

NOTRE DAME JR/SR HIGH SCHOOL: ADDENDUM TO DIOCESAN HANDBOOK

NOTRE DAME JR/SR HIGH SCHOOL PHILOSOPHY

Notre Dame is a Catholic Jr/Sr High School community of administration, faculty, staff, students, and families. We believe that our purpose is to provide a Catholic atmosphere conducive to our goal of educating the whole student. We believe by living, modeling, and teaching the gospel values of loving God, neighbor, and self, we prepare each student to be a prayerful, educated, productive member of our society. We believe that within this Catholic atmosphere our students have the opportunity, encouragement, and guidance to develop in spiritual, academic, social, emotional, and physical areas so that they eagerly serve God, Church, and community.

NOTRE DAME JR/SR HIGH SCHOOL MISSION STATEMENT

Notre Dame Junior/Senior High School, part of the school system of the Diocese of Scranton, is committed to the education and Catholic formation of students and their families. We provide a Catholic education that is spiritually sound and academically excellent. We strive to prepare our students to be morally responsible, true to their faith, and life-long learners dedicated to serving the Church and society.

At Notre Dame, we believe:

- Each person is a child of God who has inherent values and dignity.
- Effective education develops the whole person - spiritually, intellectually, emotionally, socially, and physically.
- The role of the faculty and staff is to live, model, and teach Gospel values.
- Catholic values permeate all aspects of the administration, faculty and staff, and the students and their families.
- Interaction with individuals of diverse backgrounds and character teaches an appreciation for a respect and acceptance of others.
- Service to others is an integral component of living the Gospel message.
- Students achieve success in a nurturing and challenging environment.
- Extracurricular activities complement the traditional curriculum in developing a well-rounded student.
- The educational process is life-long.

These belief statements emphasize the essentials of a Catholic education: belief in the dignity of the individual, the importance of the family and school in faith development and the need in the modern world for understanding and service of others.

ACADEMIC PROGRAM

Notre Dame Graduation Requirements

The inclusion of four years of Theology is the sole addition to Pennsylvania State Department of Education mandates.

- In grades 9 through 12, every student must obtain at least 21 units of credits in the following disciplines:

English	4
Social Studies	4
Mathematics	3
Science	3
Foreign Language	2
Health and Physical Education	1
Electives, approved by local district	4
- *All Notre Dame JR/SR High School students are required to take Theology (each year they are enrolled).*

SENIOR GRADUATION PROJECT

Purpose

The Notre Dame Jr/Sr High School Graduation Project is intended to be a comprehensive learning activity of the highest quality both in scope and depth. The completed project should demonstrate the achievement of Notre Dame's standard for outstanding student performance and preparedness for college. Through self-directed learning, students will have the opportunity to witness their Catholic faith while exhibiting problem-solving, decision-making, and independent research skills in the investigation of a specialized area of interest.

Requirements

The Notre Dame Jr/Sr High School Graduation Project will require student work encompassing the following components:

1. 50 hours to be completed by the end of the 1st quarter of Senior year.
2. Research Paper
3. Oral Presentation

Sec. 4.24 Pennsylvania Department of Education High School Graduation Requirements

- A. Each school (including charter schools) shall specify requirements for graduation in the strategic plan under 4.13 (relating to strategic planning). Requirements [for graduation] shall include course completion and grades, completion of culminating project and the results of local assessments aligned with the academic standards. The purpose of the culminating projects is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

GRADUATION REQUIREMENTS

Diocesan Regulations – Senior Service Hours

1. 40 hours of service required as a condition for participation in graduation activities.
2. At least 20 hours must be completed before the end of the first semester, with the remaining hours performed before the end of the school year.
3. Seniors will commit themselves to a single location or sponsoring organization for the duration of their service experience, rather than selecting different ways to volunteer their time.
4. Service hours must be documented with the time and date of activity and a supervisor's signature.
5. Some or all of the service hours may be completed in the summer before senior year.
6. A reflection paper exercise is included in the religion curriculum to assist students in appreciating the connection between what they do and the faith and mission of the Church.
7. Failure to complete service hours will result in an incomplete grade for religion.

Diocesan Regulations – Underclass Service Hours

All students in all grades are required to perform service hours as part of their Theology curriculum. Hours will vary according to grade level.

DROP-ADD POLICY

Students wishing to make course changes will be allowed to do so during the first three weeks of classes if:

1. a class which was selected was omitted from the schedule
2. the change results in a reasonable program of studies
3. the changes will not overload a particular class
4. the changes is/are approved by the administration, teacher, counselor and parents.

NO CHANGE WILL BE PERMITTED FOR ANY OTHER REASON DURING THE SCHOOL YEAR unless approved by the principal, teacher, counselor, and parent. In this case, a fee will also be charged.

