



2220 SUNRISE AVE., PORTSMOUTH, OH, 45662, 740-353-2354

2024-2025  
JR HIGH/SR HIGH SCHOOL  
STUDENT / PARENT HANDBOOK

DIOCESE OF COLUMBUS  
OFFICE OF CATHOLIC SCHOOLS  
197 E. Gay Street, Columbus, OH, 43215, (614) 221-5829

## Table of Contents

● Mission and Belief Statements	p. 3
● Non-Discrimination Statement	p. 4
● Fidelity to Church Teachings	p.4
● Amendment Statement	p. 4
● Acknowledgement Statement	p. 4-5
● Acknowledgement of Risks Statement	p. 5
● Office Hours	p. 5
● Admission Procedures	p. 5-7
● OHSAA Athletic Transfer Policy	p. 7-8
● Change of Telephone Number/Address	p. 8
● Attendance Policies	p. 8-13
● Bullying/Cyberbullying Policy	p. 13-14
● Harassment Policy	p. 14-15
● Cell Phone/Electronic Device Use	p. 15-16
● Child Custody Policy	p. 16
● Schoolwide Safety and Crisis Mgt.	p. 16-18
● Field Trip Policy	p. 18-20
● Emergency Information	p. 20
● Wellness Policies	p. 20-23
● Academic Policies/Procedures	p. 23-31
● Responsibility for Student Records	p. 31
● Access to Directory Data	p. 31-32
● Services for Students with Special Needs	p. 32-33
● Promotion/Retention Policy	p. 33
● Grading Scale	p. 33
● Discipline Policies/Procedures	p. 34-40
● Extracurricular Activities	p. 41-42
● Dress Code Policy	p. 42-45
● Background Checks/Protecting God's Children	p. 45
● Reporting Sexual Abuse	p. 45
● Drug/Substance Abuse Policy	p. 46-47
● Dispensing Medication	p. 47-50
● Technology/Acceptable Use Policy	p. 51-53
● Social Media Policy	p. 53-54
● Use of Name/Branding Policy	p. 54
● Parent Communication	p. 54-55
● Tuition Payment/Refund Policy	p. 55-56
● Bell Schedules	p. 57-58

## **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.

## **Belief Statements**

The core environment of our Catholic school reflects the life and 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.

### **Non-Discrimination Policy (Diocesan Policy 1070)**

The Diocese of Columbus has developed a statement concerning enrollment to which Notre Dame adheres: "The governing board of Notre Dame Jr/Sr High School located at 2220 Sunrise Avenue in Portsmouth, Ohio, 45662, has adopted the following racial discrimination policies.

Notre Dame Jr/Sr High School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs

Notre Dame Jr/Sr High School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

### **Fidelity to Church Teachings**

- The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
- Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Diocese, or Catholic Religious community.
- While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
- Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school’s life and activity and that the school is able to function as a community of faith.
- In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Bishop.

### **Amendment Statement (Diocesan Policy 1120)**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

### **Acknowledgement Statement (1120)**

Through Final Forms, the following statement must be signed by parents and students in all grades no later than September 1.

*I have read and agree to abide by the policies contained in the Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice.*

*The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.*

### **Acknowledgement of Risks Statement (1120)**

*We, the parent(s) and student who are signing this student handbook agreement for Notre Dame Jr/Sr High School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.*

*By signing this School Handbook Agreement, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person school/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the school/parish or at any school/parish function.*

### **Office Hours**

The main office is open from 7:30 a.m. to 3:00 p.m. Monday through Friday. Summer hours are 7:30 a.m. to 12:00 p.m. Monday through Thursday. The school office is open during the two weeks after the last day of school and the two weeks before the start of the new school year. It is closed during all of July.

### **Admission (Diocesan Policy 5100)**

All Catholic preschools, elementary schools, and high schools are open to students who sincerely seek a Catholic education and meet the requirements listed below. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to active members of the parish.

1. No person shall be admitted as a student in any Catholic school unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and of the Diocese.

2. Whether the student is Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.

3. No student shall be admitted to any Catholic school unless he/she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

4. A Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all applicants. Decisions on enrollment may be made based on these constraints.
5. No student shall be admitted to a Catholic school if there is a financial debt of any amount owed to another Catholic school, inclusive of schools within the Diocese of Columbus and schools in other dioceses.
6. Students shall not be denied admission to a school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.
7. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholics students. The information on the birth and baptismal certificates shall be entered on the permanent office record in the proper place, but only when verified by the official document.
8. Each Catholic school retains the right to set local admissions standards, policies, and procedures in addition to those specified by the Diocese. The admission policy for each school should be made public and clearly stated in the local Family Handbook.
9. A copy of the Parent/Student Handbook is given to new applicants, either in physical or digital form. Parents are to acknowledge in writing (in either physical or digital form) that they have read and agree to adhere to the policies and regulations therein.
10. Annually, the pastor and/or principal shall review each student's continued eligibility for re-enrollment in the school.

#### **School Attendance Areas (Diocesan Policy 5103)**

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.

#### **Admission Procedures**

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 with parents and student applicant. Acceptance of admission to Notre Dame Jr/Sr 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 Board of Trustees 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.

### **Priority for Acceptance – High Schools (Diocesan Policy 5100)**

In the acceptance of students to high schools, the priority shall be as follows:

1. Incoming students as follows:
  - a. students whose siblings are already enrolled in or graduated from the high school;
  - b. students who graduated from elementary schools designated as feeder schools; or
  - c. students from parishes without an eighth grade whose families have traditionally chosen Catholic schools.
  - d. granted an attendance waiver through the Diocesan process.
2. Students from Catholic families relocating from other communities, who have been attending Catholic schools, and live within the applicable boundary area.
3. Other Catholic students who have not graduated from Catholic elementary schools may be admitted if, on the basis of a personal interview, the principal or his/her designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education, and the family resides within the applicable boundary area.
4. Students of other faith traditions living within the applicable boundary area.

### **OHSAA Athletic Transfer Policy (Bylaw 4-7-2)**

**Definition of Transfer:** A student is considered to have transferred whenever a.) enrollment is changed from one school to another school and the student attends a new school, or b.) enrollment is changed from one school to become home schooled, or c.) the student participates in a practice, scrimmage or contest with a school-sponsored squad of a school in which the student has not been enrolled and attending, or d) the participation opportunities afforded a student pursuant to state law change. Notwithstanding (b) above, if a student is enrolled in a school located in his/her residential district and withdraws from the school for home education pursuant to division (A)(2) of O.R.C. §§ 3321.04, or vice versa, such a student shall not be considered a transfer student subject to the provisions of this section. Notwithstanding (c) and (d) above, if a non-enrolled student's participation is pursuant to O.R.C. §§ 3313.5311 (Ohio non-public school students) or 3313.537 (Ohio community/STEM school students), the non-enrolled student's participation opportunity shall transfer back and forth between the student's school of enrollment and the public school at which they are afforded a participation opportunity without transfer consequences based on sports offered at the school of enrollment. If the non-public school or Community/STEM school ever sponsors the sport/sports in which the non-enrolled student wishes to participate, the student's participation opportunity shall also be transferred back to the school of attendance without consequence. Furthermore, any in-season changes in the participation opportunities that may be afforded by state law shall be subject to Bylaw 4-7-3.

