PARENTS:
PLEASE READ THE HANDBOOK
SIGN & REMOVE THIS PAGE FROM HANDBOOK,
AND RETURN TO THE HOMEROOM TEACHER
WITHIN ONE WEEK OF RECEIPT.

NOTRE DAME JR/SR HIGH SCHOOL

has developed rules, regulations, and procedures in conjunction

with the policies as stated in the

DIOCESE OF SCRANTON SCHOOL POLICY MANUAL
as well as in the
HANDBOOK FOR STUDENTS AND PARENTS.

This is to certify that we have received a copy of the

2016 -2017 Handbook for Students and Parents.

We have read the rules and regulations contained in the Handbook for Students and Parents.

We agree to be governed by the regulations set forth.

_____

PARENT(S) SIGNATURE DATE

_____

STUDENT SIGNATURE DATE

I/We give permission for student to be photographed and/or video taped within the school setting/activity for public relations, advertising or educational purposes. ____ Yes ____ No

I/We have read and agree to abide by the agreement for the use of computers and internet access.
____ Yes ____ No

DIOCESE OF SCRANTON

"They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers. Awe came upon everyone, and many wonders and signs were done through the apostles. All who believed were together and had all things in common; they would sell their property and possessions and divide them among all according to each one's need. Every day they devoted themselves to meeting together in the temple area and to breaking bread in their homes. They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved."
Acts 2:42-47

MISSION STATEMENT

"We, the Catholic faithful of the Diocese of Scranton, in union with our Holy Father, the Pope, are called through baptism to share in the mission which Jesus Christ has entrusted to the One, Holy, Catholic and Apostolic Church. Priests, deacons, religious and laity, under the leadership of our Bishop, cooperate to proclaim the Gospel in accordance with the teaching of the Church, to celebrate the sacraments, especially the Eucharist, for the salvation of all, and to witness by grace to the Kingdom of God so as to promote a culture of life, justice and peace."

CATHOLIC SCHOOLS' MISSION STATEMENT

"We, the Catholic Schools of the Diocese of Scranton, are committed to educate students and their families in the Catholic faith. We provide a Catholic education that is spiritually sound and academically excellent. We strive to prepare our students to be faith-filled leaders and life-long learners dedicated to serving the church and society."

Precepts of the Church

- You shall attend Mass on Sundays and on holy days of obligation and rest from servile work.

- You shall confess your sins at least once a year.

- You shall receive the sacrament of the Eucharist at least during the Easter season.

- You shall observe the days of fasting and abstinence established by the Church.

- You shall help to provide for the needs of the Church.

NOTRE DAME JR/SR HIGH SCHOOL – STUDENT CONTRACT

Each parent and student at the beginning of each new school year agrees to the contract that appears here. Parents and students alike should be familiar with the terms of this agreement.

I UNDERSTAND AND AM WILLING TO ABIDE BY THE FOLLOWING NOTRE DAME HIGH SHOOL REGULATIONS:

1. Each student/family must be registered members of a parish community. All students/families must be full and active participants of their respective parishes. All students/families must be willing to give of their time, talent and treasure.

2. Students who fail any course at the end of the school year must make up this course work in summer school or with a tutor before being readmitted to Notre Dame High School. **Seniors** who fail **any** course may become ineligible for graduation. Seniors must pass all classes and complete all Senior requirements to receive a diploma.

3. Students who fail three or more courses may not be readmitted for the following school term.

4. Students in possession of or under the influence of drugs, including alcohol; in school, on the school bus, or during school-related activities whether on or off school property may incur the penalty of expulsion from School.

5. Students who engage in **any** illegal activities at **any time** (including the use of drugs and alcohol) may be subject to school disciplinary actions, including expulsion.

6. Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.

7. Students who fight or use abusive, demeaning, harassing, profane or threatening language at school or on the bus may be subject to school disciplinary action including expulsion.

8. Students are bound by all the rules of the Student/Parent Handbook.

9. Students are expected to stay in the classes they have chosen. Class changes will be made only for extraordinary reasons and at the discretion of the Administration.

10. **The registration of a student in Notre Dame High School is considered recognition on the part of the student and his or her parents or guardians of compliance with all rules and regulations of the school.**

11. **The school reserves the right to amend all school rules as found in this Handbook. Parents will be given prompt notification of all changes.**

ACADEMIC POLICIES

INTRODUCTION

After education and formation in the Catholic faith, the most important aspect of school is academic studies. Nothing should be allowed to interfere with the student's right to, and desire for, a sound education. Co-curricular activities and after school employment should always be considered secondary to successful achievement in scholastic requirements.

In addition to time spent in class and study periods in school, it is suggested that students spend at least two hours a day at home in study and preparation for their assignments for the next day. Students are encouraged to ask a teacher outside of class to explain subject matter that was not understood in class. It is the desire of the teacher to help the students to avoid the possibility of failing.

ACCREDITATION

The Middle States Association of Colleges and Secondary Schools accredits the high school. Elementary schools are accredited by Middle States Elementary Commission.

ACADEMIC INTEGRITY

Academic dishonesty demonstrates a lack of integrity and character that is inconsistent with the values of our Catholic educational institution.

Honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his/her academic performance, and most importantly as a moral mandate of our Christian faith. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Education in a Catholic school fosters learning in an environment infused with the values implicit in the Gospel message of Jesus Christ. Stress often propels students to make unethical choices. When students choose to commit academic dishonesty, it may be a symptom of a more serious problem such as inappropriate class placement, over-commitment to extra or co-curricular activities, and/or academic desperation. The compromise of their values through academic dishonesty may lead to a loss of self-esteem, as students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence and academic dishonesty robs students of their opportunity to become competent.

A student can violate academic integrity in two major ways: by committing plagiarism or by violating the rules of an assignment.

1. **Plagiarism** is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. Some common forms of plagiarism are using another person's words as if they were one's own, citing another person's work without documentation, or even presenting someone else's line of thinking in development of a thesis as if it were one's own. Education depends greatly on an exploration of the ideas and writings of others. Many assignments will require a student to research those ideas and writings. Whenever the words, ideas or research of another are used, the student must acknowledge that use. Teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.
2. **Violating the rules of an assignment**: A student who prepares an assignment in such a way as to "get around" the legitimate purpose of that assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include copying someone else's homework, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor's permission. High school is a time of multiple learning experiences. Therefore, unless a teacher has approved submission of a previously

submitted paper, the student is required to write a new one. It is the student's responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising your academic integrity would be:

A. copying another student's answers on tests, quizzes, lab reports, etc.
B. discussing answers with other students during the test itself or in between classes when others have not yet taken the exam.
C. using a cheat sheet, copies of tests, or other unauthorized information either during or before the administration of the test.
D. re-submission of old work, either one's own or someone else's.
E. allowing a parent or friend to do your work and presenting it as your own effort.
F. impeding the academic progress of other students, including, for example, taking another student's text or notebook from his/her locker without permission or stealing or defacing another student's work.

Penalties for Academic Dishonesty

The penalty for academic dishonesty is usually a failure for the assignment, further disciplinary action according to the demerit/detention system and parent notification by the subject teacher. Serious or chronic violations could result in further penalties and could be reason for a student's dismissal from school.

