Students at Notre Dame are encouraged to participate fully in the educational process by developing as many of their talents as possible. For many students, this goal can be realized best by participation in extra-curricular activities, which supplement their courses of instruction. Our various extra-curricular programs provide ample opportunity for advancement--socially, physically and emotionally. Non-compliance with homework may result in a failure for the week and subsequent placement on the academic checklist. Any student listed on the academic checklist is suspended from participation in all extra-curricular activities.

FAILURES

All grades less than 70 are failing grades and are indicated by an “F” on progress reports. A final grade of a 68 to 70 will appear as a 70. The lowest grade that can be given is a 60, unless special permission is received from the principal. Students who receive a failure in any academic class will not be placed on Honor Roll.

PARENT PORTAL

Please access the Parent Portal to monitor student progress throughout the marking period.

FAILURE FOR THE MARKING PERIOD

If a student fails a subject for a quarter, an "F" will appear on his/her report card. Parents are urged to contact the teacher.

INCOMPLETES

Any and all incomplete(s) issued on Progress Reports will be changed to a failure if work is not made up within two weeks of issuing the report. In cases where a student is absent for an extended period of time, adjustments will be made accordingly.

Regarding failures, the Diocese of Allentown School Policy #5123 states:

FAILURE OF ONE OR TWO SUBJECTS

(Semester Courses or Year Courses) Students must successfully complete make-up work for ALL subjects failed. This can be done in one of the following ways:

- Attendance at summer school
- Summer make-up work as approved by principal
- Repetition of the course or its equivalent
- A special program approved by the principal in cases of severe hardship or unusual circumstances

FAILURE OF THREE OR MORE SUBJECTS

Students who have failed three or more subjects must select one of the following options:

1. Repetition of the academic year
2. Dis-enrollment
3. A special program approved by the principal in cases of severe hardship or unusual circumstances

The Guidance Office will coordinate all course make-up work including failures and incompletes.

Grade Scale at Notre Dame High School

A	100 to 93
B	92 to 85
C	84 to 76
D	75 to 70
F	69 or below

GRADES

Parents can access student grades on a daily basis through the Parent Portal system. Please see page 9 of the Handbook for further instructions.

GUIDANCE – 610-867-7012

The Guidance Office is located at the northeast end of the building, consists of two full-time guidance counselors for seniors, juniors, and sophomores and freshman, and a guidance secretary. These staff members are employed by Colonial Intermediate Unit #20 and ND to serve Notre Dame Students from **7:30 AM to 3:00 PM** daily.

Guidance and counseling are special services provided for every student at Notre Dame, which focus on the planning for the educational or vocational future of the student. Students are encouraged to visit and make use of the resources available in the Guidance Office before or after school.

Students are scheduled for interviews each year. Appointment passes are distributed during homeroom each day. If a student cannot keep the appointment for some reason (test or quiz), he/she should notify the Guidance Office during homeroom period. Each senior is provided with a Student Planning Guide, which outlines the necessary procedures in the college application process.

The Guidance Office forwards transcripts of student records to other high schools (transfers), to colleges, and to employers. This is done only with the written request of the student and/or parent. Notre Dame High School requires a \$3.00 fee for each transcript. **This service can be performed only when the guidance office has received notification from the principal that all financial obligations have been met.**

Scholarship information is listed online at www.ndcrusaders.org (click on Guidance), or in a binder located in the Guidance Office. Applications are available in the Guidance Office unless otherwise noted.

HOMEWORK ASSIGNMENTS

In an effort to provide access to daily assignments, Notre Dame has made homework assignments available on the ND website. To access assignments from the ND homepage, click on Academic Department. Access the appropriate teacher name, course name and class period. Homework in some classes may change on a daily basis. Please notify the classroom teacher, the department chairperson or the principal if your child's assignments are not posted on-line.

****Please Note: Students are responsible for accessing the webpage and accessing their assignments when absent from school. Students are responsible for obtaining any worksheets and class notes that they may have missed as a result of an absence.**

HONORS

Will be awarded at the end of each quarter, at the end of each semester, and at the end of the year. Honors will be awarded to the students who meet the following criteria:

Distinguished Honors - a grade of 93 or above in all subjects

First Honors – a grade of 93 or above in all major subjects, with 1 grade above 85 in a minor.

Second Honors – a grade of 85 or above in all subjects

To receive honors, all subjects must be passed for that particular marking period. Honors will be noted on the report card only, and not on the permanent record card.

***Any college course approved by administration prior to registration may be reviewed for honors consideration.** The college course syllabus must be submitted to ND Administration with a written request for review. Administration will determine the college course level/status.

The criterion of a major subject is a planned course of instruction estimated for completion in no less than 120 clock hours for year courses, or no less than 60 clock hours for semester courses.

HONOR SOCIETIES (N.H.S. and Language Honor Society)

NATIONAL HONOR SOCIETY (NHS) -- The National Honor Society was founded in 1921, "to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy". (NHS Handbook, p. viii).

NHS members are expected to abide by the four standards of the National Honor Society. The standards of Scholarship, Leadership, Character, and Service are the hallmark qualities of an NHS member. Should members fall below the standards, they will be issued 1 written warning by the moderator. If the member continues to fall below the standard, the member will be subject to a review by the Faculty Council (appointed annually by the principal) with the possibility of dismissal from the NHS organization.

Members are expected to take part in specific NHS activities, such as: tutoring, hosting and ushering school programs, assisting with bonding events, and participating in Chapter-sponsored fundraising activities. Each member must also provide evidence of participation in an individual project.

Students are eligible for NHS consideration at the completion of their sophomore year if they have achieved a cumulative grade point average (GPA) of **3.5** or higher. Information explaining the selection process and the necessary forms are distributed to all eligible candidates. Candidates may decline membership consideration. A copy of the selection process is included in the Chapter's by-laws and is available upon request from the moderator.

Notre Dame's standards and procedures are based on the National Constitution as revised and published in 1983. The NHS is one of the student activities sponsored and promoted by the National Association of Secondary School Principals.

Notre Dame High School - Chapter National Honor Society

Candidate Deadlines 2018-2019. Specific dates can be found on the ND website <http://www.ndcrusaders.org> and on the Honor Society Form.

1. Evaluator Form to Moderator:

September

- At-least 4 faculty members from the most recently completed school year
- Others: coaches, moderators, staff, employers, outside club/activity sponsors, pastors

2. Student Activity Information Forms Completed and Distributed to Evaluators:

September

- Each Evaluator receives a copy of the Student Activity Information Form, an Evaluation Form, a Guideline for evaluating an NHS Candidate and a copy of your essay (optional). The moderator also receives the original copy of the Student Activity Form, all letters of recommendation and a copy of your essay.

3. Evaluation Forms Returned to Moderator

October

4. Faculty Council Reviews Forms

October

5. Candidates notified of acceptance (approximate)

October

6. Practice for Induction Ceremony (after school)

November

7. Induction Ceremony

November

- Eligible candidates may decline nomination.
- Failure to meet deadline dates for step 1 and step 2 above will automatically disqualify a candidate from further consideration.
- The adult sponsor, coach, employer, etc. must sign community activities list on the Student Activities Form. Parental signatures are accepted for those rare occasions when the required signature is unattainable. Check with NHS moderator for approval.
- Candidates may attach letters of recommendation from outside sources (parents, relatives excluded) to their Student Activity Information Form.
- Candidates may attach an optional essay (300 words or less), which addresses their qualifications in areas of leadership, service and character, to each Evaluator Form.
- Questions or clarifications should be directed to the NHS moderator Mrs. Dena Farrell at 610-868-1431, ext. 184.

LANGUAGE HONOR SOCIETIES

Each of the languages taught at Notre Dame have a National Honor Society sponsored by their National Teacher's Organization. The AATF, AATG and AATSP have been founded in order to assist teachers of foreign languages to maintain high standards of language learning in all of its aspects.

The following are the requirements for admission into each respective society:

1. Article VI, Sect. 5 – The student must have an average of 90 or above in the respective language of which he/she is a candidate at the time that his/her application for admission is being considered.
2. Article VI, Sect. 6 – Level 2 candidates must have an average of 90 or above for 5 of the 7 previous quarter grades at the time that his/her application for admission is being considered.
Levels 3 and 4 must have an average of 90 or above in 4 out of 5 previous semester grades at the time of application to the respective Language Honor Society.

LEARNING COMMONS – 610-868-1431 extension 116

- Students are required to sign in when arriving at the library.
- Students are to report to the library at the beginning of the period, and may not leave the library before the end of that period.
- Students may not come to the library before and after school hours without a pass.
- Students present in the library for reasons other than literature search, studying, research, and/or test-taking may be asked to leave.
- Only properly processed reading material may leave the library. Encyclopedias/reference materials do not circulate.
- A fine of 25 cents per day per item will be issued for all overdue materials.
- If library materials are not returned and the library fine is not paid, the student will be suspended from extra-curricular activities.
- Before leaving the library, students' book bags may be checked by an administrator or designee.

MLA FORMAT FOR WORD PROCESSING PAPERS

The following MLA format must be used for all work in all subject areas. ***Although this sample is not double-spaced, when writing in MLA format you must always double-space.

Name 1

Student's Name

Teacher's Name

Course Name

Day Month Year

Title

This format must be used whenever a student is word processing a paper for any class at Notre Dame High School. Always, in the upper left-hand corner, 1" from the top, begin with your name. EVERYTHING ON THIS PAPER IS DOUBLE-SPACED. Never double-double, triple, etc. The second line consists of the subject teacher's name; the third, the course name; and finally the date—day Month year (30 May 2016). There are no commas in the date. The title is centered on the page—it is not bolded or underlined. If the paper is longer than one page, NEVER use the back. The header (top right corner) is placed 1/2" from the top of the page. This header is used EVEN IF THE PAPER IS ONLY ONE PAGE IN LENGTH. This format must be followed at all times.

PIAA ATHLETIC ELIGIBILITY

The PIAA ruling states that a student must be passing four major subjects in order to participate in interscholastic athletics (see Appendix A). In addition to the PIAA regulations, our own academic probation policy will be followed. According to Notre Dame policy, **two** or more failures of any kind, including major or minor subjects, will result in suspension from athletics and or other related activities. Activities may adapt a more stringent policy with the authorization of the principal.

Students who receive penalties from game officials which result in loss of a game, may also receive a second loss of game time from the Principal

All students' academics will be evaluated on a weekly basis. The Principal is responsible for the compilation of this list. To be fair, these guidelines must apply to ALL extra-curricular activities, including field trips. Moderators and coaches will be responsible for this enforcement. The athletic director will notify non-faculty coaches of their players' eligibility.

PROCEDURES FOR QUESTIONS CONCERNING ACADEMICS, ATHLETICS, OTHER

1. Student/Parent and Teacher must meet and a report must be filed with the Principal.
2. Student/Parent and Teacher meet with Dept. Chair
3. Student/Parent and Teacher meet with Vice Principal
4. Student/Parent and Teacher meet with Principal, who has final decision.

***Please put all questions and concerns in writing.**

PROGRESS REPORTS

The report card is the basic means of informing the student and parent about the student's progress in school. Report cards are electronically generated, and are distributed approximately one week after the close of each quarter. The exact date for the distribution of report cards will be indicated on the website. Student copies are mailed home. The first semester mark will be a composite of 40% of the first quarter grade, plus 40% of the second quarter, plus 20% of the semester examination grade. The second semester mark will be determined in a similar manner. The final grade for a specific subject will be the average of the first and second semester marks for that subject.

STUDENT SCHEDULES

Early in the second semester, each student is given a course selection form and directions for selecting courses for the following year. Ample time is allowed for students to consult with parents, teachers, guidance personnel, and advisors.

A fee of \$40 is required at the time of course selection. Course selections are entered during the summer months. Requests for changes submitted in writing will be handled prior to the start of school. Any requests received after the onset of the school year will incur a processing fee of \$60.00. Submission of request does not guarantee a change will be made.

VOCATIONAL-TECHNICAL SCHOOL

Bethlehem Vo-Tech: 610-866-8013

Career Institute: 610-258-2857

A vocational-technical program is available to all 10th, 11th, and 12th grade students from the Bethlehem and Easton School Districts. Depending upon the school district in which he/she resides, a student will attend the Career Institute of Technology or the Bethlehem Area Vocational Technical School. Students in the Vo-Tech program spend a half-day at Notre Dame and a half-day at the Vo-Tech school. Upon completion of graduation requirements, Notre Dame High School will award a diploma. ***All rules of the Vo-Tech must be followed.

Bus transportation is provided between the schools by the school district for CIT **only**. Bethlehem Vo-Tech **does not** provide transportation to or from Notre Dame. If you allow your child to drive to the Vocational Technical School, OR allow your student to ride with another student, the school must have a letter indicating parent/guardian permission. If Notre Dame does not receive the written permission letter, the student will be scheduled for and expected to ride their

district bus to and/or from the Vo-Tech school. Notre Dame also requires a copy of the student motor vehicle driver license as well as a copy of automobile insurance before a student will be allowed to drive to the Vo-Tech School.

Academic requirements of each school (Vocational Technical School and Notre Dame) are expected to be met by the student. Students are expected to attend the Vo-Tech even if Notre Dame is not in session. If your child attends a Vocational Technical School and is absent—it is the parents' responsibility to make an attendance call to Notre Dame **as well as** to Vo-Tech. If Notre Dame has a half-day, the student is required to attend the Vocational Technical School.

***See Guidance Office for more information 610-867-7012.**

***See Course Selection Booklet for career options.**

ATHLETICS – 610-868-1431, Extension: 118- Ms Rogers, Athletic Director

- All necessary athletic forms are available on the ND website. Copies may also be obtained through the athletic office.
- Refer to PIAA policy for academic related information.
- Sports schedules and other important athletic information are available on the ND website:
<http://www.ndcrusaders.org>
- Daily athletic information is accessible via the athletic hotline by calling 610-868-1431, Press #4, Press #4, Press #3.
- Due to PIAA regulations, all student athletes are required to obtain a physical one time per year with a health re-evaluation prior to each additional athletic season during which the student participates.

ATTENDANCE – 610-868-1972

***Please note the telephone number for Attendance. Kindly call this number if your student will be absent from school.**

DIOCESAN AND STATE POLICY

The Diocese of Allentown School Policy #5113 states:

Students who are absent for more than twenty (20) days a year for whatever reason, (except a special health condition), will not be issued a report card or grades until all work is completed:

- a. Excessive excused or unexcused absences may result in the student being assigned to summer school. Students who are absent from school for more than 20 school days will qualify, unless they are able to provide adequate medical documentation explaining their absence.
- b. Make-up assignments - as approved by the principal outside of regular class assignments.

