



THE  
NOTRE DAME  
SCHOOLS

2220 Sunrise Ave. Portsmouth, Ohio 45662

2019-2020

Student / Parent Handbook

Portsmouth, Ohio

740-353-2354

DIOCESE OF COLUMBUS

NOTRE DAME JUNIOR/SENIOR  
HIGH SCHOOL

PORTSMOUTH, OHIO

OFFICE OF CATHOLIC SCHOOLS

197 E. Gay Street

Columbus, Ohio 43215

(614) 221-5829

## **Notre Dame High School Mission Statement**

**At Notre Dame, we provide an environment in which all students can LEARN, commit themselves to SERVE others and the Lord, and LEAD a Catholic lifestyle using Christ's example, so they may SUCCEED now and in the future.**

Board Approved

### **Belief Statements**

The core and environment of our Catholic school reflect the life and the Gospel of Jesus Christ.

All students have the capacity to learn and will be provided with a variety of instructional styles and approaches to support this learning.

A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

Teachers, administrators, parents, and the community should share the responsibility for advancing the school's mission.

## **BELL SCHEDULE**

### **High School Bell Schedule**

Warning Bell	7:57
Homeroom	8:00-8:03
Period 1	8:07-8:49
Period 2	8:51-9:33
Period 3	9:35-10:17
Period 4	10:21-11:03
Period 5	11:05 - 11:47
A Lunch	11:49-12:17
Period 6A	12:20-1:02
Period 6B	11:49-12:31
B Lunch	12:33-1:01
Period 7	1:04-1:46
Period 8	1:48-2:30

### **Junior High School Bell Schedule**

Warning Bell	7:57
Homeroom	8:00-8:05
Period 1	8:07-8:49
Period 2	8:51-9:33
Period 3	9:35-10:17
Period 4	10:21-11:03
Lunch	11:05-11:35
Period 5	11:38-12:20
Period 6	12:22-1:02
Period 7	1:04-1:46
Period 8	1:48-2:30

## **GENERAL INFORMATION**

### **Admission**

The Diocese of Columbus has developed a statement concerning enrollment to which Notre Dame adheres: "No child, regardless of religious affiliation, shall be denied admission on the basis of race, color, or national origin. The school will not discriminate on the basis of race color, or ethnic origin in the administration of its educational programs and athletics/extra-curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

As a Catholic School, our Catholic/Christian Philosophy and practice are central to our purpose. Notre Dame welcomes students of all faiths; however, all students are required to study religion yearly and to respectfully attend all religious services.

### **Procedure for Admission**

1. Completion of necessary application materials. (All students must provide documentation of required immunization and health records).
  2. Review of previous academic and disciplinary records.
  3. Personal interview by principal and/or guidance counselor with parents and student applicant.
- Acceptance of admission to Notre Dame Junior and Senior High School specifically implies both parent and student agreement to comply with all school rules, policies, and regulations contained in this handbook or otherwise enacted by the school board or administration. Admission is on a probationary basis for the first nine-week period. During this period a student may be dismissed if academic and/or disciplinary standards are not being acceptably adhered to. Admission is not considered final until a signed copy of the FACTS tuition contract is returned to the school.

### **Announcements**

Announcements are made daily during homeroom and at the end of the day. All announcements must be signed by the sponsoring individual/organization head and approved by the principal. Students are responsible for being familiar with all instructions given during announcements.

### **Arrival/Dismissal**

The school day commences at 7:55 a.m. with homeroom period beginning at 8 a.m. When arriving in the morning, junior high students are to report to the cafeteria. Senior high students are to report to the area outside their lockers. Students are not to loiter in or around cars or outside the building.

Regular dismissal is at 2:30 p.m. each day. Students should not be in the building after this time unless under the direct supervision of a teacher, coach, or advisor.

### **Background Check (Diocesan Policy 4110.0)**

All school staff and volunteers who have care, custody, and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" workshop.

Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited. *[language added; Summer, 2018]*

### **Bus Transportation**

Students of Notre Dame are entitled to bus transportation by their local school district. Questions about bus routes and times should be directed to the local transportation coordinators. The bus is considered an extension of Notre Dame, and the bus driver is to be treated as any other staff member. All normal school regulations apply to conduct on the buses.

### **Cafeteria and Lunch Program**

Notre Dame operates a federal hot lunch program. Hot lunches, milk, and juice are available in the cafeteria at current prices. Families can apply for free or reduced lunches by completing the applications distributed during the first quarter of school.

The following regulations apply to the lunch period in the cafeteria:

1. A student is expected to practice the general rules of good manners which one should find in the home.
2. Students should be seated upon arrival. They will be called to the cafeteria line by the moderator.
3. Food and drinks are to be consumed only in the cafeteria, unless related to a classroom project for which the teacher has received prior approval from the principal. Candy is included in the definition of food for purposes of this rule. Bottled water will be permitted unless the privilege is abused.
4. Each student is responsible for keeping the cafeteria clean.
5. All students are to report directly to the cafeteria during their lunch periods. Students must receive prior permission from the moderator if they wish to leave the cafeteria.
6. Students are not permitted to leave school property during the lunch period.
7. Every student at ND has a point-of-sale cafeteria account. Parents or guardians may deposit money in advance on a student's account by sending in cash or a check or by making a payment online. No student is permitted to charge any lunch items. Students without funds in their accounts or without cash in hand will be offered a peanut butter or cheese sandwich. This will be provided at no charge to the student. However, no beverage or side item will be provided.

### **Cars**

Driving on school premises is a privilege - not a right. Any student of legal age wishing to drive to school must register his/her vehicle(s) with the main office. An unregistered vehicle is subject to being towed at the owner's expense. Students must park in the designated students' lot. Students parking cars in the visitors' or teachers' parking area will be given detention. Repeated violations will result in loss of the driving privilege.

Students are not allowed to return to their cars during school hours without office permission. Students are not to loiter in or around cars when arriving at school. Unsafe operation of a car, (so as to endanger the property, safety, health and/or welfare of others), will result in disciplinary action and possibly the revocation of the driving privilege.

### **Change of Telephone Number/Address**

If there is a change in a student's telephone number or address at any time while the student is enrolled, the office must be notified immediately.

### **Child Custody (Diocesan Regulation 5119.2)**

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a student. The child custody order or decree pertaining to the student should be submitted to the school within 2 weeks of enrollment.

Child custody order or decree changes pertaining to the student should be submitted to the school within 2 weeks of changes taking effect

### **Closed Campus/Visitors**

For academic and security reasons, a closed campus is enforced. No student may leave the premises during school hours without permission from the office and the student's parent(s). Students in violation of this policy will be considered truant and will receive detention and/or suspension.

All visitors are required to report to the office upon entering the building and receive a visitor's pass. Persons found in the building who have not registered with the office will be considered trespassers.

Visits to classrooms that would interrupt the instructional process are highly discouraged. However, parents are invited to attend class after prior arrangements have been made with the teacher.

Any time a student or teacher meets a visitor or stranger in the building, he/she should courteously welcome the visitor and immediately show the visitor to the office. If the visitor refuses to report to the office, the administration should be notified immediately.

Students interested in attending Notre Dame may have their parent(s) arrange a visitation day by contacting the principal or guidance counselor at least one day in advance. Written permission from the parents is required.