**Transfer Consequence:** If a student transfers at any time after commencing the ninth-grade year, the student shall be ineligible for all OHSAA tournaments in those sports in which the student participated during the 12 months immediately preceding this transfer. In addition, the student shall be ineligible for all contests at all levels AFTER the first 50% of the maximum allowable varsity regular season contests have been competed in those sports in which the student participated during the 12 months immediately preceding this transfer. The transfer consequence shall remain in effect until the one-year anniversary of the date of enrollment in the school to which the student transferred, at which time the student is no longer considered a

transfer student. For purposes of the transfer bylaws, a student will be considered as having commenced the ninth-grade year by either attending five or more days of school as a ninth grader or by establishing eligibility at a school by having participated in a contest. Furthermore, the term “participated in a contest” for purposes of the transfer bylaw means to have played at least one play in a scrimmage, preview/jamboree, Foundation game or regular season/tournament game or contest. A student who did not participate in an OHSAA recognized sport in the 12 months immediately preceding the transfer is not subject to the consequence of this transfer bylaw.

**Midseason Transfers:** Notwithstanding the above, if a student transfers during the season of a sport in which he or she has participated in a regular season contest, and if Bylaw 4-7-3 requires that the student is ineligible for participation in the remainder of the contests in that sports season, the student shall remain ineligible for the remainder of all regular season contests, as well as the OHSAA tournament, in that sport at the school into which the student has transferred (or at the school where the student is now permitted a participation opportunity). Furthermore, the student shall finish fulfilling his/her transfer consequence, for ONLY that sport in which the mid-season transfer occurred, at the start of the sport season during the next school year, unless an exception can be met to restore eligibility for the next sport season. This consequence requires that the student shall remain ineligible for all preseason contests (scrimmages, preview/jamboree, Foundation games) and all regular season contests until the total number of varsity regular season contests missed (including those missed during the previous season) equals 50 percent of the maximum allowable varsity regular season contests in that sport.

The policy can be reviewed in its entirety in the OHSAA Handbook or by visiting the OHSAA website.

### **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 parent must log into Final Forms and update this information. Final Forms will notify the office immediately.

### **Attendance, Absences, and Excuses (Diocesan Policy 5200)**

A record of attendance and tardiness shall be maintained for every student. The law requires that this be retained as part of the permanent record of the student.

According to the law of Ohio, primary responsibility for seeing that students attend school for the full time that school is in session rests with the parent(s)/guardian(s). When a student is absent from school, the parent/guardian is to contact the school, before 8:30 AM on the day of the absence. A representative from the school will attempt to notify the student's parent/guardian if the absence has not been reported.

A student who is absent must, upon his/her return to school, present a note bearing the reason for absence, the date(s) of absence, and the signature of a parent or legal guardian. When it is unknown if a student is legitimately absent, all efforts to contact the parent and/or legal guardian



must be made. A decision can be made to contact local authorities regarding the inability to reach parents or in the case of chronic or excessive absences.

Only the principal can give permission for absence or early dismissal.

In case of emergency, the principal may send a student home only after the parent or guardian has been notified.

Any pupil showing symptoms of a communicable disease shall be dismissed from school by the principal after notification of the parent(s)/guardian(s).

### **Arrival/Dismissal**

The school day commences at 7:55 a.m. with first period beginning at 8 A.M. Students are to report to the gymnasium if they arrive before 7:50 A.M. At 7:50 A.M. students will be dismissed from the gym to go to their lockers and report to their first period classes. 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.

### **Absence Procedures**

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 up to a maximum of 3 days without a doctor's excuse in one quarter
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: 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.

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

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

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

1. It is mandatory that the parent or guardian notify the school (740-353-2354) before 8:30 AM 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 check Google Classroom regarding make-up work, and 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 more than 70% credit given at the discretion of the teacher.

Parents of students who miss more than seven (7) days in one quarter will receive a letter stating that a teacher may fail that student and that the student is risking the loss of his or her scholarship.

### **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 the 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 may 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 in the computer which the dismissing teacher will check.
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.

These “early outs” will count against the student’s four-tardy allowance per semester.

### **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 his/her first period class and seated when the tardy bell sounds. When tardy, a student must sign in at the main office. Necessary corrective action for *tardy to class* can be taken at the teacher’s discretion. An “early-out” without a medical excuse will also be considered tardy for the purposes of the below-described disciplinary action.

A student is permitted four (4) tardies, including early-outs, per semester. A one-hour detention is assigned for the fifth (5) and sixth (6) tardy. The one-hour detention must be served on the next detention session following the issuance. An Out-of-School suspension will be assigned on the seventh (7) tardy and for every tardy thereafter. Should a student be tardy or achieve a total of 10 tardies and/or Early Outs in any one semester, that students may be expelled. This decision will be made at the discretion of the Principal.

**Missing Children Act** - When a student enrolls in a Catholic school, the parent(s)/guardian(s) shall present the school with a copy of the student's birth certificate and the name and address of the school which the student most recently has attended. Within 24 hours, the enrolling school shall initiate contact with the sending school in order to obtain the student's records. If records are not received within 14 calendar days of the student's admission, the enrolling school shall notify the law enforcement agency having jurisdiction for the area of the pupil's residence. Any school may initiate a program for fingerprinting students. If initiated, such a program shall be developed with the assistance of the law enforcement agency in the area. Participation of individuals is voluntary.

### Consequences of Excessive Absences (Diocesan Policy 5201)

A school is justified in refusing credit to any student who misses 28 or more days in a school year. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student parent(s)/guardian(s).

An exception to the above would be the case of a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring or some other type of instruction approved by the principal.

Definitions – HB 410 (2017)

	<b>Consecutive Hours</b>	<b>Hours per School Month</b>	<b>Hours per School Year</b>
<b>Habitual Truancy</b>	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
<b>Excessive Absences</b>	–	38 with or without legitimate excuse	65 with or without legitimate excuse
<b>Chronic Absenteeism</b>	–	–	10% with or without legitimate excuse

### 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 any work they have 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. All missed work will be posted to Google Classroom. It is the responsibility of each student to have the work completed upon his/her return.

*Unexcused Absence* - Full make-up work can be required with no more than 70% 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 more than 70% credit will be awarded.

### 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.

### **Bullying and Cyberbullying (Diocesan Policy 5411)**

The Diocese of Columbus schools and their staff 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 defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Staff members who observe or become aware of an act of bullying shall 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 investigation.

The Diocese expects students and parent(s)/guardian(s) 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 parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), 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.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment and the interventions and consequences are of another level.

## **Harassment Policy (Diocesan Policy 5412)**

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

2. 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, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, disability, or other protected characteristics.

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

- a. offensive sexual flirtations, advances, propositions; jokes;
- b. continued or repeated verbal abuse of a sexual or gender-based nature;
- c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- f. graffiti of a sexual nature;
- g. fondling oneself sexually or talking about one's sexual activity in front of others;
- h. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel 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 employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor 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.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) 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 shall 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/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment or expulsion in the case of a student

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

### **Cell Phone and Electronic Device Use**

Students may possess portable electronic devices during the school day but all devices shall NOT be turned on or used in any way during instructional time, in school hallways, between classes, during assemblies or when their use is otherwise prohibited by School Administrators or teachers.

The portable electronic devices include, but are not limited to, cell phones, headphones or AirPods, and similar music players, other recording devices, cameras, etc.