GRADING – REPORT CARDS

Grades are based on the quality of a student's work in view of specific course objectives. The academic year is divided into four marking periods; grade reports are issued at the end of each period.

Grade Conversion

A	94-100	Excellent
B+	89-93	
B	85-88	Good (Above Average)
C+	80-84	
C	76-79	Average
D+	73-75	
D	70-72	Passing (Below Average)
F	61-69	Failing (No Credit)
F-	60 and below	
P		Passing (Satisfactory)
I		Incomplete

A student with an "Incomplete" will be given a specific deadline to complete the work, **not to exceed two weeks** unless there are extenuating circumstances. Failure to satisfy the deadline will result in the grade becoming a failing mark. The Incomplete (I) grade will be changed by the teacher before the distribution of the next grade report.

Parents may access their children's grades throughout the year via: www.edline.net. Deficiency and/or progress reports are sent home approximately halfway through each marking period. Deficiency notices are issued to those students in danger of failing, and to those students whose work is below the standard of the school or their own abilities. Students with two or more failing deficiencies are ineligible to participate in extra-curricular activities.

The Grade Point Average (GPA) is determined by dividing the total credits scheduled by a student into the total sum of quality points earned. Credits for failures must be included in the total when calculating the GPA. All courses are considered based on the scale of 4.00 equating an A.

FAILURE POLICY

The policy of Notre Dame requires that any subject failed during the regular school year **MUST** be made up in one of the following ways:

1. By satisfactorily completing an approved summer school program established by any school district in Pennsylvania, New York, or New Jersey that offers course(s) the student failed.
2. By successfully completing 30 hours of one-on-one tutoring with a certified teacher in the appropriate subject area.
3. By satisfactorily completing a self-study program created by Notre Dame. Also, the student must successfully complete an exam to be given by the school in mid-August.
4. By successfully completing either the "Colonial Virtual Program" or the "Keystone Recovery Program".

A senior who failed any course will not receive a diploma until courses are satisfactorily completed.

QUALITY POINTS AND CLASS RANK

Each student is ranked with the members of his/her class by his/her overall quality points. The quality points system is a method of ranking students based on the grade a student earns, multiplied by the difficulty (weight value) of the course taken, multiplied by the credit value of each course. Rank is cumulative with courses taken in Grade 9. In cases where two students have exactly the same number of cumulative quality points, both students are assigned the same rank. Courses taken outside of Notre Dame are not included in determining class rank.

The quality points of transfer students are computed on the basis of grades earned at the previous schools attended (adapted by the Notre Dame scale) in addition to grades earned at Notre Dame.

HONOR ROLL

High Honors is merited by students who earn all A's and no more than two B+'s in all courses. Honors is merited by students attaining grades of B or higher in all classes.

HONOR CORDS

Honor Cords are merited by those students who are members of the National Honor Society and/or have maintained a cumulative GPA of 3.5 or higher.

VALEDICTORIAN/SALUTATORIAN

The senior finishing first in class rank shall be designated Valedictorian and the senior finishing second in class rank shall be designated Salutatorian. A student must complete a minimum of four semesters in Notre Dame to receive such distinction. This determination shall be based on class rank as calculated at the end of the final marking period of the senior year.

NATIONAL HONOR SOCIETY

Membership in the Michael M. Martin chapter of the National Honor Society is based on and requires exemplary behavior in character, scholarship, leadership, and service. In order to be considered for selection, students must meet certain minimum qualifications.

Juniors, who have a cumulative 3.5 GPA at the end of the second quarter of their junior year and whose Senior Graduation project is on target, will be scholastically eligible for selection in the National Honor Society. Additional students who meet the same academic criteria at the conclusion of the first quarter of their senior year will also be eligible.

Scholastically eligible students will complete a Student Activity Information Form. Students must submit a completed form by the deadline given in order to be eligible for further consideration for selection to the National Honor Society.

A history of school service is required. Students must have participation in a minimum of four ongoing school activities for at least 2 years. Each activity must require a time commitment outside the normal academic day (periods 1 through 7). One ongoing, service-based, community activity may be substituted for a school activity. A service-based community activity involves ongoing volunteer work at a church, charitable or community service organization.

Any school suspension in the academic year prior to the completion of the Student Activity Information Form is not exemplary behavior and automatically disqualifies a student.

Excessive detention (more than 5 detentions in the academic year prior to the completion of the Student Activity Information Form) is not exemplary behavior and automatically disqualifies a student.

Excessive absence is not exemplary behavior.

Excessive lateness is not exemplary behavior.

*The above mentioned requirements must be met in addition to those listed in the Diocese of Scranton School Policy Manual (p. 8-9).