### **Damage to School Property**

Any student deliberately defacing or damaging school property will be required to pay for the materials damaged and will be subject to further disciplinary action at the principal's discretion.

## **Directory Information**

Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. **Directory information** includes names of students, grade level, honor roll, activities, sports awards, and date of graduation. **Personally identifiable information** is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), educational records. A consent form is sent home with each student the first week of school to be completed and returned by his/her parent.

## **Emergency Information**

Each student is required to have an emergency card on file in the office. These forms are distributed the first day of school and must be returned to the school within seven (7) days. The student/parents should notify the school nurse or the school secretary promptly should any information need to be changed during the school year.

## **Extracurricular Activities**

Notre Dame offers a variety of extracurricular opportunities to its students. Although academics must take priority in student life, extracurricular activities are vital to a well-rounded school program.

*Athletics* - These programs not only teach a particular sport, they also stress discipline, teamwork, fitness, and sportsmanship. Junior High school sports include football, volleyball, boys' and girls' basketball, track, and cheerleading. High school sports include football, volleyball, boys' and girls' basketball, baseball, softball, swimming, cheerleading, golf, track, and tennis.

*Extracurricular* - Working in conjunction with the academic program, extracurricular activities provide students an opportunity to recreate, compete, and develop organizational and leadership skills. Notre Dame provides the following opportunities: Student Council, School Newspaper, National Honor Society, Foreign Language Clubs, Pep Club, Yearbook, Drama Club, Mock Trial, Quiz Bowl, and OMUN (Ohio Model United Nations).

*Eligibility Policy* - Because academics are the first priority at Notre Dame, all students must at the very least meet the Ohio High School Athletic Association minimum guidelines for credits earned in any quarter in order to participate in any extracurricular activity during the following quarter. This number of credits may be adjusted at the discretion of the administration in the best interests of the student.

### *Ohio High School Athletic Association Athletic Eligibility*

- All students in Grades 7 & 8 who wish to participate in interscholastic athletics must pass five courses in the preceding grading period.
- A student in Grades 9- 12 must pass five courses that would fulfill five (full year) credits towards his/her graduation requirements the preceding grading period to be eligible. This includes fourth quarter of the preceding school year to be eligible for fall sports participation.



In addition, a resolution passed by the Ohio General Assembly requires each school system to adopt a policy establishing a minimum grade point average. To meet this requirement, the Notre Dame School Board has adopted a minimum grade point average (GPA) of 1.0 on a 4.0 scale.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. For the purposes of this bylaw, "school day" includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.

Any student whose participation in extracurricular activities seems to be curtailing his/her academic success may have the privilege of participation limited or suspended at the discretion of the principal and activity sponsor.

A student must be in school by 11 a.m. in order to participate in an activity on that day. A student must be in school at least a half day on Friday in order to participate on Saturday (half day equals 3 ½ hours).

Participation in an extracurricular event the evening before is not an excuse for absence the following morning. Chronic problems in this area could affect a student's eligibility at future events.

*Sportsmanship, Ethics, and Integrity Policy* - The Notre Dame School Board recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

### **Foreign Exchange Students**

Notre Dame welcomes the opportunity to have foreign exchange students attend our school. These students must be sanctioned by the International Educational Travel and Exchange Program. Foreign Exchange Students are expected to pay full tuition plus the Administrative Fee.

#### *Refund Policy for Exchange Students*

1. An exchange student who has to withdraw from school and return home due to a justifiable cause will be given a pro-rated refund on tuition less the administrative fee. The justifiable causes are medical condition, family emergency, or inability to grasp the English language.
2. An exchange student who withdraws to go home without justifiable cause during the first semester will only receive a refund for the second semester tuition less

- administrative fee. If the student withdraws during the second semester to go home without justifiable cause, there will be no refund on tuition.
3. An exchange student who withdraws from school during the first semester to attend another school will only receive a refund for the second semester tuition less the administrative fee. If the student withdraws anytime during the second semester, there will be no refund of tuition.
  4. If the student is requested to withdraw anytime from the school due to the inability to conform to the guidelines and rules of the school and/or host program, drug or alcohol abuse, and criminal offense, no refund of tuition or administrative fee will be given.

### **Fundraising**

Before beginning any fundraising activities, approval must be granted by the Administration.

### **Harassment (Diocesan Policy)**

Harassment can take many forms. Harassment can occur at any school activity and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature.

Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment in all programs and activities free of all forms of harassment and intimidation.

No student, teacher, or other staff member - male or female - should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to the following:

- Offensive sexual flirtations, advances, propositions.
- Continued or repeated verbal abuse of a sexual nature.
- Explicit or degrading sexual or gender-based comments about another individual or his/her appearance.
- The display or circulation of sexually explicit or suggestive writing, pictures or objects.
- Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex.
- Graffiti of a sexual nature. Fondling oneself sexually or talking about one's sexual activity in front of others.
- Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take, any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic

evaluation, participation in school programs or activities, or any other condition of school or academic achievement.

Not all physical conduct is considered sexual in nature. (For example, a coach hugging a student after an accomplishment; a teacher consoling a child with an injury; or physical conduct during athletic events would not be considered sexual conduct). However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment. A sexually hostile environment can be created by a school employee, volunteer, another student or a visitor to the school.

Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school or the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal, or pastor at the elementary level; and the principal, assistant principal or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent.

All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.

No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension or expulsion.

If you feel some form of harassment has occurred, a Harassment Verification Form and a Harassment Complaint Form must be completed. These forms are available in the school office.

### **Illness During School Hours**

A student who is sick or injured in school must first get permission from the teacher to go to the Nurse's Office, and then report to the office to sign out before going to the nurse. Failure to do this will result in unexcused absence from class. The nurse will determine if the student should remain in school or be sent home. Students remaining in school must report back to the office to obtain an admit slip before returning to class. Students remaining in the nurse's station for more than two periods will be sent home. Students will not be sent home unless a parent or guardian

has been notified by the school nurse or the secretary. In case of injury during school hours, a student accident form will be completed.

### **Lockers**

Each student is assigned a locker at the beginning of the school year. No locker changes are permitted without the express permission of the school administration.

It is the student's responsibility to maintain the cleanliness and security of his/her locker. Students should refrain from placing any stickers or writing inside or outside of the lockers. Any materials displayed in the lockers should not be in contradiction to the school's philosophy.

Lockers at Notre Dame are school property and are provided for the convenience of the students. Use of the locker may be considered as implied consent to the search of that locker by proper authority. Upon authorization of the administration, lockers may be searched or inspected.

Students who use locks on their lockers must supply the office with a spare key or the combination.

### **Lost and Found**

The lost and found check point is in the main office. Students who have lost or found an item should report it to the school secretary immediately. Items not claimed by the end of the school year will be given to local charity.

### **Marriage and Pregnancy**

*Married Student* - The Notre Dame High School Board of Catholic Education opposes students entering matrimony while attending high school. In the case of students entering matrimony while still attending high school, the students are not to be automatically dismissed from school. The principal, with the recommendation of the guidance counselor, will decide on continued attendance of both parties involved, after consulting with the students and the students' parents and pastor. The students must meet with the guidance counselor biweekly. Each case will be determined individually, considering both students' welfare and the welfare of the school. The married students will follow the same rules set for all students.