Posting on social media during school hours is strictly prohibited. Teachers are encouraged to collect cell phones as students enter their classrooms so as to ensure appropriate use. Air pods and headphones are prohibited at all times unless the student has a condition requiring their use. A detention will be issued for any student using headphones in the hallways or without permission in a classroom or in the lunchroom.

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.

### **Child Custody Policy (Diocesan Policy 5210)**

Custodial parents and/or legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of the limit of access to children, records, or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights, as determined by the school administrator.

School administrators are not to offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc. Administrators are to take a neutral position in all conflicts of this nature. If a school official receives a subpoena to testify, contact the Office of Catholic Schools, which will then work with Diocesan legal counsel.

### **Schoolwide Safety and Crisis Management (Diocesan Policy 1310)**

All schools will comply with the procedures found at the Ohio School Safety Center website (<https://ohioschoolsafetycenter.ohio.gov>) and on the School Safety App in the administrator's OH-ID account. Schools must:

- Annually complete and submit the required safety and security documentation.
- Annually contact and communicate with local first responders.
- File current building designs.
- Maintain state and Diocesan drill schedule.
- Annually train teachers, staff, and students.

Each school will develop and implement a plan to address school safety according to these directives and requirements. The document will be updated, reviewed and approved by state officials on a three-year cycle. Additional uploaded documents include:

1. Site plan
2. Stakeholder signatures
3. Floor plans
4. Emergency Contact information

The Annual Certification of the plan must be completed by July 1st each year. The school's Emergency Management Test must be completed and logged through the ODE app according to the 3-year rotation of:

1. table top drill
2. functional drill
3. full scale drill



The plan will be reflective of the involvement of appropriate stakeholders and in coordination with local community services.

Additionally, schools must:

1. Regularly schedule fire drills, rapid dismissals, tornado drills, school evacuations, and lockdown drills
2. Maintain written records of all drills.
3. Post emergency procedures in all rooms within the school and make procedures available to all parents, students, and school personnel.
4. Post emergency telephone numbers next to all telephones within the building (offices and classrooms)

### **Safety Procedures**

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.**

### **Asbestos Management**

Currently under review by the diocese.

### **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. Persons found in the building who have not registered with the office will be considered trespassers.

If you would like to meet with the Principal or other administration, please call the office to make an appointment.

Visits to classrooms without an appointment would interrupt the instructional process and are highly discouraged. However, parents are invited to email the teacher to make arrangements to meet after class.

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.

### **Field Trips (Diocesan Policy 6330)**

A field trip is defined as a school sponsored educational activity supervised by school personnel and/or adult volunteers which occurs off campus. Every field trip must adhere strictly to the guidelines found in Diocesan Safe Environment Policies at all times. At all times, schools must follow a strategy of “two-deep”, where at least two adults are present at all activities and situations.

No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. As a minimum, permission forms must contain the following information:

1. Name and location of the event.
2. Approximate departure and return time including locations of each.
3. Cost to the student.
4. Name of supervisor and approximate student/chaperone ratio.
5. Parent’s responsibility.
6. Mode of transportation (including type of vehicle, whether it is privately owned or school owned, and whether driver is student or adult).

Whenever possible, bus transportation should be provided.

If a private passenger vehicle is used, the following information as a minimum must be provided in writing, signed by the driver, and reviewed by the supervisor and/or principal prior to the field trip:

1. At least 21 years of age
2. Valid driver’s license.
3. Valid registration for the vehicle.
4. The vehicle must be insured for minimum bodily injury liability coverage limits of
5. \$100,000 per person/\$300,000 per occurrence.
6. \$100,000 Property Damage or a Combined Single Limit of \$300,000

7. Criminal background check.
8. Participation in the “Protecting God’s Children” sexual abuse awareness workshop.
9. Cellular phone use (including incoming and outgoing calls, texting, GPS etc.) are not permitted while driving a vehicle for a school sponsored activity.

### **Overnight Trips**

Trips taken by a class or groups of students during school hours (or which are during the evening and require staying overnight) are subject to the approval of the principal.

Approval may only be given when such an event supplements or enriches classroom programs, e.g. outdoor or environmental education and retreat experiences.

All Safe Environment Policies must be strictly adhered to at all times.

For activities away from school property, a ratio of one adult per ten youths must be followed. For overnight activities, a ratio of one adult per six youths must be followed. The ratio of male to female chaperones should closely parallel the ratio of male to female youths at an activity. This is particularly important for overnight activities.

For overnight activities where private rooms are used, an adult chaperone must never share a room with a youth. (Except where a parent is serving as a chaperone, and there are no other persons sharing the room).

No adult chaperone should ever enter a youth’s room unless it is absolutely necessary. If circumstances require it, the chaperone must be accompanied by another adult, and the door must remain open the entire time the adults are present. Both adult chaperones should be of the same sex as the youth(s) in the room. If this is not possible, one male and one female chaperone may be used.

A youth must never be invited or instructed to enter the room of an adult chaperone.

### **Emergency Information**

Each student’s parent is required to have completed and signed an Emergency Medical Authorization through Final Forms prior to the first day of school. The student/parents should log into Final Forms and update this information as well as notify the school nurse or the school secretary promptly should any information need to be changed during the school year.

### **Wellness (Diocesan Policy 7000)**

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, well-being, and students’

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

All schools participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) must develop their own school specific wellness policy based on the following requirements.

### **1 Nutrition Promotion and Education**

Goal: to positively impact eating behaviors.

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2022) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2019).
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.
4. All students are required to participate in nutrition education.
5. Nutrition education shall be provided to families via handouts, newsletters, websites, presentations, and workshops.
6. Parents are encouraged to provide healthy snacks.
7. Staff and teachers are asked not to consume sugary drinks or snacks in the classroom. If they eat in the presence of the students they are asked to promote healthy eating behaviors.
8. Drinking water will be available to students via drinking fountains. Students are permitted to keep water bottles at their desks.

### **2. Physical Education**

Goal: 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 (2019).
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.

### **3. Other School-Based Activities**

Goal: to be mindful of the connection between nutrition and physical education when planning the activities.

1. The Religion Course of Study (2022) 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. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

#### **4. Standard and Nutrition Guidelines**

##### **1. Smart Snacks**

a. Any food and beverage sold to students at schools during the school day,\* other than those foods provided as part of the school meal programs.

b. Examples include à la carte items sold in the cafeteria and foods sold in school stores, snack bars, and vending machines.

c. Foods and beverages sold during fundraisers, unless these items are not intended for consumption at school or are otherwise exempt by your State agency. The school day is defined as the midnight before to 30 minutes after the end of the school day

d. Smart Snacks are mandatory for the schools participating in NSLP. Other schools are highly encouraged to follow these guidelines. Smart snacks standards:

<https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>

2. All school cafeteria managers and staff will participate in the USDA Professional Standards for Child Nutrition Professionals' training upon hire and annually. Documentation of completed trainings are kept on file.

3. Lunch periods are scheduled as near the middle of the school day as possible. The complete schedule will be available provided by the individual school.

4. Schools participating in the SBP and/or NSLP will follow the current USDA Dietary guidelines:

[https://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program/meal\\_pattern\\_charts\\_BL\\_NSLP.pdf.aspx](https://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program/meal_pattern_charts_BL_NSLP.pdf.aspx)

5. Nutrition information for all school meals is available from the cafeteria manager upon request.

#### **5. Standards for all foods and beverages provided, but not sold to students**

##### **1. Celebrations and reward:**

a. At minimum they will meet Smart Snacks standards

b. A list of healthy and non-food party ideas will be available.

c. A list of foods and beverages that meet Smart Snacks will be available.

d. A list of healthy and non-food rewards will be available.

