



*NOTRE DAME JR/SR HIGH SCHOOL*

**Handbook for Students and Parents**

*Revised August 2024*



**STUDENT/PARENT HANDBOOK**  
**SIGNATURE PAGE**

**MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

*Please read the Student Parent Handbook, which can be accessed electronically on the school's website,*

***PLEASE PRINT AND SIGN THIS RELEASE FOR EACH STUDENT ATTENDING A DIOCESE OF SCRANTON CATHOLIC SCHOOL.***

The Diocese of Scranton Catholic Schools developed rules, regulations, and procedures in conjunction with policies stated in the School Policy Handbook for Students and Parents.

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Student Name

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Student Signature

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Parent(s)/Guardian Name

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Parent(s)/Guardian Signature

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Date



## 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

## DIOCESE 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.”

## ACCREDITATION

The Middle States Association of Colleges and Secondary Schools accredits Diocese of Scranton High Schools. Diocese of Scranton Catholic High Schools are accredited by Middle States Elementary Commission.

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## **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.
- Each person has unique gifts to foster, develop, and express.
- 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 educational program.
- Education is the shared responsibility of the administration, faculty and staff, and the students and their families.
- Interaction with individuals of diverse backgrounds and character teaches an appreciation for and a respect and acceptance of others.
- Service to others is an integral component of living the Gospel message.
- Each person shares in the responsibility of being stewards of all of God's creation.
- Each person achieves success in a nurturing and challenging environment.
- Extracurricular activities complement the curriculum in developing a well-rounded person who is prepared for the next stage of his/her life.
- The educational process is life-long.
- Personal and academic integrity are vital to each person's development.

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.



## **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 SCHOOL REGULATIONS:**

1. Each Catholic student/family must be registered members of a parish community. All Catholic 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.**

## **ADMISSIONS**

Since the formation of students in the Catholic faith and its religious traditions is the primary purpose of Catholic schools, both parents/guardians and students must be willing to abide by the values inherent in our Catholic faith and by our philosophy of Catholic education.

Students and parents/guardians who desire a Catholic education and who fulfill the requirements and conditions for enrollment specified below, are eligible for admission in the Diocese of Scranton Catholic schools without discrimination with respect to sex, race, ethnic origin, or disability, if with minor adjustment, they can meet the school's requirements, according to the subsequent provisions of this policy. The request for the admission of students from a public or private school must be carefully reviewed and the reasons for the request examined. Parents may apply for admission to the Diocese of Scranton Catholic schools for their son or daughter. Application does not guarantee admission.

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.

## **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.

Transfer students may be required to sign a probationary contract before being accepted, as determined by the Principal and Dean of Students after reviewing academic and disciplinary records.

## **FINANCIAL OBLIGATIONS**

### **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 FACTS Financial Aid forms online by the deadline.

### **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.

## **STUDENT LIFE**

### **ATTENDANCE**

Diocese of Scranton Catholic Schools enables students to reach for academic excellence. In order to accomplish this goal, regular student attendance is vital and an integral part of the learning process. **The State of Pennsylvania mandates 180 days of instruction for successful completion of grade level course requirements.** This is necessary in order for the school to advance or graduate a student to the next grade.

Although Pennsylvania statutes on Education provide compulsory attendance for all children between the ages of six and sixteen, the **Diocese of Scranton Catholic Schools mandate student attendance in Kindergarten through 12th Grade. The responsibility to comply with this mandatory Diocesan Student Attendance policy belongs to the parent(s).**

Pennsylvania state law mandates that schools take and monitor attendance, tardies, and absences. Diocese of Scranton Catholic Schools are required to keep accurate records of daily attendance, tardiness, and absences.

A school day is defined as one where the student receives four or more hours of classroom instruction. **The PA Department of Education (PDE) defines chronic absenteeism to include any student who is absent for eighteen (18) days or more in a school year, regardless of cause.**

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 and may result in disciplinary action.

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

#### **1. Excused Absences**

In the Diocese of Scranton, it is necessary for Catholic school students to remain current in their studies. This can only be accomplished by students being present in class; therefore, removing students from school for vacations, etc. is contrary to school policy. However, situations may occur where a student is unable to attend school for reasons beyond the student's control. Examples of Excused Absences include, but are not limited to:

- Illness
- Medical/Doctor’s appointment
- Family emergency/death in family

Excused Absences must be reported to the school **in writing within 24 hours** of the absence; failure to do so may result in the student being given an **Unexcused Absence**.