*Student pregnancy* - Diocesan school policy 5138.0 and Notre Dame School Board policy regarding a student pregnancy reads as follows:

In consideration for the sacredness of life and Christ's example of compassion and forgiveness, no Catholic school shall suspend or expel a student on the grounds of pregnancy.

Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extra-curricular activities by a pregnant student shall be made by the student's doctor. Written notice of the doctor's determination shall be provided to the school principal.

The religious instruction given in a Catholic school should make clear that any act involving procreation is the exclusive right of those who are married. If, in the case of an unmarried pregnant student, the faculty has an attitude of compassion rather than approval, and if the school

offers appropriate religious instruction, there is every reasonable hope that the attitude of the student body will, likewise, be a rational and Christian one.

At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion, and counsel. It is the Christian community's responsibility to give support and aid to those involved. For both the boy and the girl, counseling by those who may be of assistance is strongly recommended.

### **Media Center**

A well-equipped media center is provided for the use of students and staff. Rules governing use of the center are published separately.

### **Medication at School**

Non-prescription medicines will not be dispensed during school hours without parental permission.

A student in need of prescribed medication during school hours must have a signed medication authorization form on file in the office. (Forms are available in the school office.)

All prescribed medication must be stored in the main office. Medication must be stored in its original container with an affixed label. Students must come to the office at the prescribed time; school personnel will not assume the responsibility of monitoring time and locating students.

### **Office Hours**

The main office is open from 7:30 a.m. to 3:30 p.m. Monday through Thursday; 7:30 a.m. to 3:00 p.m. Friday. Summer hours are 9 a.m. to 3 p.m. Monday through Thursday. The school office is closed during the month of July.

### **Ohio High School Athletic Association Transfer Policy**

#### ***According to OHSAA Bylaw 4, Section 7***

Bylaw 4, Section 7 of the Bylaws of the Ohio High School Athletic Association states that if a student transfers after the fifth day of the ninth grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview, or regular season/tournament contest), the student will be ineligible for one year from the date of enrollment in the school to which the student transferred. A student is considered to have transferred whenever the student changes from that school in which the student was enrolled as a ninth grader to any other school regardless of whether the school from which the student transferred or to which the student transfers is public or non-public, member or non-member or whether the high schools are within the same school district. (This rule may be reviewed in its entirety in the OHSAA Handbook, in the office, or on the OHSAA web page.)

### **One Call Now**

One Call Now is an automated Parent Notification Service that allows Notre Dame schools to contact hundreds of parents within minutes to alert families about important updates and activities of both a routine or emergency nature. You will be asked annually to provide or update your contact information so as to allow this efficient and timely communication to occur.

### **Restricted Areas**

Certain areas on school grounds are off-limits to all students unless given special permission by the administration or faculty. These areas are:

1. Faculty lounge
2. All maintenance areas: e.g., boiler room and storage closets.
3. All academic and athletic storage closets.
4. School kitchen
5. Non-public office areas
6. Teachers' desks
7. Behind stairwells

### **School Attendance Areas (Diocesan Policy 5117.0)**

The location of the student's legal guardian is used to determine the assigned high school. Notre Dame High School encompasses Scioto, Pike, Vinton, and Jackson counties in Ohio.

### **School Closings**

Cancellation of school occurs only during extreme weather conditions or other circumstances which may prove to be a safety risk to students and staff. Notification will be broadcast prior to 7 a.m. (if at all possible) on local radio stations WNXT and WPAY, and also on WSAZ-TV. When public school transportation is not available from their home school area, students are given an excused absence. However, when possible, students are encouraged to be in attendance.

### **School Representation**

Students and/or parents may not represent the school on television, radio, or public appearances without specific approval of the school administration.

### **School Safety (Diocesan Policy 5140.13)**

When the fire alarm signal is sounded, students are to immediately exit the building by the prescribed route in a quiet, orderly manner. Students are to remain outside the building until they are signaled to return to class. Students tampering with equipment or initiating false alarms will be severely disciplined and turned over to the appropriate civil authority.

Tornado drills/lockdown drills/emergencies will be announced over the loudspeaker.

In the event of a school evacuation, the school's off-site relocation is Calvary Baptist Church, 23<sup>rd</sup> & Waller Streets. While walking to the off-site relocation, students should remain with the teacher whose class they were attending prior to the emergency dismissal. When the entire school has arrived at Calvary Baptist Church, students should then find their homeroom teacher and remain with that teacher until the students are released to their parents. When parents arrive to pick up their student, they should sign the Emergency Dismissal Sign-Out Sheets located at the entrance of the building. **NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.**

In addition to the above mentioned, each Diocesan school is required to have a school safety plan. A copy of this plan is in the school office.

## **Services for Special Needs Students**

Notre Dame will not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age or ancestry in the administration of its educational programs.

Recognizing that some students have special academic accommodations, Notre Dame High School has established a system of academic accommodations for those students who have written documentation of a professionally diagnosed learning disability.

According to the student's Service plan or Individual Education Plan (IEP), services that may be available are tutoring by either the classroom teacher, an Educational Aide or an Intervention Specialist. Speech, Hearing or Occupational services will be provided when needed and specified in the students Service plan or IEP.

Any additional services that are listed in the service plan or IEP will be provided. Although limited in scope, these could include tests read aloud, additional time for assignments/test, abbreviated assignments/test, assistive technology devices, etc....

These services can be delivered in the regular classroom or the student may be pulled out of the classroom, and services could be provided in the resource room.

As with all of the students at Notre Dame Jr/Sr High School, the Diocesan Policy (5125.0) ensures that records are classified and kept confidential according to the Family Educational Rights and Privacy Act (FERPA).

The intervention team will continually evaluate the special needs program for the students and make improvements where needed. Parental satisfaction on services being provided to their student will be taken into consideration when evaluating the program.

As stated in the Faculty Handbook, Pg. 12, the Intervention Specialist will provide professional development to the faculty in regard to working with students who have special needs (ADD, ADHD, Autism, Hearing Impairments, etc...).

## **Student Records (Diocesan Policy 5125.0)**

No data shall be released about students without the written consent of the parent(s) or guardian(s) of a minor student or of the student who is 18 years of age or older. Those permitted to view an individual's student's records are school personnel, parent(s)/guardian(s) of a minor student, the student who is 18 years of age or older, the non-custodial parent of an individual minor student unless denied access by a court order, or officials of other schools to which the student transfers. Parent(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student who is 18 years of age or older. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

## **Technology /Acceptable Use (Diocesan Policy 6140.0)**

Schools within the Diocese of Columbus have implemented voice, data and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for education purposes.

Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

### **TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education.

While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

#### **Acceptable Use of the Internet:**

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send, or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access list servers; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

#### **Consequences for Inappropriate Use of the Internet:**

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation, may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.



## **TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE**

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

### **Acceptable Use of Networks and Technology Equipment**

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks.
- Students should take special care with the physical facilities, hardware, software, and furnishings.
- Students may not remove/move, unplug, alter or add equipment or software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize Diocese technology equipment or software in any way.
- Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager

### **Consequences for Inappropriate Use of Networks or Technology Equipment**

Users have the responsibility to use technology resources in an appropriate manner.

Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by clarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in Lieu of Diocese or school equipment.