***A fee may be charged if the teacher has to provide a special service.**

ATTENDANCE – 610-868-1972

All attendance related forms are available in the main office and online. Absence excuses are to be submitted to the Main Office upon return to school after an absence has occurred. According to state and diocesan requirements, students are expected to be in attendance each day school is in session. There must be a serious reason (illness, death in family) to constitute a legal absence. Any student who is absent 3 or more days, must submit a doctor's note to return to school. It is the parents' responsibility to see that students attend school regularly. ***All student illnesses and absences from Notre Dame require a phone call from the parent/guardian.*** This phone call should be received in the Attendance Office **no later than 7:30 AM** the day of the absence at the following phone number: **610- 868-1972**. If an attendance call is not received, the parent/guardian may be called at home and/or at work for verification of the absence. If the parent has no knowledge of the student absence, the student will be deemed truant. **To participate in any athletic practice or competition, club meeting or activity, trip, or special school event, on any given day, a student must be in attendance by homeroom of that school day. Exceptions will be granted for students presenting a professional's note, i.e. medical doctor, dentist, psychologist, no later than 10:00AM or evidence of having attended a funeral. Principal's discretion will be exercised for rare situations.**

Appropriate disciplinary action will be taken unless extenuating circumstances are involved (these circumstances will be reviewed by the Dean of Students). The school is authorized to consider an unexcused absence as truancy, and may refer such cases to the local district magistrate's office. Students will be responsible for any court cost resulting from the truancy.

Students must be counted as present during the day of school in order to be admitted into an on campus after school or evening sporting event, club activity, or special school event.

"Group absences" or "skip days" will be treated as **unexcused** absences. A telephone call from a parent AND a written note from the parent stating that the student was absent with parental permission, is required for re-entry to school. Failure to provide information of a students' absence will result in the day being marked as unlawful.

ABSENCE – LONG TERM

call Attendance Line 610-868-1972

Parents of students who are absent for a prolonged period because of illness or hospitalization must contact the Attendance Office. If the student is unable to complete work listed in the website class pages while convalescing at home, the following process should be followed:

- Contact Mrs. Friel at ext.112 to discuss a transition academic plan prior to the student's return to school.
- A re-entry meeting will be scheduled with the parent and student to implement the transition plan.
- A doctor's release stating that the student may return to school is required at the time of the re-entry meeting, and a completed "Release of Information" form may be requested if further information is needed from the doctor/therapist.

If a prolonged absence is anticipated that is not illness related, the Family Vacation/College Visit form (located in Main Office and online) must be submitted to the attendance office at least **one week** in advance of the anticipated absence. The student will be responsible for making up all missed class work. **This type of absence cannot extend past 10 days a school year, with not more than 5 at one time.**

COLLEGE VISITS

The attendance office must be made aware of college visits PRIOR to the day of the visit. Completion of the (blue) College Visit form (in the main office and online) is required. **Excused absence for college visits is only applicable to seniors.**

LEAVING DURING THE SCHOOL DAY PROCEDURE

Or Requesting Early Dismissal

The procedure to have your child leave school during the school day is as follows:

1. An excuse for leaving during the school day must be filled out, dated, and signed by the parent. This note must be brought in to school the day of the early dismissal, and given to the Administrator located in the Main Office that morning, before homeroom.
2. Before homeroom, the student will sign his/her name on the sign-out sheet, and will be given a pass to leave the classroom at the time he/she is to be dismissed.
3. The student must then report to the Main Office to initial the Sign- Out sheet and indicate the time of departure. This departure must be verified with an Administrator.
4. If a parent or designated guardian is picking the student up, photo identification will be required before the student is released.
5. The parent or guardian must report to the Main Office to pick a student up.
6. To re-enter school after an appointment a doctor's note will be required.

*For eligibility to participate in any extra-curricular activity, including athletics, a student must be in school (or legally excused -example: funeral, doctor appointment **with note**)

*A student will **NOT** be released to a parent other than their own unless a written note from parent (that is verifiable) is received in advance.

*A student will **NOT** be released to another student.

* Students will be released to their own parents and/or to an emergency contact person designated on the Emergency Card.

***In the event of an unscheduled doctor appointment (an appointment the student is unaware of); a parent will be required to come to the Main Office to have the student dismissed from school.**

All appointments with doctors, dentists, orthodontists, chiropractors, should be scheduled for after school hours (after 2:12 PM). If your child's appointment necessitates a late arrival to school, a doctor's note will be required upon arrival at the Main Office.

STUDENTS LEAVING THE SCHOOL BUILDING

Students may not leave the school building at any time during the day without the expressed permission of a member of administration and notification of the Main Office.

PLANNED ABSENCES/ FAMILY VACATION POLICY

The Family Vacation/ College Visitation Form (available in the main office and online) must be completed and signed by parents for all family trips planned in advance. College visits will NOT be considered an excused absence unless this form is obtained, signed, and returned to the Attendance Office PRIOR to the college visit.

DISCIPLINE 610-868-1431, ext. 139, Mr. Phil Stambaugh

NOTRE DAME HIGH SCHOOL RULES AND REGULATIONS

It is the hope of the Notre Dame High School Administration and Faculty that our students grow spiritually, academically, socially and in personal responsibility. Our entire thrust as a school will be aimed toward accomplishing this goal. This handbook is designed to provide ready access to the important rules and regulations that support and direct the school goals.

A. CODE OF CONDUCT

The Code of Conduct exists for those few students who show disregard for the requirements of school citizenship and good order. The Dean of Students has a variety of measures available for use as it responds to student misbehavior. Counseling, detention, activity/social suspension, in-school suspension, out-of- school suspension, probation, and expulsion are among some of the consequences of violations of the Code of Conduct. Please be advised that the Dean of Students may use discretion in regard to the determination of the number of detentions and other consequences that may occur as a result of inappropriate student behavior.

In addition, at any time deemed necessary by the administration, a student may be issued a Student Behavioral Contract tailored to the specific discipline and/or academic circumstances. Our goal is to provide an orderly and safe environment where teachers can teach and students can learn.

Notre Dame High School reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and scholarship of the student body or whose conduct is prejudicial to the good name of the high school even if such conduct occurs off school premises or when school is not in session. This handbook does not create or imply the existence of a contract or contractual obligation on the part of Notre Dame High School or the Diocese of Allentown. Furthermore, the interpretation and application of this handbook is the sole responsibility of the school's administration. That administration reserves the right to address any situation in any means it deems necessary to ensure student safety.

1. DETENTION:

Detention is the primary tool used by teachers and the Dean of Students as a response to student misbehavior and violations of the rules and/or regulations found in this handbook. There are three types of detention used: private detention, school weekday detention, and school Saturday detention.

a. PRIVATE DETENTION:

This is an after school detention issued by a teacher or moderator who observes minor inappropriate student behavior, including violations of individual teacher classroom policies, and has chosen not to make a formal referral at this time. Private detention will be a minimum of one-half hour and a maximum of one hour. Teachers are required to give students 24-hour notice of any private detention(s).

After school jobs or activities (games, meetings, performances, etc.) are not excuses for missing a private detention.

- b. **SCHOOL WEEKDAY DETENTION AND SCHOOL SATURDAY DETENTION:** There are two types of school detention, weekday detention and Saturday detention, that are mandated consequences in response to formal notification of inappropriate student behavior. Students referred for detentions will be written through Sapphire. Detentions will appear on the students' report card and the parent portal.

After school jobs or activities (games, meetings, performances, etc.) are not excuses for missing a school detention.

WEEKDAY DETENTION

- a) Weekday detention will be held on Tuesdays and Thursdays for one hour after school.
- b) Students must be in school uniform for weekday detention.
- c) While in weekday detention, students may read an appropriate book or article. Students are not permitted to sleep or to close their eyes or complete homework. Failure to comply with these regulations will result in additional disciplinary action.
- d) After their interview with the Dean of Students, students who have been issued detention(s) are required to serve or begin serving their detention(s) within the next two days that detention is scheduled or the detention rooms are not full. Students receiving multiple detentions are required to serve them on consecutive days that detention is scheduled, or the detention rooms are not full, starting with the first day they pick within the two-day window. If the detention rooms are full, the two-day window begins with the next available day.
- e) Lateness to detention within five minutes will result in one additional weekday detention.
- f) Lateness to detention beyond five minutes will result in three additional weekday detentions.
- g) **Students will have a weekday detention rescheduled if and only if, a parent contacts the Dean of Students no later than 1:00 p.m. on the detention day and the reason is deemed acceptable by the Dean of Students (usually only doctor appointments or the student cannot get a ride home).** Additionally, students will have detention rescheduled if they are absent from school, are sent home ill during the school day by the school nurse or the Main Office, or the school nurse reports that they were in the Health Room until dismissal and are too ill to attend detention.
- h) Students permitted to reschedule a weekday detention are not eligible to attend or participate in any extra-curricular activity, game, performance, practice, or meeting prior to 4:30 p.m. on that day.
- i) Students permitted to reschedule due to an approved appointment must submit official verification of their attendance at the appointment (including date and time of the appointment) to the Dean of Students on the next school day. Failure to do so may result in the student being held accountable for cutting detention.
- j) Students will not be excused early from detention.
- k) Detentions will appear on the community portal.
- l) Students accumulating seven weekday detentions will serve one Saturday detention as the seventh detention.
- m) After serving a Saturday detention for accumulating seven weekday detentions, students will serve another Saturday detention should they reach seven weekday detentions again. Please refer to the Saturday detention section of this handbook.
- n) Some very serious violations of the discipline code mandate immediate Saturday detention(s). Please refer to the Saturday detention section of this handbook.

SATURDAY DETENTION

- a) Saturday detention is three hours beginning at 7:00 a.m. and concluding at 10:00 a.m.
- b) Students assigned to Saturday detention will spend the time doing in-school community service. This service may include, but is not limited to, non-confidential clerical/office work, setting up, taking down, or moving tables or chairs, scraping gum, classroom housekeeping, weeding the landscape beds in the front of the school, or other light housekeeping duties.
- c) Credit for school required service hours will not be given for service performed during Saturday detention.
- d) A \$25.00 dollar fine will also be imposed per student for each Saturday detention.
- e) Students scheduled for Saturday detention will receive a Saturday Detention Notification Form to be taken to the Finance Office. When the fine has been paid, the Finance Office will return the form marked paid to the Dean of Students.

Students who have not paid the fine in the Finance Office or whose parents have not made payment arrangements with the Finance Office by period 1 on the Thursday before the assigned Saturday detention will not be permitted to serve the Saturday detention. In addition, an additional Saturday detention and an additional \$25.00 fine will be assigned.

- f) Students assigned to Saturday detention must attend the next scheduled Saturday detention.
- g) A maximum of ten students will be assigned to an individual Saturday detention teacher moderator.
- h) In any week, the cut off time for a student to be assigned a Saturday detention that same week will be the end of the school day the Wednesday of that week.
- i) Students who do not do the required school community service during Saturday detention will be placed on four weeks' activity/social suspension.
- j) **Students who do not report for Saturday detention will be rescheduled for the next available Saturday detention. In addition, they will receive an additional Saturday detention and an additional \$25.00 fine. Absence from Saturday detention must be verified by parents via email, telephone or hand-written note the Monday immediately following the scheduled Saturday to avoid a penalty for SMD cut.**
- k) Students failing to attend Saturday detention two consecutive times will be required to meet with the principal, the vice principal and a parent/guardian to discuss the consequences that will be applied.
- l) Students serving three Saturday detentions will be placed on activity/social suspension for four to eight weeks and will receive a behavioral contract.
- m) Students serving five Saturday detentions will be reviewed by the Principal, Assistant Principal, Dean of Students and Chaplain to determine if they will be dis-enrolled from Notre Dame.

2. INFRACTIONS AND DETENTIONS:

A table of infractions and related disciplinary action is posted at the back of this handbook.

The school administration reserves the right to administer appropriate detentions and/or other consequences for infractions not listed there. The consequences for drug and alcohol violations, fighting, contraband, damage/vandalism, disrespect, disobedience, public display of affection, stealing, or any situation not expressly covered in the Code of Conduct will be determined after considering the input from the referring teacher and discussion with the student.

DEFINITIONS AND EXPLANATIONS

The definitions and explanations that follow are a guideline. They are provided in an attempt to explain some of the most common infractions, consequences, and situations that occur during the school year. Any explanations needed during the year that are not included here will be made by the Administration as needed. It is imperative that the student and his/her parents become familiar with these definitions and explanations so that everyone is aware of his/her responsibilities.

- **Cutting Class:** Unexcused absence from class, lunch, Dean of Students appointment, Guidance Office appointment, Health Room appointment, or any co-curricular and/or extra-curricular activity (such as, but not limited to, AM or PM school Masses or assemblies, field trips, student retreats, etc.).
- **Detention Cut:** Unexcused absence from weekday, Saturday, or private detention. **A job after school or extra-curricular/athletic activity will not be accepted as a reason for missing any detention.**
- **Excessive Absence:** More than **20 late to schools OR 20 absences** excused or unexcused.
 - **The school will require a physician's note to cover all absences/tardiness or a notice of illegal absence will be filed with the student's district of residence.**
- **Late to Class (without a valid pass from a teacher)** Lateness not exceeding five minutes will incur one weekday detention. Extreme lateness, five or more minutes, will incur three weekday detentions. The Dean of Students will determine at what point lateness becomes cutting.
- **Lateness to Detention:** Lateness not exceeding five minutes will incur one weekday detention. Extreme lateness, five or more minutes, will incur three weekday detentions. The Dean of Students will determine at what point lateness becomes cutting.