ADMISSIONS

Notre Dame is a Catholic school enrolling students in Grades 7 through 12. Enrollment is open to all students; however, preference will be given to those applying from Notre Dame Elementary School and Msgr. McHugh Elementary School.

The school encourages applications from students who are of good character and have an acceptable record of previous academic work. Notre Dame is open to all students regardless of sex, race, nationality, religious affiliation or ethnic origin.

To apply for admission to Notre Dame, a candidate must take the following steps:

1. Arrange to take an Entrance Test at Notre Dame on the set dates; an interview will follow.
2. Request that a transcript of school records and any available test results be sent to the school.
3. Upon approval by the Admissions Committee, students selected for admission will be forwarded applications necessary for admittance.

It should be noted that senior transfer students are accepted only at the beginning of the year. Exchange students may be accepted upon review of school transcripts; they may be eligible for a Certificate of Attendance.

EXTRA-CURRICULAR ACTIVITIES/ATHLETIC ELIGIBILITY

Students in good academic standing are afforded extensive opportunity for extra-curricular involvement. From the expression of their journalistic and organizational talents in the publication of the school newspaper, *The Shield*, and/or the yearbook, *The Odyssey*, to the challenge of artistic and theatrical expression as members of Odyssey of the Mind and/or the annual spring musical, students are encouraged to explore their interests as representatives of the Notre Dame community beyond the academic classroom.

National Honor Society (applications begin Junior Year, Fall Semester)

Student Council

Big Brothers/Big Sisters (begins with New Student Orientation)

Peer Listening (applications begin Freshman Year, Spring Semester)

Mock Trial (interscholastic)

Odyssey of the Mind (interscholastic)

Chorus

S.A.D.D. (Students Against Destructive Decisions)

Art Club

Anime Club

Culture Club

Saints in the Making

The Odyssey (Yearbook)

The Shield (Newspaper)

Verbatim (School Literary Magazine)

Website (www.ndhigh.org)

Notre Dame High School participates in interscholastic athletic competition in the following sports:

Fall Competition

Cross Country (Boys/Girls)

Field Hockey

Golf (Co-Ed)

Soccer (Boys/Girls)

Tennis (Girls)

Winter Competition

Basketball (Boys/Girls) 7-12

Spring Competition

Baseball 7-12

Softball 7-12

Soccer 7-8

Tennis (Boys)

Cross Country (Boys/Girls) 7-8

Students skilled in individual sports such as Swimming are permitted to represent Notre Dame in P.I.A.A. District Competition. Candidates for athletic participation must have a physical examination and the written consent of a parent or guardian on file prior to participation.

Students receiving failing deficiencies in two or more subjects are academically ineligible for athletic participation.

DISCIPLINE – POINT VALUES AND DETENTIONS

In order to insure the orderly maintenance of school life, it is necessary to establish and enforce guidelines for discipline. These policies have been created with both fairness and the individuality of the person in mind. The average student will view them as guidelines to progress and not hindrances to growth.

Students in violation of any school policies will be presented with a disciplinary slip by a teacher or other authorized person, and the Dean of Students will receive a duplicate copy of this slip. All violations will be recorded and a numerical record will be kept. Each student will begin the quarter with zero infraction points. The accumulation of points will result in the following:

- 3 points - The student will receive one detention plus a detention for every point after three
- 10 points - The Dean of Students will have a meeting with the student and his/her parents
- 15 points - The student may be subject to in-school suspension

Breakdown of Point Values

The use of drugs and alcohol is considered to be a major offense (refer to Diocesan Substance Abuse Policy). Theft, vandalism, truancy, and any act of violence or physical or verbal harassment are also major offenses.

Students should be informed that a weapon of any type is not allowed within the school and should not be brought on to the school property or to any school sponsored activity. A weapon brought to the school by a student, e.g., a gun of any nature, ammunition for a gun or anything of a defensive or threatening nature such as, but not limited to, knives, clubs, mace, etc., is to be considered a very serious offense.

Disrespect (including profanity, obscene gestures and inappropriate language) to a teacher, administrator, staff member, or another student; Vandalism (disrespect to school property); and Fighting (extreme disrespect to another person) are considered major infractions to the school's Discipline Code and will be handled at the discretion of the Administration. Punishment will follow a progression schedule reflecting the severity of the incident and the number of incidences for each student: 1st offense – ISS, 2nd offense – 2 days OSS, 3rd offense – 3 days OSS (Monetary restitution will always be rendered in situations of Vandalism).