A maximum of **ten (10) Excused Absences**, verified by parental/guardian notification, will be allowed during any school year.

For all absences beyond those 10 days, and any absences of three (3) consecutive days or more, a written excuse from a treating physician may be mandated for an absence to be considered excused. Physician excuses must include the date and time of the student’s visit to their office. Parents/guardians of student(s) that have an existing, professionally diagnosed medical condition that has the potential to significantly impact a student’s attendance shall contact the principal to make him/her aware of the condition and allow the school to offer academic support if necessary. Students are required to speak with their teachers to discuss making up work missed as a result of an **Excused Absence**.

If an excuse is not provided **in writing within 24 hours**, the absence will be counted as **Unexcused**.

**Students who are absent or “truant” from school for ten (10) consecutive school days may be dropped from the active student membership roll unless the absence is partly or completely excused.**

**2. Unexcused Absences**

An **Unexcused Absence** occurs when a student is absent from school without reason or without proper notification from the student’s parent(s)/guardian. **Unexcused Absences** are a violation of school policy and pose a significant concern for the school and a safety risk for students. **Unexcused Absences** include, but are not limited to:

- Absences as a result of skipping school
- Missing school without school permission
- Vacations taken while school is in session
- Failing to report excused absences in a timely fashion

**3. Truancy**

Diocese of Scranton Catholic Schools educate all students for success. Truancy is a major barrier to the achievement of that goal. Habitual truancy negatively impacts a child’s school performance.

A student is defined “truant” if he/she incurs three (3) or more school days of unexcused absences during a school year. A child is “habitually truant” if the child has incurred six (6) or more school days of **Unexcused Absences** during a school year.

Students who are “truant” may be subject to disciplinary action including, but not limited to, the following:

Infraction	Penalty
Failure to report absence from school	<ul style="list-style-type: none"> <li>• Requirement to make up missed work for reduced or no credit</li> <li>• Detention</li> <li>• Student Attendance Improvement Meeting (SAIM) with student, parent(s)/guardian, and Principal.</li> </ul>

**Parents/guardians will be notified, in writing, within ten (10) school days after the child's third unexcused absence during a marking period.** If the child incurs six (6) or more additional unexcused absences after this written notice, a **Student Attendance Improvement Meeting (SAIM)** will be scheduled with the student, parent/guardian, and principal. The outcome of the SAIM will be documented in a written School Attendance Improvement Contract signed by all parties. Further unexcused or unlawful absences will result in a progression through the truancy elimination program defined by Pennsylvania School Law, up to and including a referral to County Children and Youth, and the issuance of a citation to the parent/guardian. This may also result in a student expulsion from the school.

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.

#### **4. Absentee Make-Up Work**

A student who is absent from class, 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 school office after the third day of the illness. In turn, the school office will contact the student's respective teacher(s).

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the School Office and the School District of residence. In such cases, each local school district will inform the parent/caregiver of their protocol. The tutor must provide the School 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.

#### **5. Vacations**

It is the expectation that students and parents follow the school calendar. Students are to be present on all school days, even when there is a shortened or irregular schedule. Parents are discouraged from planning a vacation during the school year. Students who are taken out of school against this directive must notify the Principal and teachers and/or the School Office. These absences may be counted as **Unexcused Absences. Please refer to section 2 and 3 above regarding Unexcused Absences and Truancy.**

Teachers have no responsibility in arranging and/or providing schoolwork for a student prior to a planned trip/vacation. **Upon the student's return, the student assumes full responsibility for the schoolwork missed.** He/she must make arrangements with the teacher for making up work, quizzes, tests, labs, etc. at the teacher's convenience. Teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on a trip/vacation. Please note - distance learning/livestreaming is not provided for students who miss class due to a trip/vacation.

Final Exams are an essential tool in assessing a student's academic performance over the course of

the year. 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.

**6. Late Arrival**

Students who are not present for the beginning of the school day and morning prayers will be marked tardy. **A student is tardy when he/she arrives to homeroom after the school's published start time.** A note must explain tardiness for any reason other than bus delays from the parents/guardians. All students must report to the School Office upon late arrival to obtain a late slip for entry into the classroom.

**A student must be present for at least four and a half hours of school (from 8:05AM-2:20PM) in order to participate in any co-curricular or sports activities that day.**

**7. Unexcused Tardies**

**Students who exceed 3 unexcused tardies during a marking period will be ineligible to participate in the next scheduled social, co-curricular, or extra-curricular activity, including athletics, and will receive a DETENTION.**

**A student who has received three (3) unexcused tardy detentions (equal to nine (9) or more unexcused tardies), will receive one (1) in-school suspension.** In addition, a meeting will be held with the student, parent/guardian, and principal to scheduled. The outcome of the meeting will be documented in a written agreement, signed by all parties, to improve the student's punctuality at school.