## **Conclusion**

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

## **Technology Acceptable Use Policy**

**Internet Users: If you continue past this page you are agreeing to the terms of the Columbus Diocesan Technology Acceptable Use Policy. This means you will be subject to the consequences for violations of that policy.**

**A Summary of the policy Concerning Use and Care of Computers and Equipment & The Acceptable Use Policy of Internet and On-line Resources**

### **Do**

- \* **Sign in**
- \* **Take care of equipment**
- \* **Ask for help with printer problems**
- \* **Print just one copy of document (School related only!)**
- \* **Use the Internet for educational pursuits**
- \* **Treat teachers and fellow students with respect**
- \* **Ask before you enter a site that you think might be questionable**
- \* **Immediately back out of any questionable sites**
- \* **Follow instructions of teachers, librarians, teach teachers and lab assistants**
- \* **Close applications by going to File, Quit and then sign off when you are finished**
- \* **Leave computers on**

### **Don't**

- **Have food or drink around equipment**
- **Share any passwords**
- **Access or download any inappropriate material**
- **Access chat rooms, newsgroups or list serves or instant messaging**
- **Access or download games, game cheat codes, MUD's, MOO's or simulations**
- **Harass others in any way**
- **Submit or reveal your name, any personal information or phone numbers of yourself or**
- **others**
- **Change any computer settings, hardware, or parts or cabling**
- **Access or manage a personal web page on school computers**
- **Download without permission.**

**If you agree to and have read the Acceptable Use Policy, continue and use good judgment.**

The Diocesan approved signature form for the Technology Acceptable Use Policy is sent home to all parents/guardians the first day of each school year. It must be signed and returned to the school office the first week of school.

### **Telephones**

Students may use the office telephones only for emergency calls, and permission must be obtained before doing so.

Only telephone messages of an urgent nature will be delivered to students by the office.

Students will not be called from class to the telephone unless it is an extreme emergency.

### **Weapons**

In accordance with Diocesan policy, no weapons are allowed to be brought onto school property by any student, visitor, or staff member, unless prior permission has been granted for a specific educational purpose. For purposes of this regulation, weapon includes not only guns, knives and other traditional weapons, but any object which may cause, or could be likely to cause, bodily harm to another (e.g. a club, baseball bat outside the locker room, sharp object).

Any violation of this rule may result in suspension or dismissal and filing of criminal charges.

### **Wellness Policy (Diocesan Policy 5145.0)**

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health.

Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect and respect for others.

### **Nutrition Education**

\*\*The primary goal of nutrition education is to positively impact eating behaviors.

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study.
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

### **Physical Education**

\*\*The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2010).
2. All elementary students and the designated grade levels in high school shall participate in Physical Education.

3. All appropriate grade levels will have scheduled recess times.
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

### **School-Based Activities**

\*\*The school has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be mindful of these connections when planning activities.

1. The Religion Course of Study (2006) supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
3. Schools are encouraged to consider healthy food or non-food fundraisers.
4. Parents, students, and the school community should be updated annually regarding the content and implementation of the policy.
5. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

### **Nutrition Guidelines**

\*\*All schools with a lunch program must follow nutritional guidelines.

1. School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services, and Federal School Lunch Guidelines.
2. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
3. Schools should evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.
4. Drinking fountains are available in all buildings.

### **Measurement and Evaluation**

\*\*All schools are required to periodically measure and evaluate the implementation of their wellness policy.

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

### **Withdrawal**

If a student is withdrawing from the school, he/she must bring a note from the parent(s) verifying the intent of the student to withdraw. The student will receive a withdrawal form which must be signed by all teachers verifying that all textbooks, library books, etc., have been returned. Upon

completion, the withdrawal form should be returned to the guidance counselor. According to school policy, all tuition, fees, and fines must be paid before records can be released to another school.

## ACADEMICS

### **Awarding Credit**

Course credit is earned when a final grade of 70 or above is achieved. In the rare instance when a pass/fail system is in effect, a credit will be awarded when a "P" (passing) grade is received. For transfer students, credit earned at other schools will count toward graduation requirements as long as a passing grade was obtained and the school is fully accredited by the State of Ohio.

Credit is awarded proportionately relative to the number of class meetings held per week; hence, a student will receive either 1 credit, ½ credit, or 1/4 credit. To graduate a student must attain nineteen (19) credits and four (4) religious studies credits (total 23 credits). The particular breakdown of credits is as follows: 4 English; 4 Social Studies; 3 Math; 3 Science (to include one lab science); 1 Physical Education/Health; 1 Fine Arts; 3 Electives; 4 Religion.

To graduate (for classes 2014 and beyond), a student must attain nineteen (19) credits and four (4) religious studies credits (total 23 credits). The particular breakdown of credits is as follows: 4 English, 4 Social Studies, 4 Math (to include one unit of Algebra II or the equivalent); 3 Science (to include 1 unit of advanced study in chemistry, physics or biology); 1 Physical Education/Health; 1 Fine Arts; 2 Electives; 4 Religion.

### **Ohio's State Tests**

In order to achieve graduation, the State of Ohio requires students to **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in Math, four points in English and six points across Science and Social Studies.

### **End-of-Course Exams**

- Algebra I<sup>7</sup> and Geometry or Integrated Math I and II
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in Biology, American history or American government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these Science and Social Studies subjects for end-of-course state exams.

### **OR**

Students must earn the following:

For the ACT: English requires an 18 or higher; Mathematics requires a 22 or higher; Reading requires a 22 or higher. Your district will choose either the ACT or SAT for all students in your district to take for free during a one-time statewide spring test in grade 11. For the SAT:

Writing requires a 430 or higher; Mathematics requires a 520 or higher; Reading requires a 450 or higher. \*Ohio's university presidents set these scores\*

*"Honors Diploma"* - The State Board of Education has set the criteria for an "Honors" Diploma. To qualify for an Honors Diploma, students must be in a college preparatory curriculum and meet seven of the following eight requirements:

1. Four units of English
2. Four units of Math (must include Algebra 1, Geometry, Algebra II and another higher level course)
3. Four units of Science (must include Chemistry and Physics or Advanced Biology)
4. Four units of Social Studies
5. Three units of one Foreign Language or two units each of two languages
6. One unit of Fine Arts
7. A 3.5 grade average through 3<sup>rd</sup> quarter of senior year
8. A composite score of 27 on the ACT or 1280 on the SAT

*"President's Award for Educational Excellence"* will be made to graduating seniors who have met the following criteria:

- Attained an A- average or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12. The A- average is defined as equivalent to 3.8 on a 4-point scale or a 93 on a 100-point scale.
- Received a score in the eleventh or twelfth grade, placing them at or above the 85<sup>th</sup> percentile in Math or Reading on any nationally recognized standardized achievement test battery or any nationally standardized college admissions examination, such as SAT or ACT.

Eighth grade students are also eligible for the Presidential Award for Educational Excellence. The criteria for these awards is as follows:

- 8<sup>th</sup> Graders must have achieved a 3.8 or above for their Junior High grades and place in the 85<sup>th</sup> percentile in Reading or Math in their 8<sup>th</sup> grade year.

### **Examinations**

Each semester teachers give a semester examination which is usually comprehensive. On the senior high level, the examination counts for one fifth (1/5) of the semester grade. On the Junior high level, it counts for one seventh (1/7) of the semester grade. Examinations may be two periods in length.