2. Fundraising – only foods and beverages that meet or exceed Smart Snacks standards to be sold through fundraisers on the school campus during the school day.

#### **6. Policies for food and beverages marketing**

Marketing for foods and beverages can be seen in schools on posters, the fronts of vending machines, textbook covers, and scoreboards. Schools are encouraged to allow marketing and advertising of only those foods and beverages that meet the Smart Snacks, USDA

Recommendations, and the American Heart Association's criteria for a healthy lifestyle in School nutrition standards. Schools can help students make healthy choices by marketing and promoting healthful foods and beverages. Some low-cost strategies include:

1. Collecting suggestions from students and families for meals and snack items that might be offered.
2. Conducting taste tests of new menu items and asking students to provide feedback.
3. Placing nutritious items where they are easy for students to select (placing fruits and vegetables to the front of the school meal line or near the cash register).
4. Using attractive displays for fruits and vegetables (fruit basket).
5. Pricing nutritious foods and beverages at a lower cost, while increasing the price of less nutritious foods and beverages. Using signs or verbal prompts to encourage students to try healthy foods.

All advertising in school publications and school media outlets must be approved by the principal.

#### **7. Public involvement, public updates, policy leadership, and evaluation plan.**

1. Each school will designate a person who will be in charge of the wellness policy's compliance.
2. The general public and the school community is encouraged to participate in development, implementation, and evaluation of the wellness policies.
3. Parents, students, and the school community should be updated annually regarding the content and implementation of the policy. The assessment of the policy implementation, Wellness Policy Assessment Tool, will be conducted every three years and will be also available to the public.

#### **Resources**

- CDC: <https://www.cdc.gov/healthyschools/nutrition/wellness.htm#print>
- Ohio Department of Education: <https://education.ohio.gov/getattachment/Topics/Student-Supports/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars/School-Meals-Wellness-Policies-Presentation.pdf.aspx?lang=en-US>
- Ohio Department of Education: [https://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars/Wellness\\_Policy\\_Summer\\_Regional\\_2017-1.pdf.aspx](https://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/School-Meal-Programs-Trainings-and-Webinars/Wellness_Policy_Summer_Regional_2017-1.pdf.aspx)
- <https://codes.ohio.gov/ohio-revised-code/section-3313.814>
- <https://codes.ohio.gov/assets/laws/revised-code/authenticated/33/3313/3313.816/9-24-2012/3313.816-9-24-2012.pdf>

#### **Academics:**

##### **Awarding Credit**

Course credit is earned when a final grade of 72%-73% (D) 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.

**Core Courses (Diocesan Policy 6210)**

Ohio law outlines the course requirements all students must complete to earn a diploma. Diocesan students must earn a minimum of 20 course units in specified subject areas. Schools may elect to have requirements that exceed the minimum.

General Course Requirements	State Minimum
English Language Arts	4 credits
Health	½ credit
Mathematics <b>(1)</b>	4 credits
Physical Education	½ credit
Science <b>(2)</b>	3 credits
Social Studies <b>(3)</b>	3 credits
Electives <b>(4)</b>	5 credits

- 1.** Must include one unit of Algebra 2 or the equivalent of Algebra 2 (see Ohio’s High School Mathematics Pathways for a list of courses that are equivalent to Algebra 2). One unit of Advanced Computer Science can be applied to satisfy one unit of Algebra.
- 2.** Must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. One unit of Advanced Computer Science can be applied to satisfy one unit of advanced science (excluding biology or life sciences).
- 3.** Must include ½ unit of American history, ½ unit of American government, and ½ unit in world history and civilizations.
- 4.** Elective units must include one or any combination of world language, fine arts, business, career technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

### **Financial Literacy**

Students must receive instruction in economics and financial literacy in high school and complete at least two semesters of fine arts (during grades 7-12). Beginning with students who enter 9th grade after July 1, 2022, students will need ½ credit of financial literacy

### **Religion Requirements (Diocesan Policy 6400)**

All students will be assigned to religion classes and are required to participate according to Ohio Catholic School Accrediting Association state standards. The religion program of a school must present the central doctrines and morals of the Catholic faith clearly and accurately and must be supported and enhanced by community, service, and liturgical experiences.

All schools must follow the Diocesan Course of Study for Religion and adopt textbooks from the approved list. Any deviation from the Religion Course of Study will be made only with the written permission of the superintendent and the bishop.

Sacramental preparation is arranged in conjunction with Diocesan and parish guidelines.

Each Diocesan high school must establish and maintain a four-year campus ministry program adapted to the intellectual, moral, spiritual, and emotional growth of high school students. These programs must include ministry, retreat, and service components.

The attendance of all students is required for Catholic religious services.

### **Ohio Graduation Requirements**

In order to receive a diploma a student must have met the requirements set forth by The Ohio Dept. of Education at the time of graduation. Aligning with our Diocese Office of Catholic Schools, we have adopted the approved alternate testing program known as IOWA Testing. The IOWA Assessments are achievement tests that assess students' skills in Reading, Language, Mathematics, Social Studies, and Science. The tests assess both foundational skills and higher-order thinking skills. All students in grades 9-12 will participate in the annual testing. High school students must achieve minimum scores in all subjects in order to meet state graduation requirements.

**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 or Statistics, and another higher level course)
3. Four units of Science, including 2 units of advanced science (must include Chemistry and Physics, or Advanced Biology, Anatomy, Zoology, or Earth and Space Science when offered.)
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 85th 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.

### **STAR Testing**

The Diocese of Columbus requires all diocesan schools to administer the STAR Reading and Math diagnostic tests, selected by the Office of Catholic Schools, to grades K-12 in the fall, winter, and spring of each year. These assessments include achievement, progress monitoring and growth components.

### **Assessment of Religious Knowledge (ARK)**

ARK allows teachers and parents to see how individual students are learning from 2nd through 12th grades.

- ARK shows students' longitudinal record and growth scores to track individual and aggregate performance over time
- ARK offers the opportunity to include custom questions to assess diocesan initiatives.
- ARK offers belief & behavior questions linked to six domains of the Faith to better assess Catholic Identity and culture.
- ARK does NOT include intrusive questions regarding students or faculty's private lives.
- ARK will be administered to grades 2-12 in the spring of each school year.

### **Failing Required Courses**

A cumulative (4 quarter) grade based on the grading scale will determine at the end of the school year what action will be required for assigning summer school or repeating courses. A 1.0 cumulative average, which is a “D” (72%-73%) average is required to pass a course for the year. Should students fail all four quarters of any one class, they will be required to repeat the course the following year. Should students fail more than one course for the year, a decision to repeat that grade level will be made by the Principal in collaboration with teachers, the school counselor and parents.

### **Study Tables**

Beginning with the 2024-2025 school year, all students with a D- and/or F (71% or below) on their progress reports and/or report cards will be required to attend mandatory Study Tables after school. Study Tables will be held on Mondays and Thursdays from 2:40-3:40. Students must attend both Study Table days. Sports practices/games will not be an excuse to miss Study Table. Students will be required to attend Study Tables according to a schedule provided at the beginning of each school year.