COMPUTER NETWORK

The school provides computers in the classrooms and the Library for the educational use of our staff and students.

All who choose to use the school computers are bound to observe the rules of use. Violation of the rules will result in disciplinary action.

Computer Use Rules:

- Respect school property
- Respect the Network - do not try to go to restricted areas
- Do not spread viruses - no personal disks may be used unless scanned for viruses
- Do not alter Program Settings
- Respect your storage space within the Network - all Network folders will be emptied each summer
- There will be no access to chat rooms, news groups or web e-mail
- No downloading of files - in special circumstances, permission may be requested
- Respect Copyright laws - do not plagiarize Web pages or graphics, all Web pages must be notated as a reference
- Do not use the Network for personal business
- Do not use the Network inappropriately - do not seek or publish any material that is abusive, profane, sexually offensive or against the faith and morals of the Catholic Church
- Respect State and Federal Laws - regarding pornography as well as the use, selling, and/or the distribution of illegal substanceS
- Respect school's acceptable use policy

PROGRAM OF STUDIES

***Information will be provided by local school under separate cover.**

GRADUATION REQUIREMENTS

***Information will be provided by local school under separate cover.**

GRADING - REPORT CARDS

***Information will be provided by local school under separate cover.**

.

QUALITY POINTS AND CLASS RANK

***Information will be provided by local school under separate cover.**

ADMISSIONS

Parents may apply for admission to Notre Dame High School for their son or daughter. Application does not guarantee admission.

CUSTODY ISSUES

Every Catholic school in the Diocese of Scranton requires that the custodial parent file a court certified copy of the custody section of the divorce decree or a court certified copy of the custody agreement with the school. If no such copy is on file, the school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility as to which parent should have physical custody of their children on any given day.

Catholic schools in the Diocese of Scranton shall abide by the provisions of the *"Family Educational Rights and Privacy Act"* with regard to parents' rights of access to their children's school records. Likewise, the school shall abide by the provisions of the Commonwealth of Pennsylvania's laws regarding the access of the non-custodial parents to his or her child's school records.

TRANSFER STUDENTS

Acceptance of students transferring from another school will be considered upon the fulfillment of the following requirements:

1. Submission of a copy of a complete high school transcript indicating passing grades in all courses.
2. Clearance by the Dean of Students, Vice-Principal, Guidance Department, Chaplain/DRF, Athletic Director, and Finance Office.
3. Approval by the Principal.

All transfer students are required to sign a probationary contract before being accepted.

PROGRESS/DEFICIENCY REPORTS

Progress/Deficiency Reports are sent at the midpoint of each quarter. These reports are sent to those students in danger of failing, and also to students whose work is below the standards of the school or their own abilities. It is hoped that parents will follow the suggestions indicated on the report. Parents must understand that it is possible for a student to be passing at the midpoint of a quarter but to fail the quarter due to failing grades on later assignments and/or tests. While every effort will be made to notify parents when possible, a lack of notification will not affect the failing grade.

HONOR ROLL

***Information will be provided by local school under separate cover.**

HONOR CORDS

***Information will be provided by local school under separate cover.**

NATIONAL HONOR SOCIETY

The National Honor Society of Notre Dame High School has as its purpose the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of worthy leadership, and the encouragement of character in all students. Membership is one of the highest honors that can be awarded to a high school student.

SELECTION PROCESS:

Membership in the National Honor Society is both an honor and a responsibility. Students may not initiate an application for membership or consider it a right. Students are invited to apply. Membership is granted only to qualified students who are accepted by the Faculty Council of the National Honor Society and approved by the Principal.

The Faculty Council consists of five faculty members appointed annually by the Principal. The chapter advisor is an ex-officio member of the Faculty Council. To be eligible for membership, a student must be a Junior or Senior who has achieved a cumulative GPA of 3.5 (Notre Dame). Students must have been in attendance at this school for at least one semester. Students who show a continuous disregard for the school's rules will not be eligible for membership. Membership is never considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter advisor and informed that for further consideration for selection of NHS, they must complete a Student Activity Information Form. This form must be returned to the chapter advisor within five (5) school days from the day it is given to the candidate. Failure on the part of the candidate to return this form within the allotted time will automatically eliminate the candidate from further consideration.

If a student is absent, every effort must be made to turn the form in on time. A parental phone call directly to the chapter advisor must be made if the candidate cannot make any possible arrangements to turn the form in on time. In this case, ordinarily only a one day extension will be granted.

Students and parents must understand that the form is not an application for membership, and the review of the information does not guarantee selection. The Faculty Council will carefully review candidates in the areas of leadership, service and character, as evidenced in the survey, and in the recommendations of the faculty in general. The Council may require verification of information on the form. Students must excel in all four areas. Candidates receiving majority votes of the Faculty Council will have their names presented to the Principal for final approval.

NON SELECTION OF CANDIDATES:

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents and students information concerning the non-selection of specific students. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Commonly, however, complainants question the judgment of the NHS Faculty Council. It is important for students and parents to realize that a decision of this type has some subjective aspects. The principal has chosen five persons to be on the NHS Faculty Council and places a high degree of trust in this group.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and the NHS Faculty Council is entrusted with making the selection decisions. The National Council of the NHS will not review the judgment of the NHS Faculty Council regarding the selection of individual members to local chapters.

ACTIVITIES:

Members of the National Honor Society are responsible for many service activities. All members should participate in all activities under the direction of their elected officers.

DISMISSAL:

Students inducted into the National Honor Society are monitored by the chapter advisor to assure they maintain the high standards of the Society. Failure to maintain these standards will be reviewed by the NHS Faculty Council and the Principal and may result in either a probation period or dismissal.

A student who is dismissed from the NHS for academic or disciplinary reasons has a right to a hearing before the NHS Faculty Council.

PROMOTION, COURSE FAILURE, SUMMER SCHOOL

It is required that a student passes all courses taken at the school. Arranging for summer school or make-up credits is the responsibility of the individual student. Courses must be made up during the summer following the failure.

It should be noted that this Failure and Summer School Policy applies to all students, including seniors who expect to graduate at the conclusion of their senior year. If a senior fails a course, his/her diploma will be held until the course has been successfully completed during summer school.

Students failing courses during the school year will be given neither credit for the quality point average, nor class rank at the end of the year. Courses failed during the school year may be made up in an accredited summer school system. Documentation of attendance at summer school must be sent to the Principal as soon as summer school is completed. When this transcript is received, the failing grade will be changed to 70. Both grades will appear on the transcript and both figured into the GPA. Credit for the make-up course will be added to the quality point average for the following year.

Students who opt to use a certified private tutor to make up courses failed during the school year must make arrangements with the Vice Principal and Guidance offices before tutoring begins. The tutor must be certified in the subject area of tutorial work. Documentation must be sent to the Vice Principal and Guidance office as soon as the work is successfully completed. When the documentation is received, the student may be required to take a final exam at Notre Dame. If the exam is passed, the course grade will be changed to 70 and credit will be given. Credit will be added to the quality point average for the following year. Any student failing to make up courses in summer school may be asked to withdraw from the school.

ACADEMIC PROBATION

Any student failing two (2) or more subjects at the end of the first semester will be placed on Academic Probation for the second semester.