- **Late to School- Unexcused:** Learning the responsibility of arriving to school on time is an integral part of Notre Dame's standard of excellence, which prepares students for success. Consequently, we view chronic tardiness as a serious problem and thus guidelines have been established.
- **Out of Bounds:** Being in unoccupied classrooms, school offices, cafeteria (except as scheduled), stage, (except as scheduled), locker room (except as needed for gym classes), weight/ wrestling room (except when scheduled for gym classes or extra-curricular activities), faculty lounges, planning rooms, faculty dining room, lavatories (except between classes or with proper permission), training room, equipment room, etc. are out of bounds. **Students leaving the Cafeteria without permission/pass are out of bounds.**
 - Each teacher will have a sign out sheet in each classroom for students receiving permission to leave the classroom. Before leaving, students must fill in the information asked for on the sign out sheet. ***If the students are out of the direct path between the two points, they will be referred for detentions for being out of bounds. Students who have signed out of class should return in a timely manner.***
 - During lunch periods, a student scheduled for the cafeteria who uses a lavatory other than those located on the cafeteria floor will be considered out of bounds or cutting.
 - Students found outside the buildings without appropriate permission will be considered to be cutting.
- **Truancy/Illegal Absence:** Unexcused absence from school or failure to report to two or more classes without appropriate permission and will result in disciplinary action and possible notification of the police. Additionally, unexcused absence from scheduled co- curricular and/or extra-curricular activities (such as, but not limited to student retreats, field trips, etc.) may result in student removal from these activities. cf: Extreme Lateness to School.
- **Dress code violations:** Purposeful noncompliance with the student dress code outlined under Dress Code in this Handbook.
- **Arson:** Intentionally starting a fire or causing an explosion or aided in starting a fire or causing an explosion.
- **Assault-Simple on Student or Staff:** Attempting to
 - Cause or intentionally, knowingly or recklessly cause bodily injury to another;
 - Causes bodily injury to another with a deadly weapon;
 - By physical menace, to put another in fear of imminent serious bodily injury
- **Assault-Aggravated on Student or staff:** Attempting to
 - Cause serious bodily injury to another or cause such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life;
 - Cause or intentionally, knowingly or recklessly cause serious bodily injury to any of the officers, agents, employees or to an employee of an agency, company or other entity engaged in public transportation, while in the performance of duty
 - Cause or intentionally or knowingly cause bodily injury to a teaching staff member, school board member or other employee, including a student employee, or any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school
- **Assembly Misconduct:** Failure to act in a manner appropriate for the assembly and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance which will result in three weekday detentions.
- **Battery:** The intentional touching of another in an angry manner or the intentional use of force or violence against another. Grabbing someone's arm, pushing or punching a person or striking a victim with an object are all crimes of battery.
- **Bomb Threat:** The communication, either directly or indirectly, to:
 - Commit any crime of violence with intent to terrorize another;
 - Cause evacuation of a building, place of assembly or facility of public transportation; or

- Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Students causing false alarms or using phones to make terroristic threats are liable for immediate expulsion and criminal prosecution. Lost academic instructional time will be made up even if graduation and/or end of year dates must be changed.

- **Cafeteria Misconduct:** Failure to follow the moderator's directions, inappropriate behavior, failure to clean up the individual eating area, and/or failure to properly dispose of trash is not permitted.
- **Cheating/Academic Dishonesty:** Includes but is not limited to copying tests, quizzes or homework, plagiarism, sending test answers or other test information, using cheat (crib) sheets/notes whether written, printed or stored in electronic or other information devices.
 - Cheating is a serious and immoral action. Students found cheating will have their parents called by the teacher, will receive Saturday Morning Detentions, and will incur any academic consequences explained in the individual teacher's course policies and regulations that had been sent home and signed by the student and his/her parents.
 - Students using electronic devices not approved by the subject teacher during a test will be held accountable for cheating.
 - Students who submit written homework or classwork with identical answers will be held accountable for cheating. "Working together" with another student(s) on an assignment does not warrant the construction of and submission of identical answers for that assignment. Unless a teacher directs or specifies otherwise, all work is to be done on one's own merit.
 - Some incidents of cheating are even more serious such as, but not limited to, sharing test information with another, text messaging another for answers or other test information, stealing tests or answer keys, changing grades in grade books or computers, and manipulation of electronically graded answer sheets. Such situations will be referred to the Administration and consequences may include, but are not limited to detention(s), in- and/or out-of-school suspension, social/activity suspension, expulsion, and criminal prosecution. Each teacher is required to speak directly with the student and a parent prior to making a discipline referral. Furthermore, the date and time of the parental conversation must be included on the discipline referral.
- **Chewing Gum:** It is a violation of the discipline code to chew gum in school at any time.
- **Computer Misconduct:** The intentional misuse of any school computer hardware/software in any fraudulent or destructive manner, including but not limited to, sending a harmful or threatening message, unauthorized entry into a file including pornographic material, altering a software program, or vandalizing software components.
- **Detention Misconduct:** Failure to act in a manner appropriate for detention and/or to act in a manner which is disruptive, distracting, or disrespectful or creates a disturbance. In addition, failure to follow the specific detention regulations stated in the detention section of this handbook.
- **Disobedience toward teachers, administrators and staff:** Willfully failing to follow a school policy or an administration approved classroom procedure. The Dean of Students will make all determinations as to the number of detentions and other consequences of student disobedience.
- **Disrespect toward teachers, administrators, staff and students:** Showing discourteous behavior toward a teacher, staff member, or other student. This also includes, but is not limited to, the use of obscene language, Blasphemy, taking the Lord's name in vain, and use of sexually explicit vulgarity or gestures.

Two levels of disrespect exist:

Level I: Includes but is not limited to conduct that disrupts the learning environment and or the school routine.

Level II: Extreme Disrespect: Abusive, threatening language and or gestures, reckless conduct toward staff and students.

- **Eating Outside the Cafeteria:** Students are not permitted to eat or drink anything at any time in any part of the buildings, except the cafeteria without faculty/staff permission.
 - **Fighting:** An extreme form of disrespect that is totally unacceptable in a Catholic school setting.
 - If the instigator of a fight can be determined, the consequences will be applied to that person.
 - If the instigator cannot be determined, all involved parties will incur the consequences. The consequences of fighting in school, at school activities, or on school property, etc. are:
 - Up to three Saturday detentions may be assigned.
 - An indefinite activity/social suspension may be assigned.
 - Three days out of school suspension may be assigned.
 - Expulsion may occur.
 - A referral to the Bethlehem Township Police Department (or the local police department with jurisdiction) for criminal investigation and/or prosecution may result.
 - Students congregating at a fight and/or encouraging others to fight may be liable for the consequences of fighting.
 - **Hallway and Stairway Misconduct:** Behavior that is disruptive, distracting, disrespectful, or creates a disturbance to students and teachers in the hallways or on the stairs.
 - **Harassment/Bullying:** read more under definitions
 - **Littering:** The purposeful throwing or dropping of paper and other garbage items onto the floor anywhere inside the school
 - **Locker Violation:** The Notre Dame High School Administration strongly advises students to secure their lockers. Unauthorized locks will constitute *prima facie* evidence of a locker violation, which may subject the locker to search and its contents to seizure. Inappropriate decorations may not be placed inside or outside any locker at any time. They will be removed and the student assigned the locker is subject to discipline consequences to be determined based on the nature of the inappropriate decorations. In addition, periodically during the course of the school year students will be required to clean their lockers and remove all decorations.
- **The school reserves the right to search any student's locker at any time****
- **Notre Dame High School is not responsible for items taken from inside the locker OR of personal items not stored inside the locker, if the locker is not locked with the school issued Lock*****
- **Mass Misconduct:** Failure to behave in a manner appropriate for Mass or other liturgy and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance.
 - **Public Displays of Affection:** Any physical activity between individuals that is morally inappropriate and/or inappropriate in a Catholic school environment.
 - Inappropriate public displays of affection at any time in the school building or at a school sponsored activity are not tolerated.
 - Public displays of affection always involve mutual consent.
 - Simple hand holding is a minor violation subject to at least one weekday detention. More serious violations will incur greater consequences
 - **The prohibition of public displays of affection is particularly important at school dances.**
 - **Racial/Ethnic Intimidation:** The attempt to cause reasonable fear and/or substantial emotional distress of another with malicious intention toward the race, color, religion or national origin of another individual or group of individuals.
 - **Reckless Endangerment:** Recklessly engaging in conduct which places or may place another person in danger of death or serious bodily injury.

- **Robbery:** A person is guilty of robbery if, in the course of committing a theft, they:
 - threaten another with or intentionally put them in fear of immediate serious bodily injury.
 - inflict bodily injury upon another or threaten another with or intentionally puts them in fear of immediate bodily injury.

- **Stealing:** the taking of another person's or the school's property without permission.

- **Sexual Harassment:** A person is guilty of harassment when, with intent to harass, annoy or alarm another, the person:
 - Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
 - Follows the other person in or about a public place or places;
 - Engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;
 - Communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
 - Communicates repeatedly in an anonymous manner;
 - Communicates repeatedly at extremely inconvenient hours; or
 - Communicates repeatedly in a manner other than specified in paragraphs (iv. v., vi).
- **Terroristic Threat:** A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:
 - Commit any crime of violence with intent to terrorize another.
 - Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

- **Vandalism:** Knowingly desecrating, vandalizing, defacing or otherwise damaging:
 - any church, school, educational facility, community center, municipal building, courthouse facility, State or local government building or vehicle or juvenile detention center.
 - any personal property located in any facility set forth in this subsection. All damage/vandalism is to be reported to the Administration. Students will be required to make appropriate restitution. The Dean of Students will determine other consequences.

- **Weapons Possession/Contraband:** Possession of any item which is or may be considered to be injurious to the health, safety, reputation, or good order of the school or any student or staff member.
 - Students are liable for expulsion in any contraband situation.
 - Contraband includes, but is not limited to, items such as weapons, mace, pepper spray, beepers, look-a-like weapons, B.B. or Pellet Guns, etc.
 - A weapon is any instrument that may be used to cause bodily harm. The term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearms, or replicate(s) of a firearm, and any other tool, instrument, or implement capable of inflicting bodily harm.
 - **Possession of a firearm or any weapon renders a student liable for immediate expulsion from school and criminal prosecution.**

DRUG AND ALCOHOL POLICY

The following are prohibited for students of Allentown Notre Dame High School:

- i. Distributing or sharing drugs and/or alcoholic beverages and/or counterfeit drugs.
- ii. Buying drugs and/or alcoholic beverages and/or counterfeit drugs.
- iii. Possessing drugs and/or alcoholic beverages and/or counterfeit drugs.
- iv. Using drugs and/or alcoholic beverages and/or counterfeit drugs.
- v. Being under the influence of drugs and/or alcoholic beverages.
- vi. Possessing drug paraphernalia, vape pens, juuling devices and e-cigarettes.

- vii. Being present at parties, gatherings, or in autos when others are using.

Any Notre Dame student who is involved in any one or more of the above activities while on school property, at activities sponsored by the school, and/or traveling to and from school or school activities is subject to the conditions stipulated in discipline tables at the back of the handbook.

Additionally, it is naïve and disingenuous to suggest that a student's behavior outside of school does not influence his/her behavior and success in school and can provide a negative or positive influence on other students. There is an inextricable nexus between our students' off campus activities and the general welfare and orderly conduct of the school community. To create an atmosphere genuinely conducive to educational excellence and provide for the spiritual and moral formation of our young people, we must make a bona fide attempt to discourage the abuse of alcohol, tobacco, and other drugs. To protect our students, and the entire school community, from the effects of illicit drug abuse is a legitimate extension of our educational mission, even when such abuse occurs off campus or when school is not in session.

We cannot call and treat one another as brothers and sisters in Christ during school and then become callously indifferent to each other at the sound of the dismissal bell. Our school, through this policy, is primarily concerned with the health and well-being of our students. Our first concern is to get appropriate professional care for our students who may engage in at risk behaviors. Even suspensions, detentions, and expulsions are intended as remedial and medicinal. These help our students realize the significant dangers created by illicit drugs.

Any student involved in a drug and/or alcohol-related incident, whether the situation occurs in school, out of school, off campus or when school is not in session, may be placed on activity/social suspension for two to four weeks. The student is also liable for in-school suspension or expulsion.

In addition, the student will be issued three Saturday detentions.

Any student involved in a second drug and/or alcohol incident at any time during his/her Notre Dame career is liable to be expelled from Notre Dame High School even if such conduct occurs off school premises.

Any student selling or distributing drugs and/or alcohol is liable to be expelled from Allentown Central Catholic High School. The school administration will require information regarding the source of the illicit substance provider.

A student involved in a drug and/or alcohol situation, as well as other "At Risk" behaviors will be referred to the Student Assistance Program Team for possible additional recommendations and suggestions to assist him/her and his/her parents in dealing with their concerns. S.A.P. Teams are required in high schools in Pennsylvania. This is an intervention, not a treatment program. A referral is made to help a student, not to penalize him/her. The S.A.P. Team is not an extension of the Dean of Students. Peers, as well as parents and school personnel, may anonymously refer students who, in their opinion, exhibit at risk behavior. Referrals may be given to any team member or placed in the locked suggestion boxes located inside Campus Ministry.

A student found to be at risk or in violation of the Notre Dame Drug and Alcohol Policy is required to follow the recommendations of the **S.A.P. Team** and/or any agency to which he/she may be referred. Failure to do so may result in suspension of the student from school until cooperation is documented. For a description of the S.A.P. process please refer to **SAP Policy**.

At the discretion of the Administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and the students' belongings.

A reminder: Notre Dame High School reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and scholarship of the student body or whose conduct is prejudicial to the good name of the High School even if such conduct occurs off school premises or when school is not in session.

DRUG AND ALCOHOL RELATED OFFENSES:

Please refer to the table at the back of the handbook for offenses and consequences.

HARRASMENT/BULLYING:

Diocesan Policy #5139, Adoption Date: March 21, 2013. Approval Date: May, 2013

Purpose

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allentown is committed to providing a caring, friendly, safe and respectful environment for all students, employees, volunteers, and visitors of our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyber bullying) are unacceptable behaviors and are prohibited in our schools.

Bullying, Cyber-Bullying, harassment, intimidation or hazing constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing Catholic environment. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

The purpose of this policy is to guide the schools of the Diocese of Allentown in our goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior with "Zero Indifference". Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying.

Definitions

For purposes of this Policy, the following definitions shall apply:

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

Creates a hostile educational environment which

- Substantially interferes with a students' education benefits, opportunities, or performance
- Causes physical or emotional harm to the individual or damage to their property
 - Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property
- Including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.

Cyber-Bullying –Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Harassment, hazing, intimidation – acts, words or other behaviors, by an individual or group against another individual or group characterized by:

- Intent to harm.
- Intensity and duration over a period of time.
- An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
- Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships.
- A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created or the orderly operation of the school is substantially disrupted.

Name-calling – the use of language to defame, demean or degrade individuals or groups.

Prohibitions

Bullying, harassment, hazing, intimidation and name-calling are prohibited:

- On school grounds owned, leased or used by a school;
- On property immediately adjacent to school grounds;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;

- On a school bus or any other vehicle owned, leased or used by the school
- Through the use of technology or an electronic device owned, leased or used by a school or any personal devices.
- Bullying, harassment, hazing, intimidation and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in questions:
 - Create a hostile environment at school for the individual.
 - Infringe on the rights of the individual at school.
 - Materially and substantially disrupt the education process or the orderly operation of a school.