### **Credit Recovery**

Notre Dame no longer offers in-person summer school. Parents of students who did not pass a class for the year have three options:

- Contact the student’s home school district and ask for summer school options.
- The Diocese of Columbus has approved **Educere**, an online K-12 program, for credit recovery. The link to register for courses through Educere is included at the bottom of this letter. **Parents are responsible for the cost of the classes completed through Educere.**
- Students in grades 10-12 who fail one course may be able to retake the course during the 2024-2025 school year. However, the school cannot guarantee that the class will fit into the student’s schedule. In that case, the student will have to complete the course through Educere during the following school year.

If a student fails a course and retakes that course over the period of an entire school year, the student will be awarded the grade earned on the retake. The original course will be removed from the transcript/course history and the retake grade will serve as the grade factored into the student’s grade point average (GPA).

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.

### **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.

### **National Honor Society**

The Robert L. Holzemer Chapter National Honor Society at Notre Dame High School has been established for any Junior or Senior who has established fine records of service and academic achievement as well as for those who possess qualities of leadership and good character. To qualify scholastically, a cumulative grade point average of a minimum 3.30 at the end of the first quarter of the Junior or Senior year is required. Selected students are inducted at a special ceremony during the school year.

The society is a service organization that provides for the needs of the school and the community, including a number of service projects in and out of the high school community.

### **College Credit Plus (Diocesan Policy 6213)**

Ohio's College Credit Plus (CCP) can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. College Credit Plus (CCP) is available to all students in grades seven through twelve. The program is governed within the Ohio Revised Code Chapter 3365 and corresponding rules 3333-1-65.1 through 333-1-65.10. Tuition is free if the student takes classes at a public college. Students choosing to attend a private college or university may have limited costs.

Chartered non-public school students are eligible for the CCP program if the student:

- A) Obtains a remediation-free score on one of the standard assessment exams as set forth in paragraph (D)(2) of rule 3333-1-65.3 of the Ohio Administrative Code; or
- B) Has a cumulative unweighted high school grade point average of at least 3.0; or

C) Has a cumulative unweighted high school grade point average of at least 2.75 but less than 3.00 and received an “A” or “B” grade in a relevant high school course.

The following process must be followed for chartered non-public students to earn credit through the CCP program:

- The student must complete the school counseling requirement before the college term begins. - Parents or guardians must establish an Ohio Department of Education OH|ID account.
- The student must apply to a college or university directly. All participating colleges can be found at [www.OhioHigherEd.org/ccp](http://www.OhioHigherEd.org/ccp). Students can apply to more than one participating college.
- At any time between February 1 and April 1, the student must declare their intent to participate by applying for funding through the OH|ID account, even if he/she participated in the previous year.
- Once admitted, the college will send an admission letter which must be uploaded to the CCP Funding Application through the OH|ID account. All admission letters must be uploaded.
- Funding award notifications will be available within the CCP Funding Application located in the OH|ID account prior to May 5.
- Once the student has received the award notification, he/she can register for courses at the college.

### **8th Grade Algebra for High School Credit (Diocesan Policy 6216)**

Schools may offer Algebra I in 8th grade if the following conditions are met:

- The Algebra I course is taught by a teacher who is licensed to teach the subject in the high school grades, either a mathematics license for grades 4 through 9 or for grade 7 through 12.
- The Diocesan Course of Study (Algebra and Compacted Courses) and an approved high school Algebra I text must be used. The 8th grade Algebra 1 course in middle school is equivalent to high school Algebra I.
- The Algebra I course will be taught for the entire school year, which is required to earn a full unit of credit (one high school credit is equivalent to 120 hours of coursework).
- Students who complete the 8th grade Algebra I course will be required to take the Diocesan Algebra Assessment or an approved alternative assessment given upon completion of the course.

### **Process for Placement in Algebra 1 in 8th Grade**

Students may be placed in Algebra I in 8th grade if they meet the following requirements.

Eligibility will be determined by looking at all of the following factors holistically so that a child is not penalized for a single test score. These criteria are set and reviewed by the Office of Catholic Schools.

- Recommendation of the 7th grade math teacher based on a careful review of the student’s record to date.
- Students must demonstrate mastery of key competencies identified in 7th and 8th grade math in the Diocesan Course of Study through a Diocesan proficiency test.

- The student's past three STAR math assessments and the standards mastery report will be reviewed to ensure that the student is ready for more advanced mathematics. Students scoring in the 75 percentile or higher with an "Exceeding" in Algebra readiness will be considered.
- These students will take the Iowa Algebra Aptitude Test (IAAT).
- The student must score at or above the 85th percentile on the Iowa Algebra Aptitude Test (IAAT).
- The Office of Catholic Schools will make the final decision based on the above criteria.
- Once a student has met the qualifying criteria, written parental consent to enroll in Algebra is required.

The Office of Catholic Schools will notify principals whether students are accepted into Algebra.

### **Process for Granting High School Credit for Algebra I**

The Algebra I graduation requirement is met if a student, prior to enrollment in 9th grade, completes a course in Algebra I in 8th grade. Credit for high school level Algebra I will be awarded if:

- The student was taught for the entire school year, which is required to earn a full unit of credit (one high school credit is equivalent to 120 hours of coursework).
- The student demonstrates mastery of the content by passing the Diocesan Algebra Assessment and by earning a passing grade in the course.
- The student meets the competency score or above on an approved Ohio Department of Education alternative math assessment (the Diocesan alternative assessment is the Iowa Test).

Credit for Algebra I will appear on the student's final high school transcript; however, the grade will not be calculated into the high school grade point average.

### **Placement in 9th Grade**

A student who passes Algebra I and the corresponding Ohio Algebra I alternative assessment will enter the pathway at the next course in the mathematics sequence in 9th grade in a Diocesan high school. The student will then work with his/her school counselor to determine the next appropriate course based on their high school graduation plan. Honors Algebra may be an option for some students; however, these students will not have to take ANY high school competency or placement test to move on to Geometry.

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

Schedule changes are discouraged once classes begin. Changes are made only with the approval of the guidance counselor and/or principal. All schedule changes must be made during the first two weeks of school. 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.

## **Progress Reports and Report Cards**

*Progress Reports* - Progress Reports are issued and sent home with students the fifth week of each quarter. All progress Reports must be signed by a parent/guardian and returned to school.

*Report Cards* - Report cards are issued four times a year (every nine weeks). They are posted to ProgressBook unless the parent requests a paper copy. 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) grade 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: [notredameschools.com](http://notredameschools.com).

## **Student Records (Diocesan Policy 2800)**

A permanent record is to be kept on each student. The original of this record must be kept on file in the office of the local school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance record, academic records, standardized test scores, health records, and continuums.

1. Access to the information contained in a student's permanent record is restricted to certain persons. (See below).
2. When a pupil transfers from one school to another, a duplicate of the permanent record of items above shall be sent to the school to which the pupil is transferring. An exception to this is the health record. The original health record shall be sent to the receiving school.
3. If a student is transferring from one school to another within the Diocese, it is the responsibility of the receiving school to contact the sending school prior to registering or accepting the student.
4. An adequate number of fireproof files shall be provided in each school building for the proper care of physical records.
5. It is now permissible to maintain records in a digital format rather than on paper. However, all digital records must have an adequate backup system in place. Digital record capacity and security, inclusive of the backup system, must be periodically reviewed for effectiveness.

## **Responsibility for Student Records**

The school principal shall have the overall responsibility for maintaining and preserving the confidentiality and security of student records.