INFRACTION**POINT VALUE**

Smoking	ISS plus 8
Leaving school property	ISS plus 5
Cutting class*	ISS plus 5
Defiance	ISS plus 5
Forgery	5
Lying	5
Cheating	
<u>Exams:</u> 1.	25 points off exam grade with the highest possible grade being an "F"
2.	10 points
3.	Service hours – to be determined by the Dean of Students
<u>Tests:</u> 1.	Cheating will automatically result in a failing grade
2.	5 points

Those students who give answers are just as guilty as those who receive the information. All students involved in this action will be penalized equally.

Plagiarism

(Violators will be treated the same as for cheating; this is a violation of copyright laws and will not be tolerated)

Plagiarize (literary theft) – to present as new and original an idea derived from an existing source; to use without crediting the source (Webster's Dictionary)

Contraband	5
Driving recklessly on school property*	5
Cafeteria disruption	3
Graffiti	3
Class disruption	2
Out of Bounds	2
(e.g. behind school, back steps, auditorium, theater, concession area, sub-basement, gym, faculty room)	
In car during school hours*	2
Driving to school without a permission slip on file	2
Going to locker during non-designated time	1
Eating outside of cafeteria	1
Out of uniform	1
Failure to return school form or athletic uniform	
within specified time period	1
Absent with no written excuse	1
Tardy with no written excuse	1
Late to class with no written excuse from teacher	1
Failure to park car properly within specified area	1

*includes suspension of driving privileges

SCHOOL UNIFORM REQUIREMENTS

The Notre Dame uniform has been established to reinforce the professional atmosphere which permeates all parts of the Notre Dame Community. As such, the uniform is to be worn with pride and professionalism at all times. In order to achieve this effect, the uniform must be worn in accordance with the proprieties designated below. All parts of the Notre Dame uniform should be ordered from the *Flynn and O'Hara Uniform Company* to ensure consistency.

Boys' Uniform:

- a) Flynn & O'Hara uniform khaki slacks worn at the waist with a belt
- b) white button-down long or short sleeve shirt which must be tucked into the slacks and buttoned to the collar
- c) Flynn & O'Hara green or gold long sleeve or sleeveless sweater with the Notre Dame monogram
- d) a coordinated tie to be worn appropriately
- e) solid black or brown loafers, docksiders or dress shoes with socks (no boots, sneakers, running shoes, moccasins, or any athletic shoes)
- f) in August, September, May and June, a Flynn & O'Hara green polo shirt with the Notre Dame monogram may be worn
- g) boys must be clean shaven with sideburns cut at the middle of the ear
- h) hair may not be colored, dyed or tinted and must be above the collar and the eyebrows; extreme hairstyles will not be tolerated
- i) earrings or any other piercings are not permitted
- j) visible tattoos are not permitted
- k) leather wristbands, chokers, chains, key chains, or any accessories deemed inappropriate by the administration are not permitted
- l) no colored t-shirts or shirts with print may be worn under the school uniform

Girls' Uniform:

- a) Flynn & O'Hara plaid skirt (kilt or box-pleated) of appropriate length, no more than 3 inches above the knee; uniform khaki slacks worn with a belt may be worn year-round
- b) white button-down long or short sleeve blouse which must be tucked into the skirt; no tapered blouses are permitted
- c) Flynn & O'Hara green or gold long sleeve or sleeveless sweater with the Notre Dame monogram
- d) hunter green knee or ankle socks or hunger green tights.
- e) solid black or brown loafers, docksiders or flat heeled/soled shoes are the only footwear acceptable (no sandals, clogs or open back shoes; no elevated heels or soles; no boots, sneakers, running shoes, moccasins, or athletic shoes)
- f) in August, September, May and June, a Flynn & O'Hara green polo shirt with the Notre Dame monogram may be worn
- g) makeup must be tastefully applied (natural shades only; no metallic or glitter products)
- h) only one simple earring or post per lobe; no dangling or hoop earrings are permitted; other body piercings are not permitted
- i) extreme hairstyles and colors will not be tolerated
- j) visible tattoos are not permitted
- k) leather wristbands, chokers, chains, key chains, or any accessories deemed inappropriate by the administration are not permitted; one simple necklace may be worn
- l) no colored t-shirts or shirts with print may be worn under the school uniform

ALMA MATER

*To dream is the glory of youth, To
wonder is the seed of the wise, To
seek with an impatient hunger, To
love every man that's alive.*

*Our dreams will come true if we try
To wonder at the mysteries of life, And
search for a knowledge and wisdom Of
life that is free and alive.*

*This is our quest – at NOTRE DAME HIGH!
We can't give up trying – to reach for the sky,
No matter how far all our efforts must go.
Let's remember together we'll walk through
this world where we live.*

*Though some day we must leave all our friends
And must make it alone.
May the dreams that we have in our youth
Make us stronger for love.*

*And the world will be better for this
That each man who here learned how to love
Still goes on with his dreams and his wonder
To live the great life that is his!*