Any student failing two (2) or more subjects at the end of the second semester may be asked to withdraw or will be placed on Academic Probation for the following year. These students and their parents must meet with the administration before the start of the school year and an Academic Probationary Contract may be required.

The Vice Principal and the Guidance Department will monitor the academic progress of these students during the probation period as defined in the Academic Probation Contract written during the meeting with the student and parents.

EXTRA-CURRICULAR ACTIVITIES / ATHLETIC ELIGIBILITY

***Information will be provided by local school under separate cover.**

SCHEDULE CHANGES

Students wishing to make course changes may be allowed with good reason and parental consent to change a course by following these procedures:

1. Conference with the Guidance Counselor.
2. Written request for the change from parent/guardian.
3. Any change made after the schedules are printed may incur a fee.

No course changes will be made after September 10th.

BACK TO SCHOOL NIGHT

Early in the school year, parents are given the opportunity to meet teachers and receive a description of the course, class, homework requirements, and testing and grading policies.

PARENT TEACHER CONFERENCES

At the beginning of the second quarter, an opportunity will be given to parents and guardians of the students to visit the teachers individually to discuss the student's progress. Parents are urged to visit the school. They are reminded that they may contact the school at any time regarding the progress of their children.

GUIDANCE AND COUNSELING

Guidance is concerned with the educational, emotional, and social development of all the students in relation to their total school experience. Guidance is a necessary part of the total school program. It is a coordinated effort involving students, faculty, parents, administration and specialists as needed. The counselor has the major role in developing and implementing a plan of guidance, but the cooperation of teachers, parents and administration is essential.

Individual counseling is the core of the guidance program. It includes counseling of an academic, personal, and vocational nature. The counselors attempt to establish a rapport with their students which will enable them to discuss, understand, and deal with their feelings concerning any problems that may arise. Counselors are a valuable source of information for both parents and students. They also assist students in identifying abilities, selecting courses, and planning for college as well as in selecting a program which is consistent with their personal abilities and goals.

Each student in grades nine through twelve will be interviewed at least once during the school year. Depending upon the nature of the situation, students may be seen as often as needed. Also, students are encouraged to set up appointments with the counselors whenever they feel it is necessary.

Finally, the school counselor will follow the professional standards established by the American School Guidance Association, treating each person individually and confidentially. With this in mind, all students are encouraged to take advantage of this service available to them.

Counselors will keep confidential information shared during counseling sessions unless the student's or another person's health, life and/or safety is at risk or if criminal activity is being contemplated or has occurred. All school staff members have responsibilities towards students and their well-being and towards other people who could be harmed by the student. Additionally, failure to report criminal activity could make the counselor liable to charges of being an accessory to the crime before or after the fact.

Testing: The following group tests are administered during the school year: i.e. the Terra Nova Test, and the PSAT/NSMQT, ASVAB. Individual seniors may elect to take various tests, including the SAT I, SAT II (Subject Tests), ACT, and Advanced Placement Tests.

PHYSICAL EDUCATION

Physical Education is a **state requirement for graduation**. No one may take physical education unless he/she **is in the proper school gym uniform**. To be excused from physical education due to illness, a student must present a note from a medical doctor to the physical education instructor. A student who is consistently unprepared for class may fail Physical Education for the quarter or the entire year. The failure must be made up in summer school. (See Promotion, Course Failure, Summer School).

Students should never leave valuables (i.e., purses, money, watches, etc.) in the locker rooms. The school cannot be responsible for the loss of unattended personal items.

TEXTBOOKS

Textbooks are the property of either the school or the Commonwealth of Pennsylvania. Textbooks are distributed to students in the beginning of the school year. It is the responsibility of the student to keep the books covered and to return them at the end of the year in good condition. Lost

books and/or damaged books must be replaced by the student at full replacement cost. Payments are made to the Main Office.

TRANSCRIPTS

A transcript is a copy of a student's high school record that lists courses taken, grades, and credits earned, rank in class and standardized achievement test scores. An official transcript is signed and sealed by the principal and sent directly to another institution (college, business or employer).

No transcript will be issued without a written request from the parent/ guardian if the student is under 18 years of age. All financial obligations must be fulfilled before a transcript will be issued.

Three transcripts are provided to each student; additional transcripts are provided for a fee.

TUTORING

The National Honor Society provides peer tutoring service for students who need assistance. The subject teacher, the student, the guidance department or the parents may request tutors for such students. All such requests are made through the Guidance Office and subject teachers are informed of the tutorial arrangements.

It is important to realize that the tutors themselves are students and are in no way professional tutors. If a student is in need of major remedial assistance or suffers from a learning disability, a professional tutor should be considered.

In addition to services provided by the National Honor Society tutoring program, faculty are available for extra help. Arrangements for this are made with the individual faculty members.

REGISTRATION, TUITION AND FINANCIAL AID

Registration begins in February for the upcoming school year. Parents are encouraged to return all registration materials promptly so we may determine our budget as well as plan for teaching staff needs for the next school year. A registration fee will be charged. Parents seeking any financial assistance are required to complete the PSAS Financial Aid forms that will be sent. Forms are also available from the school's Finance Office and must be returned by the deadline date established.

POLICY ON HARASSMENT, HAZING AND DISCRIMINATION (STUDENT VERSION)

Philosophy

In recognition of the dignity and worth of each individual, this policy promotes an environment in which all persons at Notre Dame High School shall be free from all forms of harassment, hazing, discrimination and conduct which can be considered harassing, hazing, coercive or disruptive. Such behavior undermines Catholic values and jeopardizes the integrity of the relationship that exists among staff members and among students with their peers and with all school personnel.

Definitions

1. **Harassment** is defined as any inappropriate verbal or physical conduct based on *gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance and/ or intellectual or motor abilities* made by any member of the school community. The concept of intent is not addressed here, but rather, it is the recipient's reaction that is considered to be the critical variable in making any determination. Any conduct that creates an intimidating, hostile, or offensive environment shall be considered a form of harassment when:

   *Subjection to such conduct has the purpose or effect of substantially interfering with an individual's academic performance.

   *Subjection to such conduct is made either explicitly or implicitly a term or condition for one's education;

*Subjection to a rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.

*Subjection to such conduct causes discomfort, physical or emotional harm to the person

2. **Harassment** may include, but is not limited to verbal and/or physical harassment or abuse, repeated remarks with demeaning implications and/or explicit or implicit threats concerning one's academic status or participation in co-curricular activities.
3. **Hazing** encompasses any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
4. **Discrimination** is the unequal treatment of a person based on a characteristic shared with others. The following are illegal types of discrimination: race, national origin, color, sex, age or disability. [It should be noted that catholic schools may discriminate on the basis of religion. Nonetheless, there should be no ridiculing of another's religion.]

Responsibilities

1. The Administration is required to ensure adherence to and compliance with this policy and upon being informed of possible harassment, hazing or discrimination is required to take appropriate and timely action. The Administration is further required to publish this policy in the student handbook/calendar.
2. Anyone, including the person affected, a person involved in the incident, faculty/staff, parents, friends, community members may and should report the incident immediately. If you are not sure that the incident clearly falls into one of these categories, report it. The Administration will assess the situation and make the final judgment. If you are concerned, it probably fits the definition.
3. Students are encouraged whether directly or through a third party to notify the alleged harasser that the behavior is offensive and unwelcome. Whenever appropriate, staff members and students are encouraged to report unresolved incidents of harassment, hazing and/or discrimination to a higher authority, or if all else fails, to the Principal.