### **Failing Required Courses**

Students failing a required course (English, Social Studies, Math, Science, and Religion) must retake the course in an approved summer school. Notre Dame offers a summer school in Religion when necessary. Lower levels of sequential courses must be passed before a student may advance to the higher levels. Students passing such lower level courses with less than a C may not be allowed to take higher level courses. Each case will be dealt with on an individual basis. Lack of academic progress, as characterized by failure of courses, may be grounds for dismissal.

## **Field Trips**

Field trips must have the educational purpose of augmenting the regular curriculum. No student may go on a field trip without a signed permission slip on file. Normal school rules (e.g. dress code) apply during all field trips. All field trips must be approved by the principal in advance. Juniors and seniors may be permitted to drive on local field trips if they have parental permission.

Parents who drive on field trips must have completed the Protecting God's Children program and filled out the necessary paperwork, along with proof of insurance (a copy of their up-to-date insurance card).

## **Graduation**

Graduation requirements are periodically upgraded. Students are responsible for these changes as they occur unless otherwise stated. If the student fails to complete the requirements for graduation from Notre Dame, he/she will not be eligible for a high school diploma until all requirements have been met.

## **Honor Roll**

To attain the A Honor Roll a student must achieve: A- or above overall average and receive no grade below a C- (D's and F's are not acceptable).

To attain the B Honor Roll, a student must achieve: B- or above overall average and receive no grade below a C- during the quarter.

*Valedictorian and Salutatorian Honors* - The valedictorian and salutatorian awards are presented to the graduating seniors with the highest and second highest cumulative averages for four years. These will be determined at the completion of the third quarter of the senior year. In the event of an exact tie, all parties with the same average will be honored.

To be considered for valedictorian or salutatorian honors, a student must have attended Notre Dame High School from at least the second semester of his/her sophomore year.

## **Make-up Work**

*Excused Absence* - The following guidelines apply to work missed due to an excused absence:

1. Each student is responsible for contacting his/her teachers to make arrangements to make up work missed.
2. Generally, students are given one day for each day missed to complete make-up work. This is at the discretion of the teacher.
3. If a student is absent for two or more days, a parent should call the office for an assignment sheet. However, if assignment sheets are filled out, the student should have the work completed upon his/her return.

*Unexcused Absence* - Full make-up work can be required with no credit for the student who has an unexcused absence, at the discretion of the teacher.

*Unexcused Absence Due to Suspension* - Full make-up work is required for the student who has been suspended. No credit will be awarded.

### **National Honor Society**

National Honor Society membership is open to Juniors and Seniors only upon invitation. The Society selects members based upon national standards. There are four qualities required of members: Scholarship, Character, Leadership, and Service, with each area having equal value. To qualify scholastically a cumulative grade point average of a minimum 3.3 is required. Selected students are inducted at a special ceremony.

### **Parent-Teacher Conferences**

Notre Dame encourages parents and teachers to confer about student progress. Two evening conferences are scheduled by the school--one in the fall, the other in the spring. However, parents may schedule a conference in advance at any time during the school year by contacting the school Guidance Counselor.

### **College Credit Plus**

The Notre Dame High School Board Policy regarding College Credit Plus classes and grades is as follows:

1. If a College Credit Plus class is replacing a core class (one required for graduation), the grade received for the college course will be counted as if it were taken at the high school.
2. Students are encouraged to take their core classes at Notre Dame for the following reasons:
  - a. If a class ends after graduation and is a core class, the student will not receive a diploma until the grades are received from the college.
  - b. Taking a core course at college level may be more difficult and a lower grade will result in a lower GPA.
3. Taking a College Credit Plus class should not interfere with any core class that the student is enrolled in at Notre Dame High School.

### **Progress Reports**

*Report Cards* - Report cards are issued four times a year (every nine weeks). They are sent home with students unless the parent requests mailing. Letter grades are used for all evaluations according to the Grading Scale document which follows (page 22).

On occasion, a student may receive an incomplete on his/her report card (e.g. due to extended illness). Students generally have two weeks to complete the work; otherwise the incomplete (I) will be converted to an "F" (indicating failure).

*ProgressBook* - ProgressBook is available to all students and parents and provides up-to-date grade information for each student and each class. Parents are encouraged to stay in communication with their child's teacher if there is any concern about the posted grades. ProgressBook may be accessed on the Notre Dame Schools website linking to: [notredameschools.com](http://notredameschools.com).

### **Promotion/Retention**

Promotion and retention decisions are made in a collaborative approach among principal, teachers, counselor, and parents. A variety of information is reviewed and a decision made based on what is considered in the best interest of the student. The following factors will be reviewed in making a promotion or retention decision:



- Teacher recommendation
- Classroom performance
- Psychological, social, and emotional characteristics
- Mastery of pupil performance objectives
- Standardized testing results
- Report card grades
- Chronological age
- Parent consultation
- Completion of one year of American history when considering promotion from eighth to ninth grade.

### **Scholastic Banquet**

Every year in May, Notre Dame sponsors a banquet to recognize exemplary academic performance of its students. Students achieving the Honor Roll three quarters are among those honored. Student grades are averaged by quarter (not cumulatively) in order to determine eligibility for this event.

### **Student Scheduling and Class Changes**

Schedule changes are discouraged. Changes are made only with the approval of the guidance counselor and/or principal. It is hoped that all schedule changes would be made during the first two weeks of school. All schedules are final after the first quarter. Any student wishing to withdraw from a course after the first quarter will receive a failing grade.

### **Transcripts**

Graduates can request transcripts (if all tuition and fees have been paid) for colleges or employers. The first three (3) transcripts are provided free. Any additional transcripts will be provided at the cost of \$2 each.

## Grading Scale

<u>%</u>		<u>1 cr</u>	<u>1/2 cr</u>	<u>1/4 cr</u>
A	95-100	4.0	2.0	1.0
A-	93-94	3.8	1.9	.95
B+	91-92	3.5	1.75	.875
B	87-90	3.0	1.5	.75
B-	85-86	2.8	1.4	.70
C+	83-84	2.5	1.25	.625
C	78-82	2.0	1.0	.50
C-	76-77	1.8	.90	.45
D+	74-75	1.5	.75	.375
D	72-73	1.0	.50	.25
D-	70-71	.8	.40	.20
F	0-69	0	0	0

## CODE OF CONDUCT

**The single key to effective self-discipline is respect. When students show respect to their teachers and other adult staff, to one another, to themselves, and to the buildings and grounds, an educational environment will exist that ensures the best education possible--spiritually, academically, and physically--for every student.**

**Every student is to keep in mind the purpose of the school, namely, the formation of educated Christian ladies and gentlemen. Since every student has the right to acquire the best education possible, no student has the right to interfere with this opportunity.**

**Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or misbehave, the student takes upon him/herself the consequences of that chosen behavior.**

## DISCIPLINE

### **General School Rules**

1. Disrespectful behavior, such as rudeness, coarseness, insolence, harassment of any form, including verbal abuse or profanity, is offensive not only to the victim but also to all fair-minded observers. Such conduct or language will not be tolerated. Consequences for such behavior will result in detention, in-school suspension, and/or dismissal. Any form of deceit or dishonesty likewise will not be tolerated and will result in immediate and consequential action.  
Students are expected to treat all adults in the school community with respect, to follow the directions of the faculty and to treat each other as they would like to be treated themselves. These general principles and guidelines are both simple and reasonable and, as such, should form a positive and acceptable mode of conduct for our whole community. (Faculty and staff are also expected to treat all students with respect - mutual respect is essential for a positive working atmosphere.).
2. Any deliberate act or threat of violence against any member of the school community or his/her property will render the offender liable to detention, suspension and/or dismissal, depending on the seriousness of the incident.  
Fighting will result in a suspension. The length of the suspension will be determined by the seriousness of the incident. Criminal charges may be filed.
3. Lying, stealing, and forging notes are contrary to the school philosophy and are considered major violations. Students may be subject to detention, suspension, and/or dismissal, depending on the seriousness of the incident.
4. Use of profane language and gestures will not be tolerated and are subject to disciplinary measures.
5. Cheating will result in a grade of zero (0) for the offending student, and a detention for the first offense. Further offenses may subject the student to suspension. Chronic problems in this regard may result in dismissal.
6. All members of the school community will take proper care of the facilities. Anyone deliberately defacing or damaging school property will be required to restore the property, pay for the damage, and will face other disciplinary action such as fines, detention, or suspension at the discretion of the principal.