### **Access to Directory Data**

1. Parochial and Diocesan schools have the right to release directory information of students if public notice has been given to parents of students regarding the types of information that the school has designated as directory information and the period of time within which a parent or eligible student has to notify the school in writing concerning information about the student. Parents must acknowledge the public notice and provide consent to its release, and parents may also decline the publication or release of directory information. Directory information may not be released to anyone using it for profit-making purposes.

2. The following information may be considered to be “directory information”:

- a. Name, address, telephone listing, date and place of birth
- b. Participation in officially recognized activities and sports
- c. Dates of attendance
- d. Degrees and awards receive
- e. The most recent previous educational agency or institution attended by the student.

3. Elementary schools may share student directory information with their assigned feeder high school(s) for the purposes of student recruitment.

4. Since directory information is frequently published by school and local communications, the following notice shall be printed annually in the parent/student handbook:

"Directory information regarding students will be released in various formats, including websites, unless a parent/guardian 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."

### **Directory Information Notice/Personally Identifiable 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 traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

### **Services for Special Needs Students**

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/tests, abbreviated assignments/tests, and 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 students 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...).

### **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



## 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

### Discipline Policy:

#### Student Code of Conduct (Diocesan Policy 5402)

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 to misbehave, the student takes upon himself/herself the consequences of that chosen behavior.

Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules.

Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior. (Ohio Revised Code 3319 .41)

However, a person employed or engaged as a teacher, principal, or administrator in a school in the Diocese of Columbus may use a physical response to "obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property."

## **Positive Behavior Interventions and Supports (PBIS)**

Positive Behavior Interventions and Supports, also known as PBIS, is a broad range of systematic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventative activities, data-based decision making and a problem-solving orientation (Horner, 2000; Lewis and Sugai, 1999; Sugai et.al., 2000; Weigle, 1997).

Please refer to the school's PBIS Handbook for detailed information regarding expectations, consequences, and rewards. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process. A copy of the PBIS Handbook is posted on the school's website. Hard copies are available in the main office at school.

## **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. All book bags and backpacks must be kept in student lockers.
8. 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.
9. Students should conduct themselves in an orderly manner during class changes in the hallways.
10. Public displays of affection are not conducive to a business-like atmosphere and will not be permitted on school grounds.
11. Electronic devices may be used at the teacher's discretion, but are not permitted in the hallways or the cafeteria.
12. 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.

### **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.

### **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) on the Student Parking Permit Form in Final Forms. 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.

### **Behavior Off-Campus (Diocesan Policy 5404)**

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following:

- Electronic/internet or cell phone threats and harassment;
- Threats of violence;
- Alcohol use;
- Fighting;
- Hazing;
- Drug possession or sale;
- Reckless driving;
- Sexual assaults.

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 in violation of the law, including the use of social media, 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 at the sole discretion of the school.

#### **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.

#### **Student Pregnancy (Diocesan Policy 5600)**

In consideration for the sacredness of life and Christ's example of compassion and mercy, no Catholic school shall suspend or expel a student on the grounds of pregnancy or paternity. However, a discussion between the school administration and the families of the students must occur in order to determine the best path forward. School administrators should consult with the Office of Catholic Schools prior to the meeting.

Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extracurricular 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.

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. Counseling for the expectant parents and the parents of the expectant parents is strongly recommended.

#### **Detentions**

Any member of the Notre Dame staff may issue a detention referral for violations to the school rules. Students must report to the detention room by 2:35 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, an out-of-school suspension will be given.

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

*Repeated Disciplinary Detentions - Please see the PBIS Handbook.*

### **Probation Policy (Diocesan Policy 5405)**

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency.

These procedures shall be followed for probation. In parochial schools, the pastor shall be notified in advance that the student will be placed on probation and that a conference will be held.

- A conference including parents, student, principal, and, if appropriate, teacher(s), shall be held to discuss the problem and the terms of the probation.
- A written account shall be made of the conditions of the probation as discussed in the conference. The student and parent shall be made aware of the terms of the probation and that the student has been given a specified period of time in which to show improvement.
- The statement of probation conditions shall be signed by the parents, student, and principal. A copy of the statement shall be given to the parents and one copy kept on file in the school office.
- Parents must be notified in writing when the probation is terminated or if it is to be extended.

### **Suspension Policy (Diocesan Policy 5406)**

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below:

#### **Suspension Procedures**

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.

3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.

4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

An administrator's decision to suspend a student is a final decision

### **Expulsion Procedures (Diocesan Policy 5407)**

The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Policy 5408; or d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school.

The following procedures shall be observed:

- A record shall be kept of the previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family.
- Except in extreme circumstances of crime, scandal, immorality, or disruption that constitute a threat to the physical or moral welfare of persons, a student should be suspended prior to expulsion.
- A conference shall be held with the parents, student, administrator, pastor, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- The final decision to expel a student rests with the administrator and pastor in a parochial school and, in a diocesan school, with the principal with the knowledge and consent of the superintendent.
- If the decision to expel is made, the administrator shall notify the parent/guardian and the superintendent in a written format clearly stating, “[student name inserted] is being expelled from [school name inserted]”, and include the reasons for the expulsion within three (3) days the decision to expel the student is finalized.
- The administrator shall notify the parents of the appeal process within the written expulsion letter (Policy 5409).
- The principal shall properly document all expulsion cases involving the grounds, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.
- The student's permanent record shall indicate that the reason for transfer was expulsion.
- Consideration of admitting a student who has been expelled from a Catholic school will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of both the expelling school and the new school.

- Consideration of re-admitting a student who has been expelled from a Catholic school the year prior will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of the school.

### **School Violence (Diocesan Policy 5410)**

No student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of 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.

“Possession” is defined as a) physically holding and/or carrying a deadly weapon, weapon, or replica of a weapon, or b) the deadly weapon, weapon, or replica is under the control of a student whether it is located in a car, locker, backpack, or other location, or c) being under control of or belonging to the student while on the school grounds and/or participating in a school activity. Carrying, bringing, using, or possessing a deadly weapon, weapon, or replica on school grounds, when being transported in vehicles to/from a Catholic school, during a school sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited.

A deadly weapon, weapon, or replica is defined as: a) a firearm, whether loaded or unloaded; b) any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; c) a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife, or a pocket knife with a blade longer than three inches; d) any object, device, instrument, material, or substance – whether animate or inanimate – used or intended or threatened to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles, or any similar objects.

If a student is found to be in violation of the policy, a report will be made to local law enforcement. Any or all of the disciplinary actions listed below 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: counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or other appropriate law enforcement agency; suspension from school; expulsion from school following suspension; and diversion programs.

However, expulsion without suspension is mandatory for the possession of a deadly weapon or for the threat of violence using a deadly weapon.

### **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.

### **Lockers**

Each student is assigned a locker at the beginning of the school year. All bookbags and or backpacks are to remain in the locker and are not permitted to be carried to the classrooms. 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.

### **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 may provide 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 the 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.

### **Fundraising**

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

### **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:

- A Notre Dame uniform polo shirt must be worn at all times (including underneath approved sweatshirts), except on Friday Spirit Days.
- Uniform shirts are available for purchase at Larry Moore Sporting Goods.
- There is a choice of two (2) colors: navy blue or white.
- Uniform polo shirts must be tucked in for Mass and events outside of the school building.
- 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.