Confidentiality

To the extent possible, any investigation of alleged harassment, hazing, and/or discrimination by a staff member or by a student will be conducted in a manner to protect the confidentiality of all individuals involved in the incident.

Procedures

1. Whenever possible, the parties involved should attempt to resolve their differences between themselves or with the assistance of a mediator. The first course of action is to inform the offender to stop his/her unacceptable behavior.
    a. Immediately make a written record of the incident noting the individual(s) involved as well as the date, time and location of the incident, any witnesses present, and the exact nature of the offense.
    b. Promptly report all allegations to your parents/guardians, a responsible teacher, or the administration as soon as possible, preferably within ten school days. Delays can make any valid investigation difficult to conduct and document.
    c. If any of these individuals can resolve the incident, the matter should be considered closed to the extent possible.

ALL MATTERS REFERRED TO ONE OF THE ABOVE NAMED PEOPLE MUST ALSO REPORT THE INCIDENT TO THE PRINCIPAL.

2. Serious allegations of harassment, hazing or discrimination should always be referred to the Principal as well as to the other staff members.
3. When required by law, the Principal will report the particular incident to the legal authorities.
4. Both the accused and the student making the allegation will have the right to appeal any decision deemed unsatisfactory to the Principal and/or the Superintendent of Schools.
5. The Principal will present a written report of all the facts and circumstances for the parents in a timely manner, barring special circumstances, within seven days of the initial report. The report will include the recommended remedial action the school plans to take. The parents have the right to support or mediate the recommendations made in the report. The parents also have the right to refer the incident to the legal authorities.

Retaliation

Retaliation, intimidation or threats in response to a complaint will not be tolerated. The retaliation can be direct, indirect, or subtle. If it occurs, it will be dealt with in the same manner as the serious allegations are handled. Suspension and expulsion are possible penalties.

Remediation

Any student found in violation of this policy following a judicious review of the allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, limited suspension from classes, expulsion, or referral to the criminal justice system.

Education and Assessment

This policy should be reviewed and updated regularly. Suggestions may be presented to the Administration by any member of the school community, including staff, students, and parents. Opportunities should be made available to all members of the school community to attend workshops, seminars and other activities in order to raise the level of consciousness concerning those issues raised in this policy statement.

DISCIPLINE POLICY

Notre Dame is a Catholic high school and subscribes to the belief of the redeemed value of each person. Teachers, as well as administrators, should have faith in the student's ability to want to do what is right. Such a positive approach, while it can create student trust and faith, can build self-confidence, and can improve morale, it does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is linked invariably with responsibility. A person who is truly free is one who acts and chooses while fully accepting the consequences of his/her actions. Restrictions should not be looked upon as only negative controls. Restrictions that are placed in keeping with the responsibility needed grant the individual more freedom and as such become rewards.

DETENTION

Detention is a form of corrective action intended to remind students of their agreement to abide by the rules of the school community to which they voluntarily belong.

TEACHER DETENTION

Each teacher is responsible for the environment in his/her classroom. If this environment is disrupted, it is the responsibility of each teacher to issue and proctor a private detention. The Dean of Students should be notified for the purpose of accurate record keeping.

For the safety of the student, the student must be given at least 24 hours notice before serving the detention.

If a teacher has persistent problems with a student, this should be made known to the Dean of Students. A conference may then be set up with the Dean of Students, the teacher and the student. In some instances, parents may be required to be in attendance.

DISCIPLINE CONTRACT

A Discipline Contract is to be used only after all previous disciplinary consequences have failed to alter negative behavior or when a particular infraction is of such a serious nature as to warrant a contract. It is signed by the student, parents, Dean of Students, and Principal and is binding on all parties.

SUSPENSION

If a student's actions and/or conduct demonstrate a disregard for the welfare of others (classmates, teachers, school property, school officials), or deprives others of their right to pursue their own education, compulsory removal may be necessary.

A student may be temporarily excluded from the school's educational program. This exclusion may take the form of an In-School Suspension (as in the case of truancy) or Out-of –School Suspension. Suspension normally lasts from one to ten days. The suspension process may be a punishment unto itself, in conjunction with probation, as a prelude to expulsion process, or as a temporary status prior to more definite disciplinary action. Parents will be informed of any suspension and a parent conference will be required before the student may resume attendance at school and/or school sponsored activities. It is the student's responsibility to make up all academic assignments, projects, etc., missed while on suspension.

In-School Suspension

1. The student will not be permitted to attend class, or eat lunch with classmates and will be denied all privileges on that school day.
2. Subject teachers will assign work to be completed during suspension time.
3. The following actions could warrant an in-school suspension: truancy, disrespect, insubordination, and other conduct or omission deemed inappropriate by the administration.

Out-of School Suspension

This is reserved to the administration for serious or on-going offenses.

1. A student on Out-of-School Suspension may not attend classes or participate in or attend extracurricular functions including athletic events or club activities.
2. School work missed by a student on Out-of-School suspension is the responsibility of the student. Teachers are not obliged to provide make-up work.
3. The following behaviors warrant Out-of-School Suspension:
   - A. Possession and/or use of a weapon in the school building, on school grounds, or at a school-sponsored activity. Use of any item that is illegal, unlawful, or considered dangerous.
   - B. Procuring, carrying, using, selling, or aiding in procurement of any controlled substance, such as marijuana, narcotics, and all other drugs and/or drug paraphernalia.
   - C. Alcohol use or possession in the school building, on school grounds, or at School-sponsored activities.
   - D. Setting off the fire alarm or initiating a bomb threat when there is no emergency.
   - E. Willful destruction of school property and/or personal property. This will result in the payment of labor, repair, and/or replacement costs by the offender or parent/guardian.
   - F. Fighting
   - G. Bus conduct that results in serious injury to other students or school employees, or conduct that results in a bus accident.
   - H. Vandalism, assault and/or battery to members of the administration, faculty, or staff, or violation or destruction of private property by illegal acts to members of the administration, faculty, or staff.
   - I. Immorality, insubordination, serious profanity or disrespect.
   - J. Giving or using the name of Notre Dame High School for any commercial purpose without authorization.
   - K. Serious stealing/theft
   - L. Threatening and/or serious harassment of another individual, either directly or indirectly, including through the use of e-mail, text messaging, the internet or any other means.
   - M. Other conduct or omission deemed inappropriate by the administration.

EXPULSION

The expulsion of a student is an unusual and rare occurrence. In the event that this action should be necessary, the following procedures will be taken.

1. The student will be denied access to the educational program for more than ten (10) days and perhaps permanently.
2. As a courtesy, the student's pastor is to be notified.
3. The authorization of the Superintendent of Schools will be sought.

If a hearing is requested by the student and parents/guardian, it should be formal and will be conducted by a Diocesan Review Committee and the results sent to the Diocesan Superintendent of Schools.