- **Tardy** - students who arrive after the school day has begun and is less than 2 hours late.
- **Half Day** – students will be marked absent for a half day if they arrive at school more than 2 hours late, but less than 4 hours late.
- **Absent** – students will be marked absent if they are not present in school or if they are not present from more than 4 and a half hours of the school day.

**8. Absence Procedures**

If a student is ill and cannot come to school, the student's absence is to be reported to the School Office by phone by his/her parent/guardian. If a phone call is not received, the school may 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 their return to school, this note needs to be provided to the student's Homeroom teacher or the School Office. These notes will become part of the student's attendance record for the school year.

**9. Early Dismissal**

Parents are asked to refrain from requesting 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 the day before being dismissed early.

### **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.

### **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 seven 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 NWEA/MAP Test and the PSAT/NSMQT. Individual seniors may elect to take various tests, including the SAT I, SAT II (Subject Tests), ACT, ASVAB, 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.

### **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 needs 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.

### **WORSHIP**

The Catholic high school is called to be a community of worship. Its very existence as part of the Church requires that the community praises God for His goodness and glory and acknowledges its dependence on Him. The school is a community of faith and faith, and worship are intimately related.

Students are to participate in sacramental celebrations, especially regular school-wide celebrations of the Eucharist and seasonal celebrations of the Sacrament of Reconciliation. Attendance and participation in Annual Retreats are required of all students as an integral part of their religious formation and as a requirement for attendance at a diocesan Catholic high school.

### **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.

### **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.

## **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.

## **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.

## **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 REQUIREMENTS**

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

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.

### **REQUIRED FOR BOYS**

- 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 colored shoes – black, brown, tan, or grey loafers, docksiders, or dress shoes with socks are the only footwear acceptable (no boots, sneakers, running shoes, moccasins, Crocs 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 and nail polish, 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

### **REQUIRED FOR GIRLS**

- 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 socks or hunter green tights.
- e) solid black, brown, tan, or grey loafers, docksiders, flat heeled/solid colored shoes, or black/brown colored saddle shoes are the only footwear acceptable. (No sandals, clogs, open back

- shoes; Crocs,  
elevated heels, 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 or two simple earring or post per lobe; no dangling or hoop earrings are permitted; other body piercings are not permitted
  - i) extreme hairstyles and non-natural 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

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, miniskirts, 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.**

## **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 Diocese of Scranton High Schools. Diocese of Scranton Catholic High Schools are accredited by Middle States Elementary Commission.

### **PROGRAM OF STUDIES**

See the Notre Dame Jr./Sr. High School course catalog.

### **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 1<sup>st</sup> 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.

### **SERVICE HOUR REQUIREMENTS FOR GRADUATION**

#### **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.

### **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.factsmgt.com](http://www.factsmgt.com).

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.

### **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.

- A. Artificial Intelligence (AI):** Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or tests. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action
- B. 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.
- C. 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.

### **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**

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**

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.

### **A. 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).(3.75 beginning with the Class of 2026). 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.

### **B. 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.

### **C. 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.

### **D. 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.

### **E. ADDITIONAL REQUIREMENTS**

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 (3.75 beginning with the Class of 2026) 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.

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**

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  
Strategic Games Club  
School Musicals

*The Odyssey* (Yearbook)  
*The Shield* (Newspaper)  
Debate Club  
Volleyball Club

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

Fall Competition

Cross Country (Boys/Girls)7-12  
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 (Co-Ed) 7-8  
Tennis (Boys)

Students skilled in individual sports such as Swimming or Track and Field 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 for the complete following week.**

**DROP-ADD POLICY**

Students wishing to make course changes will be allowed to do so during the first two 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.

**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.

**STUDENT HEALTH**

**IMMUNIZATIONS**

The Pennsylvania Department of Health promulgates immunization regulations that require parents or guardians of students enrolled in grades K-12 to have their children immunized against various communicable diseases. Records will need to be given to the administrative offices of the diocesan school on or before the fifth day of class.

**DISPENSING OF MEDICATION**

Medication will be dispensed by authorized School personnel only. **Necessary Medication, properly labeled,**

**are to be brought to the school by the student's PARENT OR GUARDIAN only.** All medications will be stored in the School or Health Office.