B. SUSPENSIONS

C. ACTIVITY AND SOCIAL SUSPENSION

Students may be placed on activity/social suspension if the Dean of Students determines that it is the best interest of the good order of the school to do so.

- Students placed on activity/social suspension will not be permitted to attend or participate in any extra-curricular activities for the period of time they are on activity/ social suspension.

N.B. Activity/Social Suspension is mandated for certain discipline situations (e.g. alcohol/drug violations, discipline probation, etc.).

- Students on activity/social suspension may have the length of the suspension increased if they continue to have discipline violations while on the suspension.
- Activity/social suspension will usually increase one week per detention issued while on activity/social suspension. This suspension includes "Home" and "Away" activities.
- At the discretion of the administration, students who complete Activity/Social Suspension are liable to have it reinstated at any time if their behavior becomes problematic.

IN-SCHOOL SUSPENSION:

Student placed on in-school suspension will be assigned to a specific area of the school where work, tests, etc. may be provided.

- The student will not be permitted to attend classes during the length of the suspension.
- The student is responsible for all class work covered while on suspension.
- In addition, a student may be placed on in-school suspension at any time if it is determined it is in the best interest of the good order of the school to do so.

OUT-OF-SCHOOL SUSPENSION:

A student placed on out of school suspension may not attend classes or attend or participate in any school activities or practice while on suspension.

- His/her parents must schedule a meeting with the Assistant Principal before the student will be permitted to return to school.
- The student is responsible for all class work covered while on suspension.
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D. DRESS CODE

Introduction to Dress Code:

The Philosopher Diogenes tells us that, “Modesty is the color of virtue.” The Dress Code of Notre Dame High School sees that this virtue is correctly regulated to promote and safeguard the dignity of the human person as created in the image and likeness of God. Uniforms are first meant to promote the fundamental equality of each student. They also assist us in promoting our distinct identity as a school family with Catholic Values. At the same time there are days where clothing other than uniforms are worn. This dress code is also to assist students in developing the virtue of modesty by their choice of clothing. It is meant to assist students in how they demonstrate respect for their person and in doing so serve as a reminder of our inherent spiritual dignity.

Students must be in proper dress code **WHEN THEY ENTER THE BUILDING until dismissal**. Students not in compliance with the dress code will be in violation of the discipline code and will receive detention(s). Dress code violations usually incur weekday detention. Students with multiple dress code violations (e.g. shirt or blouse out and an earring violation) will receive one weekday detention for each violation. Repeated violations or extreme violations may incur more severe consequences. Should an accident or emergency arise that forces a student to be out of uniform, the following procedures must be followed:

1. The student is to report to the Dean of Students before the first homeroom bell.
 2. The Dean of Students must have a phone call prior to the student's arrival at school or a note upon the student's arrival at school from his/her parent(s) explaining why the student is out of uniform.
- **An after school appointment, a lost or forgotten uniform, or an unwashed uniform are not acceptable reasons to be out of uniform.**
3. When all of the above directives have been fulfilled, the student may be given permission to be out of uniform for the day. Non-compliance will result in detention(s).
 4. Permission to modify the dress code for medical reasons will be given, **if and only if, the student presents documentation from a doctor which includes the reason for the need, the specific starting and ending dates for the need, and the specific dress code items that need to be modified.** “Until further notice” is not an acceptable ending date. If the excuse dates need to be extended after the initial ending date, the student must present new documentation from the doctor.
 5. Unless an exception has been secured by the moderator from the administration, dress for an approved field trip is the normal school dress code.
 6. Occasionally, Notre Dame students are asked to represent our school at various extracurricular school, parish, or community events. When asked to be in uniform, students must be in compliance with school dress code on those occasions.
 7. By signing the Parent/Student Handbook, parents/guardians commit to ensure that the student is properly dressed in the formal school uniform as defined in the dress code policies. Violations against the dress code will be addressed as follows. Dress code infractions will earn demerit points and detention. The disciplinarian and principal will determine the discipline outcome of persistent offenders.
 8. Students may not participate in any extra-curricular activity, event, or sport until all assigned detentions have been served. Consistent defiance of the dress code policies may result in suspension or expulsion as determined by the principal. In all cases, the administration reserves the right to determine appropriate dress and correct inappropriate attire/exposure.

DRESS CODE – GIRLS

- E. Sweaters:** White, gray, or navy blue V-neck or button-down school sweater with the ND logo. Sweaters may be worn with the uniform skirt/pants, dress shirts, or polo shirts during 2nd and 3rd marking quarters.
- F. Blouses:** Long- or short-sleeve white, light blue, or yellow oxford shirt with a button-down collar - no denim or denim-style blouses
- G.** Short/Long-sleeve navy blue ND polo shirt or ND turtleneck- banded bottom polo shirts may be worn outside the dress skirts/ pants, non-banded bottom shirts must be properly tucked in. **Only short sleeve white t-shirts may be worn underneath the school shirts – no colored, printed, or long sleeve t-shirts.**
- H. Skirts:** Navy blue plaid winter skirt or light blue seersucker summer skirt. **Skirt length must be to the knee – the bottom of the skirt must touch the top of the knee when the student stands erect.** STUDENTS WHO DEFEY THIS REGULATION WILL BE REQUIRED TO WEAR THE UNIFORM PANTS.
- I. Slacks:** Navy blue, gray, or tan dress pants with the Flynn & O'Hara tag plainly visible.
- J.** Pants must be worn at waist level – no frayed bottoms or ripped side seams.
- K. Belts:** A solid navy blue, black, or brown belt must be worn with the dress slacks. Belts must be conservative in style – no studs, chains, ornamentation, or oversized buckles.
- L. Socks:** Crew or above-solid white, yellow, black or navy blue socks. Socks should be free of insignias or manufacturer, i.e. NIKE, Under Armor, etc. **Trouser/ankle socks are not acceptable. Solid gray or navy tights are required from November through April.**
- M. Shoes:** Same as the males – Shades of brown or black in color, solid sole and heel. Not permitted: canvass, sneakers, slippers, and moccasins etc...Also open toe shoes, fur lined shoes, and open back shoes are not permitted.
- N. Hair:** Hair must be kept clean and neat. Hair styles must be conservative and allow the student's eyes and face to be clearly visible – no exotic colors, highlights, streaked, tipped, or styles, etc.
- O.** The administration will determine what is acceptable if issues concerning hair arise.
- P. Jewelry:** Visible body piercing, other than pierced ears, is prohibited – no tongue, lip, nose, or eyebrow rings. A maximum of three earrings per ear is allowed. Hoop earrings may not exceed the size of a quarter and dangle earrings must be 1 inch or less. No choker collars, pocket chains, wristbands, sweatbands, or bandanas are permitted. A single conservative necklace, cross, or religious medal may be worn – no oversized beads or medallions. A watch, medical bracelet, or other single bracelet may be worn – multiple bracelets on the same arm are not acceptable. The administration will determine what is acceptable if issues concerning jewelry arise.
- Q. Makeup:** Makeup may be worn in moderation – excessive eyeliner and eye shadow are prohibited. Unnatural shades of lipstick and nail polish such as black, blue, green, purple, or neon colors, are unacceptable. The administration will determine what is acceptable if issues concerning makeup arise.
- R. Tattoos:** All tattoos must be covered during the academic day.
**The uniform sweaters, polo shirt, turtleneck, and dress slacks MUST be purchased from Flynn & 'Hara. The other clothing items may be purchased elsewhere as long as they meet the specifications listed above.*

DRESS CODE – BOYS

***Sweaters:** White, gray, or navy blue V-neck or button-down school sweater with the ND logo. Sweaters may be worn with the uniform pants, dress shirts, or polo shirts during 2nd and 3rd marking quarters.

Shirts: Long- or short-sleeve white, light blue, or yellow oxford shirt with a button-down collar - no denim or denim-like shirts

Short/Long-sleeve navy blue ND polo shirt or ND turtleneck – banded bottom polo shirts may be worn outside the dress pants, non-banded bottom shirts must be properly tucked in so that the belt is clearly visible. **Only short-sleeve solid white t-shirts may be worn underneath the school shirts – no colored, printed, or long sleeve t-shirts.*

Ties: A tie must be worn with the long- or short-sleeve oxford shirts. The shirt's top button must be closed and the tie properly secured around the collar.

Pants: * Navy blue, gray, or tan dress pants with the Flynn & O'Hara tag plainly visible. Pants must be worn at waist level – no frayed bottoms or ripped side seams.

Belts: A solid navy blue, black, or brown leather or fabric belt must be worn. Belts must be conservative in style – no studs, chains, ornamentation, or oversized buckles. Belts are required with school pants.

Socks: Solid dark colored crew socks that cover the ankle must be worn - ***no sneaker socks.***

Shoes: No sneaker style shoes, no canvass shoes will be permitted. **ALL shoes MUST be business style** – solid sole and heel, shades of brown or black permitted. No flannel, fur lined or backless shoes permitted. No slippers or slides permitted. No moccasins or boots permitted.

Hair: No exotic styles, colored tips or dyed hair, etc... permitted. **Must be off collar and not below ear lobe.** Bangs cannot cover the eyes. No Hair bands. All questions concerning hair-styles will be directed to the Administration for determination.

Facial Hair: **No facial hair will be permitted.** *All male students are required to be clean shaven.*

Jewelry/Make up/Tattoos Visible body piercing is prohibited – no earrings or tongue, lip, nose, and eyebrow rings. No choker collars, pocket chains, wristbands, sweatbands, or bandanas are permitted. A single conservative necklace, cross, or religious medal may be worn. A watch, medical bracelet, or single approved "cause" bracelet may be worn. The administration will determine what is acceptable if issues concerning jewelry arise.

Makeup: Boys may not wear makeup or nail polish.

Tattoos: All tattoos must be covered during the school day.

**The uniform sweaters, polo shirt, turtleneck, and dress pants MUST be purchased from Flynn & O'Hara. The other clothing items may be purchased elsewhere as long as they meet the specifications listed above.*

- Orders – Flynn & O'Hara 1-800-441-4122
- Contact Disciplinarian (ext. 139) with questions

DRESS-DOWN PRIVILEGE REGULATIONS

- Students who violate Dress-Down Privilege regulations are subject to disciplinary action that may include: suspension from class, after school detention (with fines), **and** loss of dress-down privileges.
- Students may participate in dress-down days by wearing a tee shirt approved by administration for the designated dress-down privilege. An announcement will be made to notify students of the specific tee shirt required. All other apparel must be in dress code.

- The administration will approve all special dress-down days and reserves the right to amend this policy as needed.
- **DRESS CODE VIOLATIONS**
- By signing the Parent/Student Handbook, parents/guardians commit to ensuring that the student is properly dressed in the formal school uniform as defined in the dress code policies. Violations against the dress code will be addressed as follows. Dress code infractions will earn demerit points and detention. The disciplinarian and principal will determine the discipline outcome of persistent offenders.
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- Students may not participate in any extra-curricular activity, event, or sport until all assigned detentions have been served. Consistent defiance of the dress code policies may result in suspension or expulsion as determined by the principal. In all cases, the administration reserves the right to determine appropriate dress and to correct inappropriate attire/exposure.

Dress Code/Uniform Code

In order to maintain uniform appearance throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

DISCIPLINE OFFENSES/CONSEQUENCES

Week Day Detention Served After School from 2:55 to 3:55 WKD
 Saturday Morning Detention Served from 7-10 a.m. SMD
 Out of School Suspension OSS
 In School Suspension ISS

ATTENDANCE OFFENSES

Offense	Definition	Notes	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Late to Class	Within 5 min.		1 WKD	1 WKD	1 WKD	1 WKD
Extreme Lateness to class	5 or more min		3 WKD	1 SMD	2 SMD	3 SMD
Truancy/Illegal Absence			2 SMD	3 SMD	Administrative Discretion	
Late to School-Unexcused:	Late to School	See Code of Conduct for further explanation	1 WKD	2 WKD	1 SMD	2 SMD
Excessive Absence	After 20 late to schools OR 20 absences excused or unexcused		School will require a physician's note to cover all absences.			
Detention Cut			1 WKD	1 SMD	2 SMD	3 SMD
Lateness to Detention	Within 5 minutes		1 WKD	2 WKD	1 SMD	2 SMD
	5 or more minutes		3 WKD	1 SMD	2 SMD	3 SMD
Class Cut			1 SMD	2 SMD	3 SMD	Administrative Discretion

Saturday Morning Detention Cut			1 SMD in addition to the original	2 SMD in addition to the original	Administrative Discretion	
Out of Bounds			5 WKD	2 SMD	3 SMD	Administrative Discretion

ELECTRONIC DEVICE VIOLATIONS

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Internet/Computer Violation	Misuse of technology throughout the school day, including during class time		1 -2 WKD Administrative discretion	1 SMD Administrative discretion	2 SMD Administrative discretion	1 day ISS
Computer Misconduct	Intentional misuse of school computers, iPads, and software/hardware	Includes sending threatening messages, unauthorized entry into a file including pornographic material, altering software programs, vandalizing software components	2-5 days OSS Administrative discretion Referral to police	5-10 days OSS Administrative discretion Referral to police	Expulsion from the school Referral to police	

MISCONDUCT:

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Dress Code Violation	Any violation to the dress codes outlined on pages 18-23 of this handbook	One weekday detention is assigned after a student has been reminded 2 times by a teacher or administrator. Students perpetually out of dress code will not be reminded.	1 WKD	1 WKD	1 WKD	1 WKD
Spirit Wear Day violation			1 WKD	1 WKD	1 WKD	1 WKD
Chewing Gum			1 WKD	1WKD	1WKD	1 WKD
Public Displays of Affection			1 WKD	2 WKD	2 WKD	3 WKD
Littering			1 WKD	2 WKD	1 SMD	2 SMD
Disobedience to teachers, administrators or staff members	Willfully failing to follow a school or teacher policy or an administration approved classroom procedure.		2 WKD	3 WKD	1 SMD and two weeks of social suspension	2 SMD, social suspension
Disrespect toward teachers, administrators, staff members or other students.	Student behavior that is contemptuous, rude, defiant, discourteous, or otherwise illustrates a lack of regard for	Level I Includes but not limited to conduct that disrupts the learning environment and or the school routine.	2 WKD	3 WKD	1 SMD and two weeks of social suspension	2 SMD, social suspension

	authority	Level II Extreme- Disrespect Abusive threatening language and or gestures, reckless conduct toward staff and or student	1 SMD Two weeks social suspension Removal from school until reentry meeting with parents is established.	2 SMD Two weeks social suspension Removal from school until reentry meeting with parents is established.	Administrative discretion	Administrative discretion
Mass Misconduct		Includes but is not limited to talking, sleeping, doing homework, etc. during Mass	5 WKD	1 SMD	1 SMD and two weeks of social suspension	2 SMD, social suspension
Assembly Misconduct			2 WKD	3 WKD	1 SMD and two weeks of social suspension	2 SMD, social suspension
Detention Misconduct			3 WKD	1 SMD	2 SMD and two weeks of social suspension	Administrative discretion
Cafeteria Misconduct			2 WKD	3 WKD	1 SMD and two weeks of social suspension	2 SMD, social suspension
Hallway/ Stairway Misconduct			2 WKD	3 WKD	1 SMD and two weeks of social suspension	2 SMD, social suspension