7. Students will attend class in a punctual manner. Tardiness may subject the student to detention. Any student who skips a class will receive a detention. Students will not leave school grounds without permission. Violation of this will result in an in-school suspension. Repeated offenses may subject the student to further suspension and/or dismissal.
8. Students should conduct themselves in an orderly manner during class changes in the hallways.
9. Public displays of affection are not conducive to a business-like atmosphere and will not be permitted on school grounds.
10. Electronic devices may be used at the teachers' discretion.
11. Food and drinks (with the exception of bottled water) are permitted only in the cafeteria. A teacher may request in advance that an exception be made if working on a special project with his/her students.

Chronic breaking of any school or classroom rule is seen as a major offense and will be dealt with accordingly.

### **Behavior at School Sponsored Activities**

Students of Notre Dame are expected to maintain the same code of conduct at all school related activities that is expected of them during the regular school day. Students bringing guests to activities are responsible for their guest's behavior.

### **Behavior Off Campus**

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be the sole discretion of the school.

### **Bullying (Diocesan Policy 5140.02)**

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is a pattern of abuse over time and involves a student being "picked on". Bullying includes physical intimidation or assault, extortion, oral or written threats, electronically transmitted acts; teasing, putdowns, name-calling, threatening looks, gestures, or actions; cruel rumors, false accusations, and social isolation.

The Diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further action.

The Diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This

investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

### **Classroom Code of Conduct**

Each teacher will establish and convey to students specific expectations for behavior and academic performance relative to his/her classroom. Each teacher will send a copy of classroom guidelines home with the student for parent and student signatures.

### **Detentions**

Any member of the school staff may issue a detention for violations to the school rules. Students must report to the detention room by 2:40 P.M. No eating, drinking, or talking is permitted in the detention. Students assigned to detention may be required to perform tasks of service to the school. Failure to serve a detention will result in in-school suspension. If the student does not serve his or her in-school suspension, they will be given an out-of-school suspension.

Sports practices/games are no reason to miss detentions. This also applies to any other extracurricular activity.

*Repeated Disciplinary Detentions* - The following steps will be taken in the event of a student having repeated disciplinary detentions:

1. The first 5 detentions received by a student in one quarter will be served after school.
2. The sixth detention received in one quarter will result in in-school suspension. Failure to attend an in-school suspension will result in an out-of-school suspension.
3. The seventh and any other subsequent detentions received by a student in one quarter will result in a one-day suspension, and a mandatory conference with parents will be held.
4. Quarterly grades will be withheld until all detentions are served.

### **Disciplinary Probation**

Students who present serious or continuous disciplinary problems will be placed on disciplinary probation at the discretion of the principal. Probation places the student in a situation which may lead to dismissal for continued problems. The length of the probation period will be determined by the principal. Students placed on disciplinary probation more than once in a school year (even if nonconsecutive) may be dismissed.

### **Drugs and Alcohol**

A student shall not knowingly possess (includes but is not limited to, purses, wallets, lockers, desks, etc.), buy, sell, use, transmit, apply, or be under the influence of any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, or mood altering chemical of any kind, as stated in Ohio Revised Code 4301.63 and 25.

This rule is in effect during school or any school sponsored activity/event/program, on school grounds, on the school bus, at the bus stop, in transit to and from school, and at any other time when the school is being used by any school group, and off school grounds at any school sponsored activity, function, or event.

Under the influence is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

Use of a prescription drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as a parent's statement, signed physician's statement, and/or prescription label is presented to the school nurse or principal's office. Such medication shall be kept in the security of school personnel. As stated previously, parents should also complete a medication authorization form.

The following procedures will be followed in dealing with the above situation: Possession, use, transmission, sharing, or under the influence:

*First Offense* - The student will seek professional evaluation from a trained Dependency Counselor. A suspension will be imposed for 5 days and there may be mandatory drug testing required at the Counselor's discretion.

*Second Offense* - The principal will suspend the student for ten (10) days and will act to expel the student in compliance with the student's due process procedures.

*Supply/Sale of Illegal Substances (e.g. drugs/alcohol)* - Supplying or selling of illegal substances will result in an immediate ten (10) day suspension. The principal will act to expel the student in compliance with due process procedures.

### **Suspension**

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. If the parent/guardian has not been reached on the day the misconduct occurred, then prior to the start of the next school day, the principal or administrator in charge shall notify the student's parent(s) or guardian (s) of the suspension.

During this time, students are not permitted to attend class or any school activity. It is considered an unexcused absence. Students are responsible for make-up work but will receive no credit in any classes during the day(s) suspended.

1. The period of suspension will vary up to 10 days in accordance with the seriousness of the offense.
2. Students who are suspended twice in one school year may be subject to dismissal.

### **Expulsion**

If it is deemed by the administration that a student's continuation at Notre Dame is not in the best interest of the student or that it seriously disrupts the academic and/or spiritual environment of the school, he/she will be expelled.

If the student is expelled, the principal or administrator in charge shall notify the parent(s) or guardian(s) and the Superintendent of Schools, in writing, clearly stating the reasons for the expulsion. Parent(s)/guardian(s) and students (18 years old or older) have three possible choices:

1. appeal to the local school advisory board if the board has an appeals procedure.
2. appeal to the Diocesan Grievance Committee (this committee is comprised of an independent group of parents appointed by the superintendent or the superintendent's designee, or
3. waive the right to appeal.

### **Expulsion Hearing Procedure**

If a student has been expelled, and the parent(s) or guardian(s) request a hearing before the school board, this hearing will take place within three (3) school days of the request before an appeals board of three school board members chosen by the board president.

At the hearing, each side will be allowed a maximum of twenty (20) minutes to present its argument for or against the expulsion. There shall be no questioning during this period, and the other party will not be present. After the initial presentation, each side will be brought back separately for a ten (10) minute question period. Any written material concerning the case shall be given to the appeal board at least twenty-four (24) hours before the hearing.

By the school day following the hearing, the board or its designee shall notify the parent(s) or guardian(s) and the superintendent by phone, followed by written notification of its decision, clearly stating the reason for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent(s) or guardian(s) and the student of the right to appeal the expulsion to the Diocesan Grievance Committee.

### **Procedures**

All members of the faculty and staff are entrusted with responsibility of enforcing school regulations.

Most minor violations can be corrected by a simple reprimand or conference with the student. If such attempts are not successful, further measures will be taken.