RECOMMENDATIONS FOR HEARING PROCEDURES

1. Written notice of charges against a student should be supplied to the student and parents/guardian as soon as possible.
2. Parents/guardian should request a hearing within three (3) days from the date of the disciplinary action.
3. The student will be given an opportunity to relate his/her version of the acts and their implications.
4. The hearing should be conducted by an impartial Diocesan Review Committee designated by the school; the committee will make its determination solely upon the evidence presented at the hearing.
5. A written or taped record should be kept of the hearing.
6. The Diocesan Review committee, within reasonable amount of time after the hearing, should state its judgment regarding the conduct of the student and its decision regarding the disciplinary action.
7. The decision of the Diocesan Review committee will be put in writing and sent to the student and his/her parents/guardian and a copy kept in the school files.
8. The student and his/her parents/guardian will be made aware of the right to appeal the decision of the Diocesan Review committee to the Superintendent of Schools, Diocese of Scranton, within five (5) days.

STUDENT CONDUCT
BEHAVIOR OUTSIDE OF SCHOOL

Students, when enrolled at Notre Dame High School commit themselves to the policies and philosophy stated in the school guidelines. **At all times their actions and behavior are reflections on the school.** Any actions undertaken by the student which are illegal or which are detrimental to the reputation of the school, the Roman Catholic Church and/or its teachings may be subject to disciplinary action by the administration.

STEALING

Stealing is beneath the dignity of any student and completely contrary to the very purpose of this school. Any student found guilty of such an action will be subject to severe disciplinary action including reporting the incident to the local police authorities and may be subject to dismissal from the school.

WEAPONS POLICY

Anyone in possession of a weapon or weapon-like object or any object used as a weapon in school, or on school grounds, at any school sponsored activity is subject to immediate notification of the authorities and severe disciplinary action. Any student found in violation of this policy will be dealt with as follows:

1. The incident will be investigated and the parents will be notified.
2. In accordance with the Pennsylvania Crime Code, sec. 912, the local police will be notified and the student will be immediately suspended into the custody of a parent or guardian. The Diocesan Superintendent will also be notified.
3. As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
4. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

Any incident which even remotely is considered a threat will result in the immediate suspension of the student. A formal evaluation of the student will be required. The written evaluation provided to the school must state that the student does not pose a threat to him or herself or any member of the school community.

NO SMOKING POLICY

The Safe and Drug Free Schools Act provides civil penalties for anyone using tobacco products in school or within one thousand feet of any school property. Students should not be smoking at any time. Students found using tobacco products will be suspended immediately from all classes and activities and their parents notified of the situation. Legal authorities will also be notified in the event of repeat offenses.

Students who need assistance to quit smoking or using tobacco products should seek such help through the Student Assistance Program.

POSSESSION OF ANY TOBACCO PRODUCT IS CONSIDERED USE OF THAT PRODUCT.

GAMBLING POLICY

Gambling on school grounds or at school events is strictly prohibited. This includes (but is not limited to) the possession of playing cards, dice, or gambling pool sheets. Any student found in violation of this policy will be severely punished and is liable to suspension or expulsion.

RESTRICTED AREAS

Private property is never to be visited or used for loitering or trespassing by students of Notre Dame High School. Good public relations between the students and neighbors demand respect and courtesy. Students should not be gathering near homes, apartment buildings or businesses within the neighborhood.

CARE OF THE BUILDING

Any student found guilty of damaging or defacing school property will be required to pay for the damages. The student and his/her parents/guardians will be required to meet to discuss the damage, the expense, and its method of payment with the school officials. Students guilty of malicious destruction or abuse of school property are liable for disciplinary action including dismissal.

GUM CHEWING

Gum chewing is never permitted in the school building because of the potential damage to the school building.

ELECTRONIC DEVICES

Scanners, CD players or I-Pods, electronic video games or other such devices are not permitted inside the school building. If a student is caught with such a device, the following penalties will be implemented. Students are permitted to be in possession of a cell phone which must not be visible or audible during the school day. Anyone found in violation of this policy will have their phone confiscated according to the rules below.

First Offense: The device will be confiscated and returned at the conclusion of the school day. The student will receive a detention.

Second Offense: The device will be confiscated and parents will be notified. The device will be returned when the student pays a $10 fine (with proceeds going to the Missions.) The student will receive a detention**.**

Third and/or Subsequent Offenses: The device will be confiscated and returned when the student pays a $10 fine (with proceeds going to the Missions.) If the administration determines that the student is willfully disregarding this policy, the student will receive an out-of-school suspension, requiring a parental meeting and discipline contract.

ATTENDANCE

The Pennsylvania statutes on Education provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. The school is required to keep an accurate record of daily attendance, tardiness, and absence. A teacher or school personnel designated by the Principal will make all entries in the Attendance Record. In order to enforce the law it is reasonable for the school to establish policies and regulations governing school attendance.

We believe regular attendance and participation along with the interaction between student and teacher and among students in class are vital and integral parts of the learning process. Attendance is seen as a means of serving these educational ends.

Frequent absence from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the student is not in school to take advantage of them.

Chronic absences limit accomplishments and reinforce a habit that will hinder the individual in future education or employment. Research indicates there is a close relationship between students' attendance and their academic and disciplinary performance

.

ABSENCE PROCEDURES

If a student is ill and cannot come to school, the student's absence is to be reported to the Main Office by phone by his/her parent/guardian. If a phone call is not received, the school will phone the student's home. If no answer is received when the call is made, further investigation will take place.

All students who have been absent from school must present a written excuse from their parent/guardian indicating the reason for absence. Upon return to school the student should give the note to the Homeroom teacher. These notes will become part of the student's attendance record for the school year.

Once a student arrives on school property, he or she is NOT permitted to leave the grounds. Leaving school grounds once a student has arrived is considered a truancy which may result in disciplinary action.

Students who are absent from school may not participate in any athletic practice, contest, or other co-curricular activities on that day. If an absence occurs on a Friday the student may not participate in any school activities until he/she returns to school on Monday.

ABSENTEE MAKE-UP WORK

A student who, because of illness or any other reason, is absent from a class period(s), an entire day, or a number of days, is responsible for making up all work missed. This responsibility belongs to the student; class work must be made up no later than FIVE school days after the student has returned to school. The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due.

In cases of EXTENDED AND/OR CHRONIC illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the student's counselor after the third day of the illness. In turn, the counselor will contact the student's respective teacher(s). Involving the counselor at this time is important not only to see that the work done at home is available for the teacher or that the tutor has fulfilled necessary school requirements, but also to facilitate the student's return to school and to counsel the student in need. It would also give the counselor the opportunity to confer with teacher(s) in reference to the student's progress so that there exists a solid communication among teachers, counselors, students, and parents.

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the Guidance Department. In such cases the local school district will attempt to provide tutors. The Guidance Department will provide the necessary applications for this special instruction; the parents must provide a physician's certification of illness. The tutor must provide the counselor with a written summary of work completed with the student as well as a written evaluation of the student's understanding of the material in such a way that the subject teacher will be able to grade the student.

In an effort to reduce the incidence of unexcused absences which are not related to illness or severe family problems and recognizing the effects of poor attendance on educational development, the school has established the following policy:

a. **Attendance probation** -- absences of 15 or more days must be substantiated by a doctor's note. Failure to do this will result in attendance probation. The student may be dismissed during any succeeding school year in which she/he is absent 12 or more days not verified by doctors' notes.