MISCONDUCT:

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Harassment/ Bullying Racial/Ethnic Intimidation Sexual Harassment Cyber-Bullying			Student will be removed from school until reentry meeting with parents is established and completed. 3 SMD Social suspension until all aspects of discipline plan is satisfied. Referral to police.	Expulsion from school.	N/A	
Fighting			Student will be removed from school until reentry meeting with parents is established and completed. 2-3 SMD depending on severity. Social suspension until all aspects of discipline plan is satisfied. Referral to police **possible expulsion.	Student will be removed from school until reentry meeting with parents is established and completed. 3 SMD depending on severity. Social suspension until all aspects of discipline plan is satisfied. Referral to police. **possible expulsion		
Vandalism		Under \$100	2 SMD Restitution	3 SMD Restitution	3 SMD Restitution 2 weeks social suspension	
Vandalism		Over \$100	Immediate 5 days out of school suspension Social suspension until all aspects of discipline plan is satisfied Administrative discretion Referral to police			
Weapons possession/ Contraband		Including but not limited to any knife, cutting instrument, cutting tool, firearms or replicate of a firearm, and any other tool, instrument, or implement capable of inflicting bodily harm.	5- 10 days OSS Referral to police			

MISCONDUCT:

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Simple/Aggravated Assault on Student - Simple/Aggravated Assault on Staff -Battery -Arson			OSS 5-10 days Referral to police			
Bomb Threat			OSS 5-10 days Referral to police			
Terroristic Threat			OSS 5-10 days Referral to police			
Reckless Endangerment			OSS 4-10 days Referral to police	OSS 4-10 days Referral to police	Expulsion Referral to police	
Cheating (Includes plagiarism)			1 SMD Academic consequence Parent/Guardian contacted by teacher	2 SMD Academic consequence Parent/Guardian contacted by teacher	3 SMD Academic consequence Parent/Guardian contacted by teacher	Administrative Discretion
Forgery			1 SMD Parent/Guardian contacted by teacher	2 SMD Parent/Guardian contacted by teacher	3 SMD Parent/Guardian contacted by teacher	Administrative Discretion
Theft			3 SMD Referral to police per administrator discretion Social suspension	1 Week OSS Referral to police per administrator discretion Social suspension	Expulsion Referral to police per administrator discretion	
Robbery			5-10 days OSS Referral to police			

Summarization of At-Risk Behavior Administrative Policies

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/ Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
A student volunteers information about personal use of alcohol and/or other drugs and seeks help	The student is informed of services available and referred to SAP team and guidance office	As deemed appropriate by the circumstances of the situation	Yes	Not applicable	Depending on the situation	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered.	Not applicable
A student is referred to SAP by a student, staff member, family member or other member of the community. It may or may not be a substance concern	The student is informed of services available and referred to SAP team and Guidance Office	As deemed appropriate by the circumstances of the situation	Yes	Not applicable	Depending on the situation	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Not applicable
The student has a medical emergency that may be related to substance abuse or the student is suspected of being under the influence of alcohol or other mind altering drugs IN SCHOOL	Dial 911 Contact the nurse. If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team	The Principal or AP will search the student, his/her locker, desk and other possessions. The Principal, AP and/or designee will investigate the incident	Yes	Provide information to medical staff to aid in the identification and treatment of emergency	Yes Submit data and materials to police for analysis and request a police report	Yes Submit data and materials to police for analysis and request a police report	Results of the administrative, medical and/or police investigation will determine disciplinary action
A teacher receives communication about possible student(s) involvement in at risk behaviors	Contact administration	The Principal And/or A.P. will interview the student's in question	Yes	If applicable, provide information to medical staff to aid in the identification and treatment of emergency	Depending on the situation	If applicable: Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Pending the results of the administrative investigation

Summarization of At-Risk Behavior Administrative Policies

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/ Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
The Student or parent indicates that a child is being bullied or harassed	Contact administration	The Principal and AP will interview the student(s) in question. Students will fill out incident reports	Pending the results of the investigation	Collection of evidence such as, but not limited to phones, emails, texts, tweets	Depending on the situation	Referral to the pupil service's team	For the offender, pending the results of the administrative investigation
A student possesses quantities of alcohol or other mood altering substances with the intent to distribute or sell.	Staff member will contact Principal or AP who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible.	The Principal or AP will search the student, his/her locker, desk, and other possessions. The Principal or AP and/or designee will investigate the incident	Yes	Yes Submit data and materials to police for analysis and request a police report	Yes Submit data and materials to police for analysis and request a police report	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility.	Student will be considered for expulsion.
A student possesses, uses or is under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or "look-alike" substances at school or any school activity on or off school property **First Offense**	Staff member will contact Principal or AP who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. If not, refer to note under "Notification of Parents". If treated, the student will be transported to a medical facility at parent/guardian expense. A signed release Referral to SAP team	The Principal or AP will search the student, his/her locker, desk, and Other possessions. The Principal or AP and/or designee will investigate the incident	Yes. Parents are responsible for transporting their children home unless they are placed under arrest by local police.	Provide information to medical staff to aid in the identification and treatment of emergency	Yes Submit data and materials to police for analysis and request a police report	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Based on the nature and severity of the offense and at the discretion of the principal or AP, a minimum of 3 SMD will be imposed along with Social Suspension. Student may not return to school for at least one day. Administration will contact parents for a conference regarding student status and re-entry.

Summarization of At-Risk Behavior Administrative Policies

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
<p>A student possesses, uses or is under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or "look-alike" substances at school or any school activity on or off school property</p> <p>**Second Offense**</p>	<p>Staff member will contact Principal or AP who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. If treated, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team</p>	<p>The Principal or Assistant Principal will search the student, his/her locker, desk, and other possessions.</p> <p>The Principal or AP and/or designee will investigate the incident</p>	Yes	Provide information to medical staff to aid in the identification and treatment of emergency	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Implement SAP support strategies.</p> <p>Student is given a referral for a behavior health assessment by a licensed D&A facility.</p> <p>Student reentry plan is administered</p>	Student will be considered for expulsion.
<p>The student has a medical emergency that may be related to substance abuse, or the student is suspected of being under the influence of alcohol or other mind altering drugs AT ANY SCHOOL ACTIVITY OFF SCHOOL PROPERTY.</p>	<p>Dial 911</p> <p>If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team</p>	<p>The Principal or Assistant Principal will search the student, his/her locker, desk, and other possessions.</p> <p>The Principal or AP and/or designee will investigate the incident</p>	Yes	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Implement SAP support strategies.</p> <p>Student is given a referral for a behavioral health assessment by a licensed D&A facility</p>	<p>Based on the nature and severity of the offense, and at the discretion of the Principal or AP a minimum of 3 SMD will be imposed along with social suspension. Student may not return to school for at least one day. Administration will contact parents for a conference regarding student status and re-entry</p>

Cell Phone Policy

2018-2019 Year

Notre Dame High School believes in maintaining a safe and effective educational environment for all its students. Research shows that the mere presence of cellphones in the classroom can be detrimental to student performance. According to a survey and report from Common Sense Media that involved 1,240 interviews with parents and their 12 to 18-year-old children, 50% of teens feel addicted to their mobile devices, and 59% of their parents agree that their kids have a problem putting their devices down (U.S. News & World Report).

In an effort to support our students, we piloted the use of "Yondr" cases to control cellphone distractions during the school day in the spring of 2018. Yondr cases fit over cellphones, lock them and make them impossible to use while locked. Staff overwhelmingly believed that Yondr cases created a productive learning environment with a significant decrease of classroom disruptions due to cell phone use.

Yondr cases have allowed NDHS students to be...

- More attentive when communicating face to face
- More engaged in classroom activities and assignments
- Better task oriented
- Less dependent on electronics to do his/her classwork
- Less likely to engage in cyber conversations, gossiping, bullying, antagonizing, etc.
- Less likely to procrastinate with doing assignments in class
- Less distracted by things not related to school or classwork

How does the Yondr case work?

A "Yondr" case will temporarily lock once your child places his/her phone in it. Though your child's phone will be silenced, all notifications, calls and messages will still be transmitted to the phone. Yondr allows your child the comfort of staying in possession of his/her phone, but takes away the urge of constantly looking at it, texting in the moment, monitoring social media or calling friends in another class.

How will the Yondr process work at morning arrival and dismissal?

When arriving to school, each NDHS student with a cell phone will simply place his/her phone inside of their personal case and lock it in front of morning arrival staff. Each student will be assigned their own individual case. This case can be left in school or go home, but must be with the student when they get to school each day. The case will secure the phone until the student unlocks his/her case at an 'unlocking base' at the end of the school day allowing him/her full use of their phone again. If a student needs to leave school early, unlocking bases will also be with school administrators to allow for a quick dismissal. Yondr cases are school property and failure to return a case and/or damage school property will result in the student being responsible for the cost of the Yondr.

How can I get in touch with an NDHS student? How can NDHS students contact their caregiver (s)?

In the event a caregiver needs to contact their student, they can call the school office, and their child will be contacted immediately and escorted out of his/her classroom. Caregivers must call (610)-868-1431 x110. For all non-emergencies, please email info@ndcrusaders.org. This email will be checked hourly and messages will be given to students as needed.

Will cell phones be used for educational purposes?

Use of cell phones, for educational purposes, will be at the discretion of the school administrators. It is important to remember that Notre Dame is not "anti-technology"! Chromebooks are available for use during class periods each day in all departments.

Yondr cases are school property and NDHS is a distraction free environment. Students who violate this policy will face consequences in accordance to our disciplinary code. (Please check discipline code for consequences)

We thank you for your cooperation and participation to help us create a safe and secure educational environment so our students can develop the necessary social and learning skills to be engaged, positive contributing members of our community.

FINANCIAL INFORMATION – 610-868-1431, extension 129 or 132

Tuition and Fee Information

<i>Tuition Rates</i>	
1st Child	\$7,900
2nd Child	\$7,600
3rd Child	\$7,150
4th Child	\$0
Vo-Tech	\$6,800
International	\$11,900

<i>Applicable Fees</i>	<i>1st Child</i>	<i>Additional Students</i>
School Activity fee	\$600	\$600
Fundraising Quota	\$750	\$250
Graduation fee (SENIORS ONLY)	\$125	\$125
Registration	\$150	\$150
International Fee	\$900	

******The total cost to educate a student at Notre Dame High School for 2018-2019 is \$11,000. IN EFFECT, EACH STUDENT ATTENDING NOTRE DAME RECEIVES INSTITUTIONAL AID!***

Explanation of fees: The School Activity fee covers religion books, insurance, computer labs and science labs, admission to home games, etc.; is applicable to all students. The fundraising quota is per student. The fundraising quota is \$750 in ticket sales. Please see the info below for buyout rates. All checks are presented once. If a check is returned, only cash or money order will be accepted. The graduation fee includes flowers for graduation and baccalaureate, etc.

The following applies to **parents selecting buyouts** instead of participating in fundraising:

**Amount per child \$750 – 1st
 \$250 – 2nd**

Miscellaneous Student Charges	Amount	Other Miscellaneous Charges	Amount
		Each Insufficient Funds Charge	varies
Lost Student ID	\$10.00	Each "Stop Payment" Charge	varies
Lost Student Handbook	\$10.00		
Lost Textbook – Varies by cost of textbook	\$5 - \$155		
Detention Fine – Varies by offense	VARIES		

IF A STUDENT WITHDRAWS DURING THE SCHOOL YEAR, THE PARENT/GUARDIAN WILL BE BILLED TUITION AND FEES, INCLUDING FUNDRAISING, CORRESPONDING TO THE NUMBER OF QUARTERS THE STUDENT ATTENDED (NOT NECESSARILY COMPLETED). IF A STUDENT WITHDRAWS IN THE FIRST 30 DAYS, ALL TUITION AND FEES WILL BE REIMBURSED. IF THE STUDENT WITHDRAWS IN THE FIRST 30 DAYS OF THE 2ND SEMESTER, 1/2 OF TUITION AND FEES WILL BE REIMBURSED.

Parents are asked to review the fundraising calendar each month to anticipate fundraisers. Finance information is also available on the school website at www.ndcrusaders.org in the Admissions section.

Payment Options are:

1. Full year tuition and 100% of the fees due by July 1.
2. ½ of the tuition and fees due by July 1. ½ of the tuition and fees due Dec 1.
3. 12 monthly payments

All Diocesan high schools are required to participate in the FACTS program. **All families must create a Facts account whether choosing option 1, 2, or 3.** FACTS contracts will include all applicable tuition and fees.

If paying in full, you will receive a 5% discount on tuition only, **not fees**. The discount will be applied only if all other fees are paid when due. If you commit to a full payment plan, but do not meet the July 1st deadline, you will forfeit the 5% discount. Tuition and fees must be satisfied before payments are applied to the buyout.

The first month of withdrawals will be July while the last month of withdrawals will be June. FACTS will notify all parents of contract total, number of payments, amount of each payment, and date of withdrawal by confirmation letter. Each FACTS payment that is unsuccessful because of insufficient funds or that has been stopped by the parent will result in a penalty charge by FACTS, a fee by your bank, and a fee by Notre Dame High School. FACTS will reattempt a missed withdrawal every 15 days for 3 attempts. After 3 unsuccessful attempts, payments must be made directly to the school. Your regular scheduled FACTS withdrawal will not be delayed because of a previously missed withdrawal. You may choose to make your payment to FACTS via credit card **FOR AN ADDITIONAL FEE CHARGED BY FACTS.**

Notre Dame High School is pleased to offer each of your children a quality education at a reasonable price. If you have any questions, please call the finance office at 610-868-1431, extension 129 or 132.