### **Threats to Welfare & Safety (Diocesan Policy 5140.11 & 5140.12)**

No student will use, possess, handle, transmit or conceal any object which is or can be considered a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions. If a student is found to be in violation of the above, any of the following disciplinary actions may be imposed by the administrator depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include: detention, counseling/family counseling, approved school/community service, suspension, referral to Juvenile court and/or other appropriate law enforcement agency, suspension from school, expulsion from school following suspension, diversion programs.

### **Tobacco**

The possession/use of tobacco in any form by students is prohibited in the school building, on school premises, or at any school activity. Violation will result in a suspension. The length of the suspension will be determined by the administration.

It must be understood that no discipline policy can be all encompassing. Other inappropriate conduct, not specifically mentioned, that is contrary to the school's code of conduct will be dealt with accordingly. As is stated in the philosophy, if the key issue of respect is maintained (respect for self, peers, teachers, property) all problems can be kept to a minimum and the true business of learning can be promoted. All items are at the discretion of the administration.



## ATTENDANCE

Section 3321.01 of the Ohio Revised Code states that a child between six and eighteen years of age is of compulsory school age. Thus, on this basis, Notre Dame is justified in refusing credit to any student who misses more than seven (7) days per quarter, whether the absences are excused or unexcused. This policy applies to intermittent illnesses occurring a day or two at a time. The only exception to this policy is a prolonged or chronic illness which involves a doctor's direct care and/or hospitalization.

*Excused Absences* - The following reasons are permissible for an excused absence:

1. Personal illness
2. Death in the family
3. Doctor's appointment (if it cannot be scheduled after school)
4. Senior college days

*Unexcused Absences* - Absences for such things as: out-of-town trips, dances, concerts, hair appointments, shopping, running errands, babysitting, etc., are not considered a valid reason for missing any part of a school day. These days cannot be approved by the administration and will be considered unexcused.

Except for unexcused absences due to suspension, credit for make-up work is at the discretion of the teacher.

*Half Day Absence* - Students arriving after 9:37 a.m. (second period) are considered absent one-half day and will be counted tardy to school.

*Anticipated Absence Forms* - Students who anticipate being absent for an unexcused reason should follow the procedures listed below:

1. Pick up form in main office at least one week prior to anticipated date of absence.
2. Have parent(s) complete and sign form.
3. Have form signed by each classroom teacher.
4. Return completed form to office. (A copy of the completed form will be mailed to the student's home.)

### **Absence Procedures**

The following procedures apply whether the absence of the student is for a full day or half day:

1. The parent or guardian should notify the school (353-2354) before 8:30 a.m. on the day of the student's absence.
2. On the day of the student's return to school, the student is required to bring a note from his/her parent(s) outlining the date(s) of the absence and the specific reason the student missed school. Notes must be signed by the parent and should be addressed to the principal. The student should bring the note to the main office before 8 a.m. on the day of his/her return to school.

Generally, students are given one day for each day missed to complete make-up work. However, if a student is present on the day a test is announced, the teacher may require the student to take that test on the first day back from an absence. Prior assignments are due on the first day back from absence.

Special arrangements may be made with the teacher for absences exceeding five (5) consecutive school days.

It is each student's responsibility to contact his/her teachers regarding make-up work.

Parents of students who are absent for two or more days are encouraged to call the office for a homework assignment sheet which can be picked up at the end of the school day. However, if an assignment sheet is completed, it is expected that work will be completed by the student prior to his/her return to school.

*Unexcused Absence* - Full make-up can be required with no credit given at the discretion of the teacher (except for suspension; where, by policy, no credit is given).

### **College Days (Juniors & Seniors)**

All Juniors and Seniors are afforded the privilege of being excused from school for up to two (2) days to visit potential college campuses. The student and parent must complete the necessary request forms for these visitation days.

Since these days are to assist a student's decision in selecting a college to attend, under most circumstances, these days must be used prior to May 1.

Upon return to school, the student must bring a note from the Admissions Office of the colleges visited stating date and time of visit. Failure to follow the above procedures will result in the day missed being unexcused.

### **Early Dismissal**

For appropriate reasons a student can be dismissed from school early by following the procedures:

1. The first thing in the morning the student should bring to the main office a note from home, signed by the parent or guardian, explaining the specific reason for the request.
2. The main office will issue an early dismissal which the student is to present to the dismissing teacher.
3. Before leaving the building, the student must sign out in the main office.
4. If a student returns to school, he/she must sign back in at the main office.
5. The student will inform the teachers of the classes that he/she will miss in advance.

### **Students Leaving School**

Parental permission must be given before the student will be allowed to leave school. When possible, students should present a statement to the office to indicate the nature and duration of the intended absence.

**Tardiness**

A student is considered tardy if he/she is not in the assigned homeroom and seated when the tardy bell sounds. When tardy, a student must sign in at the main office where he/she will be issued an admit slip. Necessary corrective action for tardy to class can be taken at the teacher's discretion.

A student is permitted four (4) tardies per semester. A one-hour detention is assigned for the fifth (5) and sixth (6) tardy. The one-hour detention must be served after school the day of that tardy or the following day. In-school suspension will be assigned on the seventh (7) tardy. Failure to attend an in-school suspension will result in an out-of-school suspension.

## Notre Dame High School/Junior High Dress Code

The following is the dress code for Notre Dame High School and Notre Dame Junior High. Students are expected to comply with this dress code during school attendance. When not specified, the dress code applies to both boys and girls.

Modesty and appropriate attire are expected at all times. This dress code identifies the appropriate attire for students and lists some specific items that are not permitted. Students and parents are asked to reference this dress code and consider appropriate cut, style, and fit of all clothing items worn to school.

No dress code can possibly be explicit in every detail, nor can it cover all future contingencies, therefore, the interpretation of the code is left to the immediate discretion of the administration.

If a student is out of dress code, a detention will be issued to the student and parents will need to bring a change of clothing, or appropriate clothing will be provided.

### Shirts:

- Official Notre Dame uniform polo shirts must be worn by all students.
- Shirts must be embroidered at Larry Moore Trophies and Sporting Goods and have the ND Cross Logo or the Titan Head Logo. Shirts having “Notre Dame” in script will be permitted only during the 2019/2020 school year and will be permanently phased out by Fall of 2020.
- There is a choice of two (2) colors: navy blue or white. Yellow shirts will be permitted only during the 2019/2020 school year and will also be permanently phased out by Fall of 2020.
- Uniform polo shirts must be tucked in at all times.
- Uniform polo shirts should fit modestly. Tight fitting shirts are not permitted.
- Undershirts/camisoles are permitted under the uniform polo shirt. An undershirt/camisole can only be plain white, gray or navy blue. There can be no lettering, designs, or pictures on undershirts.

### Sweaters:

- Sweaters are permitted if worn with the Notre Dame uniform polo shirt. Approved sweater styles are V-neck or crew neck.
- Approved sweater colors are solid white and solid navy blue only.
- Sweaters may possess a Notre Dame Cross Logo or Titan Head Logo.

### Sweatshirts:

- Crewneck or hoodie sweatshirts with the ND Cross Logo or ND Titan Head Logo are permitted if worn with the Notre Dame uniform polo shirt.
- Approved sweatshirt colors are solid white, solid navy blue or solid gray only. Students may take any white, navy, or gray sweatshirt to Larry Moore Sporting Goods to have either logo added to it.
- No other sweatshirts are permitted.