Provided that a permission letter is on file, 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.

**Under no circumstances will medications be brought to school in plastic bags, non-prescription plastic containers, envelopes, or foil. The medication will be confiscated. No medication may be transported in on school vehicles.** If your child has an inhaler and you would like them to carry it with them, this requires a Medical Permission slip stating they are able to carry and self-administer; otherwise inhalers are to be sent to School or Health Office in original prescription packaging and will be kept for student use as needed.

Medication forms must be renewed yearly by your physician. It is the parent/guardian's responsibility to pick up unused medications prior to the end of the school year, with the exception of inhalers or EpiPens.

### **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 **at least four and a half hours of school (from 8:05AM-2:20PM)** during the day.

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

### **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.

### **HEALTH AND SAFETY**

The Sharing Good Health Guidance and Procedures documents, which have been emailed to each family and can be found on our website at <https://www.dioceseofscranton.org/catholic-schools/>. All protocols outlined in this document will be followed.

### **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.

### **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.

**INFRACTION****POINT VALUE**

Smoking & vaping; including all e-devices	OSS – 2 days
Leaving school property	ISS – 1 day
Cutting class*	ISS – 1 day
Defiance	ISS – 1 day
Forgery	3 pts.
Lying	3 pts.
Cheating & Plagiarism	
<u>Final Exams:</u> 1.	25 points off exam grade with the highest possible grade being an “F”
2.	ISS for the remainder of the school year

**Tests & Other**

Assignments: 1. Will be handled at the discretion of the teacher.

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.

Contraband	3 pts.
Fighting	Discretion of Admin. 2-5 Day OSS (severity)
Driving recklessly on school property*	ISS – 1 day
Cafeteria disruption	Lunch Detention
Graffiti	3 pts.
Reported Class disruption	2 pts.
Out of Bounds	2 pts.
(e.g. behind school, back steps, auditorium, theater, concession area, sub-basement, gym, faculty room)	
In car during school hours*	2 pts.
Driving to school without a permission slip on file	2 pts.
Public Displays of Affection (PDA)	2 pts.
Going to locker during non-designated time	1 pt.
Eating outside of cafeteria	1 pt.
Out of uniform	1 pt.
Absent with no written excuse	1 pt.
Tardy with no written excuse	1 pt.
Late to class with no written excuse from teacher	1 pt.
Failure to park car properly within specified area	1 pt.

\*includes suspension of driving privileges

**Misuse of Phone/Electronic/Wearable Devices**

- 1<sup>st</sup> Offense: Device confiscated and returned at the conclusion of the day. 2 pts.
- 2<sup>nd</sup> Offense: Device confiscated and returned **TO THE PARENT** at the conclusion of the day. 2 pts.
- 3<sup>rd</sup> Offense: Device is confiscated and will be turned into the Dean’s office at the beginning of the day and picked up at the end of the day for a minimum of 2 weeks. 2 pt



## **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 may 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.

### **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/VAPING 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 using tobacco products at any time on school property or at school sponsored events. Students found using tobacco products including e-cigarettes and vapes 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/vaping or using tobacco products should seek such help through the Student Assistance Program.

***POSSESSION OF ANY TOBACCO/VAPING 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, CELL PHONES, WEARABLE TECHNOLOGY**

It is highly recommended that students do not bring electronic devices, cell phones, or wearable technology (i.e. Smartwatch) to school. The electronic device, cell phone, or wearable technology must be turned off and kept in the student's locker, including during student breaks and class transition times. The student may not use his/her electronic device, cell phone, or wearable technology during the school day unless given authorized permission by school personnel. Parents are asked NOT to call their child's cell phone during the school day (phone calls should be made to the School Office). Diocese of Scranton Catholic Schools are not responsible for any lost, damaged, or stolen electronic device, cell phone, or wearable technology.

If a student is caught with such a device, the following penalties will be implemented. Students found in violation of this policy will have their phones confiscated according to the rules below. **After the second offense, the student's parent/guardian, will need to come in to retrieve the phone.**

- 1<sup>st</sup> Offense: Device confiscated and returned at the conclusion of the day. 2 pts.
- 2<sup>nd</sup> Offense: Device confiscated and returned **TO THE PARENT** at the conclusion of the day. 2 pts.
- 3<sup>rd</sup> Offense: Device is confiscated and will be turned into the Dean's office at the beginning of the day and picked up at the end of the day for a minimum of 2 weeks. 2 pts.