Financial Responsibilities

Notre Dame High School has recently become a corporation. ND is now required to conform to all business rules and regulations pertaining to any financial transaction(s) conducted at the Finance office and elsewhere throughout the school. Any financial aid and scholarship requests must be made to the school through FACTS. All documents must be received and fully completed to be considered for aid.

Families should be aware that by signing the NDHS Handbook Compliance and Governance Parental Agreement Form (available on the website and submitted with other forms in the Homeroom Packet), they are acknowledging their financial obligation to Notre Dame High School for all billed tuition and fees. Families will be held responsible for all legal and court fees if they are negligent in fulfilling their personal obligation. Parents will be billed for all student lateness, discipline and/or other fines.

Parent/guardian/student failing to meet financial obligation will result in student:

- denied entry to classes
- denied entry to examinations
- progress report withheld
- ineligible for all extra- curricular activities
- junior/senior students will be denied participation in prom/ baccalaureate/graduation exercises
- being dis-enrolled
- denied access to transcripts for college
- denied receipt of diploma

TUITION COLLECTION POLICY

Notre Dame High School makes every effort to provide an affordable, quality, Christ-centered education to our students. Scholarships and financial aid are offered based on need and available resources. However, the majority of the School's funding comes from tuition, fundraising activities, and fees and we cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition, fundraising commitments and fees (collectively, "Tuition") in a timely manner. To that end, the following is the School's Tuition Collection Policy effective July:

1. **30 Days Past Due:** A "Past Due Notice" will be sent to any family with Tuition more than 30 days past due. The "Past Due Notice" will include a copy of the Tuition Collection Policy and provide that if all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, the steps outlined in the Policy will be strictly enforced. Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a "Past Due Notice" that are not able to pay all past-due Tuition in full will be required to contact the School to discuss an agreement to make alternative arrangements for payment.
2. **45 Days Past Due:** If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, within 45 days after the Tuition is due, the School shall withhold report cards and transcripts from the student.
3. **60 Days Past Due:** If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, within 60 days after the Tuition is due, in addition to step 2 above, the student will not be permitted to participate in and School events or extra-curricular activities (including, but not limited to, prom, sports teams, band, play, etc.). In addition, a second "Past Due Notice" will be sent to the family.
4. **90 Days Past Due:** If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached within 90 days after the Tuition is due, in addition to steps 2 and 3 above, the student will not be permitted to register for the following or any subsequent semesters.

In addition, it is Diocesan Policy that no student shall be permitted to participate in Graduation ceremonies or receive a diploma or transcript, if any financial obligations are outstanding.

If parents find themselves in financial difficulty and are concerned that prompt payment of Tuition may be an issue, it is important to speak to the school administration in a timely manner (in advance of missing any payments), to discuss whether alternate payment arrangements might be made until the financial situation improves. Notre Dame is willing to work with families provided such matters are discussed in advance of any missed payments. Parents cannot simply assume that missed payments will be overlooked.

Lastly, the School reserves all rights to use any legal means at its disposal to reclaim past due tuition, including the engagement of third-party collection agencies to whom financial details will be provided by the School as is permissible by law.

CLASS DUES

Dues for seniors are \$25; juniors \$20; sophomores \$15; and freshmen \$10. Class dues will be placed on the invoice. Class dues are used for class activities that include but are not limited to trips, senior breakfast, prom, etc.

STUDENT AID

Notre Dame High School seeks to offer a quality education at a price that is commensurate with educational excellence. As part of the tuition package a certain amount of money is put aside in the budget for financial aids for those families who are eligible to apply, and in fact, are in documented financial need.

Those families who can demonstrate a financial need, and who desire tuition assistance from the school, must apply for it online through the FACTS website. The Financial Aid Committee reviews every application and awards the aid, the aid is awarded by the middle of June.

Financial aid given one year is not a guarantee for the next year. In addition, financial aid given by Notre Dame cannot be transferred to another school in the event that the student transfers to another diocesan school.

INTERNATIONAL STUDENT TUITION RATE

Conditions for International Student Rate:

1. Prepaid (prior to I-20 issue) flat tuition rate of \$11,900 plus an additional International fee of \$900 and a one-time, non-refundable \$300 registration fee; other fees include: violation of rules in student handbook, transcripts, letters of enrollment, etc.; discounts do not apply. First year students must enroll in a summer online transitions course. That course fee is \$800.00.
2. International students are subject to all school policies and have same responsibilities as all other students.
3. International students must complete required paperwork for Homeland Security and Immigration.
4. **International Student withdrawal** prior to completion of the school year: Tuition will be refunded on a semester basis; a \$1000.00 administrative fee will be withheld from the tuition refund.

FUNDRAISING 610-868-1431, Ext. 124

Fundraising is a mandatory requirement of the tuition package. The entire student body participates in the fundraising process. The fundraising calendar is sent home in late spring for the upcoming school year to each

family. This calendar indicates the start and completion date for all fundraisers. Students not making the fundraising quota will be billed at the end of the school year (prior to taking their exams).

Every student attending Notre Dame is responsible for fundraising each year. If a student falls short of the fundraising target for that year (ND holds five fundraising events every year), the difference between the amount raised and the target amount, will be posted to the family's FACTS account after the 5th fundraising event. We suggest that, for sound financial planning, families spread their effort throughout the entire year.

- The student quota is **\$750 – 1st, \$250 – 2nd.**
- The 50% plan applies to all students who have made their quota of \$750. This plan gives a 50% return on all sales over and above the \$750 quota amount. If participating in the buy-out option, one can still participate in the 50% plan. This is a simple way to earn tuition credit for the **current** school year. (Seniors will receive credit in the form of cash back if there are no siblings in attendance, and they have satisfied all debt for the school year.)
- Fundraising credit can only be satisfied by students returning the completed tickets with payment to the fundraising office or Main Office. Your students name must be written legibly on the ticket.

GENERAL POLICIES

ABORTION POLICY Look under **Medical-** page 41

ACCIDENT REPORTS

All accidents or injuries are to be reported to the Principal's office as soon as possible. Written documentation will be requested. Parents will be notified and an accident report will be filed.

If your child is injured during a school sponsored event or at home, please notify the nurse at extension 127 so that accommodations may be reviewed and implemented if possible.

ACCREDITATION – MIDDLE STATES ACCREDITATION

The Middle States Association's Commission on Secondary Schools has re-accredited Notre Dame High School for the seven-year period ending September 1, 2020. The decision to re-accredit Notre Dame was made following a three and one half day visit to the school in Spring 2013 by a visiting team of educators from member schools of the Middle States Association appointed by the Commission on Secondary Schools.

During the visit, the Middle States team met with and interviewed representatives of all the school's stakeholders, including teachers, students, parents, administrators, and representatives of the Diocesan Office of Catholic Education. Team members also toured the school's facilities, studied the school's strategic plan for school improvement and other documents that related to the school's work, and observed teaching and learning in classrooms.

ALCOHOL AND DRUGS

The school reserves the right to inspect lockers, cars, bags, etc.

The school may employ canine units to assist in a search.

If a student is suspected by a faculty/staff member of using/possessing drugs or alcohol, the student is to be immediately taken to an administrator. If a student is actually seen using/possessing drugs/alcohol, the student is to be taken immediately with the material in question to a member of the administration.

Appropriate tests will be administered randomly, or when misuse of alcohol is suspected. Any student found possessing, selling, buying, or using drugs or alcoholic beverages in school or at any school-sponsored functions will be liable for immediate expulsion. The policies of the Diocese of Allentown regarding drugs are followed in all cases.

***Attendance** – If a student engages in the use/ possession / distribution of Drugs or Alcohol in a social setting, and the alleged incident is reported to the school administration, an investigation will be initiated, and disciplinary action may occur.

ASBESTOS MANAGEMENT PLAN

In compliance with the US Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA) an inspection for asbestos containing building materials was performed at each school within the Allentown Diocese. A copy of the inspection reports are on file in each schools Administrative Office for your review anytime during normal school hours. In the event you have any questions, please contact the school's Principal or the Diocese Asbestos Coordinator.

CAFETERIA – 610-868-1431, extension 121

A student may go to the cafeteria only at the assigned lunch period. The cafeteria is not to be used as a travel route during lunch periods. The cafeteria is the only location in the building designated for eating! Beverage containers are prohibited outside the cafeteria. Students bringing drinks for consumption with their lunch must keep them in their lockers until their lunch period. Arrival in the cafeteria will be no later than five minutes after the bell ending the previous class period. No outside food deliveries may be made to students.

CHANGE OF ADDRESS

Any student who has a change of address and/or phone number must immediately notify the main office with a signed note from a parent or guardian, indicating the address change and the date that the new address takes effect. Parents may also need to speak to the transportation department if bus transportation is to be affected.

ABUSE and NEGLECT REPORTING

Notre Dame High School complies fully with Pennsylvania State Mandated Reporting Law regarding child abuse reporting. This policy can be found in the Student Crisis Assistance Manual.

CRISIS PLAN

Notre Dame follows the Student Crisis Assistance Manual created through the Safe and Drug Free Schools and Communities Consortium of Non-Public Schools as the guideline to follow in the event of an emergency. These guidelines are implemented when exercising a drill and will be implemented during an actual emergency if possible.

CUSTODY- Release of Student Information

Notre Dame High School's policy for the school year regarding the release of student information to non-custodial parents, or shared custodial parents, requires a letter from both parents indicating a request and/or permission to release information from the academic, attendance, athletic, discipline, finance and main office. Please forward a letter signed and dated to the Principal. If the school does not have the current court-order on file, please forward a copy to the principal. This must be updated each school year.

DANCE REGULATIONS

If an organization is interested in sponsoring a student dance, the moderator must contact the Principal. The following rules must be followed:

- Dress code for students is to be announced prior to the dance. Any student out of dress code can be asked to leave by the moderator.
- There must be an adequate number of chaperones, secured by the moderator. More may be required if circumstances dictate.
- There must be at least one (1) police person employed for the entire evening, to be paid for by the organization sponsoring the dance.
- Student regulations for the dance must be posted at the entrance to the gym.
- Appropriate tests will be administered randomly or when misuse of alcohol is suspected.
- The dance should end no later than 10:00 PM and students can leave the dance no earlier than **9:45 PM**.
- If a student wishes to leave a dance early (due to illness, etc.) the moderator **MUST** call the parent to let them know that their child is leaving the dance.
- Some of Notre Dame's dances are open to outsiders while other dances are closed to outsiders. Visitors who attend an open dance must present either a school ID or a license verifying who they are. Visitors must also be attending with a Notre Dame student, a signed contract verifying their awareness to the rules of the school, and agree to be governed by those rules while at the dance. This form must be signed by the principal.
- Smoking is not permitted in the building or on school grounds.
- All school regulations regarding alcohol and other drugs are in effect for all dances.
- Student vehicles can be checked for weapons, drugs and alcohol. Police may be called.

DRILLS/FIRE/WEATHER/BUS/EVACUATION

Drills take place on a regular scheduled basis. Fire drills are held various times throughout the academic year and are monitored by the Fire Departments in close proximity to the school. A severe weather drill is held once per year in conjunction with Northampton County Emergency Management. Bus drills are scheduled twice per year and are organized through the district transportation departments. Evacuation drills are implemented at the discretion of the principal. Lockdown drills are also conducted on occasion. Drills are conducted using the guidelines provided in the Diocesan Crisis Manual.

The repeated ringing of the fire alarm bell alerts everyone in the building that a drill or actual emergency is taking place. Everyone shall leave by the route indicated in each room. All people in the building must leave quickly, quietly, and in an orderly manner.

FOOD DELIVERIES FOR STUDENTS

Students are not permitted to have food delivered that has been purchased from an outside food establishment.

FORMS

Notre Dame forms are available in the Main Office and on the website: <http://www.ndcrusaders.org>. ND Athletic forms are available in the athletic office and the website.

During the first week of school, each student is required to submit a completed "Homeroom Packet". This "packet" of forms is available on the website (click on "About our School", then click on "Forms") and contains all forms necessary for your child to begin the school year.

****Your child will be unable to attend classes if ND does not receive the required completed forms. ND Student ID cards will be issued only to those students who have returned the completed "Homeroom Packet".**

FUNERALS

A student who wishes to attend a funeral of someone other than a member of his/her immediate family must submit a written note from his parents to the attendance office. The school administration reserves the right to determine the number of students who will be excused to attend the funeral of a person related to the school community.

INCLEMENT WEATHER

Notre Dame will generally follow Easton School District in regard to school closing for weather related issues. The closing of Notre Dame will be specifically announced on the following radio stations: **FM 104.1, FM 96.1, FM 99.9, WFMZ 100.7, and WAEB 790, TV/Channel 69, on the Internet at www.wfmz.com, and on the Notre Dame website at www.ndcrusaders.org.** Notre Dame will also use the "One Call" system to alert homes of announcements. This announcement will be made before 7 am. There may be times when the local public schools are closed, but Notre Dame may have school with a delayed opening. In the event that school must close early, students from specific districts will be released when buses come for them. Students who drive will be released at the same time as those from their designated district. Early dismissal will be announced on the above-mentioned radio stations. ***Please do not call the school!***

INTERNATIONAL STUDENTS

Notre Dame welcomes students from various other countries and cultures. A team meets once every month to assess students transitioning to Notre Dame. International students must adhere to the rules and regulations of Notre Dame High School. International students risk being asked to return to their families in their country of citizenship if disciplinary issues occur. Parents of International students agree to abide by the ND rules upon payment and registration to Notre Dame High School. All academic, community service and religious retreat requirements are applicable to all students including international students.

I-20 FORMS

International students may be admitted in accordance with the existing admission requirements and regulations of the United States Department of Justice. Any student who is not a citizen must have the legal documentation required by the immigration department to be admitted to this school.

All students seeking admission under I-20 status must present an I-20 form. Once the appropriate official has signed the I-20 form, the school will make and keep a copy in the student's file. Parents are responsible to file the original with the appropriate authorities. No

I-20 form will be processed through Notre Dame until after receipt of tuition. (Shaughnessy, 2004)

INTERNET POLICY/TECHNOLOGY POLICY

The Acceptable Use Policy of Notre Dame is posted throughout the building. This policy includes, but is not limited to the following: sending, displaying, or downloading offensive messages or pictures; damaging computer systems or computer networks; violation of copyright laws; plagiarism of internet sources (Shaughnessy, 2002). *For more information see Diocese of Allentown – Notre Dame High School Acceptable Use Policy for Computing and Internet Access in Appendix.