#### Pants:

- Pants must be either khaki or navy blue.
- Work pants, sweat pants, pants with elastic cuffs, stretch pants, leggings, yoga pants, or any other style are not permitted.
- Pants should fit modestly.
- Pants must be in a good state of repair. Frayed, ripped, torn, or distressed fabrics are not permitted.

#### Skirts:

- Girls have the option of wearing a standard navy blue or khaki skirt.
- Skirts length must be right above the knee.
- Skirts should fit modestly.

#### Shorts:

- Shorts may be worn before October 15<sup>th</sup> and after April 15<sup>th</sup>.
- Shorts color must be khaki or navy blue.
- Approved shorts styles include uniform style walking shorts or cargo shorts only.
- Shorts should be no more than three inches above the top of the knee.
- Shorts should fit modestly.
- Shorts must be in a good state of repair.
- Frayed, ripped, torn, or distressed fabrics are not permitted.

#### Belt:

- A belt must be worn by all students.
- Belts are required with pants, shorts.
- Belts must be plain brown or black.

#### Shoes:

Clean shoes in a good state of repair must be worn at all times.  
Flip-flops, sandals, backless shoes, or open-toed shoes are not allowed.

#### Hair:

Hair must be combed, clean, and well-groomed at all times.  
Hair may not go below the eyebrows for any student.  
Boys' hair may not go beyond the top of the collar.  
Boys must be clean shaven at all times. Facial hair of any kind is not permitted.  
**Note:** Eccentric hairstyles are not permitted.

#### Jewelry:

Girls may wear jewelry in good taste subject to the approval of the principal.  
Boys are not permitted to wear earrings during school hours or at school functions.  
Face, body, and tongue piercing is not permitted for any students.

#### Tattoos:

Visible tattoos are not permitted.

Dress-down:

Dress-down attire is more casual than regular attire.

Jeans, shorts (of appropriate length), and casual shirts may be worn at the students' discretion.

All clothing must be clean and in good repair.

All clothing should fit modestly. No excessively tight clothing.

Bare midriffs or sleeveless shirts are inappropriate.

No yoga pants or running shorts are to be worn on dress-down days.

All clothing should be considered appropriate and tasteful.

Material printed on shirts, sweatshirts, or T-shirts must be in good taste (e.g. no alcohol references, no wording offensive to an ethnic group).

Neither flip-flops nor sandals are allowed on dress down days or otherwise.

Prom and Homecoming Dress Policy:

The dress code affirms the quality of education and conduct we all expect from Notre Dame Catholic High School students and their guests.

1. Dress must be appropriate fitting and modest.
2. The entire dress hemline must be no shorter than two inches from where the knee bends. This includes slits.
3. Strapless dresses, spaghetti straps and halters are allowed; however, the dress bodice (the part of the dress covering the body between neck and shoulders to the waist) must cover the breast from all vantage points, from side to side view as well as the front.
4. No midriffs exposing dress is permitted.
5. A backless dress must cover derriere and undergarments.

**INAPPROPRIATE ATTIRE WIL BE DEALT WITH BY THE ADMINISTRATION.**

## TUITION AND FEES

### **Tuition Policy**

Approximately 45% of the costs of operating Notre Dame High School comes from tuition paid by parents. Like any business, the school depends on prompt payment of tuition in order to continue providing outstanding service to the students. The following regulations are enacted in order to insure that the financial aspects of the school are handled in a smooth, expeditious fashion. In those instances, when difficulties arise, please contact the school before it becomes a crisis. Together, we can work out some arrangement that will help both parties achieve their goals.

1. Tuition rates stated are for the school year. The school year begins in late August and ends in early June (exact dates are determined by the calendar). The different rates for parishioner and non-parishioner are based on the fact that the Catholic parishes of Scioto County provide a significant amount of funding to the school. The difference is not meant to discourage registration of non-parishioner students.
  
2. In order to receive the tuition rate for parish members, the parents and student must show that they are practicing Catholics registered in one of the parishes in Scioto County (or in the county of residence if living outside Scioto County). **PARENTS WHO ARE REGISTERED IN ONE OF THE CATHOLIC PARISHES IN SCIOTO COUNTY MUST HAVE A FORM SIGNED BY THEIR PASTOR IN ORDER TO PAY PARISH RATE.**
  
3. Tuition payments are handled by the FACTS Management Company. EACH FAMILY WILL DESIGNATE THEIR INTENDED PAYMENT PLAN ON THE TUITION PAYMENT PREFERENCE FORM FROM THE FACTS MANAGEMENT COMPANY.
  
4. In any instance where the student withdraws, tuition paid ahead will be refunded on a pro-rated basis, after any outstanding fees are deducted. If the student is expelled, voluntarily withdrawn by parents, tuition paid ahead is non-refundable.
  
5. Students dismissed because of parents' nonpayment of tuition may be re-enrolled. All accounts must be brought up to date prior to acceptance of the re-registration. In such cases, parents will sign a new contract detailing payment schedule and amount of payments. In case of a waiting list, students being re-enrolled under these circumstances do not have any priority over other students who may be on the list.
  
6. No student will be accepted at Notre Dame High School if the family has an unpaid account at Notre Dame Elementary. No student will be accepted at Notre Dame Elementary if the family has an unpaid account at Notre Dame High School. No student will be accepted at either school if the family holds an unpaid account at any other Diocesan school.

7. A mandatory administrative fee of \$150.00 will be charged for each student, to cover supplemental costs.

8. Tuition assistance may be available each year. Catholic parents are eligible to apply to the Diocese for a tuition assistance grant. Grant applications are available on the school website: *notredameschools.com*. All parents of Notre Dame students, regardless of parish affiliation, are eligible to apply to the school for a tuition assistance grant. School grants are awarded in June for the following year.

9. Tuition and fees must be current. If at the end of a grading period a tuition account is not current, a student's grade card will be withheld until the tuition account is current. A student will be denied from taking semester exams or final exams if all tuition accounts are not current at the end of the school year. All tuition accounts must be paid in full in order for students' transcripts to be released. All financial obligations must be kept current in order to participate in school related extracurricular activities (i.e. sports, school clubs, etc.).

10. Seniors are charged a small fee to cover the extra costs of the graduation ceremony, diploma, speakers, and so on. The exact amount is determined each year in May.

11. In the case of graduating seniors, all obligations (returned books, detentions, uniforms, etc.) must be met by the last senior day of classes. All financial obligations must be met 5 days prior to graduation; if these obligations have not been met, he/she will not be allowed to participate in the graduation ceremonies. College transcripts will not be sent until all financial obligations are taken care of.

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**THE PRINCIPAL IS THE FINAL RECOURSE AND RESERVES THE  
RIGHT TO AMEND THIS HANDBOOK.**



## **NOTRE DAME SCHOOL SONG**

Onward to victory, Oh Notre Dame;  
We'll win this game and go on to fame.  
Show the others how to fight;  
We'll win this game by men or might.  
Show off your colors, Blue and Gold;  
Show them the winning knights of old.  
The winning team we're sure to be;  
So onward to victory.

## **ALMA MATER**

Hail to thee, O Notre Dame, ever and a day.  
Flags unfurled in blue and gold, in a proud array.  
Alma Mater, Alma Mater, glorious, brave, and true.  
We will be forever faithful. Hail, O hail, to you.