### **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.

## **STUDENT PRIVACY OF SEARCH & SEIZURE**

Students should not be subjected to arbitrary searches of their persons, possessions, locker, desk, and/or other storage area; however, principals and their designees are authorized to search students if they deem necessary and/or appropriate. The search should be made in the presence of a third party.

## **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 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.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

**Public displays of affection are prohibited.** Students are not to touch each other throughout the school day or at school events. There should be absolutely no physical contact, and students should leave space between them when sitting together.

Examples of PDA include but are not limited to: hugging, kissing, holding hands, touching faces, sitting on or laying across another student's lap, and putting legs across another student's lap.

**Failure to comply with this will automatically result in an assignment of 2 demerit points.** Teachers are to report PDA to the Dean of Students after correcting the behavior

Repeat offenders will be disciplined as deemed appropriate by the principal or the dean of students by following discipline protocol outlined in the student handbook.

## **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.

## **PARENT/SCHOOL COMMUNICATION**

Diocese of Scranton Catholic schools seek to work collaboratively with students and parents to promote student responsibility. By empowering students to be accountable for their own learning, the school seeks to develop within students the traits of independence and responsibility. These traits are nurtured early on with students walking themselves to classes, bringing homework to school, submitting assignments on-time, making up assignments when absent, accepting consequences for behavior, and asking teachers for help when needed. Students are encouraged to discuss their progress directly with their teachers. If a student experiences academic or social difficulty, the first intervention taken by the parent should be to redirect the student back to the teacher. Follow-up action taken by the parent should be one that supports the role of the teacher in the classroom and the student as responsible for his/her own learning

### **FACTS STUDENT INFORMATION SYSTEM (SIS)**

To foster effective communication between home and school, Diocese of Scranton Catholic Schools utilize FACTS SIS, a web-based school management system. Each family creates a username and password at the beginning of the school year. This log in access provides pertinent information regarding the following: your child(ren)'s academic progress, attendance, school newsletter, announcements, sports, reminders, list of activities/events, forms, schedule, parent/teacher conferences, download progress reports and/or report cards, and view/print the school calendar.

It is important parents update their contact information (home/cell/work phone number) and provide the name of their cell phone carrier to ensure they receive text messages sent by the school, including those regarding important or emergency information. Communication is also done via phone, e-mail, and conferences upon request. Through the school website, parents can also access the school calendar, forms, and the Parent/Student Handbook. Teachers are available for meetings with parents by appointment only. Teachers attend required faculty meetings, professional development opportunities, and mandated diocesan teacher in-service days.

### **SOCIAL MEDIA**

All Diocese of Scranton Catholic Schools have an official school Facebook© page with its school website link attached to its Facebook school site. The Diocese of Scranton has strict regulations concerning the use of social media. As such, any links to the school must meet certain requirements and administrator rights must be assigned as specified in the guidelines. If an additional page, for example a Parent/Teacher Group page, is approved and established, that source will be communicated to parents via the monthly newsletter.

Any groups of parents, volunteers, or event chairs who have set up blogs or pages on



Facebook®, Twitter®, Instagram®, or other social media sites, have not done so within the guidelines established by the Diocese of Scranton and these should not be considered official school sites. These sites, though helpful to groups of parents or friends, should not be considered sources of any official school information and should not be used to post information about students or staff.

Any postings via photos, texts, e-mails, blogs, on any Internet sites that include defamatory comments or images regarding the school, the students, the faculty, or the students' parents should be reported to the school administration and will be reviewed and handled in the manner most appropriate to the situation and/or offender.

### **SCHOOL NEWSLETTER/SCHOOL WEBSITE**

Because communication is such an important aspect of school and home working together for the good of our children, weekly/monthly newsletters, and calendars are prepared and distributed to inform parents of coming events, etc. This may be posted on FACTS SIS. The school's website is also continually updated with information.

### **PARENT TEACHER CONFERENCES**

At the beginning of the second quarter, parent/teacher conferences are held. This provides parents an opportunity to visit teachers individually to discuss their child's student's academic progress. Parents may contact the school at any time if there is a question concerning their child's progress or behavior. The following procedure is recommended:

- Consult with the teacher first.
- If the problem or concern continues, the parent should bring the matter to the attention of the Dean of Students and/or Principal.
- The Catholic Schools Office is the final recourse for unresolved problems.

## **TECHNOLOGY**

The school provides electronic devices and/or computers in the classrooms, computer/technology labs, and libraries for the educational use of our staff and students. All who choose to use the school technology and/or use their personal device while at school are bound to observe the Internet, Technology, and Electronic Device Use Rules. Violation of the rules will result in disciplinary action.