Unauthorized use will result in fines and disciplinary action as deemed necessary by the principal and/or disciplinarian.

LOCKERS

Each student is assigned one locker for books and clothing. Locker numbers and combinations will be printed on the student's class schedule, which they will receive in homeroom on the first day of classes. Students will keep the same locker for as long as they remain a Notre Dame student. This locker should be kept in good order and should be properly closed and locked at all times. **Decorating lockers for birthdays and other celebrations is not allowed.** Tampering with another student's locker, or damaging another's property are offenses that will be brought to the attention of the Disciplinarian, and may be cause for dismissal.

The school is not responsible for lost or stolen property. No student may change lockers without the permission of the **Main Office**. If such a change takes place without permission, appropriate disciplinary action will be taken. Students are responsible for the cleanliness of their lockers. No stickers are to be placed on the inside or outside of the locker. A cleaning fee of \$25 may be charged if lockers are determined to be dirty. Students noticing damage to a locker should report it to the main office immediately. If not, they will be charged with defacing school property.

***Student lockers are the property of Notre Dame High School. Local Law Enforcement Agencies, Canine units, as well as authorized officials of Notre Dame have the right to make periodic checks of the lockers, (including school bags, coats, motor vehicles parked on school property etc.) for the general welfare and safety of the school and its students. This policy is in effect for all school sponsored activities, including those held at off campus locations.**

OFFICE HOURS – 610-868-1431, ext. 110

The school office hours are 7:00 am-3:30 p.m. Summer hours vary.

PARENTAL RESPONSIBILITY

Parents are responsible for their child regardless of age. Students must reside with parent whose name is on the Notre Dame High School Emergency form, and only this parent will receive information.

PERSONAL PROPERTY

ND administration will not be responsible for the loss of money, purses, phones, electronic devices or any other valuable possessions. Items of value or large sums of money are brought to school at the student's risk.

POSSESSION OF PROHIBITED ITEMS

Students are forbidden to bring to school, or to have in their possession any items forbidden by regulations, (e.g. drugs, weapons, alcohol, and cigarettes, or other tobacco products, inappropriate magazines, radios, playing cards, water pistols, pagers, fire crackers, etc.) These materials are subject to confiscation. Other penalties may be enforced. Lockers, book bags, hand bags, vehicles etc. are subject to inspection at any time by school administration. Police may be called, appropriate tests may be administered by police and canine units may be utilized. These regulations are in effect for school activities and/or field trips.

SCHOOL TRIPS/FIELD TRIPS

Students attending school-sponsored trips represent the school and are expected to behave according to the standards set forth in the ND Parent Student Handbook. All students are expected to attend field trips in uniform unless informed otherwise. All students attending a class or field trip must have completed the proper paperwork. Permission slips must be signed by a parent and submitted to trip moderator on time. Parents and students must agree to abide by all rules and regulation set forth by the trip moderator. Students are responsible for work missed. Administrators reserve the right to refuse permission if the deadline is not met or if students are deemed academically deficient. All school policies are in effect during school trips and retreats.

STUDENT ASSISTANCE PROGRAM

As parent or guardian, YOU are an important part of our SAP team. SAP is systemic process using techniques to mobilized school resources to remove barriers to learning. The SAP Team's primary goals is to help students overcome these barriers in order that they may achieve, remain in school, and advance. The SAP team is dedicated to helping students and their families through assistance, guidance, and support. The SAP Team has a close relationship with outside agencies that can be called upon to work with students and parents/guardians. We will provide YOU with information and YOU make the choice(s) that best fit your needs and wishes. Contact the Office for more information.

STUDENT COUNCIL

The motto for the Notre Dame Student Council is "to lead is to serve". With a heart of compassion and the belief that students can make a difference, the goals and objectives for the Notre Dame Student Council are as follows:

- To develop for all students, the opportunity to participate
- To discuss worthy issues to the student body and for the student body.
- To create and maintain standards of worthwhile school citizenship.
- To aid the principal and faculty in promoting policy designed for the improvement of Notre Dame High School.
- To invest time enhancing the stewardship that has been nurtured during the school year.
- To be more sensitive and responsive to the concerns of students and faculty.
- To help guide the student body in their understanding and belief in their faith.

Membership in Student Council is open to any qualified student of Notre Dame High School and is subject to the Constitution of the Student Council. A faculty member has the right to review the names of all students wishing to run for office. Duties and responsibilities of the members are listed in the Constitution. Members must wear their pins of office at all times or they will be considered out of uniform.

STUDENT IDENTIFICATION CARDS

Student identification cards will be issued in the beginning of the school year. The student identification card enables the student to enter ND "home" athletic events without an admission fee.

If the student loses his/her identification card, a new card will be made for the student at the cost of \$10.00 each. The new card can be ordered in the Main Office.

TEXTBOOKS

Textbooks are the property of Notre Dame. Any damaged or lost textbook is the student's responsibility and the school must be reimbursed for the cost to re-purchase the book.

TRANSPORTATION AND TRAFFIC

Students who drive to school must park only in the student parking lot in front of the school. Illegal parking and speeding will be subject to state and local fines, and/or loss of the privilege of driving a car to school. Erratic, unsafe driving on school grounds will be addressed through police notification and the possible loss of the driving privilege on campus. Students may **not** go to their cars during the school day except when accompanied by an administrator. Students' cars should be locked during the day. Loitering in the parking lot is liable to automatic detention. Authorized officials of Notre Dame have the right to make checks of all cars for the general welfare of the student body at any time and at any function. Notre Dame may ask for Police and canine assistance to search building and/or vehicles.

The **transportation policy on unscheduled early dismissal** is as follows: Notre Dame High School does not ask the sending school districts to pick up their students at 11:30 AM on unscheduled early dismissal days. Students may utilize this time to access extra academic assistance. Students may make arrangements with their individual teachers for academic assistance on these days. A sign-up sheet is placed in the Main office on early dismissal days for those students staying until 2:12 PM. If the students do not sign up in the **Main Office for their district buses by 10:00 a.m.**, the ND Transportation office calls the districts and cancels the bus.

Video/Audio recording on School Buses: PA State Bill 1077 no longer requires individual letters to parent/guardians regarding video/audio recording on school buses. Recordings on school buses will be used for the purposes of determining whether disciplinary consequences are appropriate. Video/audio capturing inappropriate behavior may be used at conferences with parents, guardians, students, employees and other individuals with a right to review the recordings, and used as evidence in disciplinary proceedings

VISITORS

All visitors must report to the main office where they will sign in and receive a nametag to be worn at all times while the visitor is on campus. For security purposes, visitors may not walk through the building without a Notre Dame employee or designated student escort. Adult visitors should only use the Faculty restroom during the school day.

Permission for student visitors must be requested through their parents/guardians at least two days prior to the visit. Students visiting Notre Dame are expected to dress appropriately in accordance with our dress code during their stay. The student will be assigned a Notre Dame student to shadow or as an escort.

WITHDRAWAL PROCEDURE

- Contact Notre Dame (in writing) of your intent to withdrawal
- Come to ND to sign withdrawal paperwork
- Submit textbooks, student ID card, payment of any tuition and fees that may be owed
- ND will then forward student records to the receiving school.

WORKING PAPERS

Working papers must be obtained through your public school district. They are not available at Notre Dame.

GRADUATION

GRADUATION REQUIREMENTS

The Board of Education, Diocese of Allentown Policy #5127 states: In addition to the minimum state requirements, students must have a passing grade in all subjects in order to receive a diploma. This regulation is binding on all students, unless waived by the Principal due to severe hardship or unusual circumstances.

Commencement and baccalaureate ceremonies in high school are formal and public exercises, which recognize the students who participate in them as having completed all course work necessary to receive a high school diploma. The top 10% of the class or top academic success students, will determine top honors at graduation ceremonies.

Those students who have not completed and/or passed all subjects necessary to receive a diploma are not eligible to participate in baccalaureate and commencement exercises. All financial obligations to the school must be fulfilled.

Semester courses are considered major subjects. A failure in any semester course (e.g. theology) could prevent a student from participation in commencement exercises. Reception of the diploma would take place after the satisfactory completion of the course work.

The policy of the Department of Education of the Diocese of Allentown states that students are also required to complete a service project and retreat before graduation.

The following are the minimum requirements set down by the Pennsylvania Department of Education and the Diocese of Allentown for the graduation of a student from Notre Dame High School. Twenty-eight credits are required for graduation.

4 credits in Theology
4 credits in English
3 credits in Social Studies (American Cultures,
World Cultures, PSE)
3 credits in Mathematics
3 credits in Science

PLUS

4 credits in required minors (**Health, Phys. Ed., Driver Ed.**)
7 credits in electives (e.g. Languages)
80 hours of community service and retreat
Research paper during Senior year

All financial obligations must be met in order for the school to issue report cards or to send other official school records (e.g. transcripts to colleges).

Baccalaureate service is very important for all Notre Dame graduates. Any student that does NOT attend the Baccalaureate service may not attend Commencement exercises.

RETREAT REQUIREMENTS - 610-868-1431, ext. 122 or ext. 113

Retreat Policy

Retreats are a wonderful way to connect with God and school mates on a deeper level. Foundational to the Spiritual life retreats offer a context for ministry in a more profound way for an extended time, allowing the development of Gospel inspired life. Retreats will be updated during the school year as opportunities develop.

All students attending **Notre Dame High School** need to participate in at least **one retreat** per school year.

The policy of the Diocese of Allentown requires all students enrolled in a Catholic high school, no matter what their religious affiliation, to participate in a retreat/spiritual exercise once each academic year. Spiritual Retreat participation is also required for International students. Each class will have several opportunities to fulfill the retreat requirement

Please see the ND webpage for specific information and dates regarding retreats

SERVICE PROJECT HOURS - 610-868-1431, ext. 122 or ext. 113

Community service is integral to the mission of Notre Dame High School, Inc. and should make visible the Gospel message of Jesus Christ reflected in the Corporal Works of Mercy.

Approved service work:

- All hours will be performed for non-profit charitable organizations that can include your school, parish, Catholic and non-Catholic charitable organizations, CYO and youth sports organizations or other community organizations outside of the school. All service should support the mission of the Catholic Church.
- No form of payment can be accepted for service hours
- No service work can be performed for personal family members
- All community service forms must be turned in no later than the **end of 3rd marking period**
- **Very Important Policy:** All service work completed in the summer before school begins must be turned in by **September 30** to the Campus Ministry Office. Additionally, service forms must be turned in one calendar month after completion of the service.
- Service hour totals, for each student, will be available on-line through the parent portal.

Minimum Number of Community service hours

Freshmen ~ 20 hours
Sophomore ~ 20 hours
Junior ~ 20 hours
Senior ~ 20 hours

Community service hours are an integral piece of a student's education at Notre Dame High School. In that regard, students who neglect to complete their service hours and return the necessary paperwork to the Campus Ministry Office by **end of 3rd marking period** will be put on social suspension until the required hours have been submitted. If a student does not complete their hours by the end of the school year they will receive Saturday detentions equal in amount to their service hour requirement. Students will not be permitted to attend prom unless their service hours are completed. In addition, students will not receive their report cards at the end of the year and seniors will not graduate.

Recording your service

If a student completes his/her service hours during the summer, he/she should turn them in to the Campus Ministry Office by **September 30**. It is the student's responsibility to complete and record the service on the service hours' form. The form must be turned in to the Campus Ministry Office no later than the end of the third marking period.

MEDICAL INFORMATION – STUDENT HEALTH

ABORTION POLICY

Upon Receipt of information that a student has procured or assisted another in procuring an abortion, the school principal will promptly arrange to meet with the student and his/her parent(s). Once the principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service. e.g. Diocese of Allentown Project Rachel, Catholic Social Agency, DSA Office, etc.

The school principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling, or other circumstance warrants, the school principal should consult with the Secretariat for Catholic Education concerning possible dismissal of the student, or other appropriate action. The school principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible, and communicate it only to those individuals at the school, counseling services, and at the Secretariat for Catholic Education who have a reason to know.

EMERGENCY CARDS

Emergency Card Forms are available on the website under "Homeroom Packet" and must be submitted **to the homeroom teacher** along with the other Homeroom Packet forms during the first week of school. **Please**

complete the packet in its entirety and in a legible fashion. Please do NOT drop off the completed packet at the main office – the homeroom teacher collects them. Students will not be allowed to attend classes if the HOMEROOM PACKET / EMERGENCY CARD are not received. It is the parents' responsibility to inform the **Main Office** of any address or phone number changes. Written and signed notification is required. It is imperative that the school is able to reach parents or guardians in the event of an emergency.

Gender Identity Policy – As of 8/15

Notre Dame High School believes that the body and soul are intimately united and dependent upon each other. We believe that the sexes are complementary and that as "male and female he made them". Our given biological sex is part of the divine plan. The Church teaches that sexual identity is "a reality deeply inscribed in man and woman," it constitutes but is more than one's biological identity, and a person "should acknowledge and accept his sexual identity". One's biological sex and gender expression are not to be separated, but should be seen in harmony, according to God's plan. As such, behaviors that are contrary to our Catholic morality and the expectations of this school include expressing a gender that is discordant with one's biological sex.

Gender Identity

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex at birth is understood as operating outside of the teachings of the Catholic church. Any student found to be in violation may be denied admission or may be asked to leave the school.

Notre Dame High School recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act and even manipulate their physical bodies in ways contrary to God's plan. The school advocates that young people, while working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community.

Mission Integrity

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. Any person whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff, or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

Facilities Use Policy

Chaste behavior and modesty in dress and behavior is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex at birth.

ILLNESS/INJURY

If your child becomes ill during the school day they are to report to the Main Office. Parents will be contacted at home and or at work. If parents are not available, the parent designated emergency contact person will be notified to come for the student. *Students are not to call parents on their own and arrange for pick up when ill (see cell phone policy) **If your child is ill—he/she will not be allowed to drive himself/herself home without permission from a parent, nor will he/she be permitted to participate in extra-curricular activities.**

If your child sustains an injury or illness during school hours and the Principal/Nurse deems it an emergency situation, 911 will be contacted. If your child is **injured or has a medical issue**, please contact the main office.

This is to ensure that ND Administration is aware of students undergoing medical treatments or wearing/using medical appliances (orthopedic braces, crutches, insulin pumps etc.). A re-entry may be required to plan the best and most efficient way to assist the student in making up assignments and re-enter the classroom.