#### T-Shirts:

- Friday Spirit Days-Every Friday, students may wear any Notre Dame High School t-shirt or sweatshirt with uniform pants. This includes football jerseys, cheerleading tops, basketball jerseys, etc. Appropriate attire must be worn underneath (t-shirt, camisole, etc.).
- No other t-shirts are permitted.
- Cropped t-shirts are not permitted.
- Students must wear an approved school polo with or without an approved sweatshirt Monday through Thursday.

#### 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.
- Cropped sweaters are not permitted.

#### Sweatshirts:

- Students are permitted to wear the Notre Dame approved crewneck or hoodie sweatshirt.
- One crewneck will be provided to each student at the beginning of the school year. Additional crewnecks may be purchased at Larry Moore's Sporting Goods.
- Notre Dame approved hoodie sweatshirts may not be worn on Mass days. Only Notre Dame approved crewnecks or polos may be worn on Mass days.

- Hoods may not be pulled up over the head during the school day.
- Cropped sweatshirts are not permitted.
- The approved Notre Dame polo must be worn under all sweatshirts.

Pants:

- Pants must be khaki. Navy blue is no longer permitted.
- 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.

Shorts:

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

Skirts:

- Skirts and/or skorts are not permitted.

Belt:

- A belt must be worn with pants and shorts at all times and may be any solid color.

Shoes:

- Clean shoes in a good state of repair must be worn at all times.
- Crocs are permitted but must be worn with socks.
- 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 below the collar or below the eyebrows.
- Boys must be clean shaven at all times. After two warnings, boys will shave in the nurse's office. Facial hair of any kind is not permitted. **Note:** Eccentric hairstyles and unnatural hair color 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 piercings are not permitted for any students.

### Tattoos:

- Visible tattoos are not permitted.

### Dress-down:

- Dress downs will be allowed once monthly and students will likely be charged \$1 to benefit one of our school organizations or a special project.
- 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, running shorts, or biker 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 or 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.

- Dress must be appropriately fitting and modest.
- The entire dress hemline must be no shorter than two inches from where the knee bends. This includes slits.
- 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.
- No midriff exposing dress is permitted.
- A backless dress must cover derriere and undergarments.

**Inappropriate attire will be dealt with by the administration.**

### **Background Checks and Protecting God's Children (Diocesan Policy 4110.0)**

All paid school staff must have on file both BCI and FBI background checks and must attend "Protecting God's Children." All volunteers must have on file a BCI background check and must attend "Protecting God's Children" no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer.

### **Reporting Sexual Abuse (Diocesan Policy 5413)**

In compliance with state law (ORC 2151.421), any teacher, counselor, administrator, or other school employee, having reasonable cause to suspect that a child has been abused or neglected is required by law to immediately contact the county Child Protection Services and law

enforcement - if deemed necessary, and inform the agency contacted of the facts and circumstances which led to the filing of a report.

The employee will immediately report the case to the school administrator.

The school administrator will immediately report the case to the diocesan superintendent and the Office of Safe Environment.

If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Catholic Schools to begin proceedings with the Office of Educator Conduct within the Ohio Department of Education

### **Drug and Substance Abuse (Diocesan Policy 5414)**

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. Vaping and e-cigarettes are included in this prohibition.

The schools of the Diocese of Columbus recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For the purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors;
2. all alcoholic beverages;
3. any prescription or patent drug, except those for which permission to use in school has been granted;
4. anabolic steroids; and
5. any substance that is a "look-alike" to any of the above (ORC §2925.01-0). Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term "drug paraphernalia" shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.)

### **Drugs and Alcohol School Policy**

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, vaping device, 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 a minimum of 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.

### **Other Inappropriate Conduct**

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.

### **Dispensing Medication (Diocesan Policy 7100)**

Employees of the schools of the Diocese and public school employees (e.g., school nurses) working in schools are permitted to administer prescribed medication to a student when conditions exist.

In all instances where prescription medication is to be administered under this policy, the licensed prescriber prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication.

Before the student will be permitted to take medication during school hours, use an inhaler to self-administer asthma medication, or use an epinephrine auto injector (epi-pen), a Medication Administration Record (MAR) General Medication form, Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen) must be filed annually and as necessary for any change in medication order with the school principal and to the school nurse if one is assigned to the student's building. No prescription medication shall be given to a student by any employee of the school unless the following have been received in the school where the medication will be administered:

- Written instructions from the licensed prescriber for the administration of the prescribed medication. Such instructions shall be signed by the licensed prescriber.
- Written instructions should include:
  - o student name,
  - o the name of the drug,
  - o the dose,
  - o the route,
  - o the frequency,
  - o time to be administered,
  - o the diagnosis or reason the medication is needed,
  - o a list of adverse effects that may be reasonably expected,
  - o contraindications to administering the medication,
  - o licensed prescriber contact information,
  - o pharmacy contact information (for prescription medication only).
- A written statement from the licensed prescriber which identifies the specific conditions and circumstances under which contact should be made with him or her in relation to the condition or reactions of the student receiving the medications and reflects a willingness on the part of the licensed prescriber to accept direct communications from the person administering the medication
- A written statement from the parent authorizing school personnel to give medication and authorizing school personnel to contact the licensed prescriber directly.
- Medication should be delivered to school by a responsible adult (whenever possible, a parent) in an original pharmacy labeled container or manufacturer's package.
- When medication dose changes, a new prescription container label should be requested to replace the outdated dosage label.
- Medication is counted and documented upon receipt and signed by the school staff member and adult delivering the medication.
- All school staff who administer medications shall adhere to the six rights of safe medication administration, which include:
  - o The right student,
  - o The right medication,

- The right dose,
  - The right route,
  - The right time,
  - The right documentation.
- All medications should be administered by the school nurse. If the school nurse is not available to administer the medication, the building principal or school administrator and the school nurse should jointly identify an unlicensed authorized personnel UAP to administer medication to students.
- Any school employee may be authorized to administer emergency medications who:
- is willing to assume that responsibility,
  - is authorized in writing by the school principal or his/her designee,
  - has received approved training for the administration of emergency medications
  - has been sufficiently instructed by the school nurse:
    - in recognizing the signs and symptoms of medical emergency,
    - on the proper administration of emergency medication,
    - on proper follow up procedures following administration of emergency medication,
    - has successfully completed an annual return demonstration of administration of emergency medication,
    - has been deemed competent by the school nurse.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications(i.e. cough drops, acetaminophen, ibuprofen, antacids) should be determined on the local school level, if the school judges that adequate personnel are available, and as long as the appropriate permission forms have been completed on Final Forms. Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

**Rule/Procedure:**

School Responsibilities:

1. The building principal or school administrator will ensure that all school staff authorized to administer medications to students will have received the necessary education, training, and competency validation from the school nurse. Written documentation of the training provided for each person authorized to administer a prescribed medication or treatment will show what training was given, the trainer's name and professional status, and when the training was given.
2. The building principal or school administrator ensures there is an accurate and confidential system of record keeping for medication orders and medication administration.

a) The medication administration record must be maintained each time a medication is administered at school and during any school-sponsored event (i.e., field trip, sports event) and should include:

- i. date,
- ii. time,
- iii. dosage,
- iv. initials of individual dispensing medication,



- v. extension or disruption of medication,
  - vi. any changes,
  - vii. description of reactions experienced by the student,
  - viii. any errors made in the administration of the medication.
- b) The medication administration record should include that student's picture to assist with identification of the student while taking appropriate steps to maintain confidentiality.
  - c) Side effects should be noted and reported to registered professional school nurses.
  - d) Student refusal of the medication should be documented, and the parent notified.
  - e) If a prescribed medication to be administered at school is taken at home or prior to school, it should be documented on the MAR.