### **A. INTERNET USE**

Students are responsible for good behavior when utilizing the Internet during the school day. General school rules for behavior and communications apply. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the guidelines outlined in this policy, the school staff will deem what is inappropriate use and their decisions are final. Diocese of Scranton Catholic Schools' administration, faculty, and staff may deny, revoke, or suspend specific user privileges at any time. The user is expected to abide by the following network rules of etiquette:

- Internet use will be restricted to accessing instructional and reference material. This may include the use of e-mail.
- Use appropriate language. Do not swear, use vulgarities, gestures, poses, inappropriate emoji, or any other inappropriate language. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges and disciplinary action.
- Do not reveal the personal address or phone number of yourself or other students. Do not communicate any credit card number, bank account number, or any other financial information.

- Do not use the network in such a way that would disrupt the use of the network by others.
- Students may not download or install any commercial software, shareware or freeware unless they have written permission from school personnel.
- Students who post inappropriate information, comments, or photos about students, faculty, staff, parents, or volunteers may be subject to the school's disciplinary actions.
- Students are prohibited from accessing the Internet on any personal device before, during, and after school without permission from school administration, faculty, or staff.

**B. TECHNOLOGY & ELECTRONIC DEVICE USE RULES:**

- Respect school property.
- Respect the school network - do not go to restricted areas.
- Do not spread viruses - no personal USB drive may be used unless scanned for viruses.
- Do not alter program settings.
- Respect your storage space within the school network - all school 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/Intellectual Property and Identity laws – All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.
- Do not use the school network for personal business.
- Do not use the school 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 substance
- Respect school's technology acceptable use policy.

**C. ELECTRONIC AND MOBILE DEVICES, CELL PHONES, WEARABLE TECHNOLOGY**

Please refer to page 36

**D. ONLINE SOCIAL NETWORKING**

In our commitment to safeguard the safety of our students, as well as the Diocese of Catholic Schools Office, their mission, names, reputations, established symbols, nicknames, and logos from misuse through material posted online and disseminated in a public manner, the following policies have been established and will be enforced.

The Diocese of Scranton, Office of Catholic Schools, defines an online social network as a commercially operated Internet website that allows users to create web pages or profiles that provide information about them and are available to other users by offering a mechanism for communication with other users, through a forum, chat room, email, blogging or instant messenger. Popular online social networks include, but are not limited to, Facebook, Twitter, Instagram, and YouTube.

A student's public Internet conduct, in word or image, that is inconsistent with the mission and philosophy of a Catholic school will be viewed as a violation of school policies and therefore, punishable by school authorities. In order to protect schools within the Diocese of Scranton,

students are forbidden from using the Diocese of Scranton or the names of any specific diocesan Catholic schools, their images, logos, nicknames or symbols in establishing online sites, links or accounts.

This section refers to student personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

**Students are not to:**

1. Use technology to threaten, harass, deceive, intimidate, offend, embarrass, annoy, or otherwise negatively impact any individual.
2. Post, publish, disseminate, or display any defamatory, inaccurate, violent, abusive, profane or sexually orientated material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff, or any organization.
3. Use a photograph, image, video, including live-streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
4. Create any site, post any photo, image or video of another individual except with express permission of that individual and of the principal.
5. Attempt to circumvent system security, blocked by sites or to bypass software protections.

## **ATHLETICS**

### **INTRODUCTION**

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, at Notre Dame Jr./Sr. High School, 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.
- **Students must be present in school more than 4½ hours in order to participate in after school activities or athletic contests.**
- Regular attendance at school (Students may not participate in an athletic practice or contest if

they are not present in school for at least 4½ hours of the school day). **This applies to weekend activities following a Friday absence.**

- 3 unexcused tardies accumulated during a marking period will render a student ineligible to participate in the next scheduled social, co-curricular, or extra-curricular activity, including athletics, and will receive a DETENTION.
- 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.

## **EMERGENCY PROCEDURES**

### **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**

Crisis drill directions will be handled according to definitive procedure established for the safety of the students.

## **GENERAL INFORMATION**

### **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.

### **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 Main Office. Any person who has lost an article should inquire in the 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.

### **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/sophomores 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 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, as outlined on the Parking Permission Form. 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.

### **STUDENT INSURANCE**

All students, whether or not they play sports, 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 by choosing to opt-in to the One-Call system, which delivers emergency messages and important announcements via telephone. Local media also reports school closures. 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 Main 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.

## **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!*