The school will cooperate with reasonable medical requirements, but parents must understand that the school is primarily an educational institution. Please note, the school requires all medical requests to be put in writing and signed by the medical doctor. This medical note should provide a date when treatment is expected to end. Medical notes requesting special provisions should be re-evaluated every semester, prior to extending the special provision. Please submit these notes, signed by your doctor, **to the Main Office.**

INSURANCE

The Diocese of Allentown provides student insurance for Notre Dame. Coverage is provided for school hours and during extra-curricular activities. Additional coverage may be purchased at parent expense. Application forms will be sent home during the first week of school.

MEDICATIONS

If your child takes any **medications during the school day**, the medications must be kept in the Nurse's Office. A Notre Dame Medication Administration Authorization Form must be filled out by the Physician and signed by both the Physician and the Parent. One authorization form is required for each medication the child is taking. This form is required for all medications including self-administered inhalers, self-administered Epi-pens, and over-the-counter medications such as Ibuprofen. (Students may keep inhalers in their possession if so prescribed by the physician; however, a form is still required to be on file with the office.) The authorization is in effect for the term of the prescription, not to exceed one school year. If you need additional forms, contact the Main Office at (610) 868-1431.

Please adhere to the following procedure regarding medications:

- One authorization form needed for each medication.
- The medication forms must be submitted to the **Medical Special Needs Office/Main Office** with the prescription drug in its original bottle.
- If an **over the counter drug** is to be administered, it must be received **unopened** in the original packaging with the student's name written on the box.
- **All medications are to be delivered by the parent to the Main Office.**
- If this procedure is not followed the medication will not be administered.
- Medications will be counted upon receipt and counted at the end of year when parent comes to the office to pick up medication.

TRANSITIONING STUDENTS (ND TRANSITION TEAM)

Notre Dame addresses the stress of student transition through the efforts of the Transition Team. Interventions include the following;

- New Student Orientation Picnic in August
- Student Peer or Buddy for new students (freshmen and upperclassmen transfer students)
- Parent phone calls for transition assessment

- Transfer students and grade nine transitioning students meet with Guidance counselor periodically for transition assessment. Any issues of concern are discussed at the Transition Team meeting and the parents notified.
- A resource teacher is available to facilitate successful assimilation into classes.

APPENDIX

Crisis Evacuation Plan

Computing & Internet Acceptable Use Policy

Notre Dame Seal

Handbook Compliance and Governance Form Parental Agreement

Prayers

Schedules: Bell Schedule NDHS

Notre Dame High School Emergency Process

CRISIS EVACUATION PLAN

In an emergency, DO NOT call the school. Telephone lines must remain available for emergency communication.

Emergency information will be broadcast on available media as is the case with weather emergencies.

The NDHS Crisis Manual will be followed when applicable.

Notre Dame has prepared to house students for 24 to 36 hours if necessary.

If an order to evacuate is received:

- Evacuation will occur by grade, by homeroom. If more than one relocation site is assigned, the relocation will take place by grade. One grade is assigned to one relocation site.
- We have established reciprocal relationships with our local school districts and parochial schools for relocation.
- Specific site of relocation will depend upon disaster (location of safety).

Emergency actions will be directed from the Northampton County Area Emergency Management Office at 610-759-2600

If your child takes medication and does NOT have a supply at the school, please contact the nurse.

**DIOCESE OF ALLENTOWN
NOTRE DAME HIGH SCHOOL
ACCEPTABLE USE POLICY**

For

**USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC INFORMATION AND COMMUNICATIONS**

Please read the following carefully before signing this document. This is a legally binding document.

SECTION ONE: GENERAL, COMPUTING POLICY

Overview

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. Access to the School’s electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

1) Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore, the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto Notre Dame High School computers and/or the network systems, without the express, written consent of Notre Dame High School.
- h) Copying programs licensed to Notre Dame High School for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords

- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is now available to employees and students of Notre Dame High School. This access is being offered as part of a collaborative project involving Notre Dame High School and Intermediate Unit 21 (ISP). We are pleased to bring this access to Notre Dame High School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at Notre Dame High School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- * electronic mail communication with people all over the world;
- * access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases,
- * public domain and open source software of all types;
- * information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- * online learning communities where academic collaboration and discussion are encouraged;
- * institutions of higher academic learning where students may earn college credits which will satisfy academic requirements towards bachelorette degrees.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Notre Dame High School has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, Notre Dame High School, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Notre Dame High School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s)

at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS - TERMS and CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of Notre Dame High School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a Notre Dame High School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of Notre Dame High School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages

- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

4) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to send harassing, obscene and/or other threatening e-mail otherwise known as "Cyberbullying" to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an e-mail message to Notre Dame High School. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

6) Updating Your User Information

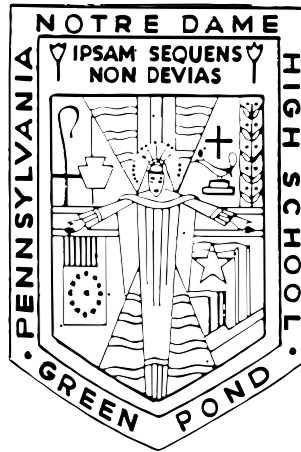
If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

7) Services

Diocese of Allentown and Notre Dame High School make no warranties of any kind, whether expressed or implied, for the service it is providing. Diocese of Allentown and Notre Dame High School will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. Notre Dame High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted by Notre Dame High School, 3417 Church Road, Easton, PA on May 23, 2014.

The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.



THE NOTRE DAME HIGH SCHOOL SEAL

The seal for Notre Dame High School is the work of Sr. Mary Julia Daly, of the Sisters of St. Joseph of Chestnut Hill. Sr. Julia's explanation of the symbolism her design carries is this: Our Lady, with arms outstretched in blessing and embrace, unites all upon the special field of wavy lines, signifying Green Pond.

The upper left corner symbolizes both spiritual and civic authority associated with Notre Dame. The crosier symbolizes our bishop. The keystone for Pennsylvania marks the common allegiance of Bethlehem and Easton.

In the right quarter are symbols of wisdom. The lamps and the books dominated by the cross symbolize the heritage of Christian truth stressed at Notre Dame. The laurel wreath signifies the classical cultural tradition honored here.

In the lower right field are the insignia of Bethlehem, her star, and her steel industry. To the left is Easton, where, in the public library, the first Stars and Stripes of the United States is displayed. Surrounding the shield is a circle containing the name and location of the school in gold letters on a blue background.

*****PARENTS and STUDENTS*****

The signing of this Hand Book indicates willingness to comply with all Rules and Regulations of the Allentown Diocese and Notre Dame High School with reference to: Spiritual, Academic, Social, Athletic, Discipline, Financial Responsibilities, Medical, Attendance, Extra Curricular, etc. while enrolled at Notre Dame High School.

By registering your child, you are agreeing to abide by all of the rules and regulations contained in the Parent/ Student Handbook. The official “Handbook Compliance and Governance Parental Agreement” form (available on the website under “Homeroom Packet” – see SAMPLE below) must be read and agreed to as instructed in “Homeroom Packet” instructions.

****Please note, new material has been added to the Discipline, Cell phone, Academic Special Needs, and International Student policies. Please read these sections carefully. Thank you.***

Works Cited (Handbook)

Shaughnessy, Mary A. School Handbooks: Legal Considerations. Washington, D.C.: National Catholic Education Assn., 2002.

Shaughnessy, Mary A. Policy Formation in Catholic Education: A Guide to Legal Issues. Washington, D.C. National Catholic Education Assoc., 2004.

SAMPLE FORM

HANDBOOK COMPLIANCE AND GOVERNANCE FORM PARENTAL AGREEMENT

The **2018-2019** Notre Dame High School Handbook complies with the rules and regulations of the Allentown Diocese and Notre Dame High School. As a parent(s) of a student enrolled at Notre Dame High School, I (we) agree to be governed by the rules and policies stated in this handbook. As a student enrolled at Notre Dame High school, I agree to be governed by the rules and policies as stated in this handbook.

****Notre Dame High School or the Principal retains the right to amend this handbook if necessary. Parents will be notified of said changes.**

THE ROSARY-TO JESUS THROUGH MARY

The Rosary begins with the Apostles' Creed, one "Our Father," three "Hail Mary's" and "One Glory Be." Meditate on the mystery while saying one "Our Father," ten "Hail Mary's" and one "Glory Be." At the end of the rosary, the "Hail Holy Queen" is prayed.

THE MYSTERIES OF THE ROSARY

Joy (Monday and Saturday)

1. The Annunciation
2. The Visitation of Mary to Elizabeth
5. The Birth of Jesus
6. The Presentation of Jesus in the Temple.
7. The Finding of the Child Jesus in the Temple

Light (Thursday)

1. The Baptism in Jordan
1. The Wedding at Cana
2. The Proclamation of the Kingdom of God
3. The Transfiguration
4. The Institution of the Eucharist

Sorrow (Tuesday and Friday)

1. The Agony of Jesus in the Garden of Gethsemane
2. Jesus is Scourged at the Pillar
3. Jesus is Crowned with Thorns
4. Jesus Carries the Cross to Calvary
5. Jesus Dies on the Cross

Glory (Wednesday and Sunday)

1. Jesus Rises from the Dead
2. Jesus Ascends to His Father in Heaven
3. The Descent of the Holy Spirit Upon the Apostles
4. Mary is Assumed into Heaven
5. Mary is Crowned Queen of Heaven and Earth

THE LORD'S PRAYER

Our Father, who are in Heaven, hallowed be thy name, thy kingdom come; Thy will be done, on Earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

THE HAIL MARY

Hail Mary, full of grace! The Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of death. Amen

THE GLORY BE

Glory be to the Father, and to the Son and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

HAIL HOLY QUEEN

Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you do we cry, poor banished children of Eve; to you do we send up our sighs of mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God. That we may be made worthy of the promise of Christ. Let us pray. O God, whose only begotten Son, by His life, death and

resurrection, has purchased for us the reward of eternal life; Grant, that we may beseech you, that by meditation on these mysteries of the most holy rosary of the Blessed Virgin Mary, that we imitate what they contain, and obtain what they promise, through the same Christ, our Lord. Amen.

Procedure in the Confessional

The priest may begin with a Scripture reading. After he finishes, you say: "Bless me, Father, for I have sinned. It is—a week, or a month (state the length of time)—since my last confession. I accuse myself of the following sins."

Then tell your mortal sins and the number of times committed. If you have no mortal sins to confess, then confess venial sins you have committed since your last confession. When you have finished telling your sins, you should say: "For these and all the sins of my past life, especially for my sins of ____ I am truly sorry."

The priest now gives the necessary advice, assigns your penance and asks you to say an Act of Contrition (in some form). Then wait and listen as the priest gives the absolution. Then say, "Thank you, Father." And leave the Confessional and perform the penance assigned by the priest.

Five Steps for a Good Confession

1. Examine your conscience
2. Be sincerely sorry for your sins
3. Confess your sins
4. Resolve to amend your life
5. After your confession, do the penance the priest assigns

THE ACT OF CONTRITION

O my God, I am heartily sorry for having offended You, and I detest all my sins, because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin. AMEN.

NOTRE DAME HIGH SCHOOL,INC.

Bell Schedules

REGULAR schedule 4 circuit 1

Warning	7:43		
Hm Rm/Study	7:48	8:04	(16)
1st	8:07	8:50	(43)
2nd	8:53	9:36	(43)
3rd	9:39	10:22	(43)
4th	10:25	11:08	(43)
5th	11:11	11:54	(43)
6th	11:57	12:40	(43)
7th	12:43	1:26	(43)
8th	1:29	2:12	(43)

LITURGY schedule 3 circuit 1

Warning	7:43		
Hm Rm/Study	7:48	8:02	(14)
Liturgy	8:05	9:05)	(70)
Hm Rm	9:15	9:30	(15)
1st	9:33	10:05	(32)
2nd	10:08	10:40	(32)
3rd	10:43	11:15	(32)
4th	11:18	11:50	(32)
5th	11:53	12:25	(32)
6th	12:28	1:00	(32)
7th	1:03	1:35	(32)
8th	1:38	2:12	(34)

EARLY DISMISSAL (12:30) AM Liturgy

schedule 2 circuit 6

Warning	7:43		
Hm Rm/Study	7:48	8:02	(14)
Liturgy	8:05	9:05	(60)
1st	9:07	9:29	(22)
2nd	9:32	9:54	(22)
3rd	9:57	10:20	(23)
4th	10:23	10:46	(23)
5th	10:49	11:12	(23)
6th	11:15	11:38	(23)
7th	11:41	12:04	(23)
8th	12:07	12:30	(23)

AM ASSEMBLY schedule 2 circuit 1

Warning	7:43		
Hm Rm/Study	7:48	7:56	(8)
1 st	7:59	8:35	(36)
2 nd	8:38	9:14	(36)
Hm Rm	9:17	9:23	(36)
Assembly	9:23	10:23	(60)
3 rd	10:26	11:02	(36)
4 th	11:05	11:40	(35)
5 th	11:43	12:18	(35)
6 th	12:21	12:56	(35)
7 th	12:59	1:34	(35)
8 th	1:37	2:12	(35)

EARLY DISMISSAL -** PM Assembly schedule 1 circuit 6

Warning	7:43		
Hm Rm/Study	7:48	7:56	(8)
1st	7:59	8:30	(31)
2nd	8:33	9:04	(31)
3rd	9:07	9:38	(31)
4th	9:41	10:12	(31)
5th	10:15	10:46	(31)
6th	10:49	11:20	(31)
7th	11:23	11:55	(32)
8th	11:58	12:30	(32)

**Homeroom

**PM Assembly dismissal

SNOW DELAY – One Hour schedule 3 circuit 6

Warning	8:43		
Hm Rm	8:48	8:56	(8)
1 st	8:59	9:35	(36)
2 nd	9:38	10:14	(36)
3 rd	10:17	10:53	(36)
4 th	10:56	11:32	(36)
5 th	11:35	12:12	(37)
6 th	12:15	12:52	(37)
7 th	12:55	1:32	(37)
8 th	1:35	2:12	(37)

SNOW DELAY - Two Hours schedule 4 circuit 6

Warning	9:43		
Hm Rm/Study	9:48	9:58	(10)
1st	10:01	10:29	(28)
2nd	10:32	11:00	(28)
3rd	11:03	11:32	(29)
4th	11:35	12:04	(29)
5th	12:07	12:36	(29)
6th	12:39	1:08	(29)
7th	1:11	1:40	(29)
8th	1:43	2:12	(29)