EXCESSIVE ABSENTEEISM

The State of Pennsylvania mandates that 120 clock hours of instruction and the successful completion of course requirements are necessary in order to grant credit.

If any student is absent for 4 days or more during any quarter, parents/guardians will be notified.

If any student is absent 10 days during the school year, the parent/guardian will be notified by mail and a meeting will be set up to discuss the situation.

If a student is absent 15 days or more during the school year, the student will be placed on Attendance Probation.

The Principal can stop this action if he/she determines that:

1. Illness has been verified by a physician's excuse.
2. Absence resulted from a death in the student's immediate family.
3. Absence was caused by a verified medical emergency within the immediate family.
4. An unusual circumstance exists.

EARLY DISMISSAL

Parents are asked to refrain from requesting that their children be excused before the end of the school day for appointments, i.e., dental, medical, etc. A **WRITTEN REQUEST** for early dismissal should include the reason for the request and a telephone number where the parent/guardian can be reached during school hours as well as the name and phone number of the doctor, dentist, etc. When the student returns to school after the appointment, he/she should return with a medical excuse provided by the doctor's office.

For the protection of our students and families, no student will be allowed to leave school on the strength of a telephone call, no matter what the urgency. If a valid emergency exists, a member of the immediate family must come in person to the school office to request the student's early dismissal. Exceptions are granted only for very grave reasons. The Administration is able to make an exception to this rule.

An early dismissal is never a reason to miss a scheduled test/quiz or to not hand in work due during that day. Students are expected to complete their responsibilities for the day before being dismissed early.

ILLNESS AT SCHOOL

A student who becomes ill during the day is not to leave school until he/she has consulted the school nurse and received the proper permission from the Main/Attendance Office. Students who become ill during the school day and drove to school must have a parental permission slip allowing the student to drive home on file in the Main Office. Students who have been absent from school or who have gone home because of illness may not participate in any athletic practice or contest or in any school activity that same day unless they are present for five (5) periods during the day.

If a student is sick or absent on Friday, this rule applies to all weekend games or activities as well.

LATE ARRIVAL

Students who are not present for the beginning of homeroom will be marked tardy. **If the student arrives after homeroom has ended, he/she is to obtain a late slip from the Dean of Students Office and this is to be shown to the subject teachers. A student must arrive at school before the end of *Second Period* in order to participate in any co-curricular or sports activities that day.**

Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics

- On a normal school day, students who arrive after Period 3 or leave prior to Period 5, will be charged with a half day absence.
- A student who is late to school three (3) times without proper documentation is liable to detention. Except for extraordinary circumstances, a student should not accumulate more than three excused tardies per marking period.
- Students who abuse this policy may be subject to further disciplinary action.
- Anyone arriving after 9:00 a.m. must have a note from the parent/guardian or the parent/guardian will be called.

PASSES FROM CLASS/STUDY

Passes must be issued to any student who leaves the classroom and the student must also sign in and out on the form provided. The student must be in the possession of a hall pass in the halls or any other part of the building during the school day.

A limited number of students may be issued a pass to the Library from class or a study. Please follow the procedure that may be found in the Dean of Students' Office.

COLLEGE VISITATIONS/INTERVIEWS

Seniors will be allowed a maximum of three (3) educational absences for college visitations/interviews. These visits will not be counted as absences, provided the students submit a note (on official letterhead) from the admissions office of the college. The student will be eligible to participate in all after-school activities on the day of this absence provided the note is shown to the coach/moderator.

FIELD TRIPS

Participation in field trips is a privilege, not a right. Properly signed permission forms are required for the student to participate. The school accepts no liability for INJURY TO students participating in field trips. Parents have a right to refuse permission to participate; however, the student is still obliged to attend school on that day. (See Addendum)

HOSPITALIZATION

Hospitalization of a student is a serious event that needs the attention of the school so that academic progress can be combined with recovery of the student in a beneficial manner. Parents should contact the Administration immediately so that the school can make appropriate arrangements.

VACATIONS

The school does not concede to parents and/or students the right to modify or adapt the school's calendar for their own convenience. Students are to be present on all school days, even when there is a shortened or irregular schedule.

Parents and students who either anticipate the beginning or extend the end of a vacation or weekend or who arrange to take trips and/or vacations during times when school is in session should note the following policy: Students should not be taken out of school for vacations. Students who are taken out of school against this directive must notify the Principal and teachers two weeks in advance. Failure to give notification will result in the student not being allowed to make up the work or tests. **The student assumes full responsibility for the schoolwork missed.** He/she must make arrangements with the teacher for making up work and tests at the teacher's convenience. The teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on vacation.

Semester Exams are an essential tool in assessing a student's academic performance over the course of the semester. It is required that each student take his/her exams on the scheduled days. No exam will be given prior to that scheduled date. Exams must be made up at a time determined by the Administration to allow for grades to be processed.

TRUANCY

Students who are truant from school or from individual classes will be dealt with in the following manner:

1. The school will inform parents of the truancy.
2. Students will be informed that any work (homework, quizzes, class work) missed while they were truant will be recorded as a zero. Students may be permitted to make up tests.
3. The student will be given an in-school suspension and placed on disciplinary probation. A parent conference is required before the student can resume regular attendance at school or school sponsored activities.
4. Continued violations in this regard may result in expulsion from the school. Cut days are definitely unauthorized absences and violate the school's attendance policies. Students who take part in such organized absences are truant and subject to disciplinary action. Any day on which 30% of a class is absent, the entire class will make up the day before the end of the year.

WITHDRAWALS FROM SCHOOL

Students desiring to transfer from the school must have parents or guardians consult with school authorities. The following procedure is to be followed by all students who are withdrawing from the school: (1) make an appointment to see a member of the Administration who will conduct an exit interview; (2) return all books to the proper subject teacher who will sign for their return; (3) return signed form to the Principal who will issue the transfer or close the student's record. No transcripts will be issued until all books are returned and all financial obligations discharged.

Students who voluntarily withdraw from the school, or are dismissed for academic or disciplinary reason, will ordinarily not be re-admitted at any subsequent date.

DRUGS/ALCOHOL
DRUGS AND ALCOHOLIC BEVERAGES

The possession or use of drugs, alcoholic beverages, or firecrackers, is a violation of the law. Any student who violates the law is LIABLE TO DISCIPLINARY ACTION INCLUDING DISMISSAL from school and criminal prosecution **whether or not the action takes place in school or at a school sponsored event**. The school will follow the Scranton Diocesan Policy concerning drugs. For the purpose of this policy, the term drug shall include alcohol or any malt beverage inclusive of wine coolers; any drug defined by law as a controlled substance; designer drug/s; any over-the-counter or prescription drug not registered with and approved by the School's Health Office; anabolic steroids; any drug from the five classifications of drugs: inhalants, hallucinogens, narcotics, stimulants and depressants; any volatile solvents or inhalants such as but not limited to glue, varnish remover, etc.; any chemical or abused substance; any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrite; tobacco and tobacco products such as cigarettes, chew/snuff, etc. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

DRESS CODE

A reasonable dress code supports the goal of self-esteem, neatness and good grooming. Evidence is available which shows that young people are apt to succeed more when their self-esteem is uplifted by a good personal appearance.

