



**NOTRE
DAME**

High School

— Fairfield —

Building Character, Faith and Intellect

**Student Handbook
2015 – 2016**

Enrollment Contract Parent/Legal Guardian and Student

As a condition of attendance at Notre Dame, parents/guardians and students must read and become acquainted with the regulations and policies of the school. Both students and parents/guardians are responsible for observing these regulations and policies. The student handbook is meant to inform students and parents/guardians of the school's regulations and policies.

Tuition - Also, by enrolling your child at Notre Dame, you understand and agree that your tuition account status will be kept current.

Enrollment at Notre Dame constitutes a contract between the school and parent/guardian and student. Enrollment indicates the acceptance of school philosophy and programs and the willingness to comply with them. It is your affirmation and agreement of these programs and policies. Notre Dame expects your full cooperation in these matters.

It is further agreed and understood by both parent/guardian and student that Notre Dame Catholic High School is a private institution, and as such, retains the right to terminate a student's matriculation at any time his or her academic performance is seriously deficient or his or her conduct becomes injurious to the maintenance of good order or disruptive of the academic atmosphere.

Notre Dame is open to all students regardless of race, color, creed, sex, nationality, or ethnic origin.

STUDENTS AND PARENTS *are responsible for all the information contained in this handbook.* Both students and parents must read it carefully. Remember that attendance at Notre Dame indicates the acceptance of school philosophy and programs. It also indicates the willingness of students and parents to comply with school procedures, directives and policies.

Mission Statement

The mission of Notre Dame High School is to help young men and women grow in character, faith, and intellect. We encourage each student to develop a thirst for knowledge and truth, and we instill in our students the determination to strive for excellence in every endeavor.

In a challenging and collaborative learning environment, we provide students with the academic foundation, confidence, and discipline needed to excel, both in college and in life.

As a caring, diverse community grounded in Catholic teaching, we challenge all students to reach their God-given potential, to take their place in our society, and to do service for the good of others.

Through hard work, faith in God, and faith in one's self, we believe every student can achieve excellence.

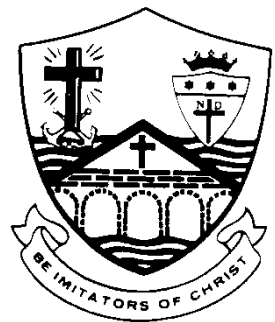
Vision Statement

The vision of Notre Dame High School is to be the model of secondary education in the state of Connecticut. Guided by Catholic teachings and values, and through a demanding academic program, a supportive learning community, highly competitive athletics, enriching extracurricular activities, and an institutional commitment to Christian service, we seek to develop our students into visionaries who will achieve excellence and serve as our future leaders.

Notre Dame Catholic High School

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HISTORY OF NOTRE DAME

Notre Dame Catholic High School was founded in 1954 by the Most Reverend Lawrence Shehan, who declared it was his belief that "the future of our country depends on our youth. To provide them with sound religious and moral training is a major concern of all of us."

The school, built on Park Avenue in Fairfield, Connecticut, was a co-institutional school, staffed by the Sisters of Notre Dame de Namur, the Holy Cross Fathers, Diocesan clergy, and lay men and women. It opened in September of 1957 with a freshman and sophomore class of 1,000 students.

In 1964, the school and property of Notre Dame became Sacred Heart University. Two new high schools were established: Notre Dame Girls in Bridgeport and Notre Dame Boys in Fairfield. The schools continued to be staffed by the Sisters of Notre Dame de Namur at the girls school, the Holy Cross Fathers at the boys school, and an increasing number of laity.

In 1973, the two schools were merged into the present Notre Dame Catholic High School, a co-educational institution open to students of all levels of academic ability, regardless of race, color, creed, sex, nationality, or ethnic origin.

In 1984, Notre Dame was recognized as an "exemplary school" by the United States Department of Education and the Council of American Private Education (CAPE). The school was one of 281 private and public secondary schools in the nation to be honored. On October 1, 1984, in the Rose Garden of the White House, President Reagan addressed this select group and Mr. Fabbri, then-Principal of Notre Dame, accepted this prestigious award on behalf of the school.

NOTRE DAME MOTTO: "BE IMITATORS OF CHRIST"

You are the citizens of tomorrow. The destiny of the world is in your hands. You are creatures of God and yet God needs you that He may live. Christ, the God-Man, journeyed through Jerusalem and left footprints in the sands by the sea of Tiberias; He can only walk through our modern world if He walks in you. Christ spoke to multitudes and left them "lost in admiration of His teachings." He can only speak today if He speaks through you. Christ went about doing good, curing the sick, comforting the dying, bringing solace to those oppressed, moving sinners to repentance. He can only act today, if He acts through you. Therefore, you must be imitators of Christ. You must make God known to the world. You must allow this dying world to look at you and see Christ. It will do so only if you accept the challenge. Be Imitators of Christ.

HONOR CODE

*"As an imitator of Christ and on my own honor,
I will not cheat, lie, or steal, nor tolerate those who do."*

The Notre Dame High School community strives to inspire high regard for Christian values, knowing that these values will contribute to the physical and spiritual well-being of each student in the classroom, on the sports field, and in the community. Fundamental to the learning process is the Christian value of academic honor and personal integrity. Notre Dame believes that every student must have the ability to maintain strong moral character and strength, to be consistent with these values, and never waiver due to outside influences by standing strong in how one should live his/her life.

The Notre Dame community stands strongly united in its belief that students who violate the **Honor Code** are being dishonest to themselves and to those who pursue academic excellence.

Violations of the **Honor Code** include but are not limited to:

- Cheating – an act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that s/he has produced.
- Lying - a false statement made with deliberate intent to deceive; an intentional untruth; a falsehood.
- Stealing - the wrongful or willful taking of property belonging to someone else with intent to deprive the owner of its use or benefit either temporarily or permanently.
- Plagiarism - the unauthorized use or close imitation of language belonging to another person and the representation of it as one's personal creative work.

Consequences for **Violations of the Honor Code** are listed in this handbook. These will be reviewed by the Dean of Students and, if necessary, the Disciplinary Committee.

The pledge is to be posted in all classrooms.

On all written assignments, the student **MUST** write:
"I abide by the ND Honor Code."

The student's initials **MUST** follow the written statement.

TUITION – 2015-16

	<i>1st in Family</i>	<i>2nd in Family</i>	<i>3rd in Family</i>
Tuition	\$13,500	\$13,000	\$12,500
Monthly Payment	\$1,125.00	\$1,083.33	\$1041.67

Tuition at Notre Dame is \$13,500.00. The first tuition payment is due May 15 of the previous school year. Tuition may be paid in full, in 2 payments - May 15, 2015 - \$6,750.00 and November 15, 2015 - \$6,750.00 **OR in 12 installments starting with the first payment, May 15, 2015 and ending with the last payment, due on April 15, 2016.**

There are reductions for 2 or 3 or more children in a family.

If all tuition due for the next school year is paid by June 15, 2015, a \$250.00 discount will be applied to the tuition as long as Grant-In-Aid and Scholarships total to an amount of \$2,500.00 or less.

GENERAL INFORMATION CONCERNING TUITION

Incoming Freshmen: A deposit of \$1,000.00 is due at the time of registration. This deposit (\$1,000.00) is **non-refundable**. Freshmen who have made their \$1,000.00 deposit will notice that \$950.00 is credited on the first tuition bill, with the additional \$50 serving as a registration fee.

All students: Tuition Payment #1 is Non-Refundable. The May 15 tuition payment and the deposit of \$1,000.00 for incoming freshmen are non-refundable.

Tuition Due at Withdrawal from Notre Dame: A student who withdraws from Notre Dame will be refunded tuition computed on a semester basis.

The tuition reduction for a 2nd child is \$500.00. After the 2nd child, there is a reduction of \$1,000.00 per child.

Notre Dame utilizes Smart Tuition for tuition billing and payments. Families receive an email from Smart Tuition and should set up accounts with Smart Tuition.

We use Smart Tuition for several reasons with convenience to our families at the top of the list. You can now view your account on-line, pay on-line, set up automatic payments, receive reminders and statements electronically (should you request) and families with multiple children will receive one monthly statement. In addition, Smart Tuition customer assistance is available 24 hours a day, 7 days a week.

Tuition payments are made directly to Smart Tuition. Although families that prefer to do so, can still pay by cash/check in the ND Main Office.

Two (2) other important reminders: credit card payments will be subject to a service fee by Smart Tuition and the late payment charge is \$35. This late payment charge is collected by Smart Tuition, not Notre Dame.

We ask you to please stay current with tuition payments. Tuition must be current through August to begin classes.

You will receive a tuition bill each month in the mail from Smart Tuition. We ask that you follow the payment schedule. If using the 12 payment plan, payments must be made each month. Failure to keep your tuition payments current may affect your child's enrollment at Notre Dame.

Grant-In-Aid Forms are available in the Main Office and online in January of each year. The completed form must be submitted to the Private School Aid Service. The fee to the Private Aid Service is \$35.00. Applications for financial aid must be submitted each year and the deadline for submission is April 1, 2016. Failure to apply will exclude you from financial aid.

Grant-In-Aid awards are applied to the 12th payment, depending on the grant amount. Scholarship awards are also applied to the final tuition payments.

Sallie Mae Loans-low cost government loans for tuition. Brochures are available at Notre Dame. For more information, please contact the school.

Each family will be assessed a \$150 fundraising fee. This will appear on the November tuition bill. Those families who participate and sell raffle tickets will have the full amount sold in raffle tickets credited back to their account upon the return of the ticket sales (up to \$150). Families will also receive a \$50 per person credit for participating in the annual golf tournament or for attending the Lancer Legacy Gala (up to \$150). Money raised for the annual Walk-a-thon will also be credited towards this fee.

Seniors will be assessed a graduation fee in the amount of \$125 or \$225, which includes several senior activities. This fee will appear on the March Smart Tuition bill or can be divided over several months when requested.

TUITION PAYMENTS must be kept up-to-date. Payments must be made on or before the due date. **Mid-term and final examinations** may not be taken and transcripts will be withheld until tuition payments are complete. **Tuition payments made after April 26, 2016, must be in cash, money order or paid by credit card (MasterCard or Visa).** Students will not be allowed to return to school in September if the previous year's tuition has not been paid. Also, seniors who have not completed tuition and other payments cannot participate in graduation.

ACADEMIC LIFE AT NOTRE DAME

The pursuit of continued **EXCELLENCE** in education never stops at Notre Dame. Notre Dame constantly strives to improve, to update, and to focus on the needs of students in an ever-changing academic world. While ND certainly emphasizes the “basics” in education, the school at the same time takes a dynamic and innovative stance in accepting the use of technology in classrooms and the library/media center.

ACADEMIC FAILURE

Failure is not usual for the student who works to full capacity. Students failing two or more subjects or with a GPA below 70 will be placed on academic probation for a period of time to be determined. There are many reasons why a student, during a given marking period, may not perform up to his/her ability level. The school is committed to providing guidance to help these students develop academic improvement plans. A parent/teacher, counselor/student conference may be held in an attempt to help the student resolve academic problems.

- Students who fail a course(s) **MUST** make up the failure(s) in summer school before advancing to the next school year. This includes Religion.
- Students with three or more failures will be withdrawn from Notre Dame.
- All failures in both required and elective areas (including online courses) must be remediated before promotion to the next grade. Seniors must remediate all failures in both required and elective areas before receiving a diploma.

ACADEMIC LEVELS

Students are placed in academic groups which reflect ability levels, course content, and demands of the particular program. Placement levels of students are often reviewed and subject to change **at any time**. Students performing poorly (in one or more courses) in High Honors or Honors may be placed in another academic group.

ACADEMIC PROBATION

Students failing two or more subjects or with an average of below 70 in a marking period will be placed on academic probation. A meeting will be requested with parents and student via the Guidance Office. Participation in extra-curricular activities may be restricted (not limited to athletics). Students who are placed on academic probation for three consecutive marking periods may not be invited to return to Notre Dame the following school year. Additional steps may be taken as needed, including working with the school's Learning Specialist during study halls or mandatory attendance in the after-school Tutoring Center.

ACADEMIC SCHOLARSHIPS

The grades of students who receive academic scholarships from Notre Dame are reviewed in January and June of each year. Poor academic performance may mean the loss of a student's scholarship.

ADD/DROP PERIOD

Students who withdraw from a class after the established "add/drop" period has concluded will receive a "W" (withdrawn) on their transcript.

ADMISSIONS

Admission to Notre Dame is contingent upon an Entrance Exam (administered in November & by special arrangement), an evaluation of the student's prior academic achievement (grammar/middle school transcript & recommendation) and frequently a personal interview with the prospective student and his/her parent/guardian.

Each student is then academically grouped for scheduling in High Honors, Honors, or College Prep 1 or 2 (reflecting ability level, course content and demands of the program). Advanced Placement courses and college-level credit (through Sacred Heart University & UConn) are available. Religion is required of all Notre Dame students (4 years). An entrance exam is not required for students applying for grades 10, 11 or 12. These students must supply a transcript and three letters of recommendation from a guidance counselor/principal, math & English teacher. An interview is also required.

AP PROGRAM

Notre Dame participates in the Advanced Placement Program, which is sponsored by The College Board and administered by the Educational Testing Service. Advanced Placement offers secondary school students the opportunity to participate in challenging college-level work and to receive college credit. Notre Dame provides advanced placement in several subject areas. AP examinations are administered in May. Test results are sent to colleges designated by the student. Success on these examinations can mean the awarding of college course credit. Students taking on-line AP courses must take the appropriate AP exam.

COLLEGE PARTNERSHIP PROGRAMS

Sacred Heart University and UConn have each entered into a mutually cooperative relationships with Notre Dame High School in order to use their collegiate educational resources in the service of the larger community; to strengthen their ties to each other; and to give the youth of the region an added incentive to successfully complete high school and to go to college by challenging them with college level course work while they

are still in high school. UConn and SHU have reviewed our curriculum and selected several advanced courses appropriate for college bound students.

Juniors and seniors are eligible to participate in this program. Students actually register at SHU and/or UConn and pay a registration fee per course (college credit selection varies by institution). Students receive a transcript from SHU and/or UConn giving college credit for their course(s). Students receive credit at SHU and/or UConn and Notre Dame. Students may also present this transcript to other colleges for possible transfer credit. Acceptance of the credit is naturally the decision of the particular college.

COMPUTER TECHNOLOGY

- Notre Dame has three computer labs plus a Library/Media Center which includes approximately 40 computers. Notre Dame continues studying innovative ways of incorporating computer technology into the school curriculum.
- Introduction to Graphic Design (sophomores) introduces students to many aspects of computer technology and design programs. An elective course for juniors and seniors, Advanced Graphic Design, is designed to continue computer study using programs such as Fireworks, Dreamweaver, Freehand and Flash.
- All the computers in the school are linked together by a Novell network. All Notre Dame computers have direct Internet access. Teachers apply this technology to their traditional classroom instruction. The Library/Media Center is available for classroom instruction as well as for individual student research.
- E-mail Communication: All faculty, administration and staff at Notre Dame can be reached via e-mail. Addresses are available on the school website: www.notredame.org.
- Classroom SMART Boards are interactive, electronic whiteboards which enhance instruction & learning, making it possible for teachers to create content rich, dynamic lessons which address specific student skills.
- Computer labs and networking systems are the most advanced available.
- Working at school, students can copy files to and from their home computers.
- Each student has a log-on account, storage area and e-mail address.
- Faculty and students have access to Notre Dame's wireless technology infrastructure.
- Naviance's Counselor's & Career Planner software gives the school, students & parents an improved and more comprehensive range of tools to aid in the college admissions process & in career planning. Naviance is available both at school & home to students with Internet access.

COURSE CREDIT/GRADES

Grades earned in any course shall reflect the student's daily attendance as well as the fulfillment of academic requirements as established by the teacher in conjunction with the department chairperson and school policy.

To earn credit in any course, a student must fulfill course requirements as established by the teacher in conjunction with the department chairperson and not exceed the allowable limit of absences as established by the school's attendance policy. After 20 absences (school or class absences), a student **may** be placed on attendance probation which can lead to loss of course credit and withdrawal from Notre Dame. **Teachers may give assignments to replace classroom instruction *only on a limited basis*.** In order to obtain **credit** for a course, a student must be present in class. **Excessive absences** from classroom instruction **cannot** be made up at home.

EXAM MAKE-UPS

Mid-term and final exams are administered at scheduled times at the end of each semester. All students are expected to be present, punctual, and in school uniform. An absence without a good reason may result in a failing grade. An absence may require a physician's note.

When an absence occurs, the exam must be made up as soon as possible (not more than one (1) week) or the incomplete will become a zero. Exams can not be taken early or out of the established class period order.

GRADING SYSTEM

95-100 – Exceptional	75-79 –Average	Below 65 – Failing
90-94—Outstanding	70-74 – Satisfactory	I – Incomplete
85-89—Very Good	65-69 –Passing	WD – Withdrawn
80-84— Good		

GRADUATION REQUIREMENTS

High Honors		Honors		College Prep 1 & 2	
English	4 credits	English	4 credits	English	4 credits
Social Studies	3	Social Studies	3	Social Studies	3
Math	4	Math	4	Math	4
Science	4	Science	3	Science	3
Modern Lang	4	Modern Lang	3	Modern Lang	2
Computers	1	Computers	1	Computers	1
Religion	4	Religion	4	Religion	4
Physical Ed	0.50	Physical Ed	0.50	Physical Ed	0.50
		Elective *	2	Elective*	4
	24.50		24.50		24.50

*Beginning with the Class of 2017, one elective credit must be earned in the Arts (visual, performing or computer technology – beyond the required course.)

A list of courses is submitted to students before scheduling in the spring. Elective courses selected must have the approval of the Guidance Office. An American Studies (History/English) research paper (junior year) and an American Government Senior Project are graduation requirements. No credit for the course(s) will be given unless paper and project are completed and senior ACRE exam is passed. All financial obligations, attendance & service requirements must be completed for graduation or promotion to the next year. Families are reminded that Notre Dame's *Service to Community* program (15 hours of service per year for sophomores, twenty hours per year for juniors & seniors and class service project plus five additional service hours for freshmen) is a graduation requirement. Seniors must remediate all failures in both required and elective courses before receiving a diploma. All obligations due the school must be completed before senior transcripts will be sent to colleges in June.

GUIDANCE AND COUNSELING SERVICES

The Guidance Office is available to assist students to discover and develop their aptitudes, interests and opportunities so that they may enrich their lives and attain their maximum potential whether it is in further education or immediate entry into the world of work. Counselors work with students, administration, faculty and families as an integral part of the educational program.

The staff works to encourage self-discipline along with the development of Christian attitudes and ideals; to help students towards a realistic and positive self-image along with an appreciation of the uniqueness of others; and, finally, to supply students with pertinent information and supportive help in order to learn decision-making skills.

Counselors serve as intermediate personnel in advising students with behavioral and personal problems as well as course scheduling problems.

At the beginning of each school, each counselor is assigned homerooms on each grade level. These assignments are consistent for four years so that students follow through with the same counselor for their entire high school career.

Parents are asked to call/email to request a meeting with their student's counselor. Though counselors are available during the school day, students are asked to schedule meetings with their counselors ahead of time whenever possible.

Freshmen receive help in adjusting to high school, learning good study habits and in learning to take the initiative and responsibility for their academic program. The primary focus of the **sophomore** year is to know oneself better, one's interests, strengths, weaknesses, special aptitudes, and values that are important.

In the fall, **juniors** and their parents are invited to workshops on topics such as college testing, financial aid and college selection. These programs are geared to juniors and their parents. We encourage participation of all juniors and their parents in these programs.

During **senior** year, students meet with their Guidance Counselor to discuss and finalize future plans. Counselors help students prepare academically for the rigors of college and assist them in making college choices. College applications are completed and FAFSA (application for federal student aid) forms are filed. Students are also made aware of scholarship opportunities.

During both **junior and senior** year, students are issued updates from the Guidance Office regularly informing them of steps they should be taking to make plans for the future. We suggest that these updates be shared with parents so that the entire family can participate in these important decisions.

In addition to the meetings which provide parents with information, counselors take an active role in helping students determine course selections. The **selection of courses** for individual students is connected to a student's future educational plans. Finally, to ensure the students' successful completion of academic requirements, counselors continually review student progress. Counselors meet with students having academic difficulties when progress reports are issued.

College Entrance Exam Testing

Notre Dame serves as a testing center for the SAT in November and May. Students may select to take the ACT on a weekend administration date.

Naviance

Naviance is a website that allows students & families to investigate, research, track, and plan for the college admission process and career planning. It helps counselors to assist students in making informed decisions.

Naviance provides the following information:

- Search & compare colleges
- Profiles on colleges with updated facts & in-depth descriptions

- Detailed information on majors
- Testing & information on careers

The Guidance Office provides parents/students with information about how to use this program.

College-bound students are urged to visit colleges to find out what they offer and discover if these colleges meet interests and needs. A senior information night is held in September to discuss applications, recommendations, transcripts and the NCAA Clearinghouse. A financial aid meeting is held in September for junior and senior parents. The workshop is given by a professional Financial Aid Director. Scholarship information and updates are posted in the Guidance Office and on Naviance.

Referrals

Students requiring special attention are directed to the Guidance Office after consulting with parents and/or teachers and the administration. Cases needing professional help are referred to appropriate professionals in the field.

Consultation

The Guidance Office coordinates meetings between parents and teachers in order to discuss academic concerns or other related matters that require consultation.

Special Concerns

At the beginning of the school year, meetings are arranged with parents and teachers of students who have special academic needs. Certain students may have extended time for tests and exams based on professional evaluation. For accommodation plans, the Guidance Office must have official documentation.

Extended Test Time

Certain students may have extended time for tests and exams based on professional evaluation. The Guidance Office must have official documentation for any academic modifications and parents must meet with a Guidance Counselor to discuss the educational plan. It must be approved and an agreement must be signed by Guidance, parents, and teachers.

Specific needs/Concerns

If a student has a specific need or issue, parents are encouraged to discuss these issues with their child's counselor. Confidentiality is always maintained in the Guidance Office.

Student Assistance Team (S.A.T.) provides the school community with special programs that develop character, education and interpersonal development.

HOMEBOUND SERVICES

Area towns may provide homebound services to students absent from school for 10 consecutive days or more. Only after the 10th consecutive day of absence can the Guidance Office attempt to arrange for instruction in the home. Please note that homebound services vary town-by-town.

HOMEWORK FOR STUDENTS WHO ARE ABSENT

If a student is to be absent for 3 days or more, the school will assist in providing homework assignments. We suggest parents contact the Guidance Office with an estimated length of absence. The office requires two school days to contact teachers and to procure assignments. The family makes arrangements to pick up assignments. The school cannot provide assignments for shorter term absences. Students are advised to check Plus Portal or with classmates or email the teacher directly.

It is expected that students who are absent from school will take the initiative to catch up on classroom work and missed assignments as soon as they return. The homework assignments may be obtained from the classroom teacher via email or on Plus Portals.

HONOR ROLL

HIGH HONORS: 3.65 GPA with no grade below **85**.

HONORS: 3.25 GPA with no grade below **80**.

INCOMPLETE GRADES

Incomplete grades on a student's report card signify that a student for a justifiable reason has been unable to complete his/her work in that particular subject. An extended period of two weeks may be given to the student with administrative approval. At the end of this period, a mark will be recorded in place of the incomplete grade. If work is not made up during this period, a zero will be recorded. An incomplete grade will be received if the junior research paper and/or the senior government project are not completed and/or the ACRE exam is not passed. The junior research paper must be completed before promotion to senior year. The senior government project is a graduation requirement.

MAKE-UP WORK AND TESTS

Make-up work and tests missed due to legitimate absenteeism must be completed within seven school days of a student's return to school. It is the student's responsibility to contact his/her teachers for any work that is due.

Any exception to this policy must be with the approval of the Administration.

NATIONAL HONOR SOCIETY

The National Honor Society is a nationwide organization that recognizes exceptional secondary school honor students. Students are chosen by the majority vote of a five-member faculty selection committee on the basis of **scholarship, leadership, service and character**. To be eligible for membership, the candidate must be a member of the junior or senior class and have attended Notre Dame for one semester. **Scholastically**, a student must achieve a cumulative grade point average of at least 3.7 GPA for the previous four (4) semesters (GPA is unweighted) or six (6) semesters for candidates in their senior year. **Leadership** is based on active participation in two (2) or more school and community activities. Membership alone in a club/organization/project does not guarantee acceptance into the National Honor Society. Candidates must have participated in the activities of the organization. The **service** requirement obligates students to participate in three (3) or more service projects in the school and community. **Character** is measured in terms of integrity, behavior, and cooperation with both faculty and students.

Membership in the National Honor Society is both an honor and a responsibility. Members are expected to continue to demonstrate the qualities of *scholarship, service, leadership and character*. Failure to do so can result in warnings and dismissal by the faculty council. Deficiency in any or all of the above can disqualify a student from membership.

Notre Dame is also affiliated with the French and Spanish Honor Societies.

ON-LINE COURSES

Notre Dame has partnered with Virtual High School to provide additional elective options for our students. Students are required to complete all work and pass these courses, just like a traditional course. Students are assigned a class period during the day to work on this on-line course and are expected to complete their work on this course during this time. Students are required to have motivation and discipline for these courses. Students taking an AP on-line class are required to take the AP exam. Failure to pass an on-line course will require the student to remediate the credit. Students must have a GPA of 3.0 or higher in order to be eligible to elect to take an on-line course. If students are enrolled and then subsequently drop an on-line course, future enrollment in an on-line course is not guaranteed. If a student drops an on-line course after the semester add/drop period is over (usually one week after the start of the semester), families will be billed for the cost of the course: \$200 per course, plus (if applicable) \$75 AP fee and \$125 AP material fee.

PROGRESS REPORTS

Teachers issue grade updates regularly using Plus Portals. All grades are in “real time” and a current marking period average is shown. It is an important parental and student responsibility to check Plus Portals on a regular basis. The faculty and school assume that parents are keeping track of their student’s academic progress using this valuable service.

REPORT CARDS

Reports cards are issued four (4) times per year. The first marking period report card must be picked up by a parent/guardian. Reports cards are available at school on Thursday, Nov. 5, from 1:00 to 4:00 P.M. and from 6:00 to 7:30 P.M. Teachers are present to meet with parents. Marking periods end – Oct. 23, Jan. 13, March 23 and May 20 (seniors). The end of 4th marking period for underclass students will be announced later. 2nd, 3rd & 4th marking period report cards will be provided electronically unless families have requested traditional paper copies. Seniors receive report cards on June 3 (Graduation).

SENIOR EXPERIENCE PROGRAM

Seniors have the opportunity to participate in the senior experience program which is a 120 hour “capstone” project. Preparation for the program begins in October of the senior year and actual “field work” takes place during the month of May (for 120 hours). Students must complete all requirements at the conclusion of their field work. Participation in the program is voluntary and students must have a 2.0 GPA, a good attendance record and not be in danger of failing any courses to be eligible. If a student elects to participate in this program, successful completion of their program and all requirements is a requirement to receive a diploma. Final exams are waived for students in the senior experience program.

SENIOR FINAL EXAM EXEMPTION

Seniors who have an overall average of 90 in any course at the conclusion of the fourth marking period shall be exempt from taking that course’s final exam. Students who have an overall average of 90 in any half year course at the conclusion of the second or fourth marking period shall be exempt from taking that course’s final exam.

TEST MAKE-UP

- If a student is absent on the day of a test or quiz, the student is responsible for a make-up within seven school days of the student’s return.
- A make-up test may not be the same as the original test or quiz and may be more difficult.
- If an emergency occurs, a parent/guardian should contact the teacher or Guidance Office.

- Excessive absences on quiz or exam days may be reported to the Guidance Office or Administration.
- Please note: Under ordinary circumstances, when a student returns to school after an absence on the day of an announced test or quiz, the student is required to take the test or quiz on that day. If a special circumstance exists, a parent should contact the teacher or Guidance Office.

TRANSCRIPTS

Seniors applying to college are entitled to ten transcripts without charge. Additional transcripts are supplied to colleges of the student's choice at a fee of \$3.00 each. Graduates may also request transcripts for colleges or employers. The fee is \$5.00 per transcript.

WITHDRAWAL AND TRANSFERS

- All students withdrawing or transferring must meet with a counselor. All school fees must be paid and school property returned before credits are transferred.
- A parental statement requesting the withdrawal must be submitted in writing to the Guidance Office.
- When a student elects to withdraw from Notre Dame, the school will make a determination at the time of the withdrawal as to the possibility for re-admission.

GENERAL INFORMATION

APPOINTMENTS

Parents/guardians who wish to consult with a member of the Administration, Guidance, faculty member, etc. should call the school or e-mail asking for an appointment.

ATHLETIC PROGRAM INFORMATION

Notre Dame offers a complete interscholastic athletic program for both men and women. The school is a member of the South-West Conference and the Connecticut Interscholastic Athletic Conference (CIAC). Certain non-contact sports are co-ed.

Please note: The standards for competition are universal and must be met by all participants. Dual standards, while desirable for some, would be chaotic.

Medical Requirements

Please submit completed sports physical forms (both sides) ONLY to the school nurse, as mandated by the State of Connecticut. Physicals are effective for 13 months. Students MAY NOT try out, practice or participate

in interscholastic sports without a current, up-to-date physical. Direct questions to the school nurse.

Interscholastic Student-Athlete Insurance

In order to participate on Notre Dame athletic teams, student-athletes MUST have primary health insurance provided by a parent/guardian.

Notre Dame's interscholastic athletic insurance provides secondary coverage. This school insurance pays excess coverage ONLY and takes over after health benefits that are available under a parent/guardian's own medical insurance policy are exhausted. If a parent intends to file a claim under Notre Dame's insurance policy, the athletic director must be notified in writing within 45 days of the incident. A form will then be sent to the family to be completed. Failure to notify the school within the 45 days may result in forfeiting the right to submit a claim.

Also, please note that the amount of coverage included in the school insurance policy is subject to the limits of the school's policy.

Additional liability incurred is the responsibility of parent/guardian.

Eligibility Rules

- A student representing Notre Dame may not, during the same seasons, compete with or practice with teams representing other athletic organizations.
- Any student who wishes to be eligible for interscholastic sports must pass a minimum of four major units of work. If a team member does not pass the minimum, he/she must wait for the next report card to be issued and there must be no other serious reasons why the student should remain ineligible.
- Students who are not medically-cleared by a doctor for full academic participation may be denied the privilege of participating in athletics.
- Any student who is involved with the use of, taking of, drinking of, smoking, or the like drugs, alcohol, or tobacco is subject to suspension/disqualification. Suspension from school includes suspension from the athletic program.
- Absence from school on the day of an athletic game will automatically disqualify a student from participation in the game. In order to participate in practice or a game, a student must be present in school by the middle of the official school day. (See special note in Attendance section).
- Students who misuse or lose athletic equipment issued to them by the school will be required to supply the cost of replacement at their own expense.
- In order to participate in interscholastic sports, a parental consent form is necessary.

- Students are not allowed to go on vacation or the like during the season of the sport in which they participate. To do so means automatic removal from the team.

Complete athletic policies are contained in the Student-Athlete Handbook, which is available on-line. Participation in athletics means a family accepts and agrees to follow all athletic and school policies, as outlined in various handbooks.

AUTOMOBILE REGULATIONS

- No student will be permitted to park a car at school without a valid on-campus parking permit. To obtain a yearly permit, a student must complete an application; submit a registration fee of \$ 10.00 and a copy of his/her driver's license to the Dean of Students. A permit is issued to a student for a particular car and is not transferable. Permits must be placed on the inside bottom left corner of windshield.
- Students, parents and visitors must use only the designated entrance and exit and observe careful driving procedures at all times. Students should park only in the Student Parking Lot. Absolutely no speeding is allowed. **The speed limit on campus is 10 mph.** No reckless driving or fooling around in or around cars will be tolerated. There is no parking at any time in the driveways, along the perimeter of the school or on the road that encircles the school building. Failure to observe proper driving regulations may mean the suspension of parking privileges and additional disciplinary action, such as suspension from school. Cars in fire lanes, handicap spots or in violation of town laws will be subject to towing and additional school penalties.
- Motorcycles, motor-scooters, mopeds, motorized bicycles, etc. or heavy trucks are not permitted on campus.
- When a student arrives at school, he/she is to park the car and enter the building immediately. The student may not return to the car until the end of the school day without permission from the Main Office. Loitering on campus or sitting in cars is not allowed. Smoking is not allowed anywhere on campus-including in cars. At dismissal, students are asked not to loiter in the parking area. When students go to their cars, they should be prepared to leave the campus.
- Please note: students arriving at school by car/bus or walking are required to enter the building immediately. Once students have arrived at school in the morning, they may NOT leave the school without the permission of the Office.
- Parking at Notre Dame High School is "at your own risk". Notre Dame will not assume any responsibility or liability for cars or their contents. Valuables should not be left in plain view.

- Use of Notre Dame's parking lot at any time (during school or at a school-sponsored event) gives your consent that a vehicle may be searched without reason or notice given.
- Automobile accidents on Notre Dame property will typically be reported to the Fairfield Police Department.

ASSEMBLIES/LITURGIES AT ND/SHU

Student assemblies/liturgies will be scheduled from time to time. At Notre Dame, dignity and consideration of others characterize all events. We ask that students speak in quiet, modulated tones while going to and from the event and while waiting for the program to begin. Silence is expected during programs/Mass. Misconduct during these events in is considered a serious rule violation.

BOOKSTORE

The Notre Dame Bookstore is open for the convenience of students from 7:00 A.M. to 3:00 P.M. Paperbacks, general school supplies, etc. are sold in the bookstore.

BUILDING HOURS

On school days, Notre Dame is open from 7:00 A.M. to 3:00 P.M (Summer- 8:30 A.M. to 1:30 P.M.). For use of school facilities, at any time, students must have faculty supervision. After school, students are not permitted to hang around classrooms/corridors unless they have a reason for being there (clubs, extra help, etc.). Although the school building may be open after 3:00 P.M. for special activities, etc., students are not allowed in the building without supervision. Students are not permitted to use faculty desks and/or computers after school hours without permission.

BUILDING SECURITY

All students and visitors must enter the school building at the Main Office/Bookstore entrance. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE AND SIGN-IN AND RECEIVE A VISITOR'S PASS BEFORE PROCEEDING TO OTHER PARTS OF THE BUILDING.** Students are not to open doors for visitors or prop open doors at any time.

BUSSING

Students who commute to school on ND charter buses: in order to ride these buses, payment must be current. Unless registered & paid, no student may ride on these buses. Violation of this school policy will be considered a serious offence.

Every student has the right to ride to and from school without being disturbed by any other student's remarks or behavior. Be courteous to the driver and other passengers. Remain quiet and orderly on the bus. Keep

your head and arms inside the vehicle at all times. Remain seated when the vehicle is in motion. No student is to tamper with safety doors or equipment. Follow the instructions of your driver. No smoking is allowed. ***Smoking on a school bus or Greater Bridgeport Transit buses is an automatic school suspension.*** Leave home early enough to arrive at your stop on time. Be alert to traffic when leaving the bus.

When a problem occurs on a bus, the school will take disciplinary action and the student may be denied transportation. Bus drivers are instructed to report problems to the School Office. Any student damaging or defacing buses, tampering with safety equipment or involved in a disciplinary problem on a bus may be suspended from riding the vehicle and also may be subject to suspension/expulsion from school. When a student misses a bus, every attempt should be made to get to school by other means.

CHAPEL

The Notre Dame/Panuzio Family Chapel, dedicated to Mary, Mother of the Lord, is a center of liturgical prayer and private medication.

- Mass is celebrated daily at 12:10 P.M. on Monday, Wednesday & Friday and at 5:15 P.M. on Tuesday and Thursday and at varying times during the school day.
- Sacrament of Reconciliation privately is possible each day and especially during Advent and Lent
- Masses with the school community present are celebrated on special events: Holy Days, Thanksgiving season, in preparation for Christmas, opening of the school year, etc.
- Private and public prayers to Our Blessed Lady
- Special liturgical activities scheduled for individual classes, athletic teams, and clubs
- The School Chaplain is available for spiritual direction, personal counseling, etc.

CLOSED CAMPUS

Campus is defined as all school grounds. Students who leave the campus after arrival in the morning without permission will be subject to suspension. Students are to remain in the building unless they receive permission from the Main Office/Dean of Students to be outside. Students are not to loiter in parking lots or on other school property. A student must enter the school building immediately in the morning upon arrival at school. Students are especially cautioned about remaining in their cars before or after school. Loitering in cars is not allowed. Seniors may leave school only after their last class of the day. In an effort to avert problems, ND does not allow students from other high schools to drop off or pick up its students on campus at arrival or dismissal times unless a parent has

spoken directly to the Dean of Students regarding an exception. Students should refrain from walking on the lawns of the campus as well as adjoining property. Students should also take special care and observe all traffic laws when crossing Jefferson Street.

COMMUNITY SERVICE REQUIREMENT

- Notre Dame's mission, its philosophy and objectives, encourages personal growth and responsibility, sound values and service to others.
- Our school motto, to be "imitators of Christ," reminds us, among other things, to make a commitment to help others and to be of assistance in our home, school, and extended communities. It was Jesus, Himself, who said, "Whatever you do for the least of my people, you do unto me."
- In keeping with our commitment to help others, members of our ND community are asked to better the lives of those around them – and, in doing so, foster their own growth – by participating in community service projects.
- In order to help students achieve this important mission, Notre Dame requires students in grade 10 to perform **fifteen** (15) hours of service, and students in grades 11 and 12 to perform **twenty** (20) hours of service during each of these respective years. Service acts must be church, agency or school-based and only up to 50% of the service obligation may be completed in the summer prior to the start of the school year. Students may not be paid for their service. The service may be completed at one location or may be divided among several projects. The freshmen service requirement is partially fulfilled by Freshmen Field Day, which is a freshmen sponsored event for a local urban elementary school, plus five additional hours of community service.
- **Service hours must be completed by March 11, 2016. The service project is a requirement for graduation & for promotion to the next grade level. A student receives a Pass/Fail grade in Service on their report card. Students will not receive their final report card if service hours are outstanding.**
- During school hours service programs will be restricted to students in good standing in their courses.

DISTRIBUTION OF PRINTED MATERIALS

Any literature or other written material distributed or displayed on school property must have advance approval of the principal or designate.

FACULTY ROOM

The Faculty Room is out-of-bounds to students at all times.

FIELD TRIPS

When Notre Dame sponsors a field trip, ALL pertinent school regulations and guidelines are in effect. Students and parents certainly realize that traveling with students is a responsibility that ND takes quite seriously. Students usually have great times and experiences on these trips, enjoying the educational aspect as well as the companionship of fellow students and teachers. Often, due to specific circumstances, a field trip will have special rules, in addition to regular school guidelines. Sometimes, a contract is required before a student may go on a trip. The terms of a contract are tailored for a particular field trip. Rule violations on field trips are treated in a very serious manner. Also, please note that a student's participation on a field trip may be denied because of disciplinary problems at school.

HEALTH SERVICES

A Public Health Nurse is present in the health office at all times. Treatment is limited to first aid care. The school health department cannot assume responsibility for the care of illness and infections, other than immediate care. In such cases the parent must assume responsibility for transportation of students to their home and for their care. The same procedure is followed in the case of sudden accidents. A student who becomes ill in school is not permitted to go home alone and cannot be allowed to drive a car. Students must not report to school when they are ill.

The Nurse's office is located on the first floor near the Guidance Office. No student is permitted to report to the Nurse without a pass from a teacher except in emergencies. Passes should not be requested at the end of class. Students may not go to the nurse's office during the break in classes.

Students who are injured or become ill while in attendance at school must report to the Nurse. Under no circumstances is a student permitted to leave school for reasons of injury or health without the permission of the nurse. Students **MUST** not call parents prior to being evaluated by the Nurse.

Always report to the Nurse when ill and not to a lavatory or some other location. To do otherwise is a serious violation of school policy. If the Nurse is not available, report to Main Office.

Please take note:

The school Nurse should be notified if a student is under a doctor's care, has been hospitalized or has special health needs. Whenever possible, a student should take medication at home before or after school.

In the event it is deemed essential (by a physician) that medication be administered by the Nurse, Connecticut State Law and Regulations require a physician's written order and parent or guardian's authorization for a

Nurse to administer medicinal preparations exclusive of hallucinogens or, in her absence, the principal or teacher to administer oral medications. Medications must be in pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, frequency, physician's name and date of original prescription. Proper forms may be obtained from the Nurse.

All freshmen & transfer students must have a current physical examination with all mandated screenings completed and recorded and proof of immunizations prior to admission. To comply with local and state laws, students' immunization must be completed and up-to-date. If this is not done, students must be excluded from school until such time as they are properly immunized and the information duly recorded with the month, day and year by a physician. All participants in sports must have a current physical on record prior to tryouts every year.

The Health Program includes vision and scoliosis screening in Grade 9 and as needed.

Students wearing contact lenses should always have a supply of contact lens solution in their locker in case of emergency.

Throughout the school year, the Nurse may teach health-related topics during homeroom and study periods.

Please note: To prevent infections from spreading within our school community, it is extremely important that if your child is suffering with an infectious illness, you notify the school immediately. The following infections must be reported to the school and a doctor's note submitted to the nurse prior to your child's returning to school: chickenpox, measles, rubella (German measles), mumps, scarlet fever, strep throat, staph infections, hepatitis, mononucleosis and conjunctivitis.

See athletic page regarding requirements for sports' physicals.

HOMEROOM

- All students must attend Homeroom. Students should be on time. Since HR attendance is important, when class business/club projects, Guidance appointments, or other reasons necessitate a student's absence from HR, the student must report first to HR. After attendance, the student can present a pass to the HR teacher and then proceed to his/her appointment.
- To leave HR, a student must have an authorized pass. Class/club meetings are not usually held during HR period. **A pass should be**

obtained prior to the HR period. Movement outside HR is discouraged.

- HR period consists of the following: announcements, class business/other projects. During these times, students should give their complete attention. Talking at reasonable levels is allowed. Students should be seated in HR.
- Colleges will visit Notre Dame during the fall to make presentations to interested seniors. Seniors must sign up in advance and receive a pass from Guidance to attend these presentations. Students may be limited in the number of presentations they can attend.
- Cell phones use (with the exception of making/receiving calls) is permitted in HR after prayer, pledge and announcements.

MORNING ANNOUNCEMENTS

Information must be submitted to the Main Office by 2:15 P.M. for the next day's announcements. Students who submit announcements must have them initialed by the club/class advisor involved.

IDENTIFICATION CARD

Each student is issued an identification card. This ID card must be in a student's possession at all times during the school day and at school sponsored events. ID must be presented when student is late for school. A \$ 3.00 fee is charged to replace a lost card.

LIBRARY/MEDIA CENTER

The mission of the Notre Dame Library is to ensure that students and faculty have ready access to information and materials to support the curriculum and are consistent with the philosophy and objectives of the school. The Library/Media Center is available for classroom instruction and for individual student research.

The librarian makes evaluation of materials for acquisition with faculty and administration. The present collection consists of approximately 10,000 books, 40 magazines, 6 newspapers, pamphlets, maps, and approximately 40 PC workstations with access to the school network and to the Internet. Also, to supplement their reference sources, students are accorded library privileges at Sacred Heart University, within walking distance of the school. The library is a member of the American Library Association and Catholic Library Association.

The library is open to students and faculty Monday through Friday throughout the school day. A student must have a pass from a teacher in order to use the library. Students with library passes should report first to the assigned study hall for attendance and then proceed directly to the

library. **Students may not leave the library until the end of the assigned class period.**

LOST AND FOUND

Students who find lost articles are asked to please take them to the Bookstore where the owner can claim them.

NOTRE DAME HOME SCHOOL ASSOCIATION

The Notre Dame Home School Association is a parents' service group. The Association often partners with the Athletic Association which works specifically to support ND athletic programs. Parents are encouraged to join both groups.

REPORTING TO NURSE WHEN SICK

When a student becomes sick during the school day, the student **must report to the School Nurse** (with teacher's permission) or to the Main Office. Under no circumstance should a student go to a lavatory (or other location) instead of following the above stated procedure. If necessary, the nurse will contact a parent or guardian. Students may NOT report to the Nurse during the time between periods.

Students should not contact a parent/guardian prior to reporting to the nurse. When necessary, the nurse, not a student, will contact a parent/guardian.

SACRED HEART UNIVERSITY CAMPUS

Sacred Heart University's campus is considered an extension of the Notre Dame campus and expressed parental permission to cross Jefferson St. to the SHU campus – for academic, religious or athletic purposes – is not required.

SCHEDULING SCHOOL ACTIVITIES

All school activities (whether held at school or outside the school) must be scheduled through the Main Office. Requests for special events and the use of school facilities are made through the Assistant Principal. **No Notre Dame activity, on or off campus, may be held under school sponsorship without the prior scheduling and approval.** All posters/advertisements for school activities must be approved by the administration prior to being posted.

SCHOOL DANCES

- Non-Notre Dame students are required to have a permission slip signed by their school principal before attending a ND dance. Dances begin at 7:00 P.M. & end at 10:30 P.M.

- Required dress for dances will vary according to the theme of a particular dance, but must always be modest. When arriving at school for a dance, you must not loiter outside the school building. Naturally, smoking is not allowed at dances either inside or outside the school building.
- All Notre Dame policies and regulations are in effect at all school-sponsored activities. Special mention is made of the use and/or possession of drugs or liquor. These are absolutely forbidden and will be dealt with promptly and strictly.
- When problems occur, parents will be notified at once.
- Students attending a dance may be subject to a breathalyzer test.
- Dates for dances, including Proms, must be between 14 and 20 years of age.

SCHOOL LOCKERS/PERSONAL PROPERTY

- School lockers are the property of Notre Dame. Legally the school has the right to periodically inspect these lockers. A locker is assigned to each student. The student is responsible for maintaining his/her assigned locker. It must be kept neat and clean. Damage to the locker becomes the student's responsibility. **For example, no writing of any kind is permitted on any part of a locker.** If posters or pictures are hung in a locker, they must be appropriate and modest. Others will be removed. **Lockers must be kept locked at all times. LOCKS used on school lockers must be purchased from the Bookstore.** Unauthorized locks will constitute prima facie evidence of a locker violation, which may subject the locker to search and its contents to seizure.
- **Students are reminded to take special care to always lock their lockers and not to share the locker combination with others.** The school is not responsible for stolen items. Students should not put anything in the upper portion of the locker. Books, jackets, etc. must be kept in the large, narrow compartment. Never leave money in a locker. **Assigned lockers must never be changed without the permission of the Office.** Students participating in physical education and/or athletics must purchase a second lock for use in the Gym Locker Room.
- All lockers on the school premises, including lockers located in hallways and locker rooms are property of the school. Lockers are not to be used to store items forbidden by law or school rules. The school retains the right to inspect any locker and its contents to insure that the locker is being used in accordance with its intended purpose and/or to eliminate fire or other hazards, maintain sanitary conditions, attempt to find lost or stolen property and to prevent use of locker for prohibited or dangerous materials such as weapons, drugs, or alcohol.

SLOW WALKING PASSES

Slow walking passes may **ONLY** be given with a doctor's note. Sneaker passes may be given **ONLY** with a doctor's note and, in cases of emergency, at the discretion of the school nurse. All passes must be obtained from the nurse.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (S.A.T.) is composed of faculty and staff members who have had specialized training in aiding students who have pressing problems or emotional difficulties. Students with a history of substance abuse, eating disorders, emotional or physical abuse, and difficult problems with family, friends or school are strongly encouraged to seek out a member of the team for assistance and guidance. The team wants all students to be aware that there is always someone available for them to speak with in a time of need and crises. All conversations are held in strict confidence.

STUDY HALL

Periods for student study are built into the regular schedule, and they should be viewed by students as a time for study and school work.

When scheduled for a study hall, students must:

- Be on time and prepared for study.
- Bring the books and notebooks necessary to have a productive period of study.
- Be prepared to be quiet and orderly throughout the period. Students may, with the permission of the teacher, speak quietly, and work in small groups.
- Understand and respect that there is a limit to the number of students permitted to leave the room at any time. It is the proctor's discretion whether or not a student will be permitted to leave the room during study hall.
- Playing cards, game playing, etc. are not allowed in study hall.
- Food and drink are not permitted in study hall.
- Attendance is mandatory. All students report to their assigned study at the start of the period regardless of other appointments, i.e. library, guidance, or making up a test. Failure to report to the assigned study hall is the same as skipping any other class and will result in a school suspension.
- Students may leave study hall only with written permission from the proctor.
- Students may use electronic devices in study hall.

Upon completion of any appointment, test, etc., the student must return immediately to study with a signed pass.

TELEPHONES

Generally, students will be called to the phone **only in emergency situations**. The school has neither the staff nor the time to deliver non-emergency messages. **Parents/friends are asked not to call the school except for emergencies**. Permission to leave class to use the telephone will generally not be given. Students are to not make or receive phone calls during the school day.

TEXTBOOK/WORKBOOK POLICY

For all textbooks and workbooks, Notre Dame utilizes the services of Follets and the Sacred Heart University Bookstore. Families have the option of renting textbooks or purchasing new or used copies of textbooks.

Students who rent textbooks from Folletts will be required to return these by the due date or incur additional charges.

Students have one week from the start of classes to return textbooks and workbooks during an "add/drop" period to the SHU Bookstore. Students are responsible for returning and/or exchanging their books themselves. Students are responsible for putting their names in textbooks. ND is not responsible for lost, stolen or misplaced books.

VISITORS

All visitors to Notre Dame must **USE THE MAIN OFFICE/BOOKSTORE ENTRANCE AND MUST REPORT TO THE MAIN OFFICE TO SIGN-IN BEFORE PROCEEDING TO OTHER PARTS OF THE BUILDING**.

Occasionally, a student may wish to visit the school. These visits are limited to prospective ND students. Arrangements must be made prior to the visit with the Admissions Office. Student visitors must register in the Admissions Office. The school dress code should be followed as closely as possible.

STUDENT GUIDELINES, PROCEDURES, & CONDUCT

- One of the essential purposes of a Notre Dame education is the formation of character. The directives of the school, designed for that purpose and in the interest of good order, are exercised with discretion and justice. Rules are established also to help provide an atmosphere which will expose students to the best set of learning experiences and to promote a school in which we can take pride.
- The student experiencing the uncertain and formative years of adolescence requires guidance that is understanding but firm in its insistence upon principle. The school aims to secure an orderly and

energetic pursuit of studies and to develop and strengthen character. A student's attendance at Notre Dame indicates the willingness of both **student and parent/guardian** to comply with the directives of the school. Any deportment that endangers the aims of the school or violates directives promulgated to aid in the development of these aims will be met by firm discipline, always recognizing the dignity of the young man or young woman.

- Students are required to respond to directives given by members of the faculty/staff. Each faculty/staff member has the authority and responsibility to enforce school rules and to issue direction for the maintenance of order throughout the school and at all athletic and social events.

ACADEMIC INTEGRITY

The principles of academic integrity are a cornerstone upon which our community rests. They are at the heart of the intellectual integrity of the school. In order to maintain academic integrity, Notre Dame High School requires that all work be entirely the result of one's own effort. Plagiarism, cheating, or other forms of academic dishonesty will not be tolerated in any form or in any degree. All members of the community are responsible for the integrity and honesty of their work.

What is Academic Integrity?

Having **integrity** means to be honest, to work hard, not to cheat or "cut corners," whether it is in your studies (academic integrity), or playing sports, being with your friends or family---in life. Someone once described integrity as beginning with..."when you're all alone...and look in the mirror...you are honest about who you are and what you see." Integrity means you take responsibility for your actions whatever you choose, even if the choice is wrong. Integrity ultimately means you are honest to God about yourself, who you are, your strengths and weaknesses, and you strive to be honest in all of your endeavors. At Notre Dame High School, **Academic Integrity** means you are honest in your academic life and protect the honesty of your academic work and the academic work of others. Academic Integrity also means that you do not help another in any way to "cheat" in their effort to complete their work.

Why is Academic Integrity Important?

What you **do** matters. More importantly, **who you are** matters. Your **character** is revealed, in part, by the choices you make, the acts you commit, and how you handle the consequences of your actions. At Notre Dame High School, we are not only committed to helping you learn the material in a particular course, but also in helping you make the best choices in your learning and in life.

When you are confused about what to do or how to complete an assignment, teachers expect that you will ask for help rather than cheat or copy another's homework. Even though this is a simple example, it is at the heart of why academic integrity is important. In this way, you put forth your best effort, and maintain an honest relationship with yourself, your classmates, and your teacher. Your character and integrity will grow and deepen.

What happens if a violation occurs?

If you violate the Academic Integrity Policy of Notre Dame High School, you will be held responsible and accountable for your actions. This policy outlines the possible consequences for violations. It is our hope that you never put yourself in a situation where you compromise your integrity or that of another.

Research papers and projects as a course requirement:

Research papers and projects, if assigned, are a course requirement. To be eligible to pass the course, the student must complete the assignment. If this assignment is plagiarized or compromised, the student receives a zero for the assignment. In addition, the student must redo the assignment to satisfy the "research paper" requirement of the course. However, the initial grade of zero for the assignment will not be changed.

It is our hope that you are successful at Notre Dame High School and well prepared to continue your studies at institutions of higher learning. Most importantly, we hope you live with honesty and integrity.

Honor Code

Students are expected to write the Honor Code and initial their statement on all written work. Consequences for violating the Honor Code are explained in this handbook.

Academic integrity violations encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, plagiarism, academic misconduct, misrepresentation, and facilitation.

- Desks are to be cleared of all but designated materials. Any books or other materials are to be under the desk and out of sight. No student is to look around the room or at another student's paper or cell phone for any reason.
- No student is to leave his/her seat for any reason. No student is to talk to any other student or to make noise of any kind during the testing session. Students are to have a writing instrument available for use on

top of his/her desk. If a student has a question, the student should raise his/her hand to get the attention of the teacher.

Cheating

Cheating is an act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he/she has produced on an academic exercise or assists another to misrepresent his/her work.

Examples of cheating include but are not limited to:

- Copying from others during an examination;
- Communicating or attempting to communicate answers, hints, or suggestions during an examination;
- Using unauthorized materials to complete an exam or assignment, i.e. cheat sheets, notes written on calculator cover, on hands, ties, skirts, desk, etc.
- Programming of notes, formulas, or other aids into a programmable calculator or electronic dictionary without prior authorization;
- Using a communication device such as a cell phone, iPod (or similar device), or electronic translator to obtain unauthorized information during an exam;
- Submitting portions of the same academic work for credit in more than one course without consulting the second teacher.

Plagiarism

Plagiarism is the inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources. Examples of plagiarism include but are not limited to:

- Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source;
- Utilizing another person's ideas, opinions, or theory without acknowledgment of the source;
- Failing to cite the words, pictures, music, video, or other forms of communication in research projects;
- Copying and pasting from an online source and submitting it as one's own work;
- Paraphrasing source material without citations.

Turnitin.com - Notre Dame subscribes to turnitin.com which helps teachers compare students' papers to all the available literature in its database.

Academic Misconduct

Academic misconduct is any other academically dishonest acts or assistance to other students in the commission of these acts. Examples of academic misconduct include but are not limited to:

- Giving away or selling all or part of an exam, including answers; e.g., telling someone in the 10:30 a.m. exam period what was on the 8:00 a.m. class exam;
- Bribing another to obtain a test, paper, assignment, etc.;
- Copying, distributing and/or receiving any portion of a test, exam, etc.;
- Continuing to work on an assessment after the specified allotted time has elapsed without explicit permission from the teacher;
- Changing or helping another to change a grade or an answer on a test, assignment, or project;
- Fabricating an excuse to obtain an extension on a deadline for a test, assignment or project;
- Committing any action that compromises the integrity of an assessment, including stealing, attempting to steal, or buying an examination, paper or answer key;
- Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.

Misrepresentation

Misrepresentation refers to any situation in which a student presents as his or her own work any assignment prepared by another person or individual. Examples of misrepresentation include but are not limited to:

- Collaborating on a test, quiz, homework assignment, or project with others without authorization from the teacher;
- Allowing others to do research or writing of an assignment; e.g.,
 - a. Using the services of a commercial term paper company,
 - b. Using the services of another person (family member, tutor, etc.) inappropriately, without authorization;
- Copying homework and submitting it as one's own work;
- Claiming to have fulfilled the roles and responsibilities accepted on a group project;
- Turning in another person's project as one's own.

Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to disciplinary action for integrity violations. Examples of facilitation include but are not limited to:

- Giving another student one's assignment or paper (or portion thereof);
- Giving another student answers to a test or assignment;
- Letting another student copy one's answers during an examination;

Creating unfair opportunities for students in other sections of a class by communicating or giving any test (or assignment) information, questions,

or answers to students in another class, or other sections of the same class; this gives students in later sections an unfair advantage.

Academic Integrity Violations

Academic integrity violations are so serious that it will warrant severe consequences. Thus, when it is determined that a student has violated the academic integrity policy, **a grade of zero (0) on the particular work will result**. Parents will be contacted and the student is subject to suspension or even dismissal from school.

Consequences for Violations

Academic Integrity File

- The Dean of Students will maintain and control access to this file.
- The cumulative file will include any violations over the course of a student's career at Notre Dame High School.
- If a student is being considered for some type of award or honor, the nominating/sponsoring party may inquire as to integrity issues regarding specific student candidates.

Disciplinary Committee

May be convened if:

- The student denies the charge.
- The infraction involves several students and the teacher does not have the capacity to perform a comprehensive investigation.
- The criteria warrants a broader investigation of the charge.
- The student is charged with a second offense.

Violations-cheating on a quiz, test, stealing or copying a test or quiz, plagiarism, etc. may be handled as follows:

The teacher involved determines if the student is cheating. The teacher's professional judgment will determine if a student has cheated; however, there must be evidence whenever possible. In addition, it is the responsibility of the student to avoid any action or situation that may cause teachers to believe this policy has been violated.

Consequences for 1st offense

- Student receives a zero on the assignment or assessment. Quarter average or grade is determined factoring in the zero. If the infraction occurs on a midterm or final exam, a zero will be factored in for the exam grade and the final average for the course.
- Teacher and the department chair will notify the Dean of Students and provide whatever data/material they have regarding the incident. The Dean of Students makes a notation regarding the incident in the Academic Integrity file.

- Teacher or Dean of Students notifies the student, parent, and also the subject department chair in writing that a violation of the Academic Integrity Policy has occurred. Student and parent acknowledge notification.
- Student is disqualified from the honor roll for the quarter when the offense occurs, regardless of overall average.
- Student may be subject to removal/suspension from any athletic team, student council position, honor society, and/or any other extra-curricular activity.
- Student is subject to school suspension (including extra-curricular activities) and conference with the parent, student, and any teacher(s) involved.
- The degree of any additional punishment, up to and including expulsion from Notre Dame High School, will vary according to the circumstances of the cheating offense/incident.

Possible consequences for 2nd offense (in same or different class)

Convene the Disciplinary Committee. Possible consequences to be determined by the committee may include but are not limited to:

- Suspension from school (including extra-curricular activities).
- Failing grade of "55" automatically given for quarter average(s).
- Expulsion from Notre Dame High School.

A conference will be held with the student and parent to discuss further sanctions and note that any further violations will result in dismissal from Notre Dame High School.

Notre Dame High School acknowledges Staples High School in Westport, CT and St. Joseph High School in Trumbull, CT as a resource for this section.

ATHLETIC & EVENT CONDUCT

Notre Dame games and contests are generally open to the public. The school expects each student to be a goodwill ambassador at these events and exercise the code of good sportsmanship. The South-West Conference has developed rules of conduct which must be observed.

At athletic events, students and other persons should observe the following code of behavior.

- Cheer loudly and enthusiastically for your team when appropriate.
- Show respect for members and spectators of other teams.
- Booming is discouraged.
- Win or lose, be proud of your team and school.

ATTENDANCE POLICY

The learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of its education structure. Time lost from class is intrinsically irretrievable, in terms of opportunity for interaction and exchange of ideas between students, students and teachers, teachers and students. **Therefore, classroom attendance is considered to be an integral part of the student's course of study.** Regular attendance and punctuality are required of all students at Notre Dame. All scheduled classes - including study halls, lunch, homeroom, and assemblies - must be attended.

- When a student reaches 10 absences, a warning letter will be sent to parents/guardians advising them of excessive absenteeism. When a student accumulates more than 15 absences, he/she must make up each day over the limit in a special program conducted after school closes in June. All students who exceed the limit - no matter what the reason(s) for the absences - are liable to make up the time lost from class. **THERE ARE NO EXCEPTIONS.**

- Any student who accumulates more than 15 absences in a course during the school year will not receive a grade or credit for that course until all time is made up.

Please Note: Students who exceed the absence limit must make up the actual class time in the special summer program. Each day over the 15-day limit must be made up. For this special session, it has been determined that 3 hours will equal one school day. **FAILURE TO ATTEND THIS SPECIAL PROGRAM WILL RESULT IN A STUDENT'S WITHDRAWAL FROM NOTRE DAME.** Students must make up time according to a DEFINITE SCHEDULE established by the school.

Please note:

- A student who accumulates more than 20 absences (10 absences in a semester course) may not receive credit for the course and may be subject to withdrawal from Notre Dame.

- When attendance procedures are not followed (telephone the school to report absence/return to school with a note), the student may be withdrawn from Notre Dame.

- Students who are absent and/or late excessively will be placed on Attendance Probation and subject to withdrawal from school if absences and/or lates continue.

- If a lengthy absence - due to illness - is anticipated, a special program (Homebound) is provided by local school districts. To be eligible a student must first be absent 10 consecutive school days. Please contact the Guidance Office for information.

- From the day a student is officially placed on Homebound until the day Homebound ends, the student is not recorded as absent from school. Days absent before and/or after Homebound are recorded as absent.
- Whenever a student is absent from school for more than one day, upon return he/she must make up all class assignments, tests, quizzes, projects, etc. within seven school days.
- Excessive absences may mean withdrawal from school. Parents and students must realize that *classroom instruction* & the actual time a student spends in class is very hard to make up. Teachers may give make up assignments to replace classroom instruction *only* on a limited basis. In order to obtain credit for courses at Notre Dame, your actual presence in class is required. ONLY a reasonable number of absences are allowed. Excessive absence from classroom instruction cannot be made up at home. Notre Dame does not have the ability nor the wish to operate a correspondence-like school.

Attendance Review Board

At the 15th absence, the Attendance Review Board is convened. Its purpose is to implement a plan of action to ensure student attendance and, when appropriate, to recommend sanctions on chronic violations of the school's attendance policy. The Board will be chaired by the Academic Dean and will consist of the Dean of Students, the School Nurse, and the student's Guidance Counselor. The student and parents will be asked to attend the review. Noncompliance with the stipulations of the Attendance Review Board may result in dismissal from Notre Dame.

All absences, along with record of lateness, are placed on the student's transcript and, consequently, may have serious implications for the future. Individual cases will be reviewed as necessary.

Absence from School

Students are excused from school for personal illness, illness or death in the family, for medical treatment or as approved by the Main Office. Proper documentation is required.

To Report an Absence

1. **Telephone the school on the day of the absence (no matter what the reason).** A parent or guardian must make this phone call. **This is a most important parental responsibility.** *Please note:* Telephone calls from students are not acceptable. Attempts to deceive or trick the Office may result in suspension.

2. Upon return to school after an absence, the student must present a valid, written excuse, signed by a parent/guardian, stating the date(s) and reason for the absence(s), to the homeroom teacher. This note should be brought

to school on the day the student returns to class. This note is kept on file in the Bookstore. This note verifies the student's absence as well as records the reason for the absence.

LATE FOR SCHOOL

- Tardiness is disruptive to the educational environment. Students who are late for school lose valuable class time. Also, both teachers and students are disturbed when students come into a classroom late.
- Excessive tardiness may result in loss of course credit, suspension and/or expulsion. We realize weather, traffic, road construction, car problems and personal situations are legitimate reasons for tardiness.
- Therefore, the school allows fifteen (15) excused lates per school year. In our view, this number is more than reasonable.
- *More than 15 lates are considered excessive and will be treated as a serious infraction of school policies.*
- Every attempt will be made to resolve a tardiness problem. School detentions, including Saturday detentions, may be assigned. Conferences may be held with students and/or parents. If the situation does not improve, the student may be liable for suspension and/or withdrawal from Notre Dame.
- Missed class time due to excessive tardies/early dismissals may result in no credit being received for the course.

In addition, since tardiness is such a problem and since it cannot be tolerated, there are consequences for tardies past the permitted limit of 15:

- Beginning with the 16th tardy, students will be assigned a school detention for every-other tardy thereafter (ie: 16, 18, 20, etc.). If a student accumulates 25 tardies, a Saturday detention will instead be issued. A Saturday detention will then be issued for every 5 tardies thereafter (25, 30, 35, etc.) and school detentions will continue to be issued for every-other tardy.
- When determining "make-up" time for our special summer program, after the 15th late, a student must serve one hour for each tardy during the school year at 8:10 am or later (even if occurring prior to the 15th tardy) after school closes in June. A student receives no course credit until this obligation is completed. **FAILURE TO ATTEND THIS SPECIAL PROGRAM WILL RESULT IN A STUDENT'S WITHDRAWAL FROM NOTRE DAME.**

When Reporting Late to School (Tardy)

- Students who are late for school must report to the Bookstore (or to the Main Office if the Bookstore is closed) for an admit pass. A student cannot be admitted to class without a pass. Therefore, after the 8:00 A.M. bell, a student who is not yet in class must report to the Bookstore. Failure to report will result in suspension.

- A student who arrives at school after 8:30 A.M. must be accompanied by a parent or have a note signed by a parent/guardian, stating the reason for the tardy. A parent/guardian may also telephone the school to report that their child will be late. Students who are excessively late will not be excused from serving detention and may face additional sanctions.
- Please remember: In addition to the fact that a student is late for school, both students and parents must keep in mind that tardiness often involves the loss of important classroom time and instruction.

Absence and School Activities

Absence from school disqualifies a student from participation in or attendance at any school activity - academic, athletic or non-athletic activity. In order to participate in the activity the student must be present in school for at least four (4) hours. The student must also present a note to the Dean of Students, signed by a parent, explaining the reason for the tardiness. Depending on the circumstances, the student may then be allowed to take part in the scheduled activity. (Note: Please see athletic eligibility rules.)

Attendance Reminders

- Failure to follow absentee/late procedures may result in a student's withdrawal from Notre Dame.
- Students who are absent from school may not participate in school events/athletic contests, etc.
- If a student is absent the day an assignment is due and the student was informed of the assignment, test or project before his/her absence, the work is due the day the student returns.
- A suspended student may not participate in or attend any school activity while under suspension.
- Students who wish to participate in school activities such as teams, the spring musical, etc. are required to attend practice sessions, performances, games, etc. during calendar school days, weekends and vacation periods. **Violation of this policy means automatic removal from the activity or team.**

BULLYING

Bullying is defined as any overt acts, by a student or group of students, directed against another student, with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity/event, on a school bus, outside of school or electronically (cyber-bullying), which [acts] are committed more than once against any student during the school year. It includes intentional written, electronic, verbal or physical acts or actions against another person that a reasonable person under the circumstances should know will have the effect of:

- Placing a person in reasonable fear of substantial harm to his physical or mental well-being or substantial damage to his property.
- Creating a unsafe, hostile, threatening, humiliating or abusive educational environment

Acts of bullying or cyber-bullying are illegal and will be investigated not only by Notre Dame, but also state and/or local law enforcement. Disciplinary action for incidents of bullying may include, but are not limited to, counseling, school suspension and expulsion from Notre Dame.

The appropriate resources and support will be provided to a victim of bullying through the ND Guidance Office, Chaplain's office, or other outside agencies as requested by the family.

CAFETERIA

The Cafeteria provides a necessary service to the student body. Both the Cafeteria staff and other students will appreciate your cooperation in moving in an orderly line while waiting for service, showing courtesy to the staff; clearing off tables after eating; disposing of paper, containers, soda cans, etc. in the barrels provided. Students **must** be present in the cafeteria during their assigned lunch period. Students may not spend their lunch period in the library, any classroom, walking the halls, etc. Students **must** report to their lunch period in a reasonable time. Concealment of unpaid merchandise or leaving the cafeteria line without paying will be regarded as theft. Being in possession of unpaid food constitutes theft. Student will be subject to suspension/expulsion. Any "food fights" will result in school suspension.

CONDUCT

- Any student who engages in any type of conduct, which results in a serious disciplinary infraction or which causes disruption or obstruction of any function, process or activity will be subject to suspension, probation or expulsion. Any behavior contrary to the values of Notre Dame may result in expulsion.
- Although the school does not hold itself responsible for offenses committed outside of its jurisdiction, conduct which is detrimental to the reputation of the institution, or that hinders the advancement of the moral good of all students is sufficient cause for suspension and/or expulsion.
- The School reserves the right to terminate, at any time, a student's affiliation with the school if, in its judgment, a student's record is unsatisfactory in studies or discipline, according to the established norms of the school. Also, a negative, spontaneous incident may result

in suspension or expulsion. The school will take disciplinary action against any student whose conduct it judges to be unacceptable.

- Any activity that is illegal outside of school is also illegal in school. These activities include, but are not limited to: fighting, drug or alcohol possession, weapons possession, vandalism, etc. If a student is involved in any of these activities, the Fairfield Police will be contacted.
- Student skip day(s) is neither sanctioned nor allowed at Notre Dame.
- Current and former students with poor disciplinary records may be denied admission to Notre Dame events.
- The list of regulations is not intended to be all-inclusive.

CRIMINAL ACTS

The commission of, or participation in any act defined as criminal by state or local law or ordinance, is prohibited on school property or at school sponsored events. The school may take disciplinary action whether or not criminal charges result.

Notre Dame does not hold itself responsible for offenses committed outside its jurisdiction; however, any conduct that is detrimental to the reputation of the school or that hinders the advancement and moral good of the students in general is sufficient cause for suspension or expulsion.

DRUGS AND ALCOHOL

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

1. Distributing or sharing drugs and/or alcoholic beverages and/or counterfeit drugs.
2. Buying drugs and/or alcoholic beverages and/or counterfeit drugs.
3. Possessing drugs and/or alcoholic beverages and/or counterfeit drugs.
4. Using drugs and or alcoholic beverages and/or counterfeit drugs.
5. Being under the influence of drugs and/or alcohol.
6. Possessing drug paraphernalia.
7. Being present at parties, gatherings, in automobiles, when others are using.

Any student who is involved in any one or more of the above activities while on school property or at school-sponsored activities will be subject to severe penalties. Additionally, it is naïve and disingenuous to suggest that a student's behavior outside of school does not influence his or her behavior and success in school and can provide a negative or positive influence on other students. There is an inextricable connection between our students' off campus activities and the general welfare and orderly conduct of the school community.

Other examples of such out-of-school misconduct that may result in discipline include, but are not limited to, the use, possession, sale or distribution of drugs or weapons, drinking, violent conduct, theft, harassment, etc., including any incident of arrest or law enforcement involvement.

To create an atmosphere genuinely conducive to educational excellence and provide for the spiritual and moral formation of our young people, we must make a bona fide attempt to discourage the abuse of drugs and alcohol. To protect our students, and the entire school community, from the effects of illicit drug abuse is a legitimate extension of our educational mission, even when such abuse occurs off campus or when school is not in session.

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

- When students are apprehended using and/or possessing drugs or drug paraphernalia on school grounds or at school-sponsored activities, the school will take appropriate action including notification of the proper law enforcement agencies. The student will be subject to suspension and probation or expulsion.
- Having drugs in your pocket, purse, backpack, locker or car all violate the law and school rules. A student, who is in the presence of a person using drugs, is also violating the rules of the school.
- Any student making drugs available to students or selling drugs will be expelled and will be referred to the proper law enforcement agencies.

Students witnessing illegal activities on school grounds, such as drug use or the sale of illegal drugs, can make reports to the Administration or Dean of Students anonymously, as long as allowed by local and state law.

EARLY DISMISSAL

- The school discourages early dismissal EXCEPT for real emergencies and/or important appointments. Parents are asked to request early dismissal only when absolutely necessary. Appointments should be scheduled outside school hours.
- Permission for an early dismissal will never be given without prior telephone or personal contact with a parent/guardian. Early dismissals are for individuals only and not a group activity.
- An early dismissal may exclude a student from participation in school activities on the day of the dismissal without the permission of the Administration.
- The reason for an early dismissal must be specific.

- Students who attempt to regularly receive an early dismissal may be denied credit for any class or classwork that is missed.
- When an early dismissal means that a student will not be in school for at least four (4) hours, an absence will be recorded (8:00 A.M. – 12:00 P.M.) Also, please note, when a student is sent home by the Nurse or upon parental request because of an illness, an absence will be recorded if the dismissal means that the student is not present in school four (4) hours.

Procedure to Request an Early Dismissal

1. A parental note, containing the reason, the date and the time for the early dismissal should be brought to the Bookstore before school on the day of the early dismissal.
2. A telephone call or personal contact with a parent/guardian is necessary to verify the early dismissal.
3. When permission is given for an early dismissal, prior to leaving school, the student must sign out in the Bookstore - likewise, upon returning to school, the student must sign in at the Bookstore or Main Office.

ELECTRONIC DEVICES (INCLUDING CELL PHONES)

- Notre Dame has adopted a "Bring Your Own Device" policy for cell phones, iPads, other tablets & computers. With faculty permission, students will generally be allowed to use lap top computers, iPads or other tablets, and cell phones during the school day for academic uses. Students and teachers are encouraged to appropriately and educationally access the wide variety of resources available to them.
- Teachers will determine their own policies for the use of these devices in their classes. Should a teacher ban the use of cell phones in their classroom (which should be outlined in the class syllabus) or be teaching a lesson not utilizing the device and a student defies this classroom rule, the cell phone will be confiscated and turned over to the Dean of Students who will hold the phone for 2 school days.
- Failure to surrender cell phone or electronic device to a faculty member/Dean when instructed will result in an automatic school suspension, lasting until device is submitted to the Dean.
- If a parent needs to contact a student in an emergency situation after the loss of an electronic device, please call the school's main number.
- Students may not use their cell phones during the day to receive or make phone calls. A student whose phone rings or is making or receiving a phone call will have their phone confiscated and brought to the Dean of Students.
- Students may use cell phones, computers & tablets after prayer, pledge and announcements in homeroom and in study halls, library, cafeteria & corridors. Making & receiving phone calls is forbidden.
- Students abusing this policy will have their privilege suspended for an indefinite period.

- The school reserves the right to adjust the policy as needed and handle infractions on a case-by-case basis as they arise.
- When necessary, the Dean of Students will keep the item for 2 school days – NO EXCEPTIONS OR WARNINGS. If taken on Thursday OR Friday, the item will be returned at dismissal on Monday. Under no circumstances may the phone's SIM card or battery be removed by the student at time of confiscation. Repeated violations will lead to suspension.
- No external or internal speakers may ever be used.
- Parents/Guardians, please be aware of cell phone policies.
- Please remember: if a parent text messages or calls a student and the phone is on or the student answers/responds to the message during the school day, the student is liable for disciplinary consequences.
- The contents (pictures, videos, etc.) of any confiscated cell phone may be examined by the administration.
- Students who are excluded from class and spending the day in the main office will turn their cell phone over to the Dean for the remainder of that school day, unless the cell phone was the reason for the exclusion from class, in which case the policy outlined above will apply.

EXPULSION

Expulsion is the permanent exclusion from the school by action of the principal with the approval of the Superintendent of Schools. Students who are asked to leave Notre Dame are no longer welcome on campus or at school activities. A spontaneous, outrageous incident may subject a student to suspension and/or expulsion.

EXTRA CURRICULAR ACTIVITY PARTICIPATION

Students with three or more marking period failures will be prohibited from all extra-curricular activities (with the exception of non-school hour service programs.)

GAMBLING

Gambling or any form of betting in the school or on school grounds is absolutely forbidden. Playing cards is not allowed at any time.

HARASSMENT/INTOLERANCE

As Notre Dame is committed to maintaining a multicultural academic community in which the dignity and worth of each of its members are respected, it is our policy that abuse or harassment by students, faculty, staff, guests or visitors will not be tolerated. Harassment is defined as repeated, persistent, or continual abuse directed at a person or a group of different individuals on separate occasions.

The following are some specific examples of harassment:

Threats or demands of another person, verbal putdowns, spreading rumors, any unwanted physical contact, graffiti, insults or heckling, pulling on clothes or holding a person from leaving, staring, dirty or stereotypical jokes, threats – direct or indirect, verbal or written, including internet postings.

In this context, abuse is defined, but not limited to offensive verbal, written, or physical conduct directed at a person or a group based on one's color, race, national origin, ethnicity, religious preference, gender, or sexual preference where such behavior is intimidating, hostile or demeaning, or which could or does result in mental, emotional, or physical discomfort, embarrassment, ridicule or harm. Such behavior will subject identified individuals to disciplinary action, including counseling, disciplinary probation, suspension, expulsion, and criminal action. Any student who is the victim of harassment, racism, or acts of intolerance should promptly report the matter to the Dean of Students or Guidance Counselor.

INTERNATIONAL STUDENTS

Notre Dame is pleased to welcome students from different cultures and backgrounds to our school. All school rules and expectations apply to our international student community, including the following:

Agencies

Students must work with a custodial agency or blood relatives in order to remain in good standing with ND and enrolled at the school. If at any time a student ends his/her contract, the student will be asked to leave ND. This is required to ensure that there is a stable and consistent party in place responsible for the welfare of the student and able to take action and deal with legal, medical, cultural or any other issues that arise. A student may not switch to another agency. If a switch occurs, the student will be asked to leave ND.

Vacations

Students must receive written approval from both agency and school to take an extended leave from school. An extended leave is considered missing more than two consecutive school days.

End of the School Year Departure

Due to the unpredictability of winter weather, we require our international students to delay booking airline flights until the last day of school has been officially announced (around April 1). Students must take end of the year exams at the times they are given. An early departure is not permitted. If a student leaves before taking a final exam, the grade is recorded as a zero and any resulting course failures will be permanent.

Absences

Any absence from school must be reported to the Main Office as soon as possible on the morning of the absence. Any student missing more than fifteen school days for any reason will be asked to stay in state until the time missed has been made up in June. Students will be responsible for "Summer Make-Up Hours" for excessive numbers of tardies and/or absences, as outlined in this handbook. These hours must be completed prior to the student leaving the country for the summer.

Cars/Driver's License

Students must have the written permission of his/her agency to have a car and to receive a driver's license. This cannot be approved by ND but if one's agency is in agreement, a car is allowed.

Failures

If a student fails a course for the year, he or she may not leave the state until the course has been remediated and the remediation approved by the administration. Students may not take online courses to complete the remediation. If a student ignores this, he/she may be withdrawn and not asked to return for the following academic year.

Service Hours

Students who do not complete the required service hours (5 for freshmen, 15 for sophomores, 20 for juniors and seniors) by the end of the academic year will not be allowed to leave the state until the hours have been completed. Failure to do so will result in disciplinary action.

Discipline

All school rules apply to international students. Any student to have dishonored Notre Dame and/or violated the policies of this Student Handbook, whether on or off campus, may face expulsion, including the revoking of the student's I-20. This includes, but is not limited to, the use of alcohol, drugs and the misuse of social media.

LATE FOR CLASS

- The Bookstore or Main Office will not issue passes to students who are late for class - periods B through H. The classroom teacher may assign these students a late detention. Students who are late for class 3 or more times may be issued a school detention.
- Excessive lates to class may result in suspension.

LAVATORY USE

Violations of lavatory use that will lead to disciplinary action include, but are not limited to:

1. Loitering in a lavatory and not actively using it for its intended purpose.
2. Acting as a "lookout" who warns other students of the arrival of a staff member into the vicinity of the lavatory.

3. Occupancy of a lavatory stall by more than one student at a time.
4. Failure to obey or verbally harassing staff members who monitor lavatories.
5. Using a lavatory without an authorized pass or teacher's permission.

LEAVE OF ABSENCE

If a student desires a special leave of absence from school to participate in a family vacation, etc., a written request, signed by parent must be submitted to the Dean of Students at least two weeks prior to the proposed absence. A special form will be issued to the student by the Dean. The student is to discuss the proposed leave with his/her teachers, concerning the work that will be missed and the possibilities of making it up. The student will then return the form to the Dean for approval or disapproval. These absences are applied to the student's overall attendance record.

OFF CAMPUS CONDUCT

Prohibited off-campus conduct may lead to suspension and/or expulsion from Notre Dame. For example, off-campus offenses may include gang involvement, violence, threats of violence, use of weapons, injuries to others, and the use of alcohol or drugs. *Off-campus offenses may also involve cyber-bullying and inappropriate use of the Internet which may cause damage to the reputation of the school or of individuals.* This list is not all-inclusive.

PROBATION

- Probation is a form of disciplinary action, which requires a parent conference or notification by the Dean of Students. Probation means that a student is given specific conditions or requirements to be met over a period of time in order to remain at Notre Dame. Probation is usually a response to some serious disciplinary situation. Failure to comply may result in suspension and/or expulsion.
- When a student is placed on probation, he/she is subject to a referral to the Guidance Office, Chaplain's Office and/or to professional agencies.
- Any further violations while a student is under probation may result in a student's expulsion from Notre Dame.
- A student under probation may be given a special work assignment (please see statement under suspension).

A student will be removed from probation after the established time period is completed or when satisfactory progress is noted. The terms will be set at the time the probation is initiated.

PROTECTION OF SCHOOL PROPERTY

Students are expected to assist in the care and protection of all school property. Damages resulting from the destruction or defacement of school property, whether willful or accidental are to be compensated for by the student or parent. In addition, the student guilty of malicious damage will be subject to suspension, probation or expulsion. Where the individual responsible for vandalism is not identified, payment for vandalism may be made through class treasuries.

SCHOOL DETENTION

School detention will be assigned to students for infractions of school rules. **This detention is held on Monday, Tuesday, Wednesday and Thursday from 2:05 to 2:45 P.M. or at a time to be determined by the Dean of Students. In some cases, students will serve school detention on Saturday. The school uniform is required dress at school detention.** Infractions which may warrant a school detention, a conference with the Dean of Students or, in some cases, a parental conference are: minor defiance, minor disrespect, use of profanity, disorder in school or at school sponsored events, disruption of the normal process of education, disobedience, curt or unnecessary remarks, inappropriate language, littering, minor acts of vandalism, skipping a teacher's detention, excessive tardiness, continual disregard of school regulations, uniform infractions, use of cell phones or similar. **This list is not intended to be all-inclusive list.**

DETENTION PROCEDURES:

1. Generally, detentions must be served within three (3) detention days. Each failure to comply with this policy will result in an additional detention. Multiple detentions must be served on consecutive detention days. Repeated failure (3) to adhere to this policy may result in suspension and a parental conference. **Failure to follow detention procedures is a serious breach of conduct. Skipping school detention may result in a parent conference or suspension. Repeated skipping may result in expulsion.**
2. Students who have questions regarding disciplinary detentions or who wish to change a detention to another day **MUST** report to the Dean of Students.
3. School detention takes priority over other school activities (meeting, practice, game etc.) including teacher detention.
4. Repeated disregard of detention procedures, like skipping school detention, can result in suspension or expulsion. All school detentions **MUST** be served.
5. Three unserved school detentions will result in a minimum of a Saturday detention.

6. Lateness to or early dismissal from detention is unacceptable.
 7. A student who refuses to serve a school detention will be subject to expulsion.
 8. A plan of escalating penalties will result for repeat offenders.
 9. Failure to serve a Saturday detention will result in an automatic suspension. Conflicts must be discussed with the Dean of Students on the last school day prior to the detention. A phone call from a parent on Saturday morning will not excuse the student from the resulting suspension. The Saturday detention must still be served.
- 10. *The above list of reasons for detention is certainly not intended to be all-inclusive.***

SOME IMPORTANT REMINDERS

- The student must not ignore school detention, teacher detention, or late detention. Failure to serve a detention may result in suspension.
- **Repeated disregard** of school regulations may result in suspension.
- Students who are asked to leave a class/study hall, etc. by a teacher because of insubordination, disrespect, etc. **MUST report immediately and directly to the Main Office. Students MAY NOT return to class without the permission of the Dean of Students.** Failure to follow this procedure is considered a serious breach of school rules and suspension will result.
- **Multiple violations** of school rules, regulations or procedures may result in suspension, probation and/or expulsion.

SEARCH OF SCHOOL AND STUDENT PROPERTY

Designated school personnel may search a student's locker at any time. Also, designated school personnel may search a student's car on school grounds, a student's bag or personal effects if there is suspicion of possession of objects or chemicals, which may endanger the health, safety, and/or welfare of him/herself and/or others. This includes, but is not limited to, suspected drug use/possession.

As stated elsewhere in this handbook, lockers are property of Notre Dame High School and as such are subject to inspection at any time without reason or notice given. In addition, a student's personal effects (purses/handbags, gym bags, backpacks, cell phones, etc.) may be searched when there is reasonable cause to do so. Students may also be subject to a "pat down" and asked to empty their pockets. If any illegal or dangerous objects, materials, substances, etc. are discovered they will be seized and appropriate disciplinary action will be taken and law enforcement officials may be notified.

SEXTING

Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones. The transmission or reception of pornographic or otherwise inappropriate material is considered a serious violation of school rules and a felony under state law.

The contents (pictures, videos, etc.) of any cell phone confiscated for a violation of school rules may be examined by the administration.

Any material described above found on a student's cell phone will be subject to above stated disciplinary/legal action.

SEXUAL HARASSMENT

Notre Dame High School will not tolerate any behavior, verbal or physical conduct by an employee, student, or member of our community which would constitute sexual harassment. Sexual harassment is prohibited.

The following are examples of prohibited behavior:

- Unwelcome sexually oriented conversations, advances, demands, physical contact or attention.
- Verbal abuse or kidding that is sex-oriented, display of pornographic material, sexually oriented innuendoes and actions that are offensive to others.
- Any immodest and/or inappropriate use of camera/camera phone or other device which violates another's privacy.

Examples of specific behaviors that constitute sexual harassment include, but are not limited to: Sexual name calling, display of unwanted affection, cornering/blocking, inappropriate gestures, sexually explicit jokes/cartoons/pictures/magazines, inappropriate touching, sexual rumors, overly personal conversations, harassing telephone calls or text messages, inappropriate internet postings, and generally sexually explicit comments.

Such behavior will subject identified individuals to disciplinary action, including counseling, disciplinary probation, suspension, expulsion, and criminal action.

Any student who is the victim of sexual harassment by another student should promptly report the matter to the Administration, Dean of Students or Guidance Counselor. Any student who is the victim of sexual harassment by a school employee should immediately report the matter to the Principal, Assistant Principal, or the Dean of Students. The appropriate resources will be provided to a victim through the ND Guidance Office, Chaplain's office, or other outside agencies as requested by the family.

SMOKING/TOBACCO USE

Smoking (including electronic cigarettes) is not permitted in school, in the area defined as school grounds, on school buses or Greater Bridgeport Transit buses, or in the immediate vicinity of the school. The immediate vicinity of school includes Jefferson Street and the bus stop at Jefferson Street and Park Avenue. **Smoking is an automatic school suspension.** Repeated offenses may lead to probation and expulsion. The use of tobacco in any form (smoking as well as chewing tobacco) is not allowed at any time in school, on buses or at school activities including athletic events.

Please note: Displaying or carrying tobacco products in school will result in a school suspension.

Notre Dame High School considers the following list to be justifiable evidence that a student has violated our smoking rules and is subject to disciplinary action. A student has violated our no smoking policy if he or she is:

1. Holding a cigarette, cigar, etc.
2. In possession of smoking paraphernalia (cigarettes, e-cigarettes, lighters, pipes, **vaporizers or vape pens**, etc.).
3. In a lavatory stall with smoke rising above it.
4. Near a cigarette (on floor, in sink, in stall, in toilet, etc.).
5. In presence of smoke when a staff member detected none prior to student entering the lavatory.

Notre Dame is a tobacco-free campus.

SOCIAL MEDIA

Students' Facebook and Twitter pages (and the like) are NOT PRIVATE, nor are any other internet postings, etc. The depiction or discussion of drug or alcohol use/abuse, illegal activities of any kind, or violation of any school rule or regulation brought to the attention of the administration will be thoroughly investigated and dealt with accordingly. In addition, any student posting inappropriate, threatening, harassing, antagonistic or other statements, comments, pictures, replies, etc. directed negatively at students, faculty, or staff of Notre Dame High School will be subject to disciplinary and/or legal action by Notre Dame and local police.

STEALING

Stealing the property of another student is intolerable within the context of the Notre Dame Community. Students caught stealing are subject to severe disciplinary action, including restitution, suspension and expulsion. Students may not possess items belonging to others without the owner's explicit permission. Found items should be delivered to the Main Office

immediately. In addition, any student found guilty of destruction, or defacement of property belonging to another student or to the school is also subject to above sanctions. Being in possession of stolen property constitutes stealing.

SUSPENSION

Suspension is usually a short-term action, which results in a student's removal from the school's total program, activities, site and facilities for a specific period of time pending a parental conference or pending investigation of facts. **Suspension may lead to probation and/or expulsion.**

Some examples of offenses which may result in suspension are: smoking, serious insubordination, serious disrespect or defiance, stealing, gambling, serious altercations/fighting, obscenity, use of and/or possession of drugs or drug paraphernalia, school truancy, class truancy, failure to follow school schedule, leaving the school without permission, serious/repeated uniform violation, vandalism, serious disorder in school or at school sponsored events, serious lack of respect, verbal abuse, falsifying absentee note or impersonating a parent to report a school absence or early dismissal, misbehavior/smoking on buses, displaying or carrying tobacco products in school or at school activities, cheating, conduct harmful to the reputation of the school or student body (*including misuse of the Internet in or out of school*), use of and/or possession of alcohol, leaving the school or class without permission, bullying or sexual harassment, repeated cell phone violations (and similar devices), repetition of any discipline issue. **This list is not intended to be all-inclusive.**

Please note carefully:

- 1. Students may be asked to withdraw from Notre Dame for any of the above stated reasons.**
2. Students who incur suspension will be re-admitted to school and/or class ONLY after a parental conference is held with the Dean of Students.
3. Students under suspension may not participate in or attend any school activity. This includes athletic and other school events.
4. A grade of zero (0) may be recorded with permission from school administration for tests, quizzes, etc., which are missed by a student under suspension.
5. Two suspensions in the same school year may result in expulsion.
6. For more serious infractions of school regulations (like suspension), detentions and/or other sanctions will be imposed by the Dean of Students. The length and schedule of these work assignments will be determined by the seriousness of the offense. In some cases the alternative to this work assignment may be expulsion.

7. Although profanity is not acceptable in any situation, profanity to a faculty or staff member or in response to a faculty or staff member will not be tolerated and will result in 2 days of suspension and 6 detentions or expulsion.
8. Often, especially in situations involving serious disciplinary problems, a student may be required to seek counseling through the Guidance Office and/or Chaplain's Office. Also, in some situations, the school will require professional counseling outside the school. If these recommendations are made and the student/parent fail to comply, the student may be withdrawn from school.
9. A community service requirement may be added to any school suspension.
10. A spontaneous, outrageous incident may subject a student to suspension and/or expulsion.

SUSPICIOUS BEHAVIOR

When a staff member believes a student's behavior suggests that he/she is under the influence of alcohol or drugs, the staff member will contact the Dean of Students who will escort the student to the Main Office or Nurse. The staff member is not being asked to evaluate, diagnose or label the problem. The staff member is only being asked to report behavioral observations that might suggest that the student is under the influence of some illegal substance.

TEACHER DETENTION

Teacher detention is held each afternoon in a room designated by the individual teacher for a period of up to 20 minutes. A teacher detention can be transferred to another day. Students should follow the same procedure stated under school detention except that the teacher who assigned the detention will give the transfer permission to another day. School detention takes precedence over teacher detentions.

Some examples of infractions which may warrant a teacher detention (generally, these are less serious offenses of school policies/regulations) are: tardiness, minor classroom or other disturbance, failure to do assigned classroom work, no equipment (textbooks, notebooks, etc.), failure to follow proper or established classroom procedures, food/soda in corridors/classrooms. This list is not intended to be all-inclusive.

WEAPON POSSESSION

Possession of a weapon at school or at any school activity-athletic event, field trip, school bus, etc. may result in expulsion from Notre Dame. A weapon is defined as an instrument of any kind that can be used to attack or injure. In cases of weapons' possession, police and parents will be called immediately.

UNIFORM POLICY

The uniform policy at Notre Dame is based on our belief that dress is a reflection of the importance of academic endeavors and school tradition. All students are expected to dress in a manner that is neat, presentable, and professional. In an effort to reflect the serious academic focus of the school, the following uniform policy is in place for all students throughout the school year. This also applies to all Notre Dame High School activities.

All blouses, skirts, polos, oxford dress shirts, fleeces and sweaters must be purchased from Blake's School Uniform Co. It is also strongly recommended that pants be purchased from Blake's.

ND Uniform Supplier: Blake's School Uniform Co. is located at 60 Access Road, Stratford, CT 06615. www.blakesschooluniform.com

Dress Code for All students

- Short or long sleeve Notre Dame polo shirts available only at Blake's. Polo shirts may be worn for the entire school year.
- White, plain, short sleeve undershirts/tanks (no logos) are allowed under the uniform dress shirt or polo.
- Navy blue sweater or fleece with school logo.
- Flat front, navy or tan/khaki dress slacks. Black pants are not permitted. Pants may be purchased at Blake's or at the store of your choice.
- Belts and socks are required.
- Team jerseys (in season) may be worn on Fridays. Shoulders must be covered. If the team jersey does not cover shoulders, a t-shirt must be worn.
- Shoes: Dark brown or black dress shoes with closed toes. Shoes must be below the ankle with a full back and rigid heel and sole. Slipper, boots, moccasins, flip-flops are not permitted. (No shoe passes)
- Hats and scarves are not permitted.
- Hair: Conservative hairstyles that would be appropriate for professional business office are required. Extreme lengths, styles, cuts, or colors are not permitted. Designs cut, shaved, or dyed into one's hair are also not permitted. Beads, feathers, or other accessories may not be woven into hair. Any student who comes to school with an unacceptable hairstyle according to the above standards may be kept out of academic classes until the hairstyle meets the proper guidelines.
- Tattoos must be covered.

- Piercings: Body piercings, other than girls' earrings in the ear lobe, are not allowed. Students will be required to remove inappropriate items (e.g. gauges, nose rings, boys' earrings). Covering prohibited items is not permitted.
- Uniforms must fit appropriately for the size of the students. Clothing and shoes should not be torn, soiled or marked.
- Outerwear is not permitted in the classroom. Outerwear must be stored in school lockers. Students are required to lock personal items in a locker.

Boys Dress Code

In addition to the policy for all students, the following is required for boys:

- Traditional dress slacks in navy blue or tan/khaki may be purchased from Blake's. No cargo pants or other external pockets are allowed. Slacks should be hemmed, properly fit, and worn with a belt.
- All boys must be clean-shaven (no facial hair). Repeated violation of this policy will result in suspension.
- Hair length may not touch the shirt collar. See Hairstyles in "all Students."
- Oxford dress shirt (tucked in) in white, blue, yellow or pink, purchased at Blake's, or similar style in approved colors, with coordinating tie.

Girls' Dress Code

In addition to the policy for all students, the following is required for girls:

Skirt

Underclass – plaid skirt purchased from Blake's

Seniors – navy or plaid skirt purchased from Blake's.

Length – **skirts must be worn no more than 3 inches above the knee.** Failure to comply with proper skirt length will result in student being required to wear pants daily.

- Traditional dress slacks in navy blue or tan/khaki may be purchased from Blake's. No yoga, cargo, or low-rise pants. Slacks should be hemmed, properly fit and worn at waist with belt.
- Solid color socks to the knee or tights must be worn. Peds/low socks are not permitted.
- Blouse with ND logo in approved colors purchased only from Blake's. No exposed camisoles permitted.

Uniform Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subject to disciplinary actions and/or sanctions as defined by the administration.

- Detentions will be issued by professional staff members for uniform violations.
- If the problems persist, the students may be removed from class or sent home. In serious situations such as repeated violations, suspensions may occur.
- Repeated uniform violations after suspension may require disciplinary review which may lead to expulsion from Notre Dame High School.

The Dean of Students and Notre Dame reserve the right to rule on final interpretation of acceptable and appropriate attire and appearance.

Dress Down Day Guidelines

- On announced days, students may wear casual, but neat and clean attire.
- Jeans, sneakers, sweatshirts are acceptable as long as they are in presentable condition. Shorts may be worn, but only Bermuda style-knee length.
- Please do not wear any of the following on dress down days: torn, dirty jeans, pajamas, T-shirts with inappropriate messages/words, tank tops, mid-riffs, halters, mini-skirts or shorts, or clothing that is excessively short, immodest or tight-fitting. Both shoulders must be covered and tops must be longer than your waist.