3. The person giving the medication shall be provided instruction by the licensed prescriber and approved by the school and demonstrate or provide evidence of appropriate learning. The school nurse will perform an initial evaluation of the extent to which the medication may be delegated, with such delegation appropriately accepted by unlicensed or licensed school employees.

4. Approximately two weeks prior to the end of school, parents will be notified in writing to pick up any remaining unused medication. The parent or guardian shall pick up unused portions of medications within five (5) business days after the completion of the school year or when medications have been discontinued. Medication/treatment supplies will be destroyed if they have not been picked up after five (5) business days after the completion of the school year.

**Stock Emergency Medications:** Schools may procure and administer stock emergency medications for the management of pupils attending school who have asthma, a life-threatening allergy, and/or diabetes (see additional policies in 7000 section).

**Albuterol:** Authorized staff (school bus driver, employee, or volunteer) may use an albuterol inhaler to any pupil who appears to be experiencing sudden onset of cough, shortness of breath, and chest tightness that signals an asthma attack if, as soon as practicable, the school bus operator, employee or volunteer reports the sudden onset of cough, shortness of breath and chest tightness by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

**Epinephrine:** Authorized staff (school bus driver, employee, or volunteer) may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction if, as soon as practicable, the school bus operator, employee or volunteer reports the allergic reaction by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

**Glucagon:** Authorized staff (school bus driver, employee, or volunteer) may administer glucagon to any pupil who they know is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the school bus operator, employee, or volunteer reports the event by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

### **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 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.

### **Technology and Acceptable Use Policy (Diocesan Policy 2600)**

Catholic 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 educational purposes.

Communication over the diocesan network is not to be considered private. **Users can have no reasonable expectation of privacy in use of diocesan and school systems, internet, devices, or materials.** The diocese reserves these rights with respect to systems, internet, devices, and materials not owned by the diocese or school when they are used under circumstances that implicate the diocese or school.

### **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 Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees 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 and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees 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 or school employees encounter such material by accident, they should report it to their teacher or administrator 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 listservs; download music files or check, send or receive email 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.
- 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 of School-Owned Materials**

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 and school employees will be required to act appropriately when utilizing technology equipment and work areas.

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

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

- Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.
- Students and school employees do 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 and school employees 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 Technology Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.
- Do not use diocesan 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 by students, 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 access to diocesan 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 diocesan or school equipment.

### **Consequences of Misuse or Abuse of These Resources by Employees**

School employees are responsible to read and be knowledgeable of the Technology Acceptable Use Policy. School employees are aware that the Diocesan computer systems and technology resources are intended for educational purposes. School employees understand that it is difficult to restrict access to all controversial materials and will not hold the diocese responsible for materials acquired on the network.

### **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.

### **Social Media Policy (Diocesan Policy 2620)**

When posting, commenting, or replying to internet sites, it is prohibited to use obscene, harassing, derogatory, defamatory or otherwise potentially scandalous comments, links, and/or images which reflect, discredit, or cause embarrassment to the Catholic Church, the Diocese of Columbus, or any person or group of individuals.

Posts, comments, and/or replies must never contradict the teachings of the Catholic Church.

It is prohibited to divulge, without verifiable consent of a parent or guardian, any information that would jeopardize the safety or well-being of any person or group of individuals. This includes but is not limited to pictures of any person younger than the age of 18. Also prohibited is the posting of full names, home address, email address, telephone numbers or any information that would allow someone to identify or contact a person younger than the age of 18. Verifiable consent may take the form of a written permission from the parent or guardian. Record of consent must be retained on file until the person turns 18 years of age or the consent is revoked by the parent or guardian.

It is prohibited to disclose, post, comment, or reply to information that is understood to be held in confidence by the Diocese of Columbus.

Recognition and respect of intellectual property should be maintained at all times. Care must be taken so as not to infringe upon the exclusive rights of others, musical, literary and or artistic works. It is the responsibility of the individual to abide by all copyright laws of the United States of America.

#### **Use of Name/Branding (Diocesan Policy 1060)**

Attaching any school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal in parish schools or the principal and superintendent in Diocesan schools. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the pastor and principal in parish schools or the principal and superintendent in Diocesan schools.

In appropriate cases determined by the pastor/principal or principal/superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

#### **School Representation**

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

#### **Parent Communication System**

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.

### **Cancellation of School**

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 possible) on local radio stations WNXT and WPAY, and on WSAZ-TV and over One Call Now. 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 attend.

### **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. Conferences are mandatory for parents/guardians of students who have a D- or F in any class. Parents may also schedule a conference in advance at any time during the school year by contacting the school Principal's office or Guidance Counselor.

### **Tuition Payment/Refund 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 ensure 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 arrangements 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 prorated 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 met.

**All Diocesan policies can be found by visiting [Policies - Office of Catholic Schools - Diocese of Columbus - Columbus, OH \(columbuscatholic.org\)](http://www.columbuscatholic.org).**

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

## **REGULAR BELL SCHEDULES**

**Students in grades 7-11 who arrive at school prior to 7:50 should report to the gym.  
Seniors should report to the Conference Room (former Innovation Center).**

### **High School Bell Schedules**

#### **11th & 12th Grades**

Warning Bell	7:55
Period 1	8:00-8:45
Period 2	8:49-9:29
Period 3	9:32-10:13
Period 4	10:16-10:57
Period 5	11:00-11:44
Period 6	11:46-12:28
Lunch	12:29-12:59
Period 7	1:00-1:42
Period 8	1:45-2:30

#### **9th & 10th Grades**

Warning Bell	7:55
Period 1	8:00-8:45
Period 2	8:49-9:29
Period 3	9:32-10:13
Period 4	10:16-10:57
Period 5	11:00-11:44
Lunch	11:47-12:16
Period 6	12:17-12:57
Period 7	1:00-1:42
Period 8	1:45-2:30

### **Junior High Bell Schedule**

Warning Bell	7:55
Period 1	8:00-8:45
Period 2	8:49-9:29
Period 3	9:32-10:13
Period 4	10:16-10:57
Lunch	10:59-11:28
Period 5	11:29-12:14
Period 6	12:17-12:57
Period 7	1:00-1:42
Period 8	1:45-2:30



## **ALTERNATE BELL SCHEDULES**

### **MASS DAYS**

Period 1	8:00-8:30
Mass	8:30-9:30
Mass	9:30-10:00
Period 3	10:00-10:30
Period 4	10:30-11:00
Lunches and 5th-6th periods will be normal	
Period 7	1:00-1:30
Period 8	1:30-2:00
Titan Teams	2:00-2:30

### **AFTERNOON ACTIVITY BEGINNING AT 1:00**

Period 1	8:00-8:30
Period 2	8:30-9:00
Period 3	9:00-9:30
Period 4	9:30-10:00
Period 7	10:00-10:30
Period 8	10:30-11:00
Lunches and 5th-6th periods will be normal	
Activity	1:00-2:30

### **AFTERNOON ACTIVITY BEGINNING AT 2:00**

Periods 1 through 6 and lunches will be normal.	
Period 7	1:00-1:30
Period 8	1:30-2:00
Activity	2:00-2:30



## **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.

## **NOTRE DAME 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.