There are also other practical considerations. Students behave better, are spared unnecessary peer competition in dress, and are saved from the indecision of wondering what to wear each day when there is a fair dress code in effect.

The school has attempted to provide a dress code that is both flexible and suitable to our purposes. Parents are expected to assist the school in encouraging their son/daughter to abide by the dress code.

SCHOOL UNIFORM

The school uniform must be purchased through FLYNN & O'HARA.

REQUIRED FOR GIRLS

***Information will be provided by local school under separate cover.**

REQUIRED FOR BOYS

***Information will be provided by local school under separate cover.**

Nothing may be worn over the boy's shirt or the girl's blouse except the school uniform sweater. No other sweater may be worn.

In addition the following dress code will be applied:

1. Boys must be clean-shaven, their hair must be clean, neatly combed, and cut above the collar and behind the ears and eye-brows must be visible.
2. Girls may not wear excessive make up or jewelry. Piercings (other than traditional earrings) are not permitted. Boys may not wear any unusual jewelry --no earrings or necklaces (which are visible). Boys may not wear pierced jewelry of any kind. Hats may not be worn in the building.
3. Unusual haircuts and/or hair color are not permitted for boys or girls.
4. Only plain, white T-shirts may be worn under the uniform shirt or blouse.
5. Students who are not in complete uniform may be given a detention.
6. It is advised that all students should have their names put on all parts of their uniforms.
7. A summer shirt (provided by Flynn & O'Hara) may be worn by both girls and boys. The summer uniform will be in effect from September until early October and from early May until the end of the school year as **determined by the Administration.**
8. Boys' trousers may not be cut or otherwise altered in any way.

OUT-OF-UNIFORM DAYS

Out-of-Uniform days are an occasional privilege. Like all privileges, their beneficial effects can be forfeited because of the irresponsibility of a few. Out-of-Uniform days are time to show school spirit, wear the school colors, or just enjoy a change of pace. Out-of-Uniform means a relaxed attitude toward dress, which does not result in extremes.

Clothes worn on Out-of-Uniform days must be modest in all circumstances and include jeans/slacks, plain or Notre Dame logo shirts, three button casual shirts, sneakers, sweaters and Spartan athletic uniform jerseys, or club approved T-shirts. Sweaters must be long enough to extend below the waist and no bare shoulders are permitted.

Explicitly excluded as suitable wear on any Out-of-Uniform days are shorts, skorts or culottes, capri pants, mini skirts, sleeveless shirts, tank, tube, or midriff tops, torn, ripped or patched clothes, or sweat pants. Both girls and boys should wear shoes and socks. No student will be permitted to wear open-toed/backless (NO CLOGS) sandals. Violators will be sent home to change and will lose the privilege of being Out-of-Uniform.

NOTE: **The Administration reserves the right to determine what is appropriate for the Dress Code.**

ASSEMBLIES

Assemblies are scheduled periodically throughout the school year for full and partial student body involvement and are intended to be a valuable part of the educational and spiritual process. Included under the designation "assemblies" are liturgies, educational programs, and pep rallies/Spirit Week.

In any assembly, courtesy and respect are an absolute must. Once the assembly has begun, students are to be silent. The general rule for proper behavior is this: no one is to be talking when the leader of the assembly is communicating.

When the assembly has concluded, the entire student body is to await orderly dismissal by first sitting down. An administrator will then dismiss classes.

LOCKERS

Lockers are assigned to the individual students at the beginning of the school year. To avoid disrupting classes, students should not be at their lockers during class periods. A student is responsible for the proper maintenance and cleanliness of the locker assigned. No lewd or crude writing or pictures are to be placed in/on the locker.

Tampering with or entering a locker not assigned to a student will be subject to severe disciplinary measures.

Lockers are to be kept locked when unattended. The school assumes no responsibility for lost or stolen property. Any student who deliberately damages a locker will be required to pay the cost of repair. Furthermore, he/she risks losing the privilege of using the locker for the remainder of the year. Lockers are school property and the administration reserves the right to search a locker assigned to a student and the contents thereof. In areas/buildings where locker padlocks are required, only school-issued locks may be used.

STUDY HALL

The same conduct expected in the classroom is also expected in study halls. Books and other materials required for study are to be taken with the student at the beginning of the period.

A limited number of students may go to the Library following the policy outlined by the Dean of Students. Students are to sign in at the Library and present his or her pass to the Librarian. Students are not to leave the Library until the end of the class period.

LIBRARY

Students must obtain a pass to use the Library during the school day. It is necessary that an atmosphere of study prevail. If materials cannot be located, the librarian will be happy to assist the student. It is the student's responsibility to replace lost books. Students will be fined for each day a book is not returned by the due date.

CAFETERIA

A student may purchase lunch or bring his/her own. Students are expected to cooperate in maintaining cleanliness and order in the cafeteria and in practicing good table manners. No food of any kind, including candy, ice cream, soda, etc., is to be taken outside the cafeteria at any time during the school day. Students may not leave the cafeteria without the permission of the proctor. Lavatory permission, etc. does not extend to the upper floors. Access to the upper floors is permitted only in cases of necessity and with an appropriate pass. No outside food may be delivered during the school day including the lunch periods.

TRAFFIC IN CORRIDORS AND STAIRWAYS

Students should behave appropriately in the hallways and on the stairways; students are to move quickly without waiting for or consulting their classmates. Students should be especially careful of each other and all others on the stairs.

Students who are excused from study to go to the library or elsewhere are to move in a quiet, subdued manner to avoid distracting classes that are in session.

FIRE DRILLS

In accordance with prescribed laws, it is necessary that fire drills be conducted periodically in the school. The following procedure is to be observed in such cases:

1. All members of the school community should be familiar with the fire signals, the directions posted in all rooms, and the routes to be taken to the exits.
2. All members of the school community are to walk quickly in a compact group. Absolute silence is to be observed throughout the evacuation, while waiting in the designated areas and during the return to the building. No one is to return to the building until the signal has been given.
3. Books are to be left in the rooms. Only valuables (pens, purses, etc.) are to be taken. Under no circumstances are students to go to their lockers.
4. No students, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill. Provisions will be made to provide assistance to any member of the community who is in need.

CRISIS DRILL DIRECTIONS will be handled according to definitive procedure established for the safety of the students.

GAMES AND DANCES

Students are expected to conduct themselves as ladies and gentlemen at all times, particularly at functions sponsored by the school, alone or in conjunction with other schools.

Drinking at dances is strictly forbidden. Students who have taken alcoholic beverages and/or any other kind of drug before coming to the dance are subject to the rules outlined in the Drug Policy.

At dances, students are restricted to the designated area and students are encouraged not to leave until the dance is over. If a student leaves at any time during the dance, he/she is not allowed to return.

TELEPHONE

In an emergency, a phone is provided in the Main/Attendance Office for use by students. Students will not be allowed to take any incoming calls. Telephone messages will be delivered to students only in case of an emergency.

LOST AND FOUND

All articles found on the school premises are to be taken to the Dean of Students Office. Any person who has lost an article should inquire at this office.

POSTING MATERIALS

No material may be posted on individual lockers without permission of the administration. No materials are to be posted on chalkboards, walls, windows, etc. It is understood that all signs will be taken down immediately after the event has concluded.

ATHLETICS

It is the belief of this school that an adequate, well-balanced athletic program is not based on the concept of winning as an end in itself. Rather, in the Notre Dame system, athletics are founded on the ideals of good sportsmanship, teamwork, character growth, emotional control, and responsibility to the group. Any student who feels his/her individual self-gratification is more important than his/her commitment to the total program should be discouraged from entering any competition as a member of a team/activity.

Athletes in all fields, because they represent us all, are expected at all times to exemplify the highest of moral, social and personal standards.

All Notre Dame High School athletes will be responsible to all of the rules and policies outlined in the Student Handbook. Every player will be expected to control any display of negative emotions and attitudes on and off the field of athletic competition. In addition the rules governing all P.I.A.A. sporting events will be followed and implemented to the fullest.

INTERSCHOLASTIC ATHLETIC SCHOOL POLICY

Athletic programs are an integral part of the total school experience for a student. The following rules govern Notre Dame High School Athletics:

- Adherence to eligibility standards and regulations set forth by the Pennsylvania Interscholastic Athletic Association (P.I.A.A). (See Athletic Eligibility under Academic Policies).
- The maintenance of academic standards in all subjects.
- **Arrival at school before the end of *Second Period* is required in order to participate in any co-curricular or sports activities that day.**
- Regular attendance at school (Students may not participate in an athletic practice or contest if they are not present in school for at least five (5) periods of the school day). This applies to weekend activities following a Friday absence.
- Accumulating 15 unexcused tardies during the course of a school year will render a student ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
- Proper adherence to the discipline code of conduct at Notre Dame High School (See STUDENT CONDUCT-BEHAVIOR OUTSIDE OF SCHOOL).
- Attendance at all practices is required of all athletes. If an athlete is going to be late or expects to miss a practice session, he/she must notify the coach in advance.
- Travel to and from an event in the vehicle provided for the team by the school is required of all athletes. Athletes may ride home with their parents only if the **Transportation Waiver** form has been completed and given to the head coach.
- All athletes should understand that athletic contests and practices do not take precedence over detentions or school suspensions. All school/team dress code regulations are to be followed at all times.

CLASS, CLUB AND ATHLETIC FUND RAISING

Any and all fund raising must have the permission of the Principal with proper requisition forms filed. All class, club, and athletic organization and activity funds are to be deposited in the Finance Office. The funds will be credited to the proper account. When funds are needed, the Moderator/Coach is to request a check using the proper requisition form from the Finance Office.

MISCELLANEOUS

CHANGE OF ADDRESS, TELEPHONE NUMBER, PARISH

Change of address, telephone number, or parish should be reported immediately to the Main/Attendance Office.

TRANSPORTATION

BUS SERVICE

- Students are personally responsible for registering for bus service either in the Main/ Attendance Office or at the office of the School District in which they live.
- Good rules of safety should be observed in walking to and from the bus stop. When a student must walk some distance along traveled highways, he/she should walk facing traffic and remain off the traveled portion of the road.
- Students who wait for buses on private property should exercise respect for the property.
- While waiting for the bus, students should remain off the traveled portion of the roadway. Students should stay in place until the bus has come to a complete stop and then board the bus in single file.

STUDENT DRIVING/PARKING PRIVILEGES

Seniors who submit the required registration forms and fee and have been approved by the Dean of Students are permitted to park their cars in the student parking lot. Parking spaces still available after the senior registration deadline will be given to juniors who apply and are chosen in a lottery drawing. Each driver will be given a portable parking permit, which must be displayed on the parked car. Only those students with the school parking permits are allowed to use the student parking lot.

- Cars should be kept locked at all times. The speed limit is 5 - 10 miles per hour in the school lot. The administration reserves the right to revoke the parking permit of a student who violates the driving/parking regulations. Parking privileges may also be suspended or revoked for students who are consistently late arriving to school in the morning.
- Vehicles parked in Notre Dame High School parking lots without permission are subject to towing at the owner's expense.
- Student automobiles may be searched upon cause and the person in control of the vehicle shall be held responsible. Notre Dame High School is not responsible for any damage done to cars while parked on the school lot.
- Parking and/or congregating in the Notre Dame High School parking lots after hours for other than school sponsored or parish sponsored activities are prohibited and student violators are subject to disciplinary action.
- Students who have discipline issues, including students on disciplinary probation, may forfeit their parking privileges.

DISPENSING OF MEDICATION

Medication will not be dispensed by any member of the Notre Dame High School staff. Necessary medication-properly labeled should be brought to the school by the student's PARENT OR GUARDIAN and will be stored in the Main office or office of the nurse. Provided that a permission letter is on file with the nurse, the student may obtain the medication during the day as needed. When a physician has provided specific written instructions, medication may be kept with the teacher in the classroom or with the student when developmentally or age appropriate.

STUDENT INSURANCE

All students, whether or not they play sports (including football), are covered by a blanket policy held by Notre Dame High School. This policy is primary for the first $100.00 which means that if a student's bill exceeds $100.00, the outstanding balance will be submitted to the parent's carrier for payment. Amounts not covered by the parents' carrier will then be paid by the school's policy subject to policy minimum. If the parents are not insured or covered for athletic or any school-related injury, then the school's insurance firm becomes the first carrier and all claims will be submitted for payment.

INCLEMENT WEATHER -SCHOOL CLOSING

Students and parents will be informed of a school closing for inclement weather or emergency using the local media. Students and parents are encouraged to tune to the local TV stations for information regarding delay or closing. Students may also check the Notre Dame web-site.

If a student's local school district calls a delay or cancellation, the bus students will follow the time schedule for bus transportation set forth by the local district. (A two hour delay means the bus will arrive two hours later than normal).

PERSONAL PROPERTY

Students are personally responsible for their own books, clothing, and other personal property. Books should be covered and clearly marked with the student's name. The school cannot be responsible for missing personal property.

VISITORS

The school policy is to accept only visitors who have legitimate business to conduct at the school. Guests and visitors must obtain a Visitor Request Form at least two weeks in advance from the Dean of Students Office. Once the form has been submitted and reviewed permission for the guest to visit the school may be given. All guests, regardless of their business, must first report to the Main Office. Parents are always welcome.

Asbestos Hazardous Emergency Response Policy

In accordance with the Asbestos Hazardous Emergency Response Act (AHERA) of 1986 (40 CFR Part 763), this information will serve as notification to all parties concerning the possibility of suspected/known asbestos containing materials located in the Educational Facilities throughout the Diocese of Scranton.

A comprehensive inventory of the suspected/known asbestos containing materials in each facility has been compiled and is available for review by contacting the individual Educational Facilities Administrative Office or the Administrative Offices of the Diocese of Scranton. Included in this information is the EPA approved Operations and Management Plan along with past inspections and correspondence pertaining to the program. This information is also used for monitoring the condition of inventoried materials following an approved management plan. Monitoring is done to ensure asbestos related health hazards do not exist within the Educational Facilities. Anyone needing further information concerning this program may contact Mr. Frank Semanski, Diocesan Director of Facilities at 570-207-2232. Thank you for your